ESU 15, as a partner with our area schools and communities, will provide leadership and services to support the improvement of teaching and learning.

REGULAR MEETING April 16, 2024 AT 12:00 PM

AGENDA

1. Opening Procedures
    a. Call to Order
    b. Pledge of Allegiance
    c. Open Meetings Act
    d. Verification of Publication and Notification
    e. Roll Call
        i. Excuse Absent Board Members
2. Comments from Guests
3. Staff Presentations-Carol Kunnemann
4. Action Items
    a. Consent Agenda
        i. Approve Minutes of March Meeting
        ii. Approve April Bills
        iii. Approve the March Treasurer's report
        iv. Approve April Agenda
    b. Approve contract of Phillip Picquet, ESU 15 Administrator.
    c. Approve ESU 15 Master Calendar.
    d. Approve Occupational Therapy Services LLC Contract
5. Discussion Items
6. Reports
    a. Administrator
    b. Board
    c. Executive Session:
7. Adjournment

The Educational Service Unit Board of Directors reserves the right to go into closed session for purposes in accordance with LB 84-1410(1).

REGULAR MEETING

Monday, March 11, 2024 12:00 PM Central

ESU#15-McCook Office & Via DL
305 East 1st Street
McCook, Nebraska 69001

Present: 7, Absent: 3.

1. Opening Procedures

1.a. Call to Order
President Repass called the meeting to order at 12:00 pm.

1.b. Pledge of Allegiance
Pledge of Allegiance was cited.

1.c. Open Meetings Act

1.d. Verification of Publication and Notification
President Repass confirmed the meeting was advertised according to policy.

1.e. Roll Call
Present were: Marty Conroy, Mary Dueland, Michael Harris, Jon Letchenberg, Jason Loop, Kate Repass, Allison Sandman and Jesse Stevens.

1.e.i. Excuse Absent Board Members
A motion was made by Martin Conroy to excuse absent board members: Behlke and Gossen, seconded by Michael Harris Motion Passed.
Nathan Behlke: Absent, Larry Gossen: Absent, Martin Conroy: Yea, Mary Dueland: Yea, Michael Harris: Yea, Jon Lechtenberg: Yea, Jason Loop: Yea, Kate Repass: Yea, Allison Sandman: Yea, Jesse Stevens: Yea
Yea: 8, Nay: 0, Absent: 2
Absent board members: Behlke and Gossen

2. Comments from Guests

3. Staff Presentations

4. Action Items

4.a. Consent Agenda
A motion was made by Mary Dueland to approve the consent agenda, seconded by Jason Loop Motion Passed.
Nathan Behlke: Absent, Larry Gossen: Absent, Martin Conroy: Yea, Mary Dueland: Yea, Michael Harris: Yea, Jon Lechtenberg: Yea, Jason Loop: Yea, Kate Repass: Yea, Allison Sandman: Yea, Jesse Stevens: Yea
Yea: 8, Nay: 0, Absent: 2

4.a.i. Approve Minutes of February Meeting

4.a.ii. Approve March Bills

March Liabilities $129,450.84 and Payroll $69,226.82.

4.a.iii. Approve the February Treasurer's report

4.a.iv. Approve March Agenda

5. Approve Memorandum of Understanding and hire Brianna Hawks as .20 FTE Professional Development/Reading Specialist.
A motion was made by Jesse Stevens to approve Memorandum of Understanding and hire Brianna Hawks as .20 FTE Professional Development/Reading Specialist, seconded by Allison Sandman Motion Passed.
Nathan Behlke: Absent, Larry Gossen: Absent, Martin Conroy: Yea, Mary Dueland: Yea, Michael Harris: Yea, Jon Lechtenberg: Yea, Jason Loop: Yea, Kate Repass: Yea, Allison Sandman: Yea, Jesse Stevens: Yea
Yea: 8, Nay: 0, Absent: 2

6. Approve Cindy Richardson as designated signature in absence of Board President or Board Secretary/Treasurer.
A motion was made by Martin Conroy to approve Cindy Richardson as designated signature in absence of Board President or Board Secretary/Treasurer, seconded by Mary Dueland Motion Passed.
Nathan Behlke: Absent, Larry Gossen: Absent, Martin Conroy: Yea, Mary Dueland: Yea, Michael Harris: Yea, Jon Lechtenberg: Yea, Jason Loop: Yea, Kate Repass: Yea, Allison Sandman: Yea, Jesse Stevens: Yea
Yea: 8, Nay: 0, Absent: 2

7. Discussion Items

7.a. Review and Discuss ESU 15 Administrator Contract.
Mr. Picquet updated the board on the ESU Administrator contract. A three percent increase is the average for ESU Administrators.

