

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

**Tuesday - April 19, 2022**

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

**Personnel Committee (Egging, Millette, Knapper, Richards, Sinner)**

**Discussion of 403(b) Plan - 6:00 PM**

**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. 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 (March regular meeting)
- Treasurer's Report
- Fund Balance
- Budget Report
- Claims for Disbursement
- Staff Hires
  - Certificated - David Griess, Professional Learning
  - Certificated - Nicole Murphy, Speech/Language Pathologist
- Staff Resignations
  - Certificated - Sheryl Kinoshita, Speech/Language Pathologist
  - Certificated - Janelle Mathews, Teacher
  - Certificated - Cynthia Brown, Teacher

### **Calendar**

- **April 27, 2022** - Administrative Advisory Council - ESU 13 Main Office - 10:00 AM - 12:00 PM; Justin Knight from Perry Law Firm will be presenting at 12:30 PM
- **May 11, 2022** - VALTS graduation - HARMS Center Plex - 11:45 AM
- **May 13, 2022** - LifeLink graduation - HARMS Center - 1:00 PM
- **May 17, 2022** - Regular Board Meeting
- **May 20, 2022** - Meridian Graduation - ESU 13 Main Office - 1:00 PM
- **June 22-23, 2022** - NASB School Leaders & Law Conference - Kearney
- **July 15, 2022** - Incumbent filing deadline
- **August 1, 2022** - Nonincumbent filing deadline

**Public Forum:**

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

**Reports**

- NASB “Make Your Meetings Matter” - Gering Civic Center - April 12th (Coon, Diemoz, Horn, Marx, Richards, Sinner)
- Head Start Director’s Report and Policy Council Report for March (uploaded to the Board Materials webpage)
- Administrator’s Report ([Appendix A](#))
- Board Member Comments

**D. Business**

**1. Additional Vendor for 403(B) Plan**

ESU 13 is a Plan Sponsor for an employee 403(B) plan. Currently, we have one vendor which is Matrix Trust Company that is accessed through Aspire/PCS Retirement. The Personnel Committee met prior to the meeting to discuss adding Horace Mann as a vendor.

**Recommendation: Move to approve the recommendation of the Personnel Committee.**

**2. Leadership and Classified Staff Compensation**

The compensation package has been set for certificated staff that are included in the bargaining unit. A motion is requested to take official action regarding leadership and classified staff compensation package for 2022-2023. The approved negotiation package for certificated staff was a 2.6% increase for 2022-2023.

**Recommendation: Board decision.**

**3. Proposed Replacement of ESU 13’s Walker Mower**

Our 2009 SN# 104272 Walker mower is in need of replacement due to a bad engine. We received quotes from two vendors listed below.

Vendor	Year	Model	Usage Hours	Price	Trade-In Amount	Total Cost
21st Century	2020	MT271 Zero Turn	370	\$16,000	\$500	\$15,500
Dean’s Accelerated Service	2021	T 27 HP Zero Turn	434	\$16,350	\$800	\$15,550

**Recommendation: Move to approve the Administrator’s recommendation to purchase the 2020 Model MT271 Walker Mower from 21st Century in the amount of \$15,500.**

**4. Upgrade to Zoom Rooms**

ESU 13 has been upgrading the technology in our meeting rooms over the past few years. End of life video conferencing equipment is being replaced with the latest Zoom technology. A Zoom Room integrates the Zoom technology into a meeting room setting allowing for larger group settings using cameras, microphones, and screen sharing devices. Zoom Rooms are already being

utilized in our Conference Rooms B/C, VALTS classrooms at the Harms Center, and in the large meeting room in the Sidney building. This proposal will upgrade Conference Room E at the Main Office in Scottsbluff and the two large meeting rooms (188 & 189) at the Harms Center.

Room	Vendor	Cost
Main Office, Conference Room E	Cytek Media Systems	\$26,080.00
Harms Center, Rooms 188/189	Cytek Media Systems	\$50,539.00

**Recommendation: Move to approve the Administrator’s recommendation to accept the quotes from Cytek Media Systems, Inc. and upgrade the Zoom room in Conference Room E at the Main Office, and Rooms 188/189 at the Harms Center for a total cost of \$76,619.00 to be expended during the 2022-2023 fiscal year.**

**5. 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 Mental Health Written Plans, the Disability & Transition Written Plans, and the Education Written Plans have been uploaded to the Board Materials webpage. The Policy Council approved these items at their meeting on 3/22/22.

