



Education Service Unit Coordinating Council

ESUCC Executive Board
Governing Body

Administrative Regulations

ESUCC
6949 South 110th Street
LaVista, NE 68128

Table of Contents

ESUCC Executive Board	5
Article 1. Council Organization	6
1020. Annual Organizational Meeting	6
1. Oath Of Office	6
1025. Governmental Relations	6
Governmental Relations	6
Article 2. Public Relations	8
2004. ESUCC Executive Director	8
General Duties and Functions of the Chief Executive Officer	8
Chief Information Officer Job Description	10
2005. Coordinator of Digital Learning	13
Coordinator of Digital Learning	13
2006. Project Directors	15
Technology Director Job Description	15
Digital Resources Manager Job Description	17
Coop Director Job Description	18
Application System Analyst Job Description	21
2007. ESUCC Staff	23
Executive Assistant Job Description	23
Business Manager Job Description	25
Program Assistant Job Description	27
Communications & Marketing Specialist Job Description	28
SRS Developer and Project Coordinator	31
2009. Line of Responsibility	33
Segregation of Duties Procedure	33
2011 Project Evaluation and Planning	35
Chief Information Officer Evaluation Form	35
Staff Evaluation Form	41
Other Areas Reviewed	42
2012. Budget Document	45
Requisitions	45
2014. Budget Administration	45
NDE/ESUCC Budget Development Need to write - Kraig, Deb, Priscilla	45
Fiscal Management Procedure (Budget Development, Monthly budget, Committee, Board) Draft - Kraig, Deb, Priscilla	45

PDO Budget Requests	46
Staff Budget Requests Draft - Kraig, Deb, Priscilla	47
State Audit Procedures Draft - Kraig, Deb, Priscilla	48
Staff Time/Pay Splits Procedures Draft - Kraig, Deb, Priscilla	48
Article 3 Human Resources	50
Master Service Agreement	50
3002. Funds Management	51
Fiscal Management Procedure (Budget Development, Monthly budget, Committee, Board)	51
Lost Check Procedure	52
Staff Travel Procedure Documentation	52
Payment Procedures	56
Prepayment Resolution	56
Check Approval Procedure	57
ESUCC Staff Homepage Draft	58
Staff Time/Pay Splits	58
Segregation of Duties	59
3007. Purchasing	61
Credit Procedure	61
Fixed Asset Management	62
Surplus Property	63
Inventory Procedure	64
3008. Fiscal Management for Purchasing and Procurement Using Federal Funds	65
3010. ESUPDO and Affiliate Groups	75
3011. Distance Education Project	76
3012. Instructional Materials (IMAT) Project	77
3013. Cooperative Purchasing Project	77
3014. Special Education Projects Project	77
Article 5. Equity/Legal Compliance	78
5005. Non-Discrimination	78
Appendix	79
Bylaws of Educational Service Unit Coordinating Council (Original)	79
ESU Map	91
ESU No. 17 Staff Handbook -	91
ESUCC Past Chairs	91
Overview of ESUCC and statewide projects	91

Educational Service Unit Administrators 2021-2022	100
Committee Structure and Functions	101
ESUCC Standing Committee Membership	104
ESUCC Mission/Vision Statements	106
ESUCC Vision:	106
ESUPDO: Purpose; Direction, Core Beliefs and Outcome Measures	106
ESUCC Projects Mission/Vision	107
ESUCC Team	109
Master Service Agreement	110
2021-2022 Master Services Agreement	110
ESUCC ORG Chart	124
ESUCC Infrastructure (updated 5-18)	124
ESUCC Home Base (Aug 2021)	125
ESUCC Fiscal Timeline	126
ESU Acronyms	127

ESUCC Executive Board

2021-2023

Board President

Dan Schnoes
Cell: 402-719-8181
ESU No. 3
6949 South 110th St
LaVista, NE 68128-5722
402-597-4802
Fax 597-4898
dschnoes@esu3.org

Past President

Larianne Polk
Cell 402-720-4977
ESU No. 7
2657 44th Avenue
Columbus, NE 68601-8537
402-564-5753
Fax 563-1121
lpolk@esu7.org

President-Elect

Brenda McNiff
Cell: 402-806-2613
ESU No. 5
900 West Court
Beatrice, NE 68310-3526
402-223-5277 Fax 223-5279
bmcniff@esu5.org

Treasurer

Geraldine Erickson
Cell 402-822-0047
ESU No. 17
207 North Main
Ainsworth, NE 69210
402-387-1420
Fax 402-387-1028
gerickson17@esu17.org

Secretary

Bill Heimann
Cell [402-525-1211](tel:402-525-1211)
ESU No. 1
211 Tenth Street
Wakefield, NE 68784
402-287-2061
402-287-2065
bheimann@esu1.org

Article 1. Council Organization

1020. Annual Organizational Meeting

1. Oath Of Office

Board members before taking office shall take and sign the following oath or affirmation:

I, _____, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservations, or for purpose or evasions; and that I will faithfully and impartially perform the duties of the office of member of the Board of Educational Service Unit Coordinating Council, according to law, to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or this State by force or violence; and that during such time that I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or this State by force or violence. So help me God.

1025. Governmental Relations

1. Governmental Relations

For purposes of this Policy Code and the functions of the Council:

1. Governmental Relations shall mean the practice of promoting or opposing for another person the introduction or enactment of legislation or resolutions before the Legislature or the committees or the members thereof, and shall also include the practice of promoting or opposing executive approval of legislation or resolutions.
2. Influencing shall mean promoting, supporting, affecting, modifying, opposing, or delaying by any means, including the providing of or use of information, statistics, studies, or analyses.

Registered Lobbyist. The Chief Information Officer shall be a registered lobbyist in the State of Nebraska. He or she may designate such other ESUCC staff members to serve as registered lobbyists in the State of Nebraska in order to assist him or her in carrying out the ESUCC Legislative Program. The Chief Information Officer, upon approval from the ESUCC Executive Board, may contract with an external lobbyist for services.

Registration Forms. The Chief Information Officer shall ensure that all lobbyist and principal registration forms are filed and all applicable fees are paid in a timely manner with the Nebraska Accountability and Disclosure Commission

Governmental Relations Program

Generally. The Council shall have an active and ongoing governmental relations program to promote the interests of the ESUCC.

Program, Purposes. The purposes of the ESUCC Governmental Relations Program are to:

1. Analyze legislation under consideration in the Nebraska Legislature and measures that may appear on statewide election ballots;
2. Take positions on specific bills and resolutions as directed by the ESUCC Legal Committee;
3. Advocate for passage or defeat of selected measures; and
4. Inform members about ESUCC positions on current legislation and on statewide ballot measures, and encourage local actions when needed.

The ESUCC Legal Committee shall not take positions on behalf of the Council concerning statewide initiative and referendum ballot issues.

Article 2. Public Relations

2004. ESUCC Executive Director

1. General Duties and Functions of the Chief Executive Officer

Policies: The CEO's responsibilities related to policies are:

- To present the Board with new or amended policies as appropriate to serve the role and mission of ESU Coordinating Council (ESUCC) and meet changing requirements of law.
- To implement Board policies and assure compliance with Board policies.
- To assure that the Board policies are available for review upon request at the administrative office of the ESUCC.

Personnel: The CEO is responsible for the overall management of staff.

Responsibilities related to personnel include:

- To recommend administrative and supervisory positions for approval by ESU 17. The ESU 17 Board will approve the broad purpose and function of administrative and supervisory positions.
- To assign, supervise and evaluate employees and direct them in the performance of their duties.
- To recommend candidates for employment to ESU 17 and establish terms of employment for approval by the ESU 17 Board.
- To prepare written job descriptions for employees.
- ESU 17 prepares and distributes staff handbooks. Staff handbooks that are approved by the ESU 17 Board shall be deemed to be policies of the ESUCC Board and shall have the same effect as Board-adopted policies.
- To develop and provide an effective staff development program.
- To make assignments of personnel to their particular project(s) and responsibilities as determined appropriate.
- To discipline staff and terminate or recommend termination of employment when appropriate.
- To create and maintain appropriate mechanisms such as councils and committees to foster good communications within the staff and to allow representative members of the staff to have a voice in the development of policies and in the making of decisions affecting them.

Budget: The CEO's responsibilities related to the budget are:

- To prepare the annual budget for the operations of the ESUCC with the assistance of staff, give required budget hearing notices, present the budget for approval by the Board, and file such reports and forms related to the budget and tax levy process as required.
- To make every attempt possible to operate within the limits set forth by the budget.

Services: The CEO shall communicate and provide leadership with regard to the determination of services to be provided to the CEO shall ensure that the services are provided in a satisfactory manner.

Purchases and Contracts: The CEO's responsibilities related to purchases and contracts are:

- To be in charge of all financial matters of the ESUCC.
- To study and recommend to the Board fiscally prudent and suitable purchases and contracts for which Board action is required pursuant to law or Board policy.
- To maintain a current inventory of ESUCC property.

Board and Community Communications. The CEO's responsibilities related to communications with the Board are:

- To prepare and send out agenda, special reports and minutes for Board meetings.
- To prepare for and attend all Board meetings unless excused.
- To promptly inform the Board of decisions or actions taken that are not covered in Board policies or by Board action. The CEO shall have authority to make such decisions or take such actions on behalf of the ESUCC where the CEO reasonably determines that it is necessary to do so.
- To keep the Board informed concerning the total ESUCC projects.
- To coordinate and guide the stakeholders within the ESUCC and the community to cooperatively enhance efficiency and effectiveness of ESUCC programs and services.
- To keep abreast of the trends and changes in education for possible implementation of selected programs. The CEO will be expected to attend district, state, and national conventions of professional educational organizations. The CEO will secure advance approval from the Board before attending any out of state convention. The CEO will report to the Board such information that is learned at such programs that will require

Board action. Reimbursement for expenses allowed shall be in accordance with Board Policy.

The CEO is responsible to maintain the official records of the ESUCC.

The CEO is to delegate duties to other members of the administrative team or other staff as required for the effective administration of the ESUCC, except in such matters that Board policy, Board action, or law prohibits the delegation. The CEO remains responsible for assuring that the delegated duties are performed as required.

The CEO is expected to adhere to the "Code of Ethics" for certificated educators as adopted by the Nebraska Department of Education and the ethical code of the American Association of School Administrators.

2. [Chief Information Officer Job Description](#)

Posting Job Description

AGENCY: Educational Service Unit Coordinating Council (ESUCC)

JOB TITLE: CHIEF EXECUTIVE OFFICER (CEO)

JOB DESCRIPTION: Serves as Chief Executive Officer for the Educational Service Unit Coordinating Council; charged with the responsibility of implementing Council Bylaws, maintaining a focus on the statutory mission of ESUCC and general administration of the Council.

SUPERVISOR: Educational Service Unit Coordinating Council (composed of the ESU Administrator of each Service Unit.

SUPERVISING: All functions of ESUCC

MINIMUM QUALIFICATIONS:

- Education Level:
Bachelor's Degree required from an accredited college or institution.
- Certification or Licensure:
None
- Experience Desired:
Five Years of Experience working with or on behalf of Educational Service Units.

- Other Requirements:

Understanding of complex organizational systems; knowledge of Nebraska Law and ESUCC Finance, effective use of technology, strategic planning related to change and demographics; familiarity with the Nebraska Legislature, ability to interpret laws, statewide travel, availability for extended hours of work.

ESSENTIAL JOB FUNCTIONS:

1. The CEO shall be the chief executive officer for the ESUCC and shall coordinate the operations and functions of the Council.
2. Although the CEO has the power to delegate any of his/her duties, he/she shall remain responsible to the ESUCC for all such duties.
3. The CEO shall attend all meetings of the ESUCC unless excused at his/her own request except any meeting or portion of a meeting at which his/her own election or re-election is under consideration.
4. The CEO shall prepare or cause to be prepared an annual budget to be presented to the ESUCC for consideration no later than the regular September meeting. He/she shall administer the budget as enacted by the Council and shall have the power to examine and clarify all budgeted items and purchases.
5. The CEO may authorize purchase orders for the items covered by the budget.
6. The CEO may, with prior approval of the Council, select and recommend individuals to serve on ad hoc committees of ESUCC and on committees set up by ESUCC affiliate groups.
7. The CEO shall serve as the Governmental Relations Specialist for the legislature and work with the legislative committee of ESUCC to determine the Council platform.
8. The CEO shall work with the ESUCC treasurer and accountant to establish and maintain an accurate account of all financial transactions keeping a record that portrays receipts, distribution and disbursement of all funds.
9. The CEO shall be responsible for an accurate account of all materials and equipment. He/she shall report to the Council any losses of materials or equipment not consumed in use.
10. The CEO shall conduct such research as may be necessary in keeping the Council informed regarding needed programs, progress of programs, the need for new programs and any other matter of concern to the Council.
11. The CEO shall carry on a program of public relations and shall be responsible for appropriate publicity. All publicity except those items delegated to the President of the Council shall have approval of the CEO prior to publication.
12. In the absence of by-laws or direction by the Council, the CEO shall assume the authority necessary to deal effectively with unforeseen situations and shall report such actions to the Council at their meeting.

13. The CEO shall establish procedures to insure compliance with ESUCC bylaws, Master Services Agreement and State and Federal law.
14. The CEO or his or her selected designee shall be responsible for evaluating the performance of statewide programs and to make appropriate recommendations to the Council regarding continuation or termination of such programs.
15. ESUCC shall be represented only by the CEO or his/her designated representative at meetings affecting ESUCC programs or policy.
16. The CEO shall facilitate communications among entities working with or for ESUCC including but not limited to NESUBA, ESUs that serve as fiscal agents for ESUCC programs; NITC, the legislature; NCSA; NDE and individual ESUs.
17. The CEO shall be responsible to arrange for an annual audit of the operations and complete all state and federal forms required of a political sub-division.
18. The CEO shall be responsible for collecting and reporting data that is necessary to complete reporting requirements of the State and Federal Government.
19. The CEO shall develop administrative procedures, rules, and all forms required to assure efficient implementation of Council By-laws.
20. The CEO shall be responsible for the necessary arrangements for all meetings and training conducted on behalf of the Council.
21. The CEO shall provide leadership for the Council and assist in the development of Strategic Planning for ESUCC as required by State Law.
22. The CEO shall work with representatives of business and government in order to generate financial and other support for ESUCC.
23. The CEO shall promote a partnership between ESUCC and the Nebraska Department of Education in order to fund and provide statewide trainings for ESUCC and the ESU affiliate groups.
24. Other duties as assigned by the Council.

Physical Requirements: (Place an "X" in the column pertinent to your job duties)

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67% +
Standing		X		
Walking		X		
Sitting			X	
Bending/Stooping		X		
Reaching/Pushing/Pulling		X		
Climbing		X		
Driving			X	
Lifting (50# max)				X
Carrying (25 feet)				X
Manual Dexterity Tasks (using the telephone, computer, adding machines, copiers, printers, and other office equipment, etc.)				X

OTHER REQUIREMENTS (INTELLECTUAL, SENSORY):

SPECIFY:

Skills in effective oral and written communication

Computation skills in completing reports and other forms

Ability to organize own time and tasks

Effective skills in leadership, human relations, organization, problem solving and conflict resolution

Assessment and evaluation skills

Ability to deal with stress and time pressures

Skills in organization, problem solving and conflict management

Leadership and decision-making skills

Ability to work well with others and motivate them

WORKING CONDITIONS:

A. Inside _____ Outside _____ Both X

B. CLIMATIC ENVIRONMENT:

- SPECIFY: Visit to schools and other facilities involve extremes of temperature
- Extremes of temperature and humidity in non air-conditioned buildings
- Primary work space is an air-conditioned office. Some duties may involve exposure to extremes in temperature and humidity
- Air-conditioned office

C. HAZARDS: SPECIFY:

- Stress caused by managing conflicts

JOB EVALUATION: The Educational Service Unit Coordinating Council will evaluate the abilities and services of the Administrator through a formal procedure at least annually.

2005. Coordinator of Digital Learning

1. [Coordinator of Digital Learning](#)

Job Description

It is the policy of Educational Service Coordinating Council to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or

national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Executive Director.

Department: ESUCC

Job Title: Coordinator of Digital Learning

Education Level: Masters Degree Preferred

Certification/Licensure: K-12 Teaching Certificate helpful but not required

Knowledge & Experience: Employee must have knowledge of videoconferencing equipment and it's uses. Additionally, the employee must be familiar with all forms of digital learning including blended learning as well as other applications/learning methods. A teaching and instructional coaching background is preferred as well as strong technology skills. Person must also maintain knowledge related to current educational trends.

Essential Functions of Position:

1. Develop strong, positive relationships with all ESU and school personnel.
2. Promote all forms of digital and blended learning to Nebraska schools.
3. Provide professional learning, instructional coaching and support to Nebraska educators related to their use of digital and blended instructional practices.
4. Promote, coordinate and schedule distance learning courses for Nebraska schools and Educational Service Units.
5. Use data analytics to innovate and improve the teaching and learning process.
6. Work closely with the Nebraska Department of Education's Digital Learning Director to support digital learning initiatives.
7. Help lead quality instructional materials initiatives.
8. Prepare quarterly reports related to the exchange of distance education courses and generate detailed grid reports for each and every Nebraska school.
9. Prepare a report for the NDE that includes the number of distance education units (DEUs) accumulated by all schools that earns them incentive payments.

10. At least quarterly, prepare an agenda and conduct distance education advisory committee meetings. Prepare a detailed activity report and attend all ESUCC meetings.
11. Frequently report to the ESUCC Executive Director to provide updates related to strategic plans, to offer professional advice, and assist as needed.
12. Stay apprised of legislative issues and NDE policies that impact distance education.
13. Be willing and prepared to accept appointments to advisory boards, committees, task force groups and look for opportunities to convene groups of education professionals that address challenges with a common interest.
14. Other duties as assigned.

Physical Requirements: (Place an "X" in the column pertinent to your job duties)

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67% +
Standing		X		
Walking			X	
Sitting				X
Bending/Stooping		X		
Reaching/Pushing/Pulling		X		
Climbing		X		
Driving			X	
Lifting (50# max)		X		
Carrying (25 feet)		X		
Manual Dexterity Tasks (using telephone, computer, adding machines, copiers, printers, other office equipment, etc.)				X

2006. Project Directors

1. [Technology Director Job Description](#)

Job Description

It is the policy of Educational Service Coordinating Council to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Chief Information Officer.

Department: ESUCC

Job Title: Technology Director / Project Manager

Education Level: 4 year degree or equivalent experience in Business Administration, Computer Science, and/or Management Information Systems

Certification/Licensure: not required, but helpful
Project Management, such as Project Management Professional (PMP)

Skills, Knowledge & Experience:

1. Experience managing teams, staff and contractors.
2. Ability to facilitate and participate in a collaborative team environment
3. Active listening and responsiveness to executive, staff, partner and user questions and concerns
4. A friendly, cooperative, professional attitude of service
5. Effective personal communication skills

Essential Functions of Position:

1. Provide technological guidance organization-wide and statewide leadership in information systems projects and initiatives.
2. Identify, anticipate and propose projects, actions, hardware, software and service solutions to efficiently meet the organization's objectives, user needs and resolve problems.
3. Establish and direct the strategic and tactical goals, policies and procedures of the information technology department.
4. Manage the organization's day-to-day information systems and communication network projects, support operations, staff and contractors.
5. Participate in vendor contract negotiations for all information technology equipment, software and services.

Physical Requirements: (Place an "X" in the column pertinent to your job duties)

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67% +
Standing		X		
Walking		X		
Sitting			X	
Bending/Stooping		X		
Reaching/Pushing/Pulling		X		
Climbing		X		
Driving		X		
Lifting (50# max)		X		
Carrying (25 feet)		X		

Manual Dexterity Tasks X
(using the telephone, computer, adding machines, copiers, printers, and other office equipment, etc.)

2. Digital Resources Manager Job Description

Job Description

It is the policy of Educational Service Coordinating Council to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Chief Information Officer.

Department: BlendEd Projects/IMat

Job Title: Digital Resources Manager

Education Level: Associate or Bachelor degree or equivalent experience

Certification/Licensure:

Knowledge & Experience:

1. Proficiency in Microsoft Office application
2. Understanding of current technology in the areas of digital media files and data management
3. Knowledge in contractual agreements
4. Ability to communicate in an effective and courteous manner
5. Demonstrated problem-solving skills with the capacity to handle problems creatively.