8. Reports

8.a. Administrator

8.a.i. ESU Work and Updates
Mr. Picquet updated the board on the ESUCC Excutive Director, Dr. Kraig Lofquist as he is leaving the ESUCC. Also, Dr John Skretta the current ESU 6 Administrator, is taking an associate superintendent position with Lincoln Public School next year.

8.a.ii. Steering Committee Update - Frameworks Visit April 16, 2025
Mr. Picquet updated the board on the Steering Committee meeting progress.

8.a.iii. PR Committee and Logo/Branding
Mr. Picquet updated the board on the new ESU 15 Logo. They plan to meet again in two weeks.

8.a.iv. Calendar
Mr. Picquet informed the board that the ESU 15 calendar would be ready for approval next month.

8.b. Board

8.c. Executive Session:

8.d. Legislative Update
Mr. Picquet updated the board on the legislative session. Some changes have been made to the bill that would affect the ESUCC. Budgets are a big concern.

9. Adjournment
The meeting adjourned at 12:27 pm and the next board meeting is April 16, 2024, @ noon.

ESU 15

Check Listing Report

Payables 4/16/2024

Check Date	Check Number	Payee	Description	Amount
04/16/2024	36512	Alig, Lacey L	supplies	$79.20
04/16/2024	36513	Ambience Counseling Center, LLC	mental health services-dcs	$1,123.29
04/16/2024	36513	Ambience Counseling Center, LLC	mental health services-maywood	$1,461.10
04/16/2024	36514	Beavers, Heather	mileage	$1,105.50
03/18/2024	36495	Black Hills Energy	mccook-natural gas	$254.43
04/16/2024	36515	Black Hills Energy	mccook-natural gas	$190.07
04/16/2024	36516	Bosselman Energy, Inc	propane	$298.15
04/16/2024	36517	Burke, Sharriea	mileage	$111.22
04/16/2024	36517	Burke, Sharriea	mileage	$868.99
04/16/2024	36518	Calvert, Sara	mileage	$1,046.54
04/16/2024	36519	Capital One	supplies	$50.86
04/16/2024	36520	CenturyLink (AZ)	telephone	$82.04
04/16/2024	36521	City of McCook	utilities-mccook	$69.17
04/16/2024	36522	Community First Bank	direct deposit fee	$39.60
04/16/2024	36523	Cortney Crocker	mileage	$538.68
04/16/2024	36524	Crowne Plaza	prt-hotel	$1,484.45
04/16/2024	36524	Crowne Plaza	hotel	$1,079.60
04/16/2024	36525	Days Inn & Suites	hotel-picquet	$256.68
04/16/2024	36525	Days Inn & Suites	hotel-PRT	$124.00
04/16/2024	36525	Days Inn & Suites	hotel-werkmeister	$248.00
04/16/2024	36526	Dickey, Angie	mileage	$2,235.56
04/16/2024	36527	Eakes Office Plus	copies	$996.83
04/16/2024	36528	Educational Service Unit 6	contracted services	$1,137.88
04/16/2024	36529	EL Achieve Inc	el achieve -symposium	$332.20
04/16/2024	36530	Englot, Angie	mileage	$613.05
04/16/2024	36531	Esch, Barb	mileage	$687.87
04/16/2024	36532	Esu #15 Cafeteria/125 Plan	admin fees	$90.00
04/16/2024	36532	Esu #15 Cafeteria/125 Plan	admin fees	$90.00
04/09/2024	36511	Great Plains Communications	telephone	$559.68
04/16/2024	36533	Great Plains Communications	telephone-imperial	$70.95
04/16/2024	36534	Hanson, John	mileage	$209.04
04/16/2024	36535	Harris, Michael	board mileage	$16.08
04/16/2024	36536	Hill's Family Foods	migrant-supplies	$18.54
04/16/2024	36537	Hometown Family Radio	advertising	$600.00
04/16/2024	36538	Hometown Leasing	copier lease	$293.30
04/16/2024	36539	Krutsinger, Lisa	mileage	$888.42
04/16/2024	36540	Kunnemann, Carol	mileage	$1,149.72
04/16/2024	36541	Lopez, Aida	migrant-mileage	$515.82
04/16/2024	36541	Lopez, Aida	migrant-mileage	$844.20
04/16/2024	36542	Marriott Hotels & Resorts Lincoln	hotel-picquet	$107.00
04/16/2024	36543	McCook Daily Gazette	legal notice	$9.37
04/16/2024	36543	McCook Daily Gazette	legal notice-PRT	$6.37
04/16/2024	36544	McCook Public Schools	hanson ins	$871.41
04/16/2024	36545	Nebraska Public Power Dist	utilities-mccook	$149.90
04/16/2024	36546	NETA Conference Registration	spring neta conf	$199.00
04/16/2024	36547	Occupational Therapy Services	ot services	$8,402.75
04/16/2024	36548	Olsen, Tonya	mileage	$696.80
04/16/2024	36548	Olsen, Tonya	mileage	$134.00
04/16/2024	36549	Picquet, Phillip	mileage	$617.91
04/16/2024	36550	Pristine Clean	cleaning-trenton	$400.00
04/16/2024	36550	Pristine Clean	cleaning-mccook	$400.00
04/16/2024	36551	Propio Language Services	migrant language services	$25.00

