

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 August 10, 2026 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 June Meeting
 - ii. Reapprove July & Approve August Bills
 - iii. Approve the June & July Treasurer's report
 - iv. Approve August Agenda
 - b. Approve 2026-2027 ESU Employee Handbook
 - c. Approve Artificial Intelligence Policy
 - d. Accept the completed survey of Trenton office property.
 - e. Approve Occupational Therapy Services contract.
 - f. Approve Payment to ESU 16
 - g. Approve Payment to Lexia Learning System LLC
 - h. Approve Payment to Teaching Strategies, LLC
5. Discussion Items
 - a. Budget Review 2025-2026 and 2026-2027
 - b. McCook Office and Building
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, June 8, 2026 12:00 PM Central

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

Present: 6, Absent: 4. 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: Mary Dueland, Micheal Fisher, Mike Harris, Jon Lechtenburg, Jason Loop, Kate Repass & Allison Sandman.

1.e.i. Excuse Absent Board Members

A motion was made by Allison Sandman to excuse absent board members:, seconded by Michael Fisher Motion Passed.

Nathan Behlke: Absent, Martin Conroy: Absent, Jesse Stevens: Absent, Mary Dueland: Yea, Michael Fisher: Yea, Michael Harris: Yea, Jon Lechtenberg: Yea, Jason Loop: Yea, Kate Repass: Yea, Allison Sandman: Yea
Yea: 7, Nay: 0, Absent: 3

Excuse absent board members: Behlke, Conroy, Stevens

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 Michael Harris Motion Passed.

Nathan Behlke: Absent, Martin Conroy: Absent, Allison Sandman: Absent, Jesse Stevens: Absent, Mary Dueland: Yea, Michael Fisher: Yea, Michael Harris: Yea, Jon Lechtenberg: Yea, Jason Loop: Yea, Kate Repass: Yea
Yea: 6, Nay: 0, Absent: 4

4.a.i. Approve Minutes of May Meeting

4.a.ii. Approve June Bills

June Payables of \$183,184.65 and Payroll of \$88,598.54.

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

4.a.iv. Approve June Agenda

4.b. Approve declared items listed as surplus and authorize the administrator to sell or dispose of property

A motion was made by Jason Loop to approve declared items listed as surplus and authorize the administrator to sell or dispose of property, seconded by Michael Harris Motion Passed.

Nathan Behlke: Absent, Martin Conroy: Absent, Jesse Stevens: Absent, Allison Sandman: Abstain (With Conflict), Mary Dueland: Yea, Michael Fisher: Yea, Michael Harris: Yea, Jon Lechtenberg: Yea, Jason Loop: Yea, Kate Repass: Yea

Yea: 6, Nay: 0, Absent: 3, Abstain (With Conflict): 1

4.c. Preapprove the July Bills

A motion was made by Allison Sandman to preapprove the July bills, seconded by Jason Loop Motion Passed.

Nathan Behlke: Absent, Martin Conroy: Absent, Jesse Stevens: Absent, Mary Dueland: Yea, Michael Fisher: Yea, Michael Harris: Yea, Jon Lechtenberg: Yea, Jason Loop: Yea, Kate Repass: Yea, Allison Sandman: Yea

Yea: 7, Nay: 0, Absent: 3

4.d. Approve Payment to McCook Public Schools

A motion was made by Michael Harris to approve payment to McCook Public Schools, seconded by Allison Sandman Motion Passed.

Nathan Behlke: Absent, Martin Conroy: Absent, Jesse Stevens: Absent, Mary Dueland: Yea, Michael Fisher: Yea, Michael Harris: Yea, Jon Lechtenberg: Yea, Jason Loop: Yea, Kate Repass: Yea, Allison Sandman: Yea

Yea: 7, Nay: 0, Absent: 3

4.e. Approve Payment to On To College

A motion was made by Jason Loop to approve payment to On To College, seconded by Jon Lechtenberg Motion Passed.

Nathan Behlke: Absent, Martin Conroy: Absent, Jesse Stevens: Absent, Mary Dueland: Yea, Michael Fisher: Yea, Michael Harris: Yea, Jon Lechtenberg: Yea, Jason Loop: Yea, Kate Repass: Yea, Allison Sandman: Yea

Yea: 7, Nay: 0, Absent: 3

4.f. Approve Payment to US Bank

A motion was made by Michael Harris to approve payment to US Bank, seconded by Mary Dueland Motion Passed.

Nathan Behlke: Absent, Martin Conroy: Absent, Jesse Stevens: Absent, Mary Dueland: Yea, Michael Fisher: Yea, Michael Harris: Yea, Jon Lechtenberg: Yea, Jason Loop: Yea, Kate Repass: Yea, Allison Sandman: Yea

Yea: 7, Nay: 0, Absent: 3

5. Discussion Items

5.a. Budget Review and 2026-2027 Budget Preparation

Mr. Picquet updated the board on our current Financial Reports and the planning for next year's budget.

5.b. Update ESU 15 Foundation

Mr. Picquet did not have any new information on the opportunity to provide scholarships.

6. Reports

6.a. Administrator

6.a.i. Upcoming workshops and conferences

Mr. Picquet updated the board on the upcoming events:

-Jim Knight all of this week at the college

-Administrator Days in July.

6.a.ii. Legislative and Legal Update

Mr. Picquet updated the board on who is up for re-election and the deadlines.

6.b. Board

6.c. Executive Session:

7. Adjournment

The meeting adjourned at 12:20 pm and the next board meeting will be Aug 10, 2026, at the TBA @ 12:00 pm.

ESU 15

Check Listing Report

Payables - 7/13/2026

Check Date	Check Number	Payee	Description	Amount
07/13/2026	38546	Alig, Lacey L	mileage	\$519.51
07/13/2026	38547	Beavers, Halleigha	building maint-mccook cleaning	\$150.00
07/13/2026	38548	Beavers, Heather	mileage	\$55.10
07/13/2026	38549	Big Red Camps	big red camps 2026	\$5,350.00
07/13/2026	38550	Burke, Sharriea	mileage	\$547.38
07/13/2026	38551	Calvert, Sara	mileage	\$649.61
07/13/2026	38552	CenturyLink (AZ)	telephone	\$84.00
07/13/2026	38553	Chase County Schools	migrant -after school-sheaffer	\$258.36
07/13/2026	38554	Cooley, Dianna	mileage	\$159.50
07/13/2026	38555	Coppermill Steakhouse	meal-letrs training	\$420.00
07/13/2026	38556	Cortney Crocker	mileage	\$34.80
07/13/2026	38557	CPI	annual membership-hanson	\$200.00
07/13/2026	38558	Crowne Plaza	prt-motel-ne young conf	\$2,039.40
07/13/2026	38559	Days Inn & Suites	motel-picquet	\$220.00
07/13/2026	38560	Dickerson Land Surveyors Inc	survey -trenton	\$2,500.00
07/13/2026	38561	Dickey, Angie	mileage	\$1,070.93
07/13/2026	38562	Dundy County School	clsd grant-LETRS training	\$450.00
07/13/2026	38563	Eakes Office Plus	copies	\$452.57
07/13/2026	38564	Educational Service Unit 16	contract services-long-may 2026	\$2,008.47
07/13/2026	38565	Educational Service Unit 7	lastpass licenses	\$184.00
07/13/2026	38566	Educational Service Unit Coord Council	2026-27 Dmarcian Renewal/srs fees	\$12,435.00
07/13/2026	38567	Englot, Angie	mileage	\$46.40
07/13/2026	38568	Esch, Barb	mileage	\$511.13
07/13/2026	38569	Esu #15 Cafeteria/125 Plan	2-monthly fees	\$180.00
07/13/2026	38570	Evans, Makaley	cleaning-trenton	\$630.00
07/13/2026	38571	Graduate Lincoln	hotel-isom/lusk	\$220.00
07/07/2026	38545	Great Plains Communications	telephone-trenton	\$303.87
07/07/2026	38545	Great Plains Communications	internet-mccook	\$88.01
07/13/2026	38572	Great Plains Communications	telephone-imperial	\$70.95
07/13/2026	38573	Hanson, John	mileage	\$179.80
07/13/2026	38574	Harris, Michael	board mileage	\$17.40
07/13/2026	38575	Hayes Center Public School	migrant-hayes center summer camp	\$3,542.39
07/13/2026	38576	Hometown Leasing	copier lease	\$303.88
07/13/2026	38577	Innovative Office Solutions LLC	supplies	\$39.74
07/13/2026	38578	Isom, Jean	migrant mileage	\$294.35
07/13/2026	38579	Kunнемann, Carol	mileage	\$324.95
07/13/2026	38580	Lexia Learning Systems LLC	clsd-letrs participant bundle	\$9,975.00
07/13/2026	38581	Lopez, Aida	mileage	\$441.53
07/13/2026	38582	Lusk, Justen	migrant mileage	\$500.98
07/13/2026	38583	McCook Public Schools	hanson ins	\$937.54
07/13/2026	38584	McCorkle, CaLee	building maintenance-mowing	\$150.00
07/13/2026	38585	Mid Plains Community College	meal-jim knight training	\$2,532.10
07/13/2026	38586	Midwest Special Instruments	audiometer maintenance	\$865.00
07/13/2026	38587	Nauert, Breanna	mileage	\$26.10
07/13/2026	38588	NRCSA	2026 -27 dues renewal	\$850.00
07/13/2026	38589	Occupational Therapy Services	ot services	\$8,747.00
07/13/2026	38590	Olsen, Tonya	mileage	\$188.50
07/13/2026	38591	Perry, Guthery, Haase & Gess.	legal fees	\$126.15
07/13/2026	38592	Picquet, Phillip	mileage	\$285.84
07/13/2026	38593	Pyramid School Products	supplies-burke	\$3.72
07/13/2026	38594	Repass, Kate	board mileage	\$55.10
07/13/2026	38595	Richardson Industries, Inc.	building maintenance-bathroom repair	\$501.61
07/13/2026	38596	Richardson, Cynthia	board/admin mileage	\$113.10

