

## Regular Board of Education Meeting

Monday, June 20, 2022 6:00 PM

City of Gering Council Chambers  
1025 P Street  
Gering, NE 69341



## Minutes

1. **GPS Board of Education Information**
2. **Opening Procedures**
  - 2.1. Call to Order

BJ Peters called this meeting to order at 6:00 pm
  - 2.2. Roll Call
  - 2.3. Excuse Absent Board Member(s)
  - 2.4. Pledge of Allegiance
  - 2.5. Open Meetings Act
3. **Consent Agenda**
  - 3.1. Minutes from the previous month's board meeting(s)
  - 3.2. Expenditures     \$478,787.95
  - 3.3. Board Policy Adoption
    - 3.3.i.     First Reading of Board Policies
      - 3.3.i.1.     **403.1     Release of Employee Information**
      - 3.3.i.2.     **403.1E1     Employee Information Release Form**
      - 3.3.i.3.     **403.2     Child Abuse Reporting**
      - 3.3.i.4.     **403.2R1     Child Abuse Reporting Regulation**
      - 3.3.i.5.     **403.3     Abuse of Students By School District Employees**
      - 3.3.i.6.     **403.3F1     Abuse Complaint Form**
      - 3.3.i.7.     **403.3F2     Witness Disclosure Form**

3.3.i.8.        **403.3R1 Abuse of Students By School District Employees Regulation**

3.3.i.9.        **403.4 Gifts to Employees**

3.3.i.10.       **403.5 Public Complaints About Employees**

3.3.i.11.       **204.12 Public Participation In Board Meetings**

3.3.i.12.       **706.6 Payment For Goods And Services**

3.3.ii.        Second Reading of Board Policies

3.4. Personnel Items

3.4.i.        Certified Staff Contract(s)

3.4.i.1.        Keaton Green, Assistant Principal at Gering High School

3.4.ii.        Certified Staff Resignation(s)

3.5. Approval of Early Graduation Request from **Rosemary Cota, Shaylynn Sauder, and Joshua Buskirk (2022-23 school year)**

#### 4. **Reports and Discussions**

4.1. Board Committee Report: Curriculum & Personnel

Board Member, Tracy Wiese reported on behalf of the Curriculum & Personal Meeting. Again, HVAC updates are still in the works, and the district is excited to move forward with this project. ALL staff salary increases were also discussed during this committee meeting. All school handbooks were reviewed, and the updated revisions will be posted soon for the upcoming 2022-23 school year.

4.2. Board Committee Report: Finance & Facilities

Board Member Brian Copsey reported on behalf of the Finance & Facilities meeting. Moving bond funds and a CD the district has from their current banks to PVC was discussed to try and gain a higher interest rate. To date of the meeting, the district has spent 61% of the budget, where this time last year 75% of the budget had been spent.

4.2.i.        Monthly Finance Summary Report

4.3. Superintendent's Report

Dr. Nicole Regan had some exciting things to add to the meeting. GPS administrators attended their 2nd annual leadership retreat where Strategic Action Plans were discussed for the 2022-23 school year. Eighteen individuals collaboratively worked to see that their "WE CAN, WE WILL TOGETHER" mantra was successful. PreK expansion is underway, along with Dual Credit Expansion. Over \$1 million in grants have been awarded for early childhood education, an aviation pathway program, summer school, and after-school programs. We are watching our graduation rates rise from 88% to 93%. Dr.

Regan closed by saying we have the best leaders with sheer focus and determination.

5. **Patron Comments**

The BOE was addressed by 2 separate patrons with some questions regarding the aviation pathway GPS now has to offer. Mr. Ryan Robinson presented a wealth of knowledge, being he is a pilot himself. He stressed the 300k pilot shortage in the USA, and wants to see as many students as possible enrolled in the program. Mr. Robert Rahmig also had some questions in regards to the program. He stated his concerns about many obstacles being thrown in the way of a successful program. He is very passionate about the program and wants to see the aviation students get the full training needed to become successful pilots.

6. **Action Items**

- 6.1. Discuss, consider, and take action regarding the 2022 NASB Superintendent evaluation report.
- 6.2. Discuss, consider, and take action regarding the contract renewal of the Panhandle Interlocal Agreement for Day School/ Treatment Facility.
- 6.3. Discuss, consider, and take action regarding the 2.5% salary increase for administrators and the 2% wage increase for classified staff.
- 6.4. Discuss, consider, and take action regarding the renewal Agreement For The purchase of The Head Start Services For Children (ESU 13)  
**Absent:** Josh Lacy, Brady Shaul, **Present:** Brian Copsey, B.J. Peters, Tracy Wiese, Mary Winn.
- 6.5. Discuss, consider, and take action regarding the approval of the elementary and secondary handbooks
- 6.6. Discuss, consider, and take action regarding the renewal agreement Sixpence CCP Yearly Agreement Report.

7. **Board Comments**

- 7.1. Tentative Upcoming Board Meeting/Event Dates

8. **Adjourn**

B.J. Peters adjourned the meeting at 7:08 p.m.

## Regular Board of Education Meeting

Monday, May 16, 2022 6:00 PM

City of Gering Council Chambers  
1025 P Street  
Gering, NE 69341



## Minutes

### 1. GPS Board of Education Information

### 2. Opening Procedures

#### 2.1. Call to Order

BJ Peters called this meeting to order at 6:00 p.m

#### 2.2. Roll Call

**Absent:** Tracy Wiese, **Present:** Brian Copsey, Josh Lacy, B.J. Peters, Brady Shaul, Mary Winn.

#### 2.3. Excuse Absent Board Member(s)

A motion to excuse absent board members was presented by Mary Winn, seconded by Josh Lacy. After voting, motion Passed.

Tracy Wiese: Absent, Brian Copsey: **Yea**, Josh Lacy: **Yea**, B.J. Peters: **Yea**, Brady Shaul: **Yea**, Mary Winn: **Yea**

#### 2.4. Pledge of Allegiance

#### 2.5. Open Meetings Act

### 3. Consent Agenda

A motion to approve the Consent Agenda was presented by Mary Winn, seconded by Josh Lacy. After voting, motion Passed.

Tracy Wiese: Absent, Brian Copsey: **Yea**, Josh Lacy: **Yea**, B.J. Peters: **Yea**, Brady Shaul: **Yea**, Mary Winn: **Yea**

#### 3.1. Minutes from the previous month's board meeting(s)

#### 3.2. Funds transferred from the bond to the Special Building Fund in the amount of \$25,000.00

#### 3.3. Expenditures: \$719,273.12

#### 3.4. Approval of Claims/Bills

#### 3.5. Personnel Items

##### 3.5.i. Certified Staff Contract(s)

3.5.i.1. Johnathon Boyd, GHS Civics Teacher (FTE 0.25) & GJHS STEM Teacher (FTE 0.75)

3.5.i.2. Tiandra Lively, GJHS Math Teacher

##### 3.5.ii. Certified Staff Resignation(s)

3.5.ii.1. Molly Weglin, Resource Teacher at Gering High School

## 4. Reports and Discussions

### 4.1. Student Recognitions

#### 4.1.i. Gering FFA

Gering's FFA students were recognized for the outstanding showing they had at State. Along with the students, was Carrie Johns, the Ag teacher at the GHS. Many students attended the recognition, and the community showed an outpour of support.

#### 4.1.ii. Student Ambassador, Hannah Walker

Jennifer Sibal spoke on behalf of the student ambassador, Hannah Walker. Sibal commented that the work-based learning students at the Central Office is essential. Hannah performs many tasks to make sure everything flows smoothly with the Foundation, and many other projects within the district.

### 4.2. Employee Recognition: "Bulldogs Going Beyond"

#### 4.2.i. Gwen Locker, Nurse at Geil Elementary

Gwen Locker was nominated by Tiffany Leetch, and Angela Morris. Tiffany has worked with Gwen for 4 years, and commented that Gwen has been such an influence on her in her nursing career. Angela has worked with Gwen for 5 years, and said that not only has Gwen been the school nurse, but she has helped in all positions at Geil Elementary over the years she spent there. Gwen Locker is retiring this year, and will be greatly missed by all the staff and students.

#### 4.2.ii. Carrie Johns, Ag Teacher at Gering High School

Carrie Johns was nominated by Jennifer Dillinger and Mario Chavez. Kory Knight spoke on Jennifer's behalf, stating that Carrie had established the FFA program while working with the community to keep things going in the right direction. Mario commented saying that Carrie models what teachers are supposed to do. She has been a staple in the workbase learning program, and is an excellent addition to the GHS staff.

### 4.3. HAL (High Ability Learner) Presentation/Byron Olsen & Angela Morris

Angela Morris (coordinator), along with Byron Olson (Director of Student Services) presented to the board the HAL (High Ability Learner) Program. When the program started, 2 years ago, there were only 19 kids. To date, there are now over 100 kids in the program. Several 3-5 grade students gave comments about what their favorite part of the program was. They did a winter Olympic sports event, and also worked with coding robots. This is a very successful program and the district would like to recognize the kids that participate in the program!

### 4.4. Board Committee Report: Curriculum & Personnel

Mary Winn reported on this meeting. She mentioned that the pedants that were given out for staff appreciation, to display service pins, was a great idea. Also discussed in the curriculum meeting was staff summer training, new high school courses, and a required personal finance class that will be offered as a sophomore.

### 4.5. Board Committee Report: Finance & Facilities

Josh Lacy spoke on behalf of this committee meeting. The A/P was higher than normal. However, this A/P listing had the purchase of the flight simulator. Purchases of new football uniforms and chromebooks were key items discussed at the meeting. Grant money is in the works to reimburse funds for the chromebook purchases. Still working on the tennis courts, GJHS HVAC bids, and getting the playground ready for PK coming to Geil Elementary.

#### 4.5.i. Monthly Finance Summary Report

### 4.6. Superintendent's Report

Dr. Regan spoke about the amazing graduation ceremony held at the best venue in Nebraska, Five Rocks Ampitheater. What a beautiful day to celebrate the class of 2022. As another chapter closes, she is excited about summer. The district has been awarded several grants, so this is great for our schools. She wanted to wish the golf, tennis, and track teams good luck competing over the next week. Lastly, she quoted, "Its A Great Day To Be A Bulldog"

## 5. Patron Comments

## 6. Action Items

6.1. Discuss, consider, and take action to approve the amended agreement for the GHS Construction Project with Andrew Doll (Doll Land and Property), and extend the LOC to the amount of \$370,000.00

A motion to approve amending agreement for the GHS Construction Project with Andrew Doll (Doll Land and Property), and extend the LOC to the amount of \$370,000.00 was presented by Brian Copsey, seconded by Josh Lacy. After voting, motion Passed.

