

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

**Our Mission**

Serve, support, and empower

**Our Vision and Beliefs**

Achieving educational excellence for all learners through strong partnerships,  
service, and leadership by...

Collaborating with schools, families, and communities

Serving with equity, efficiency, and integrity

Communicating effectively

Leading with innovation

**Agenda**

**Tuesday, April 15, 2025**

**Location - ESU 13 Main Office, 4215 Avenue I, Scottsbluff, NE 69361**

**Dinner - 6:30 PM**

**Regular Meeting - 7:00 PM**

{{Name: Agenda Item Name}}

**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)**

**C. Approval of Agenda**

1. Consent Action Items
  - a. Minutes of meeting (March regular meeting)
  - b. Treasurer's Report
  - c. Fund Balance
  - d. Budget Report

- e. Claims for Disbursement
- f. May Mental Health Board Proclamation
- g. Approval of Staff Hire(s) for 2025-2026
  - a. Derek Peil - Director, Alternative Education Programs
  - b. Justin Ruzicka - Panhandle Beginnings Day Treatment Coordinator
- h. Approval of Staff Resignations end of 2024-25 School Year
  - a. Ellie Cummings - Speech/Language Pathologist
- i. Revised Board Policy Review Schedule

**D. Calendar**

- **April 16, 2025 - ESU 13 Administrative Advisory Council - 10:00 AM, Conference Rooms B/C**
- **April 18-21, 2025 - ESU 13 offices closed for Easter break**
- **April 25, 2025 - Meridian Prom - 7:00-9:00 PM at Hunts Acres**
- **May 9, 2025 - LifeLink graduation - 1:00 PM - HARMS Center**
- **May 14, 2025 - VALTS graduation - 11:45 PM - HARMS Center**
- **May 16, 2025 - Meridian graduation - 1:00 PM - Conference Rooms B/C**
- **May 20, 2025 - Regular Board meeting**

**E.**

**F. Public Forum:**

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

**G. Reports**

1. Megan Macy - Teacher of the Visually Impaired  
Megan will be presenting information on a camp she will be holding for visually impaired students this summer.
2. NRCSA Spring Conference - March 20-21 (Winchester)
3. NASB Open Meetings Workshop - March 25 (Diemoz, Richards, Sinner)
4. Head Start Director's Report, Policy Council, and Financial Reports
  - a. Head Start Indirect Cost Rate  
The Head Start program will budget at a rate as close to the non-restricted rate as workable when writing and submitting the yearly funding application. The budgeted rate will be used when expensing direct costs from April through August. In September, when certified teacher costs (or other budget uncertainties) are determined, the program may adjust the indirect cost rate accordingly. For ESU 13 budgeting purposes, the Head Start program will pay a minimum of the restricted indirect cost rate. If there are unobligated funds at the end of the Head Start budget period, the program can pay up to the non-restricted rate as long as the program doesn't exceed the 15% administrative maximum.

5. Administrator's Report
6. Board Committee Reports
7. Board Member Comments

#### **H. Business**

1. Proposed Amendments to Board Policy Article 6, Sections 1, 3 and 5  
The Policy/Legislative Committee met on March 31, 2025, to review the proposed amendments to Board Policy Article 6 (Services to Schools and Children), Section 1 (Special Education), Section 3 (Student Welfare), and Section 5 (Student Health), and recommends that the proposed amendments be adopted as presented and waive the second reading.
2. Proposed New Board Policy on Federal Stipends - First Reading  
The Policy/Legislative Committee met on March 31, 2025 and reviewed the proposed new Board policy on Federal Stipends. This is the First Reading.
3. September Board Meeting - Proposed Date Change  
Dr. Barrett will be attending Head Start meetings & the AESA Legislative Conference during the week of September 16th. Dr. Barrett proposes moving the Budget Hearing, Tax Request, and September regular meeting to September 23, 2025.
4. Proposed Student Program Calendars for 2025-2026  
The student program calendars for LifeLink, Meridian, Panhandle Beginnings Day Treatment, and VALTS are ready for approval.
5. Acknowledge and accept the resignation of Board member Tim Horn.  
Board member Tim Horn has submitted his letter of resignation effective at the conclusion of April's Board meeting. Board vacancy notices will be published in newspapers in the jurisdiction of Election District 1 (Alliance Times Herald, Sheridan County Journal, Star-Herald, Crawford Clipper), and the ESU 13 website.

#### **I. Adjournment**

# NEBRASKA OPEN MEETINGS ACT

**84-1407. Act, how cited.** Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

**84-1408. Declaration of intent; meetings open to public.** It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

**84-1409. Terms, defined.** For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders, and (iii) the Judicial Resources Commission or subcommittees or subgroups of the commission;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

**84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.**

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct;

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1) (a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

**84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body.**

(1) Until January 1, 2025:

(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee or the governing body of a rural or suburban fire protection district, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website; or

(B) Posting written notice in three conspicuous public places in such city, village, or district. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1) (b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(iv) In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the public body shall (A) post such notice on its website, if available, and (B) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication.

(c) In addition to a method of notice required by subdivision (1)(b) (i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2) Beginning January 1, 2025:

(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (2)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committees, such notice shall be given by:

(A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper; or

(B)(I) Posting to the newspaper's website, if available, and (II) posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper.

(ii) In the case of the governing body of a city of the second class or village, any advisory committee of such governing body, or the governing body of a rural or suburban fire protection district, such notice shall be given by:

(A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper;

(B)(I) Posting to the newspaper's website, if available, and (II) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper; or

(C)(III) Posting written notice in three conspicuous public places in such city, village, or district. Such notice shall be posted by the public body in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (2) (b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(iv) In case of refusal, neglect, or inability of the newspaper to publish the notice, the public body shall (A) post such notice on its website, if available, (B) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (C) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication.

(3)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (3)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority; and

(xiii) A natural resources district.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsections (1) and (2) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of (a) an organization created under the Interlocal Cooperation Act that sells electricity or natural gas, (b) an organization created under the Municipal Cooperative Financing Act, (C) a governing body of a risk management pool and any advisory committee of such governing body, or (D) any advisory committee of any state entity created in response to the Opioid Prevention and Treatment Act, such organization, governing body, or committee may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing.

(4) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(5) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(6) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (5) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(7) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(8)(a) Notwithstanding subsections (3) and (6) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsections (1) and (2) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (5) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsection (5) of section

84-1413.

(9) In addition to any other statutory authorization for virtual conferencing, any public body not listed in subdivision (3)(a) of this section may hold a meeting by virtual conferencing if:

(a) The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body;

(b) No action is taken by the public body at the virtual meeting; and

(c) The public body complies with subdivisions (3)(b)(i) and (ii) of this section.

**84-1412. Meetings of public body; rights of public; public body; powers and duties.**

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing. Except for closed sessions called pursuant to section 84-1410, a public body shall allow members of the public an opportunity to speak at each meeting.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and

(f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the in-state location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

**84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; when.**

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written or kept as an electronic record and shall be available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing or keeping the minutes is absent due to a serious illness or emergency.

(6) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public website for at least six months.

**84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.**

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

Revised 07/2024

  
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OFFICIAL MINUTES, BOARD OF EDUCATIONAL SERVICE UNIT NO. 13

Tuesday, March 18, 2025

The regular meeting of the Board of Educational Service Unit No. 13 (ESU 13) was called to order by President Mark Sinner on Tuesday, March 18, 2025 at 7:00 PM at the ESU 13 Main Office, 4215 Avenue I, Scottsbluff, NE 69361. The meeting was also held by video-conference. The meeting notice was published in the Star-Herald on Thursday, March 13, 2025.

**Present:** Diane Coon, Stephen Diemoz, Tim Horn, Patricia Jones, Ronda Kinsey, Scott Marsh, Kim Marx, Tom Millette, Casper Ningen, Ray Richards, Mark Sinner, Dr. Caroline Winchester.

President Sinner referenced the Nebraska Open Meetings Act as posted and noted that the Board reserves the right to rearrange the order of the agenda and to convene an executive session in accordance with § 84-1410.

Moved by Richards, seconded by Diemoz that the agenda be approved as listed. Coon: Aye, Diemoz: Aye, Horn: Aye, Jones: Aye, Kinsey: Aye, Marsh: Aye, Marx: Aye, Millette: Aye, Ningen: Aye, Richards: Aye, Sinner: Aye, Winchester: Aye. Motion passed.

Moved by Kinsey, seconded by Millette that consent action items be approved as listed: meeting minutes (February regular meeting, February special meeting); financial reports (Treasurer's Report, Fund Balance, Budget Report, claims for disbursement); certified staff hires for 2025-2026 (Halee Emerson - Speech/Language teacher, and Stephanie Smith - Professional Learning Literacy Coach); certified staff resignations for end of 2024-2025 school year (Caitlyn Weaver, school psychologist and Amanda Serda, SPED teacher); director resignation (B.J. Peters, Technology director - August 31, 2025). Coon: Aye, Diemoz: Aye, Horn: Aye, Jones: Aye, Kinsey: Aye, Marsh: Aye, Marx: Aye, Millette: Aye, Ningen: Aye, Richards: Aye, Sinner: Aye, Winchester: Aye. Motion passed.

<b>March 18, 2025 Approved Claims</b>	
Salaries, Benefits,	\$ 974,111.66
Prof. & Tech. Services; Mileage	\$ 83,532.86
Leases, Utilities & Maintenance	\$ 20,993.00
Copies, Postage, Telephone & Travel	\$ 58,451.61
Supplies, Materials, Software & other Util.	\$ 110,325.20
Bldg. Improvements, Furn., Equipment, Hardware, Vehicle Acquisition	\$ 0.00
Dues, Fees & Ind. Costs	\$ 11,137.34
<b>Total</b>	<b>\$1,258,551.67</b>

Calendar:

- March 19-20, 2025 - NRCSA Spring Conference - Kearney (Winchester)
- March 25, 2025 - NASB Open Meetings Workshop - Gering Civic Center (Diemoz, Richards, Sinner)
- April 15, 2025 - Regular Board Meeting
- April 16, 2025 - ESU 13 Administrative Advisory Council - 10:00 AM, Conference Rooms B/C
- April 16, 2025 - NASB Budget & Finance Workshop - Kearney
- April 18-21, 2025 - ESU offices closed for Easter Break

Public Forum: Alex Marker is a teacher at Scottsbluff Public Schools who is working on his administrative certificate. Mr. Marker was a visitor at the Board meeting.

Reports:

Head Start Director's Report, Policy Council, and Financial Reports: Krystie Hohnstein, Head Start Director, reported that Head Start received the Notice of Award for their next five-year grant period, 2026-2030. The 2025-2026 grant year is awarded with 50% funding at this time and the other 50% to come later, which has occurred in the past as well. The program is funded for 202 Head Start Preschool and 72 Early Head Start children.

Head Start policy/procedure updates and system improvements to ensure child safety were presented. The Head Start Parent and Staff/Partner Surveys were available for Board member review.

Administrator's Report:

- A positive report on the ALICAP loss control and WC rating was received.
- A budget update regarding the Mid-Winter Conference cancelation was given. Contracts for mid-winter conference presenters will be updated.
- Data on school enrollment trends were presented.
- Stronger Connections Technical Assistance and Capacity Building Grant Program: NDE will work with high-need school districts within ESU 13 and other rural school districts to address chronic absenteeism, and increase student engagement.
- Legislative updates were reviewed

Board Committee Reports:

The Policy/Legislative Committee will be meeting on March 31st to discuss Board Policy Article 6, Sections 1-5.

Board Member Comments: Patricia Jones thanked B.J. Peters, Technology Director, for all of his years of service to ESU 13.

Business:

Moved by Marx, seconded by Millette that the Board approve ESU 13's 2025-2026 Academic Calendar. Coon: Aye, Diemoz: Aye, Horn: Aye, Jones: Aye, Kinsey: Aye, Marsh: Aye, Marx: Aye, Millette: Aye, Ninggen: Aye, Richards: Aye, Sinner: Aye, Winchester: Aye. Motion passed.

President Sinner adjourned the meeting at 7:24 PM. The next regular meeting will be held on April 15, 2025, at 7:00 PM at the ESU 13 Main Office, 4215 Avenue I, Scottsbluff.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**CHECK REGISTER MARCH 2025**

<b>Check No.</b>	<b>Check Date</b>	<b>Entity Name</b>	<b>Amount</b>
23434	03/05/2025	ALLO COMMUNICATIONS	\$2,102.38
23435	03/05/2025	ALLO COMMUNICATIONS	\$576.94
23436	03/05/2025	CITY OF SCOTTSBLUFF	\$221.52
23437	03/05/2025	CITY OF SIDNEY	\$5,043.89
23438	03/05/2025	ED SERVICE UNIT NO 13	\$974,111.66
23439	03/05/2025	NEBRASKA PUBLIC POWER DISTRICT	\$827.80
23440	03/05/2025	NPPD	\$3,981.10
23441	03/07/2025	VISA	\$4,574.37
23442	03/18/2025	ACE HARDWARE	\$62.07
23443	03/18/2025	ACR PROPERTIES, LLC	\$520.00
23444	03/18/2025	AESA	\$1,780.00
23445	03/18/2025	AUTOZONE, INC	\$69.73
23446	03/18/2025	B & C STEEL CORPORATION	\$85.73
23447	03/18/2025	BAYARD PUBLIC SCHOOLS	\$2,367.00
23448	03/18/2025	BENZEL PEST CONTROL	\$170.50
23449	03/18/2025	BENZEL PEST CONTROL	\$104.50
23450	03/18/2025	BLACK HILLS ENERGY	\$660.37
23451	03/18/2025	BOX BUTTE GENERAL HOSPITAL	\$960.00
23452	03/18/2025	BRIDGEPORT PUBLIC SCHOOLS	\$972.00
23453	03/18/2025	BURGER WERX	\$91.92
23454	03/18/2025	CAPWN HEALTH CENTER	\$197.00
23455	03/18/2025	CASH-WA DISTRIBUTING	\$6,033.36
23456	03/18/2025	CDW EDUCATION - AMPLIFIED	\$480.00
23457	03/18/2025	CELLIS CYCLE CENTER LLC	\$42.95
23458	03/18/2025	CENTURYLINK COMMUNICATIONS	\$1,255.19
23459	03/18/2025	CENTURYLINK COMMUNICATIONS	\$262.03
23460	03/18/2025	CHARTER COMMUNICATIONS	\$1,526.02
23461	03/18/2025	CHRISTINE RIPPE	\$30.00
23462	03/18/2025	CITY OF GERING	\$6,600.00
23463	03/18/2025	CITY OF SCOTTSBLUFF	\$446.77
23464	03/18/2025	COBBLESTONE HOTEL & SUITES - GERING	\$434.00
23465	03/18/2025	COLUMN SOFTWARE, PBC (STAR-HERALD NOTICES)	\$28.37
23466	03/18/2025	COMPLETE CARE FAMILY PRACTICE, LLC	\$101.00
23467	03/18/2025	BERTHA SAYALOUNE	\$195.00
23468	03/18/2025	CRESCENT ELECTRIC SUPPLY COMPANY	\$250.80
23469	03/18/2025	VOID - CSC CONFERENCING OFFICE FOR \$153.45	\$0.00
23470	03/18/2025	CULLIGAN	\$63.60
23471	03/18/2025	CULLIGAN OF SCOTTSBLUFF	\$88.50
23472	03/18/2025	DEBORAH DELANEY	\$1,307.96
23473	03/18/2025	DOCU-SHRED, LLC	\$30.00
23474	03/18/2025	EAKES OFFICE SOLUTIONS	\$30.00
23475	03/18/2025	ED SERVICE UNIT NO 6	\$1,152.16
23476	03/18/2025	ESU COORDINATE COUNCIL	\$2,210.46
23477	03/18/2025	FINNEYS INC	\$8.59
23478	03/18/2025	FIRST UNITED METHODIST CHURCH	\$100.00
23479	03/18/2025	FRANK PARTS COMPANY	\$23.78
23480	03/18/2025	FRENCHMAN VALLEY COOP	\$567.08

23481	03/18/2025	NANCY GARNER	\$187.60
23482	03/18/2025	GERING PUBLIC SCHOOLS	\$11,340.00
23483	03/18/2025	GOODWILL INDUSTRIES OF GREATER NEBRASKA, INC.	\$500.00
23484	03/18/2025	GRADUATE-LINCOLN	\$138.92
23485	03/18/2025	HAMPTON INN - KEARNEY	\$437.00
23486	03/18/2025	HAMPTON INN & SUITES	\$220.00
23487	03/18/2025	NICHOLAS EICKHOFF-HERITAGE FALLS CANDLES	\$2,385.00
23488	03/18/2025	HOBBY LOBBY	\$123.54
23489	03/18/2025	HOLIDAY INN EXPRESS-MCCOOK	\$110.00
23490	03/18/2025	HOLIDAY INN EXPRESS & SUITES CHADRON	\$988.76
23491	03/18/2025	HOLIDAY INN EXPRESS & SUITES SCOTTSBLUFF	\$220.00
23492	03/18/2025	HOTEL 21 & CO.	\$2,669.00
23493	03/18/2025	HULLINGER GLASS AND LOCKS	\$3.25
23494	03/18/2025	HX3 HANDYMAN SERVICE LLC	\$639.00
23495	03/18/2025	JOSHUA MACNEILL	\$5,000.00
23496	03/18/2025	KAPLAN EARLY LEARNING	\$1,331.20
23497	03/18/2025	KIDS KORNER	\$200.00
23498	03/18/2025	LORI KOUBA	\$960.00
23499	03/18/2025	LAKESHORE LEARNING MATERIALS	\$6,049.88
23500	03/18/2025	LEYTON PUBLIC SCHOOLS	\$1,944.00
23501	03/18/2025	LYNNE MCKNIGHT HERR	\$569.10
23502	03/18/2025	DEBRA MASON	\$800.82
23503	03/18/2025	MENARDS	\$1,358.72
23504	03/18/2025	MENARDS	\$156.65
23505	03/18/2025	MINATARE PUBLIC SCHOOLS	\$2,849.00
23506	03/18/2025	MITCHELL PUBLIC SCHOOLS	\$3,709.00
23507	03/18/2025	MORRILL COUNTY CLERK	\$526.44
23508	03/18/2025	MORRILL PUBLIC SCHOOLS	\$5,832.00
23509	03/18/2025	MOUNTAIN VISION PIZZA dba DOMINO'S	\$64.95
23510	03/18/2025	NCS PEARSON, INC.	\$262.50
23511	03/18/2025	NASB	\$390.00
23512	03/18/2025	NCSA	\$225.00
23513	03/18/2025	NEBRASKA DEPARTMENT OF EDUCATION	\$200.00
23514	03/18/2025	NEBRASKA RURAL RADIO ASSOCIATION	\$175.00
23515	03/18/2025	SARAH OCHOA	\$1,160.92
23516	03/18/2025	OPTK NETWORKS	\$7,769.80
23517	03/18/2025	O'REILLY AUTOMOTIVE	\$80.00
23518	03/18/2025	PC PARTS PLUS, LLC	\$137.97
23519	03/18/2025	PITNEY BOWES GLOBAL FINANCIAL	\$230.79
23520	03/18/2025	PLATTE VALLEY CREAMERY	\$950.40
23521	03/18/2025	PRINT EXPRESS OF SCOTTSBLUFF	\$298.30
23522	03/18/2025	PRO OVERHEAD DOOR CO., INC.	\$358.00
23523	03/18/2025	QUADIENT LEASING USA, INC.	\$597.42
23524	03/18/2025	QUALTRICS, LLC	\$12,641.84
23525	03/18/2025	QUICK CARE MEDICAL SERVICES, INC.	\$310.00
23526	03/18/2025	RAPID FIRE PROTECTION INC.	\$1,202.50
23527	03/18/2025	CHERYL ROCHE	\$518.74
23528	03/18/2025	SCOTTSBLUFF FAMILY YMCA	\$100.00
23529	03/18/2025	SCOTTSBLUFF PUBLIC SCHOOLS	\$1,417.20

