

BOARD OF EDUCATIONAL SERVICE UNIT #13

Tuesday – October 15, 2019

Location – ESU 13 Center, 4215 Avenue I, Scottsbluff, NE

Finance Committee (Knapper, Millette, Richards, Sinner) – 6:00 PM
Dinner – 6:30 PM

1. Call to Order

- Meeting is governed by the Nebraska Open Meetings Act as posted.
- The ESU 13 Board reserves the right to rearrange the order of the agenda.
- The ESU 13 Board reserves the right to convene an executive session in accordance with § 84-1410

2. Excuse Absent Board Member(s) (Motion Necessary for Approval)

3. 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 17, 2019** - VALTS graduation - HARMS Center - 11:45
- **October 23, 2019** – ESU 13 Advisory Council Meeting – ESU 13 Conference Rooms B & C (Dr. Dick will be hosting from Chadron) – 10:00 AM
- **October 25, 2019** – Fall Break (ESU 13 closed)
- **November 19, 2019** – Regular Board Meeting
- **November 20-22, 2019** - NASB State Education Conference – CHI Health Center Downtown Omaha (Diemoz, Marx)
- **December 4-7, 2019** – AESA Annual Conference, JW Marriott Desert Ridge Resort, Phoenix, AZ (Coon, Diemoz, Jones, Marx, Richards, Sinner)

Public Forum

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

Reports

- Danielle Cole, ESU 13's Title IC Migrant Education Director
- Head Start - Kerry Mehling - Five year grant application process
- Head Start - Director's Report and Policy Council minutes for September (uploaded to the website)
- Administrator's Report (uploaded to website) ([Appendix A](#))
- Board Member Comments

4. OLD BUSINESS - None

5. NEW BUSINESS:

- **Amendment of Board Policy – Article 3 (Services and Operations)**

Continuing with the revision and update of our current Board policy using the template from Perry Law Firm, Article 3, sections 1-10 have been revised and reviewed by our Policy Committee. The separate sections have been uploaded to the Board Member website.

Recommendation: This is the first reading of the revised policy. The final reading will be at the November Board meeting.

- **Amendment of Board Policy – Employee Benefits, Sick Leave**

Our current leave of absence section V (Personnel); E (Employee Benefits); #7 (c) categorizes our classified staff into two groups (9 month and 12 month). We need to reflect the leaves of absence of those employees who do not fall into those two groups. Dr. Dick presented the following language to Jerry Ost diek, our attorney, and propose the following changes:

*Sick leave is granted at the rate of ten (10) days for ~~nine-month~~ employees **working 185 days** and twelve (12) days for ~~twelve-month~~ **12-month employees (240 days)**. **Employees contracted to work more than 185 days and less than 240 days are granted one day of sick leave for each additional 20 days they work, or major portion thereof, i.e. an employee contracted for 205 days is granted eleven (11) days.** **Sick leave is accrued as follows and is accumulated as follows:***

- *Certificated/~~contracted~~ **licensed**/~~degreed~~ personnel are granted the total sick leave on the first day of employment.*
- *Classified/~~non-contracted~~ **degreed** personnel are granted one day of sick leave on the first day of each month until the total is accumulated. For new ~~classified~~ **employees**, sick leave is granted after the **90-day** probationary period at the same rate.*

Recommendation: First reading of amendment. No action necessary.

- **Amendment to Student Handbooks - Asbestos**

Every 3 years, ESU 13 has an AHERA (Asbestos Hazard Emergency Response Act) re-inspection. During this inspection, it was noted that we have not provided an annual asbestos notification to parents in the past. After approval, the following statement will be added to our student handbooks and the ESU 13 website:

Educational Service Unit 13 has completed and has on file at the Administration Office, each building's Asbestos Management Plan. This plan contains the results of all building inspections and the response action necessary to either abate or encapsulate any asbestos-containing material. Each building plan is available for public inspection in the Administrator's office at the Scottsbluff Office (4215 Avenue I, Scottsbluff, Nebraska) and at the Sidney location (1114 Toledo Street, Sidney, Nebraska)

Recommendation: Move to approve the addition of the asbestos statement to the student handbooks and ESU 13 website.

