

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

Tuesday - May 18, 2021

Location - Harms Center, 2620 College Park - Room 188, Scottsbluff, NE

Building/Grounds Committee (Steve Diemoz, Tom Millette, Ray Richards, Mark Sinner) - 6:00 PM - Harms Center, Room 189

Dinner - 6:30

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 (April regular meeting)
- Treasurer's Report
- Fund Balance
- Budget Report
- Claims for Disbursement
- Approval of attendance for educational workshops, conferences, training programs, official functions, hearings, or meetings

Calendar

- **June 3, 2021** - NASB's 2021 School Law and Leaders Conference - Kearney
- **June 15, 2021** - Regular Board Meeting (Harms Center)

Public Forum

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

Reports

- Head Start Unpacking - Dr. Laura Barrett, Nici Johnson, and Donna Jenne
- Head Start Director's Report and Policy Council Report for April (uploaded to the Board Material webpage)
- Administrator's Report ([Appendix A](#))
- Board Member Comments

D. Old Business - None

E. New Business

1. **ESU 13 Menu of Services for 2021-2022**

Every year, we ask our member school districts to evaluate our existing programs and services and offer suggestions for revision and/or expansion to comply with §79-1204: "ESUs shall act primarily as service agencies in providing core services and services identified and requested by member school districts." Feedback from external surveys and annual needs visits to school districts help determine our Menu of Services for the upcoming school year. At their April meeting, our superintendents (representing a majority of the students) took official action to approve the 2021-2022 Menu of Services and recommend them to the ESU 13 Board for funding. The changes are highlighted in yellow.

Recommendation: Move to approve ESU 13's 2021-2022 Menu of Services for funding as recommended by the member districts.

2. **2021-2022 ESUCC Master Services Agreement**

A copy of the one year Master Services Agreement between ESUCC and ESU 13 has been uploaded to the Board Materials webpage. Page 12 of the agreement is a summary of the fees for each project. The administrator recommends participation in the following projects:

- ESUPDO Project - Each ESU will participate in this project to fund the activities of the Professional Development Annual Program. (Annual program fee increases from \$3,404 to \$3,653; participation fees stay the same at \$20.00 per person per day.)
- SIMPL (Service Implementation Model Process and Log) stays the same as last year (up to \$1,500). Each ESU participates in this project.
- Digital Learning Services/Administration: Encompassing Distance Education, BlendEd Learning, Open Educational Resources (OER), Instructional Materials, Learning Management Systems, and other digital learning administrative functions. Each ESU will participate:
 - Digital Learning Administration \$5,700 (no increase)
 - Digital Learning Projects/ESUCC Professional Library \$600 (no increase)
- Digital Learning Projects/Learn360
 - Media On Demand - Coop Marketplace
- Digital Learning Projects
 - Learning Objects/Special Projects were combined - \$7,500 (no increase)
 - Budgeted amount - Projects subject to approval vote
- Coop Purchasing (no charge)
- Special Education Project
 - Student Records System (SRS Project) - \$5,500 (no change)
 - Additional SRS fee (no change in fees per Tier Table)
- Legal and Governmental Relations Project - \$2,059. (no change)

Recommendation: Move to approve the Administrator's recommendation to participate in the above listed ESUCC cooperative projects for 2021-2022.

3. Board Policy Revision - Article 6, Section 5 (Student Health)

Board Policy revision on dispensing Prescription and Non-Prescription Medications is being proposed. The Policy Committee has reviewed the changes and agrees with the revision. The updated version has been uploaded to the Board Materials webpage with the revision shown in red.

Recommendation: Move to approve the revision of Board Policy Article 6, Section 5 (Student Health).

4. Board Policy Revision - Article 4, Section 5 (Standards of Conduct-Telework)

Board Policy revision regarding Telework is being proposed to address the inclement weather procedure. The Policy Committee has reviewed the change and agrees with the revision. The updated version has been uploaded to the Board Materials webpage with the revision shown in red.

Recommendation: Move to approve the revision of Board Policy Article 4, Section 5 (Standards of Conduct-Telework).

5. Complete and Comprehensive Audit Bids

Letters requesting bids for a complete and comprehensive audit of the books, accounts, records and affairs for the fiscal year ending August 31, 2021 were sent out April 12, 2021 to eight firms. Only two responded to the bid request.

Administrator recommends Dana F. Cole & Company for three years as outlined below. A summary of the proposal for each entity is outlined below:

DANA F. COLE Scottsbluff	Single Audit	Multiple Year 1	Multiple Year 2	Multiple Year 3
Financial Audit	\$9,000	\$8,000	\$8,400	\$8,800
Uniform Guidance First Program	\$6,000	\$5,800	\$5,900	\$6,000
Each Additional Program	\$3,000	\$2,500	\$2,600	\$2,700
TOTAL	\$18,000	\$16,300	\$16,900	\$17,500

SEIM JOHNSON Omaha	Single Audit	Multiple Year 2	Multiple Year 3
Financial Audit and Uniform Guidance	\$22,900	\$23,000	\$24,300
Travel Time Costs	\$6,500	\$5,500	\$5,500
Preparation of Annual Financial Report, if requested	\$1,200	\$1,200	\$1,200
Out of Pocket expenses	\$2,600	\$2,600	\$2,600

(mileage and lodging) not to exceed			
TOTAL	\$33,200	\$32,300	\$33,600
Travel Time Costs would be removed if the audit were conducted remotely; or significantly reduced if on-site fieldwork was limited to few individuals and days onsite. Further details on page 12 of proposal.			