Tracy Wiese: Absent, Brian Copsey: **Yea**, Josh Lacy: **Yea**, B.J. Peters: **Yea**, Brady Shaul: **Yea**, Mary Winn: **Yea**

6.2. Discuss, consider, and take action to approve the purchase of new Chromebooks in the amount of \$120,600.00

A motion to approve the purchase of new Chromebooks in the amount of \$120,600.00 was presented by Josh Lacy, seconded by Brian Copsey. After voting, motion Passed.

Tracy Wiese: Absent, Brian Copsey: **Yea**, Josh Lacy: **Yea**, B.J. Peters: **Yea**, Brady Shaul: **Yea**, Mary Winn: **Yea**

6.3. Discuss, consider, and take action to approve the purchase of new uniforms for the Gering High School football team from Logoz, not exceeding the amount of \$25,000.00

A motion to to approve the purchase of new High School football uniforms from Logoz, not exceeding the amount of \$25,000.00 was presented by Brian Copsey, seconded by Brady Shaul. After voting, motion Passed.

Tracy Wiese: Absent, Brian Copsey: **Yea**, Josh Lacy: **Yea**, B.J. Peters: **Yea**, Brady Shaul: **Yea**, Mary Winn: **Yea**

## 7. Board Comments

7.1. Tentative Upcoming Board Meeting/Event Dates

There has been a schedule change for the Finance & Facilities Committee Meeting, and it will be held June 8, 2022 at 12 pm.

## 8. Adjourn

The meeting was adjourned at 7:12 pm.

**POLICY 205.2**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

POLICY ADOPTION

The board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular board meetings. The proposed policy changes shall be distributed and public comment will be allowed at each meeting prior to final board action. This notice procedure shall be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The board shall have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the board at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy shall expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Legal Reference:           Neb. Statute 79-520 (Class III)  
                                  79-521 (Class IV)  
                                  79-522 (Class V)  
                                  79-523 (Class VI)  
                                  79-526  
                                  84-712 et seq.  
                                  NDE Rule 10.004.01A1

Cross Reference:           201.1 Board Powers and Responsibilities

**POLICY 403.1E1  
GERING PUBLIC SCHOOLS  
GERING, NE**

**EMPLOYEE INFORMATION RELEASE FORM**

Under Nebraska state statutes, a current or former employer may disclose the following information about a current or former employee's employment history to a prospective employer of the current or former employee upon receipt of written consent from the current or former employee:

- Date and duration of employment;
- Pay rate and wage history on the date of receipt of written consent;
- Job description and duties;
- The most recent written performance evaluation prepared prior to the date of the request and provided to the employee during the course of his or her employment;
- Attendance information;
- Results of drug or alcohol tests administered within one year prior to the request;
- Threats of violence, harassing acts, or threatening behavior related to the workplace or directed at another employee;
- Whether the employee was voluntarily or involuntarily separated from employment and the reasons for the separation; and
- Whether the employee is eligible for rehire.

I, \_\_\_\_\_, hereby give consent to any and all prior employers of mine to provide information in accordance with state statutes with regard to my employment with prior employers to the following prospective employer:

\_\_\_\_\_

I realize that by disclosing such information the employer shall be presumed to be acting in good faith and shall be immune from civil liability for the disclosure of any consequences of such disclosure to the extent provided by state statutes. I understand that even with receipt of this form the district may, at the superintendent's discretion, refuse to release such information.

\_\_\_\_\_  
(Signature of Current or Former Employee)

\_\_\_\_\_  
(Date)

**THIS FORM BECOMES INVALID SIX MONTHS FROM THE ABOVE DATE**

**POLICY 403.2  
GERING PUBLIC SCHOOLS  
GERING, NE**

**CHILD ABUSE REPORTING**

All school employees who have reasonable cause to suspect a child is a victim of abuse or neglect, including sexual abuse, or who observe conditions which reasonably would result in abuse or neglect, shall promptly report such incidents to the proper law enforcement authorities and the principal. "Employees" also includes coaches and volunteers participating in interstate amateur extracurricular competitions. The principal shall ensure that the report has been made to the proper law enforcement authorities..

The employee, after informing the principal, shall make an oral report to the local law enforcement agency by telephone within a 24-hour period, followed by a written report if necessary. The report will include all information required by law.

Legal Reference:     Neb. Statute 28-711  
                          34 U.S.C. § 20341

Cross Reference:    403.03 Abuse of Students by School District Employees  
                          504.17 Questioning of Students by Outside Agencies  
                          508    Student Health and Well Being

**Approved 03/15/2010**

**Reviewed 01/25/2016, 08/27/2018 Revised 09/17/2018**

**POLICY 403.2R1  
GERING PUBLIC SCHOOLS  
GERING, NE**

**CHILD ABUSE REPORTING REGULATION**

Any school employee shall make an oral report by telephone to the local law enforcement authorities or the Department of Health and Human Services when that employee has reasonable cause to believe that a child has been subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which reasonably would result in abuse or neglect.

"Child abuse" is defined as knowingly, intentionally or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Placed in a situation to be sexually exploited by allowing, encouraging, or forcing such minor child to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or
6. Placed in a situation to be sexually abused as defined in Neb. Statutes 28-319 or 28-320.01.

The oral report shall include the caller's name and address.

The oral report will be followed by a written report that shall include to the extent available, the following:

1. The employee's name and address;
2. The name, address and age of the abused or neglected child;
3. The address of the person(s) having custody of the child;
4. The nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect;
5. Any evidence of previous abuse or neglect, including the nature and extent; and
6. Any other information which in the opinion of the person making the report may be helpful in establishing the cause of such abuse or neglect and the identity of the perpetrator(s).

Any person making such a report as required by law will be immune from any civil or criminal liability, except for in the case of making maliciously false statements.

Failure to make such a required report, or knowingly releasing confidential information other than as permitted by law will result in a Class III misdemeanor.

It is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. The Department of Health and Human Services is responsible for investigating the incident of alleged abuse.

Approved 03/15/2010

Reviewed 01/25/2016

Revised \_\_\_\_\_

**POLICY 403.3  
GERING PUBLIC SCHOOLS  
GERING, NE**

**ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The superintendent will appoint an investigator and alternate investigator of opposite sexes. The investigator will pass the findings on to the superintendent who will complete any further investigations as deemed necessary and take appropriate final action.

The superintendent is responsible for implementing this policy and for organizing employee training when needed relating to this policy. Procedures shall be reviewed periodically for adequacy and accuracy.

Cross Reference:           403.02 Child Abuse Reporting  
                                  404.06 Harassment by Employees  
                                  505.06 Corporal Punishment

Approved 03/15/2010

Reviewed 01/25/2016

Revised \_\_\_\_\_

**POLICY 403.3F1  
GERING PUBLIC SCHOOLS  
GERING, NE**

**ABUSE COMPLAINT FORM**

Name of complainant:

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Position of complainant:

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Date of complaint:

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Name of alleged abuser:

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Date and place of incident or incidents:

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Description of misconduct:

---

Name of witnesses (if any):

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Evidence of abuse, i.e., letters, photos, etc. (attach evidence if possible):

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Any other information:

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**POLICY 403.3F2  
GERING PUBLIC SCHOOLS  
GERING, NE**

**WITNESS DISCLOSURE FORM**

Name of witness:

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Position of witness:

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Date of testimony, interview:

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Description of instance witnessed:

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Any other information:

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I agree that all of the information in this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**POLICY 403.3R1  
GERING PUBLIC SCHOOLS  
GERING, NE**

**ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

**Definition of Physical Abuse**

Physical abuse is non-accidental physical injury to the student as a result of the action of an employee. Injury occurs when evidence of it is still apparent at least twenty-four hours after its occurrence. The following do not constitute physical abuse, and no employee is prohibited from:

1. Using reasonable and necessary force, not designed or intended to cause pain:
  - a. To quell a disturbance or prevent an act that threatens physical harm to any person.
  - b. To obtain possession of a weapon or other dangerous object within a pupil's control.
  - c. For the purposes of self-defense or defense of others as provided for in Neb. Statute 28-1409 and 1410.
  - d. For the protection of property as provided for in Neb. Statute 28-1411.
  - e. To remove a disruptive pupil from class, or any area of school premises or from school-sponsored activities off school premises.
  - f. To prevent a student from the self-infliction of harm.
  - g. To protect the safety of others.
  
2. Using incidental, minor, or reasonable physical contact to maintain order and control. In determining the reasonableness of the contact or force used, the following factors shall be considered:
  - a. The nature of the misconduct of the student, if any, precipitated the physical contact by the school employee.
  - b. The size and physical condition of the student.
  - c. The means or device used in making the physical contact.
  - d. The motivation of the school employee in initiating the physical contact.
  - e. The extent of injury to the student resulting from the physical contact.

"Reasonable force" is that force and no more which a reasonable person, in like circumstances, would judge to be necessary to prevent an injury or loss and can include deadly force if it is reasonable to believe that such force is necessary to avoid injury or risk to one's life or safety or the life or safety of another, or it is reasonable to believe that such force is necessary to resist a like force or threat.

### **Definition of Sexual Abuse**

Sexual abuse is defined as including sexual acts involving a student, acts that encourage the student to engage in prostitution, inappropriate, intentional sexual behavior or physical manifestations of sexual harassment by the employee toward a student. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
2. Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
3. The conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive education environment.

### **Complaint Procedure**

An individual who believes he/she has been abused shall notify the building administrator. The alternate investigator is a school counselor/social worker. The investigator may request that the individual complete the Abuse Complaint form. Information received during the investigation shall be kept confidential to the extent possible.

The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation in the absence of a written complaint. The investigator shall have access to the educational records of the student and access to the student for purposes of interviewing the student about the report.

When abuse is reported, the investigator shall make copies of the report and give a copy to the person filing the report, the students' parents and the immediate supervisor of the employee named in the report. The employee named in the report shall not receive a copy of the report until the employee is initially interviewed.

The investigator shall use discretion in handling the information received regarding an investigation of abuse by an employee, and those persons involved in the investigation shall not discuss information regarding the complaint outside the investigation. The entire investigative procedure will be thoroughly explained, including the confidential nature of the proceedings, to the student and other persons involved in the investigation.

The investigator shall notify the parent, guardian or legal custodian of a student of the date and time of the interview and of the right to be present or to see and hear the interview or send a representative in the parent's place. The investigator shall interview the student as soon as possible, but in no case later than five days from the receipt of a report or notice of the allegation of sexual abuse. The investigator may record the interview electronically.