07/13/2026	38597	Scoop Media LLC	subscription renewal	\$50.00
07/13/2026	38598	Staples Business Advantage	office supplies	\$200.95
07/13/2026	38599	Strand, Amy	mileage	\$59.45
07/13/2026	38600	Thrifty North Platte	migrant-rental	\$3,827.54
07/13/2026	38601	USBANK	credit card	\$3,832.13
07/13/2026	38602	Verizon	telephone	\$159.88
06/16/2026	38531	Viaero	migrant-phone	\$83.58
07/13/2026	38603	Viaero	migrant-phone	\$83.62
07/13/2026	38604	Village Of Trenton	utilities	\$352.97
07/13/2026	38605	Walker, Kelcey	mileage	\$210.98
07/13/2026	38606	Werkmeister, Jessica	mileage	\$78.30
07012026	Liability	Aflac	Aflac After Tax	\$1,250.43
07012026	Liability	Blue Cross And Blue Shield	BCBS EE+CH HSA	\$39,803.46
07012026	Liability	KUNNEMANN HSA	HSA EE Carol Kunnemann	\$50.00
07012026	Liability	Colonial Life & Accident Insurance Co.	Colonial Life & Acc Ins	\$42.75
07012026	Liability	Community First Bank	NPERS	\$19,834.76
07012026	Liability	Community First Bank-FICA	Federal Withholding	\$10,745.88
07012026	Liability	Community First Bank-FICA	FICA	\$16,549.94
07012026	Liability	Community First Bank-FICA	Medicare	\$3,870.56
07012026	Liability	RICHARDSON HSA	HSA EE Cynthia Richardson	\$100.00
07012026	Liability	Esu #15 Cafeteria/125 Plan	Cafeteria 125	\$2,266.68
07012026	Liability	Direct Deposit	Direct Deposit	\$91,697.60
07012026	Liability	BRENNING HSA	HSA EE Laurie Brenning	\$241.51
07012026	Liability	LegalShield, Inc	Pre-pd ID shield	\$71.80
07012026	Liability	MG Trust Company	MG 403(b)	\$4,125.00
07012026	Liability	Medical Air Services Association	MASA	\$70.00
07012026	Liability	Nebraska Depart. Of Revenue	State Withholding - NE	\$4,178.36
07012026	Liability	Principal Life Insurance Co.	LTD	\$408.33
07012026	Liability	BURKE HSA	HSA EE SHARRIEA BURKE	\$160.00
07012026	Liability	Vision Service Plan (CT)	Vision- Family- 125	\$229.72
			Total Payables	\$267,476.95
			Total Payroll	\$91,697.60
			Total Expenditures	\$359,174.55

2025-26

Taxes Collected

	Budget Amt.	September	October	November	December	January	February	March	April	May	June	July	Aug	% PAID	BALANCE
Chase	\$266,228.60	37,107.28	131,446.62	1,704.76	576.84	45,735.38	15,825.87	22,293.17	6,464.04	88,334.24	15,868.83			1.37	(\$104,094.72)
Dundy	\$162,452.47	30,002.70	11,247.31	2,050.04	264.53	27,559.74	15,947.84	3,038.12	5,033.07	36,016.90	13,047.81			0.89	\$18,244.41
Frontier	\$109,688.56	15,513.64	8,063.43	1,222.97	757.77	20,367.20	3,978.52	7,186.89	2,339.94	34,467.32	5,949.35			0.91	\$9,841.53
Furnas	\$18,120.47	1,886.98	696.58	94.72	389.83	3,815.14	820.15	2,222.79	183.15	5,515.80	715.91			0.90	\$1,779.42
Hayes	\$100,016.76	1,094.50	7,049.62	0.00	1,913.53	21,307.45	4,896.91	8,869.00	2,700.01	27,863.08	7,826.05			0.84	\$16,496.61
Hitchcock	\$142,169.43	22,440.04	8,987.50	1,539.40	451.84	24,836.52	14,143.30	2,269.16	5,571.47	44,150.37	11,076.99			0.95	\$6,702.84
Lincoln	\$46,001.09	7,685.74	3,980.73	81.33	199.51	7,363.39	1,868.30	2,648.25	1,664.95	15,566.14	2,918.57			0.96	\$2,024.18
Perkins	\$25.26	0.00	0.00	0.00	0.00	0.01	1.87	0.00	0.02	23.14	0.00			0.99	\$0.22
Red Willow	\$261,262.31	43,083.46	11,201.02	2,169.78	3,454.09	40,448.39	23,404.04	6,443.33	10,420.60	90,221.20	11,971.79			0.93	\$18,444.61
Total	\$1,105,964.97	158,814.34	182,672.81	8,863.00	8,007.94	191,433.22	80,886.80	54,970.71	34,377.25	342,158.19	69,375.30	0.00	0.00	102%	(\$25,594.59)

