

BOARD OF EDUCATIONAL SERVICE UNIT NO. 13

Tuesday – November 8, 2016

Location – ESU #13 Center, 4215 Avenue I, Scottsbluff, NE

*Finance Committee Meeting – 6:00 PM (Knapper, Millette, Richards, Sinner) (review furniture bids)

*Dinner – 6:30 PM

REGULAR MEETING – 7:00 PM	
I. Call to Order	<ul style="list-style-type: none">• 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.
II. Excuse Absent Board Member(s) (Motion Necessary for Approval)	
III. Approval of Agenda (Motion Necessary for Approval)	
A. Consent Action Items (Motion Necessary for Approval)	<ol style="list-style-type: none">1. Minutes of Regular Meeting2. Treasurer’s Report3. Fund Balance4. Budget Report5. Claims for Disbursement
B. Calendar	<ol style="list-style-type: none">1. December 20, 2016 – Regular Meeting – 7:00 PM – ESU #13 Center.2. November 16-18, 2016 – NASB/NASA State Education Conference – LaVista Conference Center/Embassy Suites – Omaha (Steve Diemoz).3. December 1-3, 2016 – 2016 AESA Annual Conference – Savannah, GA.
C. Public Forum	<ul style="list-style-type: none">• Time limit for each person is three (3) minutes; no response or action taken by the Board.
D. Reports	<ol style="list-style-type: none">1. Para Educator Training (Jadie Beam/Laura Barrett)2. EHS/HS Required Governance Training (Donna Jenne)3. Administrator’s Report (APPENDIX A)4. Head Start Policy Council Meeting Minutes and Child Development Performance Report for October (uploaded to website)

E. Old Business

1. **Board Policy Regarding Credit Cards:**

Existing Board Policy regarding use and payment of credit cards (Section IV: Fiscal Management; B-7) states:

The Board of Educational Service Unit No. 13 hereby authorizes the acquisition and use of credit cards for purchasing all appropriate goods, services, and supplies. Credit cards shall be maintained by the Administrator or his/her designee to be issued through appropriate procedures as adopted by the Administrator which shall include requiring all credit card purchases to be substantiated by itemized receipts attached to the credit card statement obtained by the individuals to whom the card is issued and by supervisor verification. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of ESU #13.

We are proposing to add the last underlined sentence to this policy to align with Head Start Policy requirements.

Recommendation: First reading. No action required.

F. New Business

1. **Furniture Bids:**

The Board Finance Committee will review bids for furniture for the new addition prior to our meeting on Tuesday and make a recommendation to the Board for purchase.

Recommendation: Move to approve the recommendation of the Board Finance Committee regarding the purchase of furniture for the new addition.

2. **Board Policy Regarding Anti-Bullying and Dating Violence Prevention:**

NDE is leading the charge to standardize protocol for response to emergencies in schools. Jerry Ostdiek reviewed our existing policies and recommends that we add several policies related to safety and security. Listed below are the first two policies in the series.

Anti-Bullying Policy – Students

Educational Service Unit No. 13 is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on ESU grounds, in a vehicle owned, leased, or contracted by the ESU being used for an ESU purpose by an ESU employee or designee, or at ESU-sponsored activities or ESU-sponsored athletic events; and while away from ESU grounds, if the misconduct

materially and substantially interferes with or disrupts the educational environment, the ESU's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, the student may be subject to discipline to the extent permitted by law.

Dating Violence Prevention – Students

Educational Service Unit No. 13 is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

Pursuant to Section 79-2, 140, the Legislature has defined (a) "dating violence" to mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) "dating partner" to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Dating violence training, as defined by Section 79-2, 141(4), shall be provided to staff deemed appropriate by the administration. The administration will be responsible for reviewing the ESU's Student Code of Conduct to insure that this policy is reflected therein.

Recommendation: Introduction item only. No action required.

IV. Approval of Minutes (Motion Necessary for Approval)

V. Adjournment

APPENDIX A

ESU 13 BOARD NOTES Dr. Jeff West November 2016

Scottsbluff Office Addition

We still need to confirm that the HVAC system is working properly. Josh from Gering plumbing will need to come over and verify with Fermin that everything is working properly. We have had the company from Omaha back out here and it seems like now we have them pointing fingers at Gering Plumbing and Josh from Gering Plumbing saying it is an issue with the folks in Omaha. So, we will keep working on it.

We had the receptionist area redone and it looks much better. So, I believe we have that issue addresses satisfactorily.

I have been working with Abbie Winters (Commercial Interior Designer) on a furniture bid for the new addition. The Finance Committee will be meeting before the November Board meeting to open and review the furniture bids. We hope to have a recommendation for the board to approve at our meeting.

I am also working with Abbie Winters on a bid document for external and internal signage. We want to take our time and make sure that we have the right signage in the correct locations to guide traffic both inside and outside. Once I receive Abbie's recommendations, I will ask for feedback from Directors to make sure we haven't missed something. Then we will put it out for bid probably for the December Board meeting.

We have removed a number of trees that are dying. We hauled in new topsoil to place around the new addition. We will be putting down some barley or Rye to keep the soil from blowing over the winter. BJ is working with Amy Seiler to write a Arboretum Grant to help with the costs of the landscaping around the new addition. We want to look not only at a plan for the new addition, but also a master plan for the entire campus so we can start replacing trees as we remove them and not wait until we need to do a large number of trees all at once.

We will gather bids for sprinklers after we have the Arboretum grant (landscaping plan). That will probably happen sometime in January so we can get them scheduled to begin installation in the spring.

Update on Scottsbluff Location Facility Projects for the 2016-17 Year

Before the board decided to build the new addition, we had talked about a number of projects. Those include:

- A new boiler system and controls in the original building
- Replacing the walking path around the grounds so our Meridian students can get outside when the weather is nice.
- Extend the vehicle storage building 2 additional car bays and one larger bay for the 2 buses.
- Concrete work (sidewalks) that are in need of replacement
- Explore most efficient heating options in the Meridian classrooms
- Maintenance free siding on the multi-purpose room and out buildings (garages)
- Parking Lots

Fermin and I met with Barry Swanson, Civil Engineer, from Baker and Associates to discuss the outside projects (parking lots, vehicle storage, walking path). We will be meeting with the mechanical and

electrical engineers on the inside projects (boiler/controls, air conditioning, and Meridian classrooms). Once I have some estimates I will share those with the board.

Sidney Office

In talking with people in Sidney, they have been told that it will be 6 months before any details will be shared about what the future presence of Cabela's will look like. I talked with Jay Ehler in Sidney at he told me the same thing. Everyone is on a "wait and see" schedule.

AESA Foundation Retreat

I was in Bozeman, MT on November 2-4 for an AESA Foundation Retreat. The Executive Council went through a retreat earlier in the year. This meeting in Bozeman was to share the results of the retreat with the Foundation to see how they can support the work of the Executive Council.

State ESU Meetings in Omaha

I will be attending our state meetings in Omaha on November 14-16.

2001 State Audit Report Comments and Recommendations

I will distribute a copy of the comments and recommendations made by the State Auditor's Office back in 2001 for your review.