

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

Tuesday, August 17, 2021

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

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 (July 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

- **August 24, 2021** - ESU 13 Advisory Council Meeting, ESU 13 Conference Rooms B/C - 2:00 PM
- **August 24, 2021** - NASB Area Membership Meeting - Gering (Diemoz, Horn, Jones, Knapper, Sinner)
- **September 8, 2021** - Finance Committee Budget Review (Diemoz, Knapper, Millette, Richards, Sinner) - ESU 13 Conference Room E - 4:00 PM
- **September 14, 2021** - Budget Hearing - 7:00 PM; Tax Request Hearing to follow, and Regular meeting (moved up one week from September 21st due to the state budget timeline)
- **September 27, 2021** - NASB - 2021 Thriving Children, Families, and Communities Conference (Virtual)
- **November 17-19, 2021** - State Education Conference - CHI Health Center, Omaha
- **December 1-4, 2021** - AESA 36th Annual Conference - Houston, TX (Please let Desira know by September Board meeting.)

**Public Forum**

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

**Reports**

- Head Start Director’s Report and Policy Council Activity Report for July (uploaded to the Board Material webpage)
- Administrator’s Report (Appendix A)
- Board Member Comments

**D. Old Business**

**1. Proposed Board Policy - Article 3, Section 4 (Funds Management)**

NDE is conducting monitoring visits or “Fiscal Desk Reviews” for federal grant funds. Pursuant to 2 C.F.R. (Code of Federal Regulations) § 200.303, NDE has been asking for written internal controls and Policies and Procedures. In their Annual Policy Update, Perry Law Firm has added language to reflect these regulations. This language is new to our Board Policy. The Policy Committee has reviewed the changes. The updated version with the new policy has been uploaded to the Board Materials webpage noted in red. This is the final reading.

**Recommendation: Move to approve the proposed Board Policy - Article 3, Section 4 (Funds Management).**

**E. New Business**

**1. Amendment to Panhandle Beginnings and Meridian Student Handbooks**

An amendment to the Panhandle Beginnings Student Handbook is needed to amend the meal prices as quoted in the contract with Gering Public Schools:

- Elementary Breakfast \$2.25
- Elementary Lunch \$3.20
- MS/HS Breakfast \$2.25
- MS/HS Lunch \$3.20
- Reduced Lunch \$.40
- Adult Lunch \$4.25

In addition, School Food Authorities participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their handbooks in the section that addresses access to or information about the school meals program. The following **Nondiscrimination Statement** will be added to both student handbooks:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
2. Fax: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Recommendation: Move to approve the amendment of food program prices for Panhandle Beginnings Day Treatment Student Handbook and the addition of the Nondiscrimination Statement to the Panhandle Beginnings Day Treatment and Meridian Student Handbooks.**

## **2. Head Start Region 7 Waiver Request**

At the July Board meeting, Krystie Hohnstein, Interim Director of Head Start, presented the idea of requesting approval from the Board to move forward with a *Change in Scope - Locally Designed Option Waiver* for the Gering Public School District partnership to increase the class size for a group serving predominantly three year old children from 15 children to 20 children in a double session class per Head Start Performance Standards 1302.21(b) and 1302.24. However, after further discussion with Dr. Walker, Region 7 Specialist, it is recommended that a waiver be requested for all partnerships with double session classrooms enrolling more than 17 children, with under 50% of students being three year olds. Dr. Walker said it is highly unlikely for a waiver to be approved for classrooms with 50% or more three year old children enrolled.

**Recommendation: Move to approve waivers for partnerships with double session classrooms enrolling more than 17 children with under 50% of students being three year olds per Head Start Performance Standards**

**1302.21(b) and 1302.24.**

**3. Proposals for Janitorial Services at Child Development Center**

A request for proposal for janitorial services for the Child Development Center at 3118 17th Avenue, Scottsbluff, was published in the local newspapers. In addition, several “requests for proposal” letters were mailed to local vendors. Proposals were accepted until 12:00 PM (MST) Tuesday, August 17th. A summary of the proposals will be distributed at the Board meeting.

**Recommendation: Move to approve the recommendation of the Interim Administrator for the janitorial services at the Child Development Center, 3118 17th Avenue, Scottsbluff, NE.**

**4. Rescheduling of Regular Board Meeting Dates for November and December**

At the July Board meeting, discussion took place regarding moving the November Board meeting date due to a conflict with the date of the State Education Conference, and the regular Board meeting in December that falls during Christmas Break. After surveying members, a quorum will be available on those dates.

**Recommendation: Move to approve the date changes for the regular Board meetings to November 9th and December 14th.**

**5. Pandemic Response Plan**

The Pandemic Response Plan has been updated for the 2021-2022 school year. The *Levels of Precaution Decision Factors* is part of the Response Plan. Both documents have been uploaded to the Board materials webpage.

**Recommendation: Move to approve the Pandemic Response Plan and allow the Interim Administrator to make changes as needed.**

**6. 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%.**

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

**G. Adjournment**

## **Appendix A**

### **Administrator Notes**

**August 2021**

#### **NDE: Rule 11 Early Childhood Program Approval**

Melody Hobson, Office Administrator, Office of Early Childhood at NDE, notified ESU 13 that on August 6th, the Nebraska Board of Education voted to approve our early childhood program for the period of July 1, 2021 through June 30, 2022. This action follows a recommendation by the Office of Early Childhood and is based upon records indicating that our district operated an early childhood program in compliance with the requirements in Rule 11, Regulations for Early Childhood Education Programs, for the 2020-21 school year.

#### **NDE Monitoring Review-Title 1C-Migrant Education Program (MEP)**

On April 1st, NDE conducted a monitoring review of the Every Student Succeeds Act (ESSA), Title 1C-Migrant Education Program. All necessary documentation has been received and meets the ESSA requirements. Some highlights of their visit included: the organization of documented professional development activities; organization and completeness of the recruiter ID&R plans; and the professionalism and dedication of ESU 13 MEP staff. No corrective actions are required as a result of the ESSA monitoring review.

#### **Teacher Retention Grant**

The University of Nebraska-Lincoln and Nebraska Department of Education Special Education Department have received a grant to address the special education teacher shortage in Nebraska. ESU 13 will be a partner in this effort to develop effective induction and mentoring modules as well as working with school administrators for strategies in retaining early career special education teachers.

#### **EOP**

The Emergency Operations Plan is still in the process of final revisions. This will include the safety plan as required in Nebraska Statute. Once finalized, the board will have the opportunity to review the plan.

#### **NeMTSS/ESU 13 Split**

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

#### **Leadership Team Retreat**

On August 5th & 6th we had a leadership retreat at the YMCA Trails West Camp in Scottsbluff. Time was spent team building, centering our work in our ESU 13 goals and making plans for the upcoming year. We worked with our Unit Improvement Steering committee to prepare for our external accreditation visit which is scheduled for March 21-24, 2022.

**ALICAP Safety Honor Roll**

Megan Boldt, Director of Alicap, sent a letter informing us that ESU 13 has been selected as one of the 2020-2021 SAFETY HONOR ROLL ESU's in the ALICAP Pool.

**ESU 13 Board of Education Profiles**

A previous ESU 13 Board of Education Profile has been uploaded to the Board member webpage. Please review your profile and send any updates or new profiles to Desira.

**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 2021-2022 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 2021-2022 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 2021-2022 General Fund budget of ESU 13 be authorized to include an additional 1% increase in the restricted funds budget for the 2021-2022 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 17th day of August, 2021.**

Roll call vote as follows:

Board Member	Yes	No
Diane Coon		
Heather Crofut		
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 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: \_\_\_\_\_