

BOARD OF EDUCATIONAL SERVICE UNIT NO. 13 (ESU 13)

Tuesday - December 15, 2020

Location - ESU 13 Main Office, 4215 Avenue I, Scottsbluff, NE

In accordance with the Governor's Executive Order No. 20-36 (Coronavirus - Public Meetings Requirement Limited Waiver), some members of the Board will be participating in the meeting by Zoom connection.

Finance Committee (Knapper, Millette, Sinner, Richards) - 6:30 PM - Discussion of proposed HVAC replacement and a potential renovation to the Computer Lab.

Regular Meeting - 7:00 PM

A. Call to Order

1. Meeting is governed by the Nebraska Open Meetings Act as posted.
2. The ESU 13 Board reserves the right to rearrange the order of the agenda.
3. The ESU 13 Board reserves the right to convene an executive session in accordance with § 84-1410.

B. Excuse Absent Board Member(s) (Motion Necessary for Approval)

C. Approval of Agenda (Motion Necessary for Approval)

Consent Action Items (Motion Necessary for Approval)

- Minutes of meeting (November regular meeting)
- Treasurer's Report
- Fund Balance
- Budget Report
- Claims for Disbursement

Calendar

- **December 21, 2020 - January 3, 2021** - ESU 13 closed for Christmas Break
- **January 19, 2021** - Regular Board Meeting
- **January 27, 2021** - Advisory Council meeting - 10:00 AM
- **February 1, 2021** - 2021 NASB Legislative Issues Conference - Virtual

Public Forum:

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

Reports

- Strategic Plan Goal #3 Update - BJ Peters, Jadie Beam, and Danielle Cole

- 2020 State Education Conference “Growing Greatness” held virtually November 18-20, 2020 - Patricia Jones, Bill Knapper
- AESA Annual Conference, Virtual - Patricia Jones
- Head Start Director’s Report and Policy Council Activity Report for November (Uploaded to the Board Materials webpage)
- Administrator’s Report ([Appendix A](#))
- Board Member Comments

D. Old Business

1. Proposed Article 6, Sections 1-9 (Services to Schools and Children)

Continuing with the revision and update of our current Board Policy using the template from Perry Law Firm, we have uploaded Article 6, Services to Schools and Children, for Board review. These sections have been also reviewed by Dr. Dick, ESU 13 staff, and the Board Policy Committee. In addition, the Student Health Section was reviewed by Carol Sinner, RN. This is the final reading of Article 6, Sections 1-9.

Recommendation: Move to approve proposed Board Policy Article 6, Sections 1-9 (Services to Schools and Children).

E. New Business

1. HVAC Replacement and Computer Lab Renovation

The Board Finance Committee will review bids for the proposed HVAC replacement and a potential renovation to the Computer Lab prior to our meeting on Tuesday and make a recommendation to the Board for approval. The bid opening took place on Friday, December 11th and the results are below:

Contractor	Option	Cost
Anderson-Shaw	Base Bid	\$403,940.68
	Alternate A Computer Lab	\$63,533.80
	Alternate B HVAC Upper Level	\$82,613.85
	Alternate C Lighting/Controls	\$32,620.50
	Alternate D Carpeting	\$18,871.88
	Alternate E HVAC IT Room	\$18,507.50

Recommendation: Move to approve the recommendation of the Board Finance Committee regarding the proposed HVAC Replacement and Computer Lab Renovation.

2. Revision of ESU 13 Board Policy, Article 1, Section 1C (Mission)

At the Leadership Team Meeting on December 13, 2019, ESU 13 Directors updated the Mission, Vision, and Belief statements. The current Board Policy does not reflect the change. Below is the revised text for the Policy with the additions in red:

C. ESU #13 Mission, Vision, and Beliefs

The mission of an ESU is to provide innovation, leadership, and services for each member school district so they are successful in reaching their targeted educational goals.

The mission of ESU #13 is **to Serve, Support, and Empower.**

The Vision and Beliefs of ESU #13 are “Achieving educational excellence for all learners through strong partnerships, service, and leadership.”

By:

- Collaborating with schools, families, and communities
- Serving with equity, efficiency, and integrity
- Communicating effectively
- Leading with innovation

Recommendation: Move to approve the revision of Board Policy Article 1, Section 1C, (Mission)

3. Establish ESU 13 Foundation

At our November Board meeting, Dr. Andrew Dick and Dr. Laura Barrett gave a report on establishing an ESU 13 Foundation. After discussion, additional information was requested (uploaded to Board Materials webpage).

Recommendation: Move to approve the establishment of the ESU 13 Foundation

4. Revision and Updated Head Start Policies and Procedures

As per the Performance Standards, we need Board approval of revised Policy and Procedures. The revised Head Start Program Governance Written Plans and Self-Assessment Process have been uploaded to the Board Materials webpage. Policy Council approved these items at their meeting on December 1, 2020.