**Recommendation: Move to approve the revised Head Start Mental Health Written Plans, the Disability & Transition Written Plans, and the Education Written Plans.**

**6. Proposed Bid For Surge Suppression and Lightning Protection**

Jack Baker (Baker & Associates) informed us that no bids have been received for the HVAC project which included the electrical surge and lightning protection. Requests for proposals for just the electrical work were sent out. One proposal from Adams Electric was received to provide electrical surge suppression for the 5 breaker panels and lightning protection (proposal has been uploaded to the Board Materials webpage).

**Recommendation: Move to approve the Administrator’s recommendation to accept the proposal from Adam’s Electric for surge protection for five breaker panels and lightning protection in the amount of \$60,566.73.**

**7. Board Vacancy, Election District 3**

ESU 13 has a Board member vacancy in Election District #3. The vacancy notice was published in the Chadron newspaper on Wednesday, March 30th. Candidates interested in the position have submitted a letter of interest and resume.

**Recommendation: Discuss, consider, and take all necessary action in choosing an applicant to fill the Board vacancy position for Election District #3.**

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

**F. Adjournment**

## Appendix A

### Administrator Notes April 2022

#### Follow up from Cognia visit

We had a great visit from our external evaluation team. They provided a summary of the visit which was emailed to the board following the presentation and will be sending a full summary in 4-6 weeks from the visit. The summary is also uploaded in the board materials.

Initiate: Engagement and the quality of implementation

*Theme 1:* ESU 13 intentionally engages internal and external stakeholders to inform decision making, thereby ensuring the achievement of the unit's mission.

*Theme 2:* ESU 13 leadership and staff have established a collaborative culture that encourages professional learning, risk-taking, and collegiality.

Improve: The use of results to support improvement, particularly sustaining these results over time

*Theme #3:* ESU 13 program evaluation processes, varied by department and not systemic, are inhibiting the organization from engaging in a holistic and cyclical process to formally evaluate all programs across the organization.

*Theme #4:* Inconsistency in the collection and analysis of longitudinal data prevents opportunities to demonstrate sustained growth and improvement across both operations and programming.

Impact: Demonstrating changes to professional practice and organizational culture

*Theme #5:* The board, leaders, and staff have embedded ESU 13's mission of service to all stakeholders through the targeted use of resources and implementation of research-based programs.

*Theme #6:* ESU 13's board and leaders have established a culture of caring that values staff for their ideas, expertise, and contributions to the organization.

#### Strategic Planning

Five years ago, we created a strategic plan. As we have grown and evolved over that time and met many of those goals, it is time to revisit our mission and vision and set new goals. We will be working with JNW Consulting to create a 3-5 year strategic plan. This will occur during a strategic planning retreat June 9-10, 2022 in Scottsbluff. We would like to have 3 board members participate in this process. Mark Sinner will fill one of those slots as a board member. We will need two more. If you are interested and available on both dates, please let Mark know and he will select two of you to join the process with him.

#### STEM Project Update

At the February Superintendents meeting, Craig Hicks shared information with districts about a grant opportunity titled Stemming Through Rural America. This is a National Science Foundation (NSF) grant proposal being submitted by [NS4ed](#) on behalf of AESA. Craig received a message from Dr. Joseph Goins, who wrote the grant proposal, that the grant has been submitted and accepted by NSF. Dr. Goins expects the grant awards to be announced in July. If this project is funded, the first 4-6 months will bring together representatives from all participating agencies to generate ideas for how this project will be implemented in each

location. Those ideas will help create a pilot project to be implemented in the 2023 Spring semester, with a full rollout of the project in the 2023 Fall semester.

### **Board Member Photos**

I would like to have our Board member photo updated and single photos of our Board members taken. Nicey Bolek has generously offered to be here at 6:00 PM on May 17th prior to our regular meeting to take them.

### **NeMTSS split**

The interim administrator contract includes a split with NDE for .25 of the contracted days. The Time and Effort log for March was submitted with a split of .25 NeMTSS and .75 ESU 13.