Essential Functions of Position:

1. Participate in a collaborative team environment
2. Establish and maintain effective working relationships with other employees, vendors and stakeholders
3. Attend the meetings of the Teaching and Learning with Technology (TLT) affiliate and actively participate as a member of TLT Leadership Team
4. Prepare and present reports on current projects and agreements for the TLT affiliate meetings
5. Contact vendors and negotiate prices when recommended by the TLT affiliate and directed by the ESUCC CEO
6. Oversee the TLT affiliate voting process for the final selection of new or renewed products and services
7. Provide project coordination for Instructional Materials projects and purchases which include preparing contractual documents and the acquisition and

- distribution of new products or services
- 8. Provide administrative support in the implementation and maintenance of an online media subscription service
- 9. Maintain a current list of licensed Nebraska titles with metadata and provide updates as needed
- 10. Prepare, upload, and maintain Nebraska licensed digital files that are shared statewide in the Learning Object Repository (LOR)
- 11. Generate usage reports of statewide licensed titles, products and services
- 12. Maintain copies of Instructional Materials contracts and support documentation on the electronic contract management site
- 13. Provide billing information to ESU Coordinating Council accounting services to invoice ESUs for the BlendEd Projects administrative fees, new product purchases and project costs
- 14. Attend monthly meetings for the ESU Coordinating Council Technology Committee and present written reports on TLT activities and current Instructional Materials projects and services
- 15. Seek out and engage in professional development activities that correlate with the responsibilities of the position and goals of the ESU Coordinating Council
- 16. Attend conferences and assist at the ESU Coordinating Council booth as needed
- 17. Other duties as assigned

Physical Requirements: (Place an "X" in the column pertinent to your job duties)

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67% +
Standing		X		
Walking		X		
Sitting				X
Bending/Stooping		X		
Reaching/Pushing/Pulling		X		
Climbing	X			
Driving		X		
Lifting (50# max)	X			
Carrying (25 feet)	X			
Manual Dexterity Tasks (using the telephone, computer, adding machines, copiers, printers, and other office equipment, etc.)				X

3. Coop Director Job Description

Job Description

It is the policy of Educational Service Coordinating Council to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Chief

Information Officer.

Department: Coop Purchasing

Job Title: Director of Cooperative Purchasing

Education Level: Administrative degree or equal work experience

- Bachelor's Degree in business or education
- 5 years of purchasing experience in education or business
- Background or strong interest in leadership, marketing and/or purchasing
- Excellent computer skills including above average knowledge of Microsoft Office programs
- Background or strong interest in eprocurement software solutions

Certification/Licensure: not required, but helpful

Certified Public Procurement Officer (CPPO) or Certified Professional Public Buyer (CPPB)

Skills, Knowledge & Experience:

Identify, manage and promote the development and implementation of ESUCC cooperative purchasing programs that are beneficial and cost effective to the members of the ESUCC COOP.

1. LEADERSHIP

- a. Assist in the development and operation of a marketing plan for ESUCC member Procurement.
- b. Identify potential for expanded opportunities and benefits.
- c. Maintain awareness of the economy of operation through development and review of systems and sound business techniques.
- d. Supports the mission, goals and objectives of the ESUCC strategic plan.
- e. Assist in review of employee job descriptions.
- f. Organizes work.
- g. Exhibits ability to do a job without close supervision.
- h. Makes an effort to gain respect for others.
- i. Exhibits enthusiasm for work.
- j. Readily accepts suggestions.
- k. Employee shows unusual initiative in suggesting improvement in practices, procedures, or facility changes within the department.

2. MANAGEMENT

- a. Manages the Cooperative Purchasing Program, and membership with the AEPA.
- b. Oversees all the components of ESUCC Procurement including but not limited to national contracts (AEPA) and regional contracts (Cooperative Purchasing/line item bids).
- c. Develop an electronic-based reporting tool to accurately report on existing contracts to determine those generating revenue and services and those in

need of review.

- d. Provide regular fiscal and program reports to the ESUCC Board of Directors.
- e. Be an active member of the AEPA Oversight and Administrative Committees.
- f. Provide information and recommendations about ESUCC COOP and AEPA programs to the ESUCC Chief Information Officer.

3. INTERPERSONAL RELATIONSHIPS

- a. Develop and maintain positive and productive working relationships with ESUCC COOP clients. Work cooperatively with other ESUCC staff to prepare the annual ESUCC marketing plan.
- b. Work to increase the visibility and positive image of the ESUCC COOP.

4. PROFESSIONAL RESPONSIBILITIES

- a. Maintains a professional level of confidentiality regarding all ESUCC matters.
- b. Performs professional responsibilities as required by ESUCC policies, processes and procedures.

5. KNOWLEDGE AND SKILLS

- a. Upholds and adheres to safety rules and policies of the ESUCC safety program.
- b. Incorporates appropriate technology in daily work and exhibits continual growth in technologies as outlined by supervisor.
- c. Assist in the continued development of Nebraska's role as a Cooperative Purchasing agency and within National Cooperatives (AEPA).

Essential Functions of Position:

- 1. Performs the bidding process for the ESUCC including preparation of bid documents, submission of documents to vendors, evaluation of bids, etc.
- 2. Participate in coordination of general marketing and promotional activities including website, emails, flyers, etc.
- 3. Work cooperatively with other ESUCC staff to monitor the receipt of appropriate ESUCC fees and reports from participating vendors.
- 4. Work as needed to communicate effectively to market the ESUCC to local school districts and other clients.
- 5. Attend meetings of the ESUCC Board of Directors as requested by the ESUCC Chief Information Officer.
- 6. Periodically travel to ESU's, school districts, other clients and conferences in an effort to promote the ESUCC COOP.
- 7. Will require occasional overnight travel.
- 8. Coordinate and market for the Association of Educational Purchasing Agencies cooperative purchasing programs with ESUCC clients.
- 9. Oversee creation, solicitation, and review of bids, contracts, and MOU's.
- 10. Facilitate the seeking of innovative models for efficient and cost-effective contracts.
- 11. Attend meetings of the ESUCC Advisory and provide an overview and updates on the status of the ESUCC COOP as needed.
- 12. Provide information and counsel about general operations of the ESUCC COOP to the Chief Information Officer of ESUCC and the Board of Directors of the ESUCC.

13. Prepare and disseminate written reports about general ESUCC COOP operations to all appropriate groups.
14. Prepare agendas, background materials, and statistical data for the regularly scheduled meetings of the ESUCC CoopCommittee, the ESUCC Executive Committee, and the ESUCC Board of Directors.
15. Attend meetings of the ESUCC Coop Committee, the ESUCC Board of Directors,, and the ESUCC Executive Committee and provide recommendations for action as needed.
16. Perform such other duties as may be assigned by the Director of ESUCC COOP Services.

Physical Requirements

Physical Requirements: (Place an "X" in the column pertinent to your job duties)

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67% +
Standing		X		
Walking			X	
Sitting			X	
Bending/Stooping		X		
Reaching/Pushing/Pulling		X		
Climbing		X		
Driving		X		
Lifting (50# max)			X	
Carrying (25 feet)			X	
Manual Dexterity Tasks (using the telephone, computer, adding machines, copiers, printers, and other office equipment, etc.)				X

4. Application System Analyst Job Description

Job Description

It is the policy of Educational Service Coordinating Council to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Chief Information Officer.

Department: ESUCC

Job Title: Application Systems Analyst

Education Level: 2 or 4-year degree in Computer Science, Management Information Systems or related field

Certification/Licensure: Zend Certification preferred

Knowledge & Experience:

1. Ability to participate in a collaborative team environment
2. Active listening and responsiveness to team, partner and user questions and concerns
3. A friendly, cooperative, professional attitude of service
4. Effective personal communication skills
5. Ability to research and develop logical and creative solutions to problems with team members
6. Detail-oriented
7. Programming experience and general programming skills in more than one development environment

Essential Functions of Position:

1. Collaborate, consult and communicate effectively with Technology and Project directors, advisory groups and partners to develop clear system specifications, design documents, goals and priorities.
2. Develop and maintain application algorithms, processes and code that are efficient and effective at meeting system specifications.
3. Write and maintain thorough documentation of all work within code and through supporting documents.
4. Implement and utilize an organization-wide revision control system to assist in tracking and documenting system revisions.
5. Research and recommend system changes to keep applications in stable, current and supported technologies.
6. Deliver, design, modify, develop, write, implement and maintain highest quality software applications for the company.
7. Design, build, test, debug, troubleshoot, tune and re-factor new and existing code within Eclipse or Zend Studio and using PHP 5.x, Zend framework, JavaScript, jQuery, PHP Unit and Selenium.
8. Develop PHP applications in a UNIX/Linux environment.
9. Administer databases using PostgreSQL.
10. Use JQuery, Ajax, JavaScript, HTML, JSON, XML and CSS as development tools to provide the desired user experience.
11. Provide project plans and level-of-effort estimates regarding completion for all projects and commit to plans
12. Ensure that deployed applications are properly maintained throughout their lifecycle
13. Provide technical-level application support to troubleshoot issues and work with the appropriate resources/parties to resolve them

Physical Requirements: (Place an "X" in the column pertinent to your job duties)

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67% +
Standing		X		
Walking		X		
Sitting				X
Bending/Stooping		X		
Reaching/Pushing/Pulling		X		
Climbing	X			
Driving		X		
Lifting (50# max)		X		
Carrying (25 feet)		X		
Manual Dexterity Tasks (using the telephone, computer, adding machines, copiers, printers, and other office equipment, etc.				X

2007. ESUCC Staff

1. Executive Assistant Job Description

Job Description

It is the policy of Educational Service Coordinating Council to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Chief Information Officer.

Department: ESUCC

Job Title: Executive Assistant

Education Level: Administrative degree or equal work experience

Certification/Licensure:

Knowledge & Experience:

1. Demonstrated proficiency with Microsoft Office Suite and/or similar document preparation suites

2. Demonstrated project management experience
3. Ability to recognize and react to situations with a sense of urgency and problem ownership
4. Ability to work in a team environment
5. Good written communication skills
6. Good verbal communication skills
7. Good organizational skills
8. Proficient computer skills (Mac/Win Platform, Browsers, Productivity software)
9. Demonstrated knowledge of help desk support concept and skills

Essential Functions of Position:

1. Maintain local financial system which may include invoicing and monthly expenditures
 2. Provide phone reception for organization
 3. Organize and create correspondences, memos, charts, project management plans, etc. as requested by the Ex. Director
 4. Assist Chief Information Officer with projects
 5. Assist Chief Information Officer with development of marketing tools for projects
 6. Assist Ex. Director with special non-recurring or ongoing projects. Participation may include but not be limited to duties such as planning and coordination, dissemination of information, and support in the coordination of project plans
 7. Provide support for grant writing
 8. Coordinate grants and file budgets and reports
 9. Registrar for NROC staff accounts and goals creation
 10. Coordinate PDO & Affiliate schedules meetings/activities and invoicing
 11. Coordinate and maintain registrations for Crisis Team trainings and invoicing
 12. Create contracts as needed for events to be held by PDO, Affiliates, and other trainings/services
 13. Create agendas, take minutes, and finalize minutes for ESUCC Committee and Board meetings and collaboration meetings
 14. Maintains websites/Google Sites for ESUCC, PDO, and other areas as needed
 15. Schedule and organize various activities such as but not limited to meetings and travel itineraries
 16. Assist with development and delivery of the organization vision
 17. Manage general office duties such as filing, faxing, maintenance of organization documentation, etc.
 18. It shall be the responsibility of the Administrative Assistant to provide support to the project/program administrator to ensure:
 - a. All financial records are documented and a complete audit trail is maintained;
 - b. All ESUCC accounting reports are submitted properly;
 - c. The ESUCC is requesting and receiving all the funds approved under the grant and that all financial reports are completed and submitted to the appropriate agency in a timely manner.
- Move to Executive Assistant
Job Description

19. Other Duties as assigned

Physical Requirements: (Place an "X" in the column pertinent to your job duties)

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67% +
Standing		X		
Walking			X	
Sitting				X
Bending/Stooping		X		
Reaching/Pushing/Pulling		X		
Climbing		X		
Driving			X	
Lifting (50# max)		X		
Carrying (25 feet)		X		
Manual Dexterity Tasks (using the telephone, computer, adding machines, copiers, printers, and other office equipment, etc.)				X

2. Business Manager Job Description

Job Description

It is the policy of Educational Service Coordinating Council to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Chief Information Officer.

Department: ESUCC Admin

Job Title: Business Manager

Education Level: Bachelor's Degree in Business Administration

Certification/Licensure:

Knowledge & Experience: Minimum two years experience in accounting

Essential Functions of Position:

Primary Responsibilities:

1. All Accounts Payable Functions and Transactions for ESUCC (all projects)
2. All Accounts Receivable Functions and Transactions for ESUCC (all projects)
3. Update and maintain accounting journals, ledgers, bank reconciliations, and other records detailing financial business transactions, effectively utilizing ESUCC accounting software (eFinance)
4. Prepare Audit information annually and work closely with auditors
5. Prepare 1099 Forms and 1096 Form annually
6. Prepare and submit Form 941 (Income Tax Withholding) for State of Nebraska (quarterly)

7. Prepare financial statements monthly, quarterly and annually and/or as requested
8. Analyze and review budgets with comparisons to actual expenditures
9. Assist the Chief Information Officer and Administrative Assistant with the development of the ESUCC Annual Budget
10. Work with the Administrative Assistant to ensure that State reporting requirements are completed
11. Attend ESUCC Board Meetings and assist the Administrative Assistant with recording meeting minutes.

Secondary Responsibilities:

1. Work with the Programs Assistant to track inventory at the Ainsworth office.
2. Assist with the development and implementation of new programs (RFP's and RFB's) as needed
3. Assist with the promotion and problem solving of all Coop Programs as needed
4. Assist with the development of the Coop Annual Buy Specification Document
5. Assist the with Coop Annual Buy Bid Review and Awarding
6. Assist with Customer Service issues (vendors, schools and ESUs).
7. Work with the Programs Assistant, as needed, to track and monitor sales of all Coop Programs
8. Assist with the creation of the Coop Annual Buy Catalog
9. Attend National AEPA meetings and/or other meetings as needed.

Physical Requirements: (Place an "X" in the column pertinent to your job duties)

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67% +
Standing		X		
Walking			X	
Sitting				X
Bending/Stooping		X		
Reaching/Pushing/Pulling		X		
Climbing		X		
Driving			X	
Lifting (50# max)		X		
Carrying (25 feet)		X		
Manual Dexterity Tasks (using the telephone, computer, adding machines, copiers, printers, and other office equipment, etc.)				X

3. Program Assistant Job Description

Job Description

It is the policy of Educational Service Coordinating Council to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Chief Information Officer.

Department: Nebraska ESUCC Cooperative Purchasing

Job Title: Programs Assistant

Education Level: Bachelor's Degree or equivalent with experience

Certification/Licensure:

Knowledge & Experience: Advanced computer skills, proficiency in all Microsoft Office applications, experience using Filemaker Pro or database software helpful. Knowledge of basic accounting concepts. Excellent oral and written communication skills, customer relations, and organizational skills.

Essential Functions of Position:

Primary Responsibilities:

1. Receive and track all AEPA, Special Buy, Food, & Custodial Program sales reports monthly, quarterly, &/ or yearly, tracking list price, member sales & savings amounts
2. Track administrative fees due and received for all AEPA, Special Buy, Food, and Custodial Programs
3. Maintain current sales standing by quarter for AEPA reporting requirements
4. Maintain and keep current a master sales & savings database of all program purchasing members in state of Nebraska by year
5. Create, send, collect (signed) and track all contracts for Food Program
6. Conduct periodic Food Program audits.
7. Process all incoming and outgoing mail for the ESU 17 Tech Center, monitor copy production equipment
8. Process and track all incoming Bid Bonds, Performance Bonds, and Annual Buy forms for the ESU Annual Buy Program
9. Assist in creating Annual Buy Coop Catalog
10. Develop and maintain NE ESU Coop website

11. Maintain hard copy and electronic (IonWave) contract filing for ESUCC projects

Secondary Responsibilities:

1. Work with Business Manager on AEPA/Special Program billing and ordering that are direct through Coop
2. Assist Coop Team with promotion of all Coop programs
3. Assist Coop Team with Annual Buy spec review, bid review, and awarding
4. Assist Coop Team in creating Annual Buy catalog
5. Assist Coop Team with online data entry of Annual Buy spec document
6. Assist Coop Team with Coop Annual Buy Problem Reporting
7. Assist Director with all Program Contract Extensions – tracking and mailing for AEPA, Special Buy, Food, and Custodial Programs, as well as ESUCC Annual Agreements
8. Assist Coop Team with maintenance of school/ESU/vendor accounts on Equal Level online ordering system, Marketplace
9. Assist Coop Team with any additional tasks as needed

Physical Requirements: (Place an “X” in the column pertinent to your job duties)

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67% +
Standing		X		
Walking			X	
Sitting				X
Bending/Stooping		X		
Reaching/Pushing/Pulling		X		
Climbing		X		
Driving			X	
Lifting (50# max)		X		
Carrying (25 feet)		X		
Manual Dexterity Tasks (using telephone, computer, adding machines, copiers, printers, other office equipment, etc.)				X

4. Communications & Marketing Specialist Job Description

Job Description

It is the policy of Educational Service Coordinating Council to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Chief

Information Officer.

Department: Technology

Job Title: Communications & Marketing Specialist

Education Level: Communications and/or Marketing Degree preferred, but not required.

Certification/Licensure: Digital Marketing, Microsoft Office, Google Suites certificates preferred, but not required.

Knowledge & Experience: 2 Years

Essential Requirements: Background in digital marketing and technology.

Employee must be a(n):

- Motivated, self-starter.
- Customer service-oriented problem solver.
- Person who understands Mac & Windows Operating Systems.
- Positive, team-oriented professional.
- Great listener who deduces information.
- Excellent public speaker and presenter.
- Goal Oriented and Data Driven.
- Life-long learner.

Essential Functions:

- Help Desk Manager
- Social Media Marketing, Internet user
- Public Speaking
- Team Player
- Data Analysis/Report Writing
- Adhere to a flexible schedule

Job Tasks:

1. Assist the Director of Technology with promotion, installation and functions of the Student Record System (SRS).
 - a. Operate and maintain the SRS "Helpdesk" providing quality, succinct, thorough support to schools who use the system.
 - b. Conduct positive, thorough on-site trainings to participating schools as requested.
 - c. Analyze data and provide recommendations allowing the organization to meet customer needs while providing innovative technology.
 - d. Stay current in special education processes and terminology.

- M. Work Activities:**

- Physical Requirements:** (Place an "X" in the column pertinent to your job duties)

Never Occasional Frequent Constant

	<u>0%</u>	<u>1-32%</u>	<u>33-66%</u>	<u>67% +</u>
Standing		X		
Walking			X	
Sitting				X
Bending/Stooping		X		
Reaching/Pushing/Pulling		X		
Climbing		X		
Driving			X	
Lifting (50# max)		X		
Carrying (25 feet)		X		
Manual Dexterity Tasks (using the telephone, computer, adding machines, copiers, printers, and other office equipment, etc.)				X

5. SRS Developer and Project Coordinator

Job Description:

Department: Technology

Job Title: Software Developer and Project Coordinator

Education Level: Computer Science and/or Management Information Systems degree preferred

Knowledge & Experience: 2 Years

Essential Requirements: Background in collaborative software development.

Employee must be a(n):

- Motivated, self-starter.
- Customer service-oriented problem solver.
- Person who understands Mac & Windows Operating Systems.
- Positive, team-oriented professional.
- Great listener who deduces information.
- Excellent public speaker and presenter.
- Goal Oriented and Data Driven.
- Life-long learner.

Essential Functions:

- PHP and Zend framework software development
- Participate in a team implementing Agile development practices

Application support for upper-tier problems
Team Player
Data Analysis/Report Writing
Adhere to a flexible schedule
Leadership and Public speaking

Job Tasks:

1. Develop software to improve and enhance the Student Record System (SRS) and other software applications as needed
 - a. Produce PHP Zend framework and other software code according to the needs of users and aligned with other software components and software standards of the ESUCC.
 - b. Fully engage with the emerging Agile development and DevOps practices of the ESUCC software development team.
 - c. Thoroughly test and document software code.
 - d. Assist in developing automated and unit testing practices to ensure the highest possible software quality.
 - e. Communicate effectively with other developers, users, helpdesk specialists and management about problems, changes and improvements to software applications.
2. Assist users with software or usability problems as needed.
 - a. Communicate in a positive, friendly and easily-understood manner with users of varying levels of expertise.
 - b. Analyze and resolve escalated problems through the SRS Helpdesk, providing quality, succinct, thorough support to schools who use the system.
 - c. Analyze data and provide recommendations allowing the organization to meet customer needs while providing innovative technology.
 - d. Stay current in special education processes and terminology.
 - e. Operates at a higher technical level to ensure quality support to school personnel.
 - f. Adhere to policies established by ESUCC.
 - g. Performs other duties as directed.

Work Activities:

1. Learn the specific needs of others and provide high quality software code and application support.
2. Analyze data and analytics to help drive quality school support.
3. Communicate with others.

4. At all times, provide professional communications both verbally, in writing, while on the phone, presenting or teaching others.
5. Provide high quality, easy-to-understand training to end users.
6. At all times, work to build positive relationships with professionals inside and outside of the ESUCC.
7. Think Creatively – Design and develop optimal applications, software code, ideas, systems, or products to ensure the highest level of integrity for the ESUCC.
8. Schedule Work and Activities – Be flexible to ensure the needs of schools are met during times of increased support needs.
9. Update and Use Relevant Knowledge - Keep up-to-date technically and continually apply new knowledge to your position.
10. Interpret the Meaning of Information for Others - Translate or explain what information means and how it can be used.

Physical Requirements: (Place an “X” in the column pertinent to your job duties)

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67% +
Standing		X		
Walking			X	
Sitting				X
Bending/Stooping		X		
Reaching/Pushing/Pulling		X		
Climbing		X		
Driving			X	
Lifting (50# max)		X		
Carrying (25 feet)		X		
Manual Dexterity Tasks				X
(using telephone, computer, adding machines, copiers, printers, other office equipment, etc.)				

