

EDUCATIONAL SERVICE UNIT 4

Regular Meeting

August 12, 2019

5:15 PM

ESU 4

Auburn, Nebraska

President, Cheri Wirthele, called the meeting to order at 5:15 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.

Lana Willman 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 Gary Schaffer. Roll call vote: Allison Hayes, Yes; Amy Clark, Yes; Lana Willman, Yes; Jean Dammast, Yes; Mary Stewart, Yes; Gary Schaffer, Yes; John Furrow, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Roll Call: Present were Board Members Jeff Bacon, Gary Schaffer, Amy Clark, Mary Stewart, Jean Dammast, Lana Willman, John Furrow, Allison Hayes, and Cheri Wirthele. Also present were Administrator Gregg Robke and Treasurer Kathy Taylor.

Amy Clark moved to approve the agenda for August. Jeff Bacon seconded the motion. Roll call vote: Jeff Bacon, Yes; John Furrow, Yes; Gary Schaffer, Yes; Mary Stewart, Yes; Jean Dammast, Yes; Lana Willman, Yes; Amy Clark, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Mary Stewart moved to accept the minutes of the previous regular meeting as printed. John Furrow seconded the motion. Roll call vote: Allison Hayes, Yes; Amy Clark, Yes; Lana Willman, Yes; Jean Dammast, Yes; Mary Stewart, Yes; Gary Schaffer, Yes; John Furrow, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Jean Dammast moved to approve ESU 4 claims of \$51,951.85, ESU 4 payroll of \$434,905.83, and NCECBVI claims of \$18,777.52 for July. The motion was seconded by Mary Stewart. Joe Sanfelippo was a presenter for the Principal's Retreat in June; payment made with check #25345. Check #25362 to Perry, Guthery, Haase and Gessford, PC is the fee for policy updates. Several of our schools use this service and the cost is charged to those schools. Roll call vote: Jeff Bacon, Yes; John Furrow, Yes; Gary Schaffer, Yes; Mary Stewart, Yes; Jean Dammast, Yes; Lana Willman, Yes; Amy Clark, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Jeff Bacon moved to approve Federal Program claims of \$31,436.24 for July. Lana Willman seconded the motion. Roll call vote: Allison Hayes, Yes; Amy Clark, Yes; Lana Willman, Yes; Jean Dammast, Yes; Mary Stewart, Yes; Gary Schaffer, Yes; John Furrow, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Gary Schaffer moved to approve ESU 4 claims of \$82,527.32, ESU 4 payroll of \$419,997.82, and NCECBVI claims of \$20,597.82 for August. The motion was seconded by John Furrow. Check #25405 to CIPA Filter is for the yearly fee for all DVLG schools and is paid with DVLG dues. Check #25453 to Pieters Constructions is for concrete work in the parking lot and #25470 to Warner Construction is for the remodeling here at the office. Check #25460 is to Matt Geiler, opening day speaker. Roll call vote: Jeff Bacon, Yes; John Furrow, Yes; Gary Schaffer, Yes; Mary Stewart, Yes; Jean Dammast, Yes; Lana Willman, Yes; Amy Clark, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Allison Hayes moved to approve Federal Program claims of \$15,520.35 for August. Jeff Bacon seconded the motion. Roll call vote: Allison Hayes, Yes; Amy Clark, Yes; Lana Willman, Yes; Jean Dammast, Yes; Mary Stewart, Yes; Gary Schaffer, Yes; John Furrow, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Kathy Taylor presented the Treasurer's Report for August. The Board was informed that we did receive a significant amount in Federal Funds this month and were able to repay part of the General Fund Loan. Notice from the bank was received that the first quarter payment for the NCECBVI/NDE Contract was made. Gregg also informed the Board that we would begin receiving payments monthly rather than quarterly. The new coding system has been implemented and is going well. John Furrow moved to accept the Treasurer's Report as presented. Lana Willman seconded the motion. Roll call vote: Jeff Bacon, Yes; John Furrow, Yes; Gary Schaffer, Yes; Mary Stewart, Yes; Jean Dammast, Yes; Lana Willman, Yes; Amy Clark, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Gary Schaffer and Cheri Wirthele attended the School Law Seminar in June and reported to the group on some of the sessions they attended.

