

# **BOARD OF EDUCATIONAL SERVICE UNIT #13**

**Tuesday – August 20, 2019**

**Location – ESU #13 Center, 4215 Avenue I, Scottsbluff, NE**

**Personnel Committee (Egging, Knapper, Millette, Richards, Sinner) – 5:30 PM**

**Finance Committee (Knapper, Millette, Richards, Sinner) – 5:45 PM (to open bids for 2 SUVs and copier)**

**Group Picture – 6:15 PM**

**Dinner – 6:30 PM**

**Regular Meeting – 7:00 PM Board**

## **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)**

- Minutes of Regular Meeting (June Regular Meeting; July Special Meeting)
- Treasurer's Report (June 30, 2019 and July 31, 2019)
- Fund Balance (June 30, 2019 and July 31, 2019)
- Budget Report (June 30, 2019, July 31, 2019, August 20, 2019)
- Claims for Disbursement (July 16, 2019 and August 20, 2019)
- Approval of attendance for educational workshops, conferences, training programs, official functions, hearings, or meetings

### **Calendar**

- **August 26, 2019** – First ESU Advisory Committee meeting, ESU Conference rooms B/C, 2:00 p.m.
- **August 26, 2019** – NASB Area Membership Meeting – Gering Civic Center (Knapper, Diemoz)
- **September 11-12, 2019** - NASB Labor Relations Conference – Lincoln
- **September 17, 2019** – Budget Hearing, Tax Request Hearing and Regular Meeting – 7:00 PM

- **November 20-22, 2019** - NASB State Education Conference – CHI Health Center Downtown Omaha
- **December 4-7, 2019** – AESA Annual Conference, JW Marriott Desert Ridge Resort, Phoenix, AZ (Jones, Sinner)

**Public Forum:**

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

**Reports**

- Head Start Director’s Report and Policy Council minutes for June and July (Uploaded to website)
- Administrator’s Report ([Appendix A](#))
- Board Member Comments

**4. Old Business: None.**

**5. New Business:**

- **Digital Multifunctional Copier/Printer**

The Board Finance Committee will review bids for a digital multifunctional copier/printer to be located in the administration building prior to our meeting on Tuesday and make a recommendation to the Board for purchase.

**Recommendation: Move to approve the Finance Committee’s recommendation for a digital multifunctional copier/printer.**

- **Two (2) NEW MODEL 2019 4-5 Passenger Mid-Size SUV AWD Vehicles**

The Board Finance Committee will review bids for two new model 2019 4-5 passenger mid-size SUV AWD vehicles prior to our meeting on Tuesday and make a recommendation to the Board for purchase.

**Recommendation: Move to approve the Finance Committee’s recommendation to purchase two new model 2019 4-5 passenger mid-size SUV AWD vehicles.**

- **Employee Contract for 2019-2020**

We have offered a 2019-2020 employee contract to **Megan Macy** (.60 FTE) for the position of Teacher of the Visually Impaired Intern and working with the Nebraska School for the Blind to support our outlying schools and youth verified with visual impairments. Megan received her Master of Education from National University in San Diego, CA. In addition, she will help implement our math curriculum in the Meridian program.

**Recommendation: Approve the 2019-2020 employee contract with Megan Macy, TVI Intern.**

- **Revision and Updated Head Start Policies and Procedures**

As per the Performance Standards, we need Board approval of Policy and Procedures that have been approved by Policy Council. We have uploaded to the website the revised Health Written Plans and Nutrition Written Plans. Policy Council met on June 6/25/19 and July 7/30/19. (Policy Council minutes uploaded to the website.)

**Recommendation: Move to approve the revised Head start Health Written Plans and Nutrition Written Plans.**

- **Head Start Teacher Qualification Waiver:**

Head Start is requesting the authority to submit a waiver to the Office of Head Start regarding the Head Start Act 648A(a)(4)(B) as it relates to teacher qualifications for the Scottsbluff Head Start teacher.

**Recommendation: Move to have Head Start submit a waiver to the Office of Head Start regarding the Head Start Act as it relates to teacher qualifications for the Scottsbluff Head Start teacher.**

- **2019-2020 ESU #13 Handbooks**

The 2019-2020 Personnel Handbook, Meridian Student Handbook and LifeLink Handbook were uploaded with your Board materials. Updates to the Personnel Handbook were made to reflect change in Administrator, statement of nondiscrimination contact, Board of Education members, personnel, school district superintendents, calendars, payroll dates, employment procedures, employer share of insurance, flex time leave, mail delivery, unit improvement and certificated staff salary schedule along with the new Negotiated agreement. After approval from the Board, they will be uploaded to the website.

