

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, December 16, 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 (November regular meeting)
 - b. Treasurer's Report
 - c. Fund Balance
 - d. Budget Report

e. Claims for Disbursement

D. Calendar

- **December 22, 2025 - January 2, 2026 - ESU Offices closed for Winter Break**
- **January 20, 2026 - Regular Meeting**
- **January 25-26, 2026 - Legislative Issues Conference - Lincoln**
- **January 25-31, 2026 - School Board Member Week in Nebraska**
- **February 16, 2026 - ESU 13's Mid-Winter Conference**
- **March 18-20, 2026 - NRCSA Spring Conference - Kearney**

E.

F. Public Forum:

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

G. Reports

1. Amy Trauernicht - AQuESTT Federal Designations
2. 2025 State Education Conference (Jones, Plog, Winchester)
3. AESA Annual Conference (Coon, Kinsey, Marsh, Plog, Richards, Sinner)
4. Head Start Director's Report, Policy Council, and Financial Reports
5. Administrator's Report
6. Board Committee Reports
7. Board Member Comments

H. Business

1. Declaration of Board Vacancy
The Board needs to declare a vacancy for Election District #12
2. Head Start 2026-2027 Continuation Grant
The 2026-2027 Head Start continuation grant application will be submitted on or before December 31, 2025, to the Administration for Children and Families for the Head Start preschool and Early Head Start programs. The program plans to serve a total of 274 children (202 Head Start preschool and 72 Early Head Start), including public school partnerships with Morrill Early Learning Center, Mitchell Tiger Cub Preschool, Scottsbluff Bear Cub Preschool, Gering Public Preschool, Minatare Pre-Start, Bayard Tiger Cub Preschool, Leyton Little Warriors, and Bridgeport Public Preschool. The program's five-year goals, program annual self-assessment surveys including parent, staff, and partnership surveys, along with community assessment data, have been guiding factors in writing the continuation grant application without any proposed service changes at this time.
3. Change of ESU 13 Treasurer and Authorized Signers
Due to the current treasurer's retirement, the Board needs to appoint the Business Manager, Jodi Walker, as treasurer. In addition, Executive Assistant, Stephanie Ryan, will need approval as an authorized signer at the depositories as listed on the Treasurer's Report.

4. Board Policy Amendment - Article 4, Section 12 (Substitute Teachers and Educators)
The Policy Committee has recommended an amendment to Article 4, Section 12 removing dollar amounts in the policy. Justin Knight composed the amendment.
5. Board Policy Amendments - Procurement & Internal Control Policies
This update is from Justin Knight: Recently, the micro-purchase and simplified acquisition thresholds were updated in the Federal Acquisition Regulations. To ensure compliance with federal grant awards and for upcoming NDE federal desk audits, we are required to update these new federal thresholds in Board Policies. The Policy Committee has reviewed these amendments and recommends approval.
6. Executive Session for Administrator Evaluation
Section 15 of the Administrator's Contract states that the Board shall evaluate the Administrator as provided in Board policy, which requires a formal appraisal of the job performance of the administrator of ESU #13 be conducted annually on or before the February Board meeting. The Board will move into executive session for the purpose of the Administrator's evaluation.

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)(a) Except as provided in subsection (9) of this section, 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 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, if available, 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, if available, 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, if available, 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, if available, 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) 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 (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 publish the notice, the public body shall (A) post such notice on its website, if available, (B) request the newspaper submit a post on a statewide website, if available, 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 pursuant to subdivision (1)(b)(iv)(A) and (C) of this section and a written record of the request to the newspaper pursuant to subdivision (1)(b)(iv)(B) of this section. 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)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(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 subsection (1) 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.

(3) 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.

(4) 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.

(5) 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 (4) 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.

(6) 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.

(7)(a) Notwithstanding subsections (2) and (5) 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 subsection (1) 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 (4) 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.

(8) In addition to any other statutory authorization for virtual conferencing, any public body not listed in subdivision (2)(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 (2)(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 06/2025

OFFICIAL MINUTES, BOARD OF EDUCATIONAL SERVICE UNIT NO. 13

Monday, November 17, 2025

The regular meeting of the Board of Educational Service Unit No. 13 (ESU 13) was called to order by President Mark Sinner on Monday, November 17, 2025 at 7:00 PM at the ESU 13 Main Office, 4215 Avenue I, Scottsbluff, NE 69361. The meeting notice was published in the Star-Herald on Thursday, November 13, 2025.

Present: Diane Coon, Stephen Diemoz, Patricia Jones, Ronda Kinsey, Scott Marsh, Kim Marx, Tom Millette, Eric Packer, Mandy Plog, 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 Marsh, seconded by Millette that the agenda be approved as listed. Coon: Aye, Diemoz: Aye, Jones: Aye, Kinsey: Aye, Marsh: Aye, Marx: Aye, Millette: Aye, Packer: Aye, Plog: Aye, Richards: Aye, Sinner: Aye, Winchester: Aye. Motion passed.

Moved by Diemoz, seconded by Coon that consent action items be approved as listed (Minutes of October regular meeting, Treasurer's Report, Fund Balance Report, Budget Report, and Claims for Disbursement). Coon: Aye, Diemoz: Aye, Jones: Aye, Kinsey: Aye, Marsh: Aye, Marx: Aye, Millette: Aye, Packer: Aye, Plog: Aye, Richards: Aye, Sinner: Aye, Winchester: Aye. Motion passed.

November 17, 2025 Approved Claims	
Salaries, Benefits,	\$1,018,276.22
Prof. & Tech. Services; Mileage	\$ 93,938.28
Leases, Utilities & Maintenance	\$ 21,338.80
Copies, Postage, Telephone & Travel	\$ 56,073.19
Supplies, Materials, Software & other Util.	\$ 94,056.10
Bldg. Improvements, Furn., Equipment, Hardware, Vehicle Acquisition, Transfer of funds	\$ 256,679.82
Dues, Fees & Ind. Costs	\$ 2,014.66
Total	\$1,542,377.07

Calendar:

- November 19-21, 2025 - State Education Conference, CHI Health Center - Omaha (Jones, Plog, Winchester)
- November 26-28, 2025 - Thanksgiving Break, Offices Closed
- December 3-5, 2025 - AESA Annual Conference - Colorado Springs (Coon, Kinsey, Marsh, Plog, Richards, Sinner)
- December 12, 2025 - Meridian Christmas Concert
- December 16, 2025 - Regular Board Meeting
- December 17, 2025 - VALTS Graduation - HARMS Center-11:45 AM
- December 22, 2025 - January 2, 2026 - Winter Break

No Public Forum

Reports:

Head Start Director's Report, Policy Council, and Financial Reports: Dr. Barrett updated the Board on Head Start level funding. We are developing a proposal detailing the necessary steps to achieve funding compliance.

Head Start/Early Head Start Required Governance Training

Dr. Barrett presented the Head Start/Early Head Start Program Governance. The training included child eligibility, screenings such as social-emotional and health (vision, hearing, dental). Parent engagement opportunities were also presented. Head Start currently has eight partnerships with public school districts. They also partner with ESU 13 for services, and collaborate with community organizations. The Management Systems Wheel was reviewed. Dr. Barrett explained the Head Start Act of 2007, which describes the composition, roles and responsibilities of Head start agency governing bodies, and Policy Councils with regard to program design, planning, monitoring, and oversight. New program standards were published in 2024. The Governing Body has legal and fiscal responsibility for the HS agency. Therefore, reports are reviewed each month. The process for Policy Council was reviewed. The grievance procedures were reviewed. References to ECLKC (Early childhood Learning & Knowledge Center), PerformanceStandards, and Program Governance Reference Book were included.

Jodi Walker, ESU 13 Business Manager, gave a report on the Federal Program Desk Audit.

Administrator's Report:

- Dr. Barrett explained that ESU 13 is working with partners such as WNCC, Twin Cities Development, and 6 Regions 1 Nebraska to expand career pathways and CTE training.
- The 2024-25 Annual Report was presented.
- Facility update: continued discussion is taking place with JEO for the Meridian addition.
- Dr. Barrett gave updates on federal legislative issues.

Board Committee Reports: none

Board Member Comments: President Sinner informed the Board that he will not be filing for reelection for the 2026 general election. He offered to have anyone interested shadow him for the next year.

Business:

NASB Delegate Assembly: It was the consensus of the Board to appoint Patricia Jones as the NASB Delegate Assembly.

Moved by Plog, seconded by Coon that the Board approve the CliftonStrengths training and assessments for Board members, including a facilitation fee of \$1,000 to NASB and an additional assessment fee of \$25.00 per participating Board member. Coon: Aye, Diemoz: Aye, Jones: Aye, Kinsey: Aye, Marsh: Aye, Marx: Aye, Millette: Aye, Packer: Aye, Plog: Aye, Richards: Aye, Sinner: Aye, Winchester: Aye. Motion passed.

Moved by Packer, seconded by Winchester that the Board approve the Personnel Committee's recommendation to amend Board Policy Article 4, Section 12 A regarding substitute teacher pay and add substitute paraeducator pay, and waive the second reading. Coon: Aye, Diemoz: Aye, Jones: Aye, Kinsey: Aye, Marsh: Aye, Marx: Aye, Millette: Aye, Packer: Aye, Plog: Aye, Richards: Aye, Sinner: Aye, Winchester: Aye. Motion passed.

President Sinner adjourned the meeting at 7:51 PM. The next regular meeting of the Board will be held on December 16, 2025, at 7:00 PM at the ESU 13 Main Office, 4215 Avenue I, Scottsbluff, NE 69361.

President

Secretary

CHECK REGISTER NOVEMBER 2025			
Check #	Check Date	Entity Name	Amount
24374	11/05/2025	ED SERVICE UNIT NO 13	1,018,276.22
24375	11/07/2025	VISA	3,883.48
24376	11/05/2025	VOID	0.00
24377	11/12/2025	BLACK HILLS ENERGY	242.44
24378	11/12/2025	CITY OF SCOTTSBLUFF	1,360.99
24379	11/12/2025	NPPD	2,474.54
24380	11/12/2025	VIAERO WIRELESS	185.23
24381	11/13/2025	WESTERN STATES BANK	256,679.82
24382	11/17/2025	VOID	0.00
24383	11/17/2025	308 EMBROIDERY	91.72
24384	11/17/2025	ACR PROPERTIES, LLC	520.00
24385	11/17/2025	AHLERS BAKING, INC	75.96
24386	11/17/2025	XAVIER ARELLANO	147.00
24387	11/17/2025	AUTOZONE, INC	60.68
24388	11/17/2025	SUE BAINTE	112.50
24389	11/17/2025	BAYARD PUBLIC SCHOOLS	1,558.90
24390	11/17/2025	BAYARD PUBLIC SCHOOLS	3,039.00
24391	11/17/2025	CASSANDRA BEHNKE	106.40
24392	11/17/2025	BENZEL PEST CONTROL	96.80
24393	11/17/2025	BENZEL PEST CONTROL	104.50
24394	11/17/2025	BOK FINANCIAL	83.75
24395	11/17/2025	BOMGAARS	33.97
24396	11/17/2025	BRIDGEPORT PUBLIC SCHOOLS	777.00
24397	11/17/2025	JON PAUL BURDEN	1,500.00
24398	11/17/2025	BURGER WERX	184.74
24399	11/17/2025	CASH-WA DISTRIBUTING	10,701.02
24400	11/17/2025	CHRISTINE RIPPE	30.00
24401	11/17/2025	CITY OF SCOTTSBLUFF	238.28
24402	11/17/2025	COMPLETE CARE FAMILY PRACTICE, LLC	202.00
24403	11/17/2025	CREEK VALLEY PUBLIC SCHOOLS	1,337.64
24404	11/17/2025	CULLIGAN	59.34
24405	11/17/2025	CULLIGAN OF SCOTTSBLUFF	86.00
24406	11/17/2025	CYTEK MEDIA SYSTEMS, INC	558.00
24407	11/17/2025	D. MARTIN-ESU #13	25.00
24408	11/17/2025	DOCU-SHRED, LLC	90.00
24409	11/17/2025	ED SERVICE UNIT 8	45.00
24410	11/17/2025	ED SERVICE UNIT NO 10	300.00
24411	11/17/2025	EMBASSY SUITES OLD MARKET	160.65
24412	11/17/2025	ESU COORDINATE COUNCIL	16,401.53
24413	11/17/2025	FRENCHMAN VALLEY COOP	847.16
24414	11/17/2025	NANCY GARNER	280.00
24415	11/17/2025	GERING PUBLIC SCHOOLS	6,025.00

24416	11/17/2025	GERING PUBLIC SCHOOLS	11,664.00
24417	11/17/2025	HAY SPRINGS PUBLIC SCHOOLS	966.06
24418	11/17/2025	HIGH PLAINS PSYCHOLOG INTERNSHIP CONS	1,500.00
24419	11/17/2025	HOLIDAY INN EXPRESS - MCCOOK	220.00
24420	11/17/2025	HOLIDAY INN EXPRESS & SUITES CHADRON	753.00
24421	11/17/2025	HOLIDAY INN EXPRESS & SUITES SCOTTSBLU	550.00
24422	11/17/2025	HOLIDAY INN EXPRESS ALLIANCE	440.00
24423	11/17/2025	HOLIDAY INN EXPRESS-KEARNEY	270.00
24424	11/17/2025	HOLIDAY INN OF KEARNEY	119.00
24425	11/17/2025	HULLINGER GLASS AND LOCKS	64.00
24426	11/17/2025	JEO CONSULTING GROUP, INC.,.	8,677.50
24427	11/17/2025	LEYTON PUBLIC SCHOOLS	1,295.00
24428	11/17/2025	MARKETING CONSULTANTS	1,359.00
24429	11/17/2025	DEBRA MASON	750.00
24430	11/17/2025	MENARDS	477.88
24431	11/17/2025	MENARDS	111.46
24432	11/17/2025	REBECCA MILLER	345.00
24433	11/17/2025	MINATARE PUBLIC SCHOOLS	2,590.00
24434	11/17/2025	MITCHELL PUBLIC SCHOOLS	4,183.00
24435	11/17/2025	MITCHELL PUBLIC SCHOOLS	2,650.16
24436	11/17/2025	MORRILL PUBLIC SCHOOLS	3,122.00
24437	11/17/2025	MOUNTAIN VISION PIZZA DBA DOMINO'S	56.25
24438	11/17/2025	NATIONAL HEAD START ASSOCIATION	625.00
24439	11/17/2025	NEBRASKA COUNCIL OF SCHOOL	120.00
24440	11/17/2025	NEBRASKA DEPARTMENT OF EDUCATION	125.00
24441	11/17/2025	NEBRASKA SCHOOL PUBLIC RELATIONS ASSC	50.00
24442	11/17/2025	NKC TIRE GROUP (NEBRASKALAND TIRE & SE	32.10
24443	11/17/2025	JADEN NYBERT	70.70
24444	11/17/2025	SARAH OCHOA	1,816.50
24445	11/17/2025	OPTK NETWORKS	6,104.30
24446	11/17/2025	O'REILLY AUTOMOTIVE	532.73
24447	11/17/2025	OUTLAWS MEAT CO, LLC	1,039.50
24448	11/17/2025	PLATTE RIVER GLASS	861.00
24449	11/17/2025	PLATTE VALLEY CREAMERY	886.15
24450	11/17/2025	PRAIRIE WINDS COMMUNITY CENTER	70.00
24451	11/17/2025	PRINT EXPRESS OF SCOTTSBLUFF	46.53
24452	11/17/2025	QUICK CARE MEDICAL SERVICES, INC.	60.00
24453	11/17/2025	QUILL LLC	97.80
24454	11/17/2025	SHAWNA REISH	390.00
24455	11/17/2025	ROSETTA STONE	250.00
24456	11/17/2025	KERI RUFF	345.00
24457	11/17/2025	SANDBERG IMPLEMENT, INC	117.74
24458	11/17/2025	SAUDER'S AUTOMOTIVE	152.47