23530	03/18/2025	SCOTTSBLUFF PUBLIC SCHOOLS	\$20,075.00
23531	03/18/2025	SIDNEY SUN-TELEGRAPH	\$50.00
23532	03/18/2025	RUSSELL SMITH	\$2,100.00
23533	03/18/2025	SODEXO, INC & AFFILIATES	\$2,062.40
23534	03/18/2025	SONNY'S SUPER FOODS/BRIDGEPORT	\$1,317.81
23535	03/18/2025	STAPLES ADVANTAGE	\$237.09
23536	03/18/2025	STUDIO BLUE LLC	\$2,000.00
23537	03/18/2025	SUMMIT SPEECH THERAPY, LLC	\$2,000.00
23538	03/18/2025	SYSCLOUD	\$1,440.00
23539	03/18/2025	TEAM CHEVROLET	\$510.38
23540	03/18/2025	THE UNITED METHODIST CHURCH - SHER BEARS	\$330.00
23541	03/18/2025	THE UNIVERSITY OF NEBRASKA - LINCOLN	\$2,803.00
23542	03/18/2025	VERIZON WIRELESS	\$1,052.96
23543	03/18/2025	VERIZON WIRELESS	\$192.41
23544	03/18/2025	WASH-IT LLC DBA HI PERFORMANCE CAR WASH	\$72.51
23545	03/18/2025	WESTERN NE MOVING & STORAGE	\$500.00
23546	03/18/2025	WESTERN NEBRASKA COMMUNITY COLLEGE	\$1,038.00
23547	03/18/2025	WESTERN PATHOLOGY CONSULTANTS INC	\$130.00
23548	03/18/2025	WNCC, TREASURER	\$3,346.00
23549	03/26/2025	VISA	\$12,734.92
23550	03/26/2025	BLACK HILLS ENERGY	\$1,858.82
23551	03/26/2025	CHARTER COMMUNICATIONS	\$48.98
23552	03/26/2025	CITY OF SCOTTSBLUFF	\$461.95
23553	03/26/2025	VIAERO WIRELESS	\$188.33
DIRECT DEPOSIT			
1909	03/18/2025	TOTALLY TOTS, LLC	\$270.00
1910	03/18/2025	ALL MAKES OFFICE EQUIPMENT CO.	\$41,936.40
1911	03/18/2025	LAURA BARRETT	\$50.00
1912	03/18/2025	BAYARD TIGER CUB CHILDCARE CENTER	\$1,020.00
1913	03/18/2025	PAMELA BREZENSKI	\$83.72
1914	03/18/2025	JESSICA BRODERICK	\$50.00
1915	03/18/2025	CAPITAL BUSINESS	\$2,720.77
1916	03/18/2025	CAPITAL BUSINESS SYSTEMS	\$1,705.03
1917	03/18/2025	CARPENTER CENTER	\$5,000.00
1918	03/18/2025	CHUCK ELLEY PRESENTATIONS	\$870.04
1919	03/18/2025	COMMUNITY CHRISTIAN SCHOOL	\$180.00
1920	03/18/2025	JADEN CRISWELL	\$169.40
1921	03/18/2025	DAS STATE ACCOUNTING - CENTRAL	\$567.87
1922	03/18/2025	FBG SERVICE CORPORATION	\$1,158.00
1923	03/18/2025	FIRST UNITED METHODIST CHURCH-GRACE GARDENS	\$100.00
1924	03/18/2025	SAMANTHA FISHER	\$815.80
1925	03/18/2025	GREAT PLAINS COMMUNICATIONS	\$1,408.83
1926	03/18/2025	ANNA GAMBOA	\$4,345.00
1927	03/18/2025	HAMPTON INN - NORTH PLATTE	\$220.00
1928	03/18/2025	KRYSTIE HOHNSTEIN	\$50.00
1929	03/18/2025	ROXANE HUMPHREY	\$95.27
1930	03/18/2025	IDEAL LINEN SUPPLY	\$136.88
1931	03/18/2025	IDEAL LINEN/BLUFFS	\$1,638.66

1932	03/18/2025	IDEAL LINEN/BLUFFS	\$462.86
1933	03/18/2025	DENITA JULIUS	\$634.20
1934	03/18/2025	MEGAN LANTIS	\$307.30
1935	03/18/2025	LEGACY COOPERATIVE	\$4,272.50
1936	03/18/2025	KATHY WEBER	\$1,160.00
1937	03/18/2025	JENNIFER LOPEZ	\$344.40
1938	03/18/2025	LR4, LLC	\$600.00
1939	03/18/2025	RENEE MILLER	\$316.60
1940	03/18/2025	BOBBIE MOSEMAN	\$1,369.20
1941	03/18/2025	NICOLE MURPHY	\$240.80
1942	03/18/2025	ONE SOURCE	\$95.50
1943	03/18/2025	JENNIFER BAUMANN	\$200.00
1944	03/18/2025	LEAH REED	\$553.00
1945	03/18/2025	LACEY REIN	\$70.00
1946	03/18/2025	NICOLE SARNIRAND	\$628.60
1947	03/18/2025	BETTY SCHUBAUER	\$902.37
1948	03/18/2025	SIDNEY PUBLIC SCHOOLS	\$100.00
1949	03/18/2025	MICHELLE WEIMER	\$8,428.05
1950	03/18/2025	DAWN TERRELL	\$437.86
1951	03/18/2025	KALYN TISUE	\$463.70
1952	03/18/2025	ALLISON TRAMP	\$568.40
1953	03/18/2025	TWO SMOKIN GRILLS	\$504.00
1954	03/18/2025	PAM UHL	\$183.40
1955	03/18/2025	ANGELA LUPPEN	\$4,795.00
1956	03/18/2025	WESTERN NEBRASKA COMMUNITY COLLEGE	\$375.00
1957	03/26/2025	GREAT PLAINS COMMUNICATIONS	\$3,537.49
		<b>TOTAL</b>	<b>\$1,255,780.77</b>

# TREASURER'S REPORT

**March 2025**

<b>GENERAL FUND: Platte Valley Bank</b>		
Balance - February 28, 2025	\$882,060.38	
Revenue - March	\$1,482,468.72	
Checks/Direct Deposits - March	\$1,255,780.77	
HS Rent (\$2,835.00); HS Food Reimbursement (\$3,548.95); Indirect Costs \$94,412.60; Interest: \$1,042.02; State Tax for Presenter: \$148.00	-\$89,218.67	
Transfer funds from GF for investment	\$0.00	
Voided checks: Check # 22990 dated 11/5/24 to City of Scottsbluff for \$226.47	\$226.47	
<b>BALANCE GENERAL FUND - March 31, 2025</b>		<b>\$1,019,756.13</b>
<b>PETTY CASH FUND (Scottsbluff site): Riverstone Bank</b>		
Cash on hand - February 28, 2025	\$500.00	
Cash received - March	<u>\$0.00</u>	
Cash available - March	\$500.00	
Cash paid out - March	<u>\$50.31</u>	
Cash on hand - March 31, 2025	\$449.69	
<b>TOTAL ACCOUNTED FOR IN PETTY CASH</b>	<b>\$500.00</b>	
<b>PETTY CASH FUND (Sidney site): Security First Bank</b>		
Cash on Hand - February 28, 2025	\$300.00	
Cash received - March	<u>\$0.00</u>	
Cash available - March	\$300.00	
Cash paid out - March	<u>\$0.00</u>	
Cash on Hand - March 31, 2025	\$300.00	
<b>TOTAL ACCOUNTED FOR IN PETTY CASH (Sidney site)</b>	<b>\$300.00</b>	
<b>GENERAL FUND INVESTMENTS</b>		
First National Bank (FNBO) (Scottsbluff)		
Money Market Checking #...1011	\$343,371.13	
Nebraska Liquid Asset Fund (NLAF):		
CD-T Bank, Tollway, TX	\$237,000.00	
CD-Financial Federal Savings Bank, Memphis, TN	\$237,000.00	
CD-Solera National Bank, Lakewood, CO	\$236,000.00	
CD-Tioga-Franklin Savings Bank, Philadelphia, PA	\$244,000.00	
CD-Maplemark Bank, Dallas, TX	\$237,000.00	
CD-Nexbank, Ssb, Dallas, TX	\$238,000.00	
CD-West Pointe Bank, Oshkosh, WI	\$231,000.00	
CD-First Bank of Ohio, Tiffin, OH	\$232,000.00	
CD-First Security Bank and Trust Co., Oklahoma City, OK	\$239,000.00	
CD-First State Bank of Dequeen, Dequeen, AR	\$239,000.00	
CD-Flagstar Bank, Fsb, Troy, MI	\$234,000.00	
CD-First Capital Bank, Charleston, SC	\$226,000.00	
CD-Cornerstone Bank, Nebraska, York, NE	\$234,000.00	
CD-First Pryority Bank, Pryor, OK	\$230,000.00	
CD-American Commercial Bank & Trust, Ottawa, IL	\$200,000.00	

NLAF General Fund	\$303,679.64	
Security First Bank (Sidney): CD# 10050664	\$173,785.58	
<b>BALANCE GENERAL FUND INVESTMENTS - March 31, 2025</b>		<b>\$4,314,836.35</b>
COUNTY FUNDS - March 31, 2025 (Figures not yet available)		<b>\$0.00</b>
<b>TOTAL FUNDS AVAILABLE GENERAL FUND - March 31, 2025</b>		<b>\$5,334,592.48</b>
<b>PAYROLL CHECKING: Platte Valley Bank</b>		
Balance - February 28, 2025	\$7,283.61	
Deposits (includes Interest) - March	\$974,167.19	
Expense - (Includes transfer of Interest to General Fund) - March	\$974,167.19	
<b>BALANCE PAYROLL CHECKING - March 31, 2025</b>		<b>\$7,283.61</b>
<b>SECTION 125 FUND</b>		
Balance - February 28, 2025	\$5,413.62	
Deposits - March	\$4,278.49	
Payments - March	<u>\$3,715.99</u>	
<b>BALANCE SECTION 125 FUND, First National Bank of Omaha</b>	<b>\$5,976.12</b>	
Balance at BanCorp for Benecards	\$2,430.75	
<b>TOTAL BALANCE OF FUNDS FOR SECTION 125 - March 31, 2025</b>	<b>\$8,406.87</b>	
<b>TOTAL FUNDS AVAILABLE PAYROLL FUND - March 31, 2025</b>		<b>\$7,283.61</b>
<b>REVENUE SOURCES</b>	<b>THIS MONTH</b>	<b>YEAR TO DATE</b>
Property Taxes	\$73,959.54	\$1,134,058.63
School Contacts	\$470,934.71	\$2,806,719.11
Professional Learning	\$17,665.46	\$66,894.85
Repair/Production	\$0.00	\$23.20
State/Federal Sources	\$455,020.58	\$4,994,199.66
Interest on Investments	\$3,571.32	\$51,109.01
Core Services/Technology Infrastructure	\$187,742.06	\$657,097.21
Insurance Adjustments/Other Non-Revenue Receipts	\$273,575.05	\$926,190.79
<b>TOTAL</b>	<b>\$1,482,468.72</b>	<b>\$10,636,292.46</b>

<b>FUND BALANCE: March 31, 2025</b>	
<b>Board Meeting: April 15, 2025</b>	
	<b>GENERAL FUND</b>
Total Fund Balance, 9/1/2024	\$4,468,260.15
Revenue YTD	\$10,636,292.46
County Treasurers' Balances	\$0.00
Available Funds	\$15,104,552.61
Expenses YTD include March adjustments: HS Rent (\$2,835.00); HS Food Reimbursement (\$3,548.95); Indirect Costs: \$94,412.60; State tax for presenter: \$148.00; Voided checks: \$226.47	\$9,769,960.13
<b>TOTAL FUND BALANCE March 31, 2025</b>	<b>\$5,334,592.48</b>
General Fund Checking	\$1,019,756.13
County Treasurers' Balances	\$0.00
Money Market Checking (FNBO)	\$343,371.13
Certificates of Deposit	\$3,971,465.22
<b>TOTAL FUND BALANCE March 31, 2025</b>	<b>\$5,334,592.48</b>

**Board of Education Summary**

**March 2025**

<b>Function #</b>	<b>Sub Account</b>	<b>Program</b>	<b>Adopted Budget</b>	<b>Expended During March 2025</b>	<b>YTD Total for 2024-2025</b>
1100	1100	VALTS	341,100	22,917.87	162,100.62
1100	1110	NEVA - NE ED VIRTUAL ACADEMY	181,813	13,867.60	102,441.78
1190	3544	SIXPENCE CCP GERING SEPT 24-JUNE 25	440,834	57,446.88	243,912.87
1190	3545	SIXPENCE CCP GERING JULY-AUG 2025	88,166	0.00	0.00
1200	1212	TRANSITION PROGRAM	66,299	6,508.66	38,458.14
1200	1232	MERIDIAN	1,019,432	73,716.84	591,789.82
1200	1234	LIFELINK	295,563	21,751.15	165,038.65
1296	1217	EARLY CHILDHOOD EDUCATOR	124,829	9,373.90	67,156.50
2120	1241	SUPERVISION	229,197	16,619.13	119,348.33
2120	2160	IOP	6,723	0.00	0.00
2131	2131	Health Services	2,000	0.00	301.95
2141	2140	PSYCHOLOGICAL SERVICES SCHOOL AGE	954,277	82,761.34	585,563.40
2146	2140	PSYCHOLOGICAL SERVICES BELOW AGE 5	37,671	2,939.83	25,228.89
2151	1216	SPEECH/LANGUAGE PROGRAM SCHOOL AGE	630,469	49,835.45	350,582.03
2156	1216	SPEECH/LANGUAGE PROGRAM BELOW AGE 5	248,436	19,119.46	133,383.47
2151	1218	DEAF EDUCATION SCHOOL AGE	131,627	10,625.57	75,418.51
2156	1218	DEAF EDUCATION BELOW AGE 5	48,497	3,928.14	27,041.59
2161	1214	OCCUPATIONAL THERAPY SCHOOL AGE	115,931	8,250.41	57,027.83
2166	1214	OCCUPATIONAL THERAPY BELOW AGE 5	30,817	3,848.55	16,365.08
2171	1215	PHYSICAL THERAPY SCHOOL AGE	44,000	6,599.15	26,797.08
2176	1215	PHYSICAL THERAPY BELOW AGE 5	13,000	1,828.90	7,412.46
2181	1211	PROGRAM FOR VISUALLY IMPAIRED SCHOOL AGE	121,382	7,364.39	72,964.46
2186	1211	PROGRAM FOR VISUALLY IMPAIRED BELOW AGE 5	34,235	2,073.82	20,958.92
2190	2501	HS/EHS NON GRANT EXPENDITURES	12,348	0.00	24.99
2190	2502	BUFFINGTON MEMORIAL HS SCHOLARSHIP	2,870	0.00	0.00
2190	2550	MEDICAID IN PUBLIC SCHOOLS	22,440	1,442.28	10,605.01
2213	1970	STAFF TRAINING FLOW THROUGH	2,500	(64.10)	(0.02)
2213	2192	ASD TRAININGS	15,970	0.00	289.73
2213	3551	CORE Professional Learning	1,117,049	97,684.12	598,848.71
2290	2230	SCHOOL SPECIAL EDUCATION INSERVICE	22,554	1,134.35	8,020.25
2310	2310	BOARD OF EDUCATION	137,409	8,285.19	104,877.48
2320	2320	EXECUTIVE ADMINISTRATION	241,366	18,439.42	140,806.17
2320	2321	ADMINISTRATION - SATELLITE OFFICES	76,146	5,874.91	48,573.25
2510	2508	GRANT ADMINISTRATION	501,000	31,968.36	306,631.77
2510	2510	GENERAL BUSINESS	154,738	9,258.28	91,148.34
2520	2223	PURCHASING, WAREHOUSING AND DIST.	24,143	1,045.70	17,263.89
2560	2560	Public Information	66,731	5,726.33	36,987.11
2570	2570	PERSONNEL SERVICES	39,226	2,248.30	28,796.14
2580	2226	DL INTERLOCAL SCHOOL CONSORTIUM	163,170	11,206.07	83,701.43
2580	2227	DL EQUIPMENT REPLACEMENT	252,126	(500.00)	8,669.00
2580	2228	E-RATE CONSORTIUM	279,209	22,664.29	163,271.63
2580	2231	SCHOOL TECHNOLOGY INSERVICE (SRS)	45,696	0.00	6,000.00
2590	2509	CENTRAL SUPPORT	123,613	4,458.81	56,499.59
2590	5614	Staff Fund	1,483	0.00	719.61
2590	5617	Vending Machine	800	0.00	669.72
2610	2610	OPERATION OF SCOTTSBLUFF BUILDING	133,000	5,503.82	92,705.11
2610	2611	OPERATION OF SIDNEY BUILDING	52,000	6,576.89	33,133.70
2610	2612	OPERATION OF HATC BUILDING	45,143	0.00	35,550.59
2620	2620	MAINTENANCE OF FACILITY	247,440	13,006.48	149,622.03
2630	2610	OPERATION OF SCOTTSBLUFF BUILDING	14,500	128.28	8,585.51
2650	2525	UNIT TRANSPORTATION	56,078	(16,432.55)	37,475.69
2670	2125	ELLEY PRESENTATION CONSORTIUM	32,125	870.04	8,635.96
2712	2760	SCHOOL AGE TRANSPORTATION	11,297	517.37	7,100.51
3100	2190	LUNCH PROGRAM	29,782	1,830.40	14,870.97
3300	2191	PELC TRAININGS	18,309	615.18	8,782.40
3300	2194	ELC Coach Consultant Trainings	1,500	0.00	0.00
3300	2210	PANHANDLE PARTNERSHIP Systems of Care	4,000	318.31	2,236.66
3400	3400	ROOTED IN RELATIONSHIP SEPT 24-JUNE 25	117,394	8,405.00	47,138.95
3400	3401	ROOTED IN RELATIONSHIP JULY-AUG 2025	23,479	0.00	0.00
3400	3402	PANHANDLE BEGINNINGS DAY SCHOOL 14	739,766	48,621.04	378,922.46
3400	3403	United Healthcare Transition Grant	9,203	0.00	0.00
3400	3404	Healthy Snacks For Schools Funds	3,689	0.00	0.00

Function #	Sub Account	Program	Adopted Budget	Expended During March 2025	YTD Total for 2024-2025
3400	6915	FAFSA NE Completion Grant	0	0.00	171.96
3512	0000	DL INCENTIVES	0	2,530.39	17,712.73
3552	0004	Safety Grant	500,000	0.00	14,373.38
3599	0005	Step Up To Quality	22,000	0.00	0.00
3599	3500	EARLY DEVELOPMENT NETWORK	363,679	29,380.03	200,180.43
3599	3552	CORE TECHNOLOGY	516,543	35,523.43	263,162.30
3599	3553	EIHFT	136,483	9,491.55	55,331.33
3599	3900	NDE SCHOOL MENTAL HEALTH GRANT	221,237	9,729.24	72,254.32
3599	3905	Private Insurance/Medicaid/Region I Grant	9,900	0.00	0.00
3599	3907	TRANSITION SUMMER PROGRAM 2024-VR	2,384	0.00	583.80
3599	3909	JOB EXPO FOR STUDENTS-VR GRANT	5,310	0.00	0.00
3599	3910	TRANSITION SUMMER PROGRAM 2025-VR	14,000	0.00	0.00
3599	3914	Pre K-2 PD Specialist Grant	21,126	0.00	1,615.20
3599	3995	STATE FUNDED GRANTS	300,000	254.50	254.50
4700	4700	Building Improvements	200,000	42,924.16	110,010.84
5000	2515	TECH CENTER-WNCC LEASE PURCHASE	59,375	0.00	2,187.50
6415	4401	EC MTSS IMPLEMENT FACILITATE 23-24	0	0.00	2,339.98
6415	4403	ELC Coach Consultant June-August 2025	34,500	0.00	1,126.70
6415	4404	ELC Coach Consultant Sept 2024-May 2025	138,000	8,879.07	70,998.71
6415	4414	NeMTSS Regional Grant 2023-2024	46,426	0.00	3,423.53
6415	4415	NeMTSS Regional Grant 2024-2025	162,000	12,092.95	79,190.72
6415	4520	Teacher Retention Grant 2023-2024	47,264	0.00	4,395.59
6415	4521	Teacher Retention Grant 2024-2025	125,378	12,157.88	68,993.60
6415	4950	WEST REGION ASD PROJECT 2023-2024	31,395	0.00	14,987.11
6415	4951	WEST REGION ASD PROJECT 2024-2025	197,541	14,247.41	108,109.59
6415	4954	WESTERN REGION ASD Part C 2023-2024	3,537	0.00	1,331.19
6415	4955	WESTERN REGION ASD Part C 2024-2025	21,949	1,583.05	12,012.22
6416	4905	SPED PRT #13 2023-2024	14,533	0.00	10,525.18
6416	4906	SPED PRT #13 2024-2025	22,000	550.37	9,312.38
6416	4907	SPED PRT #14 2023-2024	10,444	0.00	7,488.16
6416	4908	SPED PRT #14 2024-2025	15,250	376.51	8,832.67
6417	4830	WEST REGION TRANSITION August 2025	10,053	0.00	427.46
6417	4832	WEST REG TRANSITION Sept 2024-July 2025	120,640	10,566.90	66,759.17
6418	4980	PEAK PROJECT Sept. 2024-July 2025	144,945	3,383.14	38,160.85
6418	4981	PEAK PROJECT Sept. 2023-July 2024	12,079	0.00	6,986.97
6690	4939	ARPA Training Sept. 2023-May 2024	0	0.00	243.38
6690	4940	EARLY LRNG CONNECT JUNE-AUG 2025	28,121	0.00	1,864.64
6690	4942	EARLY LRNG CONNECT SEPT 2024-MAY 2025	168,727	16,805.43	96,816.61
6700	4705	CARL PERKINS 2024-2025	105,641	0.00	59,290.95
6700	4706	CARL PERKINS 2023-2024	35,216	0.00	(227.76)
6915	4915	TITLE I, PART C-MIGRANT ED SEPT. 2024	853,651	0.00	139,410.95
6915	4916	TITLE I, PART C-MIGRANT OCT 2024-AUG 2025	677,676	41,666.19	191,753.62
6925	4925	TITLE III LEP 2023-2024	54,773	0.00	44,983.51
6925	4927	TITLE III LEP 2024-2025	45,417	0.00	12,425.79
6926	4928	Title III Immigrant Education	2,500	0.00	0.00
6940	4941	HEAD START APRIL-AUGUST 2025	683,947	0.00	0.00
6940	4943	EARLY HEAD START APRIL-AUGUST 2025	569,119	0.00	0.00
6940	4944	HEAD START SEPT 2024-MARCH 2025	1,378,501	184,503.31	1,164,795.83
6940	4945	HEAD START T&TA APRIL-AUGUST 2025	8,977	0.00	0.00
6940	4946	EARLY HEAD START T&TA APRIL-AUG 2025	7,785	0.00	0.00
6940	4947	EARLY HS SEPT 2024-MARCH 2025	1,130,210	176,346.82	1,157,285.16
6940	4948	HEAD START T&TA SEPT. 2024-MARCH 2025	14,389	(8,875.56)	11,931.92
6940	4949	EARLY HS T&TA SEPT 2024-MAR 2025	14,133	(6,815.31)	17,878.03
6940	4956	Head Start One Time Funds	154,651	19,238.76	74,483.70
6945	4802	FEDERAL NUTRITION PROGRAMS	135,308	5,572.61	49,931.23
6969	4966	TITLE IV PART A ESEA/ESSA SEPT 2024	103,883	60.00	7,376.68
6969	4967	TITLE IV PART A OCT 2024-AUG 2025	110,000	6,749.01	41,187.51
6990	3558	USDA Rural Utility Grant	1,148,778	0.00	0.00
6990	3901	Stronger Connections	100,000	0.00	0.00
6990	4455	NEBMAC	200,000	2,599.50	18,831.59
6990	4999	FEDERAL FUNDED GRANTS	800,000	0.00	0.00
<b>TOTAL</b>			<b>22,108,964</b>	<b>1,343,730.95</b>	<b>9,769,960.13</b>
		15			
<b>7 of 12 months are complete</b>					
<b>The budget should be at 58%. Without grants the budget is at 58%.</b>					