It is the responsibility of the investigator to determine whether it is more likely than not that an incident took place between the employee and the student. If the investigator believes the employee committed a sex act with a student or sexually exploited a student, the investigator shall defer the investigation and immediately notify law enforcement officials, the superintendent, the student's parents and the person filing the report.

The designated investigator shall not interview the school employee named in a report of abuse until after a determination is made that jurisdiction exists, the alleged victim has been interviewed and a determination made that the investigation will not be deferred.

If the investigator determines an incident occurred, while not an illegal sex act with a student or sexual exploitation of a student, but where the employee engaged in inappropriate, intentional sexual behavior, further investigation is warranted. If further investigation is warranted, the investigator may proceed to interview the employee and other individuals who may have knowledge of the circumstances contained in the report. Prior to interviewing other individuals who may have knowledge of the circumstance contained in the report, the investigator shall provide notice of the impending interview of student witnesses or the student to their parent, guardian, or legal custodian prior to interviewing those students.

Within five days of receipt of an investigable report, the investigator shall complete an informal investigation. The informal investigation shall consist of interviews with the student, the employee and others who may have knowledge of the alleged incident. If the investigator determines that the allegations in the report are founded and that immediate and professional investigation is necessary, the investigator may defer further investigation and contact appropriate law enforcement officials, the student's parents and the person filing the report.

Within fifteen days of receipt of the report, the investigator shall complete a written investigative report, unless the investigation was temporarily deferred. The written investigative report shall include:

1. The name, age, address and attendance center of the student named in the report.
2. The name and address of the student's parent or guardian and the name and address of the person filing the report, if different from the student's parent or guardian.
3. The name and work address of the employee named in the report as allegedly responsible for the abuse of the student.
4. An identification of the nature, extent and cause, if known, of any injuries or abuse to the student named in the report.
5. A general review of the investigation.
6. Any actions taken for the protection and safety of the student.
7. A statement that, in the investigator's opinion, the allegations in the report are either:
  - o Unfounded. (It is not likely that an incident, as defined in district rules, took place), or

- Founded. (It is likely that an incident took place.)
- 8. The applicability of exceptions to the investigated incident, or reason for the contact or force used.
- 9. A statement that, in the investigator's opinion, any physical contact that occurred was:
  - Appropriate. (Actions not requiring any disciplinary process), or
  - Inappropriate. (Actions invoking a disciplinary process as defined in district rules).
- 10. The disposition or current status of the investigation and recommendations regarding the need for further investigation.
- 11. A listing of the options available to the parents or guardian of the student to pursue the allegations. These options include, but are not limited to:
  - Contacting law enforcement officials.
  - Contacting private counsel for the purpose of filing a civil suit or complaint.
  - Filing a complaint with the Nebraska Professional Practices Commission if the employee is a certificated employee.

The investigator shall retain the original and provide a copy of the written investigative report to the school employee named in the report, the employee's supervisor, the superintendent and the student's parent or guardian. The person filing the report, if not the student's parent or guardian, shall be notified only that the investigation has been concluded and of the disposition or anticipated disposition of the case.

If the investigator's report or law enforcement officials conclude the case involved founded physical or sexual abuse by a certificated employee, or the employee admits the violation, or the employee has surrendered the employee's certificate or license, the investigator shall file a complaint on behalf of the district after obtaining the superintendent's signature with the Nebraska Professional Practices Commission. The investigator shall also arrange for counseling services for the student if the student or student's parents request counseling services. Information of unfounded abuse shall not be put in the employee's personnel file.

Approved 03/15/2010

Reviewed 01/25/2016

Revised \_\_\_\_\_

**POLICY 403.4  
GERING PUBLIC SCHOOLS  
GERING, NE**

**GIFTS TO EMPLOYEES**

It shall be the responsibility of each employee to know when it is appropriate to accept or reject gifts or an honorarium.

Cross References:   402.03 Employee Conflict of Interest  
                          705.04 Gifts, Grants and Bequests  
                          706.04 Vendor Relations

Approved 03/15/2010

Reviewed 01/25/2016

Revised \_\_\_\_\_

**POLICY 403.5  
GERING PUBLIC SCHOOLS  
GERING, NE**

**PUBLIC COMPLAINTS ABOUT EMPLOYEES**

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

While speakers may, during public meetings, offer objective criticism of school operations and programs, the board will not hear personal complaints concerning district personnel nor against any person connected with the school system unless that complaint is an agenda item having followed the process described below. To do so could expose the board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The board president will direct the patron to the appropriate means for board consideration and disposition of legitimate complaints involving individuals.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to any board consideration however, the following should be completed:

1. Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
2. Unsettled matters from (1) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for certificated employees and support staff. At this level, if requested by the administrator, the complainant shall put the complaint in writing.
3. Unsettled matters regarding certificated employees from (2) above or problems and questions concerning the school district should be directed to the superintendent.
4. If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board in writing. The board will follow policy 1005.1 in handling public complaints.

Cross Reference:     204.10 Agenda  
                          204.12 Public Participation at Board Meetings  
                          1005.1 Public Complaints

**Approved** 03/15/2010

**Reviewed** 01/25/2016

**Revised** \_\_\_\_\_

**POLICY 204.12**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**PUBLIC PARTICIPATION IN BOARD MEETINGS**

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board shall set time aside for citizen participation, either at a specific time during the meeting or during the discussion of agenda items. The board has the discretion to limit the amount of time set aside for public participation.

If the pressure of business or other circumstances dictate, the board president may decide to eliminate this practice at a particular meeting. The board president will recognize these individuals to make their comments at the appropriate time. The orderly process of the board meeting shall not be interfered with or disrupted. Only those speakers recognized by the board president shall be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments or another individual causing disruption may be asked to leave the board meeting.

Citizens wishing to address the board on a certain agenda item must notify the superintendent prior to the board meeting. Citizens wishing to present petitions to the board may do so at this time. However, the board will only receive the petitions and not act upon them or their contents.

Subjects for comment should involve areas within the board's proper responsibility. Discussion on unrelated matters is to be discouraged.

Individuals who have a complaint about employees may bring their complaint to the board only after they have followed board policy addressing citizens' complaints. Students who have a complaint may only bring their complaint to the board after they have followed board policy addressing students' complaints.

Any written or printed materials to be circulated for a meeting of the school board must be submitted to the superintendent by the Wednesday preceding a Monday night meeting. This material will be transmitted to the members of the board for their consideration.

Legal Reference: Nebraska Statute 84-1408 to 1414

Cross Reference: 201.7 School Board Liability  
 204.3 Public Hearings  
 204.10 Agenda  
 403.5 Public Complaints about Employees

**Approved** 01/20/2003

**Reviewed** 02/23/2015, 10/14/2021

**Revised** 09/14/2009

**POLICY 204.12**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

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**Instructions for members of the public who wish to speak:**

- **Getting Started:** When you have been recognized, please stand and state your name.
- **Time Limit:** Tonight the board will allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker. You may speak only one time.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or student matter involving an individual, please understand that our policies may require you to follow the district's complaint procedure before addressing the board. Board members will generally not respond to any questions you ask or comments you make about individual staff members or students. Please remember that slanderous comments will not be tolerated.
- **General Rules:** This is a public meeting for the conduct of business. Comments from within the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter which is not on the agenda and will not take action upon the conclusion of public comment.

If the pressure of business or other circumstances dictate, the board president may decide to eliminate this practice at a particular meeting. The board president will recognize these individuals to make their comments at the appropriate time. The orderly process of the board meeting shall not be interfered with or disrupted. Only those speakers recognized by the board president shall be allowed to speak. Comments by others are out of order. If disruptive, the

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Cross Reference: 201.7 School Board Liability  
204.3 Public Hearings  
204.10 Agenda  
403.5 Public Complaints about Employees

Approved 1/20/03 Reviewed 2/23/15, 10/14/21 Revised 9/14/09

**POLICY 706.6  
GERING PUBLIC SCHOOLS  
GERING, NE**

**PAYMENT FOR GOODS AND SERVICES**

The Board will give final approval to all payments of bills. Payment of bills shall be submitted by the superintendent for the Board's approval only after verification of delivery and satisfaction by the department or staff receiving the item(s). No payment for goods or services shall be made unless both an itemized invoice showing the name of the person or firm to whom payment is due is presented, and a receiving document bearing the signature of an authorized school employee is on file. Furthermore, the invoice must have been issued in response to an approved purchase order. The business manager shall audit all claims and shall submit the same to the Board of Education for approval and authorization for payment.

School district moneys shall be disbursed only upon final Board approval of the monthly list of bills with the exception of Imprest checks. Each district check shall show the legal identification of the district by name and address and the depository or investment account upon which the check is drawn. It shall also specify the amount to be paid and to whom payment is made, from what funds, for what purpose, the date of payment, and the number of the check.

**Approved 11/17/03**

**Reviewed 6/29/11, 1/28/20**

**Revised 7/18/11, 2/17/20**

**POLICY 706.6**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**PAYMENT FOR GOODS AND SERVICES**

Payment of bills shall be submitted by the superintendent for the Board's approval only after verification of delivery and satisfaction by the department or staff receiving the item(s). No payment for goods or services shall be made unless both an itemized invoice showing the name of the person or firm to whom payment is due is presented, and a receiving document bearing the signature of an authorized school employee is on file. Furthermore, the invoice must have been issued in response to an approved purchase order. The business manager shall audit all claims and shall submit the same to the Board of Education for approval and authorization for payment.

The Board will give final approval to all payments of bills. **However, certain bills may be processed before formal approval to ensure efficient business operations. Bills that qualify for this exception are:**

- **Payment of registration fees that have deadlines before the next board meeting and cannot be billed directly to the district.**
- **Repayment for pre-approved individual expenses that would otherwise need to be advanced by an event attendee.**
- **Mileage or fuel expense for an employee using a personal vehicle for pre-approved school business.**
- **Other miscellaneous payments having specific approval of the Superintendent that cannot be delayed until the next board meeting.**

**A list of any such payments made prior to Board approval will be provided at the next board meeting for formal approval.**

School district monies shall be disbursed only upon final Board approval of the monthly list of bills with the exception of Imprest checks. Each district check shall show the legal identification of the district by name and address and the depository or investment account upon which the check is drawn. It shall also specify the amount to be paid and to whom payment is made, from what funds, for what purpose, the date of payment, and the number of the check.