24459	11/17/2025	SCOTTSDLUFF FAMILY YMCA	505.00
24460	11/17/2025	SCOTTSDLUFF PUBLIC SCHOOLS	2,056.25
24461	11/17/2025	SCOTTSDLUFF PUBLIC SCHOOLS	20,075.00
24462	11/17/2025	SONNY'S SUPER FOODS/BRIDGEPORT	1,663.56
24463	11/17/2025	TEAM CHEVROLET	1,432.14
24464	11/17/2025	THE UNIVERSITY OF NEBRASKA - LINCOLN	3,042.00
24465	11/17/2025	VERIZON WIRELESS	972.44
24466	11/17/2025	VERIZON WIRELESS	164.85
24467	11/17/2025	WASH-IT LLC DBA HI PERFORMANCE CAR WA	64.51
24468	11/17/2025	WESTERN NEBRASKA COMMUNITY COLLEGE	1,694.25
24469	11/17/2025	WESTERN PATHOLOGY CONSULTANTS, INC.	65.00
24470	11/17/2025	WNCC, TREASURER	3,365.00
24471	11/24/2025	VISA	16,629.01
24472	11/21/2025	BLACK HILLS ENERGY	1,117.02
24473	11/21/2025	CITY OF BRIDGEPORT	342.36
24474	11/21/2025	CITY OF SCOTTSDLUFF	474.60
24475	11/21/2025	CITY OF SIDNEY	2,723.32
24476	11/21/2025	NPPD	51.25
24477	11/21/2025	OPTK NETWORKS	6,104.30
24478	11/21/2025	QUADIENT FINANCE USA, INC	39.83
24479	11/21/2025	QUADIENT LEASING USA, INC	612.42
DIRECT DEPOSIT			
2342	11/17/2025	LACEE JAMES	345.00
2343	11/17/2025	BRITTANY KOUBA	345.00
2344	11/17/2025	LORI KOUBA	495.00
2345	11/17/2025	ADRIAN LOZOYA	345.00
2346	11/17/2025	PAULA PANDURO	345.00
2347	11/17/2025	LILLIAN RALSTON	345.00
2348	11/17/2025	RACHEL RASMUSSEN	345.00
2349	11/17/2025	TOTALLY TOTS, LLC	150.00
2350	11/17/2025	AHA! PROCESS, INC.	4,150.44
2351	11/17/2025	DEIRDRE AMUNDSEN	72.82
2352	11/17/2025	AMANDA ANDERSON	1,190.00
2353	11/17/2025	ANITA'S GREENSCAPING, INC	555.00
2354	11/17/2025	LAURA BARRETT	50.00
2355	11/17/2025	BAYARD TIGER CUB CHILDCARE CENTER	90.00
2356	11/17/2025	ANGELA BORGMANN	345.00
2357	11/17/2025	PAMELA BREZENSKI	298.83
2358	11/17/2025	JESSICA BRODERICK	50.00
2359	11/17/2025	CAPITAL BUSINESS	2,502.38
2360	11/17/2025	CAPITAL BUSINESS SYSTEMS	303.94
2361	11/17/2025	CARPENTER CENTER	5,200.00
2362	11/17/2025	CHUCK ELLEY PRESENTATIONS	1,016.00

2363	11/17/2025	JADEN CRISWELL	420.00
2364	11/17/2025	DAS STATE ACCOUNTING - CENTRAL	592.87
2365	11/17/2025	EMBASSY SUITES HOTELS LA VISTA	384.30
2366	11/17/2025	FBG SERVICE CORPORATION	1,441.65
2367	11/17/2025	ANNA GAMBOA	4,622.00
2368	11/17/2025	KRYSTIE HOHNSTEIN	50.00
2369	11/17/2025	ROXANE HUMPHREY	45.71
2370	11/17/2025	IDEAL LINEN SUPPLY	85.15
2371	11/17/2025	IDEAL LINEN/BLUFFS	1,106.46
2372	11/17/2025	IDEAL LINEN/BLUFFS	772.56
2373	11/17/2025	LYNNDIEE JACOBSON	149.66
2374	11/17/2025	JOE JOE OZUNA	390.00
2375	11/17/2025	JOURNEYED.COM INC.	9,326.74
2376	11/17/2025	DENITA JULIUS	443.80
2377	11/17/2025	LANGUAGE TREE ONLINE INC.	1,500.00
2378	11/17/2025	MEGAN LANTIS	423.36
2379	11/17/2025	LEGACY COOPERATIVE	5,362.82
2380	11/17/2025	KATHY WEBER	80.00
2381	11/17/2025	JENNIFER LOPEZ	749.00
2382	11/17/2025	LR4, LLC	600.00
2383	11/17/2025	BOBBIE MOSEMAN	1,238.98
2384	11/17/2025	NICOLE MURPHY	452.90
2385	11/17/2025	THE NEW TEACHERS PROJECT INV	29,250.00
2386	11/17/2025	ONE SOURCE	249.50
2387	11/17/2025	DANIELLE PARKER	37.80
2388	11/17/2025	JENNIFER BAUMANN	886.22
2389	11/17/2025	LEAH REED	413.00
2390	11/17/2025	SAMANTHA RUST	692.34
2391	11/17/2025	KAYCEE SCHMIDT	41.30
2392	11/17/2025	RUSSELL SMITH	2,250.00
2393	11/17/2025	MICHELLE WEIMER	7,166.77
2394	11/17/2025	STAPLES ADVANTAGE	173.90
2395	11/17/2025	STERLING COMPUTERS CORPORATION	5,439.72
2396	11/17/2025	DAWN TERRELL	325.22
2397	11/17/2025	BILSY THOMAS	20.12
2398	11/17/2025	KALYN TISUE	296.10
2399	11/17/2025	ALLISON TRAMP	886.20
2400	11/17/2025	BRITTAIN TRAVE	1,276.40
2401	11/17/2025	TWO SMOKIN GRILLS	912.00
2402	11/17/2025	ANGELA LUPEN	200.00
2403	11/21/2025	AMY GARZA	351.68
2404	11/21/2025	QUADIENT FINANCE USA, INC	500.00
2405	11/21/2025	BETTY SCHUBAUER	550.48
		TOTAL	1,548,828.32

TREASURER'S REPORT		
November 2025		
GENERAL FUND: Platte Valley Bank		
Balance - Balance October 31, 2025		\$622,013.03
Revenue - November		\$1,227,467.12
Checks/ACH Payments - November 2025		\$1,548,828.32
HS Rent: (\$2,835.00); HS CDC Meal Reimbursement (\$4,458.42); Indirect Costs: \$7,125.71; Interest (NLAF): \$37,196.25		-\$37,028.54
Voided check #24289 to Ed Service No. 10 dated 10/21/25 for \$4,040.00; Voided check # 24290 to Ed Service Unit No. 6 dated 10/21/25 for \$45.00; Voided check # 24339 to Red River Press Inc dated 10/21/25 for \$250.00		\$4,335.00
Transfer of funds to FNBO Money Market		\$256,679.82
Transfer of funds from FNBO Money Market to General Fund for payroll		\$200,000.00
BALANCE GENERAL FUND - November 30, 2025		\$724,638.11
PETTY CASH FUND (Scottsbluff site): Riverstone Bank		
Cash on hand - October 31, 2025		\$475.00
Cash received - November		<u>\$25.00</u>
Cash available - November		\$500.00
Cash paid out - November		<u>\$0.00</u>
Cash on hand - November 30, 2025		\$500.00
TOTAL ACCOUNTED FOR IN PETTY CASH (Scottsbluff site)		\$500.00
PETTY CASH FUND (Sidney site): Security First Bank		
Cash on Hand - October 31, 2025		\$300.00
Cash received - November		<u>\$0.00</u>
Cash available - November		\$300.00
Cash paid out - November		<u>\$0.00</u>
Cash on hand - November 30, 2025		\$300.00
TOTAL ACCOUNTED FOR IN PETTY CASH (Sidney site)		\$300.00
GENERAL FUND INVESTMENTS		
First National Bank (FNBO) (Scottsbluff)		
Money Market Checking #...1011		\$400,050.95
Nebraska Liquid Asset Fund (NLAF):		
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-Bank of China, New York, NY		\$241,000.00
CD-Gbank, Las Vegas, NV		\$242,000.00
CD-Flagstar Bank, Fsb, Troy, MI		\$234,000.00
CD-Mission National Bank, San Francisco, CA		\$239,000.00
CD-First Capital Bank, Charleston, SC		\$226,000.00
CD-Tab Bank, Ogden, UT		\$242,000.00
CD-Cornerstone Bank, Nebraska, York, NE		\$234,000.00
CD-Solera National Bank, Lakewood, CO		\$239,000.00
CD-Royal Business Bank, Los Angeles, CA		\$239,000.00
CD-First Priority Bank, Pryor, OK		\$230,000.00
CD-Farmers & Merchants Union Bank, Columbus, WI 1		\$234,000.00

CD-Financial Federal Savings Bank, Memphis, TN	\$235,000.00	
CD-American Commercial Bank & Trust, Ottawa, IL	\$200,000.00	
CD-Nano Banc, Irvine, CA	\$230,000.00	
NLAF General Fund	\$446,249.92	
Security First Bank (Sidney): CD# 10050664	\$173,785.58	
BALANCE GENERAL FUND INVESTMENTS - November 30, 2025		\$4,763,086.45
TOTAL FUNDS AVAILABLE GENERAL FUND - November 30, 2025		\$5,487,724.56
PAYROLL CHECKING: Platte Valley Bank		
Balance - October 31, 2025	\$7,283.61	
Deposits (includes Interest) - November	\$1,018,318.10	
Expense - (Includes transfer of Interest to General Fund) - November	\$1,018,318.10	
BALANCE PAYROLL CHECKING - November 30, 2025		\$7,283.61
SECTION 125 FUND		
Balance - October 31, 2025	\$1,770.64	
Deposits - November	\$3,796.71	
Payments - November	<u>\$4,108.34</u>	
BALANCE SECTION 125 FUND, First National Bank of Omaha	\$1,459.01	
Balance at BanCorp for Benecards	\$911.24	
TOTAL BALANCE OF FUNDS FOR SECTION 125 - November 30, 2025	\$2,370.25	
TOTAL FUNDS AVAILABLE PAYROLL FUND - November 30, 2025		\$7,283.61
REVENUE SOURCES	THIS MONTH	YEAR TO DATE
Property Taxes	\$22,010.50	\$666,008.04
School Contracts	\$493,764.91	\$888,504.87
Professional Learning	\$15,065.98	\$29,286.52
Production	\$0.00	\$6.61
State/Federal Sources	\$620,061.86	\$1,558,917.42
Interest on Investments	\$39,502.73	\$55,089.25
Core Services/Technology Infrastructure	\$0.00	\$173,795.50
Insurance Adjustments/Other Non-Revenue Receipts	\$37,061.14	\$418,527.08
TOTAL	\$1,227,467.12	\$3,790,135.29

FUND BALANCE: November 30, 2025	
Board Meeting: December 16, 2025	
	GENERAL FUND
Total Fund Balance, 9/1/2025	\$6,005,361.62
Revenue YTD	\$3,790,135.29
Available Funds	\$9,795,496.91
Expenses YTD include Nov. adjustments: HS Rent (\$2,835.00); HS CDC Meal Reimbursement (4,458.42); Indirect Costs: \$7,125.71; voided check total: (\$4,335.00)	\$4,307,772.35
TOTAL FUND BALANCE November 30, 2025	\$5,487,724.56
General Fund Checking	\$724,638.11
Money Market Checking (FNBO)	\$400,050.95
Certificates of Deposit	\$4,363,035.50
TOTAL FUND BALANCE November 30, 2025	\$5,487,724.56

Board of Education Summary

November 2025

Function #	Sub Account	Program	Adopted Budget	Expended During November 2025	YTD Total for 2025-2026
1100	1100	VALTS	293,043.00	24,075.80	77,291.01
1100	1110	NEVA - NE ED VIRTUAL ACADEMY	183,218.00	14,736.45	45,041.49
1190	3544	SIXPENCE CCP GERING JULY-AUG 2026	66,409.00	0.00	0.00
1190	3545	SIXPENCE CCP GERING SEPT. 2025-JUNE 2026	332,050.00	28,630.16	87,099.53
1200	1212	TRANSITION PROGRAM	69,675.00	5,105.19	16,884.91
1200	1217	EARLY CHILDHOOD EDUCATOR	0.00	0.94	0.94
1200	1232	MERIDIAN	1,231,027.00	90,999.34	274,169.23
1200	1234	LIFELINK	286,743.00	23,054.72	71,102.35
1200	3402	PANHANDLE BEGINNINGS	678,820.00	50,682.53	155,726.94
1296	1217	EARLY CHILDHOOD EDUCATOR	213,196.00	17,829.38	53,408.35
2120	1241	SUPERVISION PROGRAM	298,839.00	30,495.83	80,532.21
2120	2160	IOP	4,723.00	0.00	1,776.27
2141	2140	PSYCHOLOGICAL SERVICES	1,010,454.00	83,803.52	251,533.67
2146	2140	PSYCHOLOGICAL SERVICES	49,237.00	4,307.63	12,135.65
2151	1216	SPEECH/LANGUAGE PROGRAM	636,818.00	47,900.51	145,691.97
2156	1216	SPEECH/LANGUAGE PROGRAM	258,086.00	19,175.68	58,296.35
2151	1218	DEAF EDUCATION	146,825.00	10,898.88	33,627.53
2156	1218	DEAF EDUCATION	49,736.00	3,675.52	11,334.26
2161	1214	OCCUPATIONAL THERAPY	208,099.00	16,672.77	51,131.31
2166	1214	OCCUPATIONAL THERAPY	12,900.00	872.71	2,643.57
2171	1215	PHYSICAL THERAPY	49,000.00	4,892.77	7,371.31
2176	1215	PHYSICAL THERAPY	11,000.00	2,274.00	5,412.77
2181	1211	VISUALLY IMPAIRED	135,175.00	7,861.63	32,355.38
2186	1211	VISUALLY IMPAIRED	29,980.00	1,666.07	8,013.33
2190	1232	MERIDIAN	5,700.00	0.00	0.00
2190	1234	LIFELINK	2,484.00	13.13	198.21
2190	2501	HS/EHS NON GRANT EXPENDITURES	14,281.00	0.00	0.00
2190	2502	BUFFINGTON MEM HS SCHOLARSHIP	2,870.00	0.00	247.50
2190	2550	MEDICAID IN PUBLIC SCHOOLS	32,721.00	5.52	58.98
2213	1970	STAFF TRAINING FLOW THROUGH	1,500.00	0.00	0.00
2213	2192	ASD TRAININGS	13,412.00	0.00	0.00
2213	2193	Transition Trainings	2,000.00	0.00	0.00
2213	2200	Literacy Project	101,818.00	16,314.96	31,173.51
2213	3551	CORE Professional Learning	1,189,044.00	89,343.15	272,607.18
2290	2230	SCHOOL SPECIAL EDUCATION INSERVICE	24,449.00	1,148.84	3,818.03
2310	2310	BOARD OF EDUCATION	154,242.00	5,287.98	55,368.95
2320	2320	EXECUTIVE ADMINISTRATION	263,534.00	18,977.33	62,671.80
2320	2321	ADMINISTRATION - SATELLITE OFFICES	82,367.00	6,679.79	19,514.18
2510	2508	GRANT ADMINISTRATION	465,000.00	23,153.14	76,367.49
2510	2510	GENERAL BUSINESS	165,450.00	9,301.04	28,362.99
2520	2223	PURCHASING, WAREHOUSING AND DIST.	18,824.00	323.83	15,199.90
2560	2560	Public Information	67,768.00	5,075.56	16,078.52
2570	2570	PERSONNEL SERVICES	43,866.00	2,396.45	19,054.32
2580	2226	DL INTERLOCAL SCHOOL CONSORTIUM	137,319.00	9,704.00	41,786.78
2580	2227	DL EQUIPMENT REPLACEMENT	299,220.00	440.79	778.68
2580	2228	E-RATE CONSORTIUM	307,758.00	16,707.86	55,705.05
2580	2231	SCHOOL TECHNOLOGY INSERVICE (SRS)	44,000.00	0.00	6,000.00
2590	2509	CENTRAL SUPPORT	160,819.00	6,598.94	24,650.69
2590	5614	Staff Fund	2,962.00	87.50	392.27
2590	5615	Sidney Vending	428.00	0.00	0.00
2590	5617	SB Vending	936.00	154.78	413.01
2610	2610	OPERATION OF SCOTTSBLUFF BUILDING	112,000.00	4,077.97	72,766.95
2610	2611	OPERATION OF SIDNEY BUILDING	55,000.00	4,164.97	13,109.82
2610	2612	OPERATION OF HATC BUILDING	40,000.00	0.00	0.00
2620	2620	MAINTENANCE OF FACILITY	197,634.00	13,155.41	50,790.68
2630	2610	OPERATION OF SCOTTSBLUFF BUILDING	13,200.00	695.26	2,355.62
2650	2525	UNIT TRANSPORTATION	244,702.00	(9,819.57)	11,409.22
2670	2125	ELLEY PRESENTATION CONSORTIUM	16,311.00	1,016.00	1,816.00
2712	2760	SCHOOL AGE TRANSPORTATION	23,261.00	583.28	4,921.18
3100	2190	LUNCH PROGRAM	42,151.00	3,110.25	8,932.75
3300	2191	PELC TRAININGS	9,310.00	1,334.14	2,036.57
3300	2194	ELC Coach Consultant Trainings	3,230.00	0.00	0.00
3300	2210	PANHANDLE PARTNERSHIP Systems of Care	4,000.00	349.08	1,055.10
3400	3400	ROOTED IN RELATIONS JULY-AUGUST 2026 ¹⁴	23,340.00	32.54	32.54
3400	3401	ROOTED IN RELATIONS SEPT. 2025-JUNE 2026	126,660.00	12,042.07	28,778.37
3400	3402	PANHANDLE BEGINNINGS	0.00	108.48	138.48
3400	3403	United Healthcare Transition Grant	5,203.00	0.00	0.00

