

**IMat
(Instructional Material Division of Nebraska Educational Service Unit
Professional Development Organization)**

Mission Statement

The mission of IMat shall be to provide leadership and expertise in the areas of media, to select and acquire both digital and duplication rights in a variety of media formats for equitable access in Nebraska schools, to administer cooperative projects and to serve as a link between media organizations or agencies and the media personnel in member K-12 schools of Nebraska.

**Operational Procedures
November 1, 2010**

ARTICLE 1. Name, Purpose and Objectives

Section A. The name of the organization shall be IMat (Instructional Materials) and shall be a division of ESUPDO – Educational Service Unit Professional Development Organization.

Section B. For Administrative and contractual purposes, the name IMat (Instructional Materials) shall be used replacing the name CONESU (Cooperative Organization of Nebraska Educational Service Units).

Section C. It shall be the purpose of this organization to provide media and technology services which provide opportunity for a more diversified, appropriate and cost effective resources, and delivery of those resources for K-12 schools of Nebraska.

Section D. Objectives of this organization are:

1. To network with local educational agencies (LEA), Nebraska Department of Education (NDE), and other appropriate agencies
2. To provide instructional media
3. To facilitate the selection of media
4. To negotiate digital and duplication rights
5. To consult in the purchase of media and technology
6. To provide staff development activities related to media and technology
7. To serve in a leadership role
8. To establish a network for dissemination of additional resources from sources other than Educational Service Units
9. To administrate cooperative programs
10. To support other services provided by Educational Service Units

Section E. Membership—Media and technology personnel of Educational Service Units.

ARTICLE II. Organization

Section A. The voting membership of the organization is limited to one representative from each ESU.

Section B. Officers are Chairpersons and Recorder/Chairperson-elect.

1. Chairperson—serves a one-year term, beginning August 1 and ending July 31
Duties:
 - a. Assemble and disseminate the agenda
 - b. Preside over meetings
 - c. Call special meetings as necessary
 - d. Shall represent IMat on the ESUPDO Leadership Committee.
 - e. Shall, with assistance from Recorder and guidance from membership, prepare a budget for training to be submitted for approval by ESUPDO Leadership Committee
 - f. Shall be eligible for election as a ESUPDO officer at the end of term
2. Recorder/Chairperson-elect—serves one year as Recorder and then moves up to Chairperson. A new Recorder is elected prior to August 1 by a simple majority vote of membership present at the last meeting prior to August 1.
Duties:
 - a. Take and disseminate minutes of all meetings
 - b. Serve as parliamentarian
 - c. Preside at meetings in the absence of the Chairperson
 - d. Shall assist Chairperson in preparing annual budget for submission for approval to ESUPDO Leadership Committee
 - e. Shall represent IMAT on the ESUPDO Leadership Committee

Section C. Ex-officio members are:

1. Nebraska Department of Education liaisons
2. ESU Coordinating Council representative
3. ESU Administrative agencies of cooperative programs
4. ESUPDO liaisons

Section D. Standing Committees and Functions

Committee chairs will report at IMat meetings. Any action items shall be in written format and added to the business portion of the agenda.

1. Media Acquisition—Assess needs, then identify, evaluates and recommends items for consideration. Establish procedures and timelines for purchase of media duplication rights
2. Public Relations Marketing—Develop and disseminate annual reports and support materials
3. Professional Development—Organize training to meet the needs of the membership
4. Appoint committees as deemed necessary by the organization

ARTICLE III: Meetings

Section A. Schedule Meetings

1. The organization shall meet at least four times during each school year, with one meeting occurring in September.
2. The meeting schedule shall be set at the spring meeting.
3. Spring Buy shall be scheduled in the month of March.
4. Additional meetings may be called by the Chairperson with each member receiving ten working days notice.

Section B. Meeting Rules

1. Any member unable to attend a scheduled meeting may send a designee who will have the same voting privileges as the regular member

Section C. Meeting Procedures

1. Formal action shall be conducted by Roberts Rules of Order (Amended).
2. Items to be included in the agenda should be sent to the Chairperson ten working days prior to the scheduled meeting. Item may be added to the agenda during the meeting upon a majority vote of members present.
3. Support materials for an agenda item should be in written form and mailed (or sent electronically) to the membership along with the agenda prior to the meeting whenever possible.
4. All meetings of the organization shall be open to the public.

Section D. Amendment of Operational Procedures

1. Amendments to these operating procedures may be submitted to the organization's Chairperson for inclusion in the agenda twenty days prior to the meeting. A two-thirds vote of the attending members is required for acceptance.

Administrative Agency

Function: Facilitate and execute the activities of the organization as outlined in the ESUCC Master Service Agreement.

Committee Chair duties:

- Call meetings
- Notify members of upcoming meetings/agenda
- Create agenda
- Give pertinent information (minutes, decisions made, recommendations) to IMat Chairperson and Recorder
- Have minutes or notes taken at each meeting
- Give Committee Reports to entire IMat group through email or at regularly scheduled meetings
- Maintain regular email communication, i.e. urgent business
- Respond to action items referred to their subcommittee
- Committee work continues/progresses between quarterly meetings through email, phone, extra meetings

IMat Leadership (Historical Information)

IMat Members who served (and serving) as Affiliate Co-Chair and Chair:

Diane Wolfe Recorder 2010-11

Germaine Johnson Co-Recorder 2009-2010, Co-Chair 2010-2011

Gloria Christiansen Co-Recorder 2009-2010, Co-Chair 2010-2011

Bill Menousek Recorder 2008-2009, Chair 2009-2010

Sandy White Recorder 2007-2008, Chair 2008-2009

Susan Sandoval Recorder 2006-07, Chair 2007-2008

Beth Kabes Recorder 2005-06, Chair 2006-07, elected PDO Co-Chair for 2007-2008, will be past Co-Chair for 2008-2009

Germaine Johnson Recorder 2004-05, Chair 2005-06

Gloria Christiansen Recorder 2003-2004, Chair 2004-05

Sandy White Chair 2002-03/November-June and 2003-2004 (also 1986-1987)

Wade Anderson Chair 2002-2003 July-November

John Bays Chair 2001-2002; PDO Co-Chair for 2002-2003, and past co-chair for 2003-2004

Craig Peterson 1999-2001 (2 years)

Prior to Craig was possibly Jayne Palmer from ESU 2 and Alan Wibbels served as Chair (after ESUPDO was created, and CONESU became IMat).

Chris Petroff and Roger Adkins have both served as CONESU chair in the past (prior to ESUPDO & IMat being formed in 1997).

IMat Project Coordinator is excused because of the IMat Administrative Agency responsibilities.