**CHECK LISTING APRIL 15, 2025**

<u>Check</u>	<u>Check Date</u>	<u>Entity Name</u>	<u>Description</u>	<u>Amount</u>
23549	03/26/2025	VISA - SCB	MULTIPLE EXPENSES	12,734.92
23550	03/26/2025	BLACK HILLS ENERGY	UTILITIES	1,858.82
23551	03/26/2025	Charter Communications	TELECOMMUNICATION	48.98
23552	03/26/2025	CITY OF SCOTTSBLUFF	UTILITIES	461.95
23553	03/26/2025	VIAERO WIRELESS	TELECOMMUNICATION	188.33
23554	04/04/2025	Allo Communications	TELECOMMUNICATION	2,458.59
23555	04/04/2025	ALLO COMMUNICATIONS	TELECOMMUNICATION	550.42
23556	04/04/2025	CITY OF BRIDGEPORT	UTILITIES	314.62
23557	04/04/2025	CITY OF SCOTTSBLUFF	UTILITIES	216.56
23558	04/04/2025	CITY OF SIDNEY	UTILITIES	3,812.48
23559	04/04/2025	ED SERVICE UNIT NO 13	PAYROLL	968,382.72
23560	04/04/2025	NEBRASKA PUBLIC POWER DISTRICT	UTILITIES	791.40
23561	04/04/2025	NPPD	UTILITIES	3,112.11
23562	04/04/2025	VERIZON WIRELESS	TELECOMMUNICATION	465.62
23563	04/08/2025	VISA	MULTIPLE EXPENSES	4,740.03
23564	04/22/2025	308 EMBROIDERY	SUPPLIES	8,310.54
23565	04/22/2025	ACR Properties LLC	RENT RPAD	520.00
23566	04/22/2025	AHLERS BAKING, INC	PROFESSIONAL SERVICES	50.04
23567	04/22/2025	BANNER COUNTY PUBLIC SCHOOLS	PEAK REIMBURSEMENT	1,134.00
23568	04/22/2025	BAYARD PUBLIC SCHOOLS	HS TUITION	2,124.00
23569	04/22/2025	BENZEL PEST CONTROL	PROFESSIONAL SERVICES	168.00
23570	04/22/2025	BENZEL PEST CONTROL	PROFESSIONAL SERVICES	269.50
23571	04/22/2025	Box Butte General Hospital	SIXPENCE REIMBURSEMENT	240.00
23572	04/22/2025	BRIDGEPORT PUBLIC SCHOOLS	HS TUITION	972.00
23573	04/22/2025	Burger Werx	PROFESSIONAL SERVICES	103.76
23574	04/22/2025	CASH-WA DISTRIBUTING	HS SUPPLIES	9,013.51
23575	04/22/2025	Charter Communications	TELECOMMUNICATION	1,526.02
23576	04/22/2025	CHEYENNE COUNTY CLERK	PROFESSIONAL SERVICES	749.88
23577	04/22/2025	Christine Rippe	SIXPENCE REIMBURSEMENT	170.00
23578	04/22/2025	CITY OF GERING LANDFILL	PROFESSIONAL SERVICES	262.80
23579	04/22/2025	CITY OF SCOTTSBLUFF	UTILITIES	437.51
23580	04/22/2025	Column Software, PBC (Star Herald Notic	PROFESSIONAL SERVICES	10.91
23581	04/22/2025	COMFORT INN - KEARNEY	LODGING	338.00
23582	04/22/2025	Compass Group USA, Inc	PROFESSIONAL SERVICES	153.45
23583	04/22/2025	COMPLETE CARE FAMILY PRACTICE, I	PROFESSIONAL SERVICES	404.00
23584	04/22/2025	CORNHUSKER MARRIOTT HOTEL	LODGING	110.00
23585	04/22/2025	Crowne Plaza-Kearney	LODGING	434.85
23586	04/22/2025	CULLIGAN	PROFESSIONAL SERVICES	95.60
23587	04/22/2025	CULLIGAN OF SCOTTSBLUFF	SUPPLIES	103.00
23588	04/22/2025	CYTEK MEDIA SYSTEMS, INC	PROFESSIONAL SERVICES	1,823.50
23589	04/22/2025	D. MARTIN-ESU #13	PETTY CASH	50.31
23590	04/22/2025	DENNIS SUPPLY CO	SUPPLIES	157.44
23591	04/22/2025	DOCU-SHRED, LLC	PROFESSIONAL SERVICES	105.00
23592	04/22/2025	Engineered Controls, Inc.	PROFESSIONAL SERVICES	758.00
23593	04/22/2025	ESU COORDINATE COUNCIL	LITERACY STIPEND	56,792.18
23594	04/22/2025	FES LLC	PROFESSIONAL SERVICES	1,300.00
23595	04/22/2025	FINNEYS INC	SUPPLIES	62.28
23596	04/22/2025	First United Methodist Church	TITLE IC TUITION	100.00
23597	04/22/2025	The Flooring Garage (Wamsley Const, LL	PROFESSIONAL SERVICES	9,304.07
23598	04/22/2025	FRENCHMAN VALLEY COOP	FUEL	776.64
23599	04/22/2025	GERING PUBLIC SCHOOLS	HS TUITION	11,340.00
23600	04/22/2025	Whitney Gibson	PROFESSIONAL SERVICES	250.00
23601	04/22/2025	HAMPTON INN & SUITES	LODGING	110.00
23602	04/22/2025	HOLIDAY INN EXPRESS & SUITES	LODGING	1,320.60

23603	04/22/2025	Holiday Inn Express & Suites Scottsbluff	LODGING	220.00
23604	04/22/2025	HOLIDAY INN OF KEARNEY	LODGING	144.95
23605	04/22/2025	HULLINGER GLASS AND LOCKS	PROFESSIONAL SERVICES	312.75
23606	04/22/2025	HX3 HANDYMAN SERVICE LLC	PROFESSIONAL SERVICES	650.00
23607	04/22/2025	KAPLAN EARLY LEARNING	SUPPLIES	3,072.11
23608	04/22/2025	KIDS KORNER	TITLE IC TUITION	1,000.00
23609	04/22/2025	LORI KOUBA	SIXPENCE REIMBURSEMENT	624.35
23610	04/22/2025	La Quinta Inn & Suites Kearney	LODGING	299.90
23611	04/22/2025	LAKESHORE LEARNING MATERIALS	SUPPLIES	18,981.06
23612	04/22/2025	LEYTON PUBLIC SCHOOLS	HS TUITION	1,944.00
23613	04/22/2025	DEBRA MASON	PROFESSIONAL SERVICES	800.82
23614	04/22/2025	MENARDS	SUPPLIES	266.50
23615	04/22/2025	Menards	SUPPLIES	427.06
23616	04/22/2025	MINATARE PUBLIC SCHOOLS	HS TUITION	2,849.00
23617	04/22/2025	MITCHELL PUBLIC SCHOOLS	HS TUITION	3,709.00
23618	04/22/2025	MORRILL PUBLIC SCHOOLS	HS TUITION	5,832.00
23619	04/22/2025	NCECBVI	CONFERENCE REGISTRATION	50.00
23620	04/22/2025	NCS PEARSON, INC.	SUPPLIES	407.00
23621	04/22/2025	NCSA - Ne Council School Admin	CONFERENCE REGISTRATION	75.00
23622	04/22/2025	NE Dept of Labor Unemployment Ins	PROFESSIONAL SERVICES	200.59
23623	04/22/2025	NEBRASKA JUNIOR ACADEMY OF SCIENCE	DUES & FEES	136.00
23624	04/22/2025	Nebraska Rural Radio Association	PROFESSIONAL SERVICES	175.00
23625	04/22/2025	NEBRASKA SAFETY CENTER	PROFESSIONAL SERVICES	125.00
23626	04/22/2025	NPPD	UTILITIES	127.01
23627	04/22/2025	SARAH OCHOA	PROFESSIONAL SERVICES	1,093.24
23628	04/22/2025	OPTK Networks	PROFESSIONAL SERVICES	7,769.80
23629	04/22/2025	O'REILLY AUTOMOTIVE	SUPPLIES	75.98
23630	04/22/2025	PLATTE VALLEY CREAMERY	HS SUPPLIES	1,193.85
23631	04/22/2025	Quill LLC	SUPPLIES	205.27
23632	04/22/2025	Rapid Fire Protection INC	PROFESSIONAL SERVICES	2,584.00
23633	04/22/2025	Sauder's Automotive	SUPPLIES	66.18
23634	04/22/2025	SCOTTS BLUFF CO CONS 911 COMM	PROFESSIONAL SERVICES	465.00
23635	04/22/2025	SCOTTSBLUFF FAMILY YMCA	FACILITY RENT	150.00
23636	04/22/2025	SCOTTSBLUFF PUBLIC SCHOOLS	PROFESSIONAL SERVICES	1,805.40
23637	04/22/2025	SCOTTSBLUFF PUBLIC SCHOOLS	HS TUITION	20,075.00
23638	04/22/2025	RUSSELL SMITH	ELC RENT	2,100.00
23639	04/22/2025	SONNY'S SUPER FOODS/BRIDGEPORT	SUPPLIES	1,489.29
23640	04/22/2025	STAPLES ADVANTAGE	SUPPLIES	435.03
23641	04/22/2025	Taher, Inc	MIDWINTER CONFERENCE	978.11
23642	04/22/2025	TEAM CHEVROLET	PROFESSIONAL SERVICES	1,089.56
23643	04/22/2025	Thinking Collaborative, LLC	SUPPLIES	35.00
23644	04/22/2025	The United Methodist Church - Sher Bear	SIXPENCE REIMBURSEMENT	240.00
23645	04/22/2025	THE UNIVERSITY OF NEBRASKA - LINCOLN	RENT	2,803.00
23646	04/22/2025	University of NE-Lincoln	CONFERENCE REGISTRATION	1,675.00
23647	04/22/2025	VERIZON WIRELESS	TELECOMMUNICATION	1,052.96
23648	04/22/2025	VERIZON WIRELESS	TELECOMMUNICATION	192.39
23649	04/22/2025	Wash-It LLC DBA Hi Performance Car Wash	PROFESSIONAL SERVICES	141.62
23650	04/22/2025	Waste Connections of Nebraska, Inc	PROFESSIONAL SERVICES	379.40
23651	04/22/2025	WESTERN NE MOVING & STORAGE	HS STORAGE RENT	1,000.00
23652	04/22/2025	WESTERN NEBRASKA COMMUNITY CENTER	PROFESSIONAL SERVICES	1,110.00
23653	04/22/2025	WNCC, Treasurer	CDC RENT	3,346.00
<b>DIRECT DEPOSIT</b>				
1957	03/26/2025	GREAT PLAINS COMMUNICATIONS	TELECOMMUNICATION	3,537.49
1958	04/22/2025	CENTURYLINK	TELECOMMUNICATION	739.43
1959	04/22/2025	Crisis Prevention Institute, INC	PROFESSIONAL SERVICES	200.00
1960	04/22/2025	SNELL SERVICES	PROFESSIONAL SERVICES	230.00

1961	04/22/2025	Totally Tots LLC	SIXPENCE REIMBURSEMENT	270.00
1962	04/22/2025	Brock Manley	PROFESSIONAL SERVICES	110.00
1963	04/22/2025	ANITA'S GREENSCAPING, INC	PROFESSIONAL SERVICES	1,110.00
1964	04/22/2025	Laura Barrett	CELL REIMBURSEMENT	50.00
1965	04/22/2025	Bayard Tiger Cub Childcare Center	SIXPENCE REIMBURSEMENT	300.00
1966	04/22/2025	Taylor Ben	MILEAGE REIMBURSEMENT	86.99
1967	04/22/2025	Jessica Broderick	CELL REIMBURSEMENT	50.00
1968	04/22/2025	CAPITAL BUSINESS	SUPPLIES	2,502.38
1969	04/22/2025	CAPITAL BUSINESS SYSTEMS	SUPPLIES	1,207.81
1970	04/22/2025	Carpenter Center	PANHANDLE BEG RENT	5,000.00
1971	04/22/2025	CHUCK ELLEY PRESENTATIONS	PROFESSIONAL SERVICES	2,286.08
1972	04/22/2025	Community Christian School	SIXPENCE REIMBURSEMENT	300.00
1973	04/22/2025	Jaden Criswell	MILEAGE REIMBURSEMENT	369.60
1974	04/22/2025	DAS STATE ACCOUNTING	TELECOMMUNICATION	567.87
1975	04/22/2025	E3 DIAGNOSTICS	PROFESSIONAL SERVICES	187.00
1976	04/22/2025	FBG SERVICE CORPORATION	PROFESSIONAL SERVICES	1,491.43
1977	04/22/2025	First United Methodist Church- Grace Gar	TITLE IC TUITION	100.00
1978	04/22/2025	Samantha Fisher	MILEAGE REIMBURSEMENT	1,039.80
1979	04/22/2025	Meggin Funk	MILEAGE REIMBURSEMENT	161.00
1980	04/22/2025	GREAT PLAINS COMMUNICATIONS	TELECOMMUNICATION	1,436.83
1981	04/22/2025	Anna Gamboa	PROFESSIONAL SERVICES	4,345.00
1982	04/22/2025	HAMPTON INN - NORTH PLATTE	LODGING	110.00
1983	04/22/2025	Teresa Haynes	MILEAGE REIMBURSEMENT	67.20
1984	04/22/2025	Krystie Hohnstein	MILEAGE REIMBURSEMENT	50.00
1985	04/22/2025	Roxane Humphrey	MILEAGE REIMBURSEMENT	95.27
1986	04/22/2025	IDEAL LINEN SUPPLY	PROFESSIONAL SERVICES	171.10
1987	04/22/2025	Ideal Linen/Bluffs	SUPPLIES	915.46
1988	04/22/2025	Ideal Linen/Bluffs	SUPPLIES	436.00
1989	04/22/2025	Denita Julius	MILEAGE REIMBURSEMENT	634.20
1990	04/22/2025	Megan Lantis	MILEAGE REIMBURSEMENT	310.80
1991	04/22/2025	LEGACY COOPERATIVE	FUEL	5,240.42
1992	04/22/2025	Kathy Weber	SIXPENCE REIMBURSEMENT	430.46
1993	04/22/2025	Jennifer Lopez	MILEAGE REIMBURSEMENT	550.20
1994	04/22/2025	LR4, LLC	HS BRIDGEPORT RENT	600.00
1995	04/22/2025	Renee Miller	MILEAGE REIMBURSEMENT	188.38
1996	04/22/2025	Bobbie Moseman	MILEAGE REIMBURSEMENT	1,787.80
1997	04/22/2025	Nicole Murphy	MILEAGE REIMBURSEMENT	480.90
1998	04/22/2025	ONE SOURCE	PROFESSIONAL SERVICES	328.50
1999	04/22/2025	Tom Peacock	REIMBURSEMENT	68.94
2000	04/22/2025	JENNIFER BAUMANN	PROFESSIONAL SERVICES	200.00
2001	04/22/2025	Qualtrics, LLC	TELECOMMUNICATION	12,641.84
2002	04/22/2025	Leah Reed	MILEAGE REIMBURSEMENT	336.00
2003	04/22/2025	Nicole Sarnirand	MILEAGE REIMBURSEMENT	728.00
2004	04/22/2025	Betty Schubauer	MILEAGE REIMBURSEMENT	771.26
2005	04/22/2025	SIDNEY PUBLIC SCHOOLS	PERKINS REIMBURSEMENT	2,694.98
2006	04/22/2025	MICHELLE WEIMER	PROFESSIONAL SERVICES	222.75
2007	04/22/2025	Dawn Terrell	MILEAGE REIMBURSEMENT	571.56
2008	04/22/2025	Kalyn Tisue	MILEAGE REIMBURSEMENT	545.60
2009	04/22/2025	Allison Tramp	MILEAGE REIMBURSEMENT	473.20
2010	04/22/2025	Brittain Trave	MILEAGE REIMBURSEMENT	350.00
2011	04/22/2025	PAM UHL	MILEAGE REIMBURSEMENT	117.60
2012	04/22/2025	Angela Luppen	SIXPENCE REIMBURSEMENT	300.00
2013	04/22/2025	Sheridan Widhelm	MILEAGE REIMBURSEMENT	16.10
		Checking Account Total		1,268,182.35

# Board Proclamation

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*WHEREAS* mental health includes our emotional, psychological, and social well-being, and it affects how we think, feel, and act. It also impacts how we manage stress, relate to others, and make important life choices; and

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*WHEREAS* mental health is as essential as physical health, supporting our ability to take care of ourselves, our families, and contributing to the development of a healthy workforce and stronger economic opportunities; and

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*WHEREAS* mental health disorders often begin in adolescence, with nearly 20% of children and young people in the United States experiencing a mental, emotional, developmental, or behavioral disorder. It is also estimated that one in five adults live with a mental health condition; and

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*WHEREAS* a lack of mental health awareness can have devastating effects on individuals and society. Suicide continues to be one of the leading causes of death among people aged 10 to 34 in the United States; and

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*WHEREAS* during **Mental Health Awareness Month** and throughout the year, **Educational Service Unit 13** is committed to ending the stigma surrounding mental health, supporting solutions to mental health challenges, and advocating for the well-being of all students, staff, and community members **at ESU**.

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NOW, THEREFORE, I, **Mark Sinner**, Board President of **Educational Service Unit 13**, do hereby designate **May 2025** as **Mental Health Awareness Month** at **Educational Service Unit 13**.