2009. Line of Responsibility

1. Segregation of Duties Procedure

ESU Coordinating Council (ESUCC) has developed the following procedures for segregation of duties for internal control.

Executive Assistant to Chief Information Officer:

The Executive Assistant reviews all vendor invoices, collects all paperwork needed for documentation, and prepares them for payment approval. They review all requisitions, collect all paperwork needed for documentation, and prepare them for purchase

approval. They also review and prepare customer invoices, collecting all paperwork needed for documentation. They assess and work with financial reports to aid in budgeting tracking. After collecting all necessary paperwork needed for the transaction, will get an appropriate signature from the Chief Information Officer. They secure all contracts and get appropriate signatures, once all paperwork is collected send the original contract to Coop Program Assistant. They will then maintain electronic copies of everything (including all outgoing payments, contracts and expense forms) prior to sending to the Business Manager for payment. They will have access to the Finance System to serve as back-up to the Business Manager. They will help to keep the finance system up to date with new codes, vendors, new year budgets, end of year budgets, reports, etc. they will also review the reconciliation reports on a monthly basis (part of Board report). Attends monthly budget meetings with the Chief Information Officer.

ESU CC Chief Information Officer:

The Chief Information Officer approves all purchases and invoices for payment. He also reviews bank statements and reconciliations, and reviews financial statements. They also have access to the finance system as needed. Conducts monthly finance meetings with Executive Assistant, Business Manager, Board Treasurer to review budget status/progress.

Business Manager:

The Business Manager writes checks after being reviewed, prepared & approved by others. They mail checks after they are reviewed & signed by Finance, Audit, and Budget Chair. Once the Coop Program Assistant creates the check log, they take to the Business Manager and she reviews and also signs the log. The Business Manager completes the deposit slips and returns it to the Coop Program Assistant. The Coop Program Assistant then takes the deposit to the bank and the Business Manager records in eFinance. It is their duty to reconcile bank statements. They also prepare the deposit slips, records accounts receivable, records general journal entries, prints purchase orders, prints customer invoices/statements. They process Coop vendor invoices once they have been double-checked for accuracy. They also keep all W-9's, Form 13's current with customers and prepare 1099's at year end. Attends monthly budget meetings with the Chief Information Officer. Business Manager and Program Assistant to open mail together.

Coop Programs Assistant:

The Coop Program Assistant dates and records all incoming checks into a Digital Document. They then print the daily log and sign the log. They take the log to the Business Manager and she reviews and also signs the log. The Business Manager completes the deposit slips and returns it to the Coop Program Assistant. They take the deposit to the bank once completed and file the daily log. They also aid in the process of doing Coop vendor invoices to ensure accuracy. They assist with determining Coop vendor payments by helping to check for items not received. Business Manager and Program Assistant to open mail together. They will also review all the checks prior to

being mailed to vendors.

Fiscal Agent Administrator

The Fiscal Administrator will continue as a liaison to the ESUCC Board. They will work with the Chief Information Officer on new contracts and salary increases every year.

ESU CC Board Treasurer:

The Board Treasurer duties require him to sign checks, review bank statements and reconciliation reports, review financial statements. He also consults with Chief Information Officer and ESU CC Budget Committee prior to ESU CC Board meetings on Board Reports: Monthly Balance sheets, Monthly Project Reports, Monthly Reconciliation reports, Monthly Profit & Loss Statement, Monthly Bank Statement, Profit & Loss Budget Analysis for each meeting. Reports to ESU CC Board at meetings a short synopsis of budget report. Attends monthly budget meetings with the Chief Information Officer.

ESUCC Budget Committee:

The Budget Committee consults with the ESU CC Chief Information Officer regarding any budget concerns. They review budget reports prior to ESU CC Council meetings which include the following reports: Monthly Balance sheets, Monthly Project Reports, Monthly Reconciliation reports, Monthly Profit & Loss Statement, Monthly Bank Statement, Profit & Loss Budget Analysis for each meeting. They also review the detailed reports of the Monthly budget meeting held by the Chief Information Officer.

Project Directors:

Project Directors review the financial statements that are distributed following the monthly budget meeting. They are required to complete purchase requisitions. They also help determine and authorizes customer invoices (SRS, DEC, IMAT)

Fiscal Agent Business Manager:

The role of the Fiscal Agent Business Manager is to complete all payroll processes and tasks.

2011 Project Evaluation and Planning

1. [Chief Information Officer Evaluation Form](#)

Chief Information Officer Evaluation 20XX-20XX

Chief Information Officer: _____ Date Completed: _____
ESUCC Member: _____ Date Completed: _____

PURPOSE

- To provide oversight and public assurance that the policies are effectively implemented.
- An ongoing process for formal feedback to the Chief Information Officer's professional growth.

PREFACE

This Evaluation Tool provides a written commentary of the performance of the ESUCC Chief Information Officer, as perceived by the Coordinating Council. The Coordinating Council is committed to the confidentiality of all statements, and believes the Chief Information Officer is free to share any comments with any individual or group that he/she deems appropriate.

EVALUATION RESOURCES

- Evaluation Policy
- Chief Information Officer's contract
- Chief Information Officer's job description
- Chief Information Officer's goal(s)
- Evaluation tool

PROCESS and TIMELINE

All Coordinating Council members will have an opportunity to participate in the evaluation process.

May

- The Executive Committee will review the Evaluation Resources and recommend any revisions necessary.

September

- The ESUCC President will present any changes in the Evaluation Tool to the Coordinating Council for approval.
- The ESUCC President will share the evaluation process and timeline with the Coordinating Council.

October

- ESUCC Executive Assistant will provide a digital copy of the Evaluation Resources to the Coordinating Council in the first week of October.
- The Coordinating Council will be invited to complete the evaluation tool and submit to the ESUCC President by October 31.

- The Chief Information Officer will complete the Evaluation Tool as self-assessment and send to the ESUCC President on or before October 31.

November

- ESUCC President and Past President will summarize responses from the Coordinating Council.
- ESUCC President will send (1) the completed Chief Information Officer self-assessment, and (2) the summary and compilation of responses from the Coordinating Council to the ESUCC Executive Committee by November 7.
- The ESUCC President and Past President will meet with the Chief Information Officer before the November Board Meeting to review the results of evaluation.
- ESUCC President will report to the Coordinating Council in November Board Meeting following Closed Session rules.

January

- Chief Information Officer provides goals to the Coordinating Council at the January Board Meeting.

Chief Information Officer Professional Goals

[Master Google Form](#)

[Master Goals Form](#)

List and describe three priority initiatives for your position/assignment. For each priority initiative list one or more measurable goals or tasks to be accomplished during the year. Develop the measures to be observed or documents for each goal. Additional documentation can be attached as a component of the appraisal document.

Priority Initiative I	
Goal:	
Observations, Measures, Documentation:	
Priority Initiative II	
Goal:	
Observations, Measures, Documentation:	

Priority Initiative III	
Goal:	
Observations, Measures, Documentation:	

Evaluation Tool

Rating Process	
Each area below will be assessed using the following rating scale. · E - Exceeds acceptable performance. · M - Meets and frequently demonstrates acceptable performance. · NI - Needs Improvement/Occasionally falls below acceptable performance. · U - Unsatisfactory/Does not meet acceptable performance.	
Performance Standard 1: Maintains a strong relationship with staff.	
Rating: E, M, NI, U	
Comments:	
Performance Standard 2: Develop and maintains efficient and effective office/work routines.	
Rating: E, M, NI, U	
Comments:	
Performance Standard 3: Interprets, disseminates and implements ESUCC policies, practices and assure compliance with State regulations and laws.	
Rating: E, M, NI, U	
Comments:	
Performance Standard 4: Establish and maintain an internal communication system with ESUCC staff and Coordinating Council.	
Rating: E, M, NI, U	
Comments:	
Performance Standard 5: Informs staff of their role, responsibilities and expectations prior to any evaluation of performance. Assures evaluations of all staff assigned to ESUCC respective manager and completed annually.	
Rating: E, M, NI, U	
Comments:	

Performance Standard 6: Communicates and collaborates with other government agencies and the general public about the programs and services of the ESUCC.	
Rating: E, M, NI, U	
Comments:	
Performance Standard 7: Organizes, supervises, and evaluates ESUCC activities and affiliates.	
Rating: E, M, NI, U	
Comments:	
Performance Standard 8: Oversees all accounting and auditing of ESUCC accounts.	
Rating: E, M, NI, U	
Comments:	

_____	Date _____
Chief Information Officer	
_____	Date _____
ESUCC President	
_____	Date _____
Past-President	
_____	Date _____
President-Elect	
_____	Date _____
Treasurer	
_____	Date _____
Secretary	

Signatures indicate the evaluation has been discussed with the Chief Information Officer and he/she has received a copy.

2. Staff Evaluation Form

Staff Professional Goals: [Google Form](#)

ESUCC Staff Annual Appraisal 20XX-20XX

ESUCC Personnel:

Department:

List and describe three priority initiatives for your position/assignment. For each priority initiative list one or more measurable goals or task to be accomplished during the year. Develop the measures to be observed or documented for each goal.

- *Additional documentation can be attached as a component of the appraisal document.*

Priority Initiative I

Priority Initiative I:

Goals /Task:

Observations/Measures/Documents:

Priority Initiative II

Priority Initiative II:

Goals /Task:

Observations/Measures/Documents:

Priority Initiative III

Priority Initiative III:

Goals /Task:

Observations/Measures/Documents:

Priorities Approved For Annual Appraisal:

ESUCC Chief Information Officer

Date _____

ESUCC Personnel

Date _____

Other Areas Reviewed

Instructions:

Each additional area identified to be reviewed will be identified by the following rating scale.

- E - Exceeds acceptable performance.
- M - Meets and frequently demonstrates acceptable performance.
- NI - Occasionally falls below acceptable performance.
- U - Does not meet acceptable performance.
- *Performance standards indicated below are identified with a check representing the rating exceeds, meets, needs improvement or unsatisfactory in the Performance Rating Box.*

Professional Work Force

- Maintains a strong working relationship with ESUCC Personnel.

☐ Exceeds
Unacceptable

☐ Meets

☐ N/I

☐

Comments:

- Develops and maintains efficient and effective office/work routines.

☐ Exceeds

☐ Meets

☐ N/I

☐ Unacceptable

Comments:

- Follows ESUCC policies and procedures.

☐ Exceeds

☐ Meets

☐ N/I

☐ Unacceptable

Comments:

- Understands the role, responsibility and expectation of the assigned duty.

☐ Exceeds

☐ Meets

☐ N/I

☐ Unacceptable

Comments:

- Communicates effectively with ESUCC Personnel.

☐ Exceeds

☐ Meets

☐ N/I

☐ Unacceptable

Comments:

- Communicates and collaborates effectively with NDE, ESU and/or school district personnel.

☐ Exceeds

☐ Meets

☐ N/I

☐ Unacceptable

Comments:

Leadership

- Understands and works effectively within the established vision and goals of ESUCC.

☐ Exceeds

☐ Meets

☐ N/I

☐ Unacceptable

Comments:

- Provides visionary leadership within the assigned ESUCC Department/
Affiliate/Project.

☐ Exceeds

☐ Meets

☐ N/I

☐ Unacceptable

Comments:

Completed and Approved as Annual Appraisal:

President

Date _____

Chief Information Officer

Date _____

2012. Budget Document

1. Requisitions

Requisitions for the purchase of goods or supplies shall be submitted to the Administrative Assistant.

All requests shall be made in writing or via an electronic submission unless they are of an emergency nature. If emergency situations arise, purchases may be initiated by verbal request. Written confirmation requisitions must follow all verbal requests.

Requisitions are to be sent to the Administrative Assistant who shall submit the requests to the Executive Director or the Executive Director's designee for purchase.

2014. Budget Administration

1. [NDE/ESUCC Budget Development](#) Need to write - Kraig, Deb, Priscilla

NDE/ESUCC Budget Development
(legislation, biennial budget, mou)

[NDE_ESUCC_MOU_Jun16](#) - In process of updating 2019

2. **Fiscal Management Procedure** (Budget Development, Monthly budget, Committee, Board) Draft - Kraig, Deb, Priscilla

- a. **Budget Protocol**

- i. Invoices due the 25th of each month
 - ii. Expenses to be downloaded from digital form on the afternoon of the 15th of the month

- b. **Monthly Budget Committee**

- i. This committee includes the Chief Information Officer, Board Treasurer, ESUCC Business Manager and ESUCC Executive Assistant.

- ii. This Committee Meets prior to Committee/Board meetings to review budget reports. Those reports are as follows:
 - 1. Budget Summary
 - 2. Revenue Status
 - 3. Budget Status - Expenses
 - 4. Adjusted Budget
- iii. Annual Audit - when pertinent
- iv. Inventory - when pertinent

c. Executive Committee

- i. This Committee meets prior to the ESUCC Board meeting.
- ii. Reviews Claims, Financial Statements and Assets
 - 1. Recommends approval to ESUCC Board
- iii. Reviews monthly expenses to be paid
 - 1. Recommends approval to the ESUCC Board
- iv. Reviews annual audit when pertinent.
 - 1. Recommend acceptance of final audit when prepared

d. ESUCC Board

- i. Treasurer reviews claims, financial statements and assets
 - 1. Final approval by ESUCC Board
- ii. Treasurer reviews monthly expenses to be paid
 - 1. Final approval by ESUCC Board
- iii. Reviews annual audit when pertinent.
 - 1. Acceptance of final audit when prepared

3. PDO Budget Requests

[Protocol Diagram](#) - July 30,2014

[ESUCC Lines of Communication:](#)

[PDO Budget Request Form](#)

Once a budget item is vetted properly through the affiliates and aligned with statewide goals and initiatives, the chair of the affiliate would fill out the PDO Budget Request Form. This form then gets turned into the ESUCC Executive Assistant to be approved by the appropriate ESUCC Committee and ESUCC Board.

Budget requests are due to the Executive Assistant by January 25 so that it will be on the ESUCC committee for review at the February meeting. The budget requests will be approved by the ESUCC Committee and ESUCC Board at their March meeting.

If the affiliate is not sure of the training they wish to use, they will submit a budget request for possible topic and cost. Research topic and get presenter costs of three like presenters and then request funds appropriately. Please include food costs, room rental, materials needed as well on the Budget Request Form. If the Affiliate chooses this method of requesting budget items. Once they finalize their training, they will need to go through the proper protocol. Make the request of the appropriate ESUCC Committee one month and then it will be submitted for approval to the ESUCC Affiliate and ESUCC Board the following month. Please be sure to allow at least two months for approvals in this case.

The Affiliate Chair will also need to do a Budget Request for their meetings to cover the cost of the onsite registration fee (\$20/person).

The Affiliate Chair will also need to do a Budget Request form for any other budgeted items they need to request. For instance: SDA - the Main idea; TLT - The Marshall Memo; ESPD - Legal.

Any questions or concerns the affiliate chair will work with the ESUCC Executive Assistant to resolve those questions and/or concerns.

4. Staff Budget Requests Draft - Kraig, Deb, Priscilla

For Staff Budget Requests:

- Use Procurement System for any orders
 - Research on Procurement System for pricing before ordering from other vendor ie: Amazon
- Staff to send order requisition to Executive Assistant to get approval and submit order
- Procurement order of approval
 - Chief Information Officer, Executive Assistant, Business Manager, approve the order submitted. Executive Assistant to print PDF Requisition and submit REQ and payment.
- Purchasing Cards (Credit cards)
 - Review credit card purchasing procedure
- Conferences/Out of State Travel
 - Staff to research flights and hotels and send request to Executive Assistant
 - Once approved, Executive Assistant to organize all travel
- In-State Travel

- Travel to be approved by the Chief Information Officer
- Once approved, travel to be secured by Executive Assistant
- Follow-travel procedures
 - [Must use a direct bill for hotels](#)

5. **State Audit Procedures** Draft - Kraig, Deb, Priscilla

- a. Entrance Call/Exit Call with Auditors
 - i. Board President
 - ii. Board Treasurer
 - iii. Chief Information Officer
 - iv. Business Manager
 - v. Executive Assistant
- b. Key team members:
 - i. Chief Information Officer - all matters
 - ii. Executive Assistant - coordination of efforts
 - iii. Business Manager - financial requests
 - iv. ESU 17 Business Manager - fiscal requests such as staff, retirement, and HR inquiries
- c. All communication to go through Chief Information Officer, Executive Assistant, Business Manager.
- d. The Executive Assistant will coordinate the efforts using digital files as the collection point and logging of requests from Auditors. The Executive Assistant will work with audit team to gather documentation needed and/or send out to appropriate person for their help.
- e. Review Audit at Monthly Budget Meetings - when pertinent
- f. Review Audit at Executive committee meetings - when pertinent
- g. Review Audit at ESUCC Board meetings - when pertinent
- h. Final Audit Report to go to Executive Committee
 - i. Committee to review and recommend approval by ESUCC Board
 - ii. Final Board approval of audit

6. **Staff Time/Pay Splits Procedures** Draft - Kraig, Deb, Priscilla

- 1. Staff who split their work time among different budgets must do a one week study on a quarterly basis (November, February, May, August)

2. This time study will be used to properly split employee's time amongst proper projects and will be reviewed and adjusted on a Fiscal Year (FY) basis.
3. Federal Guidelines for time split over grants:
 - a. The Uniform Guidance requires that time distribution records must be maintained for all employees whose salary is paid in whole or in part with federal funds or is used to meet a match or cost-share requirement for a grant. Payroll allocations among grant awards cannot be based on budgeted distributions alone. Rather, allocations of salaries and wages among grant programs need to be supported by actual hours worked. If budgeted numbers are used to allocate salaries and wages among grant programs, the entity's system of internal controls should include an after-the-fact review of the grant programs. If actual time worked differs from the budgeted allocations, adjustments should be made such that the final amount charged to each grant is accurate, allowable, and appropriately allocated.

Article 3 Human Resources

1. Master Service Agreement

MSA Development Timeline - Draft

- November Executive Assistant to create and send out to the Executive Committee, Legal, Staff to begin to update.
- December-January - Executive Committee review for any changes or additions
 - Review Governmental Relations
- December - January - Affiliates begin to prepare budget requests - See PDO Budget Requests
 - Requested submitted no later than January 25
- February - Budgets submitted to ESUCC committee's for review
 - Informational Resources
 - NOC
 - TLT
 - Educational Resources
 - PDO Requests
 - Overall budget
 - SDA Requests
 - SRS
 - Administration Fee
 - Tier Structure
- March - Budgets submitted for recommend approval to ESUCC Board
 - Informational Resources
 - NOC
 - TLT
 - Educational Resources
 - PDO Requests
 - Overall budget
 - SDA Requests
 - SRS
 - Administration Fee
 - Tier Structure
- April - Final MSA Approved
 - Final Draft of MSA sent out to ESU Administrators
- May-August - Executive Assistant to receive MSA's from ESUs

- August - Executive Assistant to send fully signed agreement sent back to ESUs

[MSA 2020-2021](#) - current

3002. Funds Management

1. Fiscal Management Procedure (Budget Development, Monthly budget, Committee, Board)

- a. Budget Protocol
 - i. October-November Executive Assistant to create the next budget year so that we can take notes as they come up throughout the year.
 - ii. June - July Chief Information Officer to review budget with Business Manager/Executive Assistant
 1. June/July team to review budgets with program directors
 - iii. July-August - Budget review meeting the Wednesday of Administrator Days
 - iv. September - Budget Hearing during September ESUCC Board meeting.
 1. Recess at 10:00 AM for hearing
 2. Reconvene back to ESUCC Board meeting with finished
 3. Approve Budget during the Executive Committee financial portion of the meeting.
 - v. For months where there is no ESUCC Board meeting, invoice payments must have prior approval of the Executive Committee/ESUCC Board.
 1. This includes the months of December, June, July, August.
 2. These invoices will be approved in arrears at the first Executive Committee/Board meeting.
- b. Staff Expenses -
 - i. Submit expenses on digital form
 1. Including agenda, hotel receipts, parking receipt, meals, other expenses - see travel administrative regulation
 - a. Originals to be turned into Executive Assistant
- c. Invoices due the 25th of each month
 - i. This is to allow the Business Manager proper time to prepare and enter payment into the finance system.

- ii. Business Manager to prepare reports for Monthly Budget Meeting and Executive Committee Meetings.
- d. Monthly Budget Meeting (Chief Information Officer, Treasurer, Business Manager, Executive Assistant)
 - i. Meet to review monthly budget reports
- e. Executive Committee
 - i. Treasurer to review reports with Committee
 - ii. Recommend approval to full ESUCC Board
- f. ESUCC Board Meeting
 - i. Treasurer to review and recommend Board approval
 - ii. Upon Board approval, Business Manager/Coop Program Assistant review invoices to checks within two working days of Board meeting.
 - iii. Business Manager/Coop Program Assistant to mail payments within two working days of Board meeting.

2. **Lost Check Procedure**

Checks that were mailed to vendor's mailing address on record but were lost in the mailing procedure, upon notification of vendor of such request, the following process will be completed:

- Complete [Lost Check Form](#)
- Send completed form to Business Manager
- Chief Information Officer, or designee shall decide if a Stop Payment on check is needed
- Upon approval, Business Manager shall create/send a new check

3. **[Staff Travel Procedure Documentation](#)**

ESU Coordinating Council (ESUCC) has developed the following procedures for travel and expenses.