June 23, 2026			
Treasurer Report			
Balances as of June 23, 2026			
Checking Account- ESU#15	\$ 1,228,459.60	Comm First Bank Balance-ESU#15	\$ 1,228,459.60
Money Market-Comm First Bank	\$ 383,867.23	-Outstanding checks	\$24,809.67
Flex Accts	\$2,000,000.00	July 2026 checks	\$ 267,476.95
Total	3,612,326.83	Total	\$ 936,172.98
Outstanding Checks			
Date	Check #	Description	Amount
3/9/2026	38286	Jon Lechtenberg	\$89.90
3/9/2026	38530	CenturyLink	\$83.24
6/1/2026	38462	Aflac	\$1,250.43
6/8/2026	38481	Chase County Schools	\$1,732.92
6/8/2026	38482	Dianna Cooley	\$1,515.25
6/8/2026	38483	Coppermill Steakhouse	\$360.00
6/8/2026	38485	Courtyard by Marriott	\$966.00
6/8/2026	38489	Angie Englot	\$454.58
6/8/2026	38499	Christine Kilgore	\$986.75
6/8/2026	38500	Lisa Krutsinger	\$661.20
6/8/2026	38502	Lexia Learning Systems LLC	\$1,099.00
6/8/2026	38503	Aida Lopez	\$290.73
6/8/2026	38506	McCook Public Schools	\$11,926.54
6/8/2026	38510	Nebraska Council of School Administrators	\$35.00
6/8/2026	38511	NETA	\$279.00
6/8/2026	38513	Tonya Olsen	\$949.75
6/8/2026	38518	Kate Repass	\$55.10
6/8/2026	38520	SLP Now LLC	\$996.00
6/8/2026	38526	Walker, Kelcey	\$598.85
6/8/2026	38528	Jessica Werkmeister	\$395.85
6/16/2026	38531	Viaero	\$83.58
		Total Outstanding	\$24,809.67
Receipts			
	Date	Description	Amount
	5/27/2026	State of NE-MIPS	\$10,288.86
	5/29/2026	State of NE-Core Services	\$6,094.17
	6/2/2026	Wauneta/Palisade Schools	\$28,167.56
	6/8/2026	State of NE-Service Coord	\$669.51
		Lincoln Co Treasurer	\$2,918.57
		Frontier Co Treasurer	\$5,949.35
		Chase Co Treasurer	\$15,868.83
	6/9/2026	Hayes Center Schools	\$20,473.89
	6/16/2026	Furnas Co Treasurer	\$715.91
		Hayes Co Treasurer	\$7,826.05
		Dundy Co Schools	\$35,886.89
		Hitchcock Co Schools	\$29,129.61
		Maywood Schools	\$21,535.75
		McCook Schools	\$12,175.68
		Medicine Valley Schools	\$23,076.98
	6/22/2026	State of NE-MIPS	\$4,260.10
	6/23/2026	Henderson State Bank	\$446.14
		Henderson State Bank-CD	\$20,164.40
		Henderson State Bank-MM	\$419.31
		Total Outstanding	\$246,067.56

July 28, 2026			
Treasurer Report			
Balances as of July 28, 2026			
Checking Account- ESU#15	\$ 1,049,850.40	Comm First Bank Balance-ESU#15	\$ 1,049,850.40
Money Market-Comm First Bank	\$ 384,483.73	-Outstanding checks	\$33,012.59
Flex Accts	\$2,000,000.00	Aug 2026 checks	\$ 318,146.71
Total	3,434,334.13	Total	\$ 698,691.10
Outstanding Checks			
Date	Check #	Description	Amount
3/9/2026	38286	Jon Lechtenberg	\$89.90
6/8/2026	38489	Angie Englot	\$454.58
7/13/2026	38549	Big Red Camps	\$5,350.00
7/13/2026	38553	Chase County Schools	\$258.36
7/13/2026	38571	Graduate Lincoln	\$220.00
7/13/2026	38575	Hayes Center Public School	\$3,542.39
7/13/2026	38580	Lexia Learning Systems LLC	\$9,975.00
7/13/2026	38581	Aida Lopez	\$441.53
7/13/2026	38585	Mid Plains Community College	\$2,532.10
7/13/2026	38587	Breanna Nauert	\$26.10
7/13/2026	38588	NRCSA	\$850.00
7/13/2026	38589	Occupational Therapy Services	\$8,747.00
7/13/2026	38590	Tonya Olsen	\$188.50
7/13/2026	38591	Perry, Guthery, Haase & Gess.	\$126.15
7/13/2026	38605	Walker, Kelcey	\$210.98
		Total Outstanding	\$33,012.59
Receipts			
	Date	Description	Amount
	6/30/2026	State of NE-Core Services	\$6,094.17
	7/7/2026	Frontier Co Treasurer	\$2,264.57
		Chase Co Treasurer	\$2,050.55
	7/8/2026	Perkins Co Treasurer	\$0.01
	7/10/2026	Lincoln Co Treasurer	\$877.77
		Red Willow Co Treasurer	\$7,480.50
	7/14/2026	Hayes Center Schools	\$20,473.89
		Hitchcock Co Treasurer	\$1,211.86
		Furnas Co Treasurer	\$715.91
	7/20/2026	State of NE- Service Coord	\$5,802.42
	7/21/2026	State of NE- Service Coord	\$2,678.04
	7/28/2026	State of NE-Mips-July	\$4,260.10
	7/28/2026	Henderson State Bank	\$530.72
		Henderson State Bank-MM	\$198.24
		Henderson State Bank-MM	\$418.26
		Total Outstanding	\$55,057.01

2025-26

Taxes Collected

	Budget Amt.	September	October	November	December	January	February	March	April	May	June	July	Aug	% PAID	BALANCE
Chase	\$266,228.60	37,107.28	131,446.62	1,704.76	576.84	45,735.38	15,825.87	22,293.17	6,464.04	88,334.24	15,868.83	2,050.55		1.38	(\$106,145.27)
Dundy	\$162,452.47	30,002.70	11,247.31	2,050.04	264.53	27,559.74	15,947.84	3,038.12	5,033.07	36,016.90	13,047.81	12,340.66		0.96	\$5,903.75
Frontier	\$109,688.56	15,513.64	8,063.43	1,222.97	757.77	20,367.20	3,978.52	7,186.89	2,339.94	34,467.32	5,949.35	2,264.57		0.93	\$7,576.96
Furnas	\$18,120.47	1,886.98	696.58	94.72	389.83	3,815.14	820.15	2,222.79	183.15	5,515.80	715.91	408.49		0.92	\$1,370.93
Hayes	\$100,016.76	1,094.50	7,049.62	0.00	1,913.53	21,307.45	4,896.91	8,869.00	2,700.01	27,863.08	7,826.05	1,837.97		0.85	\$14,658.64
Hitchcock	\$142,169.43	22,440.04	8,987.50	1,539.40	451.84	24,836.52	14,143.30	2,269.16	5,571.47	44,150.37	11,076.99	1,211.86		0.96	\$5,490.98
Lincoln	\$46,001.09	7,685.74	3,980.73	81.33	199.51	7,363.39	1,868.30	2,648.25	1,664.95	15,566.14	2,918.57	877.77		0.98	\$1,146.41
Perkins	\$25.26	0.00	0.00	0.00	0.00	0.01	1.87	0.00	0.02	23.14	0.00	0.01		0.99	\$0.21
Red Willow	\$261,262.31	43,083.46	11,201.02	2,169.78	3,454.09	40,448.39	23,404.04	6,443.33	10,420.60	90,221.20	11,971.79	7,480.50		0.96	\$10,964.11
Total	\$1,105,964.97	158,814.34	182,672.81	8,863.00	8,007.94	191,433.22	80,886.80	54,970.71	34,377.25	342,158.19	69,375.30	28,472.38	0.00	105%	(\$54,066.97)

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 August 10, 2026 AT 12:00 PM

AGENDA

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 - 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).

ESU #15 EMPLOYEE HANDBOOK

2026-2027

Approved August 11, 2026

NOTE TO REVIEWERS: All language that is new or revised from the 2025-2026 handbook appears in **bold red type**.

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SECTION 1: FOUNDATION & OVERVIEW

1. Handbook Introduction & Purpose

This employee handbook aims to provide you with a comprehensive understanding of your rights, responsibilities, and benefits as an employee of Educational Service Unit #15. We value each member of our team and are committed to fostering a positive and inclusive work environment.

Please remember that this handbook is not exhaustive, and for matters not covered herein, the ESU #15 Board Policy and the most recent Negotiated Agreement shall prevail. Our ESU #15 is governed by these policies, ensuring fair and consistent practices.