04/16/2024	36552	Repass, Kate	board mileage	$50.92
04/16/2024	36553	Richardson, Cynthia	board mileage	$34.84
04/16/2024	36554	Richardson, Justine	contracted services	$400.00
04/16/2024	36555	Sandman, Allison	board mileage	$117.92
04/16/2024	36556	SchoolBlocks	website	$500.00
04/16/2024	36557	Scoop Media LLC	subscription renewal-benkelman	$38.00
04/16/2024	36558	Sehnert's Bakery	supplies-board	$202.50
04/16/2024	36558	Sehnert's Bakery	supplies	$19.98
04/16/2024	36558	Sehnert's Bakery	supplies	$29.97
04/16/2024	36559	Strand, Amy	mileage	$202.34
04/16/2024	36560	The Home Depot Pro	supplies	$33.56
04/16/2024	36561	Trails West Texaco	meal	$125.91
04/16/2024	36561	Trails West Texaco	meal	$134.92
04/16/2024	36561	Trails West Texaco	meal	$95.26
04/16/2024	36562	USBANK	credit card	$2,542.98
04/16/2024	36563	Verizon	phone-service coord	$53.65
03/18/2024	36496	Viaero	migrant-phone	$41.22
04/16/2024	36564	Viaero	migrant-phone	$40.97
04/16/2024	36565	Village Of Trenton	utilities-trenton	$266.01
04/16/2024	36566	Walker, Kelcey	mileage	$699.48
04/16/2024	36567	Weimer, Todd	mileage	$452.92
04/16/2024	36568	Werkmeister, Jessica	mileage	$312.22
04/01/2024	Liability	Aflac	Aflac After Tax	$897.62
04/01/2024	Liability	Blue Cross And Blue Shield	BCBS EE+CH HSA	$31,785.40
04/01/2024	Liability	KUNNEMANN HSA	HSA EE Carol Kunnemann	$50.00
04/01/2024	Liability	Colonial Life & Accident Insurance	Colonial Life & Acc Ins	$42.75
04/01/2024	Liability	Community First Bank	NPERS	$20,862.44
04/01/2024	Liability	Community First Bank-FICA	Federal Withholding	$8,214.39
04/01/2024	Liability	Community First Bank-FICA	FICA	$12,799.22
04/01/2024	Liability	Community First Bank-FICA	Medicare	$2,993.34
04/01/2024	Liability	Credit Management Services, Inc.	Garnishment 2	$107.49
04/01/2024	Liability	RICHARDSON HSA	HSA EE Cynthia McCorkle	$100.00
04/01/2024	Liability	Esu #15 Cafeteria/125 Plan	Cafeteria 125	$1,866.68
04/01/2024	Liability	BRENNING HSA	HSA EE Laurie Brenning	$223.00
04/01/2024	Liability	LegalShield, Inc	Pre-pd ID shield	$71.80
04/01/2024	Liability	MASA Global Building	MASA	$70.00
04/01/2024	Liability	MG Trust Company	MG 403(b)	$3,725.00
04/01/2024	Liability	Nebraska Depart. Of Revenue	State Withholding - NE	$3,356.49
04/01/2024	Liability	Principal Life Insurance Co.	LTD	$268.29
04/01/2024	Liability	BURKE HSA	HSA EE SHARRIEA BURKE	$160.00
04/01/2024	Liability	Vision Service Plan (CT)	Vision- Family- 125	$189.48
			Total Payables	**$128,059.18**
			Payroll	**$ 69,001.91**
			Total Expenditures	**$197,061.09**