Gregg Robke shared the NASB Monthly Meeting notes with the Board. The NASB Area Membership Meeting is set for September 18* in Nebraska City. Registrations are due by September 11*. Approving the 6000s series policies, the extra policies along with the Staff Handbook is on the agenda tonight. There will be a Health Van update later on in the meeting. The auditing contract with Riggs & Associates is on the agenda tonight as well. NCECBVI has some staff issues here at the beginning of the year: two staff members are battling cancer, one with anxiety/mental health issues, one with knee replacement surgery and the school nurse has turned in her resignation. Gregg shared a little bit about his goals for the year including the possibility of an ESU 4 Area Board Night. The Board was asked to think about whether or not they would like to attend the Annual AESA Conference in December.

Allison Hayes moved to declare the following items as surplus:

<i>Z81000114 – Gray Highback Office Chair</i>	<i>1212 0047 – Tan Highback Office Chair</i>
<i>2212 0023 – Red Highback Office Chair</i>	<i>1214 0052 – TOWL 2</i>
<i>1232 0103 – Brigance</i>	<i>1232 0102 – Brigance</i>
<i>1214 0060 – ABAS</i>	<i>1214 0004 – WICC IV</i>

Amy Clark seconded the motion. Roll call vote: Allison Hayes, Yes; Amy Clark, Yes; Lana Willman, Yes; Jean Dammast, Yes; Mary Stewart, Yes; Gary Schaffer, Yes; John Furrow, 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 2019-2020.

<i>Auburn State Bank</i>	<i>-Federal Fund Account</i>
	<i>-General Fund Account</i>
	<i>-Payroll Account</i>
	<i>-Grand Money Market Account</i>
	<i>-Money Market Account</i>
	<i>-Flexible Fund Account</i>

Lana Willman seconded the motion. Roll call vote: Jeff Bacon, Yes; John Furrow, Yes; Gary Schaffer, Yes; Mary Stewart, Yes; Jean Dammast, Yes; Lana Willman, Yes; Amy Clark, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

John Furrow moved to join the Nebraska Rural Community Schools Association for the 2019-2020 school year (dues \$850.00). The motion was seconded by Jeff Bacon. Roll call vote: Allison Hayes, Yes; Amy Clark, Yes; Lana Willman, Yes; Jean Dammast, Yes; Mary Stewart, Yes; Gary Schaffer, Yes; John Furrow, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Amy Clark moved to approve the contract for auditing services for the 2019-2020 school year with Riggs & Associates (not to exceed \$11,000.00). Jean Dammast seconded the motion. Roll call vote: Jeff Bacon, Yes; John Furrow, Yes; Gary Schaffer, Yes; Mary Stewart, Yes; Jean Dammast, Yes; Lana Willman, Yes; Amy Clark, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Mary Stewart moved to approve the 6000 series policies as presented. The motion was seconded by Gary Schaffer. Roll call vote: Allison Hayes, Yes; Amy Clark, Yes; Lana Willman, Yes; Jean Dammast, Yes; Mary Stewart, Yes; Gary Schaffer, Yes; John Furrow, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Jeff Bacon moved to approve the following policies as presented:

- 2006 – Complaint Procedure*
- 2008 – Meetings*
- 2022 – Disbursements*
- 3033 – Workweek*
- 3040 – Holidays and Leave for Classified Staff*
- 3040.1 – Leave for Certified Staff*
- 3049 – Mileage Reimbursement*
- 3062 – Wellness Policy*
- 3063 – Employment of Personnel*
- 3064 – Supervision, Alignment, and Evaluation of ESU Employees*
- 3065 – Fringe Benefits*
- 3066 – Tuition Reimbursement*
- 3067 – Payment of Salary*

