

**BOARD OF EDUCATIONAL SERVICE UNIT #13**  
**Tuesday – November 20, 2018**  
**Location – ESU #13 Center, 4215 Avenue I, Scottsbluff, NE**

**Finance Committee - (to review concrete paving improvement bids) – 6:00 PM**  
**(Knapper, Millette, Richards, Sinner)**

**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)**

- Amended Budget Hearing (October); Minutes of Regular Meeting (October Regular Meeting)
- 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**

- **November 21-23, 2018** – ESU closed for Thanksgiving break
- **November 27, 2018** – New Board Member Workshops - Gering
- **November 28-December 1, 2018** – 33<sup>rd</sup> AESA Annual Conference - The Broadmoor Hotel, Colorado Springs, CO. (Coon, Diemoz, Jones, Marx, Richards, Sinner)
- **9<sup>th</sup> Annual Nebraska Children's Health & Educational Summit** – December 11, 2018 – Omaha
- **December 18, 2018** – Regular Board meeting
- **December 24-January 4, 2019** – ESU closed for Christmas break

**Public Forum:**

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

## Reports

- EHS/HS Required Governance Training – Donna Jenne (PowerPoint and Reference Book uploaded to the website)
- Head Start Director's Report and Policy Council Activity Report for October (uploaded to website)
- 100<sup>th</sup> Annual State Education Conference – November 14-16, 2018-Lavista (Diemoz, Marx and Knapper)
- Administrator's Report ([Appendix A](#))

## 4. OLD BUSINESS:

- None.

## 5. NEW BUSINESS:

- **Proposed Defibrillator (AED) Policy:**  
ESU #13 now has an AED and signage showing its location. We need a policy regarding the use of the device. Jerry Ostdiek has reviewed the policy below and suggests that the administrative protocol (uploaded to website) not be part of the policy, but a reference located in the policy section. This is the introduction and will go to the Board Policy Committee for review.

*The ESU #13 Board recognizes that from time to time emergencies may arise that justify the use of an Automated External Defibrillator (AED). ESU #13 will maintain an AED on each site where one is located. The AED shall be used in emergency situations warranting its use.*

*The AED shall be maintained and tested in accordance with operation guidelines of the manufacturer and monitored by the ESU #13 nurse.*

*The AED will be kept on ESU #13 property and will not accompany EMS personnel to a hospital emergency room.*

*It shall be the responsibility of the ESU #13 Administrator to develop administrative protocol regarding this policy.*

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

- **Concrete Paving Improvements:**  
The Board Finance Committee will review bids for concrete paving improvements for the Scottsbluff facility at 4215 Avenue I 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 concrete paving improvements for the Scottsbluff facility at 2415 Avenue I.**
  
- **Strategic Action Plans:**  
The writing committees have completed the action plans supporting the 5 goals that were approved at the August Board meeting. The action plans have been uploaded to the website. We are asking the Board to approve the action plans so we may begin implementation.  
**Recommendation: Move to approve the action plans that support our 5 strategic planning goals.**
  
- **Head Start/Early Head Start 2019-2020 Continuation Grant**  
**Application:**  
A continuation grant application in the amount of \$3,106,070.00 has been prepared for a submission to the Administration for Children and Families for the Head Start and Early Head Start Programs no later than December 31, 2018. The continuation grant includes the Head Start five year goals, and self-assessment results, T/TA Plan and School Readiness Plan.  
**Recommendation: Move to approve the 2019-2020 Continuation Grant Application for the Head Start/Early Head Start programs.**
  
- **Employee Resignation:**  
Laura Barrett, Director of Special Services, has submitted her letter of resignation effective at the end of the 2018-19 school year. She has accepted the position of Student Services Director at Gering Public Schools. She states “Thank you for the opportunities and support I have received throughout my time here. There are so many people that have helped me grow here and I will be eternally grateful for that.” (Laura’s letter has been uploaded to the website).  
**Recommendation: Move to accept the letter of resignation from Laura Barrett effective at the end of the 2018-19 school year.**

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

7. **Adjournment**

## Appendix A

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

### **Sidney Office Update**

I would like to share what information I have found thus far and get your thoughts on a lease/purchase option versus renovating our current Sidney Office building. (I know, I know). I have been against putting money into the existing building from the beginning. The options for leasing an existing building have been less than fruitful and what is available would need considerable improvements, which I don't see the owners wanting to do.