Approved 11/17/03

Reviewed 6/29/11, 8/5/19

Revised 7/18/11, 8/19/19

# Memo

**To:** Nicole Regan  
**From:** Mario Chavez  
**cc:** Lindsey Mashek  
**Date:** 4/21/2022  
**Re:** Early Graduation Request

---

I have received a request from Rosemary Cota, a 2023 graduation cohort senior for early graduation from Gering High School.

I believe that all requirements, set forth by Gering Public School Board of Education Policy 611.08 – Early Graduation have been satisfied. Rosemary has the ability to meet all graduation requirements by the end of the 1<sup>st</sup> semester of the 2022-2023 school year. Rosemary has a plan post-graduation and will enroll for the Spring semester 2023 at Western Nebraska Community College to get early start to her post secondary education.

Please review the attached letters of support from Amanda and her parents.

I recommend Rosemary be allowed to pursue her plan to complete her high school degree requirements and graduate from Gering High School at the conclusion of the 1<sup>st</sup> semester of the 2022-2023 school year.

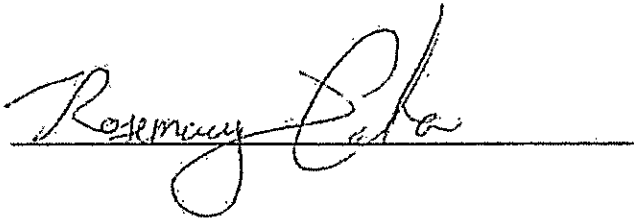
04-19-2022

Rosemary Cota  
1445 N street Gering NE, 69341  
(308)-637-1060

To whom it may concern,

I would like to request an early graduation for December in 2022. I have already spoken to the counselor, Rick Marez, about graduating early and I have met all of the graduation requirements after I have passed the first semester in my senior year. I am making this request because I would like to attend WNCC spring semester 2023, to begin taking classes for an Associates of Arts in Information Technology. Following my graduation from WNCC, I am planning to transfer credits from WNCC to Chadron State, majoring in Art with Graphic Design, with a minor in Business Information Systems. After graduating Chadron State, I plan on applying for an internship/ job placement in the Graphics/Web Design field. Because this course of study could take from 4-6 years, I would like to get an early start. My goal is to have a career in animation or designing graphics for companies. Thank you for this time and consideration in this matter,

Sincerely,  
Rosemary Cota

A handwritten signature in cursive script, reading "Rosemary Cota", is written over a horizontal line.

04/19/2022

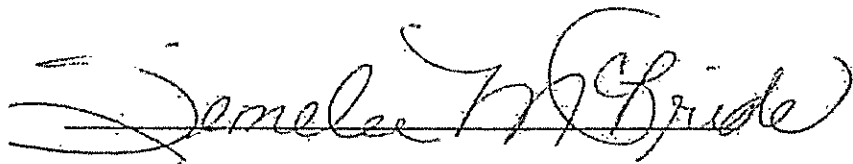
Semelee McBride  
1445 N Street  
Gering NE 69341  
308-641-1953

To whom it may concern,

I would like to request an early graduation for my daughter Rosemary Cota for December of 2022. I have spoken with my daughter's counselor Mr. Marez and have verified that after the fall semester of the 2022-2023 year at Gering High School she will have met all the requirements for graduation. I am making this request so that she may get a head start on her future career. She is planning to attend WNCC in the spring of 2023 to acquire an AA in Information Technology and from there transfer to Chadron State College to major in Art with Graphic Design with a minor in Business Information Systems. After graduating Chadron State, she plans to take advantage of the Internship/Job placement programs offered through Chadron State. As this course of study could take 4-6 years, I believe it would be to her benefit to get started as soon as possible. Thank you for taking the time to consider this opportunity for my daughter.

Sincerely,

Semelee McBride

A handwritten signature in cursive script that reads "Semelee McBride". The signature is written in black ink and is positioned below the typed name.

# Memo

**To:** Nicole Regan  
**From:** Mario Chavez  
**cc:** Lindsay Mashek  
**Date:** 5/18/2022  
**Re:** Early Graduation Request

---

I have received a request from Shaylynn Sauder, a 2023 graduation cohort senior for early graduation from Gering High School.

I believe that all requirements, set forth by Gering Public School Board of Education Policy 611.08 – Early Graduation have been satisfied. Shaylynn has the ability to meet all graduation requirements by the end of the 1<sup>st</sup> semester of the 2022-2023 school year. Shaylynn has a plan post-graduation and will enlist early into the U.S. Armed Forces.

Please review the attached letters of support from Shaylynn and her parents.

I recommend Shaylynn be allowed to pursue her plan to complete her high school degree requirements and graduate from Gering High School at the conclusion of the 1<sup>st</sup> semester of the 2022-2023 school year.

Dear School Board,

I am writing this letter to try and convince you on why I deserve to graduate early. I have been recruited to the army by recruiting officer Jeffrey A. Gleason, you may contact him by his phone number at (531)-248-6941. I would like to graduate early to leave for basic in January. I have had 2 amazing years at gerling high school and I'm ready to do whatever it takes during the last few months to get ready to further my career in the counseling and psychology field and serve our county while doing something I am passionate about. Thank you for your time and consideration in letting me graduate early. Below you will find the letter from my dad giving me permission to graduate early.

Sincerely,

Shaylynn A. Sauder

# Memo

**To:** Nicole Regan  
**From:** Mario Chavez  
**cc:** Lindsay Mashek  
**Date:** 5/3/2022  
**Re:** Early Graduation Request

---

I have received a request from Joshua Buskirk, a 2023 graduation cohort senior for early graduation from Gering High School.

I believe that all requirements, set forth by Gering Public School Board of Education Policy 611.08 – Early Graduation have been satisfied. Josh has the ability to meet all graduation requirements by the end of the 1<sup>st</sup> semester of the 2022-2023 school year. Joshua has some family obligations to tend to and would like more time to assist his family during this time.

Please review the attached letters of support from Joshua and his parents.

I recommend Joshua be allowed to pursue his plan to complete his high school degree requirements and graduate from Gering High School at the conclusion of the 1<sup>st</sup> semester of the 2022-2023 school year.

130900 CR 32  
Minatare, Ne 69356  
4/28/2022

Mr, Mario Chavez  
Principal, Gering High School  
1500 u st  
Gering, NE 69341

Dear Mr. Chavez

Regarding Early Graduation

I am writing this letter to request admission into the early graduation program. I have spoken with one of the counselors and they have informed me that I am on track and not credit deficient. They have also informed me that I would need the following classes to graduate: American Government, Personal Finance, and English. I am requesting this with the permission of my parents, because of my brother Jordan. He is physically handicapped and needs around the clock care, and because of this it is getting harder for my parents to take care of him by themselves. It would be a great weight off their shoulders to have me around to help with him throughout the day. It is because of this I would like to enter the early graduation program, and complete the aforementioned required classes in the morning allowing me to leave at lunch to go home and help my parents. I look forward to your response and hope you understand why I am making this request. If you have any questions please let me know.(308)-783-6402.

Respectfully,

  
Joshua Buskirk

To whom it may concern,

I approve Joshua Buzkuk  
graduating early. Do to helping  
me with his brother who is round  
the clock total care handicapped.

Sincerely,

Mrs. Pamela Buzkuk

**POLICY 204.12**  
**GERING PUBLIC SCHOOLS**  
**GERING, NE**

**PUBLIC PARTICIPATION IN BOARD MEETINGS**

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Legal Reference: Nebraska Statute 84-1408 to 1414

Cross Reference: 201.7 School Board Liability  
204.3 Public Hearings  
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403.5 Public Complaints about Employees

Approved 1/20/03 Reviewed 2/23/15 Revised 9/14/09

**INTERLOCAL AGREEMENT FOR  
DAY SCHOOL / TREATMENT FACILITY  
AMENDED MAY 2022**

This **Amended Interlocal Agreement ("Agreement")** is made and entered into under the provisions of the Nebraska Interlocal Cooperation Act, NEB. REV. STAT. §§ 13-801 to 13-827 ("Act"), between:

Educational Service Unit No. 13 (hereinafter referred to as "ESU 13"), Alliance Public School District No. 07-0006 (hereinafter referred to as "Alliance"), Banner County Public School District No. 04-0001 (hereinafter referred to as "Banner County"), Bayard Public School District No. 62-0021 (hereinafter referred to as "Bayard"), Bridgeport Public School District No. 62-0063 (hereinafter referred to as "Bridgeport"), Gering Public School District No. 79-0016 (hereinafter referred to as "Gering"), Hay Springs Public School District No. 81-0003 (hereinafter referred to as "Hay Springs"), Hemingford Public School District No. 07-0010 (hereinafter referred to as "Hemingford"), Kimball Public School District No. 53-0001 (hereinafter referred to as "Kimball"), Leyton Public School District No. 17-0003 (hereinafter referred to as "Leyton"), Minatare Public School District No. 79-0002 (hereinafter referred to as "Minatare"), Mitchell Public School District No. 79-0031, (hereinafter referred to as "Mitchell"), Morrill Public School District No. 79-0011, (hereinafter referred to as "Morrill"), Potter-Dix Public School District No. 17-0009 (hereinafter referred to as "Potter-Dix"), Scottsbluff Public School District No. 79-0032 (hereinafter referred to as "Scottsbluff"), Sidney Public School District No. 17-0001 (hereinafter referred to as "Sidney"), and Sioux County Public School District No. 83-0500 (hereinafter referred to as "Sioux County").

The school districts are referred to collectively as "Districts". ESU 13 and the Districts are referred to collectively as "Parties".

WHEREAS, the Act provides that two or more public agencies may enter into an agreement for joint or cooperative action, and this Agreement is made and entered into pursuant to the provisions of that Act; and

WHEREAS, the Parties are school districts and an educational service unit and, therefore, also public agencies and political subdivisions of the State of Nebraska;

WHEREAS, the Parties desire to make the most efficient use of their taxing authority and other powers to enable them to cooperate with each other and other entities as further agreed on the basis of mutual advantage to provide goods, services, and facilities in a manner and pursuant to forms of governmental organization that will accord the best results in terms of

geographic, economic, population, and other factors that will influence the needs and development of the Parties;

WHEREAS, the Parties have passed resolutions authorizing each party to approve and enter into this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed by the parties as follows:

**1. No Separate Legal Entity.** This Agreement does not establish a separate legal or joint entity.

**2. Purpose.** The purpose of this Agreement is to operate a Day School / Treatment Facility, (hereinafter "Facility") which will include specialized therapeutic and educational services on a full time basis for youth that have been determined to meet entrance criteria at ESU 13, and to enter into any arrangements or agreements that are desirable or necessary to achieve this purpose.