Recommendation: Move to approve the Head Start Program Governance Written Plans and Self-Assessment Process.

5. Head Start (HS) Indirect Cost Rate

Pam Hebbert, Fiscal Officer for our Head Start Program, has been communicating with the Nebraska Department of Education (NDE), HS Region VII, and the ESU 13 auditor in order to assess whether the HS Program is eligible

to use the non-restricted indirect cost rate, as assigned by NDE each year. Our auditor has provided assurance that the federal funds for the HS program “supplement and/or supplant” state and local funds, which is the criteria that NDE uses to discern the use of the restricted versus the non-restricted indirect cost rate. Guidance from the HS Region VII office has led the HS Program to provide information to the Board and HS Policy Council about the procedure it intends to use when budgeting and calculating indirect costs to be expended to ESU 13. The procedure is outlined in the next paragraph.

The HS Program will budget at a rate as close to the non-restricted rate as workable when writing and submitting the application each year. That rate would be used when expensing indirect costs from April through July. In July/August, after budget uncertainties (such as certificated teacher and/or facility costs) have been determined, the program may adjust the rate used if needed. For ESU 13 budgeting purposes, HS will use a minimum rate of 8% when expending indirect costs. If there are unobligated funds at the end of the HS budget period, the program can expend indirect costs at a rate up to the non-restricted rate, if it does not put the program over its 15% administrative maximum.

Recommendation: Move to approve the use of an indirect cost rate up to and including the non-restricted rate assigned to ESU 13 by the Nebraska Department of Education when the HS Program is expensing indirect costs to ESU 13.

6. Head Start Purchase of Hands-Free Sinks at the Western Nebraska Child Development Center (CDC) Location

Three proposals were received to install hands-free sinks at the CDC location. The proposals have been uploaded to the Board Materials webpage. Recommend the services be completed by Best Plumbing.

COMPANY	COST
Best Plumbing Heating & Cooling, LLC	\$10,994.75
Snell Services, Inc.	\$11,500.00
D & E Plumbing	\$19,136.00

Recommendation: Move to approve the Administrator’s recommendation to accept the proposal from Best Plumbing Heating and Cooling, LLC in the amount of \$10,994.75 for the purchase and installation of hands-free sinks at the Head Start CDC location.

7. Head Start Laptop Purchase

The current laptops used by the Head Start Management Team, teachers, family advocates and home educators are outdated. Proposals for 25 new laptops, monitors, docks and backpacks were obtained. Recommend the quote from Sterling Computers for the purchase of the laptops and accessories. The quotes have been uploaded to the Board Materials webpage.

COMPANY	COST
Sterling Computers	\$37,125.00
Dell	\$45,705.87

Recommendation: Move to approve the Administrator's recommendation to purchase laptops and accessories from Sterling Computers in the amount of \$37,125.00.

F. Approval of Minutes (Motion necessary for Approval)

G. Adjournment

Appendix A

Administrator Notes December 2020

Sidney Office Construction Project Update

Andrew will provide an update on progress of the ESU 13/WNCC – Sidney Office construction project. The budget for this project included \$100,000 for contingencies. As of Friday, December 11th, \$59,475.33 remained in this account.

Disposal of Furniture

With guidance and approval from Jerry Ostdiek, we will be moving forward with an online auction in February as the first step to dispose of the furniture at our Sidney Office. We received proposals from two auctioneer firms, and after comparing the two, we have selected Kraupie's Real Estate and Auctioneers. In the event there is any property left after the auction, we will offer it to school districts and other area partners. Our last option will be to dispose of any remaining property.

Sale of Sidney Office Update

Per Board Policy (Article 3 - Section 8 - Disposal of Property), "Real estate will be sold to the highest bidder, except that a minimum acceptable price may be established prior to bidding."

Jerry Ostdiek has presented the process for the sale of the Sidney property. We will be publishing the notice in newspapers (Sidney Telegraph, Star-Herald, Chappell Register and Western Nebraska Observer), our website, and at our building locations in December for the public auction at our January Board meeting. In accordance with the Governor's Executive Order regarding Coronavirus - Public Meetings Requirement Limited Waiver, we will offer a Zoom video conference link in addition to our Scottsbluff Office location for public participation. Jerry will conduct the auction at the meeting. He will then prepare a purchase agreement for approval and signature. A title commitment will be ordered and a closing will be set, hopefully in April.

VALTS - 2021-2022 School Year

At the December VALTS Board Meeting, George Schlothauer provided an update to the Board regarding VALTS projected financial position with Scottsbluff leaving the program. The loss of five Scottsbluff seats and increase in salaries results in a projected shortfall of approximately \$48,000. George and I are exploring several options aimed at reducing the projected 2021-2022 shortfall.

Administrator Evaluation

A copy of my goals were distributed at the November meeting. The Evaluations have been collected and a summary of the findings will be presented at the January meeting for my evaluation.