

EDUCATIONAL SERVICE UNIT 4
Regular Meeting
August 14, 2017
5:15 PM
ESU 4
Auburn, Nebraska

President, Cheri Wirthele, called the meeting to order at 5:30 p.m. She announced that copies of this meeting's agenda were made available at the office of the service unit administrator, prior to the meeting date and time as stated above. Also, a copy of the Nebraska Open Meetings Act, Chapter 84, Article 14 is available as a reference.

Allison Hayes moved that this meeting be declared an open meeting which was preceded by published notice and is hereby declared to be fully convened and in open session. The motion was seconded by Linda Engel. Roll call vote: Allison Hayes, Yes; Les Stevens, Yes; Linda Engel, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Roll Call: Present were Board Members Jeff Bacon, Linda Engel, Allison Hayes, Les Stevens, and Cheri Wirthele. Absent was Lana Willman. Also present were Administrator Gregg Robke, Treasurer Kathy Taylor, and two guests, Amy Clark and Gary Schaffer.

Linda Engel moved to approve the agenda for August. Jeff Bacon seconded the motion. Roll call vote: Jeff Bacon, Yes; Linda Engel, Yes; Les Stevens, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Les Stevens moved to accept the minutes of the previous regular meeting as printed. Linda Engel seconded the motion. Roll call vote: Allison Hayes, Yes; Les Stevens, Yes; Linda Engel, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Jeff Bacon moved to approve ESU 4 claims of \$25,108.51, ESU 4 payroll of \$462,702.02, and NCECBVI claims of \$21,207.73 for July. The motion was seconded by Allison Hayes. Check #22974 to Bulldog Storage for \$700.00 will be the final payment for the storage unit that housed the health van. The van will now be stored in the warehouse. Check #22979, #23007 and #23011 were for contracted services at NCECBVI's summer camp. Roll call vote: Jeff Bacon, Yes; Linda Engel, Yes; Les Stevens, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Linda Engel moved to approve Federal Program claims of \$75,378.13 for July. Jeff Bacon seconded the motion. Roll call vote: Allison Hayes, Yes; Les Stevens, Yes; Linda Engel, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Linda Engel moved to approve ESU 4 claims of \$46,834.10, ESU 4 payroll of \$448,145.95, and NCECBVI claims of \$21,220.89 for August. The motion was seconded by Allison Hayes. Check #23075 to Bert Cole was for vehicle detailing, check #23123 to Tyler Robke who filled in with some custodial duties until a replacement was found. Check #23133 to Terry's Repair was for vehicle maintenance on all of the ESU 4 vehicles. All Makes Office Equipment check #23060, Esser's Flooring #23085 were for furniture and carpet to update the administrator's office. Check #23116 to Perry Law Firm was for the annual Policy Update for the schools. This fee will be reimbursed by those schools participating. Check #23135 to Unite Private Networks was for two months of internet service for our three locations. Hopefully these fees will be discounted in 2017-2018 by filing for e-rate. Roll call vote: Jeff Bacon, Yes; Linda Engel, Yes; Les Stevens, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Allison Hayes moved to approve Federal Program claims of \$27,946.48 for August. Jeff Bacon seconded the motion. Roll call vote: Allison Hayes, Yes; Les Stevens, Yes; Linda Engel, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Kathy Taylor presented the Treasurer's Report for August. Information regarding the remainder of the NCECBVI/NDE Contract for 2016-2017 was discussed. Les Stevens moved to accept the Treasurer's report as presented. Jeff Bacon seconded the motion. Roll call vote: Jeff Bacon, Yes; Linda Engel, Yes; Les Stevens, Yes; Allison Hayes, Yes and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Lana Willman arrived at 5:46 pm.

Gregg Robke shared information with the group. The State Education Conference in LaVista is scheduled for November 15-17, 2017. ESU 4 has received a notice from the Nebraska Department of Labor. This is in reference to an employee who resigned and has filed for unemployment. ESU 4 does not owe the former employee for unemployment, at this time. A brief discussion regarding personnel issues was held for the 2017-2018 school year. Gregg shared information regarding the 2017-2018 budget. The AESA Conference is

being held in San Antonio, Texas this year. Board members should let Gregg know if they are planning to attend. Gregg informed the Board of the new ESU 4 website and logo that have been created. The Health Van has been in for some major repairs; new fuel line and batteries have been installed. Job Descriptions and Evaluation Documents have been collected for the entire ESU 4 and NCECBVI staff as part of the Continuous Improvement Process. Two certified contracts have been amended for the 2017-2018 school year due to movement on the salary schedule. Gregg wanted to recognize Sara Reuss for being nationally certified as an Orientation and Mobility Specialist at NCECBVI. There has been a request from a staff member for a two-day reduction to their 2017-2018 contract. Gregg also shared some of his goals and activities for the 2017-2018 school year: he has held a New Staff Orientation day for the new staff members, he plans to visit with all of the area superintendents and would like to be able to attend a board meeting at each of the ESU 4 districts. He will also be busy with classes needed to complete his degree. On February 15, 2018, ESU 4 will be hosting a mini mid-year type event at Johnson County Central Public Schools.