John Furrow seconded the motion. Roll call vote: Jeff Bacon, Yes; John Furrow, Yes; Gary Schaffer, Yes; Mary Stewart, Yes; Jean Dammast, Yes; Lana Willman, Yes; Amy Clark, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Allison Hayes moved to approve the Resolution Implementing All Policies. The motion was seconded by Gary Schaffer. Roll call vote: Allison Hayes, Yes; Amy Clark, Yes; Lana Willman, Yes; Jean Dammast, Yes; Mary Stewart, Yes; Gary Schaffer, Yes; John Furrow, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Jean Dammast moved to approve the Staff Handbook for 2019-2020 as presented. Jeff Bacon seconded the motion. Roll call vote: Jeff Bacon, Yes; John Furrow, Yes; Gary Schaffer, Yes; Mary Stewart, Yes; Jean Dammast, Yes; Lana Willman, Yes; Amy Clark, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Gary Schaffer moved to allow the Administration to pay the September 2019 claims prior to the September Regular meeting. The motion was seconded by Lana Willman. Roll call vote: Allison Hayes, Yes; Amy Clark, Yes; Lana Willman, Yes; Jean Dammast, Yes; Mary Stewart, Yes; Gary Schaffer, Yes; John Furrow, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Amy Clark moved to set the date and time of the 2019-2020 General Fund Budget Hearing as September 18, 2019, at NCECBVI at 3:30 pm. Gary Schaffer seconded the motion. Roll call vote: Jeff Bacon, Yes; John Furrow, Yes; Gary Schaffer, Yes; Mary Stewart, Yes; Jean Dammast, Yes; Lana Willman, Yes; Amy Clark, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Mary Stewart moved to set the date and time of the 2019-2020 Tax Levy Hearing as September 18, 2019, at NCECBVI at 3:35 pm. The motion was seconded by Jean Dammast. Roll call vote: Allison Hayes, Yes; Amy Clark, Yes; Lana Willman, Yes; Jean Dammast, Yes; Mary Stewart, Yes; Gary Schaffer, Yes; John Furrow, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

John Furrow moved to set the date and time of the September 2019 Regular Meeting as September 18, 2019, at NCECBVI at 3:40 pm. Allison Hayes seconded the motion. Roll call vote: Jeff Bacon, Yes; John Furrow, Yes; Gary Schaffer, Yes; Mary Stewart, Yes; Jean Dammast, Yes; Lana Willman, Yes; Amy Clark, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Allison Hayes moved to approve the purchase of a 2010 Four Winds Chateau Class C Motorhome from Leach Camper Sales with all options (\$43,000.00). The motion was seconded by Jeff Bacon. Roll call vote: Allison Hayes, Yes; Amy Clark, Yes; Lana Willman, Yes; Jean Dammast, Yes; Mary Stewart, Yes; Gary Schaffer, Yes; John Furrow, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Gary Schaffer moved to allow the Administrator to procure a loan from Auburn State Bank for the amount of \$43,000.00. Jeff Bacon seconded the motion. Roll call vote: Jeff Bacon, Yes; John Furrow, Yes; Gary Schaffer, Yes; Mary Stewart, Yes; Jean Dammast, Yes; Lana Willman, Yes; Amy Clark, Yes; Allison Hayes, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Allison Hayes moved to adjourn the meeting at 6:47 pm. The motion was seconded by John Furrow. Roll call vote: Allison Hayes, Yes; Amy Clark, Yes; Lana Willman, Yes; Jean Dammast, Yes; Mary Stewart, Yes; Gary Schaffer, Yes; John Furrow, Yes; Jeff Bacon, Yes; and Cheri Wirthele, Yes. Voting No: None. Motion carried.

Respectfully submitted,

Allison Hayes
Secretary