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**Mark Sinner**  
**Board President**  
Educational Service Unit 13  
Date: [Insert Date]



Policy Committee  
 Revised Board Policy Review Schedule

Board Meeting Month	Month Desira will email other staff/committee reminder	Articles to be Reviewed by Committee	Additional Staff Review D-Directors; J-Jodi; C-Crystal; N-Nurse-
June 2025	Apr/May	Article 6 - Sections 6-9	C,D,N
Jan 2026	Oct/Nov	Article 1 - Sections 1-8	
June 2026	Apr/May	Article 2 - Sections 1-12	
Jan 2027	Oct/Nov	Article 3 - Sections 1-5	D, J
June 2027	Apr/May	Article 3 - Sections 6-10	D,J
Jan 2028	Oct/Nov	Article 4 - Sections 1-6	C,D
June 2028	Apr/May	Article 4 - Sections 7-13	C,D
Jan 2029	Oct/No	Article 5 - Sections 1-4	C,D,N
June 2029	Apr/May	Article 6 Sections 1-9	C,D,N

## HEAD START DIRECTOR PERFORMANCE REPORT

MONTH OF: March 2025

PREPARED BY: Krystie Hohnstein, Director

Program	Funding Source	Funding Period	Performance Required	Performance Indicators
<b>Early Head Start</b> *There is one opening in our Bridgeport EHS class and one at our Child Development Center with a child accepted who will be starting soon.	HHS	4/1/24-3/31/25	72 children 55% income eligible 35% mid-over-income 10% over-income 10% disabilities 85% attendance	70 children* 85% income eligible 12% mid-over-income 3% over-income 13% disabilities 87.1% attendance
<b>Head Start</b> *There is one partnership slot currently open.	HHS	4/1/24-3/31/25	202 children 55% income eligible 35% mid-over-income 10% over-income 10% disabilities 85% attendance	201 Children 80% income eligible 10% mid-over-income 10% over-income 24.3% disabilities 92.0% attendance
<b>HHS Requirements</b>				
	<b>HS</b>	<b>EHS</b>	<b>HS / EHS NOTES</b>	<b>Target</b>
Developmental Screenings	100%	100%		100% 45 day
Social-Emotional Screenings	100%	100%		100% 45 day
Vision Screenings	100%	100%		100% 45 day
Hearing Screenings	100%	100%		100% 45 day
Speech Screenings	100%	NA		100% 45 day
Dental Exams	63%	64%		100% 90 day
Dental Screenings	97%	93%		100% 45 day
Physical Exams/Well-child checks	61%	63%		100% 90 day
Immunizations Up-to-Date	93%	79%		100% on-going
Lead Screenings	52%	69%		100% 90 day
1 <sup>st</sup> Teacher Home Visit	96.5%	99%		100% within 2 weeks of enrollment
2 <sup>nd</sup> Teacher Home Visit	52.7%		In progress	100%
1 <sup>st</sup> Parent Teacher Conf.	87.6%	100%		100%
2 <sup>nd</sup> Parent Teacher Conf.	13.9%		In progress	100%
Bus Evacuations				3 per year
Family Partnership Agreements/ Set Goals	88%	86%		80-100%
Family Goals Met (YTD)	13%	8%	Progress: HS = 79% EHS = 80%	80-100%
Family Development Referrals (YTD)	40%	63%		As needed per family needs
Family Needs Assessments Completed	1st HV = 89% 2nd HV = 84%	1st HV = 80% 2nd HV = 71%	Data entry in progress. #'s fluctuate with enrollment	80-100% 3-4 times/year

## Capacity Development

### Current issues impacting work:

#### Grants Submitted:

**Policy Council/Policy & Procedure Approval:** Program Management/Quality Improvement policy review.

#### Staff Development & Accomplishments:

#### In-House Training Provided:

**Training Attended:** MH Specialist completed training on the DC:0-5 Clinical Training (Birth-5 years old, Diagnostic Classification of Mental Health and Developmental Disorders of Infancy and Early Childhood)

#### Intensive Coaching:

**Number of Coaches:** 1      **Number of Coachees:** 4      **Goals Completed:** 22

**CLASS Observations Completed:** 12/28 PreK

**Behavioral Health Observations Completed:** 16/37

## Partnerships & Collaborations

### Program Coordination:

**Public Schools –**

**Intra-Agency –**

**Inter-Agency –Other –**

### Community Involvement:

**Parent Community Projects –** None this month

**Parent Meetings –** Gering (Family Dinner), Bayard (STEAM night & info on how to communicate w/ your child), ELC (Scottsbluff Library hosted with opportunity to sign up for library card and info on the importance of books at home).

**Father/Mother Engagement:** Father Engagement: Geil (Field trip to Main St. Market), Lincoln (Board games w/ Dad), Northfield (Celebrate 100th Day of School), Scottsbluff (Build w/ Blocks - Math and P.E.), Bridgeport HS/EHS (Teaching children empathy with a craft).

Mother Engagement: Scottsbluff (Decorate Valentine's Day bags and info on healthy teeth), Bayard invited mom's in for the Valentine's Day Party.

**Recruitment-** ESU13 Head Start is preparing for the Week of the Young Child Event at WNCC on April 5<sup>th</sup>. We will have a game, Dr. Seuss photo props, give away items, and program information available. The event will be from 10am-1pm in the commons area at WNCC. Facebook posts and links for the National Head Start Birthday Card have been published to help spread the word about the 60<sup>th</sup> birthday of Head Start that will be celebrated all year long. Flyers with the QR code for this have been sent out to be shared. We now have a "Birthday Ambassador" who will be attending virtual meetings and making plans for future events through the National Head Start Association.

# HEAD START DIRECTOR PERFORMANCE REPORT

MONTH OF: March 2025

PREPARED BY: Krystie Hohnstein, Director

## In-kind

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Classroom/Site Name	April	May	June	July	August	September	October	November	December	January	February			Goal
Bayard	\$939.98	\$1,069.01	\$1,136.77	\$1,217.93	\$1,937.29	\$2,026.65	\$3,825.30	\$4,158.10	\$4,955.01	\$5,551.12	\$6,433.17			\$31,440
Gering	\$2,199.08	\$4,022.45	\$4,169.41	\$4,260.67	\$4,959.99	\$6,965.88	\$8,610.55	\$8,969.56	\$10,092.10	\$10,816.03	\$11,086.76			\$94,320
Minatare	\$1,153.36	\$1,392.31	\$1,525.15	\$1,525.15	\$1,712.35	\$1,712.35	\$1,938.99	\$2,101.31	\$2,101.31	\$2,101.31	\$2,263.97			\$31,440
Mitchell	\$19.50	\$19.50	\$19.50	\$19.50	\$19.50	\$1,671.38	\$3,472.16	\$3,955.63	\$3,955.63	\$5,061.14	\$5,207.26			\$53,448
Scottsbluff	\$1,270.15	\$1,270.15	\$1,435.31	\$1,492.35	\$2,432.02	\$2,547.42	\$3,746.20	\$4,584.92	\$4,780.65	\$6,528.46	\$6,548.46			\$144,624
Morrill	\$13.74	\$13.74	\$13.74	\$13.74	\$427.15	\$453.62	\$731.72	\$1,190.00	\$1,368.54	\$2,682.50	\$3,352.67			\$62,880
CDC 101	\$9,987.86	\$17,968.79	\$21,728.27	\$25,471.82	\$30,886.74	\$39,331.24	\$40,962.24	\$45,985.72	\$53,896.07	\$53,896.07	\$63,421.11			\$25,152
CDC 102	\$5,338.99	\$10,587.97	\$16,235.17	\$21,010.21	\$22,759.46	\$26,926.67	\$28,647.38	\$30,506.73	\$34,832.97	\$34,832.97	\$40,435.48			\$25,152
CDC 103	\$1,193.16	\$1,368.39	\$1,585.83	\$3,522.53	\$3,903.08	\$4,016.40	\$4,469.68	\$4,639.66	\$5,663.11	\$5,833.09	\$5,974.75			\$25,152
CDC 104	\$1,577.08	\$4,137.86	\$7,315.92	\$1,153.26	\$13,946.39	\$18,097.35	\$21,937.63	\$22,057.65	\$26,828.37	\$26,941.69	\$32,831.14			\$25,152
CDC 105	\$3,572.35	\$4,687.46	\$8,104.50	\$9,657.68	\$9,657.68	\$9,657.68	\$14,183.74	\$14,183.74	\$14,183.74	\$14,183.74	\$18,285.73			\$25,152
CDC 108	\$219.27	\$2,513.20	\$2,513.20	\$2,683.18	\$2,798.80	\$2,919.02	\$3,039.24	\$3,039.24	\$7,250.51	\$7,816.41	\$9,070.64			\$53,448
ELC Combo 1	\$2,244.77	\$4,076.74	\$5,144.05	\$5,171.93	\$5,171.93	\$8,238.24	\$9,968.28	\$12,883.72	\$12,883.72	\$13,014.21	\$13,014.21			\$25,152
ELC Combo 2	\$5,150.45	\$11,904.84	\$18,428.19	\$23,312.83	\$25,904.96	\$30,814.31	\$36,176.26	\$41,236.46	\$43,609.57	\$50,162.11	\$50,162.11			\$25,152
ELC Combo 3	\$3,978.26	\$7,881.14	\$12,114.57	\$16,441.47	\$17,350.76	\$22,753.05	\$31,025.49	\$35,971.53	\$38,173.39	\$46,205.48	\$46,205.48			\$25,152
ELC Preschool	\$112.74	\$6,802.06	\$8,931.24	\$8,931.24	\$9,004.55	\$12,898.08	\$14,894.86	\$15,012.20	\$18,575.94	\$18,575.94	\$18,651.67			\$59,736
Bridgeport HS	\$1,354.19	\$1,649.70	\$1,850.30	\$1,850.30	\$2,747.62	\$4,745.52	\$4,938.00	\$7,844.44	\$8,859.76	\$9,992.47	\$10,246.79			\$56,592
Bridgeport EHS	\$780.58	\$2,516.96	\$2,516.96	\$2,516.96	\$2,516.96	\$4,949.45	\$7,128.54	\$8,885.09	\$10,654.75	\$12,306.16	\$12,897.41			\$25,152
Leyton	\$0.00	\$0.00	\$0.00	\$0.00	\$154.95	\$222.95	\$582.10	\$826.26	\$1,119.84	\$1,916.87	\$2,300.32			\$18,864
Bridgeport Public Schools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83.18	\$83.18	\$83.18	\$83.18	\$83.18			\$9,432
Policy Council In-Kind	\$1,569.63	\$1,569.63	\$2,751.51	\$3,551.64	\$4,687.86	\$5,575.38	\$9,102.80	\$11,061.75	\$11,061.75	\$12,700.68	\$14,102.60			
<b>Total</b>	<b>\$42,675.14</b>	<b>\$85,451.90</b>	<b>\$117,519.59</b>	<b>\$133,804.39</b>	<b>\$162,980.04</b>	<b>\$206,522.64</b>	<b>\$249,464.34</b>	<b>\$279,176.89</b>	<b>\$314,929.91</b>	<b>\$341,201.63</b>	<b>\$372,574.91</b>			
<b>Needed</b>	\$930,794.00	\$930,794.00	\$930,794.00	\$930,794.00	\$930,794.00	\$930,794.00	\$930,794.00	\$930,794.00	\$930,794.00	\$930,794.00	\$930,794.00			
<b>% Complete</b>	5%	9%	13%	14%	18%	22%	27%	30%	34%	37%	40%			
<b>At this time last year:</b>	<b>\$36,488.11</b>	<b>\$80,385.80</b>	<b>\$108,265.77</b>	<b>\$127,942.44</b>	<b>\$144,471.67</b>	<b>\$171,035.84</b>	<b>\$201,465.52</b>	<b>\$222,560.29</b>	<b>\$261,992.85</b>	<b>\$301,811.31</b>	<b>\$337,659.63</b>			

Policy Council Meeting  
3-25-25  
Submitted by: Kerry Mehling & Teena Branson

**Members Present:** Tiah Alvizar, Carmen Torres, Vanessa Gleason, Maria Garcia, Kristen Gompert, Cara Edington, Makenna Sempek, Dehlia Cardona, Shayna Hudson, Debra Jo Mason, Jessica Goodrich, Madison Koch, Veronica Gonzales (*left early*)

**Guests Present:** Juan Gallardo (*left early*)

**Staff Present:** Kerry Mehling, Krystie Hohnstein, Joan DeWitt, Shannon Yeoman, Teena Branson, Susie Dominguez, Melissa Rodriguez,

**Board Members Present:** Tom Millette

Policy Council Meeting called to order by President, Tiah Alvizar, at 6:05 pm. There were no new member introductions needed. Members reviewed the minutes from the February meeting. **Veronica Gonzales moved to approve the February minutes. Jessica Goodrich seconded the motion. Motion carried by roll call vote.**

**Director's Report:**

All members received copy of the Director's report. Krystie Hohnstein discussed the report highlighting enrollment and attendance information and disabilities numbers, along with bus evacuation dates, as they were not listed on the report. She shared that the program has received Notice of Award for the next five-year grant period 2026-2030. The 2025-2026 grant year is awarded with 50% funding at this time and the other 50% to come later, which is a common occurrence for grant awards. The program remains funded for 202 Head Start Preschool and 72 Early Head Start children.

**Finance Report:**

All members received a copy of the Finance Report. Lauren Starke, Fiscal Officer, was not present but the reports were observed by members in attendance. Basic overview was shared by Director, Krystie Hohnstein. The T/TA funds have been fully expensed and over the budgeted amount. It was explained that this is okay and reminded members that T/TA funds can only be used for training and not operating expenses, but that operating funds can also support professional development opportunities. The administrative percentage remains below the maximum allowed of 15%. The one-time funds for mental health programming, credit card and USDA reports were also reviewed. No further discussion. **Madison Koch moved to approve the finance report. Carmen Torres seconded the motion. Motion carried by roll call vote.**

**Board Report:** Krystie reported that she continues to discuss the RAN incident report with the BOE just as they do with the Policy Council. Dr. Barrett provided information on conferences and updates on current agency events, and data on enrollment trends for local school districts. BJ Peters, Technology Director, announced that he will be retiring from his position at ESU13 at the end of the summer 2025.

**Old Business:**

**Updates on RAN Report/Safety Updates:**

Krystie shared the spreadsheet recording all actions that have been taken for improvement as a result of this incident. There have been no changes needed in the policies for the program, but new precautionary plans are now in place to help ensure that another incident is avoided. For example, improvements to the name to face check implemented in classrooms have occurred. The bus staff are also currently using a name to face check during transitions between the bus and classrooms. In addition, signage has been placed around the classrooms

for reminders to complete the checklist and a digital app is being utilized as well. Multiple trainings have happened over the last few months and were offered in a variety of ways and through a variety of formats including additional online trainings for active supervision, and specific training at onboarding and orientation for new employees. The next RAN meeting will be held in April with our team to evaluate revised processes. Partnership classrooms are also being observed and procedures are being noted on active supervision with feedback given as needed. School partnerships are required to provide us with their active supervision policy that is utilized in their locations to re-enforce the compliance with these procedures.

**New Business:**

**Education & Child Development Services Written Plan Review (includes Disability & Transition and Child Outcomes & School Readiness Goals):** Shannon Yeoman, Health, Education and Special Services Manager presented these topics. No major changes were necessary to the majority of policies. Topics included: effective teaching practices, the classroom environment, an overview of the curriculum used, child screenings and assessment, parent and family engagement, approaches to learning, disabilities service plans, recruitment and eligibility for children with specialized needs, screening and referral process for areas of concern, and the provision of services. Next, transition services were discussed for children aging out of the EHS to preschool program, or transition from preschool to kindergarten. Lastly, Teaching Strategy GOLD Outcomes were shared from Fall to Winter 2024/25 for all age groups including data showing growth in the areas of social-emotional learning, physical, language, cognitive, literacy and math. Updates to the Behavior Guidance policy were explained as an approval item. **Veronica Gonzales moved to approve the Behavior Guidance policy. Madison Koch seconded the motion. Motion carried by roll call vote.**

**Mental Health Written Plan Review:** Kerry Mehling, PLMHP, Mental Health Specialist, presented these topics. Discussion included mental health consultants/mental health professional services, child mental health and social emotional well-being, child mental health/behavior protocol, program initiated behavioral health referrals, parent initiated behavioral health referrals, CHILDC classroom observations, consultation and scheduling, child or parent mental health emergency protocol along with parent involvement in child mental health services. Information and images of the new space for mental health services were shared. Other options for employees were noted that are offered for support. **Jessica Goodrich moved to approve the mental health written plans. Maria Garcia seconded the motion. Motion carried by roll call vote.**

**Safety Written Plan Review and Revision:** Krystie Hohnstein, Director, presented the updated safety written plans, with a specific need for approval for updates to the lead testing for paint and water policy. Lead testing is required every two years starting in 2025 (the previous requirement was every 5 years). PPHD will work with our agency, as well as public school partnerships, to complete the testing at all locations where Head Start children are enrolled. **Makenna Sempek moved to approve the safety written plans. Debra Mason seconded the motion. Motion carried by roll call vote.**

**Continuation Grant Update:** The 5-year grant for the project period 2025-30 has been approved and reported on by Director Krystie Hohnstein.

**Update on Certified Teachers:** The program employs one certified teacher currently. It is a requirement that the program actively attempts to recruit certified teachers annually. The program assists current staff members who are seeking certification with financial support towards classes as they work towards their own professional development. One certified teacher will return next year and there is one teacher that will be student teaching this fall to meet their certification requirements.

**Employment Openings** - Agency-wide employment openings are found on the ESU13 website ([www.esu13.org](http://www.esu13.org)) under *Employment Openings*. Current openings for Teacher and Assistant Teacher positions are listed on the ESU 13 website. Prospective Employees can also apply directly on this site. This was shown to members.

**New Hires:**

Lehla Ehler - Assistant Teacher – CDC

Ashley Wells - Assistant Teacher - ELC.

**Madison Koch moved to approve the New Staff Hires. Cara Edington seconded the motion. Motion approved by roll call vote.**

**Center Reports:** Bayard, ELC EHS, Morrill, Roosevelt, Mitchell, EHS/HS CDC, Bridgeport. Leyton sent in their classroom report as the representative was unable to attend this meeting.

*The next meeting is scheduled for Tuesday, April 29. Dinner will be served at 5:45pm and the meeting will begin promptly at 6:00pm.*

Meeting adjourned at 7:27p.m.

