

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

**Tuesday - November 8, 2022**

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

**Negotiations Committee (Egging, Millette, Knapper, Richards, Sinner) - 5:15 PM  
Conference Room E**

**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 (October regular meeting)
- Treasurer's Report
- Fund Balance
- Budget Report
- Claims for Disbursement
- Staff Resignation
  - Certificated - Ingrid Einspahr, Speech/Language Pathologist, is retiring at the end of the 2022-23 school year.

**Calendar**

- **November 16-18, 2022** - State Education Conference - CHI Health Center, Omaha (Diemoz, Knapper)
- **November 23-25, 2022** - Thanksgiving break
- **November 30-December 2, 2022** - AESA Annual Conference - Atlanta, GA (Diemoz, Marx, Richards, Sinner)
- **December 14, 2022** - ESU Administrative Advisory Council - 10:00 AM
- **December 15, 2022** - VALTS Graduation - HARMS Center, Room 188 - 11:45 AM
- **December 16, 2022** - Meridian School Music Program - Conference Rooms B/C - 1:00 PM
- **December 20, 2022** - Regular Board Meeting

**Public Forum:**

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

### Reports

- EHS/HS Required Governance Training - Krystie Hohnstein
- Head Start Director's Report and Policy Council Activity Report for September (Uploaded to the Board Materials webpage)
- Administrator's Report (Appendix A)
- President Sinner - Committee Appointments for 2023
  - Board Committee Reports
- Board Member Comments

## D. Business

### 1. Amendment of Board Policy - Article 4, Section 13 Travel Policy, C2c., D3b. and D3c.

The business office is now utilizing K-12 Docs for electronic storage. Amendment of the travel policy is needed to keep current with the process for travel requests and receipts.

~~C2c. A travel envelope may be used to collect and store all related expenditure receipts. After the trip, the travel envelope should be attached to the signed and completed Travel Request Form, and these documents should be given to the ESU #13 Business Office.~~ A physical or scanned copy of all related expenditure receipts must be given to the appropriate business office. A travel envelope will be available upon request. In addition, attach a copy of the conference brochure and/or the meeting agenda when submitting the travel documentation. A reimbursement check will be issued if out-of-pocket expenses are listed.

D3b. This policy does not apply if the employee is attending a convention or meeting and there is a negotiated meeting rate at the host hotel. However, the employee should obtain an Exemption Permit for use of Credit Card from the Administration Office prior to making the reservation.

~~D3c. Receipts for lodging must accompany the Travel Request Form.~~ If employees charge non-room incidentals to the lodging bill, detailed documentation must be provided (see C2c.).

**Recommendation: Move to approve the amendment to Board Policy - Article 4, Section 13, Travel - C2c., D3b. and D3c.**

### 2. Head Start/Early Head Start Continuation Grant for 2022-2023

The 2022-2023 Continuation Grant in the amount of \$3,445,511 will be submitted on or before December 31, 2022 to the Administration for Children and Families for the Head Start and Early Head Start programs. These programs plan to serve a total of 286 children (202 Head Start and 84 Early Head Start). If the program's reduction application is approved, the enrollment numbers would change to 274 (202 Head Start and 72 Early Head Start). There are 148 of the Head Start children that will be served in public school partnerships including Tri-Community Preschool in Morrill, Mitchell Tiger Cub Preschool, Scottsbluff Bear Cub

Preschool, Gering Public Preschool, Minatare Pre-Start, Bayard Tiger Cub Preschool, and Sidney Public Preschool. We will not apply for the LDO Class Size Waiver this year. The program's progress toward five year goals, program annual community assessment surveys, parent surveys, and staff surveys have been guiding factors in writing the continuation grant without any proposed service changes at this time.

**Recommendation: Move to approve the submission of the Head Start/Early Head Start Continuation Grant for 2022-2023.**

**3. Revision and Updated Head Start Policies and Procedures**

As per the Performance Standards, we need Board approval of revised Policy and Procedures. The revised Head Start By-Laws and Program Philosophy have been uploaded to the Board Materials webpage. The Policy Council approved these items at their meeting on October 25, 2022.

**Recommendation: Move to approve the revised Head Start By-Laws and Program Philosophy.**

**4. Nebraska Cyber Security Network (NCN)**

ESUCC and ESUs are working to devise a cyber security plan that will help Nebraska schools and ESUs. NCN is a network of educational entities, per an interlocal agreement, who share in the common interest to improve the landscape of cyber security in their respective areas. A copy of the brochure and Interlocal Agreement have been uploaded to the Board Materials webpage.

**Discussion Item Only**

**5. Executive Session for Administrator's Evaluation**

The Board will move into Executive Session for the purpose of the Administrator's evaluation.

**Recommendation: Move into Executive Session for the purpose of discussing a personnel matter with the Board and the Administrator present.**

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

**F. Adjournment**

**Appendix A  
Administrator Notes  
November 2022**

**Administrator Advisory Council Meeting**

We had our AAC meeting on October 26th. At that, we had presentations from ESU 13 programs: NeMTSS, School Designations, and Technology & Cybersecurity Updates. We also heard from some of our partners including:

- Western Nebraska Community College: Bus Driver and CDL training; Trades Training, Nebraska Math Readiness Project and Dual Credit programming
- Panhandle Public Health District regarding The Nebraska Risk and Protective Factor Survey
- Chadron State College: Education Fair, Para to Teacher programs and enrollment news
- State Board of Education member Robin Stevens

**School Designations**

Preliminary school designations have been given to schools for review from the Nebraska Department of Education in accordance with state and federal law. Deirdre Amundsen will be present at our December board meeting to share information on these designations.

**ESU 13 2021-2022 Audit**

Auditors from Dana Cole & Company are scheduled to begin on Monday, November 14th. We will have an update on the audit findings when those are received.

**HVAC Update**

We are going to request bids to complete the HVAC project that was delayed from last year due to the lack of bids. This will condition the rest of the 2nd floor off the existing new RTU, replace the 2nd floor ceiling and update lighting and fire detecting equipment. We will have a Buildings & Grounds Committee meeting prior to the December meeting to review bids.

**October All-Staff Inservice**

We had a great all-staff inservice on Friday, October 21. We spent the day focused on employee wellbeing (Strategic Priority 5) and had sessions about the benefits available through ESU 13, physical fitness, mindfulness, financial wellbeing, effective communication, social connection, clarifying, aligning with, & committing to one's values, and organization. Special thanks to our ESU staff that presented that day: Crystal Smith, Deirdre Amundsen, Meggin Funk, Jacey Marietta, Krystie Hohnstein, Terri Haynes, Nicole Kelley, Craig Hicks & Jessica Broderick.

**Mid-Winter Conference**

The ESU Midwinter Conference is Monday, February 20. Our topics for that are generated out of feedback from our schools. This year they asked for sessions to help students who struggle academically and behaviorally. There are sessions for all academic areas including Career and Technical Education strands. We will have sessions focused on social emotional learning, wellness, school safety and much more.