Additionally, handbooks and job descriptions approved by the Board shall have the effect of Board-approved policy and, if approved by the Board later in time to a conflicting Board policy, shall control over conflicting Board policy.

Important Notes:

- Conflicts between a school district policy and ESU #15 policy shall be resolved by the ESU #15 Administrator

2. Mission, Vision & Values

Mission Statement: Educational Service Unit #15, as a partner with our area schools and communities, will provide leadership and services to support the improvement of teaching and learning.

Goal: The goals of ESU #15 are to build strong relationships with school districts and educators, provide targeted supports and effective systems, enhance our services, and address emerging challenges to ensure success.

EDUCATE SERVE UNITE

3. Employment Categories

Individual Responsibility - Each employee is responsible for following approved policies until modified.

Certificated & At-will Employees Due to the nature of their work, employees are categorized as either "certificated" or "at-will." Certificated employees are any teacher, nurse, or other employee in a position or assignment which requires a certificate issued by the Commissioner of Education or a license issued by the Nebraska Department of Health and Human Services. At-will employees do not have this requirement.

Due to this distinction and the nature of their contractual terms, protocols for certificated and at-will employees will sometimes vary.

4. Non-Discrimination & Equal Opportunity

ESU #15 does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, age, or other protected status in its programs and activities.

Designated Compliance Coordinator:

Phillip Picquet, ESU #15 Administrator
344 Main Street, PO Box 398
Trenton, NE 69044
Phone: (308) 334-5160

SECTION 2: GETTING STARTED

1. New Employee Requirements

Employee Background Checks

All new employees must successfully complete a background check process prior to assuming any official duties or responsibilities with ESU #15. Background checks will be completed during the onboarding process through the ESU #15 administrative office.

2. Personnel Records & Confidentiality

The ESU #15 administration shall protect the confidentiality of personal information beyond salaries and routine directory information. Confidential records shall be released only as required by law or appropriate for ESU #15 operations.

3. Staff Meetings

In-person attendance is expected at all ESU staff meetings unless prior arrangements have been made with the Administrator.

SECTION 3: COMPENSATION & BENEFITS

1. Payroll & Direct Deposit

A. All contracted ESU #15 personnel will have their checks directly deposited on the 1st regular business day of the month. This direct deposit will be in the bank of their choice via electronic banking. Employees have access to their financial information through AptaFund website.

B. All ESU #15 employee's expense checks will be mailed the day following the regular board meeting to the employee's current home address. Employees working directly in the ESU #15 office, in Trenton, will have expense checks available following the regular monthly board meeting.

Payroll Deductions

A. Income, FICA and Retirement--Deductions will be made from earnings for Federal and State Income Tax and Social Security as prescribed by State and Federal regulations.

2. Health Insurance

The Board shall provide EHA Blue Cross/Blue Shield health insurance options (Blue Preferred \$650.00 Deductible and the employee option of the Blue Cross Blue Shield Health Savings Account (HSA Dual Option)) with an effective date of September 1.

There are four tiers of coverage available for the employee to select from: (1) employee; (2) employee and children; (3) employee and spouse; and (4) employee, spouse and children.

The Board shall provide 100% for family health and single dental coverage and 100% for single health and single PPO Option 2 dental coverage, without the late enrollee surcharge.

For each **employee** who remains employed for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period.

3. Dental Insurance

Single membership coverage is automatically included under all Educators Health Alliance health plans. Employee plus spouse, employee plus children, or family coverage options are available at an additional cost.

4. Vision Service Plan (VSP)

ESU #15 offers an eye care plan through VSP Vision Care. Employee only, employee spouse, employee plus children, and employee plus family plans may be purchased.

5. Aflac Supplemental Insurance

Aflac offers a variety of additional policies including accident, cancer, dental, life, personal short-term disability and hospital indemnity. Employees can submit and monitor claims through the Aflac website.

6. Section 125 Cafeteria Plan

The board will provide an opportunity for employees to participate in a cafeteria plan. This is an employee health and wealth benefit plan which is to provide employees a choice of eligible nontaxable benefits under a board appointed administrator.

7. Retirement Benefits

All employees are covered by the Federal Social Security Act. In addition, all employees working an average of at least 20 hours per week and hired after July 1, 1978 belong to the Nebraska Public Employees Retirement Systems (NPERS) for School Employees.

Because ESU #15 is a political subdivision involved in education, all employees are eligible to participate in an IRS qualified 403(b) (invested pre-tax dollars) retirement plan. ESU #15 deducts a specified amount from each employee's paycheck each month and forwards this contribution to the plan administrator. Employees must submit completed Enrollment Agreement to the Business Manager, and the company selected for investment must meet the IRS requirements.

8. COBRA Continuation Coverage

See Section 11.2 for detailed COBRA information

SECTION 4: TIME OFF & LEAVE POLICIES

1. Emergency or Sick Leave

Emergency and/or sick leave will be granted to employees for illness because of birth, adoption, or illness of members of the immediate family. The immediate family shall be the employee's spouse, parents, children, brothers, sisters, grandparents, in-laws and in-home dependents. Emergency and/or sick leave is granted only upon the notification of the Administrator who is authorized to require certification of illness from a physician if he/she deems it necessary. When requested by the Administrator, the Board shall make the final determination concerning the excessive use of emergency and/or sick leave.

Personnel

Sick leave will be ten (10) days per year, cumulative to sixty (60) days maximum.

2. Sick Leave Bank Program

The purpose of the Sick Leave Bank is to protect participants from financial loss should an extended illness occur. Days donated to the Sick Leave Bank are understood to accumulate, except that the ESU #15 Board and the Association agree that a limit may be placed by the Board in its sole discretion on the total possible number of days to be accumulated in the sick leave bank.

Membership

Any **employee** of ESU #15 with sick leave benefits (hereafter referred to as member) may belong to the bank if he/she agrees to donate two full days of his/her annual or accumulated sick leave to the bank each year that he/she wishes to participate in the plan. Days donated to the bank may not be withdrawn if the member decides to withdraw from the plan at a later date. Memberships will be taken only during the first five working days of the contractual year.

Benefits

Any member who has contributed to the plan in the current contractual year may draw out additional days of sick leave if he/she should expend the sum total of his/her annual and accumulated sick leave. The total number of sick leave days which a member may withdraw may not exceed 1) the total number of contractual days missed less the total number of personal sick leave days used or 2) 30 days, whichever is less. The Sick Leave Bank shall not be used in cases where long term disability insurance can be used.

Withdrawals

When any participating member has exhausted all of his/her accrued and available leave, including personal leave and accumulated sick leave, he/she may apply to the Sick Leave Bank Committee. The following procedures will be followed: 1) fill out a withdrawal request form obtainable from the Business Manager; 2) return completed form to the Business Manager before June 1st of current school year. Application for additional sick leave will be considered by the Committee and, if granted, a withdrawal will be made from the Sick Leave Bank in the amount requested. The requesting member will be notified before their last contracted work day of the Committee's decision. Withdrawals are not limited to the number of days deposited by the individual member, but are based on the number of days requested.

Limitations

Sick leave bank withdrawal will not be granted for routine physical or dental appointments or for business which can be conducted using personal leave.

The staff member's own sick leave days must have been exhausted. Hospitalization or serious illness will be considered only for the staff member or immediate family as defined in the current negotiated agreement. The following are excluded from sick leave bank withdrawal: leave qualifying for long term disability, elective cosmetic surgery, designated to be elective by Blue Cross/Blue Shield, and bereavement.

Sick leave bank withdrawals per fiscal year for the entire staff will be limited to 90 days or the number of days available in the sick leave bank if less than 90 days are available.

Sick Leave Bank Committee

The Sick Leave Bank will be administered by the Association. It is the Association's responsibility to administer and supervise the Sick Leave Bank and member's requests for leave under the Sick Leave Bank. The Association shall convene their Sick Leave Bank Committee when necessary, and the Committee shall notify the ESU Administrator of the Committee's decisions regarding member's request for leave under the Sick Leave Bank.