**Recommendation: Move to approve the 2019-2020 ESU #13 Personnel Handbook, Meridian Student Handbook and LifeLink Handbook.**

- **Resolution to Increase Restricted Funds Authority by an Additional 1% (Appendix B)**

In addition to the allowable 2.5% base increase, the Board can increase budgeted restricted funds authority by an additional 1% upon affirmative vote of at least 75% of the authorized Board (Appendix B).

**Recommendation: Move to approve the Resolution to increase restricted funds authority by an additional 1%.**

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

**7. Adjournment**

## **Appendix A**

### **School Climate Transformation Grant**

ESU 13 submitted an application for the School Climate Transformation Grant. Per the Federal Register, "The Department of Education (Department) is issuing a notice inviting applications for fiscal year (FY) 2019 for the School Climate Transformation Grant Program - Local Educational Agency Grants, Catalog of Federal Domestic Assistance (CFDA) number 84.184G." The title of our project was *Improving School Climate in the Nebraska Panhandle*. The project is asking for \$3,273,667.00 over five years. The application is aligned with current ESU programs and Strategic Plan and is connected with work that the Nebraska Department of Education is prioritizing. If approved, the project would fund staff to carry out the proposed activities.

### **Sherwood Foundation**

Application to the Sherwood Foundation for the proposed Day Treatment/Day School was submitted on July 1st. We are awaiting a response from the Sherwood Foundation.

### **Rotary**

I have attended Rotary the past three Tuesdays as a guest, and am planning to submit an application for membership.

### **Salary Comparability Study**

Larianne Polk from ESU 7, who is also the current president of ESUCC, coordinated an opportunity for ESUs to participate in a comparability study being completed by Perry, Guthery, Haase & Gessford law firm in Lincoln. ESU 13 will be participating in the study. Results will be shared with the Finance and Personnel Committees and any other Board Members that might be interested.

### **Sale of Property**

Per Board Policy (Section IV - 8) - There is one additional vehicle in our fleet 2001 Chevy Lumina Sedan with over 256,000 miles that we need to remove from our inventory. This vehicle has been in Sidney. We have obtained the Kelly Blue Book value for selling purposes and we would like to advertise for sealed bids.

### **Leases for Office Space**

We are renting four additional offices (456 SF) at the UNL Panhandle and Research Extension Center. Sixpence is occupying the four offices. The rent for the four offices is \$307/month.

We have entered into a lease agreement with West Way Christian Church to lease approximately 1,000 SF for our Head Start program. The monthly rent for the space is \$1,200 per month.

### **AESA Annual Conference**

December 4 – 7, 2019; Desert Ridge Marriott, Phoenix, AZ  
Registration for AESA Annual Conference is open. Please let Desira know by the September Board Meeting if you are interested in attending.

### **ESU 13 Phone System**

The current phone system at ESU 13 is outdated (at least 30 years old). We would like to update our system to a network based system. We have only one phone number coming into the office, no caller ID, and are lacking many other features that a new phone system can provide such as caller ID, direct dial extension, voicemail to text or email, call forwarding to cell phones and 4 digit dialing to phones on our system such as Sidney, UNL and VALT. BJ Peters is in the process of creating an RFP to send out to phone companies. We should have a Board proposal at the September Board meeting. Funds to replace the system will be allocated in the 2019/2020 Budget.

### **Horizontal Movement for Staff**

The Negotiations/Personnel Committee will meet at 5:30 to discuss interpretation of negotiated agreement on this matter.

### **Leave of Absence**

In accordance with Board Policy Section V – E-15, I have approved a request for a leave of absence without pay for our Enrollment Manager for HS/EH - Board Policy states:

*Leave of Absence Without Pay 15E An employee of ESU #13 may request a leave of absence without pay. Such request must be submitted in writing and specify: a. The period of time the employee wishes to be absent from employment without pay. b. The reason(s) for requesting such absence. c. The day the employee will return to work. The Board or the Administrator reserves the right to grant or deny such requests and make conditional provisions in writing before granting such requests. Termination of employment may result if the individual fails to comply with the conditional provisions.*

### **Vision Insurance Benefit**

Our Vision Insurance plan (VSP) is currently for active employees only. However, we are able to set up a cobra division for retirees if we would like. This would not result in an additional cost to ESU 13. The employee would pay the premium plus any administration cost which is generally 2% of the plan. What are your thoughts on this?

