

BOARD OF EDUCATIONAL SERVICE UNIT #13

Tuesday – January 16, 2018

ESU #13 Center, 4021 Avenue I, Scottsbluff, NE

Dinner – 6:30 PM

REGULAR MEETING – 7:00 P.M.

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. Reorganization of the Board

3. Oath of Office

- State Statute, Section 11-101, requires that all Board members take the Oath of Office. It may be administered orally or silently read and signed by each member. The Board Secretary will keep each signed Oath with the official minutes. On Tuesday, we will give each of you a copy of the Oath for signature.

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

5. Approval of Agenda (Motion Necessary for Approval)

Consent Action Items (Motion Necessary for Approval)

- Minutes of Regular Meeting
- Treasurer's Report
- Fund Balance
- Budget Report
- Claims for Disbursement

Calendar

- **January 21-22, 2018** – Legislative issues Conference – Lincoln
- **January 22, 2018** – Budget & Finance Workshop – Lincoln
- **January 31, 2018** – ESU #13 Advisory Council Meeting- 10:00 AM - Cory Epler and Bryce Wilson, NDE
- **February 18-19, 2018 or February 25-26, 2018** – President's Retreat – Lincoln or North Platte, respectively.
- **February 20, 2018** – Regular Board Meeting – 7:00 p.m. – ESU #13 Center
- **February 21-22, 2018** – Education Forum - Kearney

Public Forum

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

Reports

- Policy Committee Report- Proposed policy for ***Expenses and Authorization for Attendance at Education Workshops, Conferences, Training Programs, Official Functions, Hearings or Meetings*** and proposed policy for ***Service Animals***.
- Administrator's Report ([Appendix A](#))
- Head Start Director's Report for November (uploaded to website)

6. OLD BUSINESS: None

7. NEW BUSINESS:

- **ESU #13 Depositories:**

Each year, you approve ESU #13's current depositories as listed on the Treasurer's Report and give the Treasurer the latitude to shift money when in our best interest to do so.

Recommendation: Move to approve ESU #13's current depositories and give the Treasurer the latitude to shift money when in ESU #13's best interest.

- **ESU #13 Legal Counsel:**

Annually, you approve ESU #13's legal counsel. Jerald Ostdiek (Douglas, Kelly, Ostiek, Snyder, Ossian, Vogl and Snyder, P.C.) has agreed to serve as our attorney.

Recommendation: Move to approve Jerald Ostdiek as ESU #13's attorney.

- **Payment of ESU #13 Claims Between Board Meetings:**

Annually, we ask the Board for authorization to pay credit cards, utilities and payroll between Board meetings. These claims are then included with the ***Check Listing*** for official approval at the next regular meeting.

Recommendation: Move to authorize the Business Manager to pay credit cards, utilities and payroll between Board meetings.

- **Board Standing Committee Appointments:**

In accordance with our Board Policy, "annually" the Board President shall appoint members to the Board Standing Committees. I have included a list of the current committee assignments as [Appendix B](#)

- **Videoconference Meetings:**

The Board needs to decide whether or not to continue the practice of holding our February and March meetings as videoconference meetings. In past years, we have broadcast to Alliance, Sidney, Crawford, and Hay Springs. Additional sites can be added at your request.

Recommendation: Your decision.

8. Approval of Minutes (Motion necessary for Approval)

9. Adjournment

Appendix A

**ESU 13
BOARD NOTES
Dr. Jeff West
January 2018**

Scottsbluff Facility Projects

Phase two of the concrete work is near completion. We need to do a walk through on January 18th. They still need to move the Meridian playground fence back out to its original location.

Metal Siding/Doors on Multi-Purpose Room

Bids are due back by February 20th at 2:00p.m. The Finance Committee will open bids at 6:00 pm. and make a recommendation to the Board that night.

LB 801: Day Treatment/Day School Legislation

We have a bill that Senator Stinner has introduced on our behalf during this legislative session. Whenever LB 801 is discussed in the Education Committee, a number of us will need to go to Lincoln to testify. The final draft of that bill is included in your board packet.

LB 803: NDE Recertification Bill Head Start Teacher Certification (Senator Stinner)

The simple rationale for this “change” is to address a shortage of qualified teachers for early childhood education throughout the entire State of Nebraska. The State Board of Education does not intend to set a lower standard than that currently set by the statutory language being struck, but should an extreme hardship be presented to the Board by a school district or educational service unit, the Board can waive a regulatory requirement it establishes in rule. Under current statutory language, no one can waive that requirement of the Legislature. Some additional information related to this bill is included in your board packet.

