

**BOARD OF EDUCATIONAL SERVICE UNIT NO. 13 (ESU 13)**  
**TUESDAY - September 15, 2020**  
**Location - ESU 13 Main Office, 4215 Avenue I, Scottsbluff, NE**

**BUDGET HEARING - 7:00 PM**

**A. Call to Order**

- Hearing is governed by the Nebraska Open Meetings Act as posted

**B. Review of ESU 13 Budget Document for 2020-2021**

Governing body will meet for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the proposed 2020-2021 budget for the operation of ESU 13 (§ 13-501 to 13-513).

**C. Adjournment**

**TAX REQUEST HEARING - IMMEDIATELY FOLLOWING**

**A. Call to Order**

- Hearing is governed by the Nebraska Open Meetings Act as posted.

**B. Review of *Resolution* Setting the ESU 13 2020-2021 Final Tax Request**

Governing body will meet for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to setting the proposed final tax request at a different amount than the prior year tax request (§ 77-1601.02).

<b>Year</b>	<b>Tax Request</b>	<b>Levy</b>	<b>Valuation</b>
2019-2020	\$1,767,449.50	.01499326	\$11,788,290,519
2020-2021	\$1,820,870.42	.01549428	\$11,751,884,707

**C. Adjournment**

## **REGULAR MEETING - IMMEDIATELY FOLLOWING**

### **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 (August 2020)
- Treasurer's Report
- Fund Balance
- Budget Report
- Claims for Disbursement
- Staff Travel

#### **Calendar**

- September 23, 2020 - ESU 13 Advisory Committee Meeting - Hosted by Gering Public Schools - Gering High School - 10:00 AM
- September 30, 2020 - Virtual Area Membership Meeting (Coon, Knapper, Millette, Richards)
- October 14-15, 2020 - NASB Labor Relations Conference - Virtual
- October 20, 2020 - Regular Board Meeting (Possible change of date)
- October 23, 2020 - All Staff Inservice - Gering Civic Center - 9:00 AM
- October 30, 2020 - ESU Offices Closed
- November 18-20, 2020 - State Education Conference - CHI Health Center, Downtown Omaha OR Virtual
- December 2-5, 2020 - AESA Virtual Annual Conference

#### **Public Forum:**

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

#### **Reports**

- Head Start Director's Report and Policy Council Activity Report for August (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. Due to the amount of content changes, we introduced this revision at our last meeting as an introduction. Justin Knight has

reviewed the changes. The revised version has been uploaded to the Board Materials webpage. This is the first reading.

**Recommendation: First reading. No action required.**

**2. 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: First Reading. No action required.**

**E. New Business**

**1. Proposed 2020-2021 Budget for ESU 13**

A copy of the Budget Document has been uploaded to the website. The proposed budget reflects a decrease of \$691,522 over last year's adopted budget. The decrease is in part due to construction of the Sidney project beginning in 2019-2020. The Finance Committee reviewed the budget on September 4, 2020.

**Recommendation: Move to approve the 2020-2021 proposed budget for the operation of ESU 13 in the amount of \$19,594,719.00**

**2. Resolution Setting the 2020-2021 Final Tax Request**

The property tax request for the prior year will be the property tax request for the current year for purposes of the levy set by the County Board of Equalization unless the governing body passes by a majority vote a *Resolution* setting the tax request at a different amount. (Appendix B).

**Recommendation: Move to approve the *Resolution* setting the 2020-2021 property tax request at \$1,820,870.42.**

**3. Panhandle Beginnings Day Treatment Handbook and Proposed Calendar**

The 2020-21 Panhandle Beginnings Day Treatment Student Handbook has been written and is ready for Board Approval. A draft of the proposed calendar for Panhandle Beginnings is ready for Board approval. The handbook and calendar have been uploaded to the Board Material webpage.

**Recommendation: Move to approve the Panhandle Beginnings Day Treatment Student Handbook and Calendar.**

**4. Panhandle Beginnings Day Treatment Lunch Program Proposal/Requisition**

Three food service contract proposals for our student meals at Panhandle Beginnings Day Treatment have been requested. Two have been received to date and one of those does not provide breakfast or snacks. Attempts to contact the third vendor have been made, but no proposal has been received. The two proposals have been uploaded to the Board Materials Webpage.

