

EDUCATIONAL SERVICE UNIT 4

Regular Monthly Meeting

August 11, 2025

5:15 PM

Auburn, Nebraska

Announcements made by Chairperson or Designee:

Copies of this meeting's agenda were made available at the office of the service unit administrator, prior to the meeting date and time as stated above. Also, please note a copy of the Nebraska Open Meetings Act, Chapter 84, Article 14 is available as a reference. [Open Meetings Act](#)

Call meeting to order:

President Cheri Wirthele called the meeting to order at 5:15 pm. She announced that copies of this meeting's agenda were made available at the office of the service unit administrator, prior to the meeting date and time as stated above. Also, a copy of the Nebraska Open Meetings Act, Chapter 84, Article 14 is available as a reference. Public notice of this meeting was published in the following papers: Auburn Newspaper (6-19-2025), Falls City Journal (6-18-2025), Nebraska City News-Press (6-20-2025), Pawnee Republican (6-19-2025) and Tecumseh Chieftain (6-19-2025). This notice was also available on the [ESU 4 website](#).

Open Meeting Declaration:

*Possible Motion: **§84-1408 Declaration of intent: meetings open to the public.** It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret. Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.*

The Board of Educational Service Unit 4 moves to declare this an open meeting which was preceded by published notice and is hereby declared to be fully convened and in open session.

Motion made by: Gary Schaffer ▾

Motion seconded by: Mary Stewart Lyon ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾

Susan LeGrand Yes ▾

Roll Call:

Jeff Bacon Here ▾ ; Gary Schaffer Here ▾ ; Amy Clark Here ▾ ;
Mary Stewart Lyon Here ▾ ; Terry Clark Absent ▾ ; Lana Willman Here ▾ ;
Allison Hayes Here ▾ ; Cheri Wirthele Here ▾ ; Susan LeGrand Here ▾

Board Attendance:

Possible Motion: The Board of Educational Service Unit 4 moves to excuse Terry Clark from attending the August Board meeting:

Motion made by: Allison Hayes ▾

Motion seconded by: Jeff Bacon ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Approval of Agenda and changes to Agenda, If any:

Possible Motion: The Board of Educational Service Unit 4 moves that the agenda for this meeting be approved.

Motion made by: Mary Stewart Lyon ▾

Motion seconded by: Amy Clark ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Minutes of Previous Regular Meeting:

Possible Motion: The Board of Educational Service Unit 4 moves to accept the minutes of the previous regular meeting as presented.

Motion made by: Susan LeGrand ▾

Motion seconded by: Lana Willman ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

ESU 4/NCECBVI claims for July:

Possible Motion: The Board of Educational Service Unit 4 moves to approve the ESU 4 claims of \$51,256.85, ESU 4 payroll of \$442,310.46, and NCECBVI claims of \$20,188.51, for July.

Discussion: Check #31133 to ESUCC for Literacy Specialist expenses, and there are several software renewals this month as well as check #31149 to NRCSA for ESU 4's annual dues.

Motion made by: Jeff Bacon ▾

Motion seconded by: Allison Hayes ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Federal Program claims for July:

Possible Motion: The Board of Educational Service Unit 4 moves to approve the Federal Program claims of \$46,596.52 for July.

Motion made by: Lana Willman ▾

Motion seconded by: Jeff Bacon ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Treasurer's report for June:

Possible Motion: The Board of Educational Service Unit 4 moves to accept the treasurer's report for June as presented.

Motion made by: Susan LeGrand ▾

Motion seconded by: Amy Clark ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Representatives from Auburn Apace and Lori Broady, ESU 4 Life Skills teacher were present for a discussion regarding the ESU 4 Learning Center and how it could possibly be beneficial to both programs.

ESU 4/NCECBVI claims for August:

Possible Motion: The Board of Educational Service Unit 4 moves to approve the ESU 4 claims of \$71,318.59, ESU 4 payroll of \$459,546.77, and NCECBVI claims of \$25,314.33, for August.

Discussion: Check #31206 to Madina's for cleaning floors and carpets in both buildings and #31207 to Madsen Electric to replace lightbulbs in the Learning Center; all LED lights. Check #31229 to Sterling Computers for a new firewall for the network.

Motion made by: Jeff Bacon ▾

Motion seconded by: Allison Hayes ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Federal Program claims for August:

Possible Motion: The Board of Educational Service Unit 4 moves to approve the Federal Program claims of \$38,799.17 for August.

