

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

**Tuesday - May 17, 2022**

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

**Board Member Group and Individual Pictures - 6:00 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 meeting (April regular meeting)
- Treasurer's Report
- Fund Balance
- Budget Report
- Claims for Disbursement
- Staff Hires
  - Leadership - Julie Black, SPED Coordinator
  - Certificated
    - Laura Higgins, Early Childhood Teacher- Bridgeport (contingent on release from St. Agnes-Alliance)
    - Megan Lantis, ASD Coordinator
- Staff Resignations
  - Certificated - Jared Mackrill - Special Education

### **Calendar**

- **May 20, 2022** - Meridian Program and Graduation - Main Office, Conference Rooms B/C - 1:00 PM
- **May 25, 2022** - ESU 13 All Staff In-Service - Harms Center Plex - 9:00 AM - 3:30 PM
- **May 30, 2022** - Memorial Day - Offices closed
- **June 19 and June 15, 2022** - NASB Virtual Candidate Forum 11:00 AM-12:30 PM (MST)
- **June 21, 2022** - Regular Board Meeting

- **June 22-23, 2022** - NASB School Leaders & Law Conference - Kearney
- **July 15, 2022** - Incumbent filing deadline
- **August 1, 2022** - Nonincumbent filing deadline

**Public Forum:**

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

**Reports**

- Dr. Katie Carrizales, Director of Psychological and Behavioral Health
- Head Start Director's Report and Policy Council Report for April (uploaded to the Board Materials webpage)
- Administrator's Report (Appendix A)
- Board Member Comments

**D. Business**

**1. Mental Health Proclamation**

May is Mental Health Awareness Month. In an effort to demonstrate ESU 13's support and promotion of Mental Health Awareness and Advocacy, ESU 13 proposes the consideration of the adoption of the following Mental Health Month proclamation:

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, all Americans experience times of difficulty and stress in their lives; and

WHEREAS, prevention is an effective way to reduce the burden of mental health conditions; and

WHEREAS, there is a strong body of research that supports specific tools that all Americans can use to better handle challenges, and protect their health and well-being; and

WHEREAS, mental health conditions are real and prevalent in our nation; and

WHEREAS, with early and effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, healthcare provider, organization, and citizen shares the burden of mental health problems and has a responsibility to promote mental wellness and support prevention efforts.

THEREFORE, I, Mark Sinner, do hereby proclaim May 2022 as Mental Health Month at Educational Service Unit 13 (ESU 13). As the ESU Board President, I also call upon our patrons of health to recommit our schools to increasing awareness and understanding of mental health, the steps our patrons, staff and students can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

**Recommendation: Move to approve ESU 13's Mental Health Month proclamation.**

**2. Amendment to 2021-2022 Employee Handbook**

An amendment to the 2021-22 Employee Handbook, Section 4: Payroll and Benefits; Work Schedules paragraph 3 is proposed:

Within each department, lunch schedules may vary in length and will be staggered so each department always has office coverage. A ~~lunch break will not be counted as part of the workday.~~ A lunch break will not be counted as part of the workday, however, the Administrator shall have the discretion to direct that the lunch break be counted as part of the workday. For the benefit of the employee, the lunch break shall not be reduced to make up time absent during the day or work week. If you need an occasional longer lunch break for personal reasons, please visit with your immediate supervisor.

**Recommendation: Move to approve the proposed amendment to the 2021-2022 Employee Handbook.**

**3. ESU 13 Menu of Services for 2022-2023**

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 2022-2023 Menu of Services and recommend them to the ESU 13 Board for funding. (Uploaded to Board Materials webpage with changes in red).

**Recommendation: Move to approve ESU 13's 2022-2023 Menu of Services for funding as recommended by the member districts.**

**4. 2022-2023 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 decreases from \$3,653 to \$2,000; 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, Open Educational Resources (OER), and other digital learning administrative functions. (Statewide Core Service Initiative pursuant to Rule 84.) Each ESU will participate.