The reasons for these procedures are Nebraska state statutes, IRS regulations and auditor's requests, which also formulate board policy. Please comply to make this as easy as possible for everybody and keep us all out of "trouble".

Payment:

Payment for all travel/expenses expenditures outside of payroll will be issued following approval at the ESUCC Board meeting. In order to process payment the Executive Assistant must receive all paperwork/documentation, acquire Chief Information Officer's approval and send it to the Business Manager prior to check

issuance.

Expenses must fill out a digital travel form **by the 14th of each month**. Expenses not turned in within a timely manner are subject to not be paid (60 days max).

Receipts:

If an expense item is to be reimbursed by ESUCC, there must be a receipt attached validating the expense.

The receipt must include the following:

- Name of business where purchase was made or service was performed. (Some business receipts do not include the business name. Please write the name on the receipt.)
- Date of service
- Detail of items/service purchased
- If expense is for a meal or food, please include the name of the meeting, meeting agenda and the names of the individuals who attended or ate the meals claimed for reimbursement.
- Receipts should be attached to a plain piece of paper, preferably by tape. NOTE: Do not tape over the print on the thermal paper receipts. The print will disappear.

Meals are not reimbursed for a meeting out of town where the meeting is a day trip. A day trip means that the employee leaves during the day and returns the same day. For example, the employee travels to Lincoln for a day-long meeting. The employee eats lunch at a restaurant because the meal was not provided as a part of the meeting. The employee is not eligible to have the meal reimbursed.

Although ESUCC requires receipts for reimbursements, the IRS guidelines for meals for per diem rates in Nebraska are **\$46/day** (\$7 breakfast, \$11 for lunch, \$23 for dinner). Omaha is deemed a higher rate of \$61 (\$10 breakfast, \$15 for lunch, and \$31 for dinner). These are good guidelines to use as you travel and decide on a reasonable amount to spend on meals.

Also note:

- If hotel provides breakfast, no breakfast per diem received
- If lunch meeting is held, no lunch per diem received
- No snacks/incidentals allowed

The following types of receipts are NOT acceptable:

- Summary credit card slip showing only the total charge
- Cancelled check
- Credit card statement with the expense circled

Bottom Line: If you do not have an acceptable receipt for expense reimbursement ESUCC will not be able to reimburse for that expense item.

Mileage: Mileage will be reimbursed at the standard IRS mileage allowance. The IRS updates the rate annually. Mileage must be claimed from the shortest route to destination. Example: Home is closer to site than office you must claim from home and vice versa.

***Mileage sheets must also be attached with an expense sheet to claim mileage.**

Mileage claimed for long trips – If an employee does not want to fly and wants to drive the trip, the employee would not be reimbursed for actual mileage. The employee must first discuss the situation with their Chief Information Officer of the ESUCC for prior approval. The employee will be reimbursed for the cost of a plane ticket to fly to the location of the conference. If the travel time is longer than one day, the employee must use vacation time (if available) for the additional travel time to and from destination. If vacation time is not available, the employee is not paid for those workdays. Hotel costs for the additional travel days will not be reimbursed.

Rental Cars: Rental cars are not reimbursed to the employee unless the following conditions exist:

1. Prior approval from Chief Information Officer of the ESUCC AND one or more of the following conditions exist:
 2. It is more cost effective to rent a car than drive your own/claim mileage
- **You must take the insurance when renting a car****

Hotel Booking: The following questions should be asked when making hotel reservations.

1. Executive Assistant to make travel arrangements when possible.
2. Ask the hotel for their government rate. Use the [ESUCC direct bill](#) when possible.
3. Ask the hotel if they will direct bill the room costs to ESUCC. The only costs allowed on direct billing are the room charges. If the hotel will direct the bill, ask them to send or fax an application. Forward the application to ESUCC Executive Assistant for completion. The employee will still need a credit card for the hotel, as they will want the card on file for any additional items charged to the room

****Direct Bill - Be sure to get a hotel receipt upon check out and send this receipt along with back-up documentation of your stay to Executive Assistant****

Rewards or points for travel services:

Employees with an ESUCC business related purpose are not to apply rewards or

perks such as hotel bonus points or airline miles to a personal account if ESUCC is reimbursing the cost or directly paying the vendor on behalf of an individual unless the benefit is awarded to the ESUCC organization. Receipt of these perks results in personal gain which the IRS considers taxable income to the individual. Nebraska statute 49-14,101.01 prohibits personal gain by public officials and employees while using public resources, other than compensation provided by law. The reward value will be determined and included in the applicable taxable income. Taxable income of an employee will be included in the W-2 and an independent contractor will be included in the 1099.

Conference or Meeting Attendance: Expense reports submitted to reimburse conference costs such as hotel, meals, and transportation costs, etc. must include a copy of the conference brochure/registration form or the meeting agenda. The information should include the name of the event, the location of the event and the date(s) of the event.

Purchasing Items: We are a state sales tax-exempt organization. As a result, we are not required to pay sales tax on purchases. Sales tax will not be reimbursable. ESUCC does not reimburse sales tax for items purchased. You may get a NE Form 13 for Sales tax exemption from the Business Manager of NE ESU Cooperative.

When purchases of equipment or services exceed **\$200** written consent from the ESUCC Chief Information Officer must be obtained, unless funds are considered to be “flow through”, or the project is acting as an intermediary in the transaction and not retaining the funds.

Tips: Tips are limited to 20% of pretax charges for meals eligible for reimbursement.

Expenses that will not be reimbursed:

1. **Alcoholic Beverages** will NOT be reimbursed. PLEASE PAY FOR ALCOHOLIC BEVERAGES SEPARATELY FROM YOUR BUSINESS EXPENSE MEAL SO THAT THESE CHARGES ARE NOT LISTED ON YOUR MEAL RECEIPT.
2. **Entertainment** such as movies, etc.
3. **Expenses for additional parties travel**
4. **Damage to personal property**
5. **Towing charges**
6. **Services to gain entry to a locked vehicle**
7. **Expenses related to personal negligence of the travel**
8. **Laundry fees**
9. **Personal maintenance items**
10. **Tips for services** such as housekeeping, bellman, etc. Tips for cab fare, shuttles, and meals will be reimbursed but are limited to 20% of the

charges before taxes are charged.

11. **Cab fares, shuttle costs, etc** for employee's personal travel such as sightseeing, shopping, etc. Restaurants for dining out should be selected close to the hotel to keep transportation costs to a minimum.
12. This list is not all-inclusive. Employees should use prudent judgment and remember that all travel expenses are subject to public review and should be able to sustain the test of public review

Payments Made In Error

On occasion there may be a duplicate payment, overpayment, or underpayment received/made by the ESUCC Business Manager. Should this happen the Business Manager must be notified of error and all actions must be taken via both parties to take corrective action.

Thanks for your help as we want to get reimbursements to you as soon as possible and if all the paperwork is done correctly, it greatly speeds up the process of getting money back to you.

4. Payment Procedures

The Board is responsible for the control of all funds of the ESUCC. Funds available to the Chief Information Officer shall be carefully monitored by the Treasurer and the President to ensure that they are expended for the purposes for which they were appropriated and that the ESUCC receives an appropriate return for its expenditures. All receipts shall be accounted for and reported monthly to the Chief Information Officer. Monthly financial reports shall be provided to and reviewed by the Board.

Approval of Expenditures

Expenditures will be recommended for approval by the Executive Committee and approved at the full ESUCC Board meeting with the exception of those months where a meeting is not held (December, June, July, August) where the Board will give permission for expenditure payments to be made with the approval of the Chief Information Officer and Treasurer of the Board. The Board will approve at the first available meeting following those time periods.

Signature of ESUCC Checks

The ESUCC will have the signatures of the Board President and Board Treasurer printed on their checks via the finance system.

5. Prepayment Resolution

WHEREAS, the ESUCC procures necessary operational goods and services which require payment at various points throughout each month, some of which are predictable and some of which are not;

AND WHEREAS, the ESUCC does not want to miss payments, provide late payments, or incur any fees or bad will with its vendors;

AND WHEREAS, due to its meeting schedule the ESUCC Board cannot always meet prior to regular or irregular payment deadlines and so the ESUCC Board delegates monitoring and aggregation of these expenses to its Chief Information Officer and other employees and contracted employees;

NOW BE IT THEREFORE RESOLVED that the ESUCC's Chief Information Officer be authorized on behalf of the ESUCC, pursuant to this Resolution, to affix his signature to payment instruments and to commit the resources of the ESUCC to provide timely payment as any such bills or expenses become due; and

NOW BE IT THEREFORE FURTHER RESOLVED that the Chief Information Officer will provide such claims and payments to the Board for its approval and will comply with the ESUCC policies and practices for approval of such claims.

Procedure for Prepayment of Expenditures was approved at Board Meeting on 05/02/2017

[Prepayment Resolution](#)

6. Check Approval Procedure

The ESUCC checks will be printed by the Business Manager and reviewed/initiated by the Program Assistant. The Business Manager will send a report of the expenditures to be paid to the Chief Information Officer, Board President, and Treasurer for their review prior to Board Meeting. The back-up process to writing checks will be the Executive Assistant with the help of ESU #3 D&N staff.

Budget Meeting

The Chief Information Officer, Board Treasurer, Business Manager, and Executive Assistant will meet each month prior to the Board meeting to review budget status for the period.

Budget Reports

Budget reports along with the expenditure report (outgoing checks) will be sent to the Executive Committee for their review prior to the Committee Meeting/Board meeting.

The reports will be reviewed during the Executive Committee meeting with recommended approval at full Board meeting.

The Treasurer will review the budget reports at the ESUCC Board meeting and give recommendation for final approval.

Payments Sent

Payments will be mailed after the Board Meeting with the exception of those months where a meeting is not held (December, June, July, August) where the Board will give permission for expenditure payments to be made with the approval of the Chief Information Officer and Treasurer of the Board.

Procedure for Payment of Expenditures was approved at Board Meeting on 11/18/15

7. ESUCC Staff Homebase Draft

At the first fiscal ESUCC Board meeting, the ESUCC Board will approve the Staff Home Base for the year. This base will be used to decide mileage rate. Rate to be used is whichever is closer to the location headed.

[Staff Homebase 2020-2021](#)

8. Staff Time/Pay Splits

Staff who split their work time among different projects must do a one week of time study on a quarterly basis (November, February, May, August)

This time study will be used to properly split employee's time amongst proper projects and will be reviewed and adjusted on a Fiscal Year (FY) basis.

Federal Guidelines for time split over grants:

The Uniform Guidance requires that time distribution records must be maintained for all employees whose salary is paid in whole or in part with federal funds or is used to meet a match or cost-share requirement for a grant. Payroll allocations among grant awards cannot be based on budgeted distributions alone. Rather, allocations of salaries and wages among grant programs need to be supported by actual hours worked. If budgeted numbers are used to allocate salaries and wages among grant programs, the entity's system of internal controls should include an after-the-fact review of the grant programs. If actual time worked differs from the budgeted allocations, adjustments should be made such that the

final amount charged to each grant is accurate, allowable, and appropriately allocated.

9. Segregation of Duties

ESU Coordinating Council (ESUCC) has developed the following procedures for segregation of duties for internal control.

ESU CC Chief Information Officer:

The Chief Information Officer approves all purchases and invoices for payment. He also reviews bank statements and reconciliations, and reviews financial statements. They also have access to the finance system as needed. Conducts monthly finance meetings with Executive Assistant, Business Manager, Board Treasurer to review budget status/progress.

Executive Assistant to the Chief Information Officer:

The Executive Assistant reviews all vendor invoices, collects all paperwork needed for documentation, and prepares them for payment approval. They review all requisitions, collect all paperwork needed for documentation, and prepare them for purchase approval. They also review and prepare customer invoices, collecting all paperwork needed for documentation. They assess and work with financial reports to aid in budgeting tracking. After collecting all necessary paperwork needed for the transaction, will get an appropriate signature from the Chief Information Officer. They secure all contracts and get appropriate signatures, once all paperwork is collected send the original contract to Coop Program Assistant. They will then maintain electronic copies of everything (including all outgoing payments, contracts and expense forms) prior to sending to the Business Manager for payment. They will have access to the Finance System to serve as back-up to Business Manager. They will help to keep the finance system up to date with new codes, vendors, new year budgets, end of year budgets, reports, etc. they will also review the reconciliation reports on a monthly basis (part of Board report). Attends monthly budget meetings with the Chief Information Officer.

Business Manager:

The Business Manager writes checks after being reviewed, prepared & approved by others. They mail checks after they are reviewed & signed by Finance, Audit, and Budget Chair. Once the Coop Program Assistant creates the check log, they take to the Business Manager and she reviews and also signs the log. The Business Manager completes the deposit slips and returns it to the Coop Program Assistant. The Coop Program Assistant then takes the deposit to the bank and the Business Manager records in eFinance. It is their duty to reconcile bank statements. They also prepare the deposit slips, records accounts receivable, records general journal entries, print purchase orders, prints customer invoices/statements. They process Coop vendor invoices once they

have been double-checked for accuracy. They also keep all W-9's, Form 13's current with customers and prepare 1099's at year end. Attends monthly budget meetings with the Chief Information Officer. Business Manager and Program Assistant to open mail together.

Coop Programs Assistant:

The Coop Program Assistant dates and records all incoming checks into a Digital Document. They then print the daily log and sign the log. They take the log to the Business Manager and she reviews and also signs the log. The Business Manager completes the deposit slips and returns it to the Coop Program Assistant. They take the deposit to the bank once completed and file the daily log. They also aid in the process of doing Coop vendor invoices to ensure accuracy. They assist with determining Coop vendor payments by helping to check for items not received. Business Manager and Program Assistant to open mail together. They will also review all the checks prior to being mailed to vendors.

Fiscal Agent Administrator

The Fiscal Administrator will continue as a liaison to the ESUCC Board. They will work with the Chief Information Officer on new contracts and salary increases every year.

ESU CC Board Treasurer:

The Board Treasurer duties require him to sign checks, review bank statements and reconciliation reports, review financial statements. He also consults with Chief Information Officer and ESUCC Executive Committee prior to ESUCC Board meetings on Board Reports: Monthly Balance sheets, Monthly Project Reports, Monthly Reconciliation reports, Monthly Profit & Loss Statement, Monthly Bank Statement, Profit & Loss Budget Analysis for each meeting. Reports to ESUCC Board at meetings a short synopsis of budget report. Attends monthly budget meetings with the Chief Information Officer.

ESUCC Executive Committee:

The Executive Committee consults with the ESUCC Chief Information Officer regarding any budget concerns. They review budget reports prior to ESU CC Council meetings which include the following reports: Monthly Balance sheets, Monthly Project Reports, Monthly Reconciliation reports, Monthly Profit & Loss Statement, Monthly Bank Statement, Profit & Loss Budget Analysis for each meeting. They also review the detailed reports of the Monthly budget meeting held by the Chief Information Officer.

Project Directors:

Project Directors review the financial statements that are distributed following the monthly budget meeting. They are required to complete purchase requisitions. They also help determine and authorize customer invoices (SRS, DEC, IMAT)

Fiscal Agent Business Manager:

The role of the Fiscal Agent Business Manager is to complete all payroll processes and tasks.

3007. Purchasing**1. Credit Procedure**

The ESUCC approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the ESUCC. The ESUCC shall determine the type of purchasing card or cards to be used in the program and shall contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the Executive Director or designee.

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not ESUCC related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the ESUCC for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. The following individuals and individuals holding the following titles may be assigned an individual purchasing card and/or authorized to use an ESUCC purchasing card: Executive Director, Technology Director, Coop Director. The ESUCC may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes.

Documentation. Individuals seeking reimbursement for a purchasing card purchase shall submit an itemized receipt and a purchasing card receipt to the ESUCC. The itemized receipt shall include the name of the business, contact information, the date, a description of each item sufficient to give the ESUCC reasonable notice of the item purchased, and the price. Designated ESUCC personnel shall maintain the documentation as required by Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Individuals shall maintain copies of any documentation submitted to the ESUCC.

Suspension or Termination of Privileges. The ESUCC or the Executive Director (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual who does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account shall be immediately closed and he or she shall return the purchasing card to the Executive Director or the ESUCC. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase shall reimburse the ESUCC within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the ESUCC.

Purchase Review Procedures. The Executive Director, or his or her designee, and Council Treasurer shall conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the attention of the offending individual, if any, and the ESUCC. The Executive Director, or his or her designee, shall provide the ESUCC at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the ESUCC reasonable notice of the items purchased. Any unlawful or unauthorized purchase shall be addressed as provided in this policy or as otherwise allowed by law.

2. Fixed Asset Management

[Fixed Asset Procedure](#)

Educational Service Coordinating Council (ESUCC) shall maintain a fixed asset management system, tracking asset details.

The ESUCC has established individual items equal to or greater than \$500 as the minimum for capitalization of articles or property.

Items such as laptops, desktops, copiers, servers, routers, switches, and firewalls shall be classified as computer and electronic equipment. At the direction of the Executive Director, items may be included which are outside the policy and above noted exception(s). These items, generally smaller in size and

more susceptible to theft, will be maintained as inventory items. Examples of these items are PDAs, projectors and cameras.

Items purchased with grant funds or contractual agreement shall be inventoried in accordance with ESUCC policy. When the grant or contractual agreement is more restrictive, the agreement restrictions will take precedence.

[ESUCC Inventory](#)

[ESUCC Computers](#)

3. Surplus Property

When a Project no longer has a need for property they are required to notify the Executive Assistant in writing. When the property that is no longer needed is no longer serviceable or operational, a Certificate of Destruction (COD) must be requested. There are also instances where serviceable property that has no value to the Coordinating Council may be authorized for destruction. This determination can only be made by Council and is not within the authority of the project to decide whether the property should be sold at public auction or processed for destruction. The ESUCC governing board is the only authority that can authorize the destruction of said property. No property should be destroyed prior to receiving authorization from the Executive Assistant. All requests for destruction of property need to be recorded on a "certificate of destruction". In this form, these categories are itemized. All equipment in the possession of any ESUCC Project needs to be authorized prior to destroying/scrapping/cannibalizing the property. A request to destroy "supply type items" is not required by ESUCC; however, it will need to be removed from Asset Inventory.

When equipment is processed and approved by ESUCC for disposal the agency disposing of the equipment needs to ensure the following: (1) any tags or other identifying marks identifying this equipment as property of the ESUCC should be removed (2) ensure that the property is actually destroyed and rendered unserviceable.

Certificate of Destruction

All requests for destruction of property need to be recorded on a "certificate of destruction". In this form, these categories are itemized. All equipment in the

possession of any ESUCC Project needs to be authorized prior to destroying/scrapping/cannibalizing the property.

[COD Form](#)

Sale of Property

All equipment on the fixed asset listing purchased by Educational Coordinating Council (ESUCC) for the provision of any service, remains the property of ESUCC. The Board of ESUCC shall make decisions as to the disposition of the fixed asset items no longer needed.

Funds received from any sale of material shall be deposited in the General Fund.

4. Inventory Procedure

Once a fixed asset has been ordered. The Executive Secretary will fill out appropriate paperwork and collect back-up documentation to be filed with inventory form when completed. Once the item is received, inventory form will be completed with necessary information needed for fixed asset management (Google Doc). Paperwork is on file with the Executive Assistant. Executive Assistant will scan each inventory form plus back-up documentation and also save to fixed management system (Google Doc). Executive Director, Technology Director, Business Manager and Executive Secretary will have access to update any needed information for fixed asset management (Google Doc), all other staff will have view access.

During the monthly Budget Meeting, the Executive Director, Treasurer, Business Manager and Executive Assistant will review any needed changes to inventory.

During the monthly Staff Meeting, the staff will review any needed changes to inventory. This would also include any changes in placement of inventory.

There will be a periodic review of all inventory.

When there is inventory that is no longer needed and is no longer serviceable or operational, a Certificate of Destruction (COD) must be completed and returned to the Executive Secretary. This will also require that the asset tag be removed and attached to the COD form. A list of obsolete equipment will be collected and

brought to the appropriate committee for recommendation of approval of removing items from inventory.

It will be at the discretion of the Executive Director on how best to proceed with destruction of property. The Executive Director will be sure that all equipment is properly wiped or destroyed that has any classified information residing on it.

3008. Fiscal Management for Purchasing and Procurement Using Federal Funds

[Fiscal Management for Purchasing and Procurement Using Federal Funds](#)

a. Applicability of Policy

- i. This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.
- ii. All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.
- iii. This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The ESUCC's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

b. Procurement System

The ESUCC maintains the following purchasing procedures.

Responsibilities for Purchasing

The authority to make purchases shall be governed by the ESUCC's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the ESUCC's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing

program of the school ESUCC. Purchases or commitments of ESUCC funds that are not authorized by this policy will be the responsibility of the person making the commitment.

Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$3,500.

Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent ESUCC staff determine that the cost of the purchase is reasonable. For purposes of this policy “reasonable” means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the ESUCC distributes micro-purchases equitably among qualified suppliers. The ESUCC will follow its standard policy on purchasing, which can be found earlier in this subsection.

Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than \$3,500 and less than \$150,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the ESUCC’s standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

Purchases Over \$250,000

Sealed Bids (Formal Advertising)

For purchases over \$150,000, the ESUCC will generally follow the bidding process outlined in the board’s policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

Contract/Price Analysis

The ESUCC performs a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. The ESUCC will make an independent estimate of costs prior to receiving bids or proposals.

Noncompetitive Proposals (Sole Sourcing)

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

The item is available only from a single source;

The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the ESUCC; or
After solicitation of a number of sources, competition is determined inadequate.

Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.

A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$150,000.

Use of Purchase (Debit & Credit) Cards

ESUCC use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

Federal Procurement System Standards

The ESUCC's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The ESUCC will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

Debarment and Suspension

The ESUCC awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement.

Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The ESUCC may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the ESUCC verifies that the vendor with whom the ESUCC intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The ESUCC will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

Settlements of Issues Arising Out of Procurements

The ESUCC alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the ESUCC of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

Conflict of Interest and Code of Conduct

Board and staff member conflicts of interest are governed by the ESUCC conflict of interest policies.

Purchases covered by this policy are subject to the following additional provisions.

Employees, officers, and agents engaged in the selection, award, and/or administration of ESUCC contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

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.

The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

Favors and Gifts

The officers, employees, and agents of the ESUCC may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the ESUCC at the board's discretion.

Property Management Systems

Property Classifications

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the ESUCC for financial statement purposes, or \$5,000.

Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the ESUCC for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and

Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

Serial number;

ESUCC identification number;

Manufacturer;

Model;

Date tagged and individual who tagged it;

Source of funding for the property;

Who holds title;

Acquisition date and cost of the property;

Percentage of federal participation in the project costs for the federal award under which the property was acquired;

Location, use and condition of the property; and

Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

Physical Inventory

A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

The Executive Director or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

Maintenance

In accordance with 2 C.F.R. 313(d)(4), the ESUCC maintains adequate maintenance procedures to ensure that property is kept in good condition.

Lost or Stolen Items

The ESUCC maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the ESUCC will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

Other Contract Matters.

Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the ESUCC will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

Record Keeping

Record Retention

The ESUCC maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The ESUCC also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

Maintenance of Procurement Records

The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection,

the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

Retention of procurement records shall be in accordance with applicable law and Board policy.

Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Procurement, Suspension, and Debarment

Bidding Equipment, Materials and Supplies Procedure

1. Purchases up to \$10,000 Open Market. The Executive Director or designee shall be authorized to purchase any item specifically budgeted up to \$10,000 in the open market. The Executive Director shall request official action by the Board where it is required by law or in those instances where it appears to be in the best interests of the ESU Coordinating Council. 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 the ESU Coordinating Council by supplier.
- h. Established relationship between supplier and the ESU Coordinating Council
- 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.

Local purchases will be preferred whenever the foregoing factors are considered to be substantially the same.

2. Purchases from \$10,000 up to \$50,000—Solicit Proposals. The Executive Director or designee shall request the submission of bids, quotes or proposals for purchases, which have a cost from \$10,000 up to \$50,000. The Executive Director or designee shall receive and evaluate all proposals and make a recommendation to the Board for acceptance on the consent agenda. 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 the ESU Coordinating Council; which may or may not be the lowest cost proposal.
3. Purchases from \$50,000 up to \$100,000—Solicit Proposals. The Executive Director or designee shall request the submission of bids, quotes or proposals for purchases, which have a cost from \$50,000 up to \$100,000. The Executive Director 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 the ESU Coordinating Council; which may or may not be the lowest cost proposal.
4. Purchases of \$100,000 and above. The Executive Director or designee shall evaluate which method (Solicit Proposals or Sealed Bids) that it deems best serves the interests of the ESU Coordinating Council for purchases that have a potential cost of greater than \$100,000. The Executive Director or designee shall make a recommendation to the Board for acceptance on the consent agenda. If in the judgment of the Board, due to the unique nature of the item being purchased, there are limited suppliers or other circumstances indicate that there would be no apparent benefit in obtaining Sealed Bids, the board may accept the Solicit Proposals requirement regardless of the amount in question.
5. Solicit Proposals: The Executive Director or designee shall request the submission of bids, quotes or proposals for purchases, which have a cost from \$100,000 & above. The Executive Director 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 the ESU Coordinating Council; which may or may not be the lowest cost proposal.
6. Sealed Bids:

- a. Bid instructions and specifications. The Executive Director 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 Coordinating Council's 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 the ESU Coordinating Council's. Each bid notice should carry the notification that the ESU Coordinating Council's 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.

3010. ESUPDO and Affiliate Groups

ESUCC Lines of Communication

Procedures for Submitting Statewide Proposals. Creation of a written proposal (see *** below)

Written proposal and supporting documents presented to affiliate group

Proposal voted upon and supported by an affiliate group with a recommendation to ESUCC CEO

ESUCC-CEO assigns the proposal to a standing committee of ESUCC

ESUCC CEO and affiliate group completes a written proposal to the chairperson of the assigned standing committee

ESU CEO assigns the proposal and gives all supporting documentation to The assigned Standing Committee of ESUCC

ESUCC CEO and affiliate group present the concept with supporting documents to the assigned standing committee

Standing Committee of ESUCC considers the proposal and recommends to ESUCC

ESUCC considers proposal a minimum of two meetings, one for the purpose of discussion and the second for the purpose of action.

If there is a declared emergency ESUCC may waive the rights to a second hearing on the proposal.

***Written proposal includes:

Name of Affiliate Group

Proposal

Indication of Statewide Impact

Plan for Statewide implementation

Funding for the proposal

Address Sustainability

[Statewide Proposal Protocol Diagram](#)

[PDO/Affiliate Procedure Manual](#)

3011. Distance Education Project

[BlendEd/Distance Education Procedural Manual](#)

3012. Instructional Materials (IMAT) Project

[OER Procedure Manual](#)

3013. Cooperative Purchasing Project

[ESUCC Coop Purchasing Procedure Manual](#)

3014. Special Education Projects Project

[SRS Procedure Manual](#)

Article 5. Equity/Legal Compliance

5005. Non-Discrimination

[Appellate Decision Template](#)

[Cover Letter for Evidence Subject to Inspection and Review](#)

[Form Letter to Complainant re Dismissal of Complaint](#)

[Form Letter to Respondent re Dismissal of Complaint](#)

[Formal Complaint Form](#)

[Initial Notice of Allegations - Complainant](#)

[Initial Notice of Allegations - Respondent](#)

[Investigative Report Form](#)

[Notice of Interview to Party](#)

[Written Determination Template](#)

Appendix

Bylaws of Educational Service Unit Coordinating Council (Original)

Article I. Authority and Purpose.

_____ Section 1. Introduction. Pursuant to NEB. REV. STAT. § 79-1245, the Educational Services Unit Coordinating Council (hereinafter referred to as "the Council") is a political subdivision of the State of Nebraska.

_____ Section 2. Purpose of Bylaws. The purpose of these Bylaws is to provide operational guidance to the Council and to clarify the Council's relationship with other education entities.

_____ Section 3. Authority. The powers and duties of the Council are set forth in NEB. REV. STAT. §§ 79-1245 to 79-1249 as it may be amended from time to time. These Bylaws shall in no way limit or alter the authority and duties of the Council as provided by law.

_____ Section 4. Mission. The mission of the Council is to provide the most cost effective educational support for students, teachers, and school districts in each Nebraska educational service unit by facilitating statewide coordination of educational services and strategic planning.

Article II. Membership and Meetings.

_____ Section 1. Number of Members. The Council shall initially have seventeen (17) members, one (1) administrator from each of the seventeen (17) Nebraska educational service units. The Council may involve liaisons from other educational entities and State agencies in its meetings and activities.. If, at any time, the number of educational service units changes, the number of members on the Council shall also change so the number of members on the Council remains the same number as the number of existing Nebraska educational service units.

Section 2. Member Responsibilities. Each member is responsible for attending meetings and faithfully and diligently executing any responsibilities or tasks delegated by the Council to carry out its statutory powers and duties.

Section 3. Regular Meetings. In May of each year, the Council shall approve meeting dates, times and locations for the next 12 months. The Council shall meet at least once annually and schedule the number of regular meetings that it deems appropriate for each 12-month period. The Council shall endeavor to set meetings on dates and at locations that accommodate the schedule of its members and of the State's education community. Regular meetings shall be noticed and held pursuant to the Nebraska Open Meetings Act.

Section 4. Special Meetings. Special meetings of the Council may be called by the President of the Council or by a majority of Council members for any lawful reason. Special meetings shall be noticed and held pursuant to the Nebraska Open Meetings Act.

Section 5. Quorum. No action may be taken on a matter at a Council meeting unless a majority of Council members are present at the meeting either in person or via teleconference pursuant to NEB. REV. STAT. § 84-1411 as may be amended from time to time.

Section 6. Voting. If a quorum is present, the affirmative vote of the majority of Council members present at the meeting and entitled to vote on the subject matter shall be considered an act of the Council unless a greater vote is required by law. All votes shall be by roll call vote and recorded in the minutes of the Council meeting.

Section 7. Recessed Meeting. A majority of Council members present at any meeting may vote to recess the meeting to a different date, time and/or location. Any business which might have been transacted at the original meeting may be transacted at the rescheduled meeting if a quorum is present at such recessed meeting.

Section 8. Commissioner of Education. The Commissioner of Education shall be invited to attend or to send representatives from the Nebraska Department of Education in his or her stead, to each regular meeting of the Council.

Article III. Officers.

Section 1. Number and Qualification. The initial officers of the Council shall consist of a President, a President-Elect, a Past-President, a Secretary, a Treasurer and such other officers as may be deemed necessary by the Council. Together these officers shall comprise the Executive Committee of the Council.

Section 2. Election and Tenure. The officers of the Council shall be elected at the first regular meeting of the Council. Election may be by either voice vote or written ballot and shall require a majority vote of all members present at the meeting at which the election occurs. Thereafter the officers shall be elected bi-annually at the September meeting or as soon thereafter as convenient. Each officer shall hold office for two years or until his or her successor is duly elected and qualified, unless his or her service is terminated sooner because of death, resignation, removal, disqualification or otherwise.

Section 3. Removal. Any officer of the Council, either elected or appointed, may be removed by a vote of the majority of the Council. Election or appointment of an officer or agent shall not of itself create a contractual relationship between the officer and the Council or give the officer any contract rights.

Section 4. Vacancies. A vacancy in an office due to death, resignation, removal, disqualification or otherwise shall be filled by a vote of the Council in the same manner as provided in Section 2 above, at the Council's next regular meeting after the vacancy becomes known to the Council.

Section 5. Duties and Authority of Officers.

(a) President. The President shall be the principal executive officer of Council. The President shall cause all meetings of the Council to be lawfully noticed and prepare an agenda for each meeting of the Council in accordance with state law. When present, the President shall preside at all meetings of the Council. The President may sign, with the Secretary or any other officer of the agency authorized by the Council, checks, contracts or other instruments which the Council has authorized to be executed, except in cases where the signing and execution thereof is expressly delegated by the Council or these Bylaws to some other officer or agent of the Council or required by law to be otherwise signed or executed. The President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Council from time to time.

(b) President-Elect. In the absence of the President or in the event of his or her death, inability, or refusal to act, the President-Elect shall perform the duties of the President. When so acting the President Elect, shall have all the powers of, and be subject to all the restrictions upon the President. The President-Elect shall perform such other duties as from time to time may be assigned by the President or by the Council.

(c) Past-President. In the absence of the President or the President Elect or in the event of his or her death, inability, or refusal to act, the Past-President shall perform the duties of the President. When so acting the Past-President, shall have all the powers of, and be subject to all the restrictions upon the President. The Past President shall perform such other duties as from time to time may be assigned by the President or by the Council.

(d) Secretary. The Secretary shall prepare minutes of the meetings of the Council, serve as the custodian of the Council's records, keep a current roster of the physical and e-mail addresses of all Council members, and perform all duties incident to the office of Secretary, and perform such other duties as from time to time may be assigned by the President or by the Council.

(e) Treasurer. The Treasurer shall have charge and custody of and be responsible for, all funds and securities of the Council, receive receipts for all securities and monies due and payable to the Council from any source whatsoever and give such receipts to the Council, deposit all such monies in the name of the Council in such banks, trust companies, or other depositories designated by the Council and perform all the duties incident to the office of Treasurer and perform such other duties as from time to time may be assigned by the President or by the Council. If required by the Council, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Council shall determine.

(f) Executive Committee. The Executive Committee shall meet as needed to prepare for Council meetings, to formulate recommendations for the Council, and for such other reasons as deemed appropriate by the President or as directed by the Council.

Article IV. Administration.

Section 1. Reimbursement for Expenses. Council members and Council employees shall be entitled to reimbursement for actual expenses incurred in the performance of their duties as allowed by NEB. REV. STAT. § 79-1217 and other laws and applicable regulations as they may be amended from time to time. No request for reimbursement shall be submitted by an individual for an expense which has been paid by an educational service unit, other educational agency, or political subdivision. No charge for mileage shall be allowed when such mileage accrues while using an automobile owned by the State of Nebraska or one of its political subdivisions.

Section 2. Budget. The Council shall annually adopt a budget as required by the Nebraska Budget Act. Fiscal agents shall, pursuant to the agency agreement between the fiscal agent and the ESUCC, segregate funds contributed to a project from other funds maintained by the fiscal agent, either by maintaining a separate account of the Council designated for such a purpose or by maintaining a segregated fund within the budget of the educational service unit serving as fiscal agent. The Council shall require each fiscal agent appointed by the Council to provide to the Council quarterly statements of all activity for each project.

Section 3. Agency Agreements and Fiscal Agents. The Council may enter into agency agreements with individual educational service units or other public or private entities. The purpose of such agreements will be for the Council to delegate to the agent entity the authority and responsibility to oversee particular statewide cooperative projects. The agency agreement shall specify whether the agent entity will also serve as the fiscal agent for the project.

Section 4. Powers. The Council shall have the power to:

- (a) Purchase and/or lease supplies, materials and equipment and enter into a contract with any person, firm, corporation or other entity.
- (b) Accept for any of its purposes and functions any and all donations, grants of money, equipment, supplies, materials and services, conditional or otherwise, from any person or entity, and receive, utilize, and dispose of the same. The nature, amount, and conditions, if any, attendant upon any donation or grant accepted pursuant to this section shall be detailed in the annual report of Council.
- (c) Employ, compensate, evaluate and discharge staff limited only to those persons necessary to carry out its duties and functions;
- (d) Establish committees as it deems necessary for the purpose of advising the Council on any and all matters pertaining the Council's duties or activities;
- (e) Indemnify or reimburse any person in the same manner as an educational service unit board is authorized to do pursuant to NEB. REV. STAT. § 79-1217 as may be amended from time to time;

(f) Take any other action authorized, either explicitly or implicitly, by Nebraska law, including any action that may be necessary to perform its duties and functions as provided in these Bylaws.

Section 5. Annual Plan. The Council shall develop a written document outlining the programs, services and other projects which the Council will operate each year ("Annual Plan"). The Council will annually review the Annual Plan and may amend it as the Council deems necessary.

Section 6. Advisory Committees. The Council may solicit input from advisory committees comprised of teachers, administrators, board members, staff development staff, and other individuals. The role of these committees shall be advisory only, and no recommendation or proposal by any advisory committee shall be final until acted upon and adopted by the Council.

Article V. Other Matters.

Section 1. Fiscal Year. The fiscal year of the Council shall begin on July 1 and end on June 30.

Section 2. Liability Insurance. The Council shall obtain adequate insurance to cover itself, its members and its agents, employees, volunteers, or other persons in performing duties to the Council. Adequate shall mean an amount, if available, which will satisfy the maximum claims that could be made under Nebraska's Political Subdivision Tort Claims Act.

Section 3. Amendment. These Bylaws may be amended from time to time as deemed necessary by a majority of the Council. All such amendments must be in writing, appended to this document and signed by the Council Secretary.

Section 4. Intellectual Property. All rights to any intellectual property (copyright, trademark, patent, etc.) created in connection with any project reflected in the addenda to these Bylaws shall be owned by the Council.

These Bylaws were adopted by the Educational Service Unit Coordinating Council at a meeting lawfully held pursuant to the Nebraska Open Meetings Act this ___ day of July, 2008.

[THE NEXT PAGE IS THE SIGNATURE PAGE]

[Link to Signature Page for ByLaws](#)

AMENDED Bylaws of Educational Service Unit Coordinating Council (March 3, 2012)

Article I. Authority and Purpose.

Section 1. Introduction. Pursuant to NEB. REV. STAT. § 79-1245, the Educational Services Unit Coordinating Council (hereinafter referred to as "the Council") is a political subdivision of the State of Nebraska.

Section 2. Purpose of Bylaws. The purpose of these Bylaws is to provide operational guidance to the Council and to clarify the Council's relationship with other education entities.

Section 3. Authority. The powers and duties of the Council are set forth in NEB. REV. STAT. §§ 79-1245 to 79-1249 as it may be amended from time to time. These Bylaws shall in no way limit or alter the authority and duties of the Council as provided by law.

Section 4. Mission. The mission of the Council is to provide the most cost effective educational support for students, teachers, and school districts in each Nebraska educational service unit by facilitating statewide coordination of educational services and strategic planning.

Article II. Membership and Meetings.

Section 1. Number of Members. The Council shall initially have seventeen (17) members, one (1) administrator from each of the seventeen (17) Nebraska educational service units. The Council may involve liaisons from other educational entities and State agencies in its meetings and activities.. If, at any time, the number of educational service units changes, the number of members on the Council shall also change so the number of members on the Council remains the same number as the number of existing Nebraska educational service units.

Section 2. Member Responsibilities. Each member is responsible for attending meetings and faithfully and diligently executing any responsibilities or tasks delegated by the Council to carry out its statutory powers and duties.

Section 3. Regular Meetings. In May of each year, the Council shall approve meeting dates, times and locations for the next 12 months. The Council shall meet at least once annually and schedule the number of regular meetings that it deems appropriate for each 12-month period. The Council shall endeavor to set meetings on dates and at locations that accommodate the schedule of its members and of the

State's education community. Regular meetings shall be noticed and held pursuant to the Nebraska Open Meetings Act.

Section 4. Special Meetings. Special meetings of the Council may be called by the President of the Council or by a majority of Council members for any lawful reason. Special meetings shall be noticed and held pursuant to the Nebraska Open Meetings Act.

Section 5. Quorum. No action may be taken on a matter at a Council meeting unless a majority of Council members are present at the meeting either in person or via teleconference pursuant to NEB. REV. STAT. § 84-1411 as may be amended from time to time.

Section 6. Voting. If a quorum is present, the affirmative vote of the majority of Council members present at the meeting and entitled to vote on the subject matter shall be considered an act of the Council unless a greater vote is required by law. All votes shall be by roll call vote and recorded in the minutes of the Council meeting.

Section 7. Recessed Meeting. A majority of Council members present at any meeting may vote to recess the meeting to a different date, time and/or location. Any business which might have been transacted at the original meeting may be transacted at the rescheduled meeting if a quorum is present at such recessed meeting.

Section 8. Commissioner of Education. The Commissioner of Education shall be invited to attend or to send representatives from the Nebraska Department of Education in his or her stead, to each regular meeting of the Council.

Article III. Officers.

Section 1. Number and Qualification. The initial officers of the Council shall consist of a President, a President-Elect, a Past-President, a Secretary, a Treasurer and such other officers as may be deemed necessary by the Council. Together these officers shall comprise the Executive Committee of the Council.

Section 2. Election and Tenure. The officers of the Council shall be elected at the first regular meeting of the Council. Election may be by either voice vote or written ballot and shall require a majority vote of all members present at the meeting at which the election occurs. Thereafter the officers shall be elected bi-annually at the September meeting or as soon thereafter as convenient. Each officer shall hold office for two years

or until his or her successor is duly elected and qualified, unless his or her service is terminated sooner because of death, resignation, removal, disqualification or otherwise.

Section 3. Removal. Any officer of the Council, either elected or appointed, may be removed by a vote of the majority of the Council. Election or appointment of an officer or agent shall not of itself create a contractual relationship between the officer and the Council or give the officer any contract rights.

Section 4. Vacancies. A vacancy in an office due to death, resignation, removal, disqualification or otherwise shall be filled by a vote of the Council in the same manner as provided in Section 2 above, at the Council's next regular meeting after the vacancy becomes known to the Council.

Section 5. Duties and Authority of Officers.

(a) President. The President shall be the principal executive officer of Council. The President shall cause all meetings of the Council to be lawfully noticed and prepare an agenda for each meeting of the Council in accordance with state law. When present, the President shall preside at all meetings of the Council. The President may sign, with the Secretary or any other officer of the agency authorized by the Council, checks, contracts or other instruments which the Council has authorized to be executed, except in cases where the signing and execution thereof is expressly delegated by the Council or these Bylaws to some other officer or agent of the Council or required by law to be otherwise signed or executed. The President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Council from time to time.

(b) President-Elect. In the absence of the President or in the event of his or her death, inability, or refusal to act, the President-Elect shall perform the duties of the President. When so acting the President Elect, shall have all the powers of, and be subject to all the restrictions upon the President. The President-Elect shall perform such other duties as from time to time may be assigned by the President or by the Council.