State Auditor Draft Report

We are in the process of responding to the draft report from the state auditor that we received after Christmas break. Once we reply, they have an opportunity to respond to our response and then it will become public and be posted on their website. Each Board member will receive a hard copy of the report. We actually had fewer items appear in the draft report due to the fact that several of the items were placed into what they call the “Exit Conference Agenda.” The Exit Agenda includes recommendation we have that do not meet the need to be in the formal audit report. These items are documented for discussion purposes only and are will not be released to the public. The items in the exit agenda do not require any formal response to our office.

I can share with you what was included in the final draft report as well as the exit agenda and how we are responding. We will discuss it in more detail at the February meeting when the report will have become public and hopefully we will have received your hard copies.

Administrator Evaluation Instrument

I had researched and collected other evaluation instruments from other ESU administrators and those were placed in your board materials under September 19th board materials. If the board wants to explore changing the instrument, my evaluation typically happens at the April meeting. I might suggest a committee of the board, in cooperation with the administrator, to explore and

recommend to the board a change if that is your wish. Because it is already January, time is of the essence if this is to be done this year.

Strategic Planning Facilitator

I talked with Larry Dlugosh on December 18th. He is available to work with us beginning in late spring, early summer. We just need to be compiling our 30 stakeholders we want to include in the process.

ESU 13 Car Decals

I signed a contract with Whiting Signs to create and place decals with our ESU 13 logo on the sides of all our vehicles. We have all but 2 of the cars with the new decals attached. One of the cars is in Sidney and the other is my new ESU car that we will receive in the next week or so. It will cost around \$2,000.

Tipping Procedure

Below is the draft wording we want to include in the staff handbook. Any suggestions?

ESU #13 will reimburse the cost of meals under the terms and conditions specified in Board and administrative policy only when an overnight stay is involved or business-related meals are documented and approved. This policy applies to professional/business travel in state and out of state. All meal receipts must include a detailed breakdown of charges. Tipping is allowed at 15% unless the establishment has a tipping policy for large groups. If a staff member wishes to tip a larger amount, it will be the responsibility of the staff member to pay the difference at the time of the transaction.

ESU 13 Audit Bids

Letters and public notice went out Monday Dec 18 for bids for 2017-2018 audit. Bids are due back by February 20th at 2:00p.m. The Finance Committee will also open bids at 6:00 pm. and make a recommendation to the Board that night.

Scottsbluff Office Receptionist/Office Manager

We will be interviewing five people for this position on January 17th. Our current receptionist, Stephanie Ryan, has taken the ESU 13 SPED Secretary position that we created. We had over 50 applications for this opening.

Legislative Bills on Administrative Salaries

LB 851 (Linehan): Limits salary to no more than five times the compensation for a beginning teacher.

LB 997(Erdman. Murante): Beginning in January of 2019, no political subdivision may spend more than 5% of its budget for salaries/benefits for administrators with supervisory authority or those employees who support these positions.

Governor's budget proposal appears to spare K-12 education funding and ESU core Service Funding.

Appendix B

BOARD COMMITTEE ASSIGNMENTS 2017

Policy:

- Pat Dobry
- Ray Richards
- Patricia Jones

Building/Grounds: (formed at the 9/13/11 Board Meeting)

- Steve Diemoz
- Tom Millette (Jeff West/Fermin Hernandez)
- Ray Richards
- Mark Sinner

Projects:

- Kim Marx
- Ray Richards
- Mark Sinner

Negotiations/Personnel:

- Don Egging
- Thomas Millette (appointed by Chairman on 10/18/16)
- Bill Knapper
- Ray Richards
- Mark Sinner

Programs/Services:

- Pat Dobry
- Kim Marx
- Tom Millette
- Rosalene Tollman

Finance:

- Bill Knapper (Jeff West/Desira Martin)
- Tom Millette
- Ray Richards
- Mark Sinner

ESU/WNCC Project Board:

- Ray Richards Coral Richards (WNCC-Secretary)
- Mark Sinner Timothy H. Daniels (WNCC)
- Scott Marsh Thomas L. Perlinski (WNCC)
- Julienne K. Walworth (WNCC)

Election Districts:

- Bill Knapper (Jeff West)
- Tom Millette
- Ray Richards
- Mark Sinner

Legislative Liaison:

- Patricia Jones

BOARD COMMITTEE ASSIGNMENTS 2017 (Continued)

Complaint and Grievance:

- Patricia Jones
- Bill Knapper
- Ray Richards
- Scott Marsh