### **Sidney Office Update**

Feedback regarding the proposed plan has been gathered from the Leadership Team and key personnel in the Sidney. Ongoing dialogue between Baker & Associates, WNCC Sidney Staff, and myself will continue.

### **NRCSA Membership**

Jack Moles, Executive Director of NRCSA, has invited ESU 13 to join NRCSA. From Jack's email..."The Nebraska Rural Community Schools Association serves to represent the interests of public rural school districts and ESU's in the State of Nebraska. NRCSA has identified 244 possible school districts and ESU's as potential members as they each fall in that size range. For the 2018-19 school year 199 of the 244 possible districts and ESU's were members. Thus, about 82% of the potential members made the choice to join. We would like to invite Educational Service Unit 13 to consider joining as well."

Additionally, in an exchange of emails, Jack shared with me that advocating on behalf of and supporting ESUs is one of his "pet projects", and how he recognizes how ESUs are vital to rural school districts. For the 2018/2019 school year, the following ESUs were

members of NRCSA: 4, 5, 6, 7, 8, 9, 10, 11, 15, 16, and 17. The annual cost of membership is \$850. Thoughts?

### **Board Finance Committee Meeting and Budget**

I would like to meet, as you have done in the past, to go over the 2019-2020 budget. We would like to try for September 6<sup>th</sup> as I am at an ESUCC meeting on the 4<sup>th</sup>. The Budget Document will be ready by then. Please check your calendars to see if this date will work.

### **First 100 Day Entry Plan Update**

- *Introductory meetings with key employees (nine directors and administrative office staff).* As of Tuesday, August 20<sup>th</sup>, I have met individually with all nine directors and all members of the administrative office staff. These meetings have allowed me to obtain a better understanding of the individual's role and responsibilities at ESU 13, as well as building a relationship that will be beneficial in moving forward.
- *Attended Administrator Days with three other members of the leadership team as well as our SPED Coordinator.* Administrator Days was relocated from Kearney to Lincoln due to the flooding. As a result, the NDE Day was offered virtually. Jadie Beam and her team provided member school districts the opportunity to attend the sessions at the Sidney, Chadron, or Scottsbluff locations.
- I am interested in continuing to schedule individual meetings with board members to discuss expectations, roles, and needs.
- *Meet with the superintendent of each member school and tour their facilities.* The primary purpose of these visits will be to listen and learn. As of Tuesday, August 20<sup>th</sup>, I have met in person with 20 of the 21 superintendents. The 21<sup>st</sup> superintendent visit is scheduled for October 4<sup>th</sup>.
- *Schedule and begin holding small group meetings with all certified and classified staff.* Directors have begun scheduling these meetings with the goal of meeting with all ESU 13 staff by December 20<sup>th</sup>.

**Appendix B**

**RESOLUTION** REGARDING 1% ADDITIONAL INCREASE IN RESTRICTED FUNDS FOR EDUCATIONAL SERVICE UNIT NO. 13

WHEREAS the Board of Educational Service Unit No. 13 (ESU #13) received testimony on a proposed additional one percent (1%) increase in the restricted funds budget for the 2019-2020 fiscal year, in addition to the allowable growth rate for such funds for ESU #13; and

WHEREAS testimony, if any, was received on the issue as follows; and

WHEREAS the Board has followed the procedures set forth in Nebraska State Statute, Section 13-519 and has received a basic allowable growth rate in the amount of 2.5%; and

WHEREAS the Board believes it is in the best interest of ESU #13 to raise the restricted funds portion of the 2019-2020 General Fund budget by 1% (not to exceed allowable growth rate plus up to an additional 1%) over the restricted funds portion of the General Fund budget, as otherwise allowed by law;

NOW BE IT THEREFORE RESOLVED that the 2019-2020 General Fund budget of ESU #13 be authorized to include an additional 1% increase in the restricted funds budget for the 2019-2020 fiscal year, and that this **RESOLUTION** be adopted by an affirmative vote of at least 75% of the authorized Board.

It is so moved by \_\_\_\_\_ and seconded by \_\_\_\_\_  
this 20<sup>th</sup> day of August, 2019.

Roll call vote as follows:

Board Member	Yes	No
Diane Coon		
Heather Crofutt		
Steve Diemoz		
Don Egging		
Tim Horn		
Patricia Jones		
William Knapper		
Scott Marsh		
Kim Marx		
Tom Millette		
Ray Richards		
Mark Sinner		

The undersigned herewith certifies as Secretary of the Board of ESU #13 that the above **RESOLUTION** was duly adopted by a majority of said Board at a duly constituted public meeting of said Board.

\_\_\_\_\_  
**Secretary of the Board**