- **New Model 2020 Intermediate Four-Door Sedan**

The Board Finance Committee will review bids for a new model 2020 intermediate four-door sedan, Chevy Malibu or equal, prior to our meeting on Tuesday and make a recommendation to the Board for purchase.

Recommendation: Move to approve the recommendation of the Board Finance Committee regarding the purchase of a new model 2020 intermediate four-door sedan.

- **Plow for Chevy Silverado**

The Board Finance Committee will review bids for one new 7'6" HTX V-Plow prior to our meeting on Tuesday and make a recommendation to the Board for purchase.

Recommendation: Move to approve the recommendation of the Board Finance Committee regarding the purchase of a new 7'6" HTX V-Plow.

- **Voice-Over Internet Protocol Telephone System**

The Board Finance Committee will review bids from qualified vendors to provide a voice-over internet protocol (VoIP) system prior to our meeting on Tuesday and make a recommendation to the Board for purchase.

Recommendation: Move to approve the recommendation of the Board Finance Committee regarding the contract for a voice-over internet protocol system.

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

7. **Adjournment**

Appendix A

Administrator's Report October 2019

LR 63 Update

On Friday, October 3rd, I attended the LR 63 Interim Study. All 17 ESU Administrators were in attendance as well as approximately 28 other supporters of ESUs, including superintendents, ESU staff, lobbyists, etc. NCSA staff hand delivered 145 letters of support to each member of the Education Committee prior to the hearing. Two superintendents were scheduled to speak in opposition to ESUs; however, neither were able to attend due to family emergencies. The two superintendents did provide written testimony.

Migrant Education Name Change

Migrant Education is changing its name to Title 1C. This will result in changes to signage, letterhead, name plates, etc.

Sale of Property

Per Board Policy (Section IV - 8) - There is an additional vehicle in our fleet (2001 Chevy Lumina Sedan) with over 181,000 miles that we need to remove from our inventory. The transmission solenoid in this vehicle has failed and Russel's Transmission provided an estimate of \$900 to repair the solenoid. This vehicle has been in Sidney. We have obtained the Kelly Blue Book value for selling purposes and we would like to advertise for sealed bids.

Nebraska Public Employees Retirement Systems (NPERS) Audit

On October 3rd, we received a letter from NPERS that we have been selected for an audit. The information they are requesting is due by October 25th. Luke is working on the audit questions. We will update you in November of any new developments.

Classified Evaluation Instrument Update

A team comprised of Directors and myself is working on updating our current classified 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 and be useful with the various classified positions in our organization.

Retirement Resignation

Julia Rundell, Secretary at the Sidney Office, has submitted her resignation letter. Julia will officially retire on January 20, 2020. She has been an employee of ESU 13/14 for 21 years. We will begin advertising for Julia's replacement soon.

Project Discovery

On October 1st, Dr. Pam Brezenski received notice from Joni Dulaney at the Nebraska Department of Health and Human Services that a project she coordinated about two years ago has had a great deal of success and is receiving federal recognition. Project Discovery focused on employment for youth verified with moderate to significant disabilities. The reason for the Federal Developmental Disabilities oversight committee's interest in the project was the result of Meridian students completing the curriculums and there successful communication engagement in employment.

Administrator of the Office of Early Childhood at NDE

Melody Hobson spoke with me at the annual fall ESUCC/NDE Partnership Meeting. The purpose of the conversation was to discuss having a conversation with Donna Jenne, Nici Johnson, myself (and possibly one or two other staff) prior to our upcoming renewal of the Head Start grant. Melody wanted to discuss the certification requirements, specific to Head Start staff.

School Climate Transformation Grant

We received notice on October 4th that our application for grant funds under the 2019 School Climate Transformation Grant Program grant program was not selected for funding. Applications were reviewed by a panel of three peer reviewers with expertise in areas related to school climate and analyzed based on the selection criteria.

Facility Committee Meeting

Mark, Tom and Ray (Steve will be attending the NASB State Education Conference) will meet at 5:30 p.m. prior to the regular Board meeting on November 19th to discuss long term planning of facility needs.