All ESU employees shall be treated consistently with the above provisions of the sick leave bank.

3. Professional Leave

1. A certificated employee who is an officer or director of a state, regional, or national professional organization, or who is appointed or elected a delegate to the business meeting of such an organization will be granted leave to attend a state, regional or national meeting of the organization to fulfill such duties.

Administrator, Coordinators and Certified Personnel

Unless designated by the Administrator, no other leaves or absence with pay shall be granted. Leave up to five (5) days per year may be granted by the Administrator for educational purposes but with loss of salary.

The Board may request an employee to attend a professional meeting or conference that is of direct benefit to the educational objectives of Educational Service Unit No. 15. If such a request is made, the Board shall pay the actual expenses incurred.

Procedures for requesting professional leave and obtaining reimbursement are set out in Section 6.4.

4. Personal Leave

Coordinators and Certified Personnel

Three (3) days personal leave may be allowed and these days may be granted at the discretion of the Administrator. Personal leave may accumulate to a maximum of five (5) days.

5. Maternity Leave

All Employees

Leave for pregnancy, childbirth, and related medical conditions will be granted in accordance with the Family and Medical Leave Act and other applicable federal and state law.

6. Jury Duty

1. In the event an employee is called for jury duty by any court of competent jurisdiction, the Administration shall grant leave to perform such duty without loss of pay to the employee.
2. Without loss of pay is to be interpreted as paying the difference between the employee's salary and compensation received for jury duty.

7. Bereavement Leave

Certificated Personnel

Each full-time teacher shall have up to three days of bereavement leave each contract year. Bereavement leave will be allowed for the death of a teacher's immediate family member. "Immediate family member" shall be defined as a teacher's spouse, children, grandchildren, parent, sibling, aunt, uncle, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, grandchild, or person residing in the same home as part of the family. In the event of the death of a friend or other persons not defined as immediate family, up to three days of bereavement leave may be granted at the discretion of the Administrator. Employees may request administrative approval to use sick leave days for additional bereavement days.

8. Non-Certified Personnel Benefits

1. Vacation--Each full-time office employee will receive 10 day paid vacation annually.
2. Vacation and sick leave will be prorated accordingly for half-time or greater office employees.
3. Each non-certified employee will be paid for the following holidays: Labor Day, New Year's Day, Thanksgiving, Christmas, Memorial Day, and July 4th.

SECTION 5: WORK SCHEDULES & EXPECTATIONS

1. Contracted Days & Hours

Employees are required to track their contracted days on a monthly basis. As professional staff who are trusted with managing and coordinating their own schedules, employees are responsible for ensuring that their work schedule aligns with their required work assignments. It is recognized that occasional circumstances may arise, particularly for employees without full-time contracts, where contracted days serving schools may be at risk of being completed before the school districts being served have concluded their school year. Contracted days cannot be completed prior to the last official day of the school year for the districts being served. It is the employee's responsibility to monitor and manage their days, adjusting their schedule accordingly to ensure compliance with this policy.

In the situations where it may become necessary or beneficial for ESU 15 that contracted staff members work beyond their required contracted days, the following conditions for payment shall apply:

1. If a staff member anticipates the need to work beyond their contracted days, they must immediately notify their supervisor. A determination will then be made to either adjust the work schedule or extend the number of contracted days. The rate of pay for such additional days shall be the same as the daily rate during the regular contract period.
2. For work exceeding one day beyond the contracted period, prior written approval from the Unit Administrator is required.
3. Upon administrative approval, the employee and Unit Administrator will jointly establish the amount of extended time and the rate of pay before assigning or accepting the task. ESU 15 will only recognize claims that align with the written agreement between the employee and Unit Administrator.

2. Duty-Free Lunch

All employees are guaranteed a 30-minute duty free lunch break.

3. Outside Employment Policy

It shall be the policy of the Board of ESU #15 that its full-time employees must request Board approval to engage outside employment which occurs during the normal working hours of ESU #15.

4. Contracted Services Outside ESU 15

Occasionally, ESU 15 employees may provide contracted services to other Educational Service Units or school districts outside of ESU 15. In such cases:

1. The terms and rates of these contracted services will be determined by ESU 15 administration.
2. Reimbursement rates to the employee for these services will be set by ESU 15 administration.

SECTION 6: TRAVEL & EXPENSES

1. Mileage Reimbursement

A. Administrators and Coordinators of Programs - When an employee is authorized to use a private vehicle for Educational Service Unit No. 15 business, a mileage fee will be paid. **The rate is to be the current federal reimbursable rate per mile.**

B. Certified Personnel - When an employee is authorized to use a private vehicle for Educational Service Unit No. 15 business, a mileage fee will be paid **for actual miles driven following a reasonable route**. The rate is to be the current federal reimbursable rate per mile.

C. Non-Certified Personnel - When an employee is authorized to use a private vehicle for Educational Service Unit #15 business, a mileage fee will be paid. **The rate is to be the current federal reimbursable rate per mile.**

Mileage compensation begins from whichever of the following applies:

1. The city/town where the employee resides (if living within a school district in ESU #15 service area)
2. The employee's designated home base at one of the three ESU #15 locations
3. The first city/town the employee enters for work assignments if residing outside ESU #15 territory.

Compensation continues through all work assignments and ends when returning to the starting point.

D. Route Determination - **Mileage is determined by the most direct reasonable route between districts or travel points. When official detours, active construction, or severe weather conditions require alternative routes, mileage will be reimbursed for the actual route driven.**

2. Professional Travel & Meal Reimbursement

Employees may be reimbursed for the following expenses up to the per diem rates when attending conferences, workshops, or business activities that have been approved by the Administrator:

A. Meals: Reimbursement on meals for employees for approved official ESU professional and business travel shall be determined according to the State of Nebraska's United States Internal Revenue Service rate by meal. It is an ESU policy that itemized receipts are required for all meals that are submitted for reimbursement.

B. Lodging: It is strongly encouraged that ESU employees have any lodging expense direct billed to ESU #15 whenever possible; to avoid paying the tax rate. Government rates should be requested when making lodging arrangements. Parking expenses will be reimbursed with proper documentation.

Important Notes:

- Itemized meal receipts must be submitted with expense reimbursement forms. Taxes will not be reimbursed.
- If using an ESU #15 credit or expense card for any purchases, itemized receipts must accompany the return of the card. **Request tax-exempt status at the time of purchase. Taxes should not be paid when using ESU #15 credit or expense cards; if sales tax is paid, the employee is responsible for repayment of the tax amount.**
- Staff members will be expected to share information gained from conferences.

3. Monthly Reporting Requirements

Mileage & Reimbursements Employees must submit expense/mileage for work-related travel by the 15th of the following month in order to receive reimbursement. A mileage form is provided on the ESU website. Only mileage for reasonable, necessary ESU 15-related travel is eligible for reimbursement.

Requisitions/Purchases All purchases made by employees must have prior approval from the Administrator. Requisition forms must be completed and submitted for Administrator consideration. A requisition form is provided on the ESU website.

Time/Effort Logs and SIMPL Logging ESU #15 may require employees to submit time/effort logs or complete SIMPL logging for events and other services. When implemented, all reporting must be completed by the end of the month in which those activities occurred. Administration will provide advance notification to employees when these requirements become effective.

4. Employee Procedures

Change of Insurance Status Changes to benefit-related documentation must occur within 30 days of the date on which a life-altering event has occurred (e.g., change in employee's spouse's employment benefits). The employee is responsible for notifying the Business Manager within those 30 days.

Professional Leave Procedures Procedures regarding participation in professional functions that include financial reimbursement from the ESU are outlined below. Other professional events that take place during contract time but do not include financial reimbursement by the ESU (e.g., serving on an external visit team) must be cleared with the Administrator. Staff members attending local, state, and/or national meetings will be expected to share with other staff members or board members information, ideas, and materials gathered and gained through participation.