**Recommendation: Your decision.**

**5. Copier Upgrade Proposal**

We currently lease three copy machines from Capital Business Systems that are in year four of a five year lease agreement. Capital Business Systems recently approached us about upgrading the machines and placing them on a new five year lease agreement. In addition, we asked them to look at two other older machines ESU owns but are maintained through another company. Capital Business Systems provided a very competitive proposal to upgrade by purchasing or leasing all five of these machines. If the decision was made to enter into a lease agreement to upgrade all five machines, it would result in a net savings of approximately \$525/month for ESU 13. 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: Your decision.**

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

**G. Adjournment**

**Appendix A  
Administrator Notes  
September 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. There has been one change order in the past month. As of Friday, September 11th, \$92,386.25 remained in this account.

**Individual Meetings with Superintendents**

Starting, September 16th and continuing for the next couple months, I will be meeting individually with ESU 13 Superintendents. Superintendents have been offered an in-person or Zoom meeting. I had planned to meet with superintendents in the Spring; however, COVID-19 altered those plans. The purpose of the meetings will be to continue fostering quality relationships with superintendents, and provide an opportunity for two-way dialogue.

**Strategic Plan Updates**

Starting with the October Board Meeting, and continuing through March or April, teams of Directors will provide a brief overview and progress update on each of the respective Strategic Plan goals.

**Finance Committee**

I would like to convene the Finance Committee prior to our October Board Meeting. The purpose of the meeting will be to review the bids received for furniture in the new Sidney Office and possibly a Ford Transit Van.

**Executive Order - Payroll**

On August 8th, President Trump signed an Executive Order to allow employees to defer certain payroll tax obligations. On August 25th, the IRS issued a guidance document on the payroll tax deferral. Under this program, employers can defer the withholding, deposit, and payment of certain payroll taxes on wages paid from September 1 through December 31, 2020. Employers would then be required to withhold and pay the deferred taxes between January 1 and April 30, 2021. After careful consideration, consulting with other ESUs in Nebraska, and listening to the guidance of two Nebraska School Law Firms, along with at least 12 other ESUs, ESU 13 will not be participating in this program.

**Options in Psychology**

In my July 2020 Administrator Notes, you were informed that we would be contracting with Options in Psychology to utilize their High Plains Psychology Consortium Intern for services in the Bayard School District. However, on August 19, due to COVID-19 safety issues, Options in Psychology withdrew from the contract. Dr. Katie Carrizales has been able to cover those services for this school year.

**Appendix B**

**RESOLUTION** SETTING THE 2020-2021 PROPERTY TAX REQUEST  
FOR EDUCATIONAL SERVICE UNIT NO. 13 (ESU13)

WHEREAS, Nebraska Revised Statute 77-1601.02 provides that the Governing Body of ESU 13 passes by a majority vote a resolution or ordinance setting the tax request; and

WHEREAS, a special public hearing was held as required by law to hear and consider comments concerning property tax request;

NOW, THEREFORE, the Governing Body of ESU 13, resolves that:

1. The 2020-2021 property tax request be set at:

<b>Fund</b>	<b>Tax Request</b>	<b>Levy</b>
General	\$1,762,436.04	.014997050
Bonded Indebtedness	\$ 58,434.38	.000497234
<b>Total</b>	<b>\$1,820,870.42</b>	<b>.015494284</b>

2. The total assessed value of property differs from last year's total assessed value by -0.309%.

<b>2019 Valuation</b>	<b>2020 Valuation</b>
\$11,788,290,519	\$11,751,884,707

3. The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property, would be \$.015040 Per \$100 of assessed value.
4. The ESU 13 proposed to adopt a property tax request that will cause its tax rate to be \$.015494 per \$100 of assessed value.
5. Based on proposed property tax request and changes in other revenue, the total operating budget of ESU 13 will decrease by 3% when compared to last year.
6. A copy of this resolution be certified and forwarded to the County Clerk on or before October 13, 2020.

Motion by ??, seconded by ?? to adopt this *Resolution* setting the Property Tax Request this 15th day of September, 2020.

Roll call vote as follows:

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

The undersigned herewith certifies as President of the Board of ESU 13 that the above stated *RESOLUTION* was duly adopted by a majority of said Board at a duly constituted public meeting of said Board.

President of the Board \_\_\_\_\_