

BOARD OF EDUCATIONAL SERVICE UNIT NO. 13 (ESU 13)
TUESDAY - October 13, 2020
Location - ESU 13 Main Office, 4215 Avenue I, Scottsbluff, NE

**Finance Committee (Knapper, Millette, Richards, Sinner) - Discussion of furniture bids,
Transit van, professional cleaning services, and copier options - 5:30 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 meetings (Budget Hearing, Tax Hearing, September 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

- October 14-15, 2020 - NASB Labor Relations Conference - Virtual (Knapper)
- October 15, 2020 - VALTS graduation - HARMS Center - 11:45 AM
- October 23, 2020 - All Staff Inservice - Gering Civic Center - 9:00 AM
- October 28, 2020 - ESU 13 Advisory Council Meeting - ESU 13 Conference Rooms B & C (Dr. Dick will be hosting from Chadron) - 10:00 AM
- October 30, 2020 - ESU Offices Closed
- November 17, 2020 - Regular Board meeting
- November 18-20, 2020 - State Education Conference - CHI Health Center, Downtown Omaha OR Virtual (Diemoz, Knapper)
- December 2-5, 2020 - AESA Virtual Annual Conference
- December 9, 2020- Panhandle Beginnings Ribbon Cutting Ceremony with Senator Stinner - 3:00 PM

Public Forum:

- Time limit for each person is three (3) minutes.

Reports

- Strategic Plan Goal #1 Update - George Schlothauer, Dr. Laura Barrett, and Dr. Andrew Dick
- NASB Area Membership Meeting-virtual (Coon, Richards, Knapper, Millette, Jones, Marx)
- Donna Jenne, Head Start Director - Focus Area One Federal Review
- Head Start Director’s Report and Policy Council Activity Report for September (Uploaded to the Board material webpage)
- Administrator’s Report (Appendix A)
- Board Member Comments

D. Old Business

1. **Revision of Board Policy, Article 5, Section 1 (Non-Discrimination)**

Title IX has issued new regulations and guidance. We will need to revise our Board Policy to reflect these changes. Justin Knight has reviewed the changes. The revised version has been uploaded to the Board Materials webpage. This is the final reading.

Recommendation: Move to approve the revised Board Policy, Article 5, Section 1 (Non-Discrimination).

2. **Proposed Telework Policy**

The goal of our Telework Policy is to ensure that both the employee and ESU 13 have a shared understanding of the telework arrangement. Justin Knight of Perry Law Firm and our Policy Committee have reviewed the policy. It has been uploaded to the Board Material webpage.

Recommendation: Move to approve the proposed Telework Policy.

E. New Business

1. **Furniture - Sidney Office**

Bid opening for furniture for the new Sidney office took place on October 6th as stated in the public notice. The Board Finance Committee will review the information prior to the regular meeting on Tuesday and make a recommendation to the Board for approval of the purchase. The bid details are as follows:

Vendor	Cost - Not to Exceed
Eakes Office Solutions	\$143,232.66

Recommendation: Move to approve the Finance Committee’s recommendation for the purchase of furniture for the new Sidney facility.

2. **Professional Cleaning Services Bids-Sidney Office**

The Board Finance Committee will review bids for professional cleaning services

for the new Sidney office prior to our meeting on Tuesday and make a recommendation to the Board for approval of the contract. The bid details are as follows:

Vendor	Terms for 2021	Fees
FBG Service Corp.	Jan-4-May 31 (5X a week) June 1-July 30 (2X a week) Aug 1-Dec 31 (5X a week)	\$1,158.00 \$ 240.00 \$1,158.00

Recommendation: Move to approve the recommendation of the Board Finance Committee regarding the contract for professional cleaning services for the Sidney office.

3. Ford Transit Van Bids

The Board Finance Committee will review bids for one (1) New Model 10 passenger Ford Transit van prior to our meeting on Tuesday and make a recommendation to the Board for approval. The bids are as follows:

Dealership	Cost	Estimated Delivery
Bill Summers Ford - North Platte	\$36,999 for 2020 model	8-12 weeks
Fremont Motors - Scottsbluff	\$37,130.10 for 2021 model	Mid to late January

Recommendation: Move to approve the recommendation of the Board Finance Committee regarding the purchase of one (1) New Model Ford Transit van.