Purchasing a building without needing major renovations looks to be even less of a possibility in the current market. The growth in Sidney and the surrounding southern school districts doesn't look promising at least in the near future because of Cabela's.

Politically, I am wondering if we would be better off renovating the current office. I think by reconfiguring the floor plan of the current space, we could gain the space needed for trainings, and also allow us to keep a garage for vehicles. Other locations currently available do not include a garage for vehicles. Buying another building (without a garage) and then selling this building with a garage may open us up to criticism.

The Sidney facility houses 13 non-Head Start employees and 4 Head Start employees who use the facility. I think if we reconfigured the existing space, we could come up with a conference room space the size of conference rooms B&C here in Scottsbluff. We could include a collapsible wall that would give them more meeting/training space then they have now.

In talking with Julia, the Office Manager in Sidney, she shared some of the trainings held at the facility: Panhandle Early Learning Trainings, Chadron State College DL, CPR Training, Panhandle Early Learning Connection trainings, Para Educator trainings, SPED support trainings by DL, Mental Health First Aid training.

Several meetings including Tech Team, Early Intervention Team, Region V NASES, Southern Learning Partners, Interviews and Orientation, PRT #14, M.A.C. Superintendents and Ads, SRS update, BlendEd Pilot Project Work Day, NWEA User Meeting (DL), Panhandle 4-H Contest are also held at the Sidney office.

### **HATC Front Door Installation:**

As I shared with you in June, we will be replacing the store front doors with traditional doors with panic bars. We discussed handicap accessibility as well as a buzzer system so our doors can be locked. WNCC is planning to install the doors over Christmas vacation.

### **Baker & Associates and Facility Update:**

They are currently working on specs to try and get an estimate of the cost to renovate that facility to meet the needs of our programs that would be housed there. If it is done, I will share with you at our meeting.

### **Meridian/Panhandle Beginnings:**

For a number of years Meridian staff, outside providers and our SPED Directors (Marg and Laura) have shared concerns with me about the lack of space in our Meridian classrooms, therapy space, and indoor recreational space. Until recently I have just kind of felt we didn't have any other options. I have had a conversation with Krystal Palm about the front part of the old TLC building. I think they are very willing to talk with us about some of that space. Laura has talked with the SPED directors in our service area about this as a possibility and if they would support the move and possible improvements we could make with the program with the additional space. The response has been overwhelmingly positive. We would also have enough space to add a day treatment/school program in that space in the future should we figure out the funding. Both Laura and Dr. Katie Carrizales (Day Treatment/Day School Director) feel we can accommodate both programs in this space. I have asked Laura to share her thoughts with me in writing:

#### Meridian Benefits

Meridian staff and district representatives were informally surveyed and all of them felt this would be a benefit to students in the Meridian program. Some of the benefits we have discussed are:

- Meridian classrooms are currently very full due to the number of students who use wheelchairs and the number of staff we have in order to meet the needs of the students. All staff are based upon the student's IEP so reducing staff is not an option for us.
- We have a playground and play area that is great for the students to burn off energy, but it is not completely accessible for students who use wheelchairs. During the winter, students stay indoors on a regular basis because of medical conditions that could be worsened by prolonged exposure to the cold and wind. My vision would be turning one of the greenhouses into an accessible playground for the students so that they can always have somewhere for physical exercise and play.
- Our current sensory rooms meets the large motor physical therapy and sensory needs through treadmill, exercise bike and elliptical. However, we are missing a quiet sensory space that students could use to self-soothe and regain composure. Physical therapy spaces are limited to hallways and the multipurpose room that is sometimes occupied by the music program. This limits the activities that the physical therapists could provide for our students.