PP2-5 6940-4944					
HEAD START - OPERATING					
MARCH 2025					
		CURRENT	PREVIOUS	Budget Period	2024-2025 BUDGET
		MONTH	MONTH	YTD	
Account Number	Account Description	March 2025	February 2025	04/01/24 - 3/31/25	04/01/24 - 3/31/25
01 6940 4944 110 000 000	Non-Instructional / Staff	\$ 23,661.82	\$ 24,870.03	\$ 270,521.96	
01 6940 4944 110 000 000 2	Non-Instructional / Staff	\$ 2,102.88	\$ 2,102.88	\$ 23,216.96	
01 6940 4944 111 000 000	Certificated / Salaries	\$ 5,885.21	\$ 5,885.21	\$ 63,925.23	
01 6940 4944 111 000 000 2	Certificated / Salaries	\$ -	\$ -	\$ -	
01 6940 4944 112 000 000	Instructional Aides	\$ 13,814.43	\$ 14,021.62	\$ 156,638.57	
01 6940 4944 113 000 000	Substitute	\$ -	\$ -	\$ -	
01 6940 4944 116 000 000	Professional Non-Certificated /Staff	\$ 17,234.70	\$ 17,234.70	\$ 186,124.09	
01 6940 4944 116 000 000 2	Professional Non-Certificated /Staff	\$ 11,264.75	\$ 11,264.75	\$ 124,563.15	
01 6940 4944 210 000 000	Non Instructional / Group Insurance	\$ 1,426.23	\$ 1,446.54	\$ 16,300.65	
01 6940 4944 210 000 000 2	Non Instructional / Group Insurance	\$ 366.34	\$ 366.34	\$ 1,354.58	
01 6940 4944 211 000 000	Certificated / Group Insurance	\$ 31.24	\$ 31.24	\$ 340.04	
01 6940 4944 211 000 000 2	Certificated / Group Insurance	\$ -	\$ -	\$ -	
01 6940 4944 212 000 000	Instructional Aides / Group Insurance	\$ 719.97	\$ 1,271.62	\$ 13,037.32	
01 6940 4944 216 000 000	Professional Non-Certificated / Group Insurance	\$ 930.58	\$ 931.60	\$ 9,569.82	
01 6940 4944 216 000 000 2	Professional Non-Certificated / Group Insurance	\$ 877.17	\$ 877.17	\$ 8,392.35	
01 6940 4944 220 000 000	Non-Instructional / FICA	\$ 1,748.24	\$ 1,840.66	\$ 19,774.17	
01 6940 4944 220 000 000 2	Non-Instructional / FICA	\$ 151.64	\$ 151.64	\$ 1,744.72	
01 6940 4944 221 000 000	Certificated / FICA	\$ 450.22	\$ 450.22	\$ 4,890.29	
01 6940 4944 221 000 000 2	Certificated / FICA	\$ -	\$ -	\$ -	
01 6940 4944 222 000 000	Instructional Aides / FICA	\$ 1,042.45	\$ 1,044.78	\$ 11,665.55	
01 6940 4944 223 000 000	Substitutes / FICA	\$ -	\$ -	\$ -	
01 6940 4944 226 000 000	Professional Non-Certificated / FICA	\$ 1,276.65	\$ 1,277.75	\$ 13,851.29	
01 6940 4944 226 000 000 2	Professional Non-Certificated / FICA	\$ 814.59	\$ 814.59	\$ 9,075.23	
01 6940 4944 230 000 000	Non-Instructional / Retirement	\$ 2,337.28	\$ 2,456.62	\$ 26,724.13	
01 6940 4944 230 000 000 2	Non-Instructional / Retirement	\$ 207.72	\$ 207.72	\$ 2,293.36	
01 6940 4944 231 000 000	Certificated / Retirement	\$ 581.33	\$ 581.33	\$ 6,314.43	
01 6940 4944 231 000 000 2	Certificated / Retirement	\$ -	\$ -	\$ -	
01 6940 4944 232 000 000	Instructional Aides /Retirement	\$ 1,364.57	\$ 1,385.03	\$ 14,900.29	
01 6940 4944 236 000 000	Professional Non-Certificated / Retirement	\$ 1,702.40	\$ 1,702.41	\$ 18,349.54	
01 6940 4944 236 000 000 2	Professional Non-Certificated / Retirement	\$ 1,112.71	\$ 1,112.71	\$ 12,304.12	
01 6940 4944 262 000 000	Instructional Aides / Unemployment	\$ -	\$ -	\$ -	
01 6940 4944 270 000 000	Non Instructional Work Comp	\$ -	\$ 179.54	\$ 3,380.61	
01 6940 4944 270 000 000 2	Non Instructional Work Comp	\$ -	\$ 3.66	\$ 68.95	
01 6940 4944 272 000 000	Instructional Aides / Workers Comp	\$ -	\$ 45.20	\$ 851.02	
01 6940 4944 276 000 000	Proff Non Cert Work Comp	\$ -	\$ 29.45	\$ 554.50	
01 6940 4944 276 000 000 2	Professional Non-Certificated / Workers Comp	\$ -	\$ 16.84	\$ 317.07	
01 6940 4944 290 000 000	Non Instructional / Other Benefits	\$ 3.58	\$ 3.58	\$ 39.37	
01 6940 4944 291 000 000	Certificated / Other Benefits	\$ -	\$ -	\$ -	
01 6940 4944 292 000 000	Instructional Aides / Other Benefits	\$ -	\$ -	\$ 750.20	
01 6940 4944 296 000 000	Professional Non-Certificated / Other Benefits	\$ 1.10	\$ 1.10	\$ 7.70	
01 6940 4944 296 000 000 2	Professional Non-Certificated / Other Benefits	\$ 3.58	\$ 3.58	\$ 39.38	
01 6940 4944 333 000 000	Staff Mileage Reimbursement	\$ -	\$ -	\$ -	
01 6940 4944 340 000 000	Professional Services - Miscellaneous	\$ -	\$ -	\$ 962.61	
01 6940 4944 340 317 000	Professional Services - Legal Services	\$ -	\$ -	\$ 69.88	
01 6940 4944 340 430 000	Professional Services - Vehicle Maintenance	\$ 19.00	\$ 772.28	\$ 3,418.09	
01 6940 4944 340 497 000	Professional Services - Building Maintenance	\$ 319.50	\$ -	\$ 774.97	
01 6940 4944 340 540 000	Professional Services - Advertising	\$ -	\$ -	\$ 1,234.02	
01 6940 4944 340 591 000	Professional Services - School District	\$ -	\$ -	\$ -	
01 6940 4944 340 683 000	Professional Services - Employee Health	\$ 247.50	\$ -	\$ 1,111.37	
01 6940 4944 340 685 000	Professional Services - Background Checks	\$ 22.50	\$ -	\$ 352.72	
01 6940 4944 382 000 000	Distance Education and Telecommunications	\$ 416.79	\$ 396.04	\$ 5,088.76	
01 6940 4944 382 000 000 2	Distance Education and Telecommunications	\$ 32.50	\$ 32.50	\$ 357.50	
01 6940 4944 490 000 000	Other Purchased Property Services	\$ 1,298.48	\$ 1,053.35	\$ 11,484.00	
01 6940 4944 490 410 000	Other Purchased Property Services - Supplies	\$ -	\$ -	\$ -	
01 6940 4944 490 441 000	Rentals of Land and Buildings	\$ 3,083.67	\$ 3,083.67	\$ 39,834.03	
01 6940 4944 490 441 000 2	Rentals of Land and Buildings	\$ 361.74	\$ 361.74	\$ 4,500.33	
01 6940 4944 531 000 000	Postage	\$ 45.28	\$ 24.84	\$ 789.88	
01 6940 4944 550 000 000	Printing and Binding	\$ 165.29	\$ 165.29	\$ 1,843.15	
01 6940 4944 550 000 000 2	Printing and Binding	\$ 46.49	\$ 46.49	\$ 518.41	
01 6940 4944 569 000 000	Tuition to Other School Districts	\$ 49,088.00	\$ 49,212.50	\$ 388,006.50	
01 6940 4944 580 471 000	Travel Expense - Parent Engagement	\$ 50.82	\$ 294.84	\$ 394.30	
01 6940 4944 580 520 000	Insurance-Auto/Liability	\$ -	\$ -	\$ 12,798.06	
01 6940 4944 580 670 000	Travel Expense - Local Travel	\$ 141.65	\$ 779.72	\$ 8,141.39	
01 6940 4944 580 670 000 2	Travel Expense - Local Travel	\$ -	\$ -	\$ -	
01 6940 4944 610 410 000	Supplies - General Supplies	\$ 505.00	\$ 529.19	\$ 6,807.78	
01 6940 4944 610 412 000	Supplies - Office Supplies	\$ -	\$ 87.64	\$ 484.39	
01 6940 4944 610 412 000 2	Supplies - Office Supplies	\$ -	\$ -	\$ -	
01 6940 4944 610 428 000	Supplies - Classroom Supplies	\$ 380.50	\$ 344.99	\$ 4,156.49	
01 6940 4944 610 430 000	Supplies - Vehicle Repair	\$ 15.99	\$ -	\$ 614.98	
01 6940 4944 610 471 000	Supplies - Policy Council /Socialization	\$ 421.26	\$ 313.69	\$ 5,524.26	
01 6940 4944 610 471 000 2	Supplies - Policy Council /Socialization	\$ -	\$ -	\$ 48.75	
01 6940 4944 610 495 000	Supplies - Nursery Supplies	\$ -	\$ 139.79	\$ 876.33	
01 6940 4944 610 497 000	Supplies - Building Maintenance	\$ 433.46	\$ 18.58	\$ 9,735.51	
01 6940 4944 610 621 000	Supplies - Utility Services	\$ 641.61	\$ 1,130.51	\$ 9,146.04	
01 6940 4944 610 626 000	Supplies - Bus Fuel	\$ 261.56	\$ 366.30	\$ 3,039.33	
01 6940 4944 610 643 000	Web/Cloud Based Software	\$ (808.00)	\$ -	\$ 8,704.60	
01 6940 4944 650 460 000	Technology - Computer Hardware	\$ -	\$ -	\$ 694.26	
01 6940 4944 650 460 000 2	Technology - Computer Hardware	\$ -	\$ -	\$ -	
01 6940 4944 650 465 000	Technology - Computer Software	\$ -	\$ -	\$ -	
01 6940 4944 739 000 000	Machinery	\$ -	\$ -	\$ -	
01 6940 4944 810 000 000	Dues and Fees	\$ -	\$ 8.50	\$ 2,953.00	
01 6940 4944 950 000 000 2	Indirect Costs	\$ 36,199.34	\$ -	\$ 124,507.71	
		\$ 184,503.31	\$ 152,774.56	\$ 1,680,854.04	\$ 2,004,731.00
01 6940 4944 xxx xxx xxx 2	Notates ADMINISTRATIVE Expense	28		Percent of Budget Period (12 of 12 mo)	Percent Expended
	\$313,302.57 ADMINISTRATIVE Expense YTD TOTAL			100.0%	83.8%

	<b>PP2-5 6940-4948</b>				
	<b>HEAD START - TTA</b>				
	<b>(Training and Technical Assistance)</b>				
	<b>MARCH 2025</b>				
		<b>CURRENT</b>	<b>PREVIOUS</b>	<b>YTD</b>	<b>2024-2025 BUDGET</b>
		<b>MONTH</b>	<b>MONTH</b>	<b>BUDGET PERIOD</b>	
<b>Account Number</b>	<b>Account Description</b>	<b>March 2025</b>	<b>February 2025</b>	<b>04/01/24 - 3/31/25</b>	<b>TTA</b>
					<b>HEAD START</b>
01 6940 4948 330 672 000	Employee Training and Development	\$ -	\$ 15.00	\$ 1,625.30	
01 6940 4948 330 672 000 2	Employee Training and Development	\$ -	\$ -	\$ 2,440.90	
01 6940 4948 330 675 000	Employee Training and Development	\$ -	\$ -	\$ 595.25	
01 6940 4948 330 675 000 2	Employee Training and Development	\$ -	\$ -	\$ 286.32	
01 6940 4948 330 692 000	Dues and Fees	\$ -	\$ -	\$ 752.92	
01 6940 4948 330 692 000 2	Dues and Fees	\$ -	\$ -	\$ -	
01 6940 4948 340 000 000	Professional Services	\$ -	\$ -	\$ -	
01 6940 4948 340 675 000	Employee Development - Conference Registration	\$ -	\$ 450.00	\$ 4,557.55	
01 6940 4948 340 675 000 2	Employee Development - Conference Registration	\$ 110.50	\$ -	\$ 4,416.75	
01 6940 4948 340 692 000	Employee Development - Tuition Expense	\$ -	\$ -	\$ 3,541.28	
01 6940 4948 340 692 000 2	Employee Development - Tuition Expense	\$ -	\$ -	\$ -	
01 6940 4948 580 672 000	Travel Expense - Out of Town Travel	\$ -	\$ -	\$ 495.23	
01 6940 4948 580 672 000 2	Travel Expense - Out of Town Travel	\$ -	\$ -	\$ 2,035.14	
01 6940 4948 610 410 000	Supplies - Material Costs	\$ -	\$ -	\$ -	
01 6940 4948 610 490 000	Supplies - Food Costs	\$ -	\$ -	\$ 2,475.33	
01 6940 4948 810 000 000	Dues and Fees	\$ -	\$ -	\$ -	
		\$ 110.50	\$ 465.00	\$ 23,221.97	\$ 26,931.00
<b>01 6940 4948 xxx xxx xxx 2</b>	<b>Notates ADMINISTRATIVE Expense</b>				
		<b>Percent of Budget Period (12 of 12 mo)</b>		<b>Percent Expended</b>	
	<b>\$6,738.21 ADMINISTRATIVE Expense YTD TOTAL</b>		<b>100.0%</b>	<b>86.2%</b>	

		PP2-5 6940-4947				
		EARLY HEAD START - OPERATING				
		MARCH 2025				
		CURRENT	PREVIOUS	Budget Period	2024-2025 BUDGET	
		MONTH	MONTH	YTD		
Account Number	Account Description	March 2025	February 2025	04/01/24 - 3/31/25	04/01/24 - 3/31/25	
01 6940 4947 110 000 000	Non-Instructional / Staff	\$ 15,674.04	\$ 16,818.78	\$ 180,411.96		
01 6940 4947 110 000 000 2	Non-Instructional / Staff	\$ 1,132.32	\$ 1,132.32	\$ 12,501.44		
01 6940 4947 112 000 000	Instructional Aides	\$ 70,610.11	\$ 70,012.45	\$ 766,031.89		
01 6940 4947 116 000 000	Professional Non-Certificated /Staff	\$ 13,928.36	\$ 13,928.36	\$ 169,139.97		
01 6940 4947 116 000 000 2	Professional Non-Certificated /Staff	\$ 5,667.92	\$ 5,667.92	\$ 62,837.62		
01 6940 4947 210 000 000	Non Instructional / Group Insurance	\$ 838.78	\$ 865.70	\$ 8,200.84		
01 6940 4947 210 000 000 2	Non Instructional / Group Insurance	\$ 197.26	\$ 197.26	\$ 729.42		
01 6940 4947 212 000 000	Instructional Aides / Group Insurance	\$ 3,343.17	\$ 3,437.05	\$ 34,197.15		
01 6940 4947 216 000 000	Professional Non-Certificated / Group Insurance	\$ 873.13	\$ 873.13	\$ 11,213.61		
01 6940 4947 216 000 000 2	Professional Non-Certificated / Group Insurance	\$ 442.27	\$ 442.27	\$ 4,205.34		
01 6940 4947 220 000 000	Non-Instructional / FICA	\$ 1,159.10	\$ 1,246.67	\$ 13,389.54		
01 6940 4947 220 000 000 2	Non-Instructional / FICA	\$ 81.65	\$ 81.65	\$ 939.49		
01 6940 4947 222 000 000	Instructional Aides / FICA	\$ 5,308.31	\$ 5,259.89	\$ 57,564.57		
01 6940 4947 226 000 000	Professional Non-Certificated / FICA	\$ 1,010.60	\$ 1,013.94	\$ 12,417.22		
01 6940 4947 226 000 000 2	Professional Non-Certificated / FICA	\$ 408.54	\$ 408.54	\$ 4,568.34		
01 6940 4947 230 000 000	Non-Instructional / Retirement	\$ 1,548.25	\$ 1,661.33	\$ 17,818.23		
01 6940 4947 230 000 000 2	Non-Instructional / Retirement	\$ 111.85	\$ 111.85	\$ 1,234.87		
01 6940 4947 232 000 000	Instructional Aides /Retirement	\$ 6,966.83	\$ 6,895.57	\$ 75,041.95		
01 6940 4947 236 000 000	Professional Non-Certificated / Retirement	\$ 1,375.82	\$ 1,375.82	\$ 16,688.36		
01 6940 4947 236 000 000 2	Professional Non-Certificated / Retirement	\$ 559.87	\$ 559.87	\$ 6,206.98		
01 6940 4947 262 000 000	Instructional Aides / Unemployment	\$ -	\$ -	\$ 2,420.71		
01 6940 4947 270 000 000	Non Instructional Work Comp	\$ -	\$ 82.85	\$ 1,560.14		
01 6940 4947 270 000 000 2	Non Instructional Work Comp	\$ -	\$ 1.97	\$ 37.13		
01 6940 4947 272 000 000	Instructional Aides / Workers Comp	\$ -	\$ 107.81	\$ 2,029.99		
01 6940 4947 276 000 000	Proff Non Cert Work Comp	\$ -	\$ 27.52	\$ 518.25		
01 6940 4947 276 000 000 2	Professional Non-Certificated / Workers Comp	\$ -	\$ 12.65	\$ 238.11		
01 6940 4947 290 000 000	Non-Instructional / Other Benefits	\$ 1.92	\$ 1.92	\$ 21.13		
01 6940 4947 292 000 000	Instructional Aides / Other Benefits	\$ -	\$ -	\$ 403.96		
01 6940 4947 296 000 000	Professional Non-Certificated / Other Benefits	\$ 4.40	\$ 4.40	\$ 30.80		
01 6940 4947 296 000 000 2	Professional Non-Certificated / Other Benefits	\$ 1.92	\$ 1.92	\$ 21.12		
01 6940 4947 340 000 000	Professional Services - Miscellaneous	\$ -	\$ -	\$ 1,250.73		
01 6940 4947 340 317 000	Professional Services - Legal Services	\$ -	\$ -	\$ 37.62		
01 6940 4947 340 430 000	Professional Services - Vehicle Maintenance	\$ -	\$ 255.00	\$ 655.00		
01 6940 4947 340 497 000	Professional Services - Building Maintenance	\$ 319.50	\$ -	\$ 2,147.19		
01 6940 4947 340 540 000	Professional Services - Advertising	\$ -	\$ -	\$ 388.13		
01 6940 4947 340 683 000	Professional Services - Employee Health	\$ 50.50	\$ -	\$ 634.63		
01 6940 4947 340 685 000	Professional Services - Background Checks	\$ 22.50	\$ 5.00	\$ 327.78		
01 6940 4947 382 000 000	Distance Education and Telecommunications	\$ 447.83	\$ 365.03	\$ 5,942.11		
01 6940 4947 382 000 000 2	Distance Education and Telecommunications	\$ 17.50	\$ 17.50	\$ 192.50		
01 6940 4947 490 000 000	Other Purchased Property Services	\$ 2,512.12	\$ 2,063.75	\$ 22,588.39		
01 6940 4947 490 441 000	Rentals of Land and Buildings	\$ 3,296.77	\$ 3,296.77	\$ 44,073.65		
01 6940 4947 490 441 000 2	Rentals of Land and Buildings	\$ 110.02	\$ 110.02	\$ 1,360.69		
01 6940 4947 531 000 000	Postage	\$ -	\$ -	\$ -		
01 6940 4947 550 000 000	Printing and Binding	\$ 273.75	\$ 273.75	\$ 3,052.65		
01 6940 4947 550 000 000 2	Printing and Binding	\$ 30.99	\$ 30.99	\$ 345.59		
01 6940 4947 580 471 000	Travel Expense - Parent Engagement	\$ -	\$ 131.32	\$ 131.32		
01 6940 4947 580 520 000	Insurance-Auto/Liability	\$ -	\$ -	\$ 2,373.20		
01 6940 4947 580 670 000	Travel Expense - Local Travel	\$ 105.65	\$ 75.26	\$ 672.46		
01 6940 4947 580 670 000 2	Travel Expense - Local Travel	\$ -	\$ -	\$ -		
01 6940 4947 610 410 000	Supplies - General Supplies	\$ 1,254.11	\$ 680.44	\$ 15,275.94		
01 6940 4947 610 412 000	Supplies - Office Supplies	\$ -	\$ 86.07	\$ 340.80		
01 6940 4947 610 412 000 2	Supplies - Office Supplies	\$ -	\$ -	\$ -		
01 6940 4947 610 428 000	Supplies - Classroom Supplies	\$ (231.55)	\$ 179.85	\$ 2,882.78		
01 6940 4947 610 430 000	Supplies - Vehicle Repair	\$ -	\$ -	\$ 55.08		
01 6940 4947 610 471 000	Supplies - Policy Council /Socialization	\$ 211.41	\$ 249.06	\$ 4,875.92		
01 6940 4947 610 471 000 2	Supplies - Policy Council /Socialization	\$ -	\$ -	\$ 26.25		
01 6940 4947 610 495 000	Supplies - Nursery Supplies	\$ 397.40	\$ 544.25	\$ 6,539.25		
01 6940 4947 610 497 000	Supplies - Building Maintenance	\$ 289.09	\$ 30.33	\$ 10,833.68		
01 6940 4947 610 621 000	Supplies - Utility Services	\$ 1,519.43	\$ 2,411.90	\$ 18,967.73		
01 6940 4947 610 643 000	Technology - Software	\$ -	\$ -	\$ 6,357.40		
01 6940 4947 650 460 000	Technology - Computer Hardware	\$ -	\$ -	\$ 1,132.74		
01 6940 4947 650 460 000 2	Technology - Computer Hardware	\$ -	\$ -	\$ -		
01 6940 4947 650 465 000	Technology - Computer Software	\$ -	\$ -	\$ -		
01 6940 4947 739 000 000	Machinery	\$ -	\$ -	\$ -		
01 6940 4947 810 000 000	Dues and Fees	\$ -	\$ 41.50	\$ 1,627.00		
01 6940 4947 950 000 000 2	Indirect Costs	\$ 34,473.38	\$ -	\$ 129,416.67		
		\$ 176,346.82	\$ 143,079.20	\$ 1,747,125.01	\$ 1,668,156.00	
01 6940 4947 xxx xxx xxx 2	Notates ADMINISTRATIVE Expense			Percent of Budget Period (12 of 12 mo)	Percent Expended	
\$224,861.56 ADMINISTRATIVE Expense YTD TOTAL				100.0%	104.7%	

PP2-5 6940-4949					
EARLY HEAD START - TTA					
(Training and Technical Assistance)					
MARCH 2025					
		CURRENT	PREVIOUS	YTD	2024-2025 BUDGET
		MONTH	MONTH	BUDGET PERIOD	TTA
Account Number	Account Description	March 2025	February 2025	04/01/24 - 3/31/25	EARLY HEAD START
01 6940 4949 330 672 000	Employee Training and Development	\$ -	\$ -	\$ 376.71	
01 6940 4949 330 672 000 2	Employee Training and Development	\$ -	\$ -	\$ 1,314.36	
01 6940 4949 330 675 000	Employee Training and Development	\$ -	\$ -	\$ 349.75	
01 6940 4949 330 675 000 2	Employee Training and Development	\$ -	\$ -	\$ 154.19	
01 6940 4949 330 692 000	TUITION EXPENSE FOR EMPLOYEES	\$ -	\$ -	\$ 558.80	
01 6940 4949 330 692 000 2	TUITION EXPENSE FOR EMPLOYEES	\$ -	\$ -	\$ -	
01 6940 4949 340 000 000	Professional Services	\$ -	\$ -	\$ -	
01 6940 4949 340 675 000	Employee Development - Conference Registration	\$ -	\$ -	\$ 3,575.80	
01 6940 4949 340 675 000 2	Employee Development - Conference Registration	\$ 59.50	\$ -	\$ 2,378.25	
01 6940 4949 340 692 000	Employee Development - Tuition Expense	\$ -	\$ 2,438.75	\$ 14,358.66	
01 6940 4949 340 692 000 2	Employee Development - Tuition Expense	\$ -	\$ -	\$ -	
01 6940 4949 580 672 000	Travel Expense - Out of Town Travel	\$ -	\$ -	\$ 478.87	
01 6940 4949 580 672 000 2	Travel Expense - Out of Town Travel	\$ -	\$ -	\$ 1,095.76	
01 6940 4949 610 410 000	Supplies - Material Costs	\$ -	\$ -	\$ -	
01 6940 4949 610 490 000	Supplies - Food Costs	\$ -	\$ -	\$ 1,381.59	
01 6940 4949 810 000 000	Dues and Fees	\$ -	\$ -	\$ -	
		\$ 59.50	\$ 2,438.75	\$ 26,022.74	\$ 23,356.00
<b>01 6940 4949 xxx xxx xxx 2</b>	<b>Notates ADMINISTRATIVE Expense</b>				
	<b>\$3,474.01 ADMINISTRATIVE Expense YTD TOTAL</b>			<b>Percent of Budget Period (12 of 12 mo)</b>	<b>Percent Expended</b>
				<b>100.0%</b>	<b>111.4%</b>