- Digital Learning Administration \$5,700 (no increase)
- Digital Learning Projects/ESUCC Professional Library \$600 (no increase)
- Digital Learning/Special 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
  - SRS Special Education Project - \$5,700 (increases from \$5,500)
  - SRS Additional SRS Fees (no change in fees per Tier Table)
- Legislative and Governmental Relations Project - \$3,000 (increases from \$2,059)

**Recommendation: Move to approve the administrator’s recommendation to participate in the above listed ESUCC cooperative projects for 2022-2023.**

5. **July Board Meeting**

This agenda item was postponed at the January meeting. AESA’s Summer Leadership Conference is tentatively scheduled for July 18-21, 2022 in Nashville, TN. These dates coincide with the July Board meeting date. The Board’s decision to cancel the July regular meeting would be based on the necessity of the agenda. In the event the meeting does not take place, we will need your approval to pay the General Fund claims for July. This action will be ratified at our August Board meeting. Desira will email Board members when the claims have been posted on the Board webpage.

**Recommendation: Board decision.**

6. **Head Start Quality Improvement Increase**

Head Start/Early Head Start requests a motion to approve the Quality Improvement funding increase in the amount of \$17,192 being offered by the Department of Health and Human Services Administration for Children and Families be used in its entirety to support an increase in pay for Head start employees.

**Recommendation: Move to approve the Quality Improvement funding increase in the amount of \$17,192 for Head Start and Early Head Start employees that is being offered by the Department of Health and Human Services Administration for Children and Families.**

7. **Head Start Cost of Living Adjustment (COLA)**

Head Start/Early Head Start requests a motion to approve that the 2.28 COLA in the amount of \$92,494 being offered by the Department of Health and Human Services Administration for Children and Families be used in its entirety to support a 2.6% increase in pay for Head Start/Early Head Start employees.

**Recommendation: Move to approve the 2.28% Cost of Living Allowance (COLA) increase for Head Start and Early Head Start employees that is being offered by the Department of Health and Human Services Administration for Children and Families.**

8. **Revision of Head Start Policies and Procedures**

As per the Performance Standards, we need Board approval of revised Policy and Procedures. The revised Head Start Family and Community Partnerships Written Plans and Transportation Written Plans have been uploaded to the Board Materials webpage. The Policy Council approved these items at their meeting on May 3, 2022.

**Recommendation: Move to approve the revised Head Start Family and Community Partnerships Written Plans and Transportation Written Plans.**

9. **Proposed 2022-2023 Student Program Calendars**

The proposed 2022-2023 calendars for the LifeLink, Meridian, and Panhandle Beginnings programs have been uploaded to the Board Material webpage. They are ready for approval.

**Recommendation: Move to approve the proposed 2022-2023 calendars for LifeLink, Meridian, and Panhandle Beginnings student programs.**

10. **Revised Certified Staff Evaluation**

Our certificated staff evaluation instrument has been updated to align with NDE's revised Nebraska Teacher and Principal Performance Standards. The final draft was pre-approved by NDE. We need Board approval of the evaluation instrument to move forward with final approval from NDE.

**Recommendation: Move to approve the revised certified staff evaluation.**

11. **Proposed Change in Accreditation Process**

The ESUCC has worked to create Nebraska Educational Service Unit Standards of Performance and Practice for ESUs to use through the Nebraska Frameworks Accreditation process. The purpose of the ESU Standards of Performance and Practice is to define the knowledge, skills, practices and dispositions necessary for ESUs to provide quality programs and services to Nebraska schools. These standards are aligned with Rule 84 (§ 79-318; 79-1204). Dr. Barrett would like to propose changing our current accreditation process from COGNIA to the Nebraska Frameworks process using the Nebraska ESU Standards of Performance.

**Recommendation: Move to approve using the Nebraska Frameworks process for accreditation.**

E. Approval of Minutes (Motion necessary for Approval)

F. Adjournment

## **Appendix A**

### **Administrator Notes May 2022**

#### **Administrator Evaluation**

My current contract states that the Board shall evaluate the Administrator twice during this contract period. My second evaluation will be on the June agenda. The first evaluation took place in November. My year-end goals for 2021-22 have been posted to the Board materials webpage.

#### **Core Service Funding**

For the 2022/2023 school year, ESU 13 will receive \$893,107.96 in core service dollars. As a comparison, in 2021/2022 we received \$899,343.58, in 2020/2021 we received \$880,902.32, and in 2019-2020 we received \$851,409.78.

#### **Head Start Waiver Submission**

We have submitted our waiver to NDE for our Head Start program certified teachers for approval at the June NDE Board meeting.

#### **Education Innovation and Research (EIR) Grant Application**

We were approached about writing an EIR grant to expand support to schools in the area of implementing a multi-tiered system of support to address the mental health and well-being of staff in order to meet the needs of their students. If awarded, this would be a 5 year project intended to support our entire ESU area.

#### **NeMTSS split**

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