

BOARD OF EDUCATIONAL SERVICE UNIT NO. 13 (ESU 13)
Tuesday - November 9, 2021
Location - ESU 13 Main Office, 4215 Avenue I, Scottsbluff, NE

Personnel Committee (Egging, Knapper, Millette, Richards, Sinner) - 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 meetings (October regular meeting)
- Treasurer's Report
- Fund Balance
- Budget Report
- Claims for Disbursement
- Approval of Head Start Staff Notice of Appointment
 - Krystie Hohnstein - Head Start/Early Head Start Director
 - Head Start Grant Fiscal Officer
- Approval of attendance for educational workshops, conferences, training programs, official functions, hearings, or meetings

Calendar

- **November 17-19, 2021** - State Education Conference - CHI Health Center, Omaha (Diemoz, Knapper)
- **November 24-26, 2021** - Thanksgiving Break
- **December 1-4, 2021** - AESA 36th Annual Conference - Houston, TX (Diemoz, Marx, Richards, Sinner)
- **December 10, 2021** - Meridian School Music Program - Conference Rooms B/C - 1:00 PM
- **December 14, 2021** - Regular Board Meeting
- **December 15, 2021** - ESU Administrative Advisory Council - Dr. Matt Blomstedt, Nebraska Commissioner of Education - Conference Rooms B/C - 10:00 AM
- **December 16, 2021** - VALTS Graduation - Harms Center - 11:45 AM

Public Forum:

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

Reports

- Deirdre Amundsen - Director of Professional Learning
- NASB Need Resources Session - October 27, 2021 - Alliance (Marx)
- EHS/HS Required Governance Training - Krystie Hohnstein
- Head Start Director's Report and Policy Council Activity Report for October (Uploaded to the Board material webpage)
- Administrator's Report ([Appendix A](#))
- Board Member Comments

D. Old Business - None

E. New Business

1. **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 Philosophy and the Head Start Policy Council Bylaws have been uploaded to the Board material webpage. The Policy Council approved the Head Start Philosophy and the Bylaws at their meeting on October 16, 2021.

Recommendation: Move to approve the revised Head Start Philosophy and Head Start Policy Council Bylaws.

2. **Executive Session for Interim Administrator's Evaluation**

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

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

F. Approval of Minutes (Motion necessary for Approval)

G. Adjournment

**Appendix A
Administrator Notes
November 2021**

Head Start Director

Krystie is now Head Start Director instead of Interim Director. This was approved by the Policy Council and Administration for Children & Families.

ESU 13 2020-2021 Audit

Auditors from Dana Cole & Company are scheduled to begin on Monday, November 8th. We will have an update on the audit findings at our December meeting.

HVAC Update

Working on finishing out the HVAC project from last summer-top floor of the original building. Looking to include surge protection and lightning protection in it. We had samples sent in to test for asbestos and they all came back negative.

Certified Evaluation Instrument Revision

We are in the process of revising our certified evaluation instrument. We are revising it based on the newly released Nebraska Teacher and Principal Performance Standards. We have developed the indicators of quality performance with representatives from all of our departments. We will be working with evaluators on these and will be bringing an instrument to the board for approval this spring.

Substitute Teacher Shortage

Based upon needs expressed by member districts, we are looking to partner with Chadron State College to facilitate the required courses for individuals to become certified to become a local substitute teacher.

October All-Staff Inservice

We had a great all-staff inservice on October. Our staff presented on: Communication in the Workplace (BJ Peters, Lori Biesecker and Craig Hicks), The Art of Leading Meetings (Pam Brezenski & Sara Peterson), Positive Communication (Meggin Funk), and Collaborating with Community Partners (Nici Johnson & Sam Fisher). Committee and Department time was spent preparing and collecting evidence for the upcoming Continuous Improvement External Visit.

Redistricting

The Election Districts Committee will continue their work in the redistricting process and if necessary, provide updated district boundaries to the election commissioner or county clerk by December 30, 2021.

Perry Law Firm - OSHA's New Vaccination Rules

On November 4th, Justin Knight, an attorney with Perry Law Firm, sent out a Q & A email regarding OSHA's new vaccination rules. The Head Start Federal Program has already advised schools and ESU's that they need to implement a vaccination policy to require Head Start employees to be vaccinated by January 4th, subject to certain exceptions. The Perry Law Firm is currently working on a policy that meets Head Start's internal criteria.

Grants Website

As a part of Strategic Goal #1, we have gathered information to assist districts in grant writing. This includes sections for Finding Grants, Training for Writing Grants, Sources for Data and Potential Grant Writers.

NeMTSS split

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