**3. Term.** This Agreement shall commence on June 1, 2020 and shall continue until terminated by the Parties as provided herein, with a minimum term of 5 years.

**4. Administration.** The ESU 13 Administrator ("Administrator") shall be responsible for jointly administering the cooperative undertaking described in this Agreement, with the input of the superintendents of the Districts. The Administrator and District Superintendents shall meet bi-annually to discuss the operation and budget of the Facility. The Administrator may take any action authorized, either explicitly or implicitly, by the Interlocal Cooperation Act, including any action that may be necessary to perform the duties and functions as provided in this Agreement.

**5. Fiscal Agent.** ESU 13 shall serve as the fiscal agent for the purposes of this Agreement. The fiscal agent shall segregate funds contributed to a project pursuant to this Agreement from other funds it maintains and shall provide and review bi-annual statements to the Parties of all activity. The fiscal agent will thereafter be authorized to make all necessary and appropriate expenditures in support of the project.

**6. Control and Supervision.** ESU 13 shall exercise the degree of control and supervision of the Facility as necessary to achieve the purpose(s) of this agreement. Such control and supervision will include the enforcement of any rules and regulations adopted by the Parties for the safety of persons engaged in use of the Facility.

**7. Care and Maintenance.** ESU 13 shall be responsible for the general maintenance and care of the Facility, subject to financial payments or contributions made by the Districts.

**8. Facility Improvements.** ESU 13 may make such alterations, improvements, and repairs to the Facility as it desires without other Parties' approval. In circumstances where (1) capital construction additions or improvement expenses will be passed on to the Parties, the other Parties' must approve said facility improvements in writing and (2) the alterations, improvements, or repairs that need to be approved by the appropriate regulatory authority are so approved by that authority.

**9. Utilities.** ESU 13 shall be responsible for the payment of all utilities.

**10. Districts' Contributions.** ESU 13 shall, based upon the anticipated costs and outside contributions, determine the Districts' share of the annual facility expenses. Districts shall have the following payment options:

1. Option One – pay an all-inclusive amount proportionate to school district student enrollment;
2. Option Two – pay a flat dollar amount for services for membership in this Agreement (for the first year of this Agreement the flat dollar amount is \$3,333.00) plus a per seat cost.

Exhibit A, attached hereto, identifies each District's Option choice and initial annual cost. Districts shall not change their Option choice within the first 5 years of this Agreement, unless approved by Administrator or allowed pursuant to this paragraph. By June 1st of each year, Administrator will advise Districts of the upcoming school year's costs, which shall become effective September 1st. Administrator may increase the annual Districts' costs by up to 5% per year (due to cost of living/payroll increases, etc.). If the Administrator increases the annual cost by more than 5%, Districts shall have the right to change its Option choice or withdraw from the Agreement by giving notice to Administrator by July 15th.

**11. ESU 13 Responsibilities.** ESU 13 agrees to act as the Consortium Coordinating Agency, and as such, agrees to:

- A.** Furnish the therapeutic and educational personnel for the Facility as well as administrative personnel to manage all administrative duties in regard to this Agreement.

- B. Perform all the bookkeeping and financial operations necessary to manage this Agreement.
- C. Prepare and submit all necessary reports and agreements as required for the management of this Agreement.

**12. Expenses.** Unless provided otherwise herein, all expenses resulting from this Agreement shall be paid by ESU 13.

**13. Manner of Acquiring, Holding, and Disposing of Real and Personal Property.** The Parties' respective governing boards shall determine the manner of acquiring, holding, or disposing of real property in the event that such a need arises. In no event shall the Administrator have the authority to acquire real property on behalf of the Parties. The Administrator shall have the authority to acquire and hold any personal property that is needed or required for the implementation of any purpose of this Agreement. The title to all such personal property shall be held in the name of ESU 13. ESU 13 shall have the authority to dispose of such personal property, provided that (a) any such disposal shall comply with state law, and (b) any funds raised from such sale shall be shared by the parties in proportion to their contribution made to obtain the property.

**14. Financing and Budgeting.** The Administrator, or his or her designee, with input from the Districts' Superintendents will prepare and approve a budget on an annual basis based on a fiscal year that begins on September 1st and ends on August 31st. Each Party will budget separately to pay the costs and expenses that it will reasonably and necessarily incur to fulfill its obligations under this Agreement.

**15. Taxes.** This Agreement does not grant the Parties any authority to levy, collect, or account for any tax authorized under sections 13-318 through 13-326 or 13-2813 through 2816. The Party owning the Property will be liable for any real estate tax or assessment on such Property.

**16. Nondiscrimination.** The Parties shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement 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.

**17. Notice of Participation and Withdrawal of Party.** Unless a district notifies ESU 13 of its intent to withdraw from the Day School / Treatment Facility and this Agreement prior to March 1<sup>st</sup> of the current year, the district is committing to participate in the Facility and this Agreement for two years beyond the current year. Any party may withdraw from this

Agreement by giving written notification to the remaining parties by March 1<sup>st</sup> of the current year. Such withdrawal shall become effective two years from the end of the year notification is received. A party who has withdrawn shall have no right to accumulated assets of the Interlocal Cooperative Agency, nor shall the withdrawing party have a right to require the remaining parties to liquidate or otherwise dispose of assets of the Interlocal Cooperative Agency.

**18. Default.** A party shall be in default under this Agreement if it breaches, defaults on or otherwise fails to perform or satisfy any agreement, obligation, term, covenant, condition or provision set forth herein or arising hereunder, and such breach, default or failure to perform continues for a period of thirty (30) days after the party receives written notice of such breach or failure to perform from the other party; or, if such breach cannot reasonably be cured within such 30-day period, and the breaching party fails to commence to cure such breach within such thirty (30) days after notice from the non-breaching party or fails to proceed diligently to cure such breach within a reasonable time thereafter. Upon default by a party, the remaining parties may pursue any remedy provided by law.

**19. Liability Insurance.** Each party shall obtain and pay for its own liability insurance coverage for their participation in this Agreement. The minimum coverage under such insurance shall be \$1,000,000 for one accident and \$5,000,000 in the aggregate.

**20. New Members.** The Parties may add additional parties (at the then existing cost/rates) to this Agreement by the majority consent of the then current member Parties.

**21. Notice.** Each Party giving any Notice ("Notice") under this Agreement must give written Notice by personal delivery, registered or certified Mail (In each case, return receipt requested and postage prepaid), or electronic mail to the School Districts' superintendents and the ESU 13 Administrator at the address on file with the Nebraska Department of Education. Notice is effective only if the party giving the Notice has complied with this section.

**22. Reservation of Rights.** Each party reserves the right to enforce its own rights, obligations, or benefits of this Agreement.

**23. Amendments and Modifications.** The Parties may amend or modify this Agreement only by a signed, written unanimous agreement that identifies itself as an amendment or modification to this Agreement. No other alterations in the terms of this agreement shall be valid or binding.

**24. Severability.** If any provision of this Agreement is determined to be unenforceable, the remaining provisions of this Agreement remain in full force, if the essential terms and conditions of this Agreement for each party remain enforceable.

**25. Counterparts.** The Parties may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. The signatures of all of the Parties need not appear on the same counterpart, and delivery of an executed counterpart signature page by facsimile or other electronic means is as effective as executing and delivering this Agreement in the presence of the other Parties to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each party to the other party. In proving this Agreement, a party must produce or account only for the executed counterpart of the party to be charged.

**26. Assignment.** The Parties shall not assign or otherwise dispose of this Agreement or any duty, right, or responsibility contemplated in this Agreement to any other person or entity without the previous written consent of the other Parties.

**27. Entire Agreement.** The Agreement is the complete and exclusive expression of the Parties' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the Parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement.

This **AMENDED AGREEMENT** shall be effective upon its approval by the Board of Education of Alliance Public School District No. 07-0006, the Board of Education of Banner County Public School District No. 04-0001, the Board of Education of Bayard Public School District No. 62-0021, the Board of Education of Bridgeport Public School District No. 62-0063, the Board of Education of Gering Public School District No. 79-0016, the Board of Education of Hay Springs Public School District No. 81-0003, the Board of Education of Hemingford Public School District No. 07-0010, the Board of Education of Kimball Public School District No. 53-0001, the Board of Education of Leyton Public School District No. 17-0003, the Board of Education of Minatare Public School District No. 79-0002, the Board of Education of Mitchell Public School District No. 79-0031, the Board of Education of Morrill Public School District No. 79-011, the Board of Education of Potter-Dix Public School District No. 17-0009, the Board of Education of Scottsbluff Public School District No. 79-0032, the Board of Education of Sidney Public School District No. 17-0001, and the Board of Education of Sioux County Public School District 83-0500, and upon execution of such

agreement by the Presidents of such school districts.

**SIGNATURE PAGES TO FOLLOW**

**ALLIANCE PUBLIC SCHOOL  
DISTRICT NO. 07-0006**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**BANNER COUNTY PUBLIC SCHOOL  
DISTRICT NO. 04-0001**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**BAYARD PUBLIC SCHOOL  
DISTRICT NO. 62-0021**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**BRIDGEPORT PUBLIC SCHOOL  
DISTRICT NO. 62-0063**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**GERING PUBLIC SCHOOL  
DISTRICT NO. 79-0016**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**HAY SPRINGS PUBLIC SCHOOL  
DISTRICT NO. 81-0003**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**HEMINGORD PUBLIC SCHOOL  
DISTRICT NO. 07-0010**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**KIMBALL PUBLIC SCHOOL  
DISTRICT NO. 53-0001**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**LEYTON PUBLIC SCHOOL  
DISTRICT NO. 17-0003**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**MINATARE PUBLIC SCHOOL  
DISTRICT NO. 79-0002**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**MITCHELL PUBLIC SCHOOL  
DISTRICT NO. 79-0031**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**MORRILL PUBLIC SCHOOL  
DISTRICT NO. 79-0011**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**POTTER-DIX PUBLIC SCHOOL  
DISTRICT NO. 17-0009**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**SCOTTSBLUFF PUBLIC SCHOOL  
DISTRICT NO. 79-0032**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**SIDNEY PUBLIC SCHOOL  
DISTRICT NO. 17-0001**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGES TO FOLLOW**

**SIoux COUNTY PUBLIC SCHOOL  
DISTRICT NO. 83-0500**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

**ADDITIONAL SIGNATURE PAGE TO FOLLOW**

**EDUCATIONAL SERVICE UNIT NO. 13**

Dated \_\_\_\_\_

By \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board

# EXHIBIT A

OPTION 1	
DISTRICT NAME	ANNUAL COST
Alliance	\$34,846.00
Banner County	\$3,175.00
Bayard	\$9,657.00
Bridgeport	\$11,801.00
Gering	\$48,287.00
Hay Springs	\$4,710.00
Kimball	\$10,266.00
Leyton	\$4,180.00
Minatare	\$4,815.00
Potter-Dix	\$4,921.00
Scottsbluff	\$86,467.00
Sioux County	\$2,566.00

OPTION 2	
DISTRICT NAME	ANNUAL COST
Hemingford	\$3,333.00 plus per seat cost
Mitchell	\$3,333.00 plus per seat cost
Morrill	\$3,333.00 plus per seat cost
Sidney	\$3,333.00 plus per seat cost



# Sixpence CCP Yearly Report

to be completed and uploaded onto [www.singasongofsixpence.org](http://www.singasongofsixpence.org) one week prior to CQI visit.

