

**OFFICIAL MINUTES
REGULAR MEETING
BOARD OF EDUCATIONAL
SERVICE UNIT NO. 13**

The regular meeting of the Board of Educational Service Unit No. 13 (ESU 13) was called to order by President Mark Sinner on Tuesday, November 17, 2020, at 7:00 PM at the ESU 13 Main Office, 4215 Avenue I, Scottsbluff, NE. Meeting notice was published in the Star-Herald on Friday, November 13, 2020.

President Sinner referenced the Nebraska Open Meetings Act as posted and noted that the Board reserves the right to rearrange the order of the agenda and to convene an executive session in accordance with § 84-1410.

Present: Diane Coon, Heather Crofutt, Steve Diemoz, Don Egging, Tim Horn, Bill Knapper, Scott Marsh, Kim Marx, Tom Millette, Ray Richards, Mark Sinner, Dr. Andrew Dick, Administrator, Jodi Walker, Business Manager, and Desira Martin, Treasurer. Guests: Dr. Laura Barrett, Dr. Katie Carrizales, Donna Jenne, and Danielle Cole.

Absent but monitoring by Zoom: Patricia Jones

Moved by Horn seconded by Coon, that absent Board Member Patricia Jones be excused. Aye: Crofutt, Diemoz, Egging, Knapper, Marsh, Marx, Millette, Richards, Sinner. Nay: none. Absent: Jones. Motion passed.

Moved by Marsh, seconded by Marx, that the agenda be approved as listed. Aye: Crofutt, Diemoz, Egging, Horn, Knapper, Millette, Richards, Sinner, Coon. Nay: none. Absent: Jones. Motion passed.

Moved by Knapper, seconded by Diemoz, that consent action items be approved as listed (Minutes of October meeting, Treasurer's Report, Fund Balance Report, Budget Summary Report, claims, staff travel). Aye: Egging, Horn, Marsh, Marx, Millette, Richards, Sinner, Coon, Crofutt. Nay: none. Absent: Jones. Motion passed. The following General Fund claims were approved for payment:

November Claims	
Salaries, Benefits	\$884,878.01
Prof. & Tech. Services; Mileage	\$127,464.57
Leases, Utilities & Maintenance	\$20,645.49
Copies, Postage, Telephone & Travel	\$64,762.30
Supplies, Materials, Software & other Util.	\$119,504.60
Bldg. Improvements, Furn., Equipment, Hardware, Vehicle Acquisition	\$326,312.31
Transfer for Investments	\$450,000.00
Dues, Fees & Ind. Costs	\$9,982.17
Total	\$2,003,549.45

Calendar items were discussed.

No public forum.

Reports:

Dr. Katie Carrizales and Danielle Cole gave an update to the Board regarding ESU 13's Strategic Plan Goal 2: ESU 13 will serve as a unifying force to connect schools, students, and families with appropriate level services in the areas of mental and behavioral health.

Dr. Laura Barrett and Dr. Andrew Dick presented the prospect of an ESU 13 Foundation. Tim Horn requested more information on the pros and cons of an ESU 13 Foundation.

Donna Jenne, Head Start Director, presented the Head Start/Early Head Start Governance Training. Links to the resources including Head Start Bylaws, Head Start Philosophy, Head Start A to Z Leadership and Governance Key Activities, Program Governance Reference Book, and Early Childhood Knowledge Learning Center (ECKLC) were provided to the Board members. The Board also viewed a powerpoint presentation focusing on:

- The Head Start Act of 2007 - describes the composition and roles and responsibilities of the Head Start/Early Head Start agency governing bodies and Policy Councils with regard to program design, planning, monitoring, and oversight.
- The Act, in conjunction with the Head Start Program Performance Standards, describes performance expectations regarding program governance.
- Governing Body Reports
 - Monthly financial statements/credit card expenditures
 - Monthly program information summaries/CACFP
 - Enrollment, strategic planning and needs assessment
 - Financial Audit, Annual Self-Assessment and results
 - Communication and guidance from OHS
 - Results from Federal Review and follow up
 - Funding application
- Head Start Continuation Grant focusing on:
 - Increased mental health services
 - COVID response
 - Birth to Five School Readiness Plan
 - Head Start Five Year Goals

Head Start Director's Report and Policy Council Activity Report for October - no discussion.

Administrator's Report:

- ESU 13 was the recipient of ALICAP's 2019-2020 SafeSchools Award.
- Sidney Office Construction Project update was given. Staff will begin working out of the new office on January 4, 2021.
- An appraisal of the current Sidney facility was completed by Nan McMillen, Certified General Appraiser. The final reconciled appraised value is \$130,000. It is the consensus of the Board to establish \$130,000 as the minimum bid. ESU 13 attorney, Jerry Ostdiek will assist with bid documents.
- The Finance Committee will convene prior to the December Board meeting to review bids for the proposed HVAC replacement project and a potential renovation to the Computer Lab.
- ESU 13 was the recipient of a \$5,500 grant from the Snow-Redfern Foundation to furnish and supply our play therapy and sand tray/art therapy rooms at the Panhandle Beginnings Day Treatment program.
- The Administrator Evaluation Instrument and Administrator Goals were

distributed to the Board. Evaluations will be returned to President Sinner by December 7, 2020. Findings will be summarized and presented to the Board at the January meeting during the formal Administrator evaluation.

Board Member Comments:

- Tom Horn thanked the Head Start staff for their personal donations to Potter's Wheel Ministries.
- Discussion regarding the December Board meeting took place. It is the consensus of the Board that the meeting be held by videoconference.

Old Business:

Proposed Board Policy Article 6, Sections 1-9 (Services to schools and Children) was presented as first reading. No action was taken.

New Business:

Moved by Richards, seconded by Millette, that the Board approve the revision of Board Policy Article 2, Section 6 (Notice of Meeting). Aye: Egging, Horn, Knapper, Marsh, Marx, Sinner, Coon, Crofutt, Diemoz. Nay: none. Absent: Jones. Motion passed.

Moved by Marsh, seconded by Horn, that the Board approve the revision of Board Policy Article 4, Section 5 (Standards of Conduct). Aye: Knapper, Marx, Millette, Richards, Sinner, Coon, Crofutt, Diemoz, Egging. Nay: none. Absent: Jones. Motion passed.

Moved by Millette, seconded by Coon, that the Board approve the revised Head Start Bylaws. Aye: Knapper, Marsh, Marx, Richards, Sinner, Crofutt, Diemoz, Egging, Horn. Nay: none. Absent: Jones. Motion passed.

Moved by Sinner, seconded by Millette, that the Board approve the 2021-2022 Continuation Grant Application for the Head Start/Early Head Start programs. Aye: Knapper, Marsh, Marx, Richards, Coon, Crofutt, Diemoz, Egging Horn. Nay: none. Absent: Jones. Motion passed.

Moved by Richards, seconded by Egging, that the above listed minutes be approved as read. Aye: Marsh, Marx, Millette, Sinner, Coon, Crofutt, Diemoz, Horn, Knapper. Nay: none. Absent: Jones. Motion passed.

President Sinner declared the regular meeting adjourned. Next regular meeting will be held on Tuesday, December 15, 2020 beginning at 7:00 PM at the ESU 13 Main Office, 4215 Avenue I, Scottsbluff, NE, and broadcast by videoconference to Alliance, Chadron, Hay Springs, Hemingford, and Sidney.