(c) Past-President. In the absence of the President or the President Elect or in the event of his or her death, inability, or refusal to act, the Past-President shall perform the duties of the President. When so acting the Past-President, shall have all the powers of, and be subject to all the restrictions upon the President.

The Past President shall perform such other duties as from time to time may be assigned by the President or by the Council.

(d) Secretary. The Secretary shall prepare minutes of the meetings of the Council, serve as the custodian of the Council's records, keep a current roster of the physical and e-mail addresses of all Council members, and perform all duties incident to the office of Secretary, and perform such other duties as from time to time may be assigned by the President or by the Council.

(e) Treasurer. The Treasurer shall have charge and custody of and be responsible for, all funds and securities of the Council, receive receipts for all securities and monies due and payable to the Council from any source whatsoever and give such receipts to the Council, deposit all such monies in the name of the Council in such banks, trust companies, or other depositories designated by the Council and perform all the duties incident to the office of Treasurer and perform such other duties as from time to time may be assigned by the President or by the Council. If required by the Council, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Council shall determine.

(f) Executive Committee. The Executive Committee shall meet as needed to prepare for Council meetings, to formulate recommendations for the Council, and for such other reasons as deemed appropriate by the President or as directed by the Council.

Article IV. Administration.

Section 1. Reimbursement for Expenses. Council members and Council employees shall be entitled to reimbursement for actual expenses incurred in the performance of their duties as allowed by NEB. REV. STAT. § 79-1217 and other laws and applicable regulations as they may be amended from time to time. No request for reimbursement shall be submitted by an individual for an expense which has been paid by an educational service unit, other educational agency, or political subdivision. No charge for mileage shall be allowed when such mileage accrues while using an automobile owned by the State of Nebraska or one of its political subdivisions.

Section 2. Budget. The Council shall annually adopt a budget as required by the Nebraska Budget Act. Fiscal agents shall, pursuant to the agency agreement between the fiscal agent and the ESUCC, segregate funds contributed to a project from other

funds maintained by the fiscal agent, either by maintaining a separate account of the Council designated for such a purpose or by maintaining a segregated fund within the budget of the educational service unit serving as fiscal agent. The Council shall require each fiscal agent appointed by the Council to provide to the Council quarterly statements of all activity for each project.

Section 3. Agency Agreements and Fiscal Agents. The Council may enter into agency agreements with individual educational service units or other public or private entities. The purpose of such agreements will be for the Council to delegate to the agent entity the authority and responsibility to oversee particular statewide cooperative projects. The agency agreement shall specify whether the agent entity will also serve as the fiscal agent for the project.

Section 4. Powers. The Council shall have the power to:

- (a) Purchase and/or lease supplies, materials and equipment and enter into a contract with any person, firm, corporation or other entity.
- (b) Accept for any of its purposes and functions any and all donations, grants of money, equipment, supplies, materials and services, conditional or otherwise from any person or entity, and receive, utilize, and dispose of the same. The nature, amount, and conditions, if any, attendant upon any donation or grant accepted pursuant to this section shall be detailed in the annual report of Council.
- (c) Employ, compensate, evaluate and discharge staff limited only to those persons necessary to carry out its duties and functions;
- (d) Establish committees as it deems necessary for the purpose of advising the Council on any and all matters pertaining the Council's duties or activities;
- (e) Indemnify or reimburse any person in the same manner as an educational service unit board is authorized to do pursuant to NEB. REV. STAT.§ 79-1217 as may be amended from time to time;
- (f) Take any other action authorized, either explicitly or implicitly, by Nebraska law, including any action that may be necessary to perform its duties and functions as provided in these Bylaws.

Section 5. Annual Plan. The Council shall develop a written document outlining the programs, services and other projects which the Council will operate each year ("Annual Plan"). The Council will annually review the Annual Plan and may amend it as the Council deems necessary.

Section 6. Advisory Committees. The Council may solicit input from advisory committees comprised of teachers, administrators, board members, staff development staff, and other individuals. The role of these committees shall be advisory only, and no recommendation or proposal by any advisory committee shall be final until acted upon and adopted by the Council.

Article V. Other Matters.

Section 1. Fiscal Year. The fiscal year of the Council shall begin on September 1 and end on August 31.

Section 2. Liability Insurance. The Council shall obtain adequate insurance to cover itself, its members and its agents, employees, volunteers, or other persons in performing duties to the Council. Adequate shall mean an amount, if available, which will satisfy the maximum claims that could be made under Nebraska's Political Subdivision Tort Claims Act.

Section 3. Amendment. These Bylaws may be amended from time to time as deemed necessary by a majority of the Council. All such amendments must be in writing, appended to this document and signed by the Council Secretary.

Section 4. Intellectual Property. All rights to any intellectual property (copyright, trademark, patent, etc.) created in connection with any project reflected in the addenda to these Bylaws shall be owned by the Council.

These Bylaws were adopted by the Educational Service Unit Coordinating Council at a meeting lawfully held pursuant to the Nebraska Open Meetings Act this 3 day of March, 2008.

[THE NEXT PAGE IS THE SIGNATURE PAGE]

[Link to Signature Page for ByLaws Amended](#)

ESU Map

[ESU Map](#)

ESU No. 17 Staff Handbook -

[ESU 17 Staff Handbook 2019-2020](#)

ESUCC Past Chairs

2019-2021	Larianne Polk, ESU 7
2017-2019	Kraig Lofquist, ESU 9
2015-2017	Jeff West, ESU 13
2014	Dennis Pool, ESU 19 (resigned March 2014), Jeff West finished to Aug 14
2012-2014	Marge Beatty, ESU 16
2010-2012	Randy Peck, ESU 8
2008-2010	Mick Loughran, ESU 9
2006-2008	Randy Peck, ESU 8
2004-2006	Jon Fisher, ESU 4
2002-2004	Wayne Bell, ESU 10
2000-2002	Gil Kettlehut, ESU 3

Overview of ESUCC and statewide projects

2-6-2013 (Initial Date)
8-31-16 through 10-25-16 (Revision Date)
8-31-19 (revision date)

General Overview

The Nebraska Educational Service Unit Coordinating Council (ESUCC) was created in statute to coordinate statewide activities of Nebraska's seventeen Educational Service Units. The governing body for the ESUCC consists of an administrator representative from each ESU. The ESUCC was created by LB 603 in 2007 and officially came into existence according to statute on July 1, 2008. Fiscal year 2008-2009 was the first year of operation for the ESUCC. The statutory description of and the duties of the ESUCC can be found in Nebraska Revised Statutes Sections 79-1245 through 79-1248.

According to Section 79-1246:

The Educational Service Unit Coordinating Council shall work toward statewide coordination to provide the most cost-effective services for the students, teachers, and school districts in each educational service unit. The council's duties include, but are not limited to:

- (a) Preparation of strategic plans to assure the cost-efficient and equitable delivery of services across the state;
- (b) Administration of statewide initiatives and provision of statewide services; and
- (c) Coordination of distance education.

Prior to the creation of the ESUCC, the legislature passed LB 1208 in 2006 which created the Distance Education Council (DEC). The duties and responsibilities of the DEC were transferred to the ESUCC with the passage of LB 603 in 2007.

As the administrators for the ESUs discussed the formation of the ESUCC they considered the intent of the LB 603 legislation. In consultation with legal counsel, policy makers, and various state officials, it was decided that all statewide activities offered in partnership by the ESU's would be placed under the umbrella of the ESUCC. In order to transition to the new structure, the ESUCC established a master services agreement with each ESU. Additionally, fiscal agents for each of the projects were continued in the transition to the ESUCC.

The ESUCC met in April, 2010 in a planning session and adopted a new organizational chart and administrative structure to manage the statewide projects by September 1, 2010. The new organizational structure organized each of the statewide projects under the administration of a single entity and under management of the ESUCC Chief Information Officer. Much of this transition was completed during the summer of 2010 including centralizing the accounting, policies, and procedures.

This transition, although complete, continues at the present time with the review of policies, procedures, and development of strategic plans for each project and the ESUCC as a whole. Additionally, "The ESU Administrator or his or her designee shall participate in two jointly established meetings with representatives of the Department and the ESU Coordinating Council annually to establish the focus and coordination of necessary core services based on priorities and needs that are identified through the analysis of data." (Rule 84, Section 003.02.A1)

The NDE and ESUCC meets annually during October and April of each year to identify collaborative efforts to meet the core services needs of ESU's and school districts.

the ESUCC meets twice annually to jointly plan with the Commissioner of Education and NDE staff to identify collaborative efforts to meet the core services needs of ESUs and school districts. This effort was included as part of the State Board of Education Rule 84 which governs the accreditation of ESUs passed by the State Board in 2012.

Overview of Statewide Projects and Activities:

- ESU Professional Development Organization (ESUPDO): The ESUPDO serves as a collaborative effort to provide statewide training for ESU employees and key NDE Staff statewide. Professional development is among the core services identified by state statute for ESUs. ESUPDO consists of five affiliate groups of ESU employees across the seventeen ESU's with representation from essential NDE Staff. As NDE and ESUCC continue with statewide efforts, alignment with the NDE Strategic Plan as well as the six tenets of AQuESTT (Accountability for a Quality Education System, Today and Tomorrow) will better define the direction for the ESUPDO.
- These groups are:
 - **Staff Development Affiliate (SDA):** Members are responsible for providing staff development for their school districts and assisting the Nebraska Department of Education efforts on statewide and local assessment as well as school improvement for Nebraska's school districts.
 - ~~Technology Assistance Group (TAG): Members provide assistance to school districts in the dissemination and integration of new educational technologies deployed by school districts. Recently this has included initiatives including learning management systems, one-to-one laptop initiatives, classroom technologies including whiteboards, clickers, and other educational technologies. Additionally, TAG members may provide assistance to school districts in the use of new software and computer applications including statewide assessment. The governance structure within the TAG Affiliate is recommended as part of the Teaching and Learning with Technology (TLT) Affiliate with full implementation beginning 2017-2018.~~
 - Network Operations Committee (NOC): NOC supports the extensive communications network within and among the ESUs and school districts. NOC provides network security and protocols for their districts and ESUs and ensures the communications network for distance education, internet, email, and internet protocol phones are functioning and secure. Statewide, this group establishes common frameworks and capacities for assisting one another to help ensure the education network functions well.

- ~~Instructional Materials affiliate (I-Mat): I-Mat consists of media professionals from across the state. It serves the dual role of providing for and assisting school districts in using and implementing the statewide I-Mat digital resources. Originally, I-Mat served to ensure that school districts had access to educational films, videos, and DVDs. Currently, I-Mat is developing plans for digital delivery of library and media resources. This service is among the core services identified by state statute. The governance structure within the IMAT Affiliate is recommended as part of the Teaching and Learning with Technology (TLT) Affiliate with full implementation beginning 2017-2018.~~
- **Teaching and Learning with Technology (TLT):** During the 2015-16 and 16-17 year, membership for TAG, I-Mat, and Distance Education began dialogue regarding combined efforts within the three affiliates/projects based upon the fact that 46% of the membership serve in multiple roles. Formalized discussion began during January of 2016 and as a result of the membership's efforts the concept of a newly formed affiliate, Teaching and Learning with Technology (TLT) evolved. The initial meeting regarding the development of the TLT began with a purpose which is defined as follows:

Enhance communication through efficient and effective planning, development and implementation while maintaining autonomy of each affiliate.

The development and implementation of the TLT governance and structure will continue throughout the 2016-17 year with final approval made by ESUCC during March of 2017 will full implementation beginning 2017-2018.

- **ESU Special Populations Directors (ESPD):** This affiliate group consists of the Special Education Directors and staff from across the state. This affiliate group was included in ESUPDO as the need for special education professional development for special education and classroom teachers emerged in the age of standards and assessment. and the need to develop and share professional development efforts for special education teachers and classroom teachers alike. ESPD is also involved with the Nebraska Department of Education in providing leadership for special education training and support as well as programs such as Response To Intervention (RTI).
- **Nebraska ESU Cooperative Purchasing (Coop):** Nebraska ESU Cooperative Purchasing provides cooperative purchasing services to Educational Service Unit Member schools throughout the state of Nebraska. The service is offered by the Nebraska ESU Coordinating Council and Nebraska's seventeen (17) Educational

Service Units in a joint effort. The ESUCC now serves as the governing body for Cooperative Purchasing.

The Nebraska ESUCC Cooperative Purchasing shall provide compliant, competitive, aggregated bidding and purchasing to control and reduce costs to its members by maximizing efficiency of resources and processes in Nebraska and Nationwide.

The ESUCC Cooperative Purchasing, in existence since 1973, represents 17 Educational Service Units statewide who in turn serve Nebraska school districts with over 307,000 students and is currently in its 5th decade of operation. ESUCC Cooperative Purchasing is authorized to coordinate purchases for public school districts, nonpublic school systems, other ESUs, and other public agencies, including any county, city, village, school district, or agency of the state government, any drainage district, sanitary and improvement district, or other municipal corporation or political subdivision of the State of Nebraska.

- **Distance Education**: Originating with the Distance Education Council formed by legislation in 2006 (LB 1208), the council originated as a state project with ESU 10 serving as the fiscal agent. With the development and implementation of the ESUCC, the Distance Education project is coordinated by the ESUCC. State statute (79-1248) describes the following as part of the effort to build, improve and maintain the state's distance education network:

- (1) Providing public access to lists of qualified distance education courses;
- (2) Collecting and providing school schedules for participating educational entities;
- (3) Facilitation of scheduling for qualified distance education courses;
- (4) Brokering of qualified distance education courses to be purchased by educational entities;
- (5) Assessment of distance education needs and evaluation of distance education services;
- (6) Compliance with technical standards as set forth by the Nebraska Information Technology Commission and academic standards as set forth by the State Department of Education related to distance education;
- (7) Establishment of a system for prioritizing courses if the demand for Network Nebraska exceeds the capacity available for distance education and for choosing receiving educational entities when the demand for a

course exceeds the capacity as determined by either the technology available or the course provider;

(8) Scheduling and prioritization for access to Network Nebraska by educational entities in cooperation with the Chief Information Officer and using scheduling software or scheduling services which meet any applicable standards established by the commission;

(9) Administration of learning management systems that are in compliance with any applicable standards of the commission either through the staff of the council or by delegation to an appropriate educational entity with the funding for such systems provided by participating educational entities; and

(10) Coordination with educational service units and postsecondary educational institutions to provide assistance for instructional design for both two-way interactive video distance education courses and the offering of graduate credit courses in distance education.

The governance structure within the DEC project is recommended as part of the Teaching and Learning with Technology (TLT) Affiliate with full implementation beginning 2017-2018.

- **Instructional Materials (I-Mat):** I-Mat has a long history in providing services statewide for school districts through Nebraska's network of ESUs. For approximately 40 years, the ESUs have worked together to purchase rights to media resources and made those available through local ESUs in a variety of formats. This ESUCC project exists as a project of the ESUCC and Beginning in 2010-11, the fiscal management was moved under the ESUCC central accounting system. Annually, the I-Mat membership gathers to select titles to propose for purchase at a statewide level. ESUs contribute to the project for the "spring buy" and "special projects" each year as needed and defined by the affiliate(s). The purpose of the I-Mat project is designed for research and development of digital resources. The governance structure within the IMAT project is recommended as part of the Teaching and Learning with Technology (TLT) Affiliate with full implementation beginning 2017-2018.
- **BlendED:** My e-Learning was a statewide project to make available an online learning management system (LMS) to school districts, teachers, and students. Similar to the other projects, MyE was brought under the umbrella of the ESUCC and beginning in 2010-11 exists as a project directly managed under the ESUCC. ESU 10 in Kearney previously served as the fiscal agent for the project. The mission of My e-Learning was "to implement an asynchronous web-based

learning management system to ensure statewide accessibility to: 1) expanded educational opportunities for all K-12 students; and 2) timely delivery of staff development opportunities.” MyE was staffed by a director and shares administrative staffing with the ESUCC. The project has been guided by an advisory board consisting of ESU and school district (users) representatives. Currently, MyE supports the ANGEL/Bb learning management system. The service was provided through annual user contracts and fees. Recent Statistics indicated that there were approximately 40,000 user accounts in use by approximately 159 entities (schools or ESUs) across the state. The transition to management by the ESUCC has developed a shift in strategic planning and implementation of the MyE project. Currently, the project director is a critical piece of the development of a technology support system for the whole ESUCC. The MyE project is also a foundational piece of the conversations surrounding virtual education in the state.

Beginning 2015-2016, a statewide committee of NDE, ESUCC and ESU staff recommended three learning management systems to be included within the ESUCC MarketPlace. The recommended Learning Management Systems included Schoology, Canvas, and BlackBoard. In addition to the LMS, the BlendEd Advisory Committee was charged with providing a recommendation for a statewide Learning Object Repository (LOR). After a lengthy review, the recommendation included the integration of the current Learn360 project, Amazon Inspire, and the IlliniCloud ISLE program.

The BlendEd Project leadership includes a tiered governance structure to include a BlendEd/Distance Education Director, co-chairs for the overall BlendEd Initiative as well as leadership for the BlendEd Pilot Project. Specific duties for each level of leadership includes: the Director serving as a project manager for the BlendEd Project, the BlendEd co-chairs providing leadership for the BlendEd Initiative, and the BlendEd Pilot leadership providing the vision and guidance for the daily operations of the pilot program. In addition, a BlendEd Advisory Committee composed of NDE, ESUCC, ESU staff and school district staff provide the direction and input for the BlendEd Project.

- **Special Education Projects:** There are three special education projects managed by the ESUCC. The project also transitioned in 2010-11 to the ESUCC from a fiscal agent management model under ESU 1. The purpose of the SPED Project is for participating parties to pool their resources in connection with the special education services and for the training of special education teachers and other staff members employed by educational institutions within the State of

Nebraska. Each participating ESU contributes an \$5,000 annual fee in general support of the projects and additionally each participating school is assessed a fee for services provided under the Student Records System (SRS) fee structure.

- ~~**Improving Learning for Children with Disabilities (ILCD):** ILCD is a state self-assessment Project that gathers information for federal reporting requirements. The ILCD Project utilizes parent, teacher and administration survey assessments. The survey results can be accessed via the ILCD Website. The ESUCC's technology role includes purchasing, distributing and scanning surveys. ESUCC staff provides technical assistance for the ILCD website and survey design.~~
- **Project PARA:** Project PARA is a web-based method for school districts to provide introductory training for their para-educators. The Project assists schools in meeting the para-educator training requirements. of No Child Left Behind, Rule 11 and IDEA. Project PARA is a collaborative effort between the University of Nebraska, the Nebraska Department of Education and Nebraska educational service units.
- **Student Records System (SRS):** SRS is an online special education record keeping system designed to create all special education documents. It creates all special education documents required by Rule 51, including IEP, MDT, IFSP and all required notices. The SRS is a highly secured system that organizes and stores documents and provides easy access to files from anywhere via the internet. SRS training is provided across the state for district staff and college and university staff.

Fiscal Management Overview:

The ESUCC underwent a significant transition beginning with the ESUCC decision to reshape the organization during a meeting held in April, 2010 with the adoption of a new administrative structure and organizational chart. The decision to centralize administration, accounting, and procedures under a single entity was a substantial change for the ESUCC. Instead of managing ESUCC statewide projects under fiscal agents, the decision was made to build a centralized accounting system by building on the capacities of Cooperative Purchasing. Additionally, the decision was made to transition all ESUCC projects and employees under the new structure. At the same time, it was decided to employ all of the ESUCC employees under a single entity. Because of the complexities of employment and because of the lack of any existing human resources structure for the ESUCC, the decision was made to employ ESUCC staff under an agreement with ESU 17. ESU 17 provides employment and human resources services for the ESUCC. This arrangement allowed the remainder of the transition to happen without immediately needing to develop additional capacities to

manage human resources. This governance structure continues to evolve through ESUCC fiscal management policy and procedures with recommendations from the State Auditor.