2023-24 **Taxes Collected**

	Budget Amt.	September	October	November	December	January	February	March	April	May	June	July	Aug	% PAID	BALANCE
Chase	$216,146.09	28,694.02	13,823.17	2,331.95	1,191.96	53,466.51	27,231.05	4,706.69						0.61	**$84,101.28**
Dundy	$140,294.73	27,132.24	12,342.41	1,384.94	283.24	23,138.47	14,956.62	4,653.23						0.60	**$56,403.58**
Frontier	$87,059.09	12,864.59	5,580.04	250.21	228.94	18,840.23	4,393.91	5,774.58						0.55	**$39,126.59**
Furnas	$14,327.96	1,459.28	914.09	338.66	0.00	3,831.25	342.97	1,091.25						0.56	**$6,350.46**
Hayes	$78,126.88	12,133.69	4,529.80	1,149.49	344.37	18,293.66	7,720.38	2,573.52						0.60	**$31,381.97**
Hitchcock	$120,621.17	23,038.86	5,280.75	1,259.40	550.42	26,350.93	12,517.81	2,582.47						0.59	**$49,040.53**
Lincoln	$37,661.02	7,749.69	2,474.74	66.49	226.07	8,163.72	1,485.71	2,070.05						0.59	**$15,424.55**
Perkins	$21.59		0.01			0.01	1.18							0.06	**$20.39**
Red Willow	$215,546.63	41,227.00	6,039.88	3,171.97	518.05	36,916.12	13,647.16	13,125.33						0.53	**$100,901.12**
Total	**$909,805.16**	**154,299.37**	**50,984.89**	**9,953.11**	**3,343.05**	**189,000.90**	**82,296.79**	**36,577.12**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**58%**	**$383,349.93**

Mar-24

Treasurer Report

Balances as of March 26, 2024

Checking Account-ESU#15	**$ 1,011,066.59**	**Comm First Bank Balance-ESU#15**	**$ 1,011,066.59**
Money Market-Comm First Bank	**$ 179,515.20**	**-Outstanding checks**	**$5,651.74**
Flex Accts	**$2,000,000.00**	**April 2024 checks**	**$ 197,061.09**
Total	**3,190,581.79**	**Total**	**$ 808,353.76**

Outstanding Checks

Date	Check #	Description	Amount
6/13/2022	34876	Cherie McClintock	$ 75.00
12/7/2023	36210	Angie Englot	$ 1,025.49
12/7/2023	36239	Kate Repass	$ 49.78
1/11/2024	36272	Nathan Behlke	$ 39.30
1/11/2024	36286	Angie Englot	$ 625.53
3/11/2024	36444	Educational Service Unit 2	$ 478.40
3/11/2024	36445	Educational Service Unit 9	$ 15.00
3/11/2024	36448	Angie Englot	$ 762.46
3/11/2024	36453	Michael Harris	$ 16.08
3/11/2024	36454	Hitchcock County Schools	$ 600.11
3/11/2024	36459	Lisa Krutsinger	$ 1,033.14
3/11/2024	36464	Nebraska Department of Education	$ 20.00
3/11/2024	36471	Rainbow Promise Preschool	$ 120.00
3/11/2024	36472	Kate Repass	$ 50.92
3/11/2024	36484	Jessica Werkmeister	$ 444.88
3/18/2024	36495	Black Hills Energy	$ 254.43
3/18/2024	36496	Viaero	$ 41.22
		Total Outstanding	**$5,651.74**

