

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

Tuesday - January 17, 2023

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

**Finance Committee (Diemoz, Knapper, Millette, Richards, Sinner) - 6:00 PM -
Conference Room D - Discussion of ESU 13's 2021-2022 audit with Kevin Sylvester
from Dana F. Cole & Company LLP**

Dinner - 6:30 PM

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. Oath of Office

- State Statute 11-101 - Casper Ningen

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

D. Reorganization of the Board

- Election of President
- Election of Vice President
- Election of Secretary
- Appointment of Treasurer
- Appointment of Recording Secretary

E. Conflict of Interest Statutes, and Code of Ethics for Board Members

- State Statutes 49-14, 101.01, 49-14, 101.02, and 49-1499.03 regarding conflict of interest will be uploaded to the Board member webpage. Disclosure forms will be available, if needed.
- Following Board Policy, and to assure that the entire Board acts in accordance with the foregoing legal responsibility, and to ensure the effective functioning of the Board, each Board member will sign a Board-approved Code of Ethics (uploaded to Board Materials webpage).

F. Approval of Agenda (Motion Necessary for Approval)

Consent Action Items (Motion Necessary for Approval)

- Minutes of meeting (December regular meeting)
- Treasurer's Report
- Fund Balance

- Budget Report
- Claims for Disbursement
- ESU 13 Title IX/Non-Discrimination Compliance Coordinator - Danielle Cole

Calendar

- **January 22-23, 2023** - 2023 NASB Legislative Issues Conference (Diemoz) - Lincoln
- **February 5-6, 2023** - NASB Board President Retreat - Ogallala
- **February 8, 2023** - NASB Budget & Finance Workshops - Kearney
- **February 15, 2023** - NASB Budget & Finance Workshops - LaVista
- **February 20, 2023** - Mid-Winter Conference
- **February 21, 2023** - Regular Board meeting
- **February 24, 2023** - ESU 13 offices closed

Public Forum:

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

Reports

- Finance Committee - Audit Results
- The Head Start Policy Council has not met since the last Board meeting. The Head Start Annual Report is uploaded to the Board Materials webpage for review.
- Administrator's Report ([Appendix A](#))
- Board Member Comments

G. Business

1. **ESU 13 Legal Counsel**

ESU 13 utilizes two law firms for legal counsel: Douglas, Kelly, Ostdiek, Snyder, Ossian, Vogl, PC, and Perry Law Firm.

Recommendation: Move to approve Douglas, Kelly, Ostdiek, Snyder, Ossian, Vogl, PC. and Perry Law Firm as ESU 13's legal counsel.

2. **Board Standing Committee Appointments**

In accordance with our Board Policy, action is taken annually to appoint members to a committee, or make changes to current committees. A list of Committee Appointments for 2023 is attached as [Appendix B](#).

Recommendation: Board decision.

3. **ESU 13 Depositories**

Each year, the Board approves ESU 13's current depositories as listed on the Treasurer's Report and gives the Treasurer the latitude to shift money when in ESU 13's best interest to do so.

Recommendation: Move to approve ESU 13's current depositories and give the Treasurer the latitude to shift money when in ESU 13's best interest.

4. **Designate Newspaper of Record**

Pursuant to Board Policy, included in our annual organizational meeting is the

need to designate our newspaper of record. ESU 13 will continue to use the Scottsbluff Star-Herald.

Recommendation: Move to approve Scottsbluff Star-Herald as ESU 13's newspaper of record.

5. Payment of ESU 13 Claims Between Board Meetings

Annually, the Board is asked for authorization to pay credit cards, utilities, and payroll between Board meetings. These claims are then included with the Check Listing for official approval at the next regular meeting.

Recommendation: Move to authorize the Business Manager to pay credit cards, utilities, and payroll between Board meetings.

6. February and March 2023 Video-Conference Meetings

Board discussion on whether or not to hold February and March meetings virtually via Zoom. The Scottsbluff Main Office will be the designated site open to the public.