Recommendation: Move to approve the Administrator's recommendation for the complete and comprehensive audit service to be awarded to Dana F. Cole for a three year period.

6. Board Meeting Date Change in September

The 2021-2022 ESU 13 budget is due to the State Auditor's Office on September 20th. The regular September Board meeting is scheduled for September 21st. We need to change the date of the Board meeting to September 14, 2021 to accommodate the timeline. We would like the Finance Committee to review the Budget on September 7th.

Recommendation: Move to approve the September Board meeting change to September 14, 2021.

7. VALTS 2021-2022 Calendar Date Change

At the April Board meeting, the VALTS calendar was approved. However, in order to align with school district graduations, the VALTS graduation date needs to be changed from May 18th to May 11, 2022.

Recommendation: Move to approve the 2022 VALTS graduation date change to May 11, 2022.

8. VALTS Interlocal Agreement and Bylaws

The VALTS Board held a Special Board Meeting on May 11, 2021 to approve the revision of the VALTS Bylaws and Interlocal Agreement. The revisions include removing Scottsbluff Public School District and adding Creek Valley Public School District. Both documents have been uploaded to the Board Materials webpage highlighting the changes.

Recommendation: Move to approve the amended VALTS Bylaws and Interlocal Agreement.

9. Panhandle Beginnings Interlocal

Kimball Public Schools has received official Board support to join the Panhandle Beginnings Day Treatment Program. A majority consent of the current member parties has been obtained. The Interlocal Agreement has been amended to include Kimball Public School District as part of the Agreement. A copy of the Amended Interlocal Agreement has been uploaded to the Board Member webpage.

Recommendation: Move to approve the addition of Kimball Public School District to the Panhandle Beginnings Interlocal Agreement.

10. Revision and Updated Head Start Policies and Procedures

As per the Performance Standards, we need Board approval of revised Policy and

Procedures. The revised Family & Community Partnerships (FCP) Written Plan and the Transportation Written Plan have been uploaded to the Board Materials webpage. Policy Council approved these items at their meeting on April 27, 2021.

Recommendation: Move to approve the revised Head Start Family & Community Partnerships (FCP) Written Plan and the Transportation Written Plan.

11. Certified Employee Contract

We have offered a 2021-2022 certified employee contract to Janelle Mathews as a Special Education teacher in the Panhandle Beginnings Day Treatment Program. Janelle earned her Master's Degree in May 2000 from Leslie University. She was employed by ESU 13 from 1986 to 2001 as a Special Education Teacher. Other previous employment included Gering Public Schools as a Special Education Teacher.

Recommendation: Move to approve the certified employee contract with Janelle Mathews.

12. Leadership and Classified Staff Compensation

The compensation package has been set for certificated staff that are included in the bargaining unit. The Board needs to take official action regarding leadership and classified staff compensation for 2021-2022. The approved negotiation package for certificated staff was a 2.6% increase for 2021-2022.

Recommendation: Your decision.

F. Approval of Minutes (Motion necessary for Approval)

G. Adjournment

Appendix A

Administrator Notes

May 2021

ESEA/ESSA Grant Programs Review

A monitoring review of the Elementary and Secondary Education Act/Every Student Succeeds Act (ESEA/ESSA) grant programs for Educational Service Unit #13 was conducted on Thursday, February 18th, 2021. The programs reviewed were Title I All ESEA Programs, Title III, Part A – Language Instruction for English Learners and Immigrant Students, Title III English Learners and Title IV – A Student Support and Academic Enrichment. The review went very well, and the staff at NDE walked away impressed with the work occurring at ESU 13. The complete letter has been uploaded to the Board Materials.

Last Day for Administrator

I intend to take vacation days June 21-30, so my last day at the office will be June 18. If needed, I will be available via phone and can stop by the office to assist with any issues that may occur during this time.

Community Engagement & Marketing Specialist

Jacey Marietta, current Administrative Assistant for Head Start, has accepted the position of Community Engagement & Marketing Specialist. Jacey will graduate with her bachelor's degree from Bellevue University this summer, and brings a very good understanding of ESU 13 to the position. Jacey will transition to her new role in late June, early July.

Vehicle Purchases - June Board Meeting

After the April Board Meeting, I had a conversation with both Laura and Fermin regarding future vehicle needs. After learning that we are having difficulty in keeping the 2000 Nissan Altima running, we elected to solicit bids for two Chevy Malibus and one Chevy Equinox for the June Board Meeting.

Consent Agenda

With your support, we would like to move certified hires and resignations to the Consent Agenda, effective with the June Board Meeting. I would be interested in your thoughts on this change.