

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

**Tuesday - August 16, 2022**

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

**Personnel Committee (Egging, Millette, Knapper, Richards, Sinner) - 403b Plan -  
6:00 PM Conference Room D**

**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 regular meeting (June 21, 2022)
- Treasurer's Report (June 30, 2022 and July 31, 2022)
- Fund Balance (June 30, 2022 and July 31, 2022)
- Budget Report (June 30, 2022, July 31, 2022, and August 16, 2022)
- Claims for Disbursement (July 19, 2022 and August 16, 2022)
- Staff Hires
  - Certificated - Janelle Mathews, Panhandle Beginnings Day Treatment
  - Certificated - Ronetta Green, VALTS
- Staff Resignations
  - Certificated - Deborah Mills, Psychological and Behavioral Health
- Meridian Student Handbook - Amended (adding Civil Rights Nondiscrimination Statement)

### **Calendar**

- **August 28, 2022** - NASB Legislative Meet & Greet - District 48 Legislative Candidates Hardin & Lease II - (Come as you can from 3:00 - 6:00 pm at Flyover)
- **August 29, 2022** - ESU Administrative Advisory Council - Conference Rooms B/C - 2:00 PM
- **August 29, 2022** - NASB Area Membership Meeting - Gering Civic

- Center (Diemoz, Jones, Knapper, Marx, Richards, Sinner, Winchester)
- **September 5, 2022** - Offices closed for Labor Day
- **September 6, 2022** - Finance Committee preview of 2022-2023 Budget - 4:00 PM - Conference Room D
- **September 20, 2022** - Proposed Budget Hearing - 7:00 PM; Tax Request Hearing - to follow, and regular meeting to follow.
- **October 5-6, 2022** - NASB Labor Relations Conference - Lincoln (Knapper)
- **November 16-18, 2022** - Annual State Education Conference - Omaha (Knapper)
- **November 30-December 2, 2022** - AESA Annual Conference - Atlanta, GA

**Public Forum:**

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

**Reports**

- NASB School Leaders & Law Conference - June 22-23, 2022 (Marx, Winchester)
- Head Start Director's Report for June and July (uploaded to the Board Materials webpage)
- Administrator's Report ([Appendix A](#))
- Board Member Comments

**D. Business**

**1. Early Head Start Enrollment Reduction**

The Head Start program is requesting Board approval of a 12 slot reduction in the Early Head Start (EHS) grant. The reduction would decrease the EHS Home-Based enrollment, which will end that program, and change the other eight slots to EHS Center-Based enrollment for children birth to three years.

**Recommendation: Move to approve the Enrollment Reduction request to reduce EHS by 12 slots, ending the Home-Based program, and adding another Center-Based option with eight enrollment slots for children birth to three years.**

**2. Proposed Head Start Operating Funds Carryover**

The Head Start program is requesting approval of the submission of the 2021-2022 Fiscal Year Operating Funds Carryover application and Budget Revision for the purchase of a vehicle in the 2022-2023 fiscal year.

**Recommendation: Move to approve the submission of the Fiscal Year 2021-2022 Operating Funds Carryover application and Budget Revision for the purchase of a vehicle in the 2022-2023 fiscal year.**

**3. Revision and Updated Head Start Policies and Procedures**

As per the Performance Standards, we need Board approval of Policy and Procedures. Nutrition Written Plans and Health Written Plans have been updated and are uploaded to the Board member webpage.

**Recommendation: Move to approve the revised Head Start Nutrition Written**

## Plans and Health Written Plan.

### 4. **Proposed Temporary Revision of Head Start Policy Council By-Laws**

The Head Start program is requesting approval to temporarily amend By-Laws to decrease the number of Policy Council members required to make a quorum because of loss of current members due to changes in their circumstances.