CALENDAR

SCHOOL YEAR 2021-2022

September	
6.....	Labor
Day	
September 1.....	ESUCC Committee
Meetings	
September 2.....	ESUCC
Board Meeting	
September 2.....	Budget Hearing for
2021-2022	
October 5.....	ESUCC Committee
Meetings	
October 6.....	ESUCC
Board Meeting	
October 6.....	Rule
84 Meeting	
October	
15.....	Fall
Break	
November 16.....	ESUCC Committee
Meetings	
November 17.....	ESUCC
Board Meeting	
November	
24-26.....	Thanksgiving Break
December 23.....	Closed for Christmas
Vacation	
January	
4.....	Work
Resumes	

January 10..... ESUCC Committee Meetings
 January 11..... ESUCC Board Meeting
 February 2..... ESUCC Committee Meetings
 February 3..... ESUCC Board Meeting
 March 2..... ESUCC Committee Meetings
 March 3..... ESUCC Board Meeting
 March 4&11..... Spring Break
 April 15-18..... Easter Vacation
 April 6..... ESUCC Committee Meetings
 April 7..... ESUCC Board Meeting
 May 3..... ESUCC Committee Meetings
 May 3..... ESUCC Board Meeting
 May 30.....
 Memorial Day
 July 4..... Independence Day Observed

Educational Service Unit Administrators 2021-2022

Bill Heimann Cell 402-525-1211 ESU No. 1 211 Tenth Street Wakefield, NE 68784-5014 402-287-2061 Fax 287-2065 bheimann@esu1.org	Larianne Polk Cell 402-720-4977 ESU No. 7 2657 44th Avenue Columbus, NE 68601-8537 402-564-5753 Fax 563-1121 lpolk@esu7.org	Paul Calvert ESU No. 15 344 Main PO Box 398 Trenton, NE 69044-0398 308-334-5160 Fax 334-5581 p.calvert@esu15.org
Ted DeTurk Cell 402-380-8268	Corey Dahl Cell: 402-640-3577	Deb Paulman Cell 308-386-8237

ESU No. 2 PO Box 649 2320 North Colorado Fremont, NE 68026-0649 402-721-7710 Fax 721-7712 tdeturk@esu2.org	ESU No. 8 302 Main Street PO Box 89 Neligh, NE 68756 402-887-5041 Fax 887-4604 corey.dahl@esu8ne.org	ESU No. 16 314 West First Street Ogallala, NE 69153 308-284-8481 Fax 284-8483 dpaulman@esusixteen.org
Dan Schnoes ESU No. 3 6949 South 110th St Omaha, NE 68128-5722 402-597-4802 Fax 597-4898 dschnoes@esu3.org	Drew Harris Cell 402-768-8940 ESU No. 9 5807 Osborne Dr W Hastings, NE 68901 402-463-5611 Fax 463-9555 drew.harris@esu9.us	Geraldine Erickson Cell 402-822-0047 ESU No. 17 207 North Main Ainsworth, NE 69210 402-387-1420 Fax 387-1028 gerickson17@esu17.org
Gregg Robke Cell 402-274-8813 ESU No. 4 919 Sixteenth Street Auburn, NE 68305-0310 402-274-4354 Fax 274-4356 grobke@esu4.net	Melissa Wheelock Cell 308-830-3578 ESU No. 10 76 Plaza Blvd. PO Box 850 Kearney, NE 68848-0850 308-237-5927 Fax 237-5920 mwheelock@esu10.org	Sarah Salem Cell 402-318-4661 ESU No. 18 5905 O Street Lincoln, NE 68501 402-436-1645 Fax 436-1682 ssalem@lps.org
Brenda McNiff Cell: 402-806-2613 ESU No. 5 900 West Court Beatrice, NE 68310-3526 402-223-5277 Fax 223-5279 bmcniff@esu5.org	Greg Barnes Cell 402-643-1294 ESU No. 11 412 West 14th Avenue PO Box 858 Holdrege, NE 68949-0858 308-995-6585 Fax 995-6587 Greg.Barnes@esu11.org	Connie Wickham Cell 402-238-6438 ESU No. 19 3215 Cumming Street Omaha, NE 68131 531-299-9625 Connie.Wickham@esu19.org
John Skretta Cell: 402-440-9092 ESU No. 6 210 Fifth Street Milford, NE 68405 402-761-3341 Fax 761-3279 john.skretta@esu6.org	Laura Barrett Cell 308-631-3933 ESU No. 13 4215 Avenue I Scottsbluff, NE 69361-4902 308-635-3696 Fax 633-3752 LBarrett@esu13.org	Kraig Lofquist Cell: 402-953-8456 ESUCC Chief Information Officer 6949 South 110th Street 402-597-4915 klofquist@esucc.org

Committee Structure and Functions

Revised 2019-2020

Committee Structure: The ESUCC shall have an Executive Committee consisting of the President, Past President, President Elect, Treasurer, and Secretary appointed by the Council each two years according to the bylaws. The ESUCC may appoint additional committees including establishing standing committees.

The following committees shall be “standing committees” for the 2019-2020 and 2020-2021 years.

- Information Services Committee (Technology)
- Educational Resources Committee (PDO, Special Populations)
- Legal Committee (Legislative, Policies, COOP)
- Executive Committee (Executive, Finance, Audit, and Budget)

Committee Purposes: Committees are structured to allow in-depth discussions on processes, projects, and programs of the ESUCC. Each committee will provide reports to the ESUCC during regular meetings as part of the regular order of business. Each committee is assigned with at least one of the strategic priority areas identified by the ESUCC. The ESUCC President may serve as an ex officio member on all committees.

The four strategic priority areas are:

1. ESUCC Processes
2. Accountability and Communication
3. Partnerships with Stakeholders
4. Technology (infrastructure and integration)

Committee Membership: Membership of the various committees will be recommended by the Executive Committee and approved by the ESUCC every two-years at the September meeting of even numbered years. Committee membership may be adjusted from time to time at the recommendation of the ESUCC President or Executive Committee. Additionally, the ESUCC will designate a chair and vice-chair for each committee.

Committee Chair Role: Committee chairs will prepare for and conduct meetings with the assistance of assigned ESUCC staff or PDO leadership as appropriate. Vice-Chairs will act as the chair in the absence of the designated chair.

Committee meetings: Committees will meet the day before each regular meeting of the ESUCC unless otherwise noted in the Annual Calendar. Additionally, special meetings of committees may be called by the committee chair in coordination with the ESUCC Chief Information Officer.

Special or Ad Hoc Committees: The ESUCC President may appoint ad hoc or special committees from time to time.

Committee Staff & Resources: Committees will be assigned ESUCC staff and may request ESUPDO leadership positions to assist in committee discussions, prepare

materials, and otherwise conduct the business of the committee. The following staff may be appointed to staff or otherwise assist committees:

2019-2020 Project Directors, Advisory Committees & ESUPDO Contacts

Chief Information Officer	Kraig Lofquist
Business Manager/Coop	Priscilla Quintana
Executive Assistant	Deb Hericks
SPED SRS	Ryan Mueller/Minh Vu
Application System Analyst	Anthony Maggio
Project Manager	Trevor Paschall
BlendEd/IMAT	Rhonda Eis
BlendEd/Project Management	Scott Isaacson
Coop Purchasing	Craig Peterson & Colleen Lentz
Director of Digital Learning	Andrew Easton
PD Advisory Committee Chair(s)	Deb Paulman/Brenda McNiff
NOC Chair	Ryan McDowell (ESU 5)
NOC Recorder	Dustin Buggi (ESU 5)
NOC PDO Planning	Brandon Cone (ESU 10)
TLT Co Chairs	Nick Ziegler (ESU05)/Lori Biersecker (ESU 13)
TLT PDO Planning	Nick Ziegler (ESU 05)
SDA Chair	Kellen Conroy (ESU 1)
SDA Recorder	Jen Madison (ESU 4)
SDA PDO Planning	Kelly Clapp(ESU 10)/Kellen Conroy (ESU 1)
ESPD Chair	Ruth Miller (ESU 8)
ESPD Recorder	Pam Brezenski (ESU 13)
ESPD PDO Planning	Michelle Rayborne(ESU 06)
Educator Effectiveness/PD Plan	Kelly Erickson (ESU 15)
	Nick Ziegler (ESU 5)
MTSS/PD Planning	Kelly Georgius (ESU 2)
Behavior Mental Health/PD Plan	
Curricula Materials/PD Plan	Dianah Steinbrink (ESU 10)
	Sara Zabrowski (ESU 3)
Continuous Improvement/PD Plan	Amy Trauernicht (ESU 13)
	Denise O'brien (ESU 10)
Leadership/PD Planning	Kelly Clapp (ESU 10)
Customize Services/PD Plan	Melissa Engel (ESU 16)
Literacy Cadre	Joni Runge (ESU 5)
	Brooke Koliha (ESU 7)
	Marissa Payzant (NDE)

Math Cadre	Kelly Georgius (ESU2)
	Tyler Cronin (ESU 16)
	Deb Romanek (NDE)
Perkins Cadre	Kelly Clapp (ESU 10)
Science	Kellen Conroy (ESU 1)
	Dianah Steinbrink (ESU 10)
	Heidi Rethmeier (ESU 8)
	Audrey Webb (NDE)
Social Studies Cadre	Lori Broady (ESU 4)
	Jeff Janda (ESU 10)
	Ebony McKiver (NDE)
Network NE Advisory Group	Scott Jones (ESU 16)
	Ron Cone (ESU 10)
NITC Education Council	Ted Deturk (ESU 2)
	Gary Needham (ESU 9)
NITC Tech Panel	Kirk Langer (ESU 18)
NWEA	Jen Madison(ESU 04)/Michelle Keszler(ESU13)
S.E.E.D.	Julie Downing
Data Cadre	Amy Trauernicht (ESU 13)
NDE Liaisons:	
Accreditation/School Improvement	
Adult Programs/Higher Ed	
Curriculum & Instruction	Cory Epler
Career Education	
Mathematics	Deb Romanek
Literacy	
Social Studies	
Science	Sara Cooper
Data, Research, & Eval.	Dean Folkers
Research & Evaluation	Russ Masco
Special Education	Steve Milliken
Early Childhood	Melody Hobson
Network, Education & Technology	
Statewide Assess. & Acct.	Valorie Foy
Teacher/Principal Evaluation	Kim Snyder

ESUCC Standing Committee Membership

Proposed changes for 2019-2021

* Denotes Chair/CoChair

INFORMATION SERVICES - 11:30-1:30 PM

*Ted Deturk, Chair

*Melissa Wheelock, Vice-Chair

Bill Heimann

Gregg Robke

Brenda McNiff

Corey Dahl

Deb Paulman

Connie Wickham

EDUCATIONAL RESOURCES - 1:45-2:45 PM

*Brenda McNiff, Chair
*Deb Paulman, Vice-Chair
Ted Deturk
Drew Harris
Greg Barnes
Geraldine Erickson
Sarah Salem
Connie Wickham

LEGAL COMMITTEE - 3:00-4:00 PM

*John Skretta, Co-Chair
*Greg Barnes, Co-Chair
Dan Schnoes
Gregg Robke
Larianne Polk
Melissa Wheelock
Andrew Dick
Paul Calvert

EXECUTIVE COMMITTEE - 4:15-5:15 PM

Dan Schnoes, President
Larianne Polk, Past-President
Brenda McNiff, President-Elect
Geraldine Erickson, Treasurer
Bill Heimann, Secretary

ESUCC Mission/Vision Statements

Table of Contents

[ESUCC Vision](#)

[ESUPDO: Purpose; Direction, Core Beliefs and Outcome Measures](#)

[ESUCC Projects](#)

[BlendEd](#)

[Coop](#)

[SRS](#)

[ESUCC Vision:](#)

79-1246. Educational Service Unit Coordinating Council; duties; Open Meetings Act applicable.

(1) The Educational Service Unit Coordinating Council shall work toward statewide coordination to provide the most cost-effective services for the students, teachers, and school districts in each educational service unit. The council's duties include, but are not limited to:

(a) Preparation of strategic plans to assure the cost-efficient and equitable delivery of services across the state;

(b) Administration of statewide initiatives and provision of statewide services; and

(c) Coordination of distance education.

ESUPDO: Purpose; Direction, Core Beliefs and Outcome Measures

ESUPDO: Purpose; Direction and Core Commitments

Purpose: Why?

Provide visionary leadership for a statewide educational support system of professional learning and service delivery.

Direction: What?

Strategically leading and facilitating the coordination of shared resources, training and services to build capacity for an effective statewide educational system.

Core Commitments: How?

- Communicate and Collaborate to promote the statewide educational support system
- Coordinate Professional Learning and Service Delivery
- Develop and Enhance Statewide Partnerships and Relationships
- Provide Leadership, Training and Innovation
- Invest in Research-Based Practices and Data-Driven Decisions
- Act as a Unified Body

ESUCC Projects Mission/Vision

BlendEd (to include Distance Learning, IMAT, Learning Management Systems)

Vision (from BlendEd flyer): The goal of Nebraska's BlendEd eLearning System is to implement instructional and content (*strategies and*) technologies to enhance teaching and learning to improve learning outcomes for students of all ages.

Vision (Cloud Learning Environment): *To provide statewide leadership and resources for the Nebraska BlendEd and Educational Data initiatives with a Cloud Learning Environment where applications and content are easy to access and work seamlessly together through securely sharing data.*

Vision (LMS): To enhance the educational experience of all K-12 students and educators in Nebraska by providing learning management system features that are integral to their daily work.

Vision (IMAT/LOR): To provide high-quality educational resources and content to all K-12 students and educators in Nebraska.

Vision (Distance-Education): DEAC will work on at March 24th meeting

Commitments/beliefs (3-5 commitments):

1. Personalize learning for all students and teachers
2. Provide equal access to courses and rich content for all students
3. Transform classrooms into blended learning environments, with strong support for educators learning and practicing new techniques
4. Implement a solid evaluative system to support measurement of effectiveness and refinement of strategies through data-driven decision-making.
5. Improve cost-efficiency by collaborating and pooling resources statewide

Action plans:

1. Continue refining the [Statewide Educational Technology Plan](#)
2. Improve systems of communication, input and support for statewide technology projects -- develop projects and features all ESUs and partners support with staffing and other resources
3. Put in place a strong project management framework that guides daily work toward reaching project goals.
4. Create professional development tools for LOR training
- 5.

COOP Purchasing (approved at March 4, 2015 Committee Meeting)

Vision: Nebraska ESUCC Cooperative Purchasing shall provide compliant, competitive, aggregated bidding and purchasing to control and reduce costs to it's members by maximizing efficiency of resources and processes in Nebraska and Nationally.

Nebraska ESU Cooperative Purchasing represents 17 Educational Service Units statewide who in turn service Nebraska school districts with over 300,000 students and is currently in its 5th decade of operation. Nebraska ESU Cooperative Purchasing is authorized to coordinate purchases for public school districts, nonpublic school systems, other ESUs, and other public agencies, including any county, city, village, school district, or agency of the state government, any drainage district, sanitary and improvement district, or other municipal corporation or political subdivision of the State of Nebraska.

Commitments/beliefs:

- Enhance Cooperative Purchasing through effective statewide communication.
- Provide equitable statewide pricing for goods and services.
- Provide a user friendly sourcing and procurement system to meet the needs of member entities.
- Provide statewide and nationally leveraged contracts to it's members.
- Savings realized by purchasing in quantity for present and future procurement needs.

Action plans:

- Increase the utilization of Coop negotiated contracts by all member entities by increasing communications to member key contacts.
- Increase membership of Coop by actively engaging non-participating schools and other public agencies when opportunities present themselves.
- Have a balanced budget by the 2018-19 year.

SRS - Nebraska Student Record System (Sped Advisory tomorrow, Special Populations Committee)

Vision Statement

Our vision is to streamline the process of Special Education documentation so that educators can devote more of their time to students.

Commitment/Beliefs

- We are committed to applying modern web technologies toward the creation of powerful, user-friendly forms and online tools.
- We believe our resources should be allocated based on the needs of our users.
- We believe in providing prompt, high-quality user support.
- We believe that developing and maintaining strong relationships with the Nebraska Department of Education, Nebraska School Districts, Educational Service Units and our users are the keys to our success.

Action Plans

- SRS personnel will dedicate time each week toward improving our skills in the areas of technology, project management, customer support, and website usability and design.
- SRS personnel will seek to create and/or maintain lines of communication with our users by offering trainings, attending Special Education conferences and events, providing online support tools, and through our help desk.
- SRS will continue to strengthen and support the SRS Advisory Board.
- SRS personnel will improve their level of user support through the use of technology (help desk software), updating our Frequently Asked Questions page, adding support links to all new forms, and evaluating help desk responses for speed and quality.
- SRS will develop strong relationships with our stakeholders by offering friendly and professional support, following through on promises and exceeding expectations whenever possible.

ESUCC Team

[ESUCC Team](#)

2020-2021

	Title	Emails	Address	City	Zip	Phone	Cell Phone	Fax
ESUCC								
Kraig Lofquist	ESUCC Chief Information Officer	klofquist@esucc.org	6949 So. 110th Str.	LaVista	68128	402-597-4843	402-953-8456	402-597-4808
Deb Hericks	Executive Assistant	dhericks@esucc.org	6949 So. 110th Str.	LaVista	68128	402-597-4843	402-880-7673	402-597-4808
BlendEd								
Andrew Easton	Digital Learning Director	aeaston@esucc.org	6949 So. 110th Str.	LaVista	68128	402-597-4853	217-556-2261	402-597-4808
Rhonda Eis	IMAT Project Manager	reis@esucc.org	900 West Court Str.	Beatrice	68310	402-223-5277		402-223-5279
Scott	Technology	sisaacson@esucc.org	6949 So.	LaVista	68128	402-597-4866	402-657-2887	402-597-4808

Isaacson	Project Manager		110th Str.					
Ne Coop Purchasing								
Craig Peterson	Project Manager	craig.peterson@esucc.org	412 W. 14th Ave, PO Box 858	Holdrege	68949	308-995-0665	308-995-7135	308-995-6587
Colleen Lentz	Programs Assistant	clentz@esucc.org	1292 East 4th Str.	Ainsworth	69210	402-387-1245	972-809-6409	402-387-2530
Priscilla Quintana	Business Manager	pquintana@esucc.org	1292 East 4th Str.	Ainsworth	69210	402-387-1245		402-387-2530
SpEd SRS								
Anthony Maggio	Senior Programmer	amaggio@esucc.org	6949 So. 110th Str.	LaVista	68128	402-597-4993	402-541-3261	402-597-4808
Minh Vu	Marketing/Communication	mvu@esucc.org	6949 So. 110th Str.	LaVista	68128	402-597-4994	402-677-7343	402-597-4808
Ryan Mueller	Software Developer	mmueller@esucc.org	6949 So. 110th Str.	LaVista	68128	402-597-4843	402-657-8683	402-597-4808
Trevor Paschall	Project Manager	tpaschall@esucc.org	6949 So. 110th Street	LaVista	68128	402-597-4841	402-968-0101	402-597-4808
ESU #17								
Geraldine Erickson	ESU 17 Administrator	gerickson17@esu17.org	207 North Main Str.	Ainsworth	69210	402-387-1420	402-822-0047	402-387-1028
Jan Foster	ESU 17 Business Manager	janfoster@esu17.org	207 North Main Str.	Ainsworth	69210	402-387-1420		402-387-1028

Master Service Agreement

[MSA 2020-2021](#)

[MSA 2021-2022](#)

2021-2022 Master Services Agreement Between the Educational Service Unit Coordinating Council and Educational Service Unit __

THIS MASTER SERVICES AGREEMENT ("Agreement") is entered into this ____ day of _____, 2021 ("effective date") by and between THE EDUCATIONAL SERVICE UNIT COORDINATING COUNCIL, a political subdivision of the State of Nebraska, hereinafter referred to as "the Council" or "the ESUC," and EDUCATIONAL SERVICE UNIT NO. __, a political subdivision of the State of Nebraska referred to as "the ESU."

Recitals

Whereas, ESUC is charged by NEB. REV. STAT. § 79-1245 with the administration of statewide education initiatives and provision of statewide education services;

Whereas, the ESU wishes to receive certain services and participate in certain Projects that are conducted by the ESUCC; and

Whereas, the ESU wishes to have certain services and initiatives made available to its member school districts.

Now, therefore, the ESUCC and the ESU agree as follows:

1. General Provisions

- a. Purpose. The purpose of this Agreement is to establish the general terms and conditions applicable to the education initiatives, services and projects (collectively "Projects") which ESUCC supplies to the ESU for the 2021-22 school year. This Agreement is intended to serve as a framework for the provision of services under one or more of the ESU CC's Projects.
- b. Participation in Individual Projects. This Agreement outlines several Projects which ESUCC has undertaken for the statewide benefit of Nebraska educational service units and their member school districts. Other than the statewide core service initiatives designated herein as required by Rule 84 of the Nebraska Department of Education, the ESU may choose to participate in some, but not all of the Projects referenced by this Agreement. The ESU shall indicate its intention to participate in a particular Project by marking, where indicated, each Project in which it wishes to participate or make available to its member school districts. ESUCC is only obligated to provide services to the ESU for the Projects which the ESU has marked as provided herein.
- c. Term. The term of this Agreement shall be one (1) year, commencing on August 1, 2021 and ending on July 31, 2022.
- d. Provision of Services by ESUCC's Agents. The ESUCC may contract with third parties to provide some or all of the services described in this Agreement. The ESU hereby expressly agrees to the provision of those services by said third-party agents and agrees to cooperate with all agents of ESUCC in the implementation of such Projects including, but not limited to, invoicing, payment and administration necessary for the delivery of Project services in the name of ESUCC.
- e. Compliance with State Law. Each Party will comply with applicable laws in its performance hereunder and will advise the other of changes in laws that concern the conduct of the Projects and services contemplated by this Agreement. Each Party shall obtain and maintain all approvals required to perform its obligations under this Agreement.
- f. Right to Make Changes. ESUCC reserves the right in its sole discretion, to make changes to the operation of each of the individual Projects referred to herein, including, but not limited to, an increase in the fees charged for particular Projects, if the ESUCC determines that such fee increase is necessary for the

continued operation of the particular Project, provided, however, that no such change shall have a material adverse impact on the ESU.

