

EDUCATIONAL SERVICE UNIT 4

Regular Monthly Meeting

January 13, 2025

5:15 PM

Auburn, Nebraska

Announcements made by Chairperson or Designee:

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, please note a copy of the Nebraska Open Meetings Act, Chapter 84, Article 14 is available as a reference. [Open Meetings Act](#)

Call meeting to order:

Administrator Gregg Robke called the meeting to order at . He 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. Public notice of this meeting was published in the following papers: Auburn Newspapers (12-19-2024), Falls City Journal (12-18-2024), Nebraska City News-Press (12-20-2024), Pawnee City Republican (12-19-2024), Tecumseh Chieftain (12-19-2024). This notice was also available on the [ESU 4 website](#).

Open Meeting Declaration:

*Possible Motion: **§84-1408 Declaration of intent: meetings open to the public.** It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret. Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.*

The Board of Educational Service Unit 4 moves to declare this an open meeting which was preceded by published notice and is hereby declared to be fully convened and in open session.

Motion made by: Allison Hayes ▾

Motion seconded by: Gary Schaffer ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Absent ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Yes ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾

Susan LeGrand Yes ▾

Roll Call:

Jeff Bacon Here ▾ ; Gary Schaffer Here ▾ ; Amy Clark Absent ▾ ;
Mary Stewart Lyon Here ▾ ; Terry Clark Here ▾ ; Lana Willman Here ▾ ;
Allison Hayes Here ▾ ; Cheri Wirthele Here ▾ ; Susan LeGrand Here ▾

Board Attendance:

Possible Motion: The Board of Educational Service Unit 4 moves to excuse Amy Clark from attending the January Board meeting:

Motion made by: Mary Stewart Lyon ▾

Motion seconded by: Cheri Wirthele ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Absent ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Yes ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Approval of Agenda and changes to Agenda, If any:

Possible Motion: The Board of Educational Service Unit 4 moves that the [agenda](#) for this meeting be approved..

Motion made by: Lana Willman ▾

Motion seconded by: Jeff Bacon ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Absent ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Yes ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Minutes of Previous Regular Meeting:

Possible Motion: The Board of Educational Service Unit 4 moves to accept the [minutes](#) of the previous regular meeting as presented.

Motion made by: Susan LeGrand ▾

Motion seconded by: Mary Stewart Lyon ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Abstain ▾
	Amy Clark	Absent ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Yes ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

[ESU 4/NCECBVI claims](#) for January:

Possible Motion: The Board of Educational Service Unit 4 moves to approve the ESU 4 claims of \$95,209.84, ESU 4 payroll of \$473,732.12, and NCECBVI claims of \$19,493.81 for January.

Discussion: Check #30720 to ESU 16 is payment for both ESU 4 and DVLG Zoom Licenses, #30752 to Pro Outdoor Enhancements is the initial payment for the retaining wall at the Main Office, #30755 to Sanorbix LLC (My Benefits Channel) is an employee application/onboarding software, and #30765 to Studio Blue is payment for the Keynote Speaker at the Engaging Ed Conference in February.

Motion made by: Terry Clark ▾

Motion seconded by: Lana Willman ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Absent ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Yes ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Federal Program claims for January:

Possible Motion: The Board of Educational Service Unit 4 moves to approve the Federal Program claims of \$16,178.18 for January.

Motion made by: Lana Willman ▾

Motion seconded by: Jeff Bacon ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Absent ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Yes ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Treasurer's report for January:

Possible Motion: The Board of Educational Service Unit 4 moves to accept the treasurer's report for January as presented.

Motion made by: Susan LeGrand ▾

Motion seconded by: Gary Schaffer ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Absent ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Yes ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Reports:

- Board Report
- NCECBVI Report – Dr. Tanya Armstrong
 - NSVH/NCECBVI's 150 Birthday in March...Celebration is being planned for the afternoon of March 7th.
- [Administrator's Report](#)

Public Comment:

Board Reorganization:

Possible Motion: The Board of Educational Service Unit 4 moves to elect Cheri Wirthele as Board President for 2025.

Motion made by: Terry Clark ▾

Motion seconded by: Gary Schaffer ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Absent ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Yes ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Abstain ▾
	Susan LeGrand	Yes ▾

Following her election, President Cheri Wirthele took over the meeting.

Possible Motion: The Board of Educational Service Unit 4 moves to elect Jeff Bacon as Board Vice-President for 2025.

Motion made by: Terry Clark ▾

Motion seconded by: Allison Hayes ▾

Voting:	Jeff Bacon	Abstain ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Absent ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Yes ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Possible Motion: The Board of Educational Service Unit 4 moves to elect Amy Clark as Board Secretary for 2025.

Motion made by: Lana Willman ▾

Motion seconded by: Allison Hayes ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Absent ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Yes ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Oath of Office

I, _____, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; that I will faithfully and impartially perform the duties of the office of _____, of the Board of Educational Service Unit 4; according to law and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Board Treasurer

Possible Motion: The Board of Educational Service Unit 4 moves to identify Kathy Taylor as Treasurer for the ESU 4 Board for 2025.

Motion made by: Allison Hayes ▾

Motion seconded by: Jeff Bacon ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Absent ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Yes ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Federal and State Program Representative

Possible Motion: The Board of Educational Service Unit 4 moves to name the Administrator as the authorized representative for federal and state programs.

Motion made by: Gary Schaffer ▾

Motion seconded by: Susan LeGrand ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Absent ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Yes ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Contractual Arrangements

Possible Motion: The Board of Educational Service Unit 4 moves to authorize the Administrator to enter into contractual agreements on behalf of ESU 4.

Motion made by: Mary Stewart Lyon ▾

Motion seconded by: Jeff Bacon ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Absent ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Yes ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Bid Letting and Contracts

Possible Motion: The Board of Educational Service Unit 4 moves to appoint the Administrator as representative in the Bid Letting and Contract Policy as approved.

Motion made by: Terry Clark ▾

Motion seconded by: Lana Willman ▾

Voting:	Jeff Bacon	Yes ▾
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Gary Schaffer	Yes ▾
Amy Clark	Absent ▾
Mary Stewart Lyon	Yes ▾
Terry Clark	Yes ▾
Lana Willman	Yes ▾
Allison Hayes	Yes ▾
Cheri Wirthele	Yes ▾
Susan LeGrand	Yes ▾

Audit 6-30-2024

Possible Motion: The Board of Educational Service Unit 4 moves to approve the Audit ending with Fiscal Year 6-30-2024 as presented.

Motion made by: Terry Clark ▾

Motion seconded by: Gary Schaffer ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Absent ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Yes ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Administrator's Evaluation

Possible Motion: The Board of Educational Service Unit 4 moves to approve the Administrator's Evaluation as presented.

Motion made by: Terry Clark ▾

Motion seconded by: Susan LeGrand ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Absent ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Yes ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾

Susan LeGrand Yes ▾

Policies

Possible Motion: The Board of Educational Service Unit 4 moves to revise [Policy #2008 – Meetings](#) as presented.

Motion made by: Terry Clark ▾

Motion seconded by: Jeff Bacon ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Absent ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Yes ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Possible Motion: The Board of Educational Service Unit 4 moves to revise [Policy #4004.1 – Fiscal Management for Purchasing & Procurement Using Federal Funds](#) as presented.

Motion made by: Jeff Bacon ▾

Motion seconded by: Terry Clark ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Absent ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Yes ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Other:

Adjournment:

The January 2025 ESU 4 Board Meeting was adjourned at 6:26 pm