**Recommendation: Move to approve the temporary amendment of Head Start By-Laws to adjust the quorum requirements for Policy Council approvals through September 2022.**

### 5. **Playground Surfacing at Head Start Locations**

A proposal for the application of playground safety surfaces at the Bridgeport, Child Development Center (CDC), and Early Learning Center (ELC) Head Start locations has been received by AdventureTurf, LLC in the amount of \$59,880.

**Recommendation: Move to approve the contract with AdventureTurf, LLC in the amount of \$59,880 for the application of safety surfaces at the Bridgeport, CDC, and ELC Head Start locations.**

### 6. **November Board Meeting Date Change**

The annual State Education Conference is being held November 16-18 which coincides with our regular Board meeting that falls on November 15th.

**Recommendation: Discuss, consider, and take necessary action on the November Board meeting date.**

### 7. **Resolution to Increase Restricted Funds Authority by an Additional 1%**

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%.**

### 8. **Additional Vendor for 403(B) Plan**

ESU 13 is a Plan Sponsor for an employee 403b 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.**

### 9. **ESU 13 Strategic Plan 2022-2026**

On June 9th and 10th, Jamie Weingart of JNW Consulting, LLC met with ESU 13 leadership, Board members, staff, and stakeholders to create a strategic plan for the five year period 2022-2026. The information from the retreat was gathered from an in-session SOAR analysis that helped identify ESU 13's greatest opportunities for the future. The Strategic Goals are:

- ESU 13 will align our systems and services for the purpose of prioritizing intentional supports for all stakeholders.
- ESU 13 will evaluate organizational effectiveness for the purpose of planning, improving supports and services, and allocating resources.

- ESU 13 will increase marketing efforts to generate visibility, increase awareness of services, and inspire stakeholder confidence.
- ESU 13 will expand collaborative relationships with community partners for the purpose of providing resources to students, families, and schools when they need it.
- ESU 13 will invest in the wellbeing and potential of our staff with the purpose of creating an environment of emotional safety and employee connection.

**Recommendation: Move to approve the ESU 13 Strategic Plan for 2022-2026.**

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

**F. Adjournment**

## **Appendix A**

### **Administrator Notes August 2022**

#### **Revised Certified Staff Evaluation**

The Certified Staff Evaluation procedures and instruments that were approved by our Board in June were sent and reviewed by NDE. We received a letter from NDE that the Certified Evaluation for Staff Developer/Consultant, Teacher, and Direct Service Provider meet compliance with all requirements.

#### **Administration Office Remodel**

We are going to do a small construction project to utilize the space in the Administration wing by enclosing the former receptionist area. With our Main Entrance at Door B, the reception area in the Administration wing is not functional and would be better utilized as a private office. Baker & Associates sent out requests for bids to remodel that area. One bid was received from Rusch Construction in the amount of \$47,850.00. Following Board policy on construction projects, and with the bid being lower than \$109,000, I have considered and approved the funds to begin construction during the Christmas break.

#### **Credit Card Vendor Change**

To better streamline the process for credit card usage and reconciling credit card purchases, we will be closing the Card Member account and moving those limits to the Platte Valley Bank Credit Card vendor. New cards will be issued on August 20th.

#### **Finance Committee and the 2022-2023 Budget**

The Finance Committee will meet to preview the budget on September 6th at 4:00 PM at the Main Office, Conference Room D.

#### **Rule 11 Program Approval**

We received notice that on August 5th, the Nebraska Board of Education voted to approve our early childhood program for the period of July 2022-June 30, 2023. This action follows a recommendation by the Office of Early Childhood and is based upon records indicating that we operated an early childhood program in compliance with the requirements of Rule 11, Regulations for Early Childhood Education Programs, for the 2021-2022 school year.

**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 2022-2023 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 2022-2023 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 2022-2023 General Fund budget of ESU 13 be authorized to include an additional 1% increase in the restricted funds budget for the 2022-2023 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 16th day of August, 2022.

Roll call vote as follows:

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

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:

\_\_\_\_\_