- g. New Projects. In the event ESUCC determines to offer a new Project during the term of this Agreement and the ESU wishes to participate in said new Project, the parties may describe the new Project in writing and incorporate that writing as a formal addendum to this Agreement.
- h. Amendments in Writing. Notwithstanding any provision of this Agreement to the contrary, any amendment to this Agreement must be in writing and signed by an authorized representative of each Party. No oral understanding or agreement not incorporated in this Agreement is binding on any of the Parties.
- i. Indemnification. To the extent permitted by applicable law, but without waiving any rights under any applicable state governmental immunity act, the Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorneys' fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the Indemnifying Party.
- j. Assignment. The ESU shall not assign any right or delegate any obligation arising hereunder without the prior written consent of ESUCC. This provision does not prevent the ESU from allowing its member school districts to participate in some or all of the Projects described herein.
- k. Third Party Beneficiaries. This Agreement shall be binding upon and inure solely to the benefit of and be enforceable by each Party hereto and their respective successors and permitted assigns. Nothing in this Agreement, express or implied, is intended to or shall confer upon any third party any right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.
- l. Entire Agreement. This Agreement supersedes and replaces all prior agreements or understandings and constitutes the entire agreement between the Parties concerning the subject matter hereof; there are no other agreements, understandings, or representations, whether written or oral, between the ESU and ESUCC concerning the subject matter addressed herein.
- m. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of Nebraska.
- n. Nondiscrimination. The parties shall not discriminate against any employee or applicant who is to be employed for performance of this MOU with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.
- o. Employment Eligibility Verification. The parties shall use a federal immigration verification system to determine the work eligibility status of employees hired on or after October 1, 2009 and who are physically performing services within the

State of Nebraska. If a party employs or contracts with any subcontractor in connection with this Agreement, the contracting party shall include a provision in the contract requiring the subcontractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

2. Professional Development Project (ESUPDO Project)

- a. Purpose of Professional Development Projects. One of the core services provided to school districts is professional development of their staff. Pursuant to Rule 84 of the Nebraska Department of Education, all ESUs are required to participate in statewide core service initiatives as established by the ESU Coordinating Council as a condition of accreditation. The ESUPDO Project is one of the mandatory statewide core service initiatives undertaken by the ESUCC. Mandatory participation includes financial support of the project pursuant to the terms set forth in this section.
- b. Professional Development Planning Committee. The ESUCC shall appoint educators and other experts to a Professional Development Planning Committee. The initial committee shall consist of members who possess expertise in professional development and specific curriculum areas including members from NDE and statewide initiatives/projects at the discretion of the ESUCC and its Executive Director. The Professional Development Planning Committee shall provide the ESUCC's Executive Director with suggestions and input on technical and other matters related to professional development and specific special projects involving educators' professional development, within the State of Nebraska. The ESUCC Executive Director may also form ad hoc committees from time to time to address matters relevant to the various Professional Development Initiatives.
- c. Annual Professional Development Program. The ESUCC will develop an annual program of professional development offerings that will assist the ESU and its member districts in providing professional development to educators statewide. The ESUCC will assist the ESU in meeting its obligations pursuant to Rule 84 of the Nebraska Department of Education in collaborating to create opportunities for educational training and staff development for the staff of educational service units, the Nebraska Department of Education, and school districts statewide.
- d. ESUPDO Project. The ESUPDO serves as a collaborative effort to provide statewide training and alignment of efforts for ESU employees and key NDE Staff statewide. Professional development is among the core services identified by state statute for ESU's. ESUPDO consists of four affiliate groups comprised of ESU employees across the seventeen ESU's with representation from essential NDE Staff.

These groups are:

- i. Staff Development Affiliate (SDA): Members are responsible for providing staff development for their school districts and assisting the Nebraska Department of Education efforts on statewide and local assessment as well as school improvement for Nebraska's school districts.
- ii. Teaching and Learning with Technology (TLT): The purpose of the Teaching and Learning with Technology Affiliate (TLT) is to connect educators with resources, best practices, and emerging technologies to transform teaching and learning within the classroom. This support is provided through school improvement efforts, professional development, and coordinated statewide projects, services, and efforts.
- iii. Network Operations Committee (NOC): NOC supports the extensive communications network within and among the ESU's and school districts. NOC provides network security and protocols for their districts and ESU's and ensures the communications network for distance education, internet, email, and phones are functioning and secure.
- iv. ESU Special Populations Directors (ESPD): This group consists of Special Education Directors and staff from across the state. This group was included in the ESUPDO as the need for special education professional development for special education and classroom teachers emerged in the age of standards and assessment. ESPD is involved with the Nebraska Department of Education in providing leadership for special education training and support.
- v. ESUPDO Fees. Each ESU will participate in the ESUPDO Project and contribute \$3,653 to fund the activities of the Professional Development Annual Program.
- e. Professional Development Special Projects. The ESUCC may also facilitate special projects, organize and facilitate programs, or serve as a fiscal agent for activities to enhance professional development opportunities. These special projects may include but are not limited to special education grant programs, NDE career education grant programs, and other grant or collaborative efforts that enhance statewide professional development.
- f. Fees for Participation in Specific Professional Development Activities. Professional Development activities may include a registration, material, and other fees. Such fees will be set at no more than \$20 per person per day. Material and other fees will be actually incurred costs beyond normal registration. Any fees billed through an agent of ESUCC must identify the specific core activity provided on behalf of the ESUCC and be appropriately allocated by such agent in accordance with agreed upon billing practices. ESUCC will provide to each ESU that participates in the Professional Development Project invoices that detail the expenditures for each event or meeting. Participation fees shall be billed bi-annually by ESUCC during the academic year.

The following is a cost summary for this project:

Section 2	PD Annual Program Fees	\$ 3,653
(Each ESU will participate.)		

Section 3	PD Participation Fees	\$ 20 per person per day
(Each ESU will participate.)		

MSA Fees for 2020-2021: \$3,404/\$20

3. **Service Implementation Model Process and Log (SIMPL):** This service is a data-driven process to systematically identify the needs of our districts and develop services to fill the gaps. The SIMPL online tool allows ESUs to comprehensively assess the available services for optimal implementation at the school district level.

The following is a cost summary for this project.

SIMPL fee	Up to \$ 1,500
(Each ESU will participate.)	

<i>Fees for 2020-2021:</i>	<i>Up to \$1,500</i>
-----------------------------------	-----------------------------

4. Digital Learning Services and Projects:

Encompassing Distance Education, BlendEd Learning, Open Educational (OER), Instructional Materials, and Learning Management Systems (LMS)

- a. Purpose of Digital Learning Services and Projects. The ESUCC shall provide distance education services including brokering and facilitating the exchange of distance education courses, the administration of learning management systems, and the assessment of distance education needs and evaluation of distance education services as provided for in NEB. REV. STAT. § 79-1248 and other state statutes and regulations. Additionally, the ESUCC is charged with the administration of state-wide initiatives and provision of statewide services among other duties in NEB. REV. STAT. § 79-1246. The ESUCC also has managed statewide services in “core services” as that term is defined in statute, including instructional materials services. The purpose of these services is to assure cost-efficient and equitable delivery of digital learning opportunities in partnership with educational service units, school districts, and other potential partners. The ESUCC Digital Learning Services and Projects promote statewide collaboration to provide students and school districts with access to a mix of different learning environments that best supports the combination of traditional face-to-face classroom methods with more technology-mediated activities.
- b. Nebraska Department of Education Rule 84. Pursuant to Rule 84, all ESUs are required to participate in statewide core service initiatives as established by the ESUCC as a condition of accreditation. Components of the Digital Learning Services and Projects are mandatory statewide services administered by the ESUCC and require financial support from all ESUs.
- c. Distance Education Brokering. The ESUCC will provide the Nebraska Virtual Instruction Source (NVIS) course clearinghouse for use in finding and exchanging distance education courses between participating ESUs and school districts. Funding for this service is provided by allocated State appropriation. If additional fees for distance education brokering become necessary, they will be approved by the ESUCC board through the approval process.
- d. BlendEd Advisory Committee. The ESUCC shall appoint educators and other experts to a BlendEd Advisory Committee. The initial committee shall consist of up to 20 members representing distance education, instructional materials, learning management systems, and general knowledge about professional development relevant to the original initiative. The Advisory Committee shall provide the ESUCC’s Executive Director and Digital Learning Coordinator with suggestions and input on technical and other matters related to distance education, digital learning, instructional materials, or learning management systems, within the State of Nebraska. The ESUCC Executive Director and Digital Learning Coordinator may also form ad hoc committees from time to time to address matters relevant to the Digital Learning Services and Projects.

- e. Open Educational Resources (OER): The Nebraska OER hub is available to all ESUs and their district schools and offers statewide access to local and national open educational resources. The OER hub is a customized branded landing page on OER Commons, a product of ISKME. Within the Nebraska OER hub, collaborative statewide efforts with and between the Nebraska Department of Education, the ESUCC, school districts and educators are possible and provides the support to curate and create quality open educational resources that are aligned to Nebraska curriculum. The cost for the platform and services is funded by the Digital Learning administration fee.
- f. Learning Object Repositories (LOR): ESUCC will coordinate **access** to digital libraries that enable educators from within participating ESUs to use educational resources that are aligned to academic standards. These digital libraries may include both free and subscription based services, including but not limited to the following: Learn360, Nebraska OER, NROC web-based tools and PBS Learning Media.
- g. Conditions of Participation.
 - i. Intellectual Property. The ESU and each of its participating school districts agrees to comply with all relevant laws governing copyright and other intellectual property. The ESU agrees to hold ESUCC harmless for any violation of this provision by the ESU or its agents.
 - ii. No Assignment. No Party shall assign any of its rights or obligations under this Project without the prior written consent of the ESUCC's Executive Director or the ESUCC board.
- h. Fees. Each ESU will be invoiced \$5,700 fee to support the administration of statewide Digital Learning Services and Projects. Mandatory participation includes financial support of the services pursuant to the terms set forth in this section. Additional fees may be determined and assessed by the ESUCC board to provide these necessary services.

The following is a cost summary for the project:

Digital Learning Administration	\$ 5,700
(Each ESU will participate.)	

MSA Fees for 2020-2021: \$ 5,700

- i. Optional Digital Learning Services and Projects. The Digital Learning Services and Projects are structured to allow ESUs to participate at the mandatory level or at an expanded level. The expanded optional services and projects supplement the statewide efforts in blended learning, open educational resources, instructional materials, and other digital learning products as recommended by appropriate affiliates. On an annual basis, ESUs may choose to participate in all or none of the expanded optional projects or services. Some of the services are made available to school districts directly when an ESU does not participate in the expanded optional services. Due to the nature of some projects, ESUs may

not elect to withdraw or amend their participation mid-contract year after this Agreement has been approved.

- i. OverDrive Professional Development Library. The ESUCC OverDrive Professional Library is a customized digital collection of ebooks and audiobooks for use by ESU staff across the state. Participating ESUs contributed \$1,000 each for the initial start up to build the collection. ESUs that elected not to participate in the initial set-up can opt in at any time for a fee of \$1,000 plus any additional fees that have incurred since start up. Annual fees will be up to \$600 per ESU based upon the assessed need for additional books on current professional development topics as recommended by the affiliates. If an ESU chooses not to continue participation, access to the library will be terminated.

The following is a cost summary of the project:

OverDrive Professional Library	Up to \$ 600
---------------------------------------	---------------------

MSA Fees for 2020-2021: \$ Up to \$ 600

(On the Summary Page, please check the box if the ESU will participate in the service.)

- ii. Instructional Materials: Media on Demand: Learn360 is a statewide multimedia digital delivery service that also includes a free LOR for the management and delivery of custom created or licensed content. This agreement is being managed under Nebraska ESU Cooperative Purchasing Web Site or Marketplace beginning September 1, 2020.
- iii. Digital Learning: Special Projects. The goal of this project is to enhance education for all learners in Nebraska schools and ESUs. These projects may support the curation and creation of educational artifacts, the review and alignment of resources to the Nebraska State Standards and other indicators utilized by Nebraska schools, BlendEd projects, the promotion of existing instructional materials and digital learning resources, state endorsed LOR platforms, or any additional training. The TLT affiliate will submit project proposals to the ESUCC board for approval based upon identified assessed needs. It is recommended to budget up to \$7,500 per ESU for Special Projects. Any fees for Special Projects will be invoiced only when an actual cost is incurred.

The following is a cost summary of the project:

Digital Learning Special Projects	Up to \$ 7,500
--	-----------------------

MSA Fees for 2020-2021: Up to \$ 7,500

5. Cooperative Purchasing Project

- a. Purpose of Cooperative Purchasing. The Cooperative Purchasing Project aggregates demand for certain items commonly purchased by school districts to get lower prices and more favorable terms from selected suppliers.
- b. Duties of ESUCC. In connection with the Cooperative Purchasing Program, the ESUCC shall:
 - i. Combine statewide data relevant to cooperative purchasing in order to promote a valid basis upon which to solicit bids.
 - ii. Coordinate activities which are commensurate with updating and perpetuating proper specifications inherent within the bidding process.
 - iii. Prepare official bid documents and invite suppliers to bid in connection with supplies to be purchased by ESUCC and members.
 - iv. Prepare and cause to be published the official legal notices of the bid opening in connection with supplies to be purchased by ESUCC as required by applicable law or policy.
 - v. Conduct the public bid opening and resulting bid reviews in accordance with applicable Nebraska statutory “public lettings” provisions, if any, or ESUCC policy and practice, and be responsible for selecting bids based upon such provisions.
 - vi. Compile price lists and order sheets for each participating educational service unit and make such order lists and price sheets available through the Nebraska ESU Cooperative Purchasing Web Site or Marketplace.
 - vii. Provide technical support for ESUs and school districts in placing orders with suppliers through the Marketplace. Merchandise will be shipped as specified in bid terms and conditions
 - viii. Through the website, provide participating ESUs and school districts the capabilities to track items ordered, confirm receipt, check invoices and detect and report shortages.
 - ix. Retrieve order documents from the website and prepare aggregate orders to be sent to respective suppliers so that merchandise is shipped to each participating school/educational service unit.
 - x. Assist any participating school/educational service unit with problems related to the processing and delivery of orders from the suppliers.
 - xi. Participate in an annual audit of cooperative purchasing accounts and records conducted by a Certified Public Accountant.

(On the Summary Page, please check the box if the ESU will participate in the service.)

6. Special Education Project

- a. Student Records System (SRS Project): SRS is an online special education record system designed to create all special education documents, required by Rule 51 and Rule 52, including IEP, MDT, IFSP and all required notices. The SRS is a highly secured system that organizes and stores documents and provides easy access to files via the internet. SRS training is provided across the state for district staff and college and university staff.
- b. Fees. Each Participating ESU will pay a fee of \$5,500 to fund the Special Education Project.
- c. Additional SRS Fee. School Districts that are members of one of the participating Parties to the SPED SRS Project must pay an additional fee to receive access to SRS. Fees will be assessed in accordance with the following table.

<u>2020-2021</u>	<u>2021-2022 - no increase</u>	<u>Tier</u>
\$174	\$174	<100
\$452	\$452	100-249
\$901	\$901	250-499
\$2,705	\$2,705	500-999
\$3,607	\$3,607	1000-1999
\$4,508	\$4,508	2000-3999
\$8,584 (no increase)	\$8,584	4000-17999

The ESUCC will bill the ESU for the fees allocated to each of the ESU's participating member school districts.

The following is a cost summary of the project:

Special Education Project	\$ 5,500
Additional SRS Fees (Tier)	\$see chart above

MSA Fees for 2020-2021: \$ 5,500

(On the Summary Page, please check the box if the ESU will participate in the service.)

7. Legislative and Governmental Relations Project

- a. Purpose Legislative and Governmental Relations Project. The Legislative and Governmental Relations Project will assist member ESUs in strategically planning legislative initiatives that support the mission of the ESUCC and its member service units, tracking legislation that affects service units and state-wide educational efforts in the state, and influencing state lawmakers to support the vital work of the ESUCC, service units and public schools in the state of Nebraska.
- b. Duties of ESUCC. In connection with the Cooperative Purchasing Program, the ESUCC shall:
 - i. Solicit input and direction on legislative and governmental relations issues from its members through the ESUCC legislative committee and in other forums;
 - ii. Direct employees of ESUCC to draft, support or oppose state legislation related to matters affecting education in the state of Nebraska;
 - iii. Contract with experts in the field of governmental relations to assist the ESUCC in legislative and governmental matters
- c. Fees. Each Participating ESU will pay a fee of \$2059 to be determined by the ESUCC board upon approval of relevant expert contracts to fund the Legislative and Governmental Relations Project. In no event will the fee for participation exceed ESUCC's actual costs.

The following is a cost summary for this project.

Govt. Relations	\$ 2059.00
<i>Govt. Relations (2021 & 2022)</i>	<i>\$ 2059.00</i>

(On the Summary Page, please check the box if the ESU will participate in the service.)

Summary of MSA Fees 2021-2022

Please check and initial the relevant boxes below indicating the services in which the Service Unit wishes to participate. (Please note all projects within the MSA are provided with an either (1) a specific charge, (2) no charge for the project, or (3) a required participation fee for all ESUs.)

	<u>2020-2021</u>	<u>2021-2022</u>
ESUPDO with the following costs for PD services. (Statewide Core Service Initiative pursuant to Rule 84; Each ESU will participate.)		
Section 2 PD Annual Program Fees	\$ 3404	\$ 3,653
Section 3 PD Participation Fees\$ 20 per person/per day		
SIMPL (Each ESU will participate.)		
SIMPL	Up to \$ 1,500	Up to \$ 1,500
Digital Learning Services/Administration: Encompassing Distance Education, BlendEd, OER and other digital learning administrative functions. (Statewide Core Service Initiative pursuant to Rule 84; Each ESU will participate.)		
Digital Learning Administration	\$ 5,700	\$ 5,700
☐ <u> </u> Digital Learning Projects/ESUCC Professional Library	\$ 600	\$ 600
Digital Learning Projects/Learn360		
Media On Demand		Coop Marketplace
Digital Learning/Special Projects		
Learning Objects/Special Projects were combined	\$ 7,500	\$ 7,500
Budgeted amount - Projects subject to approval vote		
Coop Purchasing	\$ 0.00	\$ 0.00
☐ <u> </u> SRS Special Education Project	\$ 5,500	\$ 5,500
☐ <u> </u> SRS Additional SRS Fees (Tier)	(see table on pg. 10)	
Legislative and Governmental Relations		
Govt. Relations	\$ 2,059	\$ 2,059

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers.

FOR EDUCATIONAL SERVICE UNIT # ____:

- ☐ I certify that I have checked the relevant boxes above indicating the Projects in which the Service Unit wishes to participate.

OR

- ☐ I certify that the Service Unit Wishes to Participate in ALL of the above projects.

FOR THE EDUCATIONAL SERVICE UNIT:

(Signature)

(Date)

(Printed name)

(Title)

FOR THE EDUCATIONAL SERVICE COORDINATING COUNCIL:

(Signature)

(Date)

Kraig J Lofquist
ESUCC Executive Director

ESUCC ORG Chart

[ESUCC Org Chart 2020-2021](#)

[ESUCC Org Chart 2021-2022](#)

[ESUCC Org Chart 2022-2023](#)

ESUCC Infrastructure (updated 5-18)

[ESUCC Infrastructure 041416](#)

[ESUCC Infrastructure 2020-2021](#)

ESUCC Home Base (Aug 2021)

[Staff Homebase 2021](#)

Kraig Lofquist
ESU #3
6949 South 110th Street
Omaha, NE 68128

Rhonda Eis (IMAT)
521 Bellwood Drive
Beatrice, NE 68310

Priscilla Quintana, Colleen Lentz (COOP)
ESU #17
1292 East 4th Street
Ainsworth, NE 69210

Craig Peterson
ESU #11
412 W. 14th Ave.
Holdrege, NE 68949

Anthony Maggio, Minh Vu, Ryan Mueller (SRS)
ESU #3
6949 South 110th Street
Omaha, NE 68128

Scott Isaacson, Ryan Paschall, Andrew Easton, Deb Hericks
ESU #3
6949 South 110th Street
Omaha, NE 68128

ESUCC Fiscal Timeline

Fiscal Year (September 1 - August 31)

July

NCSA Administrator Days
Chief Information Officer review of goals/create new
Draft Chief Information Officer Evaluation - July
Budget Preview
ESUCC Calendar
Update ESU Admin List
ESUCC Committee
Staff Contracts
Home Base

September

Budget Hearing/Adopt Budget
Elect ESUCC Board Officers – every two years
Letter of Engagement – Attorney
Appoint Chief Information Officer - 2 years
Appoint Distance Learning Director

October

NDE Collaboration

November

NASB/NASA Annual Conference
Begin Draft of Chief Information Officer

January

NASB Legislative Preview
President and Chief Information Officer review Goals

February

Chief Information Officer Evaluation Completed
External Audit

March

Master Services Agreement Draft
 Approve Affiliate Budget
 Approval Governmental Relations
Approve ESUCC/PD Calendar
Chief Information Officer Evaluation to entire ESUCC Board - one week to review and give feedback to President

Review Tech Contract with NCSA

April

NDE Collaboration

Review Cash Reserve

Finalize Chief Information Officer Evaluation

May

Renewal of appointment of Chief Information Officer

Set ESUCC staff raise rate

ESUCC Staff evaluations

ESUCC Meeting Calendar - Adopt

June

6 weeks policy review

Inventory Review

[ESU Acronyms](#)