**2024-2025 Budget Period  
HS/EHS Administrative Percentage  
As of March 31, 2025**

Head Start Operating ADMIN Expenses YTD	\$	313,302.57
Head Start TTA ADMIN Expenses YTD	\$	6,738.21
Early Head Start Operating ADMIN Expenses YTD	\$	224,861.56
Early Head Start TTA ADMIN Expenses YTD	\$	3,474.01
<b>TOTAL ADMIN EXPENSES YTD</b>	<b>\$</b>	<b>548,376.35</b>

TOTAL Head Start Operating Expenses YTD	\$	1,680,854.04
TOTAL Head Start TTA Expenses YTD	\$	23,221.97
TOTAL Early Head Start Operating Expenses YTD	\$	1,747,125.01
TOTAL Early Head Start TTA Expenses YTD	\$	26,022.74
HS/EHS Inkind YTD	\$	1,445,445.00
<b>TOTAL PROGRAM EXPENSES YTD</b>	<b>\$</b>	<b>4,922,668.76</b>

**YTD ADMINISTRATIVE PERCENTAGE** **11.14%**  
 (Total Admin Expense YTD/Total Program Expense YTD)

	<b>ONE-TIME FUNDING</b>				
	<b>6940 4956</b>				
	<b>MARCH 2025</b>				
					<b>ONE TIME FUNDS</b>
		<b>Current Month</b>	<b>Previous Month</b>	<b>YTD</b>	<b>BUDGET</b>
<b>Account Number</b>	<b>Account Description</b>	<b>March 2025</b>	<b>February 2025</b>	<b>4/1/24-3/31/25</b>	<b>4/01/24-3/31/25</b>
01 6940 4956 330 000 000	Professional Services - Conference Registration	\$ 10,594.32	\$ 6,500.00	\$ 18,519.32	
01 6940 4956 490 441 000	Rent	\$ 222.00	\$ 222.00	\$ 1,554.00	
01 6940 4956 610 000 000	Supplies - General	\$ 8,422.44	\$ 41,239.50	\$ 54,410.38	
		<b>\$ 19,238.76</b>	<b>\$ 47,961.50</b>	<b>\$ 74,483.70</b>	<b>\$ 112,421.00</b>

# Pd 3/26/2025

## Chk #23549

**Cardholder Name and Account Number**

KRYSTIE HOHNSTEIN  
 4215 AVENUE I  
 XXXX-XXXX-XXXX-9158



Page 1 of 2



**Platte Valley Bank**  
 A Platte Valley Company

Account Information		Account Summary	
Statement Closing Date	03/03/2025	Previous Balance	\$0.00

Transactions				
Post Date	Trans Date	Reference	Description	Amount
02/04	02/03	2411343125SG7W96T	THE WEBSTAUANT STORE INC717-392-7472 PA MCC: 5099 MERCHANT ZIP: 17602 SALES TAX: \$ 13.43 TAX INCLUDED: 1 CUSTOMER CODE: 107241206	\$205.35
02/04	02/03	244450013BLKTH8TT	WM SUPERCENTER #867 SCOTTSBLUFF NE MCC: 5411 MERCHANT ZIP: 69361 SALES TAX: \$ 0.00 TAX INCLUDED: 0	\$28.41
02/05	02/03	244977813S66JQBW4	NEBRASKA CHILDREN AND FAM402-4767255 NE MCC: 8398 MERCHANT ZIP: 68508 SALES TAX: \$ 0.00 TAX INCLUDED: 2	\$150.00
02/06	02/05	240034114S66E67KW	GO OUTDOORS SOUTH DAKOTA 800-2384168 FL MCC: 9399 MERCHANT ZIP: 32301 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: 50	\$601.92
02/09	02/07	24226381706678R8B	WAL-MART #0867 SCOTTSBLUFF NE MCC: 5411 MERCHANT ZIP: 69361 SALES TAX: \$ 0.00 TAX INCLUDED: 0	\$402.14
02/09	02/07	244550116447XT3NL	WAL-MART #0867 SCOTTS BLUFF NE MCC: 5411 MERCHANT ZIP: 69361 SALES TAX: \$ 25.46 TAX INCLUDED: 1	\$389.15
02/09	02/07	244550116447XT40P	WAL-MART #0867 SCOTTS BLUFF NE MCC: 5411 MERCHANT ZIP: 69361 SALES TAX: \$ 0.00 TAX INCLUDED: 2	\$45.20
02/09	02/07	744450017BLP4RX6R	WM SUPERCENTER #867 SCOTTSBLUFF NE MCC: 5411 MERCHANT ZIP:	-\$389.15
02/11	02/10	24445001ABLKWL40B	WM SUPERCENTER #867 SCOTTSBLUFF NE MCC: 5411 MERCHANT ZIP: 69361 SALES TAX: \$ 0.00 TAX INCLUDED: 0	\$127.78
02/26	02/25	24011341REHPY4T9X	AMAZON RETA* O63PM1OH3 WWW.AMAZON.COWA MCC: 5331 MERCHANT ZIP: 98109 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: H25-10636	\$35.86
02/26	02/25	24692161R33FAF8SP	AMAZON MKTPL*MX9OJ3923 Amzn.com/billWA MCC: 5942 MERCHANT ZIP: 98109 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: H25-10636	\$86.40



**Platte Valley Bank**  
A Platte Valley Company

HEAD START 2  
4215 AVENUE I  
XXXX-XXXX-XXXX-9273



Account Information		Account Summary		
Statement Closing Date	03/03/2025	Previous Balance	\$0.00	
Transactions				
Post Date	Trans Date	Reference	Description	Amount
02/13	02/12	24445001QBLKPZNA1	WM SUPERCENTER #867 SCOTTSBLUFF NE MCC: 5411 MERCHANT ZIP: 69361 SALES TAX: \$ 0.00 TAX INCLUDED: 0 CUSTOMER CODE: 000000048447	\$44.65
03/03	03/03	000000000000COMPC	TOTAL PURCHASES \$44.65 TOTAL \$44.65 TOTAL FEES FOR THIS PERIOD TOTAL INTEREST FOR THIS PERIOD TOTAL *FINANCE CHARGE* BILLED IN 2024 \$0.00	

**Card #9182**

			KERRY MEHLING	
02/06	02/05	242697514S66DFD3F	PLAK SMACKER 847-4585400 IL MCC: 5047 MERCHANT ZIP: 60102 SALES TAX: \$ 33.75 TAX INCLUDED: 1 CUSTOMER CODE: 806643	\$515.84
02/06	02/05	24692161436QP24S1	AMZN Mktp US*Z71FV7TJ1 Amzn.com/bill WA MCC: 5942 MERCHANT ZIP: 98109 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: H25-10349	\$279.99
02/11	02/10	2416407192LRFT68M	TARGET 00008318 SCOTTSBLUFF NE MCC: 5310 MERCHANT ZIP: 69361 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: 0000000000000000	\$50.00
02/13	02/11	24445001BEJ016PTZ	Five Below G 8885264267 604-678-3275 DE MCC: 6540 MERCHANT ZIP: 19801 SALES TAX: \$ 0.00 TAX INCLUDED:	\$25.00
02/21	02/20	24692161K2Z9T6ZH9	SQ *TACO DE ORO gosq.com NE MCC: 5812 MERCHANT ZIP: 69361 SALES TAX: \$ 17.40 TAX INCLUDED: 1	\$250.00
02/23	02/21	24492161MEHMFN3W5	TEACHSTONE TRAINING TEACHSTONE.CO VA MCC: 8299 MERCHANT ZIP: 22911 SALES TAX: \$ 0.00 TAX INCLUDED:	\$15.83
02/26	02/25	74083421REHMGSTE0	INST. CHILD PSYCHOLOGY LEDUC CD MCC: 8299 MERCHANT ZIP:	\$1,046.85
02/26	02/25	74083421REHMGSTE0	FOREIGN TRANSACTION INTEREST	\$10.47
02/28	02/27	24164071S2LR74B6P	TARGET 00008318 SCOTTSBLUFF NE MCC: 5310 MERCHANT ZIP: 69361 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: 0000000000000000	\$120.00
03/02	02/28	24492161WEHNARMZT	TEACHSTONE TRAINING CHARLOTTESVIL CREDIT MCC: 8299 MERCHANT ZIP:	-\$0.83
03/02	03/01	24011341WEHPV359B	SP TYMO BEAUTY TYMOBEAUTY.CO CA MCC: 5977 MERCHANT ZIP: 95811 SALES TAX: \$ 0.00 TAX INCLUDED: 2	\$69.53
			TOTAL XXXXXXXXXXXX9182	\$2,382.68

## SERVICES TO SCHOOLS AND CHILDREN

### Section 1 Special Education

ESU #13 will abide by all state and federal laws and regulations relating to special education.

#### A. Free Appropriate Public Education

The Board affirms its position that students with disabilities are entitled to a free appropriate public education in conformance with Nebraska Department of Education Rule 51, **and early intervening services in conformance with Nebraska Department of Education Rule 52**. As and to the extent the services to a special education student are the responsibility of ESU #13, the services are to:

1. be in conformance with the student's Individualized Education Plan (IEP) or Individual Family Service Plan (IFSP);
2. meet the standards that apply to education provided by the school in which the student is enrolled; and
3. provide the student with all of the rights of a child with a disability who is served by the school in which the student is enrolled.

#### B. Student Records - Rights and Privacy

Student records are to be maintained in conformance with the requirements of the Family Educational Rights and Privacy Act (FERPA), **and NDE Rule 51, and NDE Rule 52**. The Administrator or Administrator's designee shall establish procedures to protect the confidentiality of personally identifiable information at collection, storage, disclosure and destruction stages. This information is considered as confidential and is determined to be the property of the resident school district and will be released only to the resident school district unless otherwise directed in writing by the resident school district or parent.

1. Each school district shall be notified as to the nature and types of student data items that are being collected and maintained in ESU #13 files.
2. ESU #13 shall obtain from schools written permission for ESU #13 to request and release confidential information from other sources.
3. Five years after the special education data is no longer needed to provide educational services, ESU #13 shall return to the school district of residence of the student all data items which have been received or generated by ESU #13.

4. Working files maintained by professional staff members employed by ESU #13 are the sole possession of the maker thereof and are exempt from this policy.

C. Procedural Safeguards

The special education programs and services operated by ESU #13 or provided to schools by contract shall comply with the procedural safeguards specified in NDE Rule 51 and **NDE Rule 52**.

D. Plans and Budgets

Subject to all applicable student privacy and confidentiality requirements, special education plans and budgets for schools served will be available for public viewing.

E. Personnel

All personnel assigned to provide special education and related services to children with disabilities are to be appropriately and adequately prepared to provide special education. The Director of Special Education will develop a comprehensive system of personnel development which shall include:

1. in-service training;
2. procedures to assure that all personnel are properly endorsed and adequately trained; and
3. acquiring and disseminating best educational practices and materials developed for the provision of the services.

Legal Reference:	20 U.S.C. 1400 et seq. 34 CFR Part 300 (Individuals with Disabilities Education Act and regulations); §§ 79-1110 to 79-1178 92 NAC 51 & 52 (NDE Rule 51 & Rule 52) 20 U.S.C. 1232g (FERPA)
Date of Adoption: Updated:	December 15, 2020

## SERVICES TO SCHOOLS AND CHILDREN

### Section 3 Student Welfare

#### A. Abuse and Neglect

Everyone has a responsibility to report abuse or neglect. In Nebraska, everyone is a mandatory reporter. This means physicians, medical institutions, nurses, school employees, social workers or any other person who has reasonable cause to believe that a child or vulnerable adult has been subjected to abuse or neglect, or observes such child or vulnerable adult being subjected to conditions or circumstances which reasonably would result in abuse or neglect are required by law to make a report to the Abuse and Neglect Hotline (800-652-1999) and/or Law Enforcement (if an emergency exists). (*Nebraska Revised Statute 28-711*)

#### Definitions of Child or Vulnerable Adult Abuse and Child or Vulnerable Adult Neglect (Nebraska Department of Health and Human Services):

**Physical abuse:** Non-accidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting, burning or otherwise harming a child or vulnerable adult, that is inflicted by a parent, caregiver or other person who has responsibility for the child or vulnerable adult. Such injury is considered abuse regardless of whether the caregiver intended to hurt the child or vulnerable adult.

Physical discipline, such as spanking, is not considered abuse as long as it is reasonable and causes no bodily injury to the child or vulnerable adult. Non-accidental injury that is caused by someone other than a parent, guardian, relative or other caregiver, such as a stranger, is considered a criminal act that is not addressed by child or vulnerable adult protective services.

**Neglect:** The failure of a parent, guardian or other caregiver to provide for a child or vulnerable adult's basic needs. Neglect may be physical, medical, educational, or emotional.

**Domestic Violence:** Children or vulnerable adults are exposed to domestic violence and are harmed by the experience and suffer consequences ranging from hyper-vigilance to problem with concentration and emotional regulation.

**Abandonment as Neglect:** In general, a child or vulnerable adult is considered to be abandoned when the parent's identity or whereabouts are unknown, the child or vulnerable adult has been left alone in circumstances where the child or vulnerable adult suffers serious harm, or the parent has failed to maintain contact with the child or vulnerable adult or provide reasonable support.

**Substance Abuse as Abuse or Neglect:** Prenatal exposure of a child to harm due to the mother's use

of an illegal drug or other substance; manufacture of methamphetamine in the presence of a child; and selling, distributing or giving illegal drugs or alcohol to a child.

**Sexual Abuse:** The employment, use, persuasion, inducement, enticement or coercion of any child or vulnerable adult to engage in, or assist any other person to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct; or the rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of child or vulnerable adult, or incest with child or vulnerable adult.

**Emotional abuse:** A behavior that harms a child or vulnerable adult's emotional development or sense of self-worth.

**Dependency:** Dependency occurs when no child maltreatment has been identified; however, the parent or caregiver is, or will be, unable to care for the child through no fault of the parent or caregiver.

When utilizing the Hot Line, **or on-line reporting system**, the following information may be requested and should be made available:

- address and age of the abused or neglected person;
- address of the person having custody of the abused or neglected person;
- nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect;
- any evidence of previous abuse or neglect including the nature and extent;
- any other information which, in the opinion of the person, may be helpful in establishing the cause of such abuse or neglect, and the identity of the perpetrator or perpetrators.

This ~~oral~~ report shall be followed by a written report, utilizing the **ESU #13 Abuse and Neglect Reporting Form**.

The following staff members shall also be informed of the report:

- the employee's immediate supervisor
- the Program Administrator or Program Director in which the student is enrolled
- the appropriate law enforcement agency (in the case of an emergency)

The immediate supervisor, the Program Administrator, or Program Director shall confirm that a report of suspected abuse or neglect has been made to local law enforcement or Child Protection Services.

Confidentiality of the person making the report shall be maintained to the extent practicable. The Program Administrator or Program Director is to establish and implement procedures to ensure such confidentiality.

The Program Administrator or Program Director shall provide employees information as appropriate to ensure that employees fully understand their responsibility under the law and ESU #13 procedures.

Legal Reference:	§ 28-711
Date of Adoption:	December 15, 2020
Updated:	

**B. Corporal Punishment**

Use of corporal punishment is prohibited by ESU #13. Corporal punishment for purposes of this policy means the infliction of bodily pain as a penalty for disapproved behavior. This does not include physical contact that is intended to preserve order in schools or to protect persons or property from harm. Any physical force used with students shall be limited to that which is reasonable in relation to the need for self-defense, the defense of others, the defense of one’s property or the defense of another’s property.

Any employee who has been involved in an incident involving the use of physical force with a student shall make an oral report of such circumstances to the Program Administrator or Program Director as soon as is practicable and within twenty-four hours. The Program Administrator or Program Director shall prepare a memorandum of such report and, as deemed appropriate, investigate and report the incident to the appropriate administrator or director of the school in which the student is enrolled. An Abuse and Neglect report shall be made in the event such is warranted.

The Program Administrator or Program Director shall provide employees information as appropriate to ensure that employees fully understand their responsibility to not use corporal punishment and ESU #13’s procedures.

Legal Reference:	§ 79-295 NDE Rule 27.002.09 and 27.004.03G
Date of Adoption:	December 15, 2020
Updated:	

**C. Use of Restraints and Seclusion**

This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusions.

**1. Definitions**

- a. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student’s freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this Guidance.

- b. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.

## 2. Physical Restraint

- a. When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:

- 1) to prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act;
  - i. A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat.
  - ii. Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited.)
- 2) to move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint; and
- 3) in circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. ~~If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate.~~ **Physical restraint procedures are to be utilized as needed and determined by trained professionals.**

(Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective.)

b. Physical restraint may not be used:

- 1) when a known medical or psychological condition contraindicates its use; and
- 2) as a form of punishment; and
- 3) **Prone floor holds are prohibited**

c. Conditions. Use of physical restraint shall take into consideration the safety and security of the student.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.

If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, **and their communication system available**, unless staff determines that such freedom appears likely to result in harm to the student or others.

d. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.

e. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.

Training with respect to physical restraint may be provided either by ESU #13 or by an external entity and shall include, but need not be limited to:

- 1) appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
- 2) a description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and

methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;

- 3) the simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
- 4) instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- 5) instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
- 6) demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

### 3. Seclusion

a. When Seclusion May be Used. Seclusion may be used in the following circumstances:

- 1) when a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
- 2) when a student's behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
- 3) when a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and
- 4) the student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include use of seclusion in the student's IEP if

the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

b. Seclusion may not be used:

- 1) when a known medical or psychological condition contraindicates its use; and
- 2) as a form of punishment.

c. Conditions. Use of seclusion shall take into consideration the safety and security of the student.

Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:

- 1) have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
- 2) be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing);
- 3) if an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable;
- 4) be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs; and
- 5) if a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an

electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

- d. The procedures for use of seclusion include:
- 1) An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
  - 2) The adult responsible for supervising the student must periodically check on the student visually if possible.
- e. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.
- f. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

#### 4. Documentation and Evaluation

Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's temporary record. The student's case manager, if any, shall also maintain a copy of each such record. Each such record shall include:

- the student's name;
- the date of the incident;
- the beginning and ending times of the incident;
- a description of any relevant events leading up to the incident;
- a description of any interventions used prior to the implementation of physical restraint or seclusion;
- a description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
- a log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
- a description of any injuries (whether to students, staff, or others) or property damage;
- a description of any planned approach to dealing with the student's behavior in the future;
- a list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion; and

- the date on which the parent or guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

Notification of Administration. The Program Administrator or Program Director shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.

Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the Program Administrator or Program Director shall send written notice of the incident to the student’s parents or guardians, unless the parent or guardian has provided ESU #13 a written waiver of this requirement for notification. The parent or guardian shall be informed of the date of the incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.

Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:

- A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
- The evaluation shall consider the appropriateness of continuing the procedure in use, including the student’s potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).
- The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student’s temporary student record.

Legal Reference:	
Date of Adoption:	December 15, 2020

D. Suspension, Removal, More Restrictive Placement and Other Disciplinary Circumstances for Students Receiving Services from ESU #13

This policy is being adopted on the recognition that the law distinguishes verified special education students from those who are not so verified. Likewise, this policy is being developed out of the recognition that ESU #13 is a contract provider of services whether by sending personnel to the various ESU #13 area schools or whether by or through its own programs and schools providing full or partial service to students on behalf of districts with whom it is contracted. Therefore, ESU #13 has an obligation—for its part and for any children over whom it has exclusive control or for whom

any school district served by contract has agreed with ESU #13 to be governed by its policies pertaining to student discipline and appropriateness of educative placement to afford all rights required under applicable laws, regulations and respective Board policies of ESU #13 and the school districts involved by contract with any student served as hereinabove enumerated—to act in a legal and consistent manner on the part of such children.

It shall also be the policy of ESU #13 by the enactment of this policy to notify the school districts it serves of ESU #13 policy pertaining to student disciplinary matters as herein enumerated and to encourage all of the school districts it serves by whatever method the Program Administrator or Program Director deems appropriate to coordinate their efforts with those of ESU #13 in assuring that all applicable statutes, regulations, and district or ESU #13 policies are complied with, and to reasonably assure that the contracts between ESU #13 and the schools served enumerate the respective responsibilities of the district and ESU #13 when policies are adhered to by the schools served and to contrast ESU #13's responsibility when such policies are not followed by the contracting districts.