Receipts

	Date	Description	Amount
	2/29/2024	State of NE- Service Coord	$4,979.47
		ESU 16	$2,329.50
	2/29/2024	State of NE-Core Services	$11268.58
	3/1/2024	Stoate of NE- Medicaid Deloitte	$2548.39
	3/7/2024	State of NE- MIPS	$16622.72
	3/11/2024	Lincoln Co Treasurer	$2070.05
	3/12/2024	Hayes Center Schools	$16631.99
	3/14/2024	Furnas Co Treasurer	$1091.25
		Dundy Co Treasurer	$4,653.23
		Frontier Co Treasurer	$5,774.58
		Chase Co Treasurer	$4706.69
	3/15/2024	Hitchcock Co Schools	$26350.93
		Maywood Schools	$18,042.12
		Southwest Schools	$17,899.99
		Hitchcock Co Treasurer	$12,517.81
		Southwest Schools	$17,899.99
		Wauneta/Palisade Schools	$23,031.67
		McCook Schools	$19,453.76
		Dundy Co Schools	$25,181.42
		Medicine Valley Schools	$19,688.47
		Red Willow Co Treasurer	$13,125.33
	3/20/2024	State of NE- Service Coord	$5,425.81
	3/21/2024	Hitchcock Co Treasurer	$2,582.47
		Hayes Center Treasurer	$2,573.52
	3/26/2024	Community First Bank	$363.71
		Community First Bank-MM	$185.33
		Community First Bank-CD's	$23,684.96
		Total Outstanding	**$300,683.74**

ESU 15, as a partner with our area schools and communities, will provide leadership and services to support the improvement of teaching and learning.

REGULAR MEETING April 16, 2024 AT 12:00 PM AGENDA

1. Opening Procedures
   a. Call to Order
   b. Pledge of Allegiance
   c. Open Meetings Act
   d. Verification of Publication and Notification
   e. Roll Call
      i. Excuse Absent Board Members
2. Comments from Guests
3. Staff Presentations
4. Action Items
   a. Consent Agenda
      i. Approve Minutes of March Meeting
      ii. Approve April Bills
      iii. Approve the March Treasurer's report
      iv. Approve April Agenda
   b. Approve contract of Phillip Picquet, ESU 15 Administrator.
   c. Approve ESU 15 Master Calendar.
   d. Approve Occupational Therapy Services LLC Contract
5. Discussion Items
6. Reports
   a. Administrator
   b. Board
   c. Executive Session:
7. Adjournment

The Educational Service Unit Board of Directors reserves the right to go into closed session for purposes in accordance with LB 84-1410(1).

EMPLOYEE CONTRACT

THIS CONTRACT made by and between Educational Service Unit #15 of the State of Nebraska, hereinafter referred to as "ESU 15" and Phillip Picquet a legally qualified, Administrator hereinafter referred to as "Employee."

WITNESSETH: That the Board of Education of ESU 15 hereby agrees to employ the Employee above named in the schools of ESU 15 for a school year, which shall begin on or about July 1, 2024, and end on or about June 30, 2026, and shall consist of 245 days of service including at least 245 actual working days exclusive of holidays and other school breaks per year, and that the Employee hereby agrees to accept such employment at a beginning annual salary of $159,650.00 and under the following conditions.

FIRST: The salary of the Employee shall be payable in 12 equal installments annually. The first installment shall be payable by the 1st day of July, 2024, and the remaining installments shall be payable by the 1st day of each month thereafter. The first annual installment shall be payable the day following monthly board meeting by direct deposit to the bank of employee's choosing, and the remaining installments each month thereafter.

SECOND: The Employee hereby agrees to be governed by the policies of the Board of ESU 15 and that the teaching duties to be performed by him/her under this contract shall be subject to assignment of the Administrator of ESU 15 with the approval of the Board of ESU 15; and further agrees to devote full time, during days of school to his/her position in all respects, to diligently and faithfully perform the assigned duties as employee to the best of his/her professional ability.

THIRD: In addition to the duties set forth herein, the Employee may be assigned such "extra duty" assignments as defined from time to time by the parties of this agreement which shall be upon such terms and conditions and at such additional stated rate of compensation as the Employee and ESU 15 may from time to time agree upon.

FOURTH: This contract may be canceled or amended by a majority of the members of the Board of ESU 15 during the school year for any of the following reasons:
(a) upon cancellation, termination, revocation or suspension of the teacher's certificate by the State Board of Education; (b) breach of any of the material provisions of this contract;
(c) for any reason set forth in this contract; (d) incompetency; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality, or (i) physical or mental incapacity. Cancellation or amendment under this contract shall be governed by the provisions of 79-827 (Reissue 1996).

FIFTH: That upon termination of this contract for just cause, or upon the release of the Employee from this contract, the compensation paid or to be paid hereunder shall be an amount which bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to 245 days of service. Any unearned fractional portion of an installment paid but not earned prior to termination of the contract shall be refunded by the Employee.

SIXTH: There shall be no penalty for release or resignation by the Employee from this contract; provided no resignation shall become effective until the close of the school year unless accepted by the Board of ESU 15 and the Board shall fix the time at which the resignation is to take effect.