Recommendation: Board Decision

7. ESU 13 2021-2022 Audit

Dana F. Cole & Company has completed the audit of the financial statements ending August 31, 2022. The Finance Committee will be meeting with Kevin Sylvester from the Company prior to the meeting to discuss the results.

Recommendation: Move to approve the recommendation of the Finance Committee to approve the 2021-2022 Audit.

8. Negotiated Agreement

We have been informed by the ESU 13 Education Association that negotiations are ready to be finalized.

Recommendation: Discuss, consider and take all necessary action to ratify the Negotiated agreement.

H. Approval of Minutes (Motion necessary for Approval)

I. Adjournment

Appendix A

Administrator Notes January 2023

Nebraska School Board Recognition Week

The week of January 22 through January 29 is School Board Recognition Week in Nebraska. The educational system in the Panhandle of Nebraska is stronger because of your leadership and engagement. THANK YOU for your dedication and service to the ESU 13 Board of Education.

ESU 13 Hosting ESUCC Meeting

ESU 13 will be hosting the ESUCC meeting on February 1-2, 2023 at our Main Office.

Updated Chromebooks

We would like to purchase new Chromebooks for Board members.

Updated Board Member Group Photo

We would like to schedule our new Board member group photo during our April 17th meeting. Nicole Bolek is available to take the photo at 6:00 PM.

Administration Office Remodel

Construction on the Administration office is nearly complete. There was an issue with the door size so another one has been ordered.

Administrator Contract

Board policy states that the contract with the Administrator is to be acted on at the regular February meeting. My current contract expires on June 30, 2024. We will need the Personnel Committee to meet prior to the February meeting.

Board Policy Review

I would like to propose a consistent review of our Board Policy. Since our policy consists of six articles, the committee could review one article quarterly.

Northern Student Program Discussion

We have continued the conversation around expanding Meridian and VALTS to the northern tier of schools. This would likely be based out of Chadron. We have given pricing information to the districts and asked for preliminary commitment prior to February 1 so that we can see if we have enough students for the programs.

Nebraska Cybersecurity Network

We had the inaugural meeting for the NCN and began organizing processes for supporting the need for cybersecurity in our schools.

AESA Women's Leadership Network

In lieu of the AESA Summer Leadership Conference, I would like to attend the AESA Women's Leadership Network Conference in May 2023.

Appendix B

Board of Educational Service Unit 13 Committee Appointments Effective January 17, 2023

Policy/Legislative

Members:

Caroline Winchester, Patricia Jones,
Diane Coon, Tim Horn, Casper Ningen

Responsibilities:

- View proposed Board policy
- Review handbook language
- Stay up to date with current legislation and potential impact to ESUs

Building/Grounds

Members:

Bill Knapper, Ray Richards, Steve Diemoz,
Tom Millette, Scott Marsh

Responsibilities:

- Anything facility related
- Review facility audit
- Provide recommendation to Board on bids and RFP's for facility work

Finance

Members:

Tom Millette, Steve Diemoz, Bill Knapper,
Tim Horn, Casper Ningen

Responsibilities:

- Budget input and development
- Audit review
- Provide commendation to Board on purchases requiring bids per Board policy

Negotiations/Personnel

Members:

Bill Knapper, Tom Millette, Kim Marx,
Caroline Winchester, Casper Ningen

Responsibilities:

- Participate in salary negotiations with the ESU 13 Education Association
- Respond to grievances or complaints filed per Board policy
- Address personnel issues as outlined in Board policy

Head Start Policy Council Liaisons

(2 members)

Members:

Ray Richards, Diane Coon

Responsibilities:

- Attend Head Start Policy Council meetings
- Provide updates to ESU 13 Board on Head Start Policy Council

ESU/WNCC3 Project Board (3 members)

Members:

Ray Richards, Scott Marsh, Kim Marx

Responsibilities:

- Collaborative Board with WNCC Board to govern Joint Public Agency activities.

*The Board president will serve as an ex-officio member of all committees

*Other than those noted, Board committees will consist of 4-5 ESU Board members

*Each committee appoints a chairperson

*Per board policy, additional ad hoc committees may be created as needed.