- **Prior to the Function** Employees will submit an initial professional leave/workshop form to the Administrator for approval prior to attending a professional leave function, indicating the date, location, name, and description of the event. Once approved, the Administrator will return the signed Professional/Workshop Request. A Professional/Workshop Request form is provided on the ESU #15 website.
- **Following the Function** Upon completion of the function, the employee will update and submit their completed Expense Reimbursement form to the Business Manager in order to receive reimbursement for their travel expenses (e.g., mileage, meals, parking, etc.). All itemized expenses must include a receipt validating the expense in order for those claims to be reimbursed.

Leave Requests When employees miss work due to illness or personal/vacation leave, a time-sensitive Leave Request must be submitted through the AptaFund website.

SECTION 7: PROFESSIONAL DEVELOPMENT

1. Required Professional Growth

All ESU #15 professional staff shall annually obtain the equivalent of at least two (2) days of professional growth. Activities which count towards professional growth and the time of each activity counted towards the two (2) day requirement shall be determined by the Administration. All such professional growth activities and the time which such activity counts towards the two (2) day requirement shall be determined by the Administration in advance of such activity. All employees shall be required to coordinate and obtain such approval prior to such activity. The failure of an employee to obtain such approval may result in the activity not counting towards the professional growth requirement as determined by the Administration.

Staff members attending local, state, and/or national meetings will be expected to share with other staff members or board members information, ideas, and materials gathered and gained through participation.

Attendance at conferences or workshops during summer or off-contract days that have not been mandated by administration will not be counted as a contracted day of service. Employees who choose to attend such events during their off-contract time do so voluntarily and without compensation from ESU 15, unless otherwise specified in writing by administration.

2. Workshops & Continuing Education

All Employees--If workshops or in-services count toward a degree, ESU #15 will not pay for the workshop. If the in-service or workshop is in their field for information, educational purposes only, ESU #15 will contribute to the cost. The workshop or in-service must first be subject to approval by the Administrator.

SECTION 8: EMPLOYMENT TERMS & CONDITIONS

1. Contract Terms

A. **Teacher's Contract**--Upon initial employment, the teaching contract issued to employees subject to this Agreement shall be on a contract form approved by the Educational Service Unit No. 15 Board of Directors.

Transcripts

1. **Administrator and Coordinators of Programs** - Official college transcripts for all additional hours claimed must be furnished by the employee to the Educational Service Unit No. 15 Administration **before August 31st of the contract year. For payroll purposes, employees are encouraged to submit transcripts prior to the first regular Board meeting in August whenever possible.**
2. **Certified Personnel** - Official college transcripts for all additional hours claimed on the salary schedule must be furnished by the employee to the Educational Service Unit No. 15 Administrator **before August 31st of the contract year.** Salaries will be figured and initial contracts issued accordingly on the basis of hours completed by March 15th of the current year. The Educational Service Unit No. 15 Board will adjust the salaries and contracts at the August Board meeting to reflect additional hours completed after the contract was initially issued. **For payroll purposes, employees are encouraged to submit transcripts prior to the first regular Board meeting in August whenever possible.**

2. Contract Release Procedures

Prior to June 15th teachers who wish to be released from their contract shall be released upon written request filed with the **Board of Directors**. Release from the contract after June 15th shall be mutually agreed to by both parties. There shall be no penalty for release from a contract.

3. Reelection Process

1. **Administrator**--Reelection of the Administrator is typically considered at the December or January regular meetings.
2. **Certified Personnel**--Reelection of all certified personnel should be considered no later than the first regular meeting in April.
3. **Non-certified Personnel**--Reelection of all non-certified personnel and part-time employees should be considered periodically as the need arises.

4. Resignation Process

Retirement--All employees should advise the Administration well in advance of their planned retirement.

Resignations--All resignations from employment with ESU #15 shall be submitted in writing to the Administrator.

5. Dismissal Procedures

A. **Notice**--Any certificated employee whose contract of employment may be amended, terminated or not renewed for the following school year shall be notified in writing on or before April 15th of each year of such possible action on the contract. If the certificated employee wishes a hearing, a written request shall be sent to the Secretary of the Board or the Administrator of the Educational Service Unit within seven (7) calendar days after receipt of the written notice. Unless continued by written agreement, the final action of the Board shall be taken on or before May 15th of each year. Notice of contract cancellation at any time during the contract term shall be given in accordance with contract provisions.

B. Hearing Procedure--As to probationary certificated employees, procedures will be followed for a hearing as provided by Nebraska law. As to permanent or tenured certificated employees, a formal due process procedure is hereby adopted and shall include the following:

1. Notification to the permanent certificated employee in writing at least five (5) days prior to the hearing of the alleged grounds for termination or amendment of the permanent certificated employee's contract;
2. Upon request of the permanent certificated employee, a list of the names of any witnesses who will be called to testify against the certificated employee and an opportunity to examine any documents that will be presented at the hearing shall be provided at least five (5) days prior to the hearing;
3. The right to be represented;
4. An opportunity to cross-examine all witnesses, examine all documents, and present evidence material to the issues.

C. Other Provisions--All other matters regarding a probationary certificated employee or permanent certificated employee's contract amendment or termination shall be governed by law. Suspensions or any action short of dismissal shall be permitted as authorized by law.

D. Non-Certificated Employees--Anything to the contrary notwithstanding, all non-certificated employees are at will employees whose employment may be terminated by the Administrator at any time without cause.

SECTION 9: WORKPLACE POLICIES

1. Drug-Free Workplace

It is the policy of ESU 15 to eliminate the influence of drugs, alcohol and other chemicals within the work environment and to educate students against the usage of drugs, alcohol and illegal substances. The ESU will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

The ESU has established a drug-free workplace. The drug-free workplace for this purpose includes ESU property, ESU-utilized vehicles, any place in which ESU employees perform duties, and any place in which ESU activities are held. The ESU recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with the ESU's mission and goals.

1. The unlawful manufacture, distribution, disposition, possession or use of a controlled substance is prohibited in the workplace. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any ESU property or at any ESU sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the workplace or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the ESU's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the ESU's drug-free workplace policies and notify the Administrator or designee of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. If employment is not terminated, sanctions may include the requirement that the employee complete an appropriate rehabilitation program.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.

The ESU will implement a drug and alcohol testing program in compliance with law for all employees whose position requires a commercial driver's license (CDL) or who are otherwise in "safety-sensitive" positions as defined by federal or state law. Refusal to submit to pre-employment testing, or testing positive, shall disqualify an applicant for any position requiring such testing from employment.

Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and be terminated from employment.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Employees shall be furnished with a copy of this policy.

2. Drug and Alcohol Policy

The ESU recognizes that the use, possession, distribution, or being under the influence of drugs or alcohol illegally constitutes a hazard to the positive development of students and employees and the education process.

A. ESU employees are prohibited from the unlawful or improper possession, use, distribution, or being under the influence of illicit drugs or alcohol while on duty or while performing services assigned by the ESU for a school district.

B. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed upon employees who violate the afore-mentioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, non-renewal, cancellation, or termination of contract of employment or other appropriate sanctions.

C. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and re-entry programs available to employees.

D. Employees shall be furnished with a copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures, and contractual provisions, regarding or related to the improper or unlawful possession, use, distribution, or being under the influence of illicit drugs or alcohol.

3. Harassment & Discrimination Prevention

Purpose: ESU #15 is committed to offering employment and educational opportunity to its employees and any student based on ability and performance, in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by managers, supervisors, co-workers or other persons is prohibited. In addition, ESU #15 will try to protect employees or students from reported harassment by non-employees and others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's **sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, age, or other protected status** is prohibited. The following are general definitions of what might constitute prohibited harassment.

1. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environments. Sexual harassment exists when: i. Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion or retention); ii. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.; iii. Sexual harassment may also exist when such conduct by any other employee or other person unreasonably interferes with an employee's work performance, or creates an intimidating, hostile or offensive workplace, classroom or educational environment; iv. An employer may also be held responsible for continuing harassment of employees or students by non-employees in the workplace, classroom or educational environment if the problem is reported to a supervisor or manager and no corrective action is taken.

Procedures:

1. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
2. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, please report your complaint to the administrator of the ESU. If a satisfactory arrangement cannot be obtained through the administrator of ESU #15 the complaint may be processed to the ESU #15 Board of Directors.
3. The supervisor, teacher or the administrator of ESU #15 for complaints which are brought to or reach the administrator will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student who alleges a violation of this policy.

4. Child Abuse Reporting Requirements

- A. Any employee of ESU #15 who has reasonable cause to believe a child has been subjected to abuse and/or neglect or is being subjected to conditions which would result in abuse and/or neglect shall inform their immediate supervisor and appropriate school official of the district of residence. To fulfill their statutory duty, the employee shall then report suspected abuse and/or neglect directly to the local law enforcement agency or Child Protective Services.
- B. Employees of ESU #15 serving handicapped children below age five who have reasonable cause to believe a child has been subjected to abuse and/or neglect or is being subjected to conditions which would result in abuse and/or neglect shall immediately notify the Unit Administrator. The Unit Administrator shall take appropriate action and assure that employee fulfills their statutory duty by reporting suspected abuse and/or neglect directly to the local law enforcement agency or Child Protection Services.

C. Any employee who reports suspected child abuse and/or neglect or participates in an investigation or judicial proceeding is statutorily immune from any civil or criminal liability that might otherwise be imposed unless he or she made a maliciously false statement.

D. The name of any person reporting suspected child abuse and/or neglect shall remain confidential. The Administrator shall cause to be established and implemented those procedures necessary to assure confidentiality is maintained at all times.

E. The Administrator shall cause to be provided administrative policies, other information and inservice which will help assure that employees fully understand their responsibility under the law.

5. Copyright Compliance

The Board of Educational Service Unit #15 recognizes the importance of protecting the rights of authors, scholars and others who originate, publish and distribute and sell under the copyright or other rights of authorship to receive compensation in the form of royalties, profits or other financial entitlements for their works.

For that reason, it is the policy of Educational Service Unit #15 to avoid any practices contrary to copyright laws or which interferes or infringes copyrights.

It shall be contrary to the policy of ESU #15 to cause or permit photocopying, duplicating of any manner, distributing or exhibiting for profit, any book, pamphlet, sound recording, video recording or any material of any nature when to do so is in violation of any copyright or causes an unauthorized diminution of rents, royalties or profits to any holder of a copyright. This policy is drafted as guidance and is not exhaustive or limiting of liability for actions contrary to this policy.

Any employee knowingly violating this policy, which violation results in any liability to ESU #15 may be liable to the unit for such damage as is suffered by the unit.

For purposes of this section, it shall not be considered a violation of this policy by an employee if said employee is acting at the direction or request of his or her supervisor, or is otherwise specifically authorized by said employee's supervisor to commit any act which results in any liability to ESU #15.

6. Staff Use of Artificial Intelligence

ESU #15 has adopted a policy governing staff use of artificial intelligence ("AI") tools. The provisions below summarize employee obligations. The full policy is available from the Administrator and controls in the event of any inconsistency.

Confidential and Student Information

Any AI use that involves student information or other confidential information must be done in Gemini, accessed through the employee's ESU #15 Google Workspace account. Gemini within the ESU #15 Workspace is the only AI tool approved for this purpose. Gemini accessed through a personal Google account, a personal subscription, or a public website is not approved for this purpose.

Confidential information includes student education records and personally identifiable student information; IEPs, Section 504 plans, evaluations, behavior plans, counseling records, health records, and discipline records; confidential personnel, payroll, benefits, medical, leave, disciplinary, and investigation records; school safety, security, emergency response, and threat assessment information; and passwords, access credentials, or other information that could compromise ESU or school district systems.

Removing a name or direct identifier does not make information non-confidential.

Other AI Tools

Employees may use other AI platforms for work that does not involve student information or other confidential information — for example, drafting general materials, generating ideas, summarizing public or non-confidential information, or improving efficiency. Employees may not enter, upload, or disclose confidential information in any AI tool other than Gemini within the ESU #15 Workspace.

Employees may not use an AI tool with students or for student-facing activities unless the tool has been approved by ESU #15 for that use.

Employee Responsibility

Employees remain responsible for all work produced with AI assistance and must review AI-generated content for accuracy, appropriateness, and bias before using or sharing it. Use of AI in violation of this section, the full policy, law, or an employee's professional obligations may result in discipline.

Employees may use AI tools only for authorized ESU purposes, and may not use AI to create or distribute deceptive, harassing, discriminatory, defamatory, threatening, or sexually explicit content, including fabricated or manipulated images, audio, or video, whether or not on an ESU device or at work.

Employees Serving School Districts

Employees providing services to a school district shall also comply with that district's policies and procedures governing AI use and student data. Where a district policy is more restrictive than this section, the more restrictive requirement applies.

7. Policy Conflicts

Employees serving schools who have contracted with the Unit for services shall also comply with the policies of the school served. Conflicts between school policy and Unit policy shall be resolved by the Administrator of the Unit.

SECTION 10: DISPUTE RESOLUTION

1. Grievance and Complaint Procedures

The purpose of the grievance procedure is to secure, at the lowest possible level, equitable solutions to problems which arise concerning interpretation, application, or meaning of the terms and conditions of employment.

A. Certificated Employees Covered by the Negotiated Agreement

This subsection applies only to employees within the bargaining unit as defined in Article I of the Negotiated Agreement. Such employees shall use the grievance procedure set forth in Article IV of the Negotiated Agreement. In the event of any inconsistency between this handbook and Article IV of the Negotiated Agreement, the Negotiated Agreement controls. The procedure is restated below for convenience.

Definitions:

A. GRIEVANCE: Any claim or claims by a **teacher** or the Association that there has been a violation, misinterpretation, or misapplication of **this Agreement or the** terms and conditions of employment.

B. GRIEVANT: The **teacher** or the Association making the claim as provided for the definition of a grievance.

C. TIME LIMITS: All time limits contained herein shall mean **teacher work days** except in the case of a grievance which is submitted after the end of the school year, in which case the time limits shall mean weekdays, Monday through Friday, **except for state and federal holidays**. The time limits mentioned at each level shall be considered as maximums **and every effort shall be made at all levels to expedite the process**. Failure of the Grievant to comply with the time limits shall constitute a waiver of **the right to appeal to the next step**. Failure of the Board or Administration to comply with the time limits shall permit the grievant to proceed to the next step of the procedure.

Other Provisions

A. CONFIDENTIALITY: All meetings and hearings under this procedure through step 1 shall be conducted in private. All parties shall be permitted to record the proceedings of any meeting or hearing held in connection with the grievance. **Board hearings are subject to the Nebraska Open Meetings Act. A Grievant may request that the Board hold a closed session to the extent permitted by law.**

B. REPRESENTATION: The Grievant and the Administrator shall have the right to be assisted by a representative of their own choosing. If the grievant is not represented by an Association representative, the Association shall be permitted to have a representative present at all levels of the grievance if the grievant wishes.

C. SETTLEMENT: **The parties to a grievance may agree to settle a pending grievance at any point during the grievance process. If a settlement is reached, the Board, the affected teacher(s), and the Association shall all be notified of the terms of settlement.** Any settlement shall be consistent with the terms of the negotiated agreement.

D. REPRISALS: No reprisals of any kind shall be taken against any employee who utilizes the grievance procedure.

E. WITHDRAWAL: An employee may withdraw their grievance at any level of the procedure without fear of reprisal from any party. **Where the Association believes the issues involved should be resolved, the Association may assume the grievance at the point discontinued by the individual and proceed through the remainder of the procedure.**

F. ADVANCED STEP FILING: The grievance shall be initially filed at the level where the decision was made which caused the grievance to be filed.