SEVENTH: This contract shalt conform to the regulations governing deductions from the above stated compensation with reference to withholding tax, Social Security and teacher's retirement. Other deductions may be withheld as agreed to by the parties to this contract.

EIGHTH: The Employee hereby affirms that he/she is not under contract with another School Board or Board of Education within this state covering a part or all of the same time of performance as is contemplated by this agreement. The Employee further affirms that at the beginning of the te1m of this contract and throughout the term of this contract he/she holds or will hold a valid Nebraska Administrative Certificate with Superintendent K-12 endorsement. It is understood and agreed that this contract is not valid until the administrative certificate, as herein listed, is registered in the office of ESU 15 and that the Employee shall not be compensated for any services performed prior to the date of registration of this certificate.

NINTH: Terms and conditions set forth in this agreement shall be subject to such wages and conditions of employment as may, f'om time to time, be mutually agreed upon by and between the Board and employees or a duly recognized collective bargaining agent for said employees, and said agreement, when reduced to writing and executed by the parties, shall be deemed to be included herein by reference and shall become a part hereof.

TENTH: Hereafter, this contract may be continued by a separate annual written "Renewal Agreement" which shall incorporate all the provisions hereof by reference except as stated on such Renewal Agreement. Renewal Agreements or renewal contracts must be executed by the Employee and delivered to the Administrator within fifteen (15) calendar days of receipt thereof from ESU 15. Said Renewal Agreement or renewal contract shall not be offered to the Employee prior to March 15th. Contract renewal, amendment, termination or cancellation shall also be subject to the requirements of Neb. Rev. Stat. 79-828 through 79-831 (Reissue 1996) and any other applicable state statutes.

ELEVENTH: The failure to return a signed copy of the contract or renewal agreement to the Board of ESU 15 on or before June 30, 2024, shall constitute a rejection by the Employee of the offer of employment.

TWELFTH: As negotiated. Health Insurance, personal and professional days are per negotiated agreement. In addition, 20 vacations days granted per year, with maximum accumulation not to exceed 20 days carryover.

Executed:_April_16_, 2024 Executed: April 16, 2024_____

ESU 15 of State of Nebraska

_____
Employee

BY _____
President

ATTEST: _____
Secretary (Acting)

esu 15 Staff Calendar

2024

July

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

August

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

September

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

October

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

November

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

December

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

July 4 - ESU 15 Offices Closed - Independence Day

AUGUST 8 - ESU 15 - ALL SCHOOL FALL KICK-OFF PLC

AUGUST 15 - ESU 15 ALL STAFF DAY

September 2 - ESU 15 Offices Closed - Labor Day

November 27-29-ESU 15 Offices Closed-Thanksgiving

December 20-January 3 - ESU Offices Closed -Christmas Break

JANUARY 10 - ESU 15 WINTER STAFF DAY

March 7 - ESU 15 Offices Closed - Spring Break

APRIL 16 & 17ESU 15 - NDE CONTINUOUS IMPROVEMENT WALK THROUGH

April 18-21--ESU 15 Offices Closed-Easter Break

MAY 21 - ESU 15 SPRING ALL-STAFF MEETING

May 26 - ESU 15 Offices Closed - Memorial Day

Will update for PLCs & other events

~Master Calendar will be saved under shared staff docs folder

~Summary of ESU 15 District Schools will saved under shared folder

UPLOADED TO DRIVE 03.18.24

2025

January

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

February

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

March

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

April

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

May

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

June

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

Occupational Therapy Services, LLC

JENNY REICHMAN, OTR/L
JENNY DAUP, OTR/L
CASSIE JARZYNKA, OTR/L
CHRIS VIAN, COTA/L
KACEE KARR, COTA/L

March 31, 2024

Dear ESU 15 Board,

Thank you for allowing us to serve your school districts. Please find enclosed a proposed contract for continued services for the 2024-2025 school year.

Our company employs five full-time therapists with a combined total of more than 95 years of experience. The contracted amount for ESU #15 includes therapy 4 days per week for 36 weeks to serve the districts within the ESU 15 region. The amount includes salaries, retirement benefits, medical benefits, liability insurance, business insurance, accounting services, licensing fees, registration fees, computer equipment, continuing education requirements, professional memberships, assessment costs, test score sheets, equipment, supplies and mileage reimbursement.