Linda Engel moved to appoint Gary Schaffer as the Representative for District #7 of the Educational Service Unit 4 Board for the remainder of the current term. The motion was seconded by Cheri Wirthele. Roll call vote: Jeff Bacon, Yes; Linda Engel, Yes; Les Stevens, Yes; Lana Willman, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

The Oath of Office was administered and Mr. Schaffer was sworn in as the new District # 7 representative.

Lana Willman moved to declare the following items as surplus:

4700 0021 – iPad	2213 0334 – Life Scribe Pen
2011-03-3532 – Byte Speed Laptop	2213 0154 – Desk Top Computer
2213 0156 – Desk Top Computer	

Linda Engel seconded the motion. Roll call vote: Allison Hayes, Yes; Lana Willman, Yes; Les Stevens, Yes; Gary Schaffer, Yes; Linda Engel, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Cheri Wirthele moved to identify the following depositories for ESU 4 funds for 2017-2018.

Auburn State Bank	*Federal Fund Account
	*General Fund Account
	*Payroll Account
	*Grand Money Market Account
	*Money Market Account
	*Flexible Fund Account

The motion was seconded by Jeff Bacon. Roll call vote: Jeff Bacon, Yes; Linda Engel, Yes; Gary Schaffer, Yes; Les Stevens, Yes; Lana Willman, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Linda Engel moved to identify salary and benefits for substitute teachers for the 2017-2018 school year as identified in *Policy #3026 Substitute Teachers*. The substitute salary will be set at .004 of the base with no benefits being paid to substitute teachers during the 2017-2018 school year. The motion was seconded by Gary Schaffer. Roll call vote: Allison Hayes, Yes; Lana Willman, Yes; Les Stevens, Yes; Gary Schaffer, Yes; Linda Engel, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Linda Engel moved to join the Nebraska Rural Community Schools Association for the 2017-2018 school year. Jeff Bacon seconded the motion. Roll call vote: Jeff Bacon, Yes; Linda Engel, Yes; Gary Schaffer, Yes; Les Stevens, Yes; Lana Willman, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Cheri Wirthele moved to hire Linda Cutler as a Residential Assistant at NCECBVI for the 2017-2018 school year. The motion was seconded by Gary Schaffer. Roll call vote: Allison Hayes, Yes; Lana Willman, Yes; Les Stevens, Yes; Gary Schaffer, Yes; Linda Engel, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Linda Engel moved to hire Tim Graves as a Residential Assistant at NCECBVI for the 2017-2018 school year. Lana Willman seconded the motion. Roll call vote: Jeff Bacon, Yes; Linda Engel, Yes; Gary Schaffer, Yes; Les Stevens, Yes; Lana Willman, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Lana Willman moved to hire Kevin Walters as a Residential Assistant at NCECBVI for the 2017-2018 school year. The motion was seconded by Allison Hayes. Roll call vote: Allison Hayes, Yes; Lana Willman, Yes; Les Stevens, Yes; Gary Schaffer, Yes; Linda Engel, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Linda Engel moved to hire Ames Smallfoot as a School Nurse (RN) at NCECBVI for the 2017-2018 school year. Jeff Bacon seconded the motion. Roll call vote: Jeff Bacon, Yes; Linda Engel, Yes; Gary Schaffer, Yes; Les Stevens, Yes; Lana Willman, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Jeff Bacon moved to consider the top two vehicle bids from Hullman Motors in Falls City, Nebraska, and Meyer-Earp in Auburn, Nebraska, with final determination to be based on conditions determined by the ESU 4 Administrator. The motion was seconded by

Gary Schaffer. Roll call vote: Allison Hayes, Yes; Lana Willman, Yes; Les Stevens, Yes; Gary Schaffer, Yes; Linda Engel, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Cheri Wirthele moved to accept the resignation of Dianne Bossung, Residential Assistant at NCECBVI at the end of the 2016-2017 school year. Linda Engel seconded the motion. Roll call vote: Jeff Bacon, Yes; Linda Engel, Yes; Gary Schaffer, Yes; Les Stevens, Yes; Lana Willman, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Motion carried.

Allison Hayes moved to accept the resignation of Susan, Pope, NIRC Director at NCECBVI effective August 25, 2017. The motion was seconded by Jeff Bacon. Roll call vote: Allison Hayes, Yes; Lana Willman, Yes; Les Stevens, Yes; Gary Schaffer, Yes; Linda Engel, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Allison Hayes moved to adjourn the meeting at 7:03 p.m. The motion was seconded by Lana Willman. All present Voting Yes. Voting No: None. Motion carried.

Respectfully submitted,

Allison Hayes
Secretary