## Contact Information

<b>Authorized Representative (NDE considers the Superintendent to be the Authorized Representative):</b> <b>Nicole Reagan</b>	<b>Phone:</b> 308-436-3125 <b>Email:</b> <a href="mailto:nreagan@geringschools.net">nreagan@geringschools.net</a> <b>Fax:</b>	
<b>Mailing Address:</b> 1519 10 <sup>th</sup> St.	<b>City:</b> Gering	<b>Mailing Address:</b> 1519 10 <sup>th</sup> St.
<b>Program Contact:</b> <b>Renee Miller</b>	<b>Phone:</b> 308-636-3696 <b>Email:</b> <a href="mailto:rmiller@esu13.org">rmiller@esu13.org</a> <b>Fax:</b> 308-635-0680	
<b>Mailing Address:</b> 4215 Avenue I	<b>City:</b> Scottsbluff	<b>Mailing Address:</b> 4215 Avenue I
<b>Financial Contact: Shawna Payne</b> <b>Address (if different from above):</b>	<b>Phone:</b> 308-436-3125 <b>Email:</b> <a href="mailto:spayne@geringschools.net">spayne@geringschools.net</a> <b>Fax:</b>	
<b>Mailing Address:</b> 1519 10 <sup>th</sup> St.	<b>City:</b> Gering	<b>Mailing Address:</b> 1519 10 <sup>th</sup> St.

## Community Partnerships

**X** Verify that all Partnership Agreements/MOUs/LOAs, etc. are being renewed and will be uploaded by July 31, 2022. Sixpence Partnership Agreement template is available on [www.singasongofsixpence.org](http://www.singasongofsixpence.org).

## Professional Development

List the professional development planned for **CCP program staff AND Child Care Partners** by entering the information below, OR  
 Provide as an attachment.

### For CCP Providers

- \*Learning Partner Events (August-November and January-June)\* for CCP Staff
- \*Director Learning Partner Events (August-November and January-June)\* for CCP Directors/Assistant Directors
- \*Western Nebraska Early Childhood Conference (October)\* for CCP Staff
- \*Excellence in Early Childhood Conference (February)\* for CCP Staff
- \*Rooted in Relationships Pyramid Training (dates TBD) for CCP participating Staff
- \*Elevate Conference (Summer 2021) \*For CCP Directors/Family Home Owners

### For Grant Staff

- \*Western Nebraska Early Childhood Conference (October)
- \*Excellence in Early Childhood Conference (February)
- \*NDE Coach Booster Training (coaches attend each of these as scheduling allows)
- \*Sixpence CCP PC/ Coach Quarterly Meetings (PC and coaches attend each of these either in-person or via Zoom)
- \*National Conference (TBD)
- \*Rooted in Relationships Pyramid Training (dates TBD)
- \*Elevate Conference (Summer 2021)

Does a representative from the Sixpence CCP program participate in the Early Childhood Professional Development Partnership or Regional Training Coalition Advisory group? **Yes/No** If yes, please identify: Nici Johnson, Renee Miller, Kalyn Tisue

**Complete the corresponding information about all of your CCP Providers:**

2 # of infants/toddlers on CCP waiting lists	8 # CCPs participating in Child Care and Adult Food Program. If not participating, list reasons/barriers:
1 # of infants/toddlers in Early Head Start	*1 center is not currently doing it, but has started the paperwork to get enrolled.
1 # of infants/toddlers in EDN	
3 # of infants/toddlers referrals made to EDN	2 # CCPs offering care more than 12 hrs/day, 5 days/wk,
All CCP Providers operate year-round (with exceptions for holidays, etc.) OR Other, describe:	

**Evidence Based Practices Used (expand boxes as needed)**

Component	Model/Curriculum Name
Child Assessment- list all to be used and training plan	Ages & Stages Questionnaire: 3 <sup>rd</sup> Edition (training/coaching on how to use as assessment has occurred at Learning Partner Events and in coaching)
Curricula- list all used and training plan	Creative Curriculum (training and support for new staff during Learning Partner Events)
Child Screener (list all used)	Ages & Stages Questionnaire: 3 <sup>rd</sup> Edition (training at Learning Partner Event in Year 1 and continued training in coaching/training provided for new partners)
Other Evidence-Based Practices/Models Used (i.e. Pyramid, Ready Rosie, Second Step, etc.)	Planning to implement the Pyramid Model with our Cycle 2 partners in the grant year beginning July 2023—programs are just not in a place where they can handle preparing for rating and also implementing the Pyramid Model in the same year.

**CCP Program Staff (add boxes as needed)**

Name of Program Coordinator AND Coaches (if applicable)	Position Title	FTE	# EC Credit hours	Qualifications	% FTE paid with grant funds	Checked against NE registry?	Check if new hire since last report
Renee Miller	Program Coordinator	31.3 %		BS in Elem. Ed. And Early Childhood; MS in Curriculum and Instruction	100%	yes	
Dawn Terrell	Coach Mentor	Full		Ass. Degree, BS, and MA in Early Childhood Education	100%	yes	
Kalyn Tissue	Coach Mentor	16%		BS in Elementary Education	100%	yes	
Nici Johnson	Supervisor Mentor	5%		BA in Special Education/ Communication Disorders;	100%	yes	

CCP Staff (PC/Coach) rate: 0 %  
 Explain any turnover:

Name of CCP owner/director	Type of program	Name of Program	Current Step Up To Quality Rating	Check if new to partnership since last report
JoAnn Golden	Center	Golden Child Development Center	4	
Danielle Self	Center	Kids R Us	4	
Libby Holmes	Center	Blessed Beginnings	2	
Jill Wilkins	Center	Kangaroo Court	1	
Valerie Mendoza	Family Home	Kids Inc.	1	
Bertha Sayaloune	Family Home	Country Bear Daycare	2	
Lisa Morlock	Family Home	A Mother's Touch	2	
LeAnn Tarr	Family Home	LeAnn's Little Lambs	1	

**Program Updates (expand boxes as needed)**

1. Describe how the Sixpence CCP Program is part of the district and school improvement process.

Sixpence Grant Staff are employed by Educational Service Unit #13; as employees of ESU 13 the staff members participate in the Unit Improvement Process as well as sit on varying committees. Work done in these committees helps to improve the services offered to member school districts as they work through their school improvement processes.

2. Describe highlights and successes from the current program year.

**For Providers**

July, as always, was a pretty quiet month for our programs. We don't usually offer or engage in much Professional Development during this month as grant staff and providers need a break; they also often plan family vacations during this month. Coaching continued as per usual.

August means back to school time and for us, back to work! Learning Partner Events resumed in-person for center staff, center directors, and family home owners. The topic of the month was "Setting the Standards for High Quality in Early Childhood Programs".

Onboarding Trainings are a new offering for us this year. They are six hour introductory trainings being offered to Veteran Center Based Partners to assist them in onboarding new infant/toddler staff members. Once a new staff member attends this training the coach then follows up during coaching visits to support in the implementation of the high quality practices that were covered at the training. This training is set to be offered monthly with a rotating location based on needs of programs.

September's Learning Partner Events were centered around "Indoor Environments".

In October our Learning Partner Events were planned around "Trauma and Brain Development in Young Children". We provided financial support for partners who wished to attend the Western Nebraska Early Childhood Conference. Grant

Staff also attends this conference.

November's Learning Partner Events were all about "Professionalism". In November we did make the decision to move one of our LPE offerings to a Virtual format due to the increase in COVID cases and transmission in our area. Partners were able to access either an in-person training or a virtual option based on their comfort level.

December is always a quiet month for grant staff and partner programs; coaches continue to coach and offer support, but we try to let partners have a break during this super busy season.

In January our Learning Partner Event was focused on "Individualized Lesson Planning and Ongoing Assessment".

February means that we support partners in attending the Excellence in Early Childhood Conference in Chadron. Grant Staff also attends this conference. February Learning Partner Events were all about "Parent Engagement".

In March the Learning Partner Events were centered on "Developmentally Appropriate Practice".

Learning Partner Events will happen in April but we are still finalizing our topic, we think it will be a continuation of the Developmentally Appropriate Practices LPE from March. Also in April, the grant staff will be attending the NTI conference in Tampa, FL.

Learning Partner Events will happen in May as well, with the topic TBD based on program needs.

June is usually a quiet month for most partners; we tend to back off on the professional development in the summer months since programs are extra busy with their school-age kids back in their facilities. Grant Staff will be attending the Elevate22 Conference and the Nebraska Young Child Conference this month and we hope to be able to bring some directors and program staff with us to these events as well.

#### **For Grant Staff**

As we near the end of Grant Year 6 we are currently serving 7 family home child care programs and 2 centers. Three family homes are Veteran Partners; the remaining 4 family homes and 2 centers are new partners for Cycle 2. For the most part we are back in programs for in-person coaching, there are a couple that are still not comfortable with people coming in due to health issues within their families.

A coach is a certified Circle of Security Trainer and would normally have offered a class or two during the year, but didn't because COVID would have forced it to be virtual which she was not comfortable with. There also wasn't participant interest for a virtual class in the area she serves.

Six Minutes with Sixpence has been scaled back to about twice a month, but continues to be offered and the topics are tailored to what comes up within the programs we are serving.

Grant Staff began meeting with our Coach Consultant who was new to ESU13 this year.

Coaches attended Sixpence CCP PC/Coach Quarterly Meetings and attended the ESU 13 Mid-Winter Conference.

Program Coordinator continued to attend the Systems of Care: 0-8 workgroup which serves as our Advisory Board, participated in Sixpence CCP PC/Coach Quarterly Meetings, the ESU 13 Mid-Winter Conference, and co-chaired the Western Nebraska Early Childhood Conference Planning Committee. Each semester the program coordinator participates in the Western Nebraska Community College Early Childhood Education Advisory Board and is now also participating in the Planning Region Team #13 meetings.

