

**BOARD OF EDUCATIONAL SERVICE UNIT #13**  
**Tuesday – April 16, 2019**  
**Location – ESU #13 Center, 4215 Avenue I, Scottsbluff, NE**

**Dinner – 6:30 PM**

**1. Call to Order**

- Meeting is governed by the Nebraska Open Meetings Act as posted.
- The ESU #13 Board reserves the right to rearrange the order of the agenda.
- The ESU #13 Board reserves the right to convene an executive session in accordance with § 84-1410

**2. Excuse Absent Board Member(s) (Motion Necessary for Approval)**

**3. Approval of Agenda (Motion Necessary for Approval)**

**Consent Action Items (Motion Necessary for Approval)**

- Minutes of Regular Meeting (March)
- Treasurer's Report
- Fund Balance
- Budget Report
- Claims for Disbursement
- Approval of attendance for educational workshops, conferences, training programs, official functions, hearings, or meetings

**Calendar**

- **April 17, 2019** – Early Childhood Panhandle Buffett Report Luncheon– Gering Civic Center – 11:30-1:30 PM MST (Jones, Marsh, Millette, Richards)
- **April 24, 2019** – Spring Legal Workshop – LaVista
- **May 10, 2019** – LifeLink Graduation – Harms Center – 1:30 p.m.
- **May 17, 2019** – Meridian Graduation – ESU #13 center – 1:00 p.m.
- **May 21, 2019** – Regular Board Meeting
- **May 23, 2019** – Staff In-service & Dept. Meetings
- **May 27, 2019** – Office closed for Memorial Day.

**Public Forum:**

- Time limit for each person is three (3) minutes; no response or action taken by the Board.

**Reports**

- Head Start Director's Report and Policy Council Activity Report for March (uploaded to website)

- Policy Committee – report on revised Board Policies (Article I & II)
- Administrator’s Report ([Appendix A](#))

#### 4. Old Business:

- **ESU #13 Proposed Calendar for 2019-2020**

A draft of the proposed calendar for 2019-2020 has been uploaded to the website. It is ready for your approval.

**Recommendation: Move to approve the ESU #13 proposed calendar for 2019-2020.**

#### 5. New Business:

- **Employee Contracts for 2019-2020**

We have offered a 2019-2020 employee contract to **Kristin Kasten** as a SOAR staff developer. Kristin has a Bachelor’s degree in Elementary Education from the University Nebraska - Lincoln and a Master’s degree in PK-12 reading from the University of Nebraska at Kearney. She has over 20 years of classroom experience at Potter-Dix Public schools. She will support the staff development department in the areas of math and reading.

We have offered a 2019-2020 employee contract to **George Toman** as MTSS Regional Facilitator. This position is grant funded. George received his Bachelor of Arts from Concordia University – Nebraska; his Master of Science and Education Specialist degrees from Fort Hays State University. His employment background includes school psychologist for Lincoln Public Schools. He was also an active member of a District Management Group specifically focused on improving LPS academic and behavioral implementation of MTSS best practices.

We have offered a 2019-2020 employee contract to **Diane Reinhardt**, who is currently our Alternative Education Secretary, as the Secondary Transition Consultant. This position provides outreach to schools, agency support and services to families, and student development activities. Diane has a Bachelor of Arts degree from Chadron State College majoring in social work. Her contract states she will obtain her licensure in social work within 24 months.

**Recommendation: Approve the 2019-2020 employee contracts with Kristin Kasten, George Toman, and Diane Reinhardt.**

- **Contract Adjustments for 2019-2020:**

**Peggy Coulter**, who is currently our Meridian Music teacher, has been offered the position of Life Skills teacher. This is a new position to ESU that will provide independent living skill instruction to youth, ages 14 and older. Her contract will go from .40 FTE to .80 FTE. She will continue to teach

music in Meridian one day a week as part of the new contract.

**Jean Wegelin**, Speech Language Pathologist, would like to reduce her contract to 4 days a week (.8 FTE) for the 2019-2020 year. Laura Barrett has a plan for coverage.

**Recommendation: Approve the 2019-2020 employee contract adjustments with Peggy Coulter and Jean Wegelin.**

- **Employee Resignation:**

Ashley Meyer, Western Region ASD Network Coordinator, has submitted her resignation effective June 21, 2019. She states "I am grateful for having had the opportunity to work with ESU #13 employees, administrators, and school districts over the past 4 years, and I offer my best wishes for its continued success." Ashley is moving out of the area but states she is willing to help in the transition process.

**Recommendation: Move to accept the letter of resignation from Ashley Meyer, Western Region ASD Network Coordinator effective June 21, 2019.**

- **Employee Resignation:**

Teresa Halley, LifeLink teacher, has submitted her resignation effective at the conclusion of the 2018-19 school year. Teresa states "During my fourteen years at Educational Service Unit 13, I have been fortunate for the opportunity to develop and learn more about teaching techniques, program development and administration of special education."

**Recommendation: Move to accept the letter of resignation from Teresa Halley at the end of the 2018-19 school year.**

- **Employee Resignation:**

Bill Moore, LifeLink teacher, has submitted his resignation effective at the conclusion of the 2018-19 school year. Bill states "I have been sincerely blessed to have worked with such an amazing program and the skills I have gained in this position have helped me become a better teacher and a more compassionate human being."