Function #	Sub Account	Program	Adopted Budget	Expended During November 2025	YTD Total for 2025-2026
3400	3404	Healthy Snacks For Schools Funds	1,689.00	83.92	83.92
3512	0000	DL INCENTIVES	27,169.00	2,550.95	7,652.85
3599	0005	Step Up To Quality	23,250.00	0.00	0.00
3599	3500	EARLY DEVELOPMENT NETWORK	357,083.00	26,559.43	80,666.87
3599	3552	CORE TECHNOLOGY	378,701.00	34,203.14	91,186.64
3599	3553	EIHFT	100,000.00	6,171.43	18,984.81
3599	3900	NDE SCHOOL MENTAL HEALTH GRANT	104,908.00	11,506.78	36,696.88
3599	3905	Region I Grant	9,900.00	0.00	0.00
3599	3908	TRANSITION SUMMER PROGRAM 2026-VR	13,000.00	0.00	0.00
3599	3910	TRANSITION SUMMER PROGRAM 2025-VR	5,703.00	38.37	714.42
3599	3995	STATE FUNDED GRANTS	500,000.00	0.00	0.00
4500	4500	Building Construction	3,200,000.00	8,677.50	8,677.50
4700	4700	Building Improvements	50,000.00	0.00	34,347.00
5000	2515	TECH CENTER-WNCC LEASE PURCHASE	113,361.00	83.75	110,998.13
6301	6301	Comprehensive Literacy State Development	880,000.00	39,672.49	39,672.49
6415	4403	ELC Coach Consultant September 2025-May 2026	96,000.00	8,415.94	25,876.60
6415	4404	ELC Coach Consultant June-August 2026	32,000.00	0.00	1,477.90
6415	4414	NeMTSS Regional Grant 2025-2026	162,000.00	11,619.57	34,201.12
6415	4415	NeMTSS Regional Grant 2024-2025	31,742.00	711.69	2,490.97
6415	4520	Teacher Retention Grant 2025-2026	138,800.00	8,750.11	32,758.20
6415	4521	Teacher Retention Grant 2024-2025	21,987.00	0.00	10,352.02
6415	4950	WEST REGION ASD PROJECT 2025-2026	219,490.00	15,945.68	48,988.22
6415	4951	WEST REGION ASD PROJECT 2024-2025	21,209.00	0.00	5,569.26
6415	4955	WESTERN REGION ASD Part C 2024-2025	2,356.00	0.00	618.86
6416	4905	SPED PRT #13 2025-2026	22,000.00	465.86	2,436.32
6416	4906	SPED PRT #13 2024-2025	10,839.00	0.87	24.87
6416	4907	SPED PRT #14 2025-2026	15,250.00	482.28	1,427.17
6416	4908	SPED PRT #14 2024-2025	4,995.00	0.38	6.38
6417	4830	WEST REGION TRANSITION SEPT. 2025-JULY 2026	120,640.00	11,168.64	28,930.29
6417	4832	WEST REG TRANSITION AUGUST 2026	10,053.00	1,843.12	3,072.12
6418	4980	PEAK/JOURNEY TO INCLUSION AUG. 26	7,919.00	(4,155.35)	(4,155.35)
6418	4981	JOURNEY TO INCLUSION SEPT. 25-JULY 26	95,025.00	14,434.56	18,464.22
6690	4940	EARLY LRNG CONNECT SEPT. 25-MAY 26	152,901.00	11,075.59	29,332.45
6690	4942	EARLY LRNG CONNECT JUNE-AUG. 2026	42,182.00	0.00	0.00
6700	4705	CARL PERKINS JULY-AUGUST 2026	16,886.00	0.00	(273.65)
6700	4706	CARL PERKINS 2025-2026	101,316.00	0.00	27,139.00
6915	4915	TITLE I, PART C OCT. 2025-AUG. 2026	700,000.00	35,126.59	35,322.15
6915	4916	TITLE I, PART C-SEPT. 2025	322,970.00	0.00	82,570.60
6925	4925	TITLE III LEP 2025-2026	67,784.00	251.48	251.48
6925	4927	TITLE III LEP 2024-2025	32,083.00	1,250.00	30,568.80
6925	4928	Title III Immigrant Education	2,500.00	0.00	0.00
6926	4928	Title III Immigrant Education	0.00	0.00	2,638.00
6940	4941	HEAD START SEPT. 2025-MARCH 2026	1,381,170.00	149,388.13	485,750.65
6940	4943	EARLY HEAD START SEPT. 2025-MAR. 2026	1,136,518.00	135,801.45	485,437.78
6940	4944	HEAD START APRIL-AUGUST 2026	683,947.00	0.00	0.00
6940	4945	HEAD START T&TA SEPT. 2025-MARCH 2026	22,443.00	55.00	5,789.10
6940	4946	EARLY HEAD START T&TA SEPT. 2025-MAR. 2026	19,463.00	150.00	7,479.04
6940	4947	EARLY HS APRIL-AUGUST 2026	569,119.00	0.00	0.00
6940	4948	HEAD START T&TA APRIL-AUGUST 2026	8,977.00	0.00	0.00
6940	4949	EARLY HS T&TA APRIL-AUGUST 2026	7,785.00	0.00	0.00
6940	4957	Head Start One Time Funds	124,277.00	0.00	0.00
6945	4803	FEDERAL NUTRITION PROGRAMS	154,335.00	10,708.41	30,964.02
6969	4966	TITLE IV PART A OCT. 2025-AUG. 2026	160,000.00	7,549.37	14,935.05
6969	4967	TITLE IV PART A SEPTEMBER 2025	20,000.00	(8.01)	6,325.47
6990	3500	EARLY DEVELOPMENT NETWORK	199,521.00	4,890.17	10,089.27
6990	3558	USDA Rural Utility Grant	973,345.00	0.00	0.00
6990	3901	Stronger Connections	153,000.00	0.00	0.00
6990	4455	NEBMAC	34,370.00	0.00	60.81
6990	4999	FEDERAL FUNDED GRANTS	1,000,000.00	0.00	0.00
TOTAL			25,639,788	1,287,645.79	4,307,772.35

3 of 12 months are complete

The budget should be at 25%. Without grants the budget is at 18%.

CHECK LISTING DECEMBER 16, 2025

<u>Check #</u>	<u>Check Date</u>	<u>Entity Name</u>	<u>Description</u>	<u>Amount</u>
24471	11/24/2025	VISA	MULTIPLE TRANSACTIONS	16,629.01
24472	11/21/2025	BLACK HILLS ENERGY	UTILITIES	1,117.02
24473	11/21/2025	CITY OF BRIDGEPORT	UTILITIES	342.36
24474	11/21/2025	CITY OF SCOTTSBLUFF	UTILITIES	474.60
24475	11/21/2025	CITY OF SIDNEY	UTILITIES	2,723.32
24476	11/21/2025	NPPD	UTILITIES	51.25
24477	11/21/2025	OPTK Networks	TELECOMMUNICATION	6,104.30
24478	11/21/2025	Quadient Finance USA, Inc.	POSTAGE	39.83
24479	11/21/2025	Quadient Leasing USA, Inc.	POSTAGE	612.42
24480	12/03/2025	Allo Communications	TELECOMMUNICATION	2,481.30
24481	12/03/2025	Charter Communications	TELECOMMUNICATION	2,065.88
24482	12/08/2025	VISA	MULTIPLE TRANSACTIONS	3,854.31
24483	12/05/2025	ALLO COMMUNICATIONS	TELECOMMUNICATION	550.79
24484	12/05/2025	ED SERVICE UNIT NO 13	PAYROLL	1,024,427.59
24485	12/05/2025	NEBRASKA PUBLIC POWER DISTRICT	UTILITIES	807.75
24486	12/09/2025	BLACK HILLS ENERGY	UTILITIES	18.02
24487	12/09/2025	CITY OF SIDNEY	UTILITIES	3,520.22
24488	12/09/2025	NPPD	UTILITIES	2,328.64
24489	12/16/2025	20/20 Technologies LLC	PROFESSIONAL SERVICES	1,048.00
24490	12/16/2025	ACR Properties LLC	RENT - RPAD APT	520.00
24491	12/16/2025	Allo Communications	TELECOMMUNICATION	4,961.13
24492	12/16/2025	BANNER COUNTY PUBLIC SCHOOLS	PERKINS REIMBURSEMENT	3,218.63
24493	12/16/2025	BAYARD PUBLIC SCHOOLS	PERKINS REIMBURSEMENT	3,363.25
24494	12/16/2025	BAYARD PUBLIC SCHOOLS	HS TUITION	3,039.00
24495	12/16/2025	BENZEL PEST CONTROL	PROFESSIONAL SERVICES	104.50
24496	12/16/2025	BIG MACK HVAC	PROFESSIONAL SERVICES	6,339.00
24497	12/16/2025	BOMGAARS	HS SUPPLIES	15.98
24498	12/16/2025	BRIDGEPORT PUBLIC SCHOOLS	HS TUITION	777.00
24499	12/16/2025	Burger Werx	PROFESSIONAL SERVICES	137.62
24500	12/16/2025	CASH-WA DISTRIBUTING	HS SUPPLIES	8,721.32
24501	12/16/2025	CENTURYLINK COMMUNICATIONS	TELECOMMUNICATION	1,843.39
24502	12/16/2025	CENTURYLINK COMMUNICATIONS	TELECOMMUNICATION	524.06
24503	12/16/2025	Charter Communications	TELECOMMUNICATION	2,163.84
24504	12/16/2025	CITY OF SCOTTSBLUFF	UTILITIES	482.30
24505	12/16/2025	CITY OF SCOTTSBLUFF	UTILITIES	228.07
24506	12/16/2025	Column Software, PBC (Star Herald Notices)	PROFESSIONAL SERVICES	9.27
24507	12/16/2025	COMFORT INN - KEARNEY	LODGING	1,100.00
24508	12/16/2025	Crawford Public Schools	PERKINS REIMBURSEMENT	3,500.00
24509	12/16/2025	Creative Signs by Cozad	SUPPLIES	235.00
24510	12/16/2025	CREEK VALLEY PUBLIC SCHOOLS	PROFESSIONAL SERVICES	10,763.50
24511	12/16/2025	CULLIGAN	HS SUPPLIES	54.57
24512	12/16/2025	CULLIGAN OF SCOTTSBLUFF	PROFESSIONAL SERVICES	60.00
24513	12/16/2025	CYTEK MEDIA SYSTEMS, INC	DISTANCE LEARNING GRANT	989,134.04
24514	12/16/2025	DENNIS SUPPLY CO	SUPPLIES	80.16
24515	12/16/2025	ED SERVICE UNIT NO 10	PROFESSIONAL SERVICES	1,154.15
24516	12/16/2025	ED SERVICE UNIT NO 16	TELECOMMUNICATION	25,535.60
24517	12/16/2025	ESU COORDINATE COUNCIL	STAFF TRAINING/DEVELOPMENT	250.00
24518	12/16/2025	FRENCHMAN VALLEY COOP	FUEL	661.11
24519	12/16/2025	GERING PUBLIC SCHOOLS	HS TUITION	11,629.65
24520	12/16/2025	GrackleDocs Inc.	PROFESSIONAL SERVICES	2,500.00
24521	12/16/2025	HAMPTON INN - KEARNEY	LODGING	139.00
24522	12/16/2025	HAMPTON INN & SUITES	LODGING	3,624.08
24523	12/16/2025	HEMINGFORD PUBLIC SCHOOLS	JOURNEY TO INCLUSION REIMBURSEMENT	4,241.73
24524	12/16/2025	Hilton Garden Inn Lincoln Downtown	LODGING	2,286.00
24525	12/16/2025	HOLIDAY INN EXPRESS & SUITES CHADRON	LODGING	770.00
24526	12/16/2025	Holiday Inn Express & Suites Scottsbluff	LODGING	220.00
24527	12/16/2025	Holiday Inn Express Alliance	LODGING	550.00

24528	12/16/2025	HOLIDAY INN EXPRESS-HASTINGS	LODGING	220.00
24529	12/16/2025	HULLINGER GLASS AND LOCKS	HS SUPPLIES	495.00
24530	12/16/2025	JESSIE JAMES	PROFESSIONAL SERVICES	200.00
24531	12/16/2025	JEO Consulting Group, Inc.	PROFESSIONAL SERVICES	2,392.50
24532	12/16/2025	La Quinta Inn & Suites Kearney	LODGING	660.00
24533	12/16/2025	LAKESHORE LEARNING MATERIALS	SUPPLIES	681.09
24534	12/16/2025	Leading Edge Group LLC	PROFESSIONAL SERVICES	86.64
24535	12/16/2025	LEYTON PUBLIC SCHOOLS	HS TUITION	1,295.00
24536	12/16/2025	Little Bee Speech Co	DUES & FEES	839.93
24537	12/16/2025	DEBRA MASON	PROFESSIONAL SERVICES	750.00
24538	12/16/2025	MENARDS	SUPPLIES	208.32
24539	12/16/2025	Menards	HS SUPPLIES	48.98
24540	12/16/2025	REBECCA MILLER	SIXPENCE REIMBURSEMENT	210.00
24541	12/16/2025	MINATARE PUBLIC SCHOOLS	HS TUITION	2,849.00
24542	12/16/2025	MINATARE PUBLIC SCHOOLS	PERKINS REIMBURSEMENT	4,000.00
24543	12/16/2025	MITCHELL PUBLIC SCHOOLS	HS TUITION	4,205.00
24544	12/16/2025	MITCHELL PUBLIC SCHOOLS	PERKINS REIMBURSEMENT	290.00
24545	12/16/2025	MORRILL PUBLIC SCHOOLS	HS TUITION	2,886.00
24546	12/16/2025	MOUNTAIN VISION PIZZA dba DOMINO'S	PROFESSIONAL SERVICES	13.00
24547	12/16/2025	NATIONAL ART & SCHOOL SUPPLIES INC.	SUPPLIES	4.16
24548	12/16/2025	NCS PEARSON, INC.	SUPPLIES	1,110.00
24549	12/16/2025	NASB	STAFF TRAINING/DEVELOPMENT	2,032.00
24550	12/16/2025	Nebraska Rural Radio Association	PROFESSIONAL SERVICES	350.00
24551	12/16/2025	NEBRASKA SAFETY CENTER	PROFESSIONAL SERVICES	125.00
24552	12/16/2025	NMC EXCHANGE LLC	PROFESSIONAL SERVICES	1,870.00
24553	12/16/2025	NPA	DUES & FEES	150.00
24554	12/16/2025	SARAH OCHOA	SIXPENCE REIMBURSEMENT	1,113.90
24555	12/16/2025	OPTK Networks	TELECOMMUNICATION	6,101.94
24556	12/16/2025	O'REILLY AUTOMOTIVE	HS SUPPLIES	224.85
24557	12/16/2025	PLATTE VALLEY CREAMERY	HS SUPPLIES	752.41
24558	12/16/2025	POTTER-DIX PUBLIC SCHOOLS	PERKINS REIMBURSEMENT	125.00
24559	12/16/2025	PRAIRIE WINDS COMMUNITY CENTER	PROFESSIONAL SERVICES	140.00
24560	12/16/2025	Quill LLC	SUPPLIES	12.10
24561	12/16/2025	Raka Rentals	EQUIPMENT RENTAL	201.55
24562	12/16/2025	RAPID FIRE PROTECTION INC	PROFESSIONAL SERVICES	150.00
24563	12/16/2025	Rapid Fire Protection INC	PROFESSIONAL SERVICES	1,200.00
24564	12/16/2025	SHAWNA REISH	SIXPENCE REIMBURSEMENT	210.00
24565	12/16/2025	RETIREMENT PLAN CONSULTANTS LLC	PROFESSIONAL SERVICES	400.00
24566	12/16/2025	KERI RUFF	SIXPENCE REIMBURSEMENT	210.00
24567	12/16/2025	Sauder's Automotive	SUPPLIES	195.01
24568	12/16/2025	SCOTTSBLUFF FAMILY YMCA	FACILITY RENT	520.00
24569	12/16/2025	SCOTTSBLUFF PUBLIC SCHOOLS	PROFESSIONAL SERVICES	1,851.50
24570	12/16/2025	SCOTTSBLUFF PUBLIC SCHOOLS	HS TUITION	22,155.00
24571	12/16/2025	SB SCREENPRINTING & EMBROIDERY	PROFESSIONAL SERVICES	448.00
24572	12/16/2025	SONNY'S SUPER FOODS/BRIDGEPORT	HS SUPPLIES	1,829.20
24573	12/16/2025	STAYBRIDGE SUITES LINCOLN-NORTHEAST	LODGING	220.00
24574	12/16/2025	Taco De Oro	PROFESSIONAL SERVICES	234.67
24575	12/16/2025	TEAM CHEVROLET	PROFESSIONAL SERVICES	3,229.71
24576	12/16/2025	Thinking Collaborative, LLC	SUPPLIES	141.00
24577	12/16/2025	THE UNIVERSITY OF NEBRASKA - LINCOLN	RENT	3,042.00
24578	12/16/2025	ERIN KAMPBELL	SIXPENCE TRAINING	510.00
24579	12/16/2025	VERIZON WIRELESS	TELECOMMUNICATION	931.67
24580	12/16/2025	VERIZON WIRELESS	TELECOMMUNICATION	490.60
24581	12/16/2025	VERIZON WIRELESS	TELECOMMUNICATION	164.85
24582	12/16/2025	VIAERO WIRELESS	TELECOMMUNICATION	370.46
24583	12/16/2025	Wash-It LLC DBA Hi Performance Car Wash	PROFESSIONAL SERVICES	148.92
24584	12/16/2025	WESTERN COOPERATIVE COMPANY	FUEL	445.07
24585	12/16/2025	WESTERN NEBRASKA COMMUNITY COLLEGE	PROFESSIONAL SERVICES	1,079.50
24586	12/16/2025	WNCC, Treasurer	RENT	3,365.00