Our final professional development piece for this grant year is an early childhood retreat. Our team will be participating in a collaboration and planning retreat in June or July with the Head Start/Early Head Start Management team, the Early Development Network team, and the Title 1C Migrant team. There will collaboration amongst the departments and also time for team planning for the next year.

**3. Describe challenges from the current year and how they were addressed.**

The bulk of our struggles this year have continued to be related to COVID-19. Coaching has been a blend of in-person, zoom calls, phone calls, and text messages based on program needs. Building relationships and empowering our partners to keep moving forward with quality has been difficult; from our lens it is due to everyone's struggles with getting back to a "new normal" after everything stopped in its tracks because of COVID.

We are working hard to help partners reach Step 2 before June 2022 so that they have plenty of time to prepare for rating in the 2022-2023 grant year.

**Challenges unrelated to CCP partners**

It has been difficult being in limbo with the Step Up to Quality 2.0 rollout. We know that changes are coming and to some extent they shared what those changes may be, but nothing is finalized so we are flying blind with our programs and aren't always sure how to advise them when we don't know what tool they will be rated with for sure. There will be things that need to be addressed differently depending on which tool their ratings will be based on and since we don't have roll out dates or final documents we are doing the best we can to prepare for rating.

**4. If not already rated Step 3 or higher, describe the specific plan and timeline for the CCP(s) to submit their Rating Readiness Tool to achieve at least a Step 3 within three years of signing their letter of agreement. Due to COVID-19 and SU2Q extending expiration dates for a calendar year, CCP will follow the same protocol.**

All new partners are at either Step 1 or Step 2 currently. We had previously set a deadline of August 31, 2022 for programs to submit for rating, however that has been changed as we're finding that some of our programs are struggling to move forward. At this time, our new tentative rating submission deadline is December 31, 2022, but there some flexibility there if absolutely necessary. We are expecting our partners to complete and receive a rating of Step 3 or higher prior to the end of the grant year on June 30, 2023.

**Program Plans (expand boxes as needed)**

**1. Describe your programming plans for the upcoming year, noting the impact due to COVID-19.**

**CYCLE 2 PARTNERS**

For our Cycle 2 Partners we are planning to continue with our training and coaching model as per usual; treating this year like it is Year 3 of their cycle. We plan to offer 9 Learning Partner Events that will cover grant and Step Up to Quality requirements and then use coaching time to follow up on the content and support implementation into the classrooms or program. Some of our priority tasks in Year 3 are to support the implementation of Creative Curriculum and ASQs, putting a deeper focus on family engagement, the implementation of a Literacy Program, and preparation for rating.

We learned about a Literacy Program at a CCP meeting earlier this year and we are on board with implementing a program similar to what was shared with us. We plan to do a quarterly offering for partner programs; they will be provided with a classroom copy of a book, student copies to send home, and support in using the books. Coaches will support teachers in planning activities to use the book across the domains and also support in creating a parent activity guide for each book so that when the book is sent home with the child the parents have a guide full of ideas on how to use the book. As we are a workforce development program our end goal is for partner programs to have the skills needed to do high quality practices without our support or assistance. Support will start off heavier and will decrease as we go through the year as classroom teachers build their own capacity to do these things. Once a teacher has created their implementation plan for the book, has been using the book in the classroom, and has created their activity guide for the parents, then they will receive the student copies to be sent home. This Literacy Program is also a Parent Engagement piece for our partners so we want to ensure that more engagement is happening than just sending home a free book. We feel strongly that if the children love the book because they've been reading it in the classroom and then it gets sent home with the guide for the parents that the parents will be more likely to engage with their child(ren) and

the book.

### **VETERAN PARTNERS**

For our veteran Family Homes we will continue to offer professional development and networking opportunities; which will be financially supported by covering the cost of registration fees, provider time, and mileage for two six hour events. Family Homes will also still have access to their coach (1 monthly visit minimum), additional coaching as requested/needed when program is working towards another rating, and access to the scholarship fund should there be dollars available after Cycle 2 partners have applied.

Veteran Center Based programs will have the same access to their coach (1 monthly visit minimum), additional coaching as requested/needed when program is working towards another rating, and access to the scholarship fund should there be dollars available after Cycle 2 partner have applied. In lieu of covering the cost of two professional development events for a few of their staff, Veteran Centers will have access to our onboarding training offering. A barrier for continued high quality that we have seen in centers is staff turnover, i.e. You have had all your infant/toddler staff participate in Sixpence and they know what to do. BUT, then you have a staff member leave. Now you have a new person in this classroom that doesn't know how to use the curriculum, how to do ASQs, how to conduct parent/teacher conferences, what the ERS is or means, what Sixpence CCP and Step Up to Quality are, or they may not even have a grasp on supervision of children. What we plan to offer is a 6 hour onboarding training to introduce these new infant/toddler staffers to these kinds of things so that the director and other staff are not solely responsible for explaining it all. Six hours will not be all the support the new staff needs, but it's a start and they will hopefully have a better idea of what questions they need to ask their director and colleagues. The new staff will also have a chance to meet and start relationship building with the coach in their program who will be able to check in with them and help them out on their monthly visits. We plan to offer these trainings quarterly (alternating between Scottsbluff and Sidney) and will cover mileage if the staff has to go somewhere outside of the community the center is located in. There is no charge for this training and no limit on how many infant/toddler staff they send to the onboarding trainings.

We are also considering offering the Circle of Security Classroom training to our Veteran Partners. One of our coaches has been trained in the facilitation of this Classroom Edition and should funding and case load allow it, we'd like to be able to offer the training and a stipend for providers who participate in the course.

### **2. When was your community's last Needs Assessment completed (could be conducted by School district, Health Department or Head Start partner) and are there any unmet needs?**

The most recent community needs assessment for Panhandle Early Childhood efforts was done Jan-April of 2017.

We have however been able to look at data from the recent Buffet report on how COVID effected Childcare and families. One of the results of that data that is reflected in our plan for next year is the continuation of the scholarship program.

**3. If additional funding were available, what needs do you have? Describe specifically your budget category and amount needed.**

At this point in time we are not asking for additional funds for the coming grant year. We will be in need of additional funds should we add new partners in the next cycle (2023-2026) as our grant funds just won't support all the veteran partners, new partners, and the additional staff we would need.

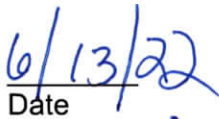
\_\_\_\_\_  
Sixpence CCP Program Representative  
(person completing this report)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Date

School District Representative  
(if signature above is not from the school district)



## CCP BUDGET JUSTIFICATION TEMPLATE

The Budget Justification Template must correspond with the Budget Template spreadsheet.

Contractors must provide the following two elements as part of the budget submission:

- Budget (Operational, Contractual, Leveraged Funds)
- Budget Justification

In certain situations, a Time Study may also be required.

Nebraska Children requires your organization to complete the budget and budget justification utilizing the templates provided. The budget justification needs to be an explanation of each of the components of the budget, which "justifies" the cost in terms of the proposed work. The explanation should focus on how each budget item is required to achieve the aims of the project and how the estimated costs in the budget were calculated. The important thing to show in the narrative is: How did you arrive at the numbers in the Budget?

In some situations it might be necessary to explain why an expense is necessary and/or how it would be utilized for the project.

In order to provide further details to the Budget Template, please complete the tables below. Detailed instructions are included in each table.

### CCP SPECIFIC GUIDANCE

NOTE: anything in RED is of utmost importance and includes guidance on non-allowable expenses

The budget justification needs to be an explanation of each of the components of the budget, which "justifies" the cost in terms of the proposed work. The explanation should focus on how each budget item is required to achieve the aims of the project and how the estimated costs in the budget were calculated. This project is 100% federally funded through a subaward from Nebraska DHHS to Nebraska Children and Families Foundation using Child Care Development Funds. All anticipated costs necessary to support the Child Care Partnership program must be explained. The budget must relate directly to the activities and staff identified in the application and should provide a rationale for the projected costs (e.g., how employee benefits are derived). With all purchases, you should consider

how it improves the quality of child care being offered for infants and toddlers. The budget should clearly indicate the portions to be supported through CCDF funds as well as funds leveraged or services provided by the applicant or partner agencies. Any single item over \$1,000 must be justified. Any single item over \$3,500 requires more than one bid.

All expenses must directly improve the quality of child care being offered for infants and toddlers. Any items that are purchased will only be allowable to use towards infants and toddlers alone. For items that are used in a child care setting where older children are also cared for, the child care partners will determine the percentage of use for increasing the quality of care for infants and toddlers. For example, a fence which is used by all children in a child care setting would be an allowable expense, up to the % of use by infants and toddlers; i.e., the fence estimate is \$1,000 and the child care partner has identified that infants and toddlers make up approximately 50% of the children in care who will be using the area where the fence is located. The child care partner can use \$500 of CCDF funding to pay for the fence. The provider or another funding source would then need to make up the difference in cost of the fence. If the items to be purchased are specifically being used for infants and toddlers and will not be used for or by any other aged children (like a crib) the total cost of the item may be used to purchase the item. The Cost Allocation Ratio for each child care partner, documenting the % of infants and toddlers to be served, will be reflected in the Letter of Agreement signed annually and will be applied effective July 1, 2022.

No funds shall be expended for the purchase or improvement of land, or for the purchase, construction, or permanent improvement of any building or facility. However, funds may be expended for minor facilities modifications to assure that providers meet State and local child care standards, including applicable health and safety requirements. So long as costs are reasonable and applicable to the program it will be allowed. It is important to remember that any expense must prove to better the child care service delivery of Infants and Toddlers in Nebraska. If there are specific items in question, they can be sent via Sixpence Administrator or CCP TA Specialist to DHHS for review.

Once the budget has been approved, Coaches work with child care partners to develop a written plan based on their Environmental Rating Scale scores and other things that improve quality, such as professional development. The written plan provides the rationale for expenditure requests. Plans listing specific items and supporting documentation (bids, vendor information, etc.) that show items to be purchased must be approved by Sixpence CCP TA Specialist before purchasing. TA Specialist may need to consult with the DHHS Program Specialist for approval.