4. Copier Upgrade Proposal

The Finance Committee met prior to our regular meeting to review the Capital Business lease options for nine (9) machines at ESU 13 Main Office, Head Start, and Sidney offices. Because the lease or purchase of these Canon copiers is recognized by the State of Nebraska Service Contract through the Nebraska State Purchasing Bureau we do not have to comply with the bidding requirements.

Recommendation: Move to approve the Finance Committee’s recommendation regarding the Capital Business copier proposal.

5. Amendment to 2020-21 LifeLink and VALTS Calendars

The original calendars did not have an end of quarter teacher work day. We are asking for Board approval to add a teacher work day on October 16th to the LifeLink and VALTS calendars.

Recommendation: Move to approve the amendment to the LifeLink and VALTS calendars to add a teacher work day on the 16th of October.

6. **Proposed Article 6, Sections 1-9 (Services to Schools and Children)**

Continuing with the revision and update of our current Board Policy using the template from Perry Law Firm, we have uploaded Article 6, Services to Schools and Children, for Board review. These sections have been also reviewed by Dr. Dick, ESU 13 staff, and the Board Policy Committee. In addition, the Student Health Section was reviewed by Carol Sinner, RN. This is the introduction of Article 6, Sections 1-9.

Recommendation: Introduction only. No action necessary.

7. **Revision of Article 4, Section 13D(3a) (Lodging)**

We need to revise the language of our lodging travel policy to align with the recommendation of our state auditors from the audit conducted for fiscal year 2016-17.

ESU #13 has set up direct bill arrangements with many hotels in Nebraska. Overnight lodging in Nebraska should be arranged with one of these hotels. The direct bill method is preferred required for hotel expenses in Nebraska. ~~But, if that method of payment is not available, an ESU #13 credit card can be used.~~ Government rates and/or most economical rates should be obtained whenever possible.

Recommendation: Move to approve the revision of Board Policy Article 4, Section 13D(3a) regarding lodging.

8. **Revision of Article 3, Section 7 (Weapons) and Article 4, Section 5 (Weapons)**

We are needing to update Board Policy on Weapons. Justin Knight has suggested the changes due to recent school incidents that involved the use of more dangerous weapons. The Board Policy Committee has reviewed these changes. Both Article 3 and Article 4 sections on Weapons have been uploaded to the Board material webpage showing the changes. The revision only requires one reading for approval.

Recommendation: Move to approve the proposed revisions of Article 3, Section 7 (Weapons) and Article 4, Section 5 (Weapons) of Board Policy.

F. Approval of Minutes (Motion necessary for Approval)

G. Adjournment

**Appendix A
Administrator Notes
October 2020**

Sidney Office Construction Project Update

Andrew will provide an update on progress of the ESU 13/WNCC – Sidney Office construction project. The budget for this project included \$100,000 for contingencies. As of Friday, October 9th, \$81,939.13 remained in this account. We have uploaded an update from Baker & Associates including pictures on the Board Materials webpage.

Evaluation of Administrator

It is evaluation time again. At the November meeting I will distribute an update on my goals and we will have copies of the instrument for Board members to complete.

Hearing Officer

Prior to the start of the school year, I received the necessary training to serve as a hearing officer for student discipline matters. Twice in the last month, I have been appointed to serve as hearing officer for two different school districts. This is a service I am currently providing at no cost to districts in the ESU 13 service area.

Update - Certificated Evaluation Process

A team comprised of Directors and myself have had two initial meetings to discuss a process for updating our current certificated evaluation instrument. The goal of an updated evaluation instrument will be to provide Directors an instrument that will aid in providing meaningful feedback to staff, promote employee growth, and be useful with the multitude of certificated positions in our organization. ESU 13 Education Association President, Renee Miller, has been informed of the meetings, and will be invited, along with additional certificated staff members to participate in the process.

ESU 13 Board Negotiations Committee

The initial meeting between the Board Negotiations Committee (Egging, Millette, Knapper, Richards, and Sinner) and the ESU 13 Education Association has been set for Tuesday, October 20th at 6:00 PM.

ALICAP Inspection Report

NASB Loss Control Consultant, Ken Navratil, made his yearly inspection on August 31, 2020. The "Experience Modifier" is 0.77. Last year, it was 0.72 and the year before it was 0.91. He states in his report "Excellent safety record!! Keep it going!!". A copy of the report will be uploaded to the Board Member webpage.