DIRECT DEPOSIT

2403 11/21/2025 Amy Garza

MILEAGE REIMBURSEMENT 351.68

2404	11/21/2025	Quadient Finance USA, Inc.	POSTAGE	500.00
2405	11/21/2025	Betty Schubauer	MILEAGE REIMBURSEMENT	550.48
2406	12/16/2025	Lacey James	SIXPENGE REIMBURSEMENT	210.00
2407	12/16/2025	BRITTANY KOUBA	SIXPENGE REIMBURSEMENT	210.00
2408	12/16/2025	ADRIAN LOZOYA	SIXPENGE REIMBURSEMENT	210.00
2409	12/16/2025	Rachel Rasmussen	SIXPENGE REIMBURSEMENT	210.00
2410	12/16/2025	Jill Trautman	REIMBURSEMENT	54.19
2411	12/16/2025	Amanda Anderson	MILEAGE REIMBURSEMENT	953.40
2412	12/16/2025	ANITA'S GREENSCAPING, INC	PROFESSIONAL SERVICES	555.00
2413	12/16/2025	Xavier Arellano	MILEAGE REIMBURSEMENT	64.82
2414	12/16/2025	Bayard Tiger Cub Childcare Center	SIXPENGE REIMBURSEMENT	90.00
2415	12/16/2025	Cassandra Behnke	MILEAGE REIMBURSEMENT	106.40
2416	12/16/2025	Angela Borgmann	SIXPENGE REIMBURSEMENT	210.00
2417	12/16/2025	Jessica Broderick	CELL REIMBURSEMENT	50.00
2418	12/16/2025	CAPITAL BUSINESS	LEASE CONTRACT	2,818.83
2419	12/16/2025	CAPITAL BUSINESS SYSTEMS	SUPPLIES	2,360.60
2420	12/16/2025	Carpenter Center	RENT - PANHANDLE BEGINNINGS	5,200.00
2421	12/16/2025	CHUCK ELLEY PRESENTATIONS	PROFESSIONAL SERVICES	275.00
2422	12/16/2025	Community Christian School	SIXPENGE REIMBURSEMENT	120.00
2423	12/16/2025	Jaden Criswell	MILEAGE REIMBURSEMENT	179.20
2424	12/16/2025	Virginia Daly	MILEAGE REIMBURSEMENT	75.60
2425	12/16/2025	DAS STATE ACCOUNTING	TELECOMMUNICATION	592.87
2426	12/16/2025	Arnulfo Duque	CELL REIMBURSEMENT	150.00
2427	12/16/2025	Halee Estrada	MILEAGE REIMBURSEMENT	21.70
2428	12/16/2025	FBG SERVICE CORPORATION	PROFESSIONAL SERVICES	1,158.00
2429	12/16/2025	Sean Garcia	MILEAGE REIMBURSEMENT	109.20
2430	12/16/2025	Nancy Garner	MILEAGE REIMBURSEMENT	275.10
2431	12/16/2025	Amy Garza	MILEAGE REIMBURSEMENT	124.04
2432	12/16/2025	Anna Gamboa	PROFESSIONAL SERVICES	4,622.00
2433	12/16/2025	HOBBY LOBBY	SUPPLIES	58.71
2434	12/16/2025	Krystie Hohnstein	CELL REIMBURSEMENT	50.00
2435	12/16/2025	Roxane Humphrey	CELL REIMBURSEMENT	40.01
2436	12/16/2025	IDEAL LINEN SUPPLY	SUPPLIES	174.26
2437	12/16/2025	Ideal Linen/Bluffs	HS SUPPLIES	1,272.07
2438	12/16/2025	Ideal Linen/Bluffs	SUPPLIES	327.55
2439	12/16/2025	IMAGINE LEARNING LLC	PROFESSIONAL SERVICES	8,250.00
2440	12/16/2025	Lynndee Jacobson	MILEAGE REIMBURSEMENT	145.04
2441	12/16/2025	JOE JOE OZUNA	SIXPENGE REIMBURSEMENT	210.00
2442	12/16/2025	Denita Julius	MILEAGE REIMBURSEMENT	296.80
2443	12/16/2025	LEGACY COOPERATIVE	FUEL	4,720.80
2444	12/16/2025	Jennifer Lopez	MILEAGE REIMBURSEMENT	725.20
2445	12/16/2025	LR4, LLC	RENT	600.00
2446	12/16/2025	MIDWEST AUTO SUPPLY, INC	SUPPLIES	590.00
2447	12/16/2025	Bobbie Moseman	MILEAGE REIMBURSEMENT	899.50
2448	12/16/2025	Nicole Murphy	MILEAGE REIMBURSEMENT	287.00
2449	12/16/2025	Jaden Nyberg	MILEAGE REIMBURSEMENT	177.10
2450	12/16/2025	ONE SOURCE	PROFESSIONAL SERVICES	215.00
2451	12/16/2025	Sierra Ostdiek	MILEAGE REIMBURSEMENT	59.71
2452	12/16/2025	Danielle Parker	HS MILEAGE REIMBURSEMENT	37.80
2453	12/16/2025	Leah Reed	MILEAGE REIMBURSEMENT	414.40
2454	12/16/2025	Diane Reinhardt	MILEAGE REIMBURSEMENT	101.78
2455	12/16/2025	Samantha Rust	MILEAGE REIMBURSEMENT	444.80
2456	12/16/2025	Sarah Schaaf	MILEAGE REIMBURSEMENT	40.39
2457	12/16/2025	Kaycee Schmidt	MILEAGE REIMBURSEMENT	62.16
2458	12/16/2025	Betty Schubauer	MILEAGE REIMBURSEMENT	352.66
2459	12/16/2025	SIDNEY PUBLIC SCHOOLS	PERKINS REIMBURSEMENT	6,279.94
2460	12/16/2025	RUSSELL SMITH	RENT	2,250.00
2461	12/16/2025	MICHELLE WEIMER	PROFESSIONAL SERVICES	18,089.06
2462	12/16/2025	Sterling Computers Corporation	SUPPLIES	4,102.41
2463	12/16/2025	Dawn Terrell	MILEAGE REIMBURSEMENT	204.19
2464	12/16/2025	Kalyn Tisue	MILEAGE REIMBURSEMENT	285.60

2465	12/16/2025	Allison Tramp	MILEAGE REIMBURSEMENT	886.20
2466	12/16/2025	Two Smokin Grills	PROFESSIONAL SERVICES	350.00
2467	12/16/2025	Angela Luppen	SIXPENCE REIMBURSEMENT	120.00
2468	12/16/2025	WESTERN NE PAPERS - LEE ADVERTISING	DUES & FEES	162.50
Check Total				2,320,009.84

HEAD START DIRECTOR PERFORMANCE REPORT

MONTH OF: November 2025

PREPARED BY: Krystie Hohnstein, Director

Program	Funding Source	Funding Period	Performance Required	Performance Indicators
Early Head Start *There are 3 openings in EHS in our Scottsbluff locations. We do not currently have an age and income eligibility applicant.	HHS	4/1/25-3/31/26	72 children 55% income eligible 35% mid-over-income 10% over-income 10% disabilities 85% attendance	69 children* 93% income eligible 6% mid-over-income 1% over-income 10% disabilities 88% attendance
Head Start *we have one enrollment in Bridgeport HS less than 30 days open	HHS	4/1/25-3/31/26	202 children 55% income eligible 35% mid-over-income 10% over-income 10% disabilities 85% attendance	201 Children* 78% income eligible 10% mid-over-income 12% over-income 19% disabilities 94% attendance
HHS Requirements				
	HS	EHS	HS / EHS NOTES	Target
Developmental Screenings	97%	97%	New enrollees	100% 45 day
Social-Emotional Screenings	97%	97%	New enrollees	100% 45 day
Vision Screenings	96%	94%	New enrollees	100% 45 day
Hearing Screenings	97%	97%	New enrollees	100% 45 day
Speech Screenings	93%	NA	New enrollees	100% 45 day
Dental Exams	39%	51%		100% 90 day
Dental Screenings	54%	97%		100% 45 day
Physical Exams/Well-child checks	37%	46%		100% 90 day
Immunizations Up-to-Date	69%	77%		100% on-going
Lead Screenings	34%	54%		100% 90 day
1 st Teacher Home Visit	96%	98%		100% within 2 weeks of enrollment
2 nd Teacher Home Visit				100%
1 st Parent Teacher Conf.	21%		In progress	100%
2 nd Parent Teacher Conf.				100%
Bus Evacuations	2		8/21/25 11/17/25	3 per year
Family Partnership Agreements/ Set Goals	67%	84%	Some still in progress	80-100%
Family Goals Met (YTD)	0%	0%	Still in Progress	80-100%
Family Development Referrals (YTD)	20%	29%	Referrals continue to support families	As needed per family needs
Family Needs Assessments Completed	100%	99%		80-100% 3-4 times/year

Capacity Development

Current issues impacting work:

Grants Submitted:

Policy Council/Policy & Procedure Approval: Last month the Policy Council voted to approve the HS Philosophy and By-Laws. The PC governance training was completed and general understanding of the council's duties shared.

Staff Development & Accomplishments:

In-House Training Provided: ESU 13 Digital Accessibility Training 11/20/25; Creative Arts Early Learning Guidelines 11/14/25

Training Attended: Mental Health Specialist continues ongoing training in the FAN model (Facilitating Attuned Interactions)

Intensive Coaching:

Number of Coaches: 7 **Number of Coachees:** 1 **Goals Completed:** 27

CLASS Observations Completed: 25/32 PreK completed, 8/9 Toddler completed

Behavioral Health Observations Completed: 35/40 completed. Feedback reports continue to be in process with resources and guidance provided.

Partnerships & Collaborations

Program Coordination:

Public Schools –

Intra-Agency –

Inter-Agency –Other – Vision Screening day with Dr. Mahoney 11/5/25

Community Involvement:

Parent Community Projects –Most in progress. Bayard held a community event, “Lights on After School”. Families served meals, helped with clean up and ate as well. There were community programs involved with a variety of activities that were enjoyed.

Parent Meetings – ELC held a fall festival engagement where multiple activities took place and discussions about policy council, the community project and information was presented about how your child learns. Minatare's event focused on the importance of self-control and utilizing the Credible Minds app through PPHD. Morrill's family gathering included the fire department and fire safety along with information on free play and creativity. Bridgeport EHS/HS provided information on SNAP/EBT and food resources along with face painting and crafts. Leyton's teacher Angie Borgmann presented education on the importance of play and families enjoyed painting ceramics and planning games.

Father/Mother Engagement: ELC held a father engagement was held with carnival games and educational information about children's gross motor development. Gering's father engagement focused on ways to be involved in your child's education. The father engagement at CDC was all about Ballin' tying into the ball study and physical activities. Bridgeport held a father engagement focused on fire safety with the local fire department.

Recruitment- Social media posts and pictures have been regularly shared. The program participated in the Holiday Parade on 11/23/25 with many employees helping at the event. The bus was decked out in decorations and staff walked along handing out program merchandise to the crowd.

HEAD START DIRECTOR PERFORMANCE REPORT

MONTH OF: November 2025

PREPARED BY: Krystie Hohnstein, Director

In-kind

Classroom/Site Name	April	May	June	July	August	September	October	Goal
Bayard	\$32.62	\$32.62	\$32.62	\$149.39	\$382.95	\$703.20	\$891.60	\$31,440
Gering	\$402.14	\$402.14	\$402.14	\$697.00	\$3,310.93	\$4,265.29	\$5,641.64	\$94,320
Minatare	\$0.00	\$0.00	\$0.00	\$0.00	\$1,853.87	\$1,857.87	\$2,042.40	\$31,440
Mitchell	\$103.19	\$103.19	\$103.19	\$190.82	\$264.28	\$1,273.03	\$1,556.31	\$53,448
Scottsbluff	\$84.99	\$84.99	\$84.99	\$84.99	\$1,164.17	\$2,694.90	4013.09	\$144,624
Morrill	\$0.00	\$0.00	\$0.00	\$0.00	\$178.58	\$451.12	\$3,100.56	\$62,880
CDC 101	\$3,620.82	\$9,504.65	\$14,136.69	\$15,555.66	\$22,226.45	\$28,266.01	\$31,691.11	\$25,152
CDC 102	\$2,850.19	\$5,932.78	\$9,284.50	\$10,210.10	\$11,205.02	\$12,334.49	\$12,334.49	\$25,152
CDC 103	\$169.98	\$169.98	\$283.30	\$339.96	\$1,207.63	\$2,564.16	\$5,583.92	\$25,152
CDC 104	\$3,297.89	\$10,486.59	\$15,026.38	\$19,295.56	\$21,346.13	\$27,242.23	\$32,194.69	\$25,152
CDC 105	\$0.00	\$5,064.28	\$7,796.23	\$8,583.19	\$9,928.77	\$12,624.01	\$13,077.29	\$25,152
CDC 108	\$248.73	\$248.73	\$248.73	\$248.73	\$1,023.46	\$2,556.61	\$2,813.25	\$53,448
ELC Combo 1	\$5,325.25	\$9,058.70	\$13,658.16	\$16,333.04	\$18,163.86	\$24,451.38	\$31,640.07	\$25,152
ELC Combo 2	\$8,644.33	\$13,794.22	\$22,650.57	\$26,887.10	\$30,581.60	\$35,095.40	\$41,976.53	\$25,152
ELC Combo 3	\$2,210.02	\$2,210.02	\$5,504.01	\$7,897.10	\$10,355.42	\$14,857.01	\$18,959.01	\$25,152
ELC Preschool	\$104.06	\$104.06	\$6,993.79	\$7,083.68	\$7,159.41	\$8,482.85	\$8,631.50	\$59,736
Bridgeport HS	\$113.32	\$537.39	\$1,267.78	\$1,267.78	\$1,267.78	\$2,462.19	\$2,462.19	\$56,592
Bridgeport EHS	\$1,092.78	\$1,661.02	\$7,846.62	\$11,324.73	\$11,961.35	\$18,346.77	\$23,390.70	\$25,152
Leyton	\$280.67	\$280.67	\$280.67	\$680.42	\$872.51	\$872.51	\$1,443.45	\$18,864
Bridgeport Public Schools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,432
Policy Council In-Kind	\$1,440.49	\$1,440.49	\$1,775.64	\$3,660.07	\$6,707.47	\$7,808.21	\$10,689.59	
Total	\$30,021.47	\$61,116.52	\$107,376.01	\$130,489.32	\$161,161.64	\$209,209.24	\$254,133.39	
Needed	\$930,794.00	\$930,794.00	\$930,794.00	\$930,794.00	\$930,794.00	\$930,794.00	\$930,794.00	
% Complete	3%	7%	12%	14%	17%	22%	27%	
At this time last year:	\$42,675.14	\$85,451.90	\$117,519.59	\$133,804.39	\$162,980.04	\$206,522.64	\$249,464.34	

Policy Council Meeting
11-25-25
Submitted by:

Members Present: Sydni Closson, Meagan Richardson, Trevor Cecil, Ericka Medina, Emily Mannon, Emilio Medina, Raul Fernandez, Danielle Parker, Char Zander, Robert White, Jessica Brenizer, Brittian Reinmuth, Briana Blanco.

Guests Present:

Staff Present: Kerry Mehling, Krystie Hohnstein, Joan DeWitt, Teena Branson, Melissa Rodriguez, Lauren Starke, Jake Ryker, Melissa Rodriguez, Brianna Ewing, Eluisa Duque.

Board Members Present: Tom Millette

Policy Council Meeting called to order by Teena Branson, at 6:10pm. All members gave short introductions. Members reviewed the minutes from the October meeting. Sydni Closson **moved to approve the October minutes**. Brittian Reinmuth **seconded the motion**. **Motion carried by roll call vote.**

Director's Report:

All members received a copy of the Director's report. Krystie Hohnstein discussed that the program continues to make steady progress in enrollment, performance requirements, staff development, and community engagement. Screening completion rates for new enrollees remain high across developmental, social-emotional, vision, hearing, and speech screenings. Dental exams, physicals, immunizations, and lead screenings will continue to reach the federal performance targets. Family partnership work is ongoing, with agreements and goal-setting still in progress for many families, and referrals continuing as needs arise.

Staff development remains active. This month, ESU 13 Digital Accessibility Training and Creative Arts Early Learning Guidelines were provided in-house, and our Mental Health Specialist continues training in the FAN model. Coaching efforts have been successful, with seven coachees supported by one coach and 27 goals completed. CLASS observations are nearly finalized, and behavioral health observations continue with feedback and resources being shared.

Community partnerships and family engagement remain strong. Sites have been involved in various events, including vision screenings with Dr. Mahoney, fall festivals, family gatherings, and parent meetings focused on child development, safety, and community resources. Several father engagement activities were also held. Recruitment efforts continue through regular social media outreach, and staff participated in the Holiday Parade on November 23, where our decorated bus and team helped share program information with the community. The In-Kind report was shared and efforts will continue for us to reach our required amount.