**Recommendation: Move to accept the letter of resignation from Bill Moore at the end of the 2018-19 school year.**

- **Revision and Updated Head Start Policies and Procedures:**

As per the Performance Standards, we need Board approval of revised Policy and Procedures. The Disability/Transition written plans; Mental Health written plans; and Education Written Plans have been uploaded to the Board webpage for review. Policy Council approved these policies at the March 26, 2019 Policy Council meeting.

**Recommendation: Move to approve the revised Head Start Disability/Transition written plans; Mental Health written plans; and**

**Education written plans.**

- **Revision of Board Policy Articles:**

We have been working on revising our Board Policy to align with the Perry Law Firm template that was written specifically for ESUs. The Policy Committee has worked through Article 1 (Unit Organization) and Article 2 (Board Meetings). The article sections have been uploaded to the Board website for review.

**Recommendation: Introduction only. No action necessary.**

**6. Approval of Minutes (Motion necessary for Approval)**

**7. Adjournment**

## Appendix A

### ESU #13 BOARD NOTES April 2019

#### Construction updates

- **Sidney office** - I met with Barry Swanson, Jack Baker, Bill Knapper and Fermin on February 11<sup>th</sup> to look at the land available at the WNCC Sidney campus to house a new ESU #13 Sidney office. Baker & Associates need to do some fact finding on some easement questions to ensure we have the needed square footage for our office. Our current Sidney office is around 7,700 sq/ft. If we added a nice meeting/conference room area similar to Conference Rooms B&C (1,900 sq/ft.) here in Scottsbluff, we would need about 10,000 sq/ft. We believe there is approximately 11,000 sq/ft. available north of the existing building.

We would also look at sharing the cost of building a vehicle storage building in the southwest corner of the existing building. We would have spaces for 6 ESU cars and the college would have spaces for 6 WNCC cars. Currently we are estimating the cost to build at between \$200-\$220 sq/ft. \$2.0-\$2.2 million plus half the cost of the garage. If we went up to 11,000 sq/ft. it would be between \$2.2 – \$2.4 million.

We have that money in cash reserve for the office. I think it would be wise for the Board to move forward as soon as possible with a design and timeline for construction. I am concerned that legislation will get introduced and maybe passed that would reduce our cash reserve. If that would happen before you get this done, I don't know that you would ever have the funds to address the Sidney location.

- **Vehicle/Bus Storage Building** - Work continues on the vehicle/bus storage building here at 42<sup>nd</sup> street.
- **Construction Work in the SOAR Department** - Jadie Beam asked me if it was possible to enclose her office due to confidentiality issues. A preliminary estimate comes in at \$5,000 - \$7,000. We are waiting for the bid documents from Baker & Associates. The bids should be available for the Finance Committee at the May Board meeting.
- **CDC Remodel:**  
There will be a change order from Rusch's construction because a toddler's sink inside the classroom was missed.

#### ESU #13 Work Truck Purchase

Bid requests for a 2019 full size ½ ton 4X4 extended cab pickup have been sent out. The transmission went out in the 1997 ½ ton pick-up. We did have that transmission fixed (\$2,500) however, the 1997 pickup can't pull the enclosed trailer. Bids will be available for the Finance Committee at the May Board meeting.

### **WNCC/ESU 13 LEASE**

Conversations are taking place to determine the best way to write the lease for the CDC building.

### **State of Nebraska Equal Opportunity Commission**

A former Head Start staff member has filed a discrimination suit against ESU #13. Jerry Ostdiek, our attorney, and Jerry Becking (HR) are in the preliminary stages of the investigation but feel confident that ESU has a good defense on this matter.

### **Panhandle Beginnings Day Treatment**

We continue to explore possible facility options should we receive the grant from the Sherwood Foundation. School superintendents will be meeting on May 13<sup>th</sup> at 1:00 at HATC (E 188) to talk about a funding formula for schools to support the day treatment program. Currently, facilities available that would work for this program, and available to lease are running between 5,000/month. Within a draft budget, for this program I have the ESU paying the lease for a building to house this program should it move forward.

### **Sherwood Foundation**

Senator John Stinner, Rick Myles from SBPS, Katie Carrizales and I had a meeting in Omaha on Wednesday, December 5<sup>th</sup> to discuss possible funding for our Panhandle Beginnings Day Treatment proposal. They have asked us to complete an application and submit it for possible funding. They asked how much we were wanting. I said the startup costs of \$280,000 and part of the operating costs for 2-3 years (\$190,000). We will see what happens once we complete the application. Andrew will keep you informed how it is progressing.

### **Buffett Early Childhood Institute Report**

*The Nebraska Panhandle: An Assessment of Birth-Grade 3 Care and Education Report* will be the key topic at luncheon that is taking place Wednesday, April 17<sup>th</sup> at the Gering Civic Center. Nebraska Commissioner of Education, Dr. Matthew Blomstedt will offer opening remarks. Several of our staff, district staff and Board members are registered.

### **ESU 13 Internal/External Survey Results**

I will be sharing these results with the Board in April so you know what our member schools and our ESU 13 staff think about the job we are doing here at ESU 13.

### **Supplemental Life Insurance Offering through National Insurance Service**

A voluntary life insurance survey was sent out to all ESU 13 employees to see if supplemental life insurance would be something our staff would be interested in. The survey results have been uploaded to the Board website. The results show that more are interested than not. It would be post tax and paid by the employee. Does the Board concur that we can offer this next year?