Procedure

A. INFORMAL: It is desirable for an employee and his or her immediate supervisor to resolve the grievance through free and informal communications. When the grievance remains unresolved through the informal process, then the grievance shall be advanced to the formal process. **When requested by the teacher, a representative of the Association may assist in this resolution.**

B. FORMAL STEP 1: The Grievant shall present the grievance in writing to their administrator. **A meeting between the Grievant and the administrator shall be held within five (5) working days after the administrator receives the grievance. Within two (2) working days after the meeting, the administrator shall provide a written answer to the grievance.**

C. FORMAL STEP 2: If the **Grievant or Association is not satisfied with the outcome at Step 1, the Grievant or Association** may appeal the grievance in writing to the Board President. Within ten (10) working days from the date of receipt of the appeal, or at the next regularly scheduled Board meeting if mutually agreeable, the Board President shall schedule a hearing on the grievance before the Board. **The Board hearing shall occur on a mutually agreeable date and time, so long as the Board has the ability to give notice in accordance with the Open Meetings Act.** Each party shall have the right to call witnesses and present evidence as it deems necessary. The Board shall have five (5) days from the date of the hearing to notify, in writing, the **Grievant or Association** its decision regarding the grievance.

B. Non-Certificated and Other Employees Not Covered by the Negotiated Agreement

This subsection applies to all employees who are not within the bargaining unit as defined in Article I of the Negotiated Agreement, including all non-certificated employees and those Administrators and Directors who supervise certificated employees.

An employee covered by this subsection who has a workplace concern should first raise the concern informally with his or her immediate supervisor. If the concern is not resolved, the employee may present the concern in writing to the Administrator, who will review the matter and provide a written response. The decision of the Administrator is final.

This procedure is provided as an administrative courtesy to encourage the prompt resolution of workplace concerns. It does not create a contract of employment, does not alter the at-will status of non-certificated employees described in Section 8.5.D, and does not entitle any employee to a hearing before the Board of Directors.

2. Reduction in Force Policy

Reductions-in-force of certificated staff may occur due to decreasing enrollments in schools served, limited financial support, changes in financial support, budget restrictions, changes in programs, changes in services provided, changing needs for services by school districts, changes in full time equivalencies, or other changes in circumstances. If a change in circumstances occurs, necessitating a reduction in force, the Administrator or designee shall recommend to the Board those certificated employees to be reduced, and the Board shall take action thereon, in accordance with applicable laws.

This section applies only to certificated employees. Non-certificated employees are at-will employees as described in Section 8.5.D.

Reductions in force may include termination of an employee's contract, amendment of an employee's contract to reduce the employee's full time equivalency from full-time to part-time or from part-time to a lesser part-time, amendment of an employee's contract to eliminate positions or assignments and compensation related to such positions or assignments, and any other change that is a termination, non-renewal, or amendment of an employee's contract under the continuing contract laws.

The criterion for determining the employee or employees to be reduced in force are as follows (not listed in order of importance):

1. Areas of certification and endorsement. It shall be the responsibility of all certificated employees to file with the Administrator a copy of their teaching certificate or administrative and supervisory certificate or other license, including endorsements, upon initial employment with the ESU. On or before March 15th of each year thereafter, for so long as the employee is employed in the ESU or has rights of recall, the employee shall file with the Administrator evidence of any changes in the employee's certification, endorsements, or licensure which have occurred since March 15th of the previous year or which are pending.
2. Special qualifications that may require specific training and/or experience.
3. Existing school assignment.
4. Staffing requests from schools.
5. Location of schools and assignments.
6. Programs to be offered.
7. State and federal regulations which may mandate certain employment practices.
8. Contributions beyond the standard duties of the certificated employee's position, including contributions to activity programs of the schools.

9. Qualifications based on past performance and competence as determined by the Administrator or the evaluator of the affected employees through employee evaluation procedures. The criteria for employee evaluations (including frequency of the evaluation, evaluation forms, number and length of classroom observations, if applicable) used for purposes of this policy consists of the ESU 15 Board policies and administrative rules, regulations, forms and practices related to the periodic evaluation of certificated employees in effect as of the time the evaluation was completed. Such evaluation policies, etc., are incorporated herein as though set forth in full.
 10. The organizational and educational impact created by multiple part time certificated employees.
 11. Any other criteria which are rationally related to the instruction and services provided by, and the administration of, the ESU.
-

SECTION 11: APPENDICES & RESOURCES

1. New Employee and Onboarding Checklist

BEFORE YOUR FIRST DAY

- **Complete background check process** (required before assuming duties)
- **Provide a copy of driver's license**
- **Provide a copy of social security card**
- **Provide necessary certifications** (submit copies of all relevant certificates: NDE Teaching Certificate, Administrative Certificate, professional licenses, endorsements, and any specialized certifications required for your position)
- **Submit official college transcripts** to ESU #15 Administration
- **Set up direct deposit** for payroll (payroll deposited 1st business day of month)
- **Choose health insurance plan**
- **Complete insurance enrollment forms** (coverage begins September 1)
- **Decide on dental coverage options** (single included, family available)
- **Consider Vision Service Plan (VSP)** enrollment
- **Review Aflac supplemental insurance options**

2. COBRA Continuation Coverage Details

Model General Notice of COBRA Continuation Coverage Rights

(For use by single-employer group health plans)

Introduction

You are receiving this notice because you have recently become covered under a group health plan (the Plan). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who

are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

What is COBRA Continuation Coverage?

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as a "dependent child."

When is COBRA Coverage Available?

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, or the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

You Must Give Notice of Some Qualifying Events

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to: The ESU #15 Administrator or the ESU #15 Business Manager.

How is COBRA Coverage Provided?

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage. This notice should be sent to the Plan Administrator. Any additional plan procedures for this notice must also be provided.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

If You Have Questions

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at www.dol.gov/ebsa.

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Plan Contact Information

The ESU #15 group health plan is with Blue Cross Blue Shield of Nebraska. Information about the plan and COBRA continuation coverage can be obtained upon request from the ESU #15 Administrator or ESU #15 Business Manager (308-334-5160).

3. Federal Law References

Appendix A: FLSA – www.dol.gov/whd/flsa/

Appendix B: FMLA – www.dol.gov/whd/fmla/

Appendix C: EEOC – www.eeoc.gov/

4. Contact Information Directory

Designated Compliance Coordinator: Phillip Picquet, ESU #15 Administrator, 344 Main Street, PO Box 398, Trenton, NE 69044. Phone: (308) 334-5160. Email: ppicquet@esu15.org

ESU #15 Business Manager: (308) 334-5160

5. Quick Reference Guide

- **AptaFund website:** <https://www.aptafund.com/Home/Login>
- **ESU #15 website** (for mileage forms, requisition forms, professional leave forms)
- **VSP Vision Care:** <https://www.vsp.com/>
- **NPERS Retirement:** <https://npers.ne.gov/SelfService/index.jsp>
- **Aflac website** (for claims)

6. Handbook Acknowledgement

I have received the ESU #15 Employee Handbook, and I understand that it is my responsibility to read this manual. This signed receipt also acknowledges that I have received and understand the Drug Free Workplace policy.

Signed: _____ Date: _____

Return to: Phillip Picquet, ESU #15 Administrator, ppicquet@esu15.org, 344 Main Street, PO Box 398, Trenton, NE 69044

Personnel

Staff Use of Artificial Intelligence

The Board recognizes that artificial intelligence (“AI”) tools may assist staff with instructional, tasks, but also create risks related to privacy, confidentiality, accuracy, bias, security, and intellectual property. District staff may only use AI as permitted by this Policy and any procedures or guidance adopted by the Superintendent or