Finance Report:

All members received a copy of the Finance Report along with two months of the USDA report since it was unavailable last month. Lauren Starke, Fiscal Officer, presented the reports. Char Zander **moved to approve the finance report**. Robert White **seconded the motion**. **Motion carried by roll call vote.**

Board Report: HS Director Krystie Hohnstein presented the information from the November ESU13 Board Meeting. The budgeted items were discussed and the financial statements for November were covered. The Head Start Governance Training was presented by Laura²³ Barrett due to Krystie being out ill. Jody Walker gave

a report on the “Desk Audit” that was happening at ESU13. Dr. Barrett also presented on the efforts that ESU13 is making to work with partners WNCC, Twin Cities Development and Regions 1 Nebraska to expand career pathways and CTE training. The 24-25 Annual Report was also presented to members along with updates about the Meridian expansion and updates to federal legislative issues. Patricia Jones was appointed as the NASB delegate. Clifton Strengths and substitute teacher wages finish out the meeting.

Old Business: None at this time.

New Business:

Election of Officers (Executive, Personnel, and HMHSAC): Positions and responsibilities were discussed

Executive Committee:

President:	Vice President:	Secretary:
Nominees: Erica Medina	Nominees: Robert White Jessica Brenizer	Nominees: Brandy Klinessmith
<i>Elected – Erica Medina</i>	<i>Elected- Jessica Brenizer</i>	<i>Elected – Brandy Klinessmith</i>

Volunteers for Committees

Personnel: Sydni Closson, Raul Fernandez

Health and Mental Health Services Advisory: Char Zander, Trevor Cecil, Briana Blanco

Char Zander **moved to approve the officers.** Megan Richardson **seconded the motion.** **Motion carried by roll call vote.**

2025-2030 Strategic Priorities Review and Discussion-Krystie Hohnstein discussed the four pillars that make up the Strategic Priorities with the PC representative. ESU 13 Head Start outlines four strategic pillars: improving family education and engagement, building a positive program culture, expanding mental-health supports, and increasing community presence. Success will be measured through staff training, family participation, feedback surveys, coaching and wellness efforts, mental-health referrals and procedures, and enhanced marketing and partnerships.

Program Governance Policies Review and Discussion- Krystie Hohnstein discussed the policies that were outlined and dispersed last month. Among this information is the overall information that will determine how and by whom the Policies and Program Governance is performed.

HS/EHS Continuation/5-Year Grant Approval: Krystie Hohnstein discussed the changes that are proposed to take place for the 26/27 school year. Classrooms from the Early Learning Center will be moved to the Child Development Center for Early Head Start and remaining 15 HS slots will be converted into Partnership slots for the next year with the Child Development Center Head Start room remaining open 12 months with 15 enrollments. This move will support the budget, along with financial stability for the upcoming grant years. **Robert White moved to approve the 2025-30 5-Year/Continuation Grant submission. Danielle Parker seconded the motion. Motion approved by roll call vote. President, Erica Medina, signed the document verifying Policy Council approval for grant submission.**

Employment Openings - Agency-wide employment openings are found on the ESU13 website (www.esu13.org) under *Employment Openings*. Current 24 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: Employees that have been hired since the October meeting are Melissia Miller as Assistant Cook at CDC, she has children enrolled there and previously worked as a cook in a EHS center in Texas. Luiza Guzman was hired as the new Nutrition Coordinator, she was previously employed as a WIC peer counselor at CAPWN and is set to complete her Associates in Dietetics in July of 2026.

Danielle Parker moved to approve the New Staff Hires. Erica Medina seconded the motion. Motion approved by roll call vote.

Center Reports: Reports were presented from CDC EHS/HS, Morrill HS, Mitchell Gering and Bayard

The next meeting is scheduled for Tuesday, January 27th. Dinner will be served at 5:45pm and the meeting will begin promptly at 6:00pm. There is no meeting in December.

The meeting was adjourned at 7:50p.m.

Pd 11/24/2025

Chk #24471



Platte Valley Bank
A Platte Valley Company

Cardholder Name and Account Number

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



Page 1 of 2

Account Information			Account Summary		
Statement Closing Date		11/03/2025	Previous Balance		\$0.00
Transactions					
Post Date	Trans Date	Reference	Description	Amount	
10/05	10/03	24692168L2YV0K7YF	AMAZON MKTPL*NJ6MB69O2 Amzn.com/billWA MCC: 5942 MERCHANT ZIP: 98109 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: H25-13309	\$12.57	
10/05	10/03	24692168L2YV0W834	AMAZON MKTPL*NV3QI7N51 Amzn.com/billWA MCC: 5942 MERCHANT ZIP: 98109 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: H25-13353	\$100.98	
10/07	10/06	24445008RBLL77BN3	WM SUPERCENTER #867 SCOTTSBLUFF NE MCC: 5411 MERCHANT ZIP: 69361 SALES TAX: \$ 0.00 TAX INCLUDED: 0 CUSTOMER CODE: 000000424552	\$404.86	
10/07	10/06	24692168P31D37HJ7	AMAZON MKTPL*NV5U90D71 Amzn.com/billWA MCC: 5942 MERCHANT ZIP: 98109 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: H25-13342	\$28.47	
10/07	10/06	24692168P31P3XDQL	AMAZON MKTPL*NV8MN1P52 Amzn.com/billWA MCC: 5942 MERCHANT ZIP: 98109 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: H25-13309	\$13.47	
10/19	10/17	24692169231TTQX91	AMAZON MKTPL*NM95M3RW1 Amzn.com/billWA MCC: 5942 MERCHANT ZIP: 98109 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: H25-13563	\$35.99	
10/29	10/28	24445009EBLL9AYS9	WM SUPERCENTER #867 SCOTTSBLUFF NE MCC: 5411 MERCHANT ZIP: 69361 SALES TAX: \$ 0.00 TAX INCLUDED: 0 CUSTOMER CODE: 000000013903	\$45.02	
10/30	10/28	24073149ES66HD2HG	TEACHSTONE INC 866-9988352 VA MCC: 8299 MERCHANT ZIP: 22911 SALES TAX: \$ 0.00 TAX INCLUDED: 2	\$150.00	
10/30	10/29	24692169E330HE4N2	AMAZON MKTPL*N42ID3X82 Amzn.com/billWA MCC: 5942 MERCHANT ZIP: 98109 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: H25-13697	\$156.00	
11/02	10/31	24226389H0F7J0TFX	WAL-MART #0867 SCOTTSBLUFF NE MCC: 5411 MERCHANT ZIP: 69361 SALES TAX: \$ 0.00 TAX INCLUDED: 0	\$327.32	
11/03	11/03	000000000000COMPC	TOTAL PURCHASES \$1,274.68 TOTAL \$1,274.68 TOTAL FEES FOR THIS PERIOD TOTAL INTEREST FOR THIS PERIOD		



Platte Valley Bank
A Platte Valley Company

Cardholder Name and Account Number
KERRY MEHLING
4215 AVENUE I
XXXX-XXXX-XXXX-1800



Page 1 of 2

Account Information	
Statement Closing Date	10/02/2025

Account Summary	
Previous Balance	\$0.00

Transactions				
Post Date	Trans Date	Reference	Description	Amount
10/05	10/04	24011348M2X7Z2QNP	AMAZON RETA* NV5F52IH0 WWW.AMAZON.CO WA MCC: 5331 MERCHANT ZIP: 98109 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: H25-13355	\$37.99
10/17	10/16	2401134912X7VY48E	AMAZON RETA* NM0VF0JN2 WWW.AMAZON.CO WA MCC: 5331 MERCHANT ZIP: 98109 SALES TAX: \$ 0.00 TAX INCLUDED: 2 CUSTOMER CODE: H25-13450	\$58.72
TOTAL XXXXXXXXXXXX1800				\$96.71



Platte Valley Bank
A Platte Valley Company

Cardholder Name and Account Number
HEAD START 2
4215 AVENUE I
XXXX-XXXX-XXXX-9273



Page 1 of 2

Account Information	
Statement Closing Date	11/03/2025

Account Summary	
Previous Balance	\$0.00

Transactions				
Post Date	Trans Date	Reference	Description	Amount
10/05	10/03	24455018L447XT5VR	WAL-MART #0867 SCOTTS BLUFF NE MCC: 5411 MERCHANT ZIP: 69361 SALES TAX: \$ 0.00 TAX INCLUDED: 2	\$521.65
10/14	10/13	24445008Z00M623ML	DOLLARTREE SCOTTSBLUFF NE MCC: 5331 MERCHANT ZIP: 69361 SALES TAX: \$ 1.96 TAX INCLUDED: 1	\$23.71
10/14	10/13	24793388Y027VM4KJ	Meaningful Connections Lawrence KS MCC: 8675 MERCHANT ZIP: 66044 SALES TAX: \$ 0.00 TAX INCLUDED:	\$55.00
10/15	10/14	24455018Z447XT3PL	WAL-MART #0867 SCOTTS BLUFF NE MCC: 5411 MERCHANT ZIP: 69361 SALES TAX: \$ 0.00 TAX INCLUDED: 2	\$39.33
10/22	10/21	2422638970ESXGB6X	WAL-MART #0867 SCOTTSBLUFF NE MCC: 5411 MERCHANT ZIP: 69361 SALES TAX: \$ 0.00 TAX INCLUDED: 0	\$17.74
10/22	10/21	244450097BLL7ES4Y	WM SUPERCENTER #867 SCOTTSBLUFF NE MCC: 5411 MERCHANT ZIP: 69361	\$459.61

Transactions (continued)				
Post Date	Trans Date	Reference	Description	Amount
			SALES TAX: \$ 0.00 TAX INCLUDED: 0	
			CUSTOMER CODE: 000000073266	
10/29	10/28	24943819DS66MQBQ2	ARTHUR'S PIZZA SCOTTSBLUFF NE	\$155.62
			MCC: 5812 MERCHANT ZIP:	
10/31	10/30	24789309FKSGQHA47	RUNZA SCOTTSBLUFF SCOTTSBLUFF NE	\$145.44
			MCC: 5814 MERCHANT ZIP:	
11/02	10/31	24445009HBLJN00E	WM SUPERCENTER #867 SCOTTSBLUFF NE	\$11.91
			MCC: 5411 MERCHANT ZIP: 69361	
			SALES TAX: \$ 0.00 TAX INCLUDED: 0	
			CUSTOMER CODE: 000000408418	
11/03	11/03	000000000000COMPC	TOTAL PURCHASES \$1,430.01	
			TOTAL \$1,430.01	
			TOTAL FEES FOR THIS PERIOD	
			TOTAL INTEREST FOR THIS PERIOD	

PP3-1 6940-4941					
HEAD START - OPERATING					
NOVEMBER 2025					
		CURRENT	PREVIOUS	Budget Period	2025-2026 BUDGET
		MONTH	MONTH	YTD	
Account Number	Account Description	November 2025	October 2025	04/01/25 - 3/31/26	04/01/25 - 3/31/26
01 6940 4941 110 000 000	Non-Instructional / Staff	\$ 23,928.40	\$ 23,759.97	\$ 174,276.32	
01 6940 4941 110 000 000 2	Non-Instructional / Staff	\$ 2,152.80	\$ 2,152.80	\$ 14,820.00	
01 6940 4941 111 000 000	Certificated / Salaries	\$ 6,049.07	\$ 6,049.07	\$ 41,687.99	
01 6940 4941 112 000 000	Instructional Aides	\$ 19,368.84	\$ 22,287.50	\$ 147,805.33	
01 6940 4941 113 000 000	Substitute	\$ -	\$ -	\$ -	
01 6940 4941 116 000 000	Professional Non-Certificated /Staff	\$ 15,930.70	\$ 17,274.92	\$ 129,116.07	
01 6940 4941 116 000 000 2	Professional Non-Certificated /Staff	\$ 9,971.52	\$ 9,971.52	\$ 68,646.24	
01 6940 4941 210 000 000	Non Instructional / Group Insurance	\$ 2,896.96	\$ 2,903.15	\$ 16,005.42	
01 6940 4941 210 000 000 2	Non Instructional / Group Insurance	\$ 408.16	\$ 408.16	\$ 2,689.84	
01 6940 4941 211 000 000	Certificated / Group Insurance	\$ 31.96	\$ 31.96	\$ 220.84	
01 6940 4941 212 000 000	Instructional Aides / Group Insurance	\$ 1,417.16	\$ 1,450.09	\$ 11,113.55	
01 6940 4941 216 000 000	Professional Non-Certificated / Group Insurance	\$ 826.67	\$ 830.28	\$ 7,283.86	
01 6940 4941 216 000 000 2	Professional Non-Certificated / Group Insurance	\$ 794.99	\$ 794.99	\$ 5,321.89	
01 6940 4941 220 000 000	Non-Instructional / FICA	\$ 1,677.89	\$ 1,664.97	\$ 12,549.30	
01 6940 4941 220 000 000 2	Non-Instructional / FICA	\$ 156.67	\$ 156.67	\$ 1,072.75	
01 6940 4941 221 000 000	Certificated / FICA	\$ 462.75	\$ 462.75	\$ 3,189.13	
01 6940 4941 222 000 000	Instructional Aides / FICA	\$ 1,450.01	\$ 1,668.41	\$ 11,004.11	
01 6940 4941 223 000 000	Substitutes / FICA	\$ -	\$ -	\$ -	
01 6940 4941 226 000 000	Professional Non-Certificated / FICA	\$ 1,172.43	\$ 1,275.26	\$ 9,514.46	
01 6940 4941 226 000 000 2	Professional Non-Certificated / FICA	\$ 725.55	\$ 725.55	\$ 4,988.60	
01 6940 4941 230 000 000	Non-Instructional / Retirement	\$ 1,933.43	\$ 1,919.82	\$ 15,081.81	
01 6940 4941 230 000 000 2	Non-Instructional / Retirement	\$ 173.95	\$ 173.95	\$ 1,273.07	
01 6940 4941 231 000 000	Certificated / Retirement	\$ 488.76	\$ 488.76	\$ 3,579.98	
01 6940 4941 232 000 000	Instructional Aides /Retirement	\$ 1,569.86	\$ 1,800.83	\$ 12,124.84	
01 6940 4941 236 000 000	Professional Non-Certificated / Retirement	\$ 1,287.20	\$ 1,395.80	\$ 11,113.68	
01 6940 4941 236 000 000 2	Professional Non-Certificated / Retirement	\$ 805.70	\$ 805.70	\$ 5,896.84	
01 6940 4941 262 000 000	Instructional Aides / Unemployment	\$ -	\$ -	\$ -	
01 6940 4941 270 000 000	Non Instructional Work Comp	\$ -	\$ -	\$ 3,566.17	
01 6940 4941 270 000 000 2	Non Instructional Work Comp	\$ -	\$ -	\$ 65.39	
01 6940 4941 272 000 000	Instructional Aides / Workers Comp	\$ -	\$ -	\$ 847.61	
01 6940 4941 276 000 000	Proff Non Cert Work Comp	\$ -	\$ -	\$ 532.11	
01 6940 4941 276 000 000 2	Professional Non-Certificated / Workers Comp	\$ -	\$ -	\$ 252.93	
01 6940 4941 290 000 000	Non Instructional / Other Benefits	\$ 3.58	\$ 3.58	\$ 168.61	
01 6940 4941 290 000 000 2	Non Instructional / Other Benefits	\$ -	\$ -	\$ -	
01 6940 4941 291 000 000	Certificated / Other Benefits	\$ -	\$ -	\$ 21.75	
01 6940 4941 292 000 000	Instructional Aides / Other Benefits	\$ -	\$ -	\$ 154.21	
01 6940 4941 296 000 000	Professional Non-Certificated / Other Benefits	\$ 1.10	\$ 1.10	\$ 117.54	
01 6940 4941 296 000 000 2	Professional Non-Certificated / Other Benefits	\$ 3.58	\$ 3.58	\$ 67.47	
01 6940 4941 330 000 000	Employee Training and Development	\$ -	\$ -	\$ -	
01 6940 4941 333 000 000	Staff Mileage Reimbursement	\$ -	\$ -	\$ -	
01 6940 4941 340 000 000	Professional Services - Miscellaneous	\$ -	\$ -	\$ 464.75	
01 6940 4941 340 317 000	Professional Services - Legal Services	\$ -	\$ -	\$ -	
01 6940 4941 340 430 000	Professional Services - Vehicle Maintenance	\$ 40.50	\$ 16.25	\$ 1,648.51	
01 6940 4941 340 497 000	Professional Services - Building Maintenance	\$ -	\$ 85.50	\$ 407.30	
01 6940 4941 340 540 000	Professional Services - Advertising	\$ -	\$ -	\$ -	
01 6940 4941 340 591 000	Professional Services - School District	\$ -	\$ -	\$ -	
01 6940 4941 340 683 000	Professional Services - Employee Health	\$ 82.82	\$ 137.24	\$ 651.33	
01 6940 4941 340 685 000	Professional Services - Background Checks	\$ 37.51	\$ -	\$ 270.32	
01 6940 4941 340 685 000 2	Other Professional Services	\$ -	\$ -	\$ -	
01 6940 4941 382 000 000	Distance Education and Telecommunications	\$ 182.58	\$ 497.54	\$ 3,183.70	
01 6940 4941 382 000 000 2	Distance Education and Telecommunications	\$ 32.50	\$ 32.50	\$ 227.50	
01 6940 4941 490 000 000	Other Purchased Property Services	\$ 1,079.91	\$ 1,176.05	\$ 8,240.92	
01 6940 4941 490 410 000	Other Purchased Property Services - Supplies	\$ -	\$ -	\$ -	
01 6940 4941 490 441 000	Rentals of Land and Buildings	\$ 2,854.55	\$ 2,854.55	\$ 22,356.51	
01 6940 4941 490 441 000 2	Rentals of Land and Buildings	\$ 444.85	\$ 444.85	\$ 3,440.75	
01 6940 4941 490 497 000	Other Supplies and Materials	\$ -	\$ -	\$ -	
01 6940 4941 531 000 000	Postage	\$ 51.80	\$ 71.62	\$ 619.58	
01 6940 4941 550 000 000	Printing and Binding	\$ 165.29	\$ 197.53	\$ 1,221.99	
01 6940 4941 550 000 000 2	Printing and Binding	\$ 46.49	\$ 55.56	\$ 343.70	
01 6940 4941 569 000 000	Tuition to Other School Districts	\$ 46,745.00	\$ 46,330.76	\$ 191,077.76	
01 6940 4941 580 471 000	Travel Expense - Parent Engagement	\$ 37.80	\$ 54.60	\$ 248.78	
01 6940 4941 580 520 000	Insurance-Auto/Liability	\$ -	\$ -	\$ 10,892.10	
01 6940 4941 580 670 000	Travel Expense - Local Travel	\$ 248.15	\$ 1,208.07	\$ 2,545.24	
01 6940 4941 580 670 000 2	Travel Expense - Local Travel	\$ -	\$ -	\$ -	
01 6940 4941 610 000 000	Supplies	\$ -	\$ -	\$ -	
01 6940 4941 610 000 000 2	Supplies	\$ -	\$ -	\$ -	
01 6940 4941 610 410 000	Supplies - General Supplies	\$ 272.95	\$ 421.84	\$ 3,562.07	
01 6940 4941 610 412 000	Supplies - Office Supplies	\$ 11.53	\$ 13.14	\$ 166.01	
01 6940 4941 610 412 000 2	Supplies - Office Supplies	\$ -	\$ -	\$ -	
01 6940 4941 610 415 000	Supplies - Co-Op Purchases	\$ -	\$ -	\$ -	
01 6940 4941 610 428 000	Supplies - Classroom Supplies	\$ 9.48	\$ 59.58	\$ 2,458.58	
01 6940 4941 610 430 000	Supplies - Vehicle Repair	\$ 35.99	\$ -	\$ 96.43	
01 6940 4941 610 471 000	Supplies - Policy Council /Socialization	\$ 277.25	\$ 282.20	\$ 1,970.42	
01 6940 4941 610 471 000 2	Supplies - Policy Council /Socialization	\$ -	\$ -	\$ 38.25	
01 6940 4941 610 495 000	Supplies - Nursery Supplies	\$ -	\$ 177.19	\$ 422.73	
01 6940 4941 610 497 000	Supplies - Building Maintenance	\$ 111.16	\$ 88.73	\$ 1,482.92	
01 6940 4941 610 540 000	Supplies - Advertising	\$ -	\$ -	\$ -	
01 6940 4941 610 621 000	Supplies - Utility Services	\$ 573.04	\$ 1,093.62	\$ 5,188.54	
01 6940 4941 610 626 000	Supplies - Bus Fuel	\$ 357.29	\$ 339.34	\$ 1,455.26	
01 6940 4941 610 643 000	Web/Cloud Based Software	\$ -	\$ -	\$ 8,832.24	
01 6940 4941 650 460 000	Technology - Computer Hardware	\$ -	\$ -	\$ -	
01 6940 4941 650 460 000 2	Technology - Computer Hardware	\$ -	\$ -	\$ -	
01 6940 4941 650 465 000	Technology - Computer Software	\$ -	\$ -	\$ -	
01 6940 4941 739 000 000	Machinery	\$ -	\$ -	\$ -	
01 6940 4941 810 000 000	Dues and Fees	\$ -	\$ 1,999.98	\$ 3,087.19	
01 6940 4941 810 430 000	Dues and Fees - Auto Supplies	\$ -	\$ -	\$ -	
01 6940 4941 950 000 000 2	Indirect Costs	\$ -	\$ -	\$ 49,292.78	
		\$ 149,388.13	\$ 158,099.38	\$ 1,042,063.87	\$ 2,051,842.00
01 6940 4941 xxx xxx xxx 2	Notates ADMINISTRATIVE Expense				
	\$158,399.75 ADMINISTRATIVE Expense YTD TOTAL		Percent of Budget Period (8 of 12 mo)	66.7%	Percent Expended 50.8%