#### Panhandle Beginnings Benefits

- Partnering with established program would allow for credibility of name and programming.
- There are built in volunteer opportunities through working with Meridian.
- The location is dedicated to education and not shared with other entities.

#### Benefits to both

- Private therapeutic spaces for students to receive services.
- Possible sharing of staff: nursing, teachers, principal, secretarial, etc.
- Access to nature

- Opportunity for more life skills programming for students through shared on-site facilities (laundry, cooking, gardening, etc.)

Benefits to Special Services Program with expanded space

- All Special Services staff in one area of the building making collaboration easier.
- Special Services Meeting room/training facility that won't take up the other conference rooms. There are many times this is booked.
- Room for existing and expanding staff. All Special Services offices have 2-3 people in them already. We are looking at two more offices housing 3 people within the next year. The current offices are not built for this.

This would also allow us to convert the Meridian classrooms into additional offices/meeting rooms. We have already outgrown our new space. When we renovated the Meridian classrooms we did so with the idea that we may want to convert them to offices or meeting rooms sometime in the future.

As a Board, we have discussed budgeting next year to build a garage for the busses. I think that was estimated to cost \$450,000 or so. My thought would be as important as that garage may be, I would rather we consider using those funds to purchase a building that allows us to expand and improve student programs.

**Strategic Planning:**

Our Action Planning committees have been meeting to write action plans for each of the five goals the board has approved. We have two directors on each committee as well as members from our school districts and some board members. I am planning to bring those action plans to the November meeting for review and approval by the board so we can begin implementation.

**Family Medical Leave Act:**

We have an employee who was eligible and used FMLA leave. The employee has now exhausted the 12-week period but was not able to return or give a definite date of return. We have visited with Jason Ossian, an associate of Jerry Ost diek, whose expertise is FMLA. We are following our ESU policy, however, he is also providing us with a step-by-step internal procedure manual to follow for future FMLA cases. We mailed a letter to the employee outlining the steps that need to be taken that follow our current policy. He has also made a recommendation to change some wording in the Board policy which will be presented at the December Board meeting. We have uploaded the Procedures and Check List that he has provided.

**Worker's Compensation:**

During the work up of a Worker's Comp claim, the question of pursuing subrogation was asked by Alicap since the injury from a fall happened on another school district property. Do we want to risk harm to our working relationship with this district by asking them to be financially responsible? If we would do this, would we become less acceptable as a partner using their facilities? I would like to hear what the Board thinks about this situation.

**Board Policy using Perry Law Firm Template:**

As you will recall, we purchased these templates because they more closely align with ESUs rather than school districts. I would like to ask the Policy Committee's opinion if the current process of reviewing the highlighted comparison of current Board policy with the Perry Law Firm version, amending, and then bringing it to the Board for a vote is the best process. We sent this out in September and are still waiting for the recommendation from the Committee. Another option would be to use the policy system we have now and introduce the highlighted versions to the whole Board and then it proceeds to Policy Committee. (A copy of Sections I, II and III have been uploaded to the website as an example.)

**Inter-Local Agreement with Chadron Public Schools:**

We are currently working on an inter-local agreement for the AWARE grant project. We will be providing a project manager along with a licensed school mental health staff member. This project will provide assessments, therapeutic intervention and provide resources to youth, families and educational staff for Chadron Public Schools. Dr. Katie Carrizales, ESU 13 Director of Behavioral and Mental Health, will be overseeing these positions and working with Chadron Schools.

**Governor Ricketts Visits Bayard Library:**

The Institute of Museum and Library Services (IMLS) awarded the Nebraska Library Commission a National Leadership Sparks Grant of \$25,000 for a partnership project with the Nebraska Office of the Chief Information Officer and six local school districts. The grant is called *Sparks! Nebraska Schools and Libraries – Breaking the ice and Igniting Internet Relationships*. Bayard Public Schools is one of the six recipients. The Project provided wireless Internet connection between Bayard Schools and the Bayard Library.