The state rate is currently $81 per hour for the 2023-24 school year. We anticipate that hourly amount to increase in July but will contract at the current rate of $81 per hour. We provide 4 days per week of services to ESU 15 schools. The amount is figured at 4 days per week x 8 hours per day x 36 weeks of school which is 1152 hours. The mileage rate is currently $.67 per mile. We estimate the mileage to be 15,000 miles however if mileage has been overestimated that will be adjusted on the July invoice.

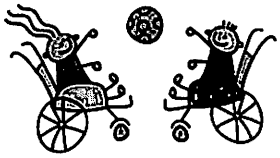
We would love the opportunity to continue to serve ESU 15 for the 2024-2025 school year.

Sincerely,

Jenny Reichman

Jenny Reichman, President, OTR/L
(308) 289-6921

Occupational Therapy Services, LLC



Contractual Agreement
Occupational Therapy
2024-2054 School Year

Name of Service Agency: *Occupational Therapy Services, LLC*
Nebraska Department of Education Service Provider
P.O. Box 189, Chappell NE 69129
Phone: 308-289-6921
jennyreichman73@gmail.com

Nebraska Dept of Education Service Provider Agency Code #950419

Educational Service Unit #15
PO Box 398
Trenton, NE 69044

CONTRACT FOR SERVICE
Educational Service Unit #15 will:

1. Follow state and federal guidelines in assuming responsibility for providing occupational therapy services for verified handicapped students.

2. Provide the therapist with time and space to work with identified students in school districts.

3. Provide therapist with a contact person in the school setting who will work with the therapist in reviewing the educational OT needs of individual verified students.

4. Provide the necessary framework for including OT goals for identified students on the IEP and/or IFSP.

5. Include the therapist as a part of the multidisciplinary team for identified students.

6. Notify therapists of the time and place of staffing conferences for identified students.

7. Reimburse Occupational Therapy Services LLC, for occupational therapy, including diagnostic testings, evaluation, consultation, reports, IEP reports & meetings, direct therapy, clinic reports & attendance, travel time and mileage. The fee is based on 4 days of therapy per week for 36 weeks at the current state approved rate of $81 an hour **($93,312).** Additionally mileage will be charged based on expected mileage driven (estimated 15,000) at the state approved mileage reimbursement rate of $.67 per mile for a total of **$10,050.** Total amount for therapy and mileage agreed upon is **$103,362** paid over a 12 month period with the first payment being due August 25, 2024 in the amount of **$8613.50** per month. If the mileage has been overestimated by OT Services, a refund will be assessed on the July 2025 statement.

Whereas Occupational Therapy Services, LLC is approved by the State Department of Education as a service agency and will:

1. Follow state and federal guidelines in providing educationally related occupational therapy for verified students in the educational setting.

2. Cooperate with school and preschool personnel in establishing a schedule of therapy times for working with staff and identified students.

3. Establish IEP/IFSP goals in conjunction with multidisciplinary evaluation and IEP/IFSP teams.

4. Attend staffing and IEP/IFSP conferences for identified students, when schedule permits.

5. Prepare staffing reports and progress reports, as requested for clinic reevaluation and school records.

6. Provide services as defined in student's IEP not to exceed the number of hours specified by the IEP team. Changes in hours of therapy will be made through the local school district process.

7. Occupational Therapy Services, LLC will provide occupational therapy services for ESU #15 students beginning on or about August 15, 2024 and ending on or about May 20, 2025. Specific days will be agreed upon jointly by the therapist and school district. OT Services, LLC will include flexible scheduling to provide summer therapy for students on an IFSP. Summer therapy for school age students only will be arranged on an as-needed basis and will be billed hourly at the state approved rate.

OT services provided will include direct therapy, diagnostic testing, evaluation, consultation, reports, IEP reports & meetings, clinic reports & attendance, attendance at inservices, travel time, mileage and all equipment and material necessary for therapy consultation with the exception of equipment for the specific use of an individual school or pupil.

Contractor shall use a federal immigration verification system to determine the work eligibility status of employees hired on or after October 1, 2009 and who are physically performing services within the State of Nebraska. If Contractor employs or contracts with any subcontractor in connection with this Agreement, Contractor shall include a provision in the contract requiring the subcontractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

ESU 15 _____
Administrator

Dated this _____ day of _____ 2024

Occupational Therapy Services, LLC _____
Jennifer A. Reichman, President

Dated this _____ day of _____ 2024