	PP3-1 6940-4945				
	HEAD START - TTA				
	(Training and Technical Assistance)				
	NOVEMBER 2025				
		CURRENT	PREVIOUS	YTD	2025-2026 BUDGET TTA HEAD START
		MONTH	MONTH	BUDGET PERIOD	
Account Number	Account Description	November 2025	October 2025	04/01/25 - 3/31/26	
01 6940 4945 330 675 000	Employee Development	\$ 55.00	\$ 1,330.50	\$ 5,897.39	
01 6940 4945 330 675 000 2	Employee Development	\$ -	\$ -	\$ 1,270.58	
01 6940 4945 330 692 000	Dues and Fees	\$ -	\$ -	\$ 217.97	
01 6940 4945 330 692 000 2	Dues and Fees	\$ -	\$ -	\$ -	
01 6940 4945 340 000 000	Professional Services	\$ -	\$ -	\$ -	
01 6940 4945 340 675 000	Employee Development - Conference Registration	\$ -	\$ -	\$ -	
01 6940 4945 340 675 000 2	Employee Development - Conference Registration	\$ -	\$ -	\$ -	
01 6940 4945 340 692 000	Employee Development - Tuition Expense	\$ -	\$ -	\$ 1,953.00	
01 6940 4945 340 692 000 2	Employee Development - Tuition Expense	\$ -	\$ -	\$ -	
01 6940 4945 610 410 000	Supplies - Material Costs	\$ -	\$ -	\$ -	
01 6940 4945 610 490 000	Supplies - Food Costs	\$ -	\$ -	\$ -	
		\$ 55.00	\$ 1,330.50	\$ 9,338.94	\$ 26,931.00
01 6940 4945 xxx xxx xxx 2	Notates ADMINISTRATIVE Expense				
		Percent of Budget Period (8 of 12 mo)		Percent Expended	
	\$1,270.58 ADMINISTRATIVE Expense YTD TOTAL		66.7%	34.7%	

PP3-1 6940-4943					
EARLY HEAD START - OPERATING					
NOVEMBER 2025					
		CURRENT	PREVIOUS	Budget Period	2025-2026 BUDGET
		MONTH	MONTH	YTD	
Account Number	Account Description	November 2025	October 2025	04/01/25 - 3/31/26	04/01/25 - 3/31/26
01 6940 4943 110 000 000	Non-Instructional / Staff	\$ 17,325.11	\$ 17,197.26	\$ 119,024.89	
01 6940 4943 110 000 000 2	Non-Instructional / Staff	\$ 1,159.20	\$ 1,159.20	\$ 7,980.00	
01 6940 4943 112 000 000	Instructional Aides	\$ 67,046.69	\$ 73,460.59	\$ 482,255.53	
01 6940 4943 116 000 000	Professional Non-Certificated /Staff	\$ 13,114.44	\$ 13,838.26	\$ 100,189.65	
01 6940 4943 116 000 000 2	Professional Non-Certificated /Staff	\$ 4,846.02	\$ 4,846.02	\$ 33,360.99	
01 6940 4943 210 000 000	Non Instructional / Group Insurance	\$ 1,290.48	\$ 1,296.67	\$ 7,220.10	
01 6940 4943 210 000 000 2	Non Instructional / Group Insurance	\$ 219.78	\$ 219.78	\$ 1,448.38	
01 6940 4943 212 000 000	Instructional Aides / Group Insurance	\$ 3,671.88	\$ 3,785.76	\$ 21,067.91	
01 6940 4943 216 000 000	Professional Non-Certificated / Group Insurance	\$ 1,216.01	\$ 1,266.86	\$ 7,693.32	
01 6940 4943 216 000 000 2	Professional Non-Certificated / Group Insurance	\$ 382.85	\$ 382.85	\$ 2,567.19	
01 6940 4943 220 000 000	Non-Instructional / FICA	\$ 1,274.44	\$ 1,264.68	\$ 8,795.84	
01 6940 4943 220 000 000 2	Non-Instructional / FICA	\$ 84.37	\$ 84.37	\$ 577.65	
01 6940 4943 222 000 000	Instructional Aides / FICA	\$ 5,037.60	\$ 5,528.27	\$ 36,371.23	
01 6940 4943 226 000 000	Professional Non-Certificated / FICA	\$ 930.30	\$ 985.67	\$ 7,199.49	
01 6940 4943 226 000 000 2	Professional Non-Certificated / FICA	\$ 351.55	\$ 351.55	\$ 2,417.46	
01 6940 4943 230 000 000	Non-Instructional / Retirement	\$ 1,399.88	\$ 1,389.56	\$ 10,225.73	
01 6940 4943 230 000 000 2	Non-Instructional / Retirement	\$ 93.66	\$ 93.66	\$ 685.49	
01 6940 4943 232 000 000	Instructional Aides /Retirement	\$ 5,366.75	\$ 5,935.62	\$ 40,903.92	
01 6940 4943 236 000 000	Professional Non-Certificated / Retirement	\$ 1,059.65	\$ 1,118.13	\$ 8,623.10	
01 6940 4943 236 000 000 2	Professional Non-Certificated / Retirement	\$ 391.56	\$ 391.56	\$ 2,865.79	
01 6940 4943 262 000 000	Instructional Aides / Unemployment	\$ -	\$ -	\$ -	
01 6940 4943 270 000 000	Non Instructional Work Comp	\$ -	\$ -	\$ 1,610.06	
01 6940 4943 270 000 000 2	Non Instructional Work Comp	\$ -	\$ -	\$ 35.21	
01 6940 4943 272 000 000	Instructional Aides / Workers Comp	\$ -	\$ -	\$ 1,958.11	
01 6940 4943 276 000 000	Prof Non Cert Work Comp	\$ -	\$ -	\$ 497.03	
01 6940 4943 276 000 000 2	Professional Non-Certificated / Workers Comp	\$ -	\$ -	\$ 197.15	
01 6940 4943 290 000 000	Non-Instructional / Other Benefits	\$ 1.92	\$ 1.92	\$ 126.54	
01 6940 4943 290 000 000 2	Non-Instructional / Other Benefits	\$ -	\$ -	\$ -	
01 6940 4943 292 000 000	Instructional Aides / Other Benefits	\$ -	\$ -	\$ 541.79	
01 6940 4943 296 000 000	Professional Non-Certificated / Other Benefits	\$ 4.40	\$ 4.40	\$ 94.96	
01 6940 4943 296 000 000 2	Professional Non-Certificated / Other Benefits	\$ 1.92	\$ 1.92	\$ 34.76	
01 6940 4943 330 000 000	Employee Training and Development	\$ -	\$ -	\$ -	
01 6940 4943 333 000 000	Staff Mileage Reimbursement	\$ -	\$ -	\$ -	
01 6940 4943 340 000 000	Professional Services - Miscellaneous	\$ -	\$ -	\$ 1,170.25	
01 6940 4943 340 317 000	Professional Services - Legal Services	\$ -	\$ -	\$ -	
01 6940 4943 340 430 000	Professional Services - Vehicle Maintenance	\$ -	\$ -	\$ 228.94	
01 6940 4943 340 471 000	Other Professional Services	\$ -	\$ -	\$ -	
01 6940 4943 340 497 000	Professional Services - Building Maintenance	\$ -	\$ 139.50	\$ 1,042.85	
01 6940 4943 340 540 000	Professional Services - Advertising	\$ -	\$ -	\$ -	
01 6940 4943 340 683 000	Professional Services - Employee Health	\$ 119.18	\$ 228.14	\$ 969.20	
01 6940 4943 340 685 000	Professional Services - Background Checks	\$ 51.99	\$ -	\$ 423.18	
01 6940 4943 340 685 000 2	Other Professional Services	\$ -	\$ -	\$ -	
01 6940 4943 382 000 000	Distance Education and Telecommunications	\$ 27.98	\$ 814.25	\$ 5,000.93	
01 6940 4943 382 000 000 2	Distance Education and Telecommunications	\$ 17.50	\$ 17.50	\$ 105.00	
01 6940 4943 490 000 000	Other Purchased Property Services	\$ 2,313.49	\$ 2,684.05	\$ 15,658.18	
01 6940 4943 490 441 000	Rentals of Land and Buildings	\$ 3,469.50	\$ 3,469.50	\$ 27,338.85	
01 6940 4943 490 441 000 2	Rentals of Land and Buildings	\$ 135.30	\$ 135.30	\$ 1,046.49	
01 6940 4943 490 497 000	Other Supplies and Materials	\$ -	\$ -	\$ -	
01 6940 4943 531 000 000	Postage	\$ -	\$ -	\$ 55.00	
01 6940 4943 550 000 000	Printing and Binding	\$ 273.75	\$ 327.16	\$ 2,023.87	
01 6940 4943 550 000 000 2	Printing and Binding	\$ 30.99	\$ 37.04	\$ 229.12	
01 6940 4943 580 471 000	Travel Expense - Parent Engagement	\$ -	\$ -	\$ -	
01 6940 4943 580 520 000	Insurance-Auto/Liability	\$ -	\$ -	\$ 2,186.15	
01 6940 4943 580 670 000	Travel Expense - Local Travel	\$ -	\$ 60.89	\$ 635.43	
01 6940 4943 580 670 000 2	Travel Expense - Local Travel	\$ -	\$ -	\$ -	
01 6940 4943 610 000 000	Supplies	\$ -	\$ -	\$ -	
01 6940 4943 610 000 000 2	Supplies	\$ -	\$ -	\$ -	
01 6940 4943 610 410 000	Supplies - General Supplies	\$ 831.35	\$ 1,238.64	\$ 8,528.15	
01 6940 4943 610 412 000	Supplies - Office Supplies	\$ 6.21	\$ 4.49	\$ 138.88	
01 6940 4943 610 412 000 2	Supplies - Office Supplies	\$ -	\$ -	\$ -	
01 6940 4943 610 428 000	Supplies - Classroom Supplies	\$ 218.14	\$ 119.96	\$ 3,697.01	
01 6940 4943 610 430 000	Supplies - Vehicle Repair	\$ -	\$ -	\$ -	
01 6940 4943 610 471 000	Supplies - Policy Council /Socialization	\$ 190.59	\$ 151.95	\$ 1,879.28	
01 6940 4943 610 471 000 2	Supplies - Policy Council /Socialization	\$ -	\$ -	\$ 20.59	
01 6940 4943 610 495 000	Supplies - Nursery Supplies	\$ 622.53	\$ 580.91	\$ 4,153.84	
01 6940 4943 610 497 000	Supplies - Building Maintenance	\$ 190.27	\$ 150.58	\$ 2,385.60	
01 6940 4943 610 540 000	Supplies - Advertising	\$ -	\$ -	\$ -	
01 6940 4943 610 621 000	Supplies - Utility Services	\$ 1,032.22	\$ 2,522.27	\$ 9,988.90	
01 6940 4943 610 643 000	Technology - Software	\$ -	\$ -	\$ 6,421.74	
01 6940 4943 650 460 000	Technology - Computer Hardware	\$ -	\$ -	\$ -	
01 6940 4943 650 460 000 2	Technology - Computer Hardware	\$ -	\$ -	\$ -	
01 6940 4943 650 465 000	Technology - Computer Software	\$ -	\$ -	\$ -	
01 6940 4943 739 000 000	Machinery	\$ -	\$ -	\$ -	
01 6940 4943 810 000 000	Dues and Fees	\$ -	\$ 1,050.00	\$ 1,742.69	
01 6940 4943 950 000 000 2	Indirect Costs	\$ -	\$ -	\$ 51,711.76	
		\$ 135,801.45	\$ 148,336.69	\$ 1,055,351.15	\$ 1,707,358.00
01 6940 4943 xxx xxx xxx 2	Notates ADMINISTRATIVE Expense				
	\$105,262.44 ADMINISTRATIVE Expense YTD TOTAL	31	Percent of Budget Period (8 of 12 mo)	66.7%	Percent Expended 61.8%