1. In recognition that certain children served by contracts with ESU #13 personnel are neither verified nor certifiable as special education students who engage in conduct contrary to the policies or rules governing student conduct of any schools served or where not applicable by any rules of conduct enumerated in State Statutes or Board policies of ESU #13, such student shall be dealt with in accordance and under the procedures provided by State Statute 79-255, *et. seq.*, as such statute may be from time to time amended.
2. As to all students who are served in programs of ESU #13 and which students are verified or certified as individuals with disabilities under any recognizable disability described by any applicable statute or regulation and as to all students who are served by any ESU #13 employee in any school which a student is verified or certified as having a disability recognized under any applicable statute or regulation, the procedure for determining the appropriate disciplinary method shall be as follows:
  - a. When any infraction of any applicable rule or regulation of student conduct or any statute declaring such conduct to be unlawful or contrary to law constitutes grounds for disciplinary action by any such statute, regulation or policy, the school district where applicable and ESU #13 may suspend the student for up to ten (10) consecutive days. If a suspension results in a cumulative total of more than ten (10) days of suspension in a school year, all due process and other procedural requirements of 92, NAC 51 shall apply. Prior to any suspension, notice of such suspension shall be sent within twenty-four (24) hours by certified or registered mail or by hand delivery to the caretaker and where applicable to the administrator or director of the school involved. If the student is eighteen (18) years of age or older, notice shall also be sent to the student.
  - b. Emergency exclusion or removal of individuals with disabilities

If, in the opinion of Program Administrator or Program Director, a student is found to present a danger to others or to their property or if he/she presents a danger of an ongoing threat to the disruption of the academic processes of others or if he/she presents a physical danger to himself, such student may be without notice excluded for the duration of the emergency situation. Within twenty-four (24) hours of the student's emergency exclusion, the Program Administrator or Program Director shall provide written notice to the parent and/or guardian and to the student if over the age of eighteen (18). The notice shall set forth the charges and the time, date, and place of the IEP meeting specifying the purpose and the participants in such meeting and request the parent and/or guardian and if appropriate the student to attend the IEP meeting. Such notice of emergency exclusion may be delivered by registered or certified mail, return receipt requested or by personal delivery by the administrator or director to the caretaker and student when applicable.

An IEP team meeting shall be convened if possible within the exclusionary period and shall be conducted in accordance with all standard procedures as established in 92, NAC 51 or other applicable rule(s).

The IEP team shall review the student's program and shall determine if the disability is a precipitating factor of the inappropriate or prohibited behavior. That decision shall be recorded on the IEP and that information shall be used, if necessary, to revise the student's IEP to reflect the need for the use of exclusion as a disciplinary tool or management strategy, to modify the educational program if required, to change the educational placement of the student if appropriate or to indicate that the disability is not a precipitating factor, and to serve as a basis for notifying the student's parent and/or guardian or reaffirming to them if they have already been so notified that the student is expected to behave in accordance with the rules established in the school district's code of conduct or where applicable in accordance with the guidelines of student conduct as set forth within the program operated by ESU #13. The parents shall be notified of the IEP team's decisions if they have not participated in the IEP team meeting, such notice to be sent by registered or certified mail or by personal delivery by the administrator or director.

The attending teacher or certified ESU #13 employee shall notify the Program Administrator or Program Director of such person of all emergency exclusions within twenty-four (24) hours by forwarding a copy of such fact.

3. Prohibition against long-term suspension and expulsion of individuals with disabilities and requirement to follow procedural safeguards when any change in placement occurs

ESU #13 recognizes that long-term suspensions and expulsions of individuals with

disabilities as the terms long-term suspension and expulsion are defined in state statutes pertaining to non-disabled students have been defined by numerous federal court decisions to constitute a change in placement. ESU #13 also recognizes that with a change comes a legal obligation to provide certain procedural due process rights to the student before any change in placement occurs. ESU #13 further recognizes that a series of short-term suspensions may become a long-term suspension or deemed a change of placement pursuant to 92 NAC 51, and for that reason one short-term suspension shall be limited to a cumulative total of ten (10) days or less in a single school year unless additional days are authorized by state or federal law or regulation. ESU #13 further recognizes that the federal regulations pertaining to individuals with disabilities provides a hierarchy of restrictive placement such hierarchy being as follows:

- a. a regular classroom in a regular school
- b. a special classroom in a regular school
- c. a special school
- d. a homebound program
- e. an institutional placement

When in the judgment of the IEP team the behavior of a student becomes so inappropriate, disruptive or violative of any regulation or policy pertaining to the operation of a service, school, program or other kind of educational service that the student's ongoing participation in his present placement will be inappropriate for him and violative of the rights of other participants, then an IEP meeting shall be convened to determine what manner of more restrictive placement would be reasonably calculated to provide an appropriate education for the student in question. The student, subject to any emergency removal or exclusion for the protection of himself/herself or other students, shall remain in the placement designated in the IEP at the time the behavior of such student becomes inappropriate until such time as an agreement with the caretaker, the school district, and ESU #13 can be reached about a change in placement or until the issue of the appropriate placement has been litigated through all appropriate procedures. Under no condition, solely within the control of ESU #13, shall the total cessation of educational services to any student for whom ESU #13 is responsible be permitted to occur. In the event that due to circumstances beyond the reasonable control of ESU #13 to notify any other applicable agency or school district with which it is contracted that any litigation resulting from any cessation of service occurring contrary to the judgment of ESU #13, to withdraw the services and personnel of ESU #13, and to immediately notify such school district or other agency that as a result of such action contrary to ESU #13's policy that ESU #13 will assume no further responsibility of whatsoever nature for any consequences whether legal or otherwise occurring as a result of such cessation of such services.

4. Notwithstanding any other section of this policy, school personnel may order a change in placement of a student with a disability to an appropriate interim

alternative educational setting for the same amount of time that a child without a disability would be subject to discipline, but for not more than forty-five (45) days if:

- a. the child carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or a local educational agency; or
- b. the child knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the jurisdiction of a state or local educational agency.

E. Removal of Students and Interviews of Students

It shall be the policy of ESU #13 to follow the policy of the school in which each individual student is enrolled with respect to the removal of students and interviews of ESU #13. In the absence of such a school policy, or when the school policy has not been provided to ESU #13, the following procedures shall be used.

1. Removal of Students by Law Enforcement Officials

In dealing with law enforcement officials, ESU #13 employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with ESU #13 operations or educational programming.

A peace officer may in the line of duty require a student to accompany him for questioning or detention, either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 without a warrant or order of the court (1) when, in the presence of the officer, the juvenile has violated a state law or a municipal ordinance; (2) when a felony has been committed and the officer has reasonable grounds to believe the juvenile committed it; (3) when such juvenile is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the juvenile's protection; or (4) when there are reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian. A probation officer assigned to a student by a court also has the statutory authority to arrest a student in certain circumstances and that power is similar to the power granted to a peace officer by law.

If a peace officer or probation officer requests custody of a student who is at that time under the control and jurisdiction of ESU #13:

- a. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student.

- b. Upon releasing the student, the school in which the student is enrolled has a statutory responsibility to inform the student's parent or guardian of the removal. To assist the school in meeting this responsibility, the ESU #13 employee who has released the student shall contact an appropriate administrator or director of the school in which the student is enrolled. The Program Administrator or Program Director shall be informed of any circumstances that warrant a delay in immediately contacting the parent or guardian, such as information which suggests that immediate notification could interfere with the peace officer's performance of duties or create a dangerous situation for the student or peace officer.

In some instances there may be orders for custody of a student served by the FBI, a federal marshal, a postal inspector, another federal officer, state official, or officers from outside the jurisdiction of ESU #13. While these officers may have authority to arrest and remove students, local law enforcement should be contacted and requested to participate in or monitor the removal.

A student should not be released to a private detective or "special police officer" who is not an officer of a Nebraska political subdivision or an officer of some agency of the federal government without consent of the student's parent, guardian, or custodian.

## 2. Interviews of Students by Law Enforcement Officials

Unless a student is placed under arrest, a peace officer or probation officer will not be permitted to remove a student from the control and jurisdiction of ESU #13 for questioning unless permission of the student's parent, guardian or custodian is obtained. Law enforcement officers should be urged to contact students outside the instructional day and off ESU #13 premises whenever possible. Questioning or interview of students on ESU #13 premises should only take place pursuant to the following guidelines:

- a. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to ESU #13, questioning should not take place until the student's parent, guardian or custodian has been contacted, either by ESU #13 or by an appropriate administrator or director of the school in which the student is enrolled, and permission is given for such interview. The consent should be documented. The presence of an ESU #13 employee during the interview is not necessary.
- b. If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted on

ESU #13 premises without such consent. In these situations, an employee of ESU #13 or the school in which the student is enrolled should be present during the interview to ensure that the interview relates only to those matters specified by the law enforcement official.

- c. If the investigation relates to an incident which took place on ESU #13 school premises or during instructional time, it is not necessary to obtain parental consent for an interview. In these situations, an employee of ESU #13 or the school in which the student is enrolled should be present during the interview to ensure that the interview relates only to the incident which took place on ESU #13 or school premises or during instructional time or something which is directly related thereto.
- d. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on ESU #13 premises free from the observation of other children or individuals. In such situations, it is neither necessary nor desirable that an ESU #13 employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian, or custodian for the interview.

3. Disclosure of Student Records

ESU #13 employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

4. Interviews of Students by Persons other than Law Enforcement Officials

Any person other than an employee or agent of ESU #13 or of the school in which the student is enrolled who comes to ESU #13 premises to interview a student or remove a student prior to the end of the student's instructional day must obtain permission of the Program Administrator or Program Director.

Permission to remove is not to be granted unless authorized by the student's parent, guardian or custodian or a person authorized by the student's parent, guardian or custodian.

Permission to interview is not to be granted unless that person has a clearly valid and proper reason and such is not disruptive to ESU #13 operations or the student's educational program. Ordinarily such contacts shall be restricted to the student's parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

Legal Reference:	§ 43-248; § 43-418; § 79-294
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	§ 79-2,104 (student records) 20 U.S.C. 1232g (FERPA)
Date of Adoption:	December 15, 2020

F. Pregnant and Parenting Students

ESU #13 recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, ESU #13 will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parent responsibilities.

1. Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child’s medical care or other pregnancy-or parenting-related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre-and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student’s licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled at ESU #13 at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student’s pregnancy and thereafter unless ESU #13 deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student’s licensed healthcare provider regarding the student’s safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards ESU #13 policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements due to absences related to pregnancy or parenting.

2. Alternative Means to Complete Course Work

ESU #13 will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

3. Lactation

ESU #13 will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

4. Child Care

A list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

5. Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. ESU #13 staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for education or job opportunities, awards or scholarships.

6. Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in ESU #13. Accommodation requests will be evaluated on a case-by-case basis. Such

accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the program director.

7. Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying and harassment. Such ESU #13 policies are incorporated herein and apply to all students.

8. Policy Dissemination

This policy will be available at the beginning of each school year on the ESU #13 website and will be incorporated in the Student Handbooks.

## SERVICES TO SCHOOLS AND CHILDREN

### Section 5 Student Health

#### A. Prohibition on Mandatory Medication

A student shall not be required to obtain a prescription for a controlled substance as a condition for receiving ESU #13 educational services, an evaluation or special education services.

Legal Reference:	20 U.S.C. 1400 et seq. 34 CFR Part 300 (Individuals with Disabilities Education Act and regulations) 92 NAC 51 (NDE Rule 51)
Date of Adoption:	December 15, 2020

#### B. Dispensing Prescription and Non-Prescription Medications

The administration of prescription and non-prescription medication to students is to be limited to medications that must be taken while students are participating in ESU #13 programs or otherwise under the control and jurisdiction of the ESU #13. All medications administered by ESU #13 personnel shall be administered in accordance with the Medication Aide Act.

If at all possible, all prescription and non-prescription medications should be given at home outside of school hours by the parent or by other responsible parties identified by the parent. However, ESU #13 recognizes that some medication regimes necessitate the administering of medication during school hours; therefore, a safe and effective means of administering the medication is required.

1. Authorizations for Prescription Medications. Prescription medications may be administered when the following are on file with ESU #13:
  - a. Physician’s Authorization: A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given and reason the student is receiving the medication.
  - b. Caretaker’s Authorization: A caretaker’s signed and dated authorization or permission to administer the medication during school. (Note: All references to “caretaker” in this policy shall mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a “friend” as a caretaker, but the school will not ordinarily recognize such an individual as a “caretaker” for the purposes of medication administration.)
  - c. Original Packaging: The medication is in its original packaging and is

labeled as dispensed by the prescriber or pharmacist. The label must name the student and identify the medication, strength, time interval and route to be administered. If needed, the physician may be contacted for clarification and a corrected label must be obtained if orders differ from those listed on the packaging.

2. Authorizations for Non-Prescription Medications. Non-prescription medications may be administered provided that a caretaker's authorization is provided in the form established by the Administrator or Administrator's designee and the medication is in its original packaging.
3. Renewal of Authorizations. Medication authorizations must be renewed annually and updated immediately as changes occur.
4. Documentation. Accurate medication administration records are to be kept and maintained. Documentation of each dose of medication administered shall be made reflecting the student's name, the name of the medication, date, time, dosage, route, the signature and title of the person administering the medication and any unusual observations, and any refusal by the recipient to take or receive the medication. Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two years.
5. Storage. Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light, humidity, or other storage instructions. Only authorized personnel who are designated by the administration shall have access to the medications. The school nurse shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.
6. Receipt and Disposal of Medications. Medication shall be delivered to ESU #13 personnel and picked up by the caretaker. When medication is received, the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent a reasonable time following the student's departure from the ESU #13 program shall be destroyed. Procedures for destroying medication shall include witness and documentation. **The school nurse will use proper disposal methods.**
7. Administration of Medication by ESU #13 Personnel.
  - a. Administration of Medication: Administration of medication includes, but is not limited to:

- i. providing medications for another person according to the “five rights” (getting the right drug to the right recipient in the right dosage by the right route at the right time);
  - ii. recording medication provision; and
  - iii. observing, monitoring, reporting, and otherwise taking appropriate actions regarding desired affects, side effects, interactions, and contraindications associated with the medication.
- b. Authorized ESU #13 Personnel: Administration of medication shall only be done by the following:
- i. Health Care Professionals (School Nurses). This means an individual who holds a current license from the Department of Health and Human Services Regulation and Licensure for whom administration of medication is included in the scope of practice. For purposes of this Policy, such individuals are referred to as “school nurses.”
  - ii. Medication Competent Staff. This means a staff member of ESU #13 who, by arrangement with the school in which the student is enrolled, is an employee of the school for purposes of the medication administration laws and who has been determined to be competent to administer medication in accordance with the competency assessment standards established by law. A medication competent staff member is to be subject to direction and monitoring, which involves responsibility for observing and taking appropriate action regarding any desired effects, side effects, interactions, and contraindications associated with the medication. Direction and monitoring is to be done by a recipient with capability and capacity to make an informed decision about medications, a caretaker, or the school nurse. Medication competent staff members are to promptly report any medication errors or concerns to the school nurse.
- c. Routes of Medication Administered by ESU #13 Personnel:
- i. Routine Medication via Oral, Inhalation, Topical, and Instillation Routes: School nurses and medication competent staff may provide routine medications (meaning the frequency of administration, amount, strength, and method are specifically fixed) by the following routes:
    - (1) oral, which includes any medication given by mouth including sublingual (placing under the tongue) and buccal (placing between the cheek and gum) routes and oral sprays;
    - (2) inhalation, which includes inhalers, and nebulizers. Oxygen



Administrator's designee is to be notified and efforts are to be made to work out a suitable solution (such as changing the time of administration, the dosage, or the medication) with the parent or guardian and the physician.

Legal Reference:	Nebraska Statutes: §§ 71-6718 to 71-6742; NDE Rule 59
Date of Adoption: Updated:	December 15, 2020 May 18, 2021

C. Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions

It is the policy of ESU #13 to follow the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Emergency Protocol) and related policies of the school in which ESU #13 provides services in the school ESU #13 facilities.

Each employee who is or will be providing services to students in an accredited school, an approved school, or to children in an approved early childhood program, is to be provided with the following:

1. information about the existence of the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Emergency Protocol) established by the Nebraska Department of Education and adopted by ESU #13;
2. access to a copy of the Emergency Protocol form and either a copy of the school's signed Emergency Protocol or directions to obtain such from the school administrator;
3. information about the availability of a school nurse and, if one is not available, who at the school site where services are being provided is a designated trained non-medical staff member for purposes of implementing the Emergency Protocol;
4. information about the whereabouts within the school building where the employee is providing services of the equipment and medication necessary to implement the Emergency Protocol in the case of any student or school staff emergency, including the location of an IM EpiPen-Jr. or adult EpiPen, or the school official who is to be contacted to obtain such information;
5. appropriate direction and instruction so that an employee who may be involved in an Emergency Protocol response provides appropriate and accurate information to the appropriate school official, in order that the school may maintain records of administration of medication by school staff as required;
6. inform and provide the employee of any written request from a parent or guardian of a minor student served by the employee, directing that such minor student not receive emergency treatment under the protocol.

Legal Reference:	NDE Rule 59.006
Date of Adoption:	December 15, 2020

D. Student Self-Management of Asthma, Anaphylaxis, and Diabetes

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions while participating in programs operated by ESU #13 when the student has a self-management plan established with the school in which they are enrolled that is prepared and signed in accordance with legal requirements.

Legal Reference:	Nebraska Statutes: §§ 79-224 and 79-225
Date of Adoption:	December 15, 2020
Updated:	

E. Emergency Medical Aid

When a student is receiving services in a program under the control or supervision of ESU #13, ESU #13 employees are to utilize the skills within their capacity to respond to health emergencies. Employees are to render medical aid to students in need of emergency medical services or, as appropriate, arrange for the transportation of the student to the nearest facility where professional medical assistance is available.

Every effort should be made by ESU #13 employees to contact the student’s parent or guardian, if time allows for such contact under emergency circumstances; but the primary interest is the health of the student. In the event that emergency circumstances do not allow the employee to contact a parent or guardian prior to the rendering of medical assistance, then the employee should contact the parent or guardian at the earliest practical time under the circumstances.

Legal Reference:	
Date of Adoption:	December 15, 2020
Updated:	

F. Defibrillators (AED)

The ESU #13 Board recognizes that from time to time emergencies may arise that justify the use of an Automated External Defibrillator (AED). The AED shall be used in emergency situations warranting its use.

The AED shall be maintained and tested in accordance with operation guidelines of the manufacturer and monitored by the ESU #13 school nurse.

The AED will be kept on ESU #13 property and will not accompany EMS personnel to a hospital emergency room.

It shall be the responsibility of the ESU #13 school nurse to develop administrative protocol regarding this policy.

Legal Reference:	
Date of Adoption:	December 15, 2020
Updated:	

G. Wellness Policy-Students

A mission of Educational Service Unit #13 is to provide curriculum, instruction, and experiences in a health-promoting program environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following ESU #13 Wellness Policy.

1. ESU #13 Wellness Committee

Committee Role and Membership

ESU #13 will convene a representative ESU #13 Wellness Committee or work within an existing program health committee that meets at least four times per year to establish goals for and oversee ESU #13 program health and nutrition and safety policies and programs, including development, implementation and periodic review and update of this ESU #13 wellness policy.

The ESU #13 Wellness Committee membership will represent all program-levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the ESU #13 nutrition program; ESU #13 staff members which may include: school staff, health professionals, mental health, and social services staff. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the ESU #13 Wellness Committee will include representatives from each department and reflect the diversity of the community.

A subcommittee will be established to specifically advise the ESU #13 schools' program wellness policies. The subcommittee will represent all student program-levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the ESU #13 nutrition program; ESU #13 staff members which may include: school staff, health professionals, mental health, and social services staff. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators.

Leadership

The Administrator or Administrator's designee will convene the ESU #13 Wellness Committee and facilitate development of and updates to the Wellness Policy, and will ensure ESU #13's compliance with the policy.

ESU #13 will designate a program wellness policy coordinator, who will ensure compliance with the policy.

## 2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

### Implementation Plan

ESU #13 will develop and maintain a plan for implementation to manage and coordinate the execution of this Wellness Policy. The plan delineates roles, responsibilities, actions and timelines specific to each program; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the ESU #13 campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other ESU #13 based activities that promote student wellness. It is recommended that the ESU #13 use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at ESU #13's website.

### Recordkeeping

ESU #13 will retain records to document compliance with the requirements of the Wellness Policy at the Administrator's office and/or on ESU #13's computer network. Documentation maintained in this location will include but will not be limited to:

- the written Wellness Policy;
- documentation demonstrating that the policy has been made available to the public;
- documentation of efforts to review and update the ESU #13's Wellness Policy; including an indication of who is involved in the update and methods ESU #13 uses to make stakeholders aware of their ability to participate on the ESU #13 Wellness Committee;
- documentation to demonstrate compliance with the annual public notification requirements;
- the most recent assessment on the implementation of the ESU #13 Wellness Policy;
- documentation demonstrating the most recent assessment on the implementation of the ESU #13 Wellness Policy has been made available to the public.

### Annual Notification of Policy

ESU #13 will actively inform families and the public each year of basic information about this policy, including its content and any updates to the policy and implementation status. ESU #13 will make this information available via ESU #13's website. This will include a summary of ESU #13's events or activities related to the Wellness Policy implementation. Annually, ESU

#13 will also publicize the name and contact information of ESU #13 officials leading and coordinating the committee, as well as information on how the public can get involved with the ESU #13 wellness committee.

#### Triennial Progress Assessments

At least once every three years, ESU #13 will evaluate compliance with the Wellness Policy to assess the implementation of the policy and include:

- the extent to which ESU #13's programs are in compliance with the Wellness Policy;
- the extent to which ESU #13's Wellness Policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- a description of the progress made in attaining the goals of ESU #13's Wellness Policy.