Motion made by: Lana Willman ▾

Motion seconded by: Susan LeGrand ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Treasurer's report for July:

Possible Motion: The Board of Educational Service Unit 4 moves to accept the treasurer's report for July as presented.

Motion made by: Mary Stewart Lyon ▾

Motion seconded by: Allison Hayes ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Reports:

- Board Report
 - Cheri reported on a NASB Leadership workshop that she attended.
- [Administrator's Report](#)

Public Comment:

Bank Depositories:

Possible Motion: The Board of Educational Service Unit 4 moves to identify the following depositories for ESU 4 funds for 2025-2026.

<i>Auburn State Bank</i>	<i>-Federal Fund Account</i>	<i>-Grand Money Market</i>
<i>Account</i>	<i>-General Fund Account</i>	<i>-Money Market</i>
<i>Account</i>	<i>-Payroll Account</i>	<i>-Flexible Fund</i>
<i>Account</i>		

Motion made by: Susan LeGrand ▾

Motion seconded by: Jeff Bacon ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

NRCSA:

Possible Motion: The Board of Educational Service Unit 4 moves to approve the 2025-2026 NRCSA membership dues (\$850.00).

Motion made by: Gary Schaffer ▾

Motion seconded by: Mary Stewart Lyon ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Auditor:

Possible Motion: The Board of Educational Service Unit 4 moves to approve the contract for auditing services for the 2025-2026 school year with Riggs and Associates (not to exceed \$11,000.00).

Motion made by: Amy Clark ▾

Motion seconded by: Allison Hayes ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Facility Use Fees:

Possible Motion: The Board of Educational Service Unit 4 moves to approve the facility use fees for the 2025-2026 school year as presented.

Motion made by: Susan LeGrand ▾

Motion seconded by: Lana Willman ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Handbooks:

Possible Motion: The Board of Educational Service Unit 4 moves to approve the [ESU 4 Staff Handbook](#), [ESU 4 Learning Center Handbook](#) and [NCECBVI Handbook](#) for 2025-2026.

Motion made by: Gary Schaffer ▾

Motion seconded by: Jeff Bacon ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Policy Update:

Possible Motion: The Board of Educational Service Unit 4 moves to approve the [Policy Updates](#) for the 2025-2026 school year as presented.

Motion made by: Susan LeGrand ▾

Motion seconded by: Allison Hayes ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾

Cheri Wirthele	Yes ▾
Susan LeGrand	Yes ▾

Budgeted Restricted Funds:

Possible Motion: The Board of Educational Service Unit 4 moves to approve a 1% increase of Budgeted Restricted Funds as noted on the budget forms for 2025-2026.

Motion made by: Lana Willman ▾

Motion seconded by: Allison Hayes ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

September Expenses:

Possible Motion: The Board of Educational Service Unit 4 moves to authorize the Administrator/Treasurer to pay bills prior to the September Board meeting.

Motion made by: Susan LeGrand ▾

Motion seconded by: Mary Stewart Lyon ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Auburn Apace:

Possible Motion: The Board of Educational Service Unit 4 moves to authorize the Administrator to enter into a possible lease agreement with Auburn Apace.

Motion made by: Susan LeGrand ▾

Motion seconded by: Amy Clark ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Vehicles:

Possible Motion: The Board of Educational Service Unit 4 moves to authorize the Administrator to purchase three vehicles not to exceed \$77,000.00.

Motion made by: Susan LeGrand ▾

Motion seconded by: Amy Clark ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾
	Amy Clark	Yes ▾
	Mary Stewart Lyon	Yes ▾
	Terry Clark	Absent ▾
	Lana Willman	Yes ▾
	Allison Hayes	Yes ▾
	Cheri Wirthele	Yes ▾
	Susan LeGrand	Yes ▾

Other:

Adjournment:

Possible Motion: The Board of Educational Service Unit 4 moves that this meeting be adjourned at 6:49 p.m.

Motion made by: Mary Stewart Lyon ▾

Motion seconded by: Allison Hayes ▾

Voting:	Jeff Bacon	Yes ▾
	Gary Schaffer	Yes ▾

Amy Clark	Yes ▾
Mary Stewart Lyon	Yes ▾
Terry Clark	Absent ▾
Lana Willman	Yes ▾
Allison Hayes	Yes ▾
Cheri Wirthele	Yes ▾
Susan LeGrand	Yes ▾