	PP3-1 6940-4946				
	EARLY HEAD START - TTA				
	(Training and Technical Assistance)				
	NOVEMBER 2025				
		CURRENT	PREVIOUS	YTD	2025-2026 BUDGET
		MONTH	MONTH	BUDGET PERIOD	TTA
Account Number	Account Description	November 2025	October 2025	04/01/25 - 3/31/26	EARLY HEAD START
01 6940 4946 330 675 000	Employee Development	\$ 150.00	\$ 1,811.50	\$ 2,759.92	
01 6940 4946 330 675 000 2	Employee Development	\$ -	\$ -	\$ 311.90	
01 6940 4946 330 692 000	TUITION EXPENSE FOR EMPLOYEES	\$ -	\$ -	\$ -	
01 6940 4946 330 692 000 2	TUITION EXPENSE FOR EMPLOYEES	\$ -	\$ -	\$ -	
01 6940 4946 340 000 000	Professional Services	\$ -	\$ -	\$ -	
01 6940 4946 340 675 000	Employee Development - Conference Registration	\$ -	\$ -	\$ -	
01 6940 4946 340 675 000 2	Employee Development - Conference Registration	\$ -	\$ -	\$ -	
01 6940 4946 340 692 000	Employee Development - Tuition Expense	\$ -	\$ -	\$ 4,615.45	
01 6940 4946 340 692 000 2	Employee Development - Tuition Expense	\$ -	\$ -	\$ -	
01 6940 4946 610 410 000	Supplies - Material Costs	\$ -	\$ -	\$ -	
01 6940 4946 610 490 000	Supplies - Food Costs	\$ -	\$ -	\$ -	
		\$ 150.00	\$ 1,811.50	\$ 7,687.27	\$ 23,356.00
01 6940 4946 xxx xxx xxx 2	Notates ADMINISTRATIVE Expense				
	\$311.90 ADMINISTRATIVE Expense YTD TOTAL		Percent of Budget Period (8 of 12 mo)	Percent Expended	
			66.7%	32.9%	

**2025-2026 Budget Period
HS/EHS Administrative Percentage
As of November 30, 2025**

Head Start Operating ADMIN Expenses YTD	\$	158,399.75
Head Start TTA ADMIN Expenses YTD	\$	1,270.58
Early Head Start Operating ADMIN Expenses YTD	\$	105,262.44
Early Head Start TTA ADMIN Expenses YTD	\$	311.90
TOTAL ADMIN EXPENSES YTD	\$	265,244.67

TOTAL Head Start Operating Expenses YTD	\$	1,042,063.87
TOTAL Head Start TTA Expenses YTD	\$	9,338.94
TOTAL Early Head Start Operating Expenses YTD	\$	1,055,351.15
TOTAL Early Head Start TTA Expenses YTD	\$	7,687.27
HS/EHS Inkind YTD	\$	256,457.10
TOTAL PROGRAM EXPENSES YTD	\$	2,370,898.33

YTD ADMINISTRATIVE PERCENTAGE **11.19%**
(Total Admin Expense YTD/Total Program Expense YTD)

PERSONNEL

Section 12 Substitute Teachers and Paraeducators

A. Substitute Teachers – Rate of Pay

ESU 13 shall maintain a Substitute Pay Schedule that establishes the daily and/or hourly rates of pay for substitute teachers, including rates for half-day assignments, consecutive-day assignments, and long-term substitute placements. The ESU Administrator shall apply these rates consistently and shall update the Substitute Pay Schedule as approved by the Board of Education.

Fringe benefits are not part of substitute teacher compensation. Each substitute teacher must hold proper Nebraska certification.

B. Substitute Paraeducators – Rate of Pay

ESU 13 shall maintain a Substitute Paraeducator Pay Schedule that establishes the daily and/or hourly rates of pay for substitute paraeducators. The schedule shall include rates for consecutive-day assignments, long-term placements, and situations in which the substitute paraeducator holds a valid Nebraska substitute teaching permit.

Compensation for substitute paraeducators shall be administered according to the tiers and conditions set forth in the current Substitute Paraeducator Pay Schedule.

Legal Reference:	
Date of Adoption:	May 19, 2020
Updated:	August 20, 2024, November 17, 2025

SERVICES and OPERATIONS

Section 4 Funds Management

A. System of Accounting

Uniform accounting methods shall be used for all ESU #13 funds so as to conform to best business practice and existing guides from the Nebraska Department of Education. Monthly financial statements of the general fund accounts will be made available at each regular board meeting.

The Administrator shall be responsible for the proper use of the budget. The Administrator shall establish and operate budget controls for all departments and shall ensure administration of the budget such that funds are expended for the purposes appropriated and in conformity with legal requirements as well as the policies and actions of the Board.

Legal Reference:	
Date of Adoption:	December 17, 2019
Updated:	

B. Borrowing

ESU #13 may borrow money in amounts not to exceed the limits established by law and may execute and deliver in evidence thereof its promissory notes which it is hereby authorized and empowered to make and negotiate, bearing a rate of interest set by the ESU #13 Board and maturing not more than two fiscal years from the date thereof. Such notes, before they are negotiated, shall be presented to the ESU #13 Treasurer and registered with ESU #13's records by the Treasurer. Such notes shall be payable out of the funds collected by ESU #13 in the order of their registry after the payment of prior registered warrants but prior to the payment of any warrant subsequently registered, except that if both warrants and notes are registered, the total of such registered notes and warrants shall not exceed one hundred percent of the unexpended balance of the total anticipated receipts of the general fund of ESU #13 for the current fiscal year and the following fiscal year. For the purpose of making such calculation, such total anticipated receipts shall not include any anticipated receipts against which ESU #13 has borrowed and issued notes pursuant to this section in either the current or the immediately preceding fiscal year.

In addition, ESU #13 may accept interest-free or low-interest loans from the state or federal government and may execute and deliver in evidence thereof its promissory notes maturing not more than twenty years from the date of execution.

Further, ESU #13 may enter into loan agreements for the purpose of borrowing money from financial institutions, including banks, in amounts not to exceed the limits established by law. As evidence of such borrowing, ESU #13 may execute and deliver one or more written loan agreements but shall not be required to execute and deliver separate promissory notes for each borrowing under such agreements. Money borrowed pursuant to such agreements shall bear

interest at such rate or rates and shall become due and be repaid as provided in such agreements. Any such agreement shall provide for repayment in full at least once each fiscal year and shall be for a term not exceeding one fiscal year. Any such agreement shall be registered upon books kept by the ESU #13 Treasurer, and money borrowed pursuant to such agreement shall be paid out of funds collected upon the current existing levy prior to the payment of any warrant or note registered subsequent to any such loan agreement. If ESU #13 has any such loan agreement or agreements outstanding and has warrants or notes registered, the total amount shall not exceed the limits established by law.

All such borrowings shall require approval of the ESU #13 Board.

Legal Reference:	Nebraska Statute: 79-1244
Date of Adoption:	December 17, 2019
Updated:	

C. Depositories of Funds

The Board shall annually in January re-authorize the depository banks or other institutions or investments in which the treasurer and officials of ESU #13 are authorized to deposit or invest funds of ESU #13. The treasurer and the Administrator or designee may use non-designated banks or institutions for deposit or investment when it is determined that such is required by financial exigencies or the sound protection of ESU #13 funds; provided a report of such is made at the next following regular meeting of the Board.

The treasurer and the Administrator or designee shall be responsible for ensuring that deposits in excess of the limits of the Federal Deposit Insurance Guaranty are secured by securities, bonds, or other means as required by law.

Legal Reference:	
Date of Adoption:	December 17, 2019
Updated:	

D. Bonds

The treasurer for the Board of ESU #13 and employees of the Board of ESU #13 who handle money of a substantial nature shall be bonded. Extent of bonding and coverage shall be determined annually.

Legal Reference:	
Date of Adoption:	December 17, 2019
Updated:	

E. Disbursement of Funds

Checks written on the treasury of ESU #13 shall be signed by the president, or in his/her absence the vice president, the secretary and the treasurer. Use of facsimile signature is authorized.

The Administrator and the treasurer are authorized to sign checks written on an ESU #13 account with said account not to exceed five hundred dollars (\$500). Authorization is to be reviewed annually by the Board of ESU #13.

Legal Reference:	
Date of Adoption:	December 17, 2019
Updated:	

F. Administrative Authorization to Pay Claims

The Board must approve all claims for payment except the Administrator may approve payment of claims, including credit card invoices, payment of utilities, payment of approved payroll and related taxes as they become due, prior to presentation to the Board. To avoid interest charges, payment for credit card purchases shall be made on or before the balance due date. Any such approval of payment by the Administrator must be presented to the Board for ratification at the next regular board meeting.

Legal Reference:	
Date of Adoption:	December 17, 2019
Updated:	

G. Coffee Act Policy (Reimbursable Expenses)

1. Workshops. Board members, employees, and volunteers of ESU #13 are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by ESU #13 or state and national educational organizations or which are otherwise in the best interests of ESU #13.
 - a. Approval to Attend. Board members are hereby given prior approval by the ESU #13 Board to attend such functions within the state which are sponsored by ESU #13, the Nebraska Association of School Boards, the Nebraska Council of School Administrators, the Nebraska Rural Community Schools Association, and similar organizations, without additional or further approval by the Board unless otherwise so determined. Upon approval by the Board or, in the case of in-state functions, by the Administrator or the Administrator’s designee, Board members are further authorized to attend other similar functions.

Employees and volunteers are authorized to attend such functions upon prior approval by the Administrator or the Administrator’s designee.

- b. Reimbursement of Expenses. ESU #13 will pay the registration costs, tuition costs, fees or charges for attendance by Board members at such approved functions. ESU #13 will pay mileage at the rate allowed by law (that is, the rate established by the Department of Administrative Services) or actual travel expense if travel is authorized by commercial or charter means. ESU #13 will pay meals and lodging at a rate not exceeding the applicable federal rate unless a fully itemized claim is submitted substantiating the costs actually incurred in excess of such rate and such additional expenses are expressly approved by the Board.

For employees and volunteers, ESU #13 will pay costs and make reimbursements in the same manner as provided above for Board member attendance, unless otherwise established by policy, Board action, contract, or negotiated agreement. Itemized receipts will be required for the reimbursement of the above listed travel expenses.

- c. Recognition. The Board hereby authorizes the president, Administrator or the Administrator's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted to recognize service by Board members, employees and volunteers. The maximum value of any such item to be awarded shall not exceed \$150.00. The Board may alter such maximum, but not more than once in any twelve-month period.
2. Meeting Refreshments. Non-alcoholic beverages may be provided to individuals attending public meetings. Meals may be provided to Board members, employees and volunteers attending joint meetings with other governing bodies. When the president or Administrator determines it to be in the best interests of ESU #13 and not in the form of a perquisite, because of timing or duration of a meeting or ESU #13 activity, or other factors, the Board authorizes other nutritional refreshments to be provided to persons attending public meetings or in other appropriate or necessary situations.
 3. Participants in Board Approved Activities. Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations (including, but not limited to, tornado, severe storm, fire, or accident) and to volunteers during or immediately following their participation in any activity approved by the Board (including, but not limited to, mowing, picking up litter, removing graffiti, or snow removal).
 4. Annual Recognition Dinner. One recognition dinner each fiscal year may be held for Board members, employees or volunteers. Such annual dinner may be held separately for Board members, employees of each department and volunteers, or in any combination. The maximum cost per person for such recognition dinner is hereby established at \$50.00.

5. Spouses. This policy does not authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee, or volunteer unless the spouse is also a Board member, employee or volunteer or unless the expenditure is otherwise permitted by law.
6. General. Payment or reimbursement for expenses incurred by Board members, employees or volunteers may be allowed to the extent otherwise specifically permitted by law. The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the Board to the designated officials as indicated herein.

Legal Reference:	Nebraska Statutes: 13-2201 to 13-2204; 81-1176 (mileage rate)
Date of Adoption: Updated:	December 17, 2019

H. Gifts

1. Gifts to ESU #13. The Board welcomes monetary and material contributions or other types of citizen contributions to ESU #13. Material contributions may be rejected where not suitable to efficient use by ESU #13. All donations become the property of ESU #13 and will be used in the interests of ESU #13. The gift shall not promote a political cause or a religious view.
2. Gifts to Employees. Students and patrons shall not be encouraged or coerced to give personal gifts to ESU #13 employees in their position as employees. In the event an employee receives such a gift with a monetary value in excess of \$50, the employee is to inform the Administrator, who is then authorized to require that the employee disburse the gift to ESU #13 or equitably among other ESU #13 staff serving the person making the gift.
3. Gifts by ESU #13 Employees. ESU #13 employees are not to give gifts to students who they serve in their employment. Exceptions are allowed for a homebound or seriously ill child, and in other cases where administrative approval is given.

Legal Reference:	
Date of Adoption: Updated:	December 17, 2019

I. Internal Controls

ESU #13 will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If ESU #13 receives federal awards, grants, or other funds, ESU #13 will:

1. Establish and maintain effective internal control over the federal award that provides reasonable assurance that ESU #13 manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. ESU #13 will endeavor to develop and align these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
2. Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
3. Evaluate and monitor the ESU 's compliance with statutes, regulations and the terms and conditions of federal award;
4. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
5. Take reasonable cybersecurity and other measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or ESU #13 considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Management requirements: ESU #13 will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until ESU #13 disposes of such equipment. ESU #13 will, as a minimum, meet the following requirements:

1. Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
2. Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two years;
3. Implement a control system to ensure safeguards for preventing property loss, damage or theft;
4. Implement adequate maintenance procedures for the equipment; and
5. Implement sales and disposition procedures for the equipment to ensure the highest possible return.

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value of \$10,000 or less (per unit) may be retained, sold, or otherwise disposed of in accordance with the Board’s Sale and Disposal of Property Policy.

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value in excess of \$10,000 (per unit), may only be sold or otherwise disposed of in accordance with the provisions of 2 C.F.R. § 200.313(e)(2)-(3).

Legal Reference: 2 C.F.R. §§ 200.313 & 200.303.

Procurement: ESU #13 will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

1. A procedure for micro-purchases (Under ~~\$10,15000~~);
2. A procedure for simplified acquisition threshold (between ~~\$10,15000~~ to ~~\$250350,000~~);
3. A procedure for sealed bids (over ~~\$250350,000~~);
4. A procedure for competitive proposals (with an explanation for why sealed bids were not accepted if over ~~\$250350,000~~); and
5. A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Article 3, Section 5 & Article 6, Section 5

Contract Terms: All contracts funded (in whole or in part) by federal funds and/or federal awards must contain the following terms or, via this Policy, the following terms are required and incorporated into any such contracts:

1. An assurance that minority business enterprises and labor surplus area firms are used, when possible;
2. An Anti-Lobbying clause for all contracts, including an Anti-Lobbying Certification, for contracts exceeding \$100,000;
3. A Suspension and Debarment clause;
4. A provision for termination for cause and for convenience, including the manner by which it will be affected and the basis for settlement;
5. A clause that addresses administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and a provision for sanctions and penalties;
6. For contracts in excess of \$150,000, a clause addressing the Clean Air Act and the Federal Water Pollution Control Act;
7. A provision maintaining contract oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders;
8. A provision addressing ESU 13's conflict of interest policies; and
9. A requirement that the contractor maintains records related to the contracted work.

Legal Reference: 2 C.F.R. § 200.319(d); 2 C.F.R. § 200.321; 2 C.F.R. § 200, Appendix II(I); 2 C.F.R. § 200, Appendix II(H); 2 C.F.R. § 200, Appendix II(B); 2 C.F.R. § 200, Appendix II(A); 2 C.F.R. § 200, Appendix II(G); 2 C.F.R. § 200.318(b); 2 C.F.R. § 200.318(c)(1); 2 C.F.R. § 200.318(i); 2 C.F.R. § 200.324(a); 2 C.F.R. § 200.324(b).

Federal Interest Reporting: ESU 13 will follow the required federal interest reporting and recording requirements, if applicable, for any real property or improvement interest financed, in whole or in part, with federal funds.

Legal Reference: 2 C.F.R. §§ 200.310-200.313.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient or as otherwise specified by the federal award or federal law.

For all other records, ESU #13 will retain such records for the length of time as required by law.

Legal Reference: 2 C.F.R. § 200.333, 2 C.F.R. § 200.34 & 34 C.F.R. § 81.31.

Suspension and Debarment: ESU #13 will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, ESU #13 will either: (1) verify that a vendor has not been debarred, suspended or otherwise excluded via SAM.gov, (2) collect a verification from that vendor; or (3) add a clause to the contract with the vendor. ESU #13 will maintain a copy of said verification or documentation.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: ESU #13 will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit ESU #13 to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

1. Identifying all of the federal awards received and expended and the federal programs under which they were received;
2. Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
3. Maintaining records and documentation that sufficiently identify the amount, source, and expenditure of funds for federally-funded activities;
4. Ensuring effective controls over accountability and safeguards for all funds, property, and other assets;
5. Comparing actual expenditures with budget amounts for each federal award;
6. Ensuring payments of federal funds are made in accordance with applicable law,

- including 2 C.F.R. § 200.305; and
7. Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: ESU #13 will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of ESU #13's cost sharing or matching, when such contributions meet all of the following criteria:

1. Are verifiable from ESU #13's records;
2. Are not included as contributions for any other Federal award;
3. Are necessary and reasonable for accomplishment of project or program objectives;
4. Are allowable under the applicable Cost Principles requirements;
5. Are not paid by the Federal Government under another Federal award, except where the federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
6. Are provided for in the approved budget when required by the federal awarding agency; and
7. Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

1. Is reasonable for the services rendered; and
2. Conforms to the established written expectations of ESU #13, as applied consistently to both Federal and non-Federal activities.