The position/person responsible for managing the triennial assessment and contact information is the Administrator or Administrator's designee.

The ESU #13 Wellness Committee, in collaboration with individual programs, will monitor ESU #13's compliance with this Wellness Policy.

ESU #13 will notify households/families of the availability of the triennial progress report.

#### Revisions and Updating the Policy

The ESU #13 Wellness Committee will update or modify the Wellness Policy based on the results of the annual School Health Index and triennial assessments and/or as ESU #13's priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The Wellness Policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

#### Community Involvement, Outreach and Communications

ESU #13 will actively communicate ways in which representatives of ESU #13 Wellness Committee and others can participate in the development, implementation and periodic review and update of the Wellness Policy through a variety of means appropriate for that program. ESU #13 will also inform parents of the improvements that have been made to ESU #13 meals and compliance with ESU #13 meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. ESU #13 will use electronic mechanisms, such as email or displaying notices on ESU #13's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the Wellness Policy, as well as how to get involved and support the policy. ESU #13 will ensure that communications are culturally and linguistically appropriate to the community, and

accomplished through means similar to other ways that ESU #13 and school districts are communicating important program information with parents.

ESU #13 will notify the public about the content of or any updates to the Wellness Policy annually, at a minimum. ESU #13 will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

### 3. Nutrition

#### ESU #13 Meals

All programs within ESU #13 that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs

#### Staff Qualifications and Professional Development

All ESU #13 nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These ESU #13 nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

#### Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the program day and throughout every ESU #13 campus ("ESU #13 campus" and "program day" are defined in the glossary). ESU #13 will make drinking water available where ESU #13 meals are served during mealtimes.

#### Competitive Foods and Beverages

The foods and beverages sold and served outside of the ESU #13 meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable ESU #13 meal programs that are sold to students on the ESU #13 campus during the program day, will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, ESU #13 stores and snack or food carts.

#### Celebrations and Rewards

ESU #13 will encourage staff to ensure that foods offered on the ESU #13 campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. Celebrations and parties. ESU #13 will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. ESU #13 will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. ESU #13 will provide teachers and other relevant ESU #13 staff a list of alternative ways to reward children or other comparable resources. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

### Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the ESU #13 campus during the program day.

### Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in ESU #13 meal programs. Students and staff will receive consistent nutrition messages throughout ESU #13, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by ESU #13 staff, teachers, parents, students and the community.

### Nutrition Education

ESU #13 will teach, model, encourage and support healthy eating by all students. ESU #13 will provide nutrition education and engage in nutrition promotion that:

- is designed to provide students with the knowledge and skills necessary to promote and protect their health; and
- includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and ESU #13 gardens.

### Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the ESU #13 campus during the program day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions at ESU #13. This term includes, but is not limited to the following:

- brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container;
- displays, such as on vending machine exteriors;
- corporate brand, logo, name or trademark on ESU #13 equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, ESU #13 will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.);
- corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by ESU #13;
- advertisements in ESU #13 publications or ESU #13 mailings;
- free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As ESU #13/program nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by ESU #13 Wellness Policy.

#### 4. Physical Activity

Children and adolescents should participate in physical activity every day.

To the extent practicable, ESU #13 will ensure that its grounds and facilities are safe and that equipment is available to students to be active. ESU #13 will conduct necessary inspections and repairs.

#### Classroom Physical Activity Breaks (Elementary and Secondary)

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical program week. ESU #13 recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom times at least three days per week.

ESU #13 will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through the USDA and the Alliance for a Healthier Generation.

#### 5. Other Activities that Promote Student Wellness

ESU #13 will integrate wellness activities across the entire ESU #13 setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. ESU #13 will coordinate and integrate other initiatives related to physical activity, physical education,

nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy program environments will be coordinated with and complementary of the Wellness Policy, including but not limited to ensuring the involvement of the ESU #13 Wellness Committee.

#### Community Partnerships

ESU #13 will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this Wellness Policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the Wellness Policy and its goals.

#### Staff Wellness and Health Promotion

The ESU #13 Wellness Committee will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Programs in ESU #13 will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. ESU #13 promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

#### Professional Learning

When feasible, ESU #13 will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and ESU #13 (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help ESU #13 staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing ESU #13 reform or academic improvement plans/efforts.

#### Glossary

**ESU #13 Campus:** areas that are owned or leased by ESU #13 and used at any time for ESU #13-related activities, including on the outside of the ESU #13 building, ESU #13 buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

**Program Day:** the time between midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

#### H. Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

#### **Procurement Policy**

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$250,000 (small purchase threshold) per procurement event or in aggregate purchases this organization will follow the informal Small Purchase Procedures.
- When the annual total for food service program related items is greater than \$250,000 (small purchase threshold) per year per procurement event or in aggregate purchases this organization will follow the Formal Competitive Solicitation Procedures.

#### Micro-Purchase Procedures

Micro-Purchases may be used for single purchases under \$10,000 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

#### Small Purchase Procedures

For purchases made below the small purchase threshold, Small Purchase Procedures will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

1. Contact a reasonable number of qualified vendors.
2. Write specifications for goods and services.
3. Document each vendor's quoted price. (ex. log sheet)
3. Select the company that provides the lowest, most responsive, and responsible bid.
4. Document supplier who was awarded the quote.
5. Manage orders by confirming product and prices match quotes.

#### Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document

- specifically addressing the items to be procured
- a. Include detailed specifications
  - b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
    - a. Announcements will include the date, time and location in which bids will be opened
  3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
    - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
    - b. Responsible bidders will be those who are capable of performing successfully under the terms and conditions of the contract.
  4. Award the contract
    - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
    - b. At least two weeks before program operations begin
    - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
  5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the small purchase threshold established in the sponsor's procurement policy statement is less than \$250,000, the smaller bid threshold will govern.)

### Procurement Summary

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

1. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
2. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. [2 CFR 200.319(a)(6)]
3. Documentation: We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)]
4. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)]

5. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)]
  
6. General Requirements:
  - a. Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
  - b. Ensure compliance with the Buy American Provision when purchasing food 7 CFR 210.21(d).
  - c. A cost or price analysis in connection with every procurement action in excess of the Small Purchase Threshold including contract modifications. [2 CFR 200.323(a)]
  - d. Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
  
7. Duties of Food Service Supervisor:
  1. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
  2. Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
  3. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.
  4. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
  5. Place and confirm orders with vendors or make plans to purchase the required items.
  6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
  7. To work with vendors on a fair and equal basis.
  8. To conduct an in-house procurement review once per year.

I. Procurement Plan – Code of Conduct

ESU #13 seeks to conduct all procurement procedures in compliance with federal and state regulations and without any conflicts of interest with employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent of ESU #13 may participate in the selection, award, or administration of a contract supported by federal, state, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to

employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of ESU #13 may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Employees, officers or agents of ESU #13 that violate these standards shall be subject to appropriate disciplinary actions.

## Federal Stipends

1. Purpose and Alignment with Educational Priorities. The purpose of this policy is to establish the guidelines and procedures for providing stipends from federal funds to educators working in schools served by Educational Service Unit #13 (ESU #13). These stipends are intended to support the professional development, training, and continuing education of the educational staff, in order to enhance the quality of instruction and student outcomes. This program is a cornerstone of our commitment to continuous improvement in educational practices and aligns with ESU #13's mission. This program shall be referred to as the "Educator Stipend Program."
2. Scope and Integration with Existing Programs. This policy applies to all full-time and part-time educators employed by school districts served by ESU #13 who meet the eligibility requirements set forth in this document. Stipends may be awarded for a variety of qualifying activities, including attending approved conferences or workshops, completing continuing education courses, or implementing innovative instructional strategies in the classroom.
3. Eligibility. To be eligible for an educator stipend, the individual must:
  - a. Be a current full-time or part-time staff member employed by a school district served by ESU #13;
  - b. Have been employed by a school district served by ESU #13 for a minimum of one academic year;
  - c. Obtain prior approval from the school district's designated administrator for the proposed professional development activity;
  - d. Submit all required documentation and receipts within the specified timeframe;
  - e. Have a record of satisfactory performance, as evidenced by their most recent performance evaluation.
4. Qualifying Activities. Stipends may be awarded for the following types of professional development activities; provided, however, such activities must also qualify under the terms of the federal funding source that is providing the stipend:
  - a. Attendance at conferences, workshops, or training sessions related to the educator's subject area or instructional methods;
  - b. Completion of university-level courses or other accredited continuing education programs;
  - c. Development and implementation of new curricula, lesson plans, or teaching strategies that align with the school's educational goals and the requirements of the federal funding source;
  - d. Participation in research projects or action research that directly benefits the school's instructional practices; and
  - e. Mentoring or peer coaching activities that promote the sharing of best practices among teaching staff.
5. Application and Approval Process. Educators must submit a request to ESU #13 at least four (4) weeks prior to the proposed activity. The request must include a detailed description of the proposed activity, an itemized estimate of associated costs, a statement of how the activity will benefit the educator's professional development and improve student learning, and an explanation of how the activity aligns with ESU #13's educational priorities and the

requirements of the federal funding source. ESU #13 will review all requests and notify educators of their approval or denial status. Approved requests will be forwarded to the finance department for processing of the stipend payment.

6. Appeals Process. Educators whose requests are denied may appeal the decision within thirty (30) days of receiving the denial notification. The appeal must be submitted in writing and include a copy of the original stipend request, a detailed explanation of why the educator believes the request should be reconsidered, and any additional supporting documentation that strengthens the appeal. ESU #13's Board of Education will promptly convene an appeals review board consisting of one administrator, one educator representative, and one board member to evaluate the appeal. The appeals review board will render a decision, which shall be final and binding.
7. Reimbursement and Payment. Educators will be reimbursed for eligible expenses incurred for approved professional development activities. Original receipts must be submitted to ESU #13 within two (2) weeks of the activity's completion. Stipend payments will be issued to educators as soon as reasonably practicable after ESU #13 receives the completed reimbursement request. The school will consult with its tax and employment law counsel to ensure the stipend payments are properly structured and administered in compliance with all applicable laws and regulations.
8. Employment Status. Participation in the Educator Stipend Program does not alter an educator's employment status or create any additional employment rights or obligations beyond those specified in the educator's employment contract and applicable law.
9. Reporting and Compliance. ESU #13 will maintain accurate records of all educator stipend awards, including the names of recipients, the amounts and dates of payments, and a description of the approved activities. These records will be kept on file in accordance with federal grant management requirements and ESU #13's document retention policy. ESU #13 will also submit any required reports to the federal funding source.
10. Monitoring and Prevention of Fund Misuse. ESU #13 shall implement and maintain a system of internal controls to prevent the misuse of stipend funds. These controls shall include, but are not limited to, regular reconciliation of stipend payments against approved requests, periodic review of stipend awards to ensure equitable distribution and compliance with program limits, and verification of attendance or completion of approved professional development activities. ESU #13 shall also conduct or cause to be conducted such audits of the Educator Stipend Program as may be required by the federal funding source.
11. Federal Funding Source Requirements. All aspects of the Educator Stipend Program shall be administered in strict compliance with the terms and conditions of the grant provided by the federal funding source. This includes, but is not limited to, adherence to approved budget allocations, compliance with all reporting and documentation requirements, ensuring that stipend funds are used solely for approved purposes, and maintaining records in accordance with federal grant management standards.
12. Prohibited Uses of Funds and Corrective Action. Stipend funds may not be used for any purposes prohibited by the federal funding source. Any misuse of stipend funds or fraudulent activity related to the Educator Stipend Program shall be subject to disciplinary action. ESU #13 shall develop and implement procedures for investigating suspected misuse and taking appropriate corrective action.

13. Program Modification or Termination. ESU #13 reserves the right to modify, suspend, or terminate the Educator Stipend Program at any time. Any such modification, suspension, or termination must be approved by a majority vote of ESU #13's Board of Education. ESU #13 shall give educators such advance notice as is reasonably practicable of any significant changes to the program. Any modifications or termination shall comply with the terms of the grant agreement with the federal funding source.
14. Funding Contingency. The continuation of the Educator Stipend Program is contingent upon the availability of funds from the federal funding source. In the event that funding is significantly reduced or eliminated, ESU #13 may reduce the number or amount of stipends awarded, modify the eligibility criteria or qualifying activities, or suspend or terminate the program.
15. Oversight. This policy supersedes any previous policies or procedures related to the same subject matter. The ESU #13 Board of Education shall review and have authority to approve this policy, as well as any future amendments, to ensure the stipend program aligns with ESU #13's strategic objectives and educational priorities.
16. Nondiscrimination. ESU #13 shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its administration of the Educator Stipend Program.

Legal Reference:	
Date of Adoption:	
Updated:	

# ESU 13 LifeLink Calendar 2025-2026



THE ROAD TO INDEPENDENCE

Drawing credit to Reynolds Center

August 25						
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Yellow: Staff In-Service/Professional Development	Parent Teacher Conferences
Red: No School for Students & Staff (Offices Closed)	End of Quarter
Blue: First and Last Day of School	Special Dates

Staff Days = 185, Student Day = 167      School Hours 9:00 a.m. - 3:00 p.m.

### Special Dates

- August 2025**  
 11 - New Employee Orientation, Staff Work Day  
 12 - ESU In-Service  
 13-14 - Staff Work Day  
 15 - First Day of School
- September 2025**  
 1 - Labor Day, No School  
 26 - No School for Students, Staff PD/Work Day
- October 2025**  
 14 - End of 1st Quarter  
 15 - No School Staff Work Day  
 16 - No School Staff Work Day - Parent/Teacher Conf. (2:00-6:00)  
 17 - No School for Students, ESU Staff In-Service  
 24 - No School, Fall Break
- November 2025**  
 26, 27, 28 - No School, Thanksgiving Break
- December 2025**  
 18 - Last Day for Students, End of 2nd Semester  
 19 - Staff Work Day  
 22-31 - Christmas Break
- January 2026**  
 1-2 - Christmas Break  
 5 - Staff PD/Work Day  
 6 - Students Return
- February 2026**  
 13 - No School, Staff PD/Work Day  
 16 - No School for Students, Mid-Winter Conference
- March 2026**  
 6 - End of 3rd Quarter  
 9 - No School, Staff Work Day  
 10 - No School Staff Work Day - Parent/Teacher Conf. (2:00-6:00)  
 11 - No School ESU 13 In-Service  
 12-13 - No School Winter Break
- April 2026**  
 3-6 - Easter Break  
 24 - No School Staff Work Day, Prom
- May 2026**  
 8 - Graduation  
 19 - Student Last Day, End of 2nd Semester  
 20 - Staff Work Day  
 21 - ESU Staff In-Service

**LifeLink Program**  
 2620 College Park  
 Scottsbluff, NE 69361  
 Phone: 308-635-0206  
 Administrator - Julie Black

**Main Office**  
 4215 Avenue I  
 Scottsbluff, NE 69361  
 Phone 308-635-3696  
 Fax 308-633-3752





# ESU 13 Meridian Calendar 2025-2026



August 25						
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Yellow: Staff In-Service/Professional Development	Parent Teacher Conferences
Red: No School for Students & Staff (Offices Closed)	End of Quarter
First and Last Day of School	Special Dates

Staff Days = 185, Student Day = 167  
School Hours 9:00 a.m. - 3:00 p.m.

## Special Dates

### August 2025

- 11 - New Employee Orientation, Staff Work Day
- 12 - ESU In-Service
- 13-14 - Staff Work Day
- 15 - First Day of School

### September 2025

- 1 - Labor Day, No School
- 26 - No School for Students, Staff PD/Work Day

### October 2025

- 14 - End of 1st Quarter
- 15 - No School Staff Work Day
- 16 - No School Staff Work Day - Parent/Teacher Conf.(2:00-6:00)
- 17 - No School for Students, ESU Staff In-Service
- 24 - No School, Fall Break

### November 2025

- 26, 27, 28 - No School, Thanksgiving Break

### December 2025

- 12 - Christmas Concert
- 18 - Last Day for Students, End of 2nd Semester
- 19 - Staff Work Day
- 22-31 - Christmas Break

### January 2026

- 1-2 - Christmas Break
- 5 - Staff PD/Work Day
- 6 - Students Return

### February 2026

- 13 - No School, Staff PD/Work Day
- 16 - No School for Students, Mid-Winter Conference

### March 2026

- 6 - End of 3rd Quarter
- 9 - No School, Staff Work Day
- 10 - No School Staff Work Day - Parent/Teacher Conf. (2:00-6:00)
- 11 - No School ESU 13 In-Service
- 12-13 - No School Winter Break

### April 2026

- 3-6 - Easter Break
- 24 - No School Staff Work Day, Prom

### May 2026

- 15 - Graduation
- 19 - Student Last Day, Field Day, End of 2nd Semester
- 20 - Staff Work Day
- 21 - ESU Staff In-Service

**Meridan School**  
4215 Avenue I  
Scottsbluff, NE 69361  
Phone 308-635-3696  
Administrator - Julie Black

**Main Office**  
4215 Avenue I  
Scottsbluff, NE 69361  
Phone 308-635-3696  
Fax 308-633-3752



# Panhandle Day Treatment Academic Year Calendar 2025-2026

August 25						
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Student = 168      Staff = 190

**Yellow:** Staff In-Service/Prof. Development / No Students  
**Red:** No School for Students & Staff (Offices Closed)  
**Grey:** PbDTx Advisory Board Meeting

### SPECIAL DATES

- AUG 5-8 - Staff Certifications / Program Reviews
- AUG 11-13 - Staff Work Days
- AUG 12 - ESU In-Service
- AUG 15 - Students First Day
- SEPT 1 - Labor Day Holiday
- SEPT 26 - Student Program PD - No Students
- OCT 14 - Last day of the quarter
- OCT 15 - 16 - Staff Training Day-No Students
- OCT 17 - ESU In-Service - No Students
- OCT 24 - Fall Break
- NOV 26-28 - Thanksgiving Break
- DEC 18 - Last day of the quarter
- DEC 19 - Staff Work Day
- DEC 22 - JAN 2 - Christmas Break
- JAN 5 - Department Meetings/Work Day
- JAN 6 - Student First Day
- FEB 13 - Student Program PD-No Students
- FEB 16 - ESU 13 Midwinter Conference
- MAR 6 - Last day of the quarter
- MAR 9-10 - Staff PD/Work Day - No students
- MAR 11 - ESU 13 In-Service
- MARCH 12-13 - Spring Break
- APRIL 3 & 6 - Easter Break
- MAY 19 - Student last day
- MAY 20 - Staff Work Day
- MAY 21 - ESU In-Service
- MAY 22 - Staff Last Day

**PbDTx Office**  
 Carpenter Center  
 116 Terry Avenue  
 Gering, NE 69341  
 Phone 308-632-3981

**ESU 13 Main Office**  
 4215 Avenue I  
 Scottsbluff, NE 69361  
 Phone 308-635-3696  
 Fax 308-633-3752



# V.A.L.T.S. Academic Year Calendar 2025-2026

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

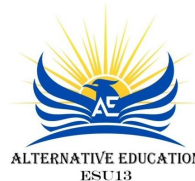
June 26						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Student = 168      Staff = 185

Yellow: Staff In-Service/Prof. Development / No Students
Red: No School for Students & Staff (Offices Closed)
Grey: VALTS Board Meetings
Green: VALTS Graduations
Pink: VALTS Parent / Teacher Conferences - No Students

- SPECIAL DATES**  
 AUG 11 - Staff First Day & New Employee  
 AUG 12 - ESU In-Service  
**AUG 15 - Student First Day**  
 SEPT 1 - Labor Day Holiday  
 SEPT 26 - Student Program PD - No Students  
**OCT 8 - 1st Qtr Graduation**  
 OCT 14 Last Day of the Quarter  
 OCT 15 - Staff Work Day - No Students  
**OCT 16 - P/T Conference (2-6) - No Students**  
 OCT 17 - ESU In-Service / No Students  
 OCT 24 - Fall Break  
 NOV 26-28 - Thanksgiving Break  
**DEC 17 - 2nd Qtr Graduation**  
 DEC 18 - Last Day of the Quarter  
 DEC 19 - Staff Work Day  
 DEC 22 - JAN 2 - Christmas Break  
 JAN 5 - Staff Work Day - No Students  
**JAN 6 - Student First Day**  
 FEB 13 - Student Program PD - No Students  
 FEB 16 - ESU 13 Midwinter Conference  
**MAR 4 - 3rd Qtr Graduation**  
 MAR 6 - Last Day of the Quarter  
 MAR 9 - Staff Work Day - No Students  
**MAR 10 - P/T Conferences (2-6) - No Students**  
 MAR 11 - ESU 13 In-Service  
 MAR 12-13 - Spring Break  
 APRIL 3 & 6 - Easter Break  
 APR 24 - Staff Work Day - No Students  
**MAY 13 - 4th Qtr Graduation**  
**MAY 19 - Last Day of School**  
 MAY 20 - Teacher Work Day  
 MAY 21 - ESU 13 In-Service  
**May 26 - June 12 - Summer School**



**VALTS - Harms Center**  
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