All invoices submitted for reimbursement must include proof of payment and vendor/provider's full name, date, title and description of service, rate and total hours, if applicable. See document entitled, Guidance on Submitting CCP (CCDF) Monthly Expenditures and Supporting Documentation for information on reimbursement process and requirements, especially for guidance on using these federal funds to pay for food, beverages and snacks. As a reminder, these costs must be reasonable and necessary and be accompanied by support documentation such as an agenda with time, location, purpose and attendees. Examples of non-allowable food expenses would be dinner for a "networking" session held from 2-5pm. However, dinner (within the per diem rate set forth by the General Services Administration) provided at a required training 6:30-8:30pm would be allowed considering travel time and the working





service to be procured by contract and provide an estimate of the cost.

- Professional Educational Services (supporting the professional and technical development of personnel)
- Training and Development (may include dues, not travel)
  - Ex. Registration fees for workshops or trainings such as Circle of Security, Early Learning Guidelines, Safe with You, Go NAPP SAC, CPR/First Aid
- Ex. Child Care Providers: Hourly wages or stipends for attending trainings or meetings, stipends for receiving higher level of education or certification, hourly wages or stipends for substitute care while provider is at a training/meeting
- Ex. Substitutes for Child Care Providers to attend trainings, etc.
- Calculate costs separately (e.g., registration fees, training materials, meeting expenses) per each event
- All training opportunities must be detailed with calculated costs per participant and event
- It is allowable for each Coach/Program Coordinator and Child Care Provider to attend one out-of-state training or conference per budget year. Additional out-of-state trainings and/or conferences and/or conferences out the Continental United States requires prior approval to be reimbursed. See Travel section below for additional guidance. Child Care Providers must have a detailed agreement outlining expectations and procedures in place and must have met program requirement of achieving a Step 3 in Step Up to Quality to qualify for this expense.
- Mileage Paid to Staff (not to exceed federal rate; fuel for vehicles is not allowed)
- Other Professional Services:
  - Ex. Services supporting the instructional program and its administration. Examples include data entry personnel and secretarial support.
  - Ex. Trainers for professional development events or facilitators conducting workshops such as Circle of Security, Early Learning Guidelines, Safe With You, Go NAP SACC, CPR/First Aid. For each trainer/facilitator, enter the name, if known, service/programming to be provided, hourly or daily fee (8-hour day), and estimated time on the project.
  - Ex. Consultant Fees: For each consultant, enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project (e.g., Coaches, Presenters, Trainers)
  - Ex. Consultant Expenses: List all expenses to be paid to the individual consultant(s) in addition to their fees (e.g., travel, meals, and lodging)
- Technical Services (example: child care provided at a training for participants' children)
- Child Care Scholarships

Item	Rate	Total Operational Funds	Total Contractual Funds	Total Leveraged Funds
Staff Mileage	0.585 per mile for personal vehicles		\$2134.00	
ESU 13 Mileage	0.52 per mile for ESU 13 vehicles		\$1872.00	

National Conference Registrations for 2.66 staff	\$500.00 per person x 2.66 x 2 conferences (one with staff and one with providers)		\$2660.00
National Conference Registrations for 5 CCP's	\$500.00 per person x 8		\$4000.00
Trainer Fees	\$3333 for a regional conference or other event		\$3333.00
Registrations for Licensing Required Trainings	\$5.00 per hour of training (200 hours)		\$1000.00
Registrations for Regional Conferences	\$40 x 2 conferences x 12 people		\$960.00
Reimbursement for LPE	\$12.00 per hour of training + travel time		\$7920.00
Sub Reimbursement for LPE	\$12.00 per hour of training + travel time		\$1980.00
Infinite Campus	\$13.59 per child (estimate)	\$2150.00	
Veteran Partner Prof. Dev.	\$12.00 per hour of training		\$2310.00
Onboarding Veteran Partners	\$12 per hour for each 6 hour session		\$1728.00
SUTQ Rating Bonus	\$500 per step achieved		\$10000.00
CDA Class Reimbursement	\$15690 for registrations, provider time, and sub pay		\$20397.00
CDA Completion Bonus	\$100 per credential		\$2000.00
	<b>TOTAL</b>	<b>\$2150.00</b>	<b>\$62294.00</b>

**Justification:**

\$1502- Mileage to coach – Scottsbluff- 1x per month x 214 miles RT = 2568 x 0.585 = \$1502 -- TOTAL Sam = \$1502  
\$632 – Average local mileage 3 coaches @ 30 miles per month = \$632  
\$1872 - mileage to state meetings for use of ESU 13 vehicle @ .52 per mile = approx. 4 trips to Lincoln @ 900 miles.  
\$1330- National Conference registration for 2.66 staff (Dawn, 1/3 Renee, 1/3 Nici, Kalya) @ \$500 per registration estimate  
\$4000– National Conference registration for 8 CCP's  
\$3333 - Trainer fees for outside speaker Professional Development event for CCPs & Veteran Partners (VPs) and Creative Curriculum Training

\$1000 - Registration fees for Licensing Required trainings (ELG, MTP, GDTB, SWYs as needed)  
 \$960 - Registration fees for Regional Conferences  
 \$7920 - Reimbursement for training time for LPEs (\$3600) and PD for CCPs new and veteran providers (\$3840)  
 \$1980 - Sub reimbursement rate is \$12.00 per hour (5 LPEs for 12 staff) + Sub Pay for other PD (CLASS)  
 \$2150 - Infinite Campus Subscriptions @ \$13.59 per child in Operational Budget 4 FH, 2 Center + 2 VPs continued monitoring.  
 \$1728 - Onboarding Training for VP's; 4x yearly x 3 staff x 2 centers x \$12 per hour x 6 hours = \$1728  
 \$10000 - SUTQ Rating Bonus - \$500 for each step achieved (i.e. Step 3 gets \$500, Step 4 gets \$1000, and Step 5 gets \$1500) x 6 current partners + 2 VP  
 \$20397 - CDA Class Reimbursement for \$225 x 13 providers = \$2925 registration fees; \$12 x 7 hrs x 8 classes x 13 providers = \$8736 provider time; \$12 x 7 hrs x 8 classes x 13 providers = \$8736 Sub Pay; TOTAL \$15690  
 \$2000 - CDA Completion Bonus - \$100 per credential earned

**DIRECT EXPENSES**

**Other Property Services (400s)**

**Instructions:** Telephone and internet services are not included here (they are 500's.) Actual receipts/invoices and a narrative as to how the allocation was configured will be required to be reimbursed.

- Maintenance and Cleaning Services for space occupied or utilized by program staff, space for a training/meeting, equipment, and vehicles. Cost must be detailed with percentage of space used for programming. Non-Allowable: Occupancy costs associated with district owned buildings
- Rent: costs for renting or leasing office space occupied or utilized by program staff, space for a training/meeting, equipment, and vehicles. Cost must be detailed with percentage of space used for programming. Non-Allowable: Occupancy costs associated with district owned buildings
- Minor Facility Modifications: Any minor facilities modifications needed for the operations of program activities, excluding capital improvements, purchasing of buildings, land, or vehicles. Could include contracted construction/alterations if related to: floor covering installation, electrical work, ground work (NOT landscaping), fence installation, lead paint abatement and renovations of buildings. Any minor facilities modifications require prior approval from Sixpence CCP TA Specialist. Any single item over \$3,500 requires more than one bid. Any flooring -- apply the Infant/Toddler Cost Allocation up to \$25/sq.yd. Any fencing- apply the Infant/Toddler Cost Allocation up to \$30/ft. Non-Allowable: Construction of buildings, decks and porches, excavation, ceilings, weight-bearing walls, roofs, tornado shelter or any work done to a building not owned by the child care partner. Exceptions could be granted if licensing or another state entity requires equipment/structure to be repaired or replaced for safety reasons, with proper documentation provided to the Sixpence CCP TA Specialist.

Item	Rate	Total	Total
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**DIRECT EXPENSES**

**Supplies (600s)**

**Instructions:** Include the funds for the purchase of consumable supplies and materials. List any single item costing less than \$5,000. Provide the calculation for cost determinations. Infant/Toddler Cost Allocation, as documented in the Letter of Agreement with each child care provider will be applied for any supplies which are utilized by more than just infants/toddlers.

- General Supplies** Any cost pertaining to the consumable materials and/or the materials used for enhancing the quality of infants and toddlers in Family Child Care Homes and/or Centers. Examples include: supplies for family engagement/involvement events which support child care-to-home connections/supports (i.e. Ready Rosie subscriptions and incentives to participate), curriculum for child care partners (see approved list by Step Up to Quality), assessment tools (ex: ASQ-3, ASQ-SE), cots and mats, cribs (federally approved), high chairs, cribs mobiles, child sized tables and chairs, strollers, books, nursing supplies, storage containers, tummy time mats, exer-saucers, riding toys, glider rockers, bulletin boards, copier, printer, laminator, tables for events, barriers surrounding furnace or water heater; paint, area rugs, toddler sized toilets and sinks, diapers, wipes, sheets, baskets and storage tubs, fans, baby monitors, first aid kits, car seats, safety gates, outlet covers, other safety tools, locks, locked or indoor storage, thermometers, sunscreen, smoke detectors, carbon monoxide detectors, filing cabinet and office supplies required to meet Sixpence CCP program requirements, art supplies, paper goods/serving items for meals, outdoor shades, window covering, ground covering.
- Centers only: dishwasher, washing machine, dryer, oven, microwave, refrigerator, vacuum
- Program Coordinator/Coach only: office furnishings such as desks, shelving, office supplies. Non-allowable for child care providers.
- Computers – Apply the cost allocation, up to \$1,000 per groups of Infants/Toddlers. Technology-related supplies include supplies that are typically used in conjunction with technology-related hardware or software. Examples: monitor stands, iPads, and PC's that fall below capitalization thresholds of less than \$5,000.
- Non-Allowable expenses: gift cards, infant: swings, walkers, jumpers, bouncy seats, and rock 'n plays; swimming pools, trampolines, portable sinks, air conditioners, air cleaners, (de)/humidifiers, furnaces, showers, sliding glass doors, water heaters, couches for adult use, recliners for adult use, outdoor storage, and Promotional Items.
- Non-Allowable for Family Child Care Homes (with dual private use/occupation/residence): All of the above plus dishwasher, washing machine, dryer, oven, microwave, refrigerator, vacuum, furnishings available for dual usage (personal and business.)
- Utilities:** actual receipts/invoices and a narrative as to how the allocation was configured will be required to be reimbursed.
- Gasoline** fuel for vehicles is not allowed
- Technology devices**

Item	Rate	Total Operational Funds	Total Contractual Funds	Total Leveraged Funds
Family Engagement WOYC	Current Partners \$300 x 4 FH, \$400 x 2 Centers; VP \$400 x 2 Centers		\$ 2800.00	