If ESU #13 intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

1. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. Be incorporated into the official records of ESU #13;

3. Reasonably reflect the total activity for which the employee is compensated by ESU #13, not exceeding 100% of compensated activities;
4. Encompass both federally-assisted and all other activities compensated by ESU #13 on an integrated basis, but may include the use of subsidiary records as defined in ESU #13's written procedures;
5. Comply with the established accounting policies and practices of ESU #13; and
6. Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Any leave and/or fringe benefits charged to a federal award must satisfy all criteria set forth in 2 C.F.R. § 200.431(b) and/or (c).

Budget estimates will generally not be used to support for charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Federal Funds for Construction Projects: If ESU 13 is granted the authority to use federal funds for a construction project, ESU 13 will follow the Davis-Bacon and Related Acts, including the payment of "prevailing wages" to those who work on the job site, as well as the contractor bonding requirements.

Legal Reference: 40 U.S. Code § 3141, et seq; 2 C.F.R. § 200.326.

Capitalization and Depreciation: The ESU will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, ESU staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and ESU personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$10,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior

written approval of the federal awarding agency or pass-through entity.

- D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 C.F.R. § 200.436 and 2 C.F.R. § 200.465.
- E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.
- F. If the ESU is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.
- G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Maintaining Records: Financial records, supporting documents, statistical records, and all other ESU records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

Legal Reference: 2 C.F.R. § 200.334.

Conflict of Interest: No ESU 13 employee, agent, or Board Member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by or with federal funds. A “conflict of interest” includes, but is not limited to, a financial or other interest in or a tangible personal benefit from federal funds that would directly or indirectly benefit either (1) the employee, agent, or Board Member; (2) any member of their immediate family; or their spouse or partner, or (3) an organization that employs or is about to employ those individuals. ESU 13 employees, agents, and Board Members may only accept gratuities, favors, or anything of monetary value from federally funded contractors in accordance with ESU 13’s Conflict of Interest Policy. Any ESU 13 employee, agent, or Board Member who knowingly violates these terms may be subject to discipline, up to and including termination of employment and/or referral for possible criminal prosecution.

Legal Reference: 2 C.F.R. §§ 200.112 & 200.318.

Unexpected or Extraordinary Circumstances: For all federal awards, if ESU #13 does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, ESU #13 may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by ESU #13 in order to meet a matching requirement. ESU #13 will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. §§ 200, et seq.

Travel Costs: Travel costs (including transportation, lodging, subsistence, and related items) incurred by an employee who travels on official business for a federal award may only be charged to the federal award on an actual cost basis, a per diem or mileage basis, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip. ESU #13 will ensure that the method used will be consistent with the method normally allowed in similar circumstances in ESU #13's other travel and Board Policies. Any travel costs charged directly to a federal award must be documented to justify that (1) the individual's participation is necessary for the federal award and (2) the costs are reasonable and consistent with ESU #13's travel costs and expectations. All travel costs must be reasonable and not in excess of what ESU #13 typically allows for other travel. All reasonable rates and amounts will be consistent with the rates and amounts established under 5 U.S.C. 5701-11.

Legal Reference: 2 C.F.R. § 200.475

SERVICES and OPERATIONS

Section 5 Purchasing

A. Authority

In order to carry out the statutory mission of ESU #13, ESU #13 is authorized to:

1. Purchase, lease, or lease-purchase real estate, equipment, supplies, services, and personal property for its own use.
2. Either individually, or collectively with other educational service units, purchase, lease, lease-purchase, or act as purchase agent for administrative and instructional supplies, instructional equipment, instructional services, and personal property for resale only to educational entities.
3. Acquire office space by purchase out of funds appropriated to ESU #13 for educational purposes or rent or lease such space as may be necessary.
4. Acquire the personal property necessary for the performance of its duties.

When ESU #13 advertises for bids for administrative or instructional supplies, instructional equipment, instructional services, and personal property, acceptance of any bid submitted to ESU #13 obligates ESU #13 to award the contract in accordance with the plans and specifications and in the quantities set forth in the bid documents.

Legal Reference:	Nebraska Statutes: 79-1220 and 79-1223
Date of Adoption:	December 17, 2019
Updated:	

B. General Guidelines

The procurement of goods and services for ESU #13 shall be secured in an efficient and economical manner. All legal requirements are to be followed and each purchase shall be within the mission, objectives and financial resources of ESU #13. Competition between suppliers is considered to be desirable for the purpose of securing maximum value at a minimum cost.

Contracts for purchases, services, leases or rental and other agreements to encumber funds shall be made only with the approval of the Board or, where authorized, by the Administrator or designee. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of ESU #13 that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board approves such contract or arrangement in advance.

Legal Reference:	
Date of Adoption:	December 17, 2019
Updated:	August 20, 2024

C. Involvement of Staff

Employees directly responsible for the use of particular supplies, materials, equipment or services shall on request provide the Administrator or designee input with regard to needs and specifications, through a requisition process or as otherwise established by the Administrator. Such input shall be considered in making purchasing decisions. Teachers are not, however, to receive sales calls during the instructional day without authorization from the Administrator or designee.

Any employee who orders any supplies or equipment outside of that which has been included in the annual budget or without written authorization of the Administrator or designee shall be personally liable for payment of the order.

Legal Reference:	
Date of Adoption: Updated:	December 17, 2019

D. Capital Asset Management

ESU #13 shall maintain a fixed capital asset management system, tracking fixed capital assets equal to or greater than \$5,000. Fixed capital assets shall include the following: land, land improvements, easements, buildings, building improvements, vehicles, machinery and equipment, and infrastructure such as roads and waterlines. Any renovation or alteration to an existing building that adds useful space to the structure or extends the facility's useful life will be considered a fixed capital asset. Conversely, improvements that do not add useful space to the structure, or extend the facility's useful life will be considered maintenance and repair. At the discretion of the Administrator, items may be included in the fixed capital asset listing which do not meet the definition, including items generally smaller in size and more susceptible to theft.

The following are general guidelines for additions, disposal and review of capital assets.

1. Additions – All purchases of fixed capital assets shall comply with the policies of the Board of Educational Service Unit #13. When capital assets are received, the business manager shall ensure that the administrative assistant is notified of the addition. The administrative assistant will be responsible for maintaining a master spreadsheet with all of ESU #13's fixed capital assets included.
2. Disposal – The disposal of any ESU #13 capital assets shall be in compliance with the policies of the Board of Educational Service Unit #13. Upon the disposal of any capital assets, the Administrator or designees shall inform the administrative assistant of the asset's disposal, and the administrative assistant will make the appropriate amendments to the master spreadsheet of fixed assets.
3. Review – The administrative assistant will conduct an annual review of the fixed

capital asset listing to ensure accuracy and make necessary adjustments.

Legal Reference:	
Date of Adoption:	December 17, 2019
Updated:	December 19, 2023

E. Inventory of ESU #13 Property

ESU #13’s Administrative Department shall maintain a master inventory spreadsheet of ESU #13’s assets that have a value of over \$300 for technological items and \$500 for all other items. This inventory shall not include items listed under the fixed capital asset list. The Director of each program shall inform the Administrative Department when an item is disposed of, and the items shall be removed from the master inventory spreadsheet. An annual review of the master inventory spreadsheet will be conducted by October 31st, with the Director of each program verifying the accuracy of the spreadsheet.

Legal Reference:	
Date of Adoption:	December 17, 2019
Updated:	December 19, 2023

F. Construction Projects

ESU #13 shall bid every project for the construction, remodeling, or repair of any building or for site improvements when the contemplated expenditures for the project is in excess of \$109,000.00, or such sum as adjusted pursuant to Nebraska Statute §73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders. The Administrator or designee shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
2. Regular Manner of Advertisement for Bids. The notice to bidders shall be published one time in a newspaper of general circulation in the ESU #13 district. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board or Administrator may, in their sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening. When the hour is reached for such bids to close, bids will be immediately and simultaneously opened. Bidders or representatives of bidders will be invited to be present.

4. Contract Award. The contract shall be awarded to the lowest responsible bidder as and to the extent required by law. When not so required, the award shall be made on the basis of the contract award criteria set forth in Board Policy for purchases of equipment, materials and supplies.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the Board or Administrator includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by ESU #13.
6. Retention of an Architect or Engineer. ESU #13 shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed One Hundred and Eighteen Thousand Dollars (\$118,000), as adjusted from time to time by Nebraska Statute 81-3445 or other applicable law.
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the Board or Administration waives such requirement. The Board or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference:	Nebraska Statutes: 52-118 (construction performance and payment bonds); 73-101 to 73-106 (bidding construction projects); 81-3445 (architect or engineer)
Date of Adoption:	December 17, 2019
Updated:	June 21, 2022

G. Equipment, Materials and Supplies

1. Purchases up to \$10,000 Open Market. The Administrator or designee shall be authorized to purchase any item specifically budgeted up to \$10,000 in the open market. Official action by the Board shall be requested by the Administrator where it is required by law or in those instances where it appears to be in the best interests of ESU #13. The purchase of items in excess of \$10,000 shall require Board approval.

Open market orders and contracts for the purchase of equipment, materials and supplies shall be awarded based on the following criteria:

- a. Quality of product.
 - b. Suitability of product.
 - c. Equality of price (or fairness of price).
 - d. Conformance to specifications.
 - e. Convenience of delivery.
 - f. General reputation of business firms.
 - g. Services to be provided to ESU #13 by supplier.
 - h. Established relationship between supplier and ESU #13.
 - i. Ability to provide the goods or services under question.
 - j. Ability to provide replacement parts for the goods to be purchased.
 - k. Warranties offered on products.
 - l. Adherence to State Law and Federal Regulations.
 - m. Any other stipulations set forth in Board policy or by Board action with regard to purchasing decisions.
2. Purchases from \$10,000 up to \$100,000 - Solicit Proposals. The Administrator or designee shall request the submission of bids, quotes or proposals for purchases, which have a cost from \$10,000 up to \$100,000. The Administrator or designee shall receive and evaluate all proposals and make a recommendation to the Board for acceptance. The Board reserves the right to reject any and all proposals, to waive any informality in any proposal, and to accept the proposal that it deems best serves the interests of ESU #13; which may or may not be the lowest cost proposal.
3. Purchases of \$100,000 and above - Sealed Bids. The Administrator or designee shall advertise for sealed bids for purchases which have a cost of greater than \$100,000.
 - a. Bid instructions and specifications. The Administrator or designee shall prepare bid instructions that are clear and complete and conducive to competitive bidding. The bid instructions shall set forth all considerations necessary to bid and be consistent with any guidelines established by the Board.
 - b. Advertisement. The notice to bidders shall be published appropriately in a manner that will allow for competition. Vendors and suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed or made

available to all vendors or suppliers who have indicated an interest in bidding.

- c. Sealed bids. Bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bid and the time of the bid opening.
- d. Withdrawal of Bids and Late Bids. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.
- e. Bid Opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present. After the bids have been opened and tabulated, they shall be available for those interested to copy or study. They shall not, however, be removed from the ESU #13 offices.
- f. Right to Reject. The Board reserves the right to reject any or all bids and to accept the bid which appears to be in the best interest of ESU #13. Each bid notice should carry the notification that ESU #13 reserves the right to accept or reject any or all bids.
- g. Right to Waive Bid Formalities. The Board reserves the right to waive any informality in, or reject any or all bids, or any part of any bid, as consistent with law.
- h. ESU #13 need not comply with the bidding requirements if ESU #13 purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bids the purchase of property.

Legal Reference:	
Date of Adoption:	December 17, 2019
Updated:	

H. Services

Contractual services which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, are not subject to the competitive bidding process.

Every contract for services to be provided to ESU #13 shall require that the contractor use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and a part of the terms of every contract for services with the School District, including but not limited to oral contracts.

Contractual services which are determined to be suitable for competitive bidding, quotations, or proposals, will be awarded using the same procedures and criteria as established for the purchase of equipment, materials and supplies.

Legal Reference:	Nebraska Statute: 4-114
Date of Adoption: Updated:	December 17, 2019

I. Lease-Purchase

The Administrator or designee may enter into lease-purchase agreements on behalf of ESU #13 when the total commitment is below \$20,000. Lease-purchase agreements in excess of such amount require Board approval.

Legal Reference:	
Date of Adoption: Updated:	December 17, 2019

J. Rebates to Employees or Board Members

No employee or Board member shall receive a rebate, commission, expense-paid trip, or anything of value from individuals or companies from which ESU #13 makes purchases without administrative approval. In cases that directly involve the Administrator, the Board shall be notified for approval.

Legal Reference:	
Date of Adoption: Updated:	December 17, 2019

K. Credit Card Purchasing Program

1. The Board authorizes the Administrator or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of ESU #13.
2. The Board of Education delegates to the Administrator or designee: (a) the determination of the type of purchasing card or cards to be utilized in ESU #13's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in ESU #13's purchasing card program. The Administrator shall submit the approved names to the Board, from time to time.
3. ESU #13's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of ESU #13. No officer or employee of ESU #13 shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Administrator or designee shall temporarily or permanently suspend said cardholder's purchasing card

privileges.

5. Upon the termination or suspension of employment of an individual using a purchasing card, the Administrator or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference:	Nebraska Statute: 13-610
Date of Adoption: Updated:	December 17, 2019

L. 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~~**\$350,000** (simplified acquisition threshold) per procurement event or in aggregate purchases this organization will follow the informal simplified acquisition threshold procedures.
- When the annual total for food service program related items is greater than ~~\$250~~**\$350,000** (simplified acquisition 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~~**\$15,000** 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)].

Simplified Acquisition Threshold Procedures

For purchases made below the simplified acquisition threshold, simplified acquisition threshold procedures will be utilized to purchase necessary goods and services. When simplified acquisition 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 simplified acquisition 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 simplified acquisition threshold established in the sponsor’s procurement policy statement is less than ~~\$250~~**\$350,000**, 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) (I-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, veteran-owned, 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 simplified acquisition 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:
 - a. 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.
 - b. 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.
 - c. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.
 - d. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
 - e. Place and confirm orders with vendors or make plans to purchase the required items.
 - f. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
 - g. To work with vendors on a fair and equal basis.
 - h. To conduct an in-house procurement review once per year.

M. 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.

N. Technology Contracts

For any company that submits a bid or proposal for any technology-related product or service, and before entering into any contract with any company for any technology-related product or service, the company must certify that: (1) the company is not a “scrutinized company” (as defined by law); (2) the company will not subcontract with any scrutinized company for any aspect of performance of the contemplated contract; and (3) any products or services to be provided do not originate with a scrutinized company. The ESU will not knowingly enter into any contract with any scrutinized company.

Legal Reference:	LB 1300 (2024)
Date of Adoption:	August 20, 2024
Updated:	February 18, 2025

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

- may be given by inhalation;
 - (3) topical application of sprays, creams, ointments, and lotions and transdermal patches; and
 - (4) instillation by drops, ointments, and sprays into the eyes, ears, and nose.
 - ii. Administration of Medication via Additional Routes, PRN Medication, and Observing and Reporting: School nurses and medication competent staff may provide medication by additional routes (“additional routes”), provide PRN medication (PRN medication means an administration scheme in which a medication is not routine, is taken as needed, and requires assessment for need and effectiveness), or participate in observing and reporting for monitoring medications only under the following conditions:
 - (1) In the case of a medication competent staff member, a determination has been made by the school nurse or by the student’s physician or duly licensed health care professional that these activities can be done safely for the specified recipient by the medication competent staff member and the determination is placed in writing.
 - (2) Directions for additional routes must be for recipient specific procedures and must be in writing.
 - (3) Directions for PRN medication must be in writing and include parameters for provision of PRN medication.
 - (4) Directions for observing and reporting for monitoring medication must be in writing and include the parameters for the observation and reporting.
 - (5) ESU #13 personnel administering the medication shall comply with the written directions.
 - iii. Injections: School nurses will ordinarily be responsible for medications that must be provided or administered by injection. A medication competent staff member will not ordinarily administer medications by injection without specific training on injection administration. Students may be authorized to self-administer medication as hereafter provided.
- d. Refusal to Administer Medication: ESU #13 may refuse to give a medication if after a reasonable and prudent research by ESU #13 or school health care professional a decision has been made that the dosage prescribed exceeds that which is recommended in the Physician's Desk Reference, Mosby’s Nursing Drug Reference, the most recent edition of the Nursing Drug Handbook, or other pharmaceutical manuals handbook; or when a drug or substance is not currently approved by the FDA. When ESU #13 personnel refuse to carry out a request to administer medication, the Administrator or

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, April 15, 2025

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 ~~\$250350,000~~ (simplified acquisition threshold) per procurement event or in aggregate purchases this organization will follow the informal simplified acquisition threshold procedures.
- When the annual total for food service program related items is greater than ~~\$250350,000~~ (simplified acquisition 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 ~~\$1015,000~~ 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)].

Simplified Acquisition Threshold Procedures

For purchases made below the simplified acquisition threshold, simplified acquisition threshold procedures will be utilized to purchase necessary goods and services. When simplified acquisition threshold 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 simplified acquisition 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 simplified acquisition threshold established in the sponsor's procurement policy statement is less than ~~\$250~~**\$350**,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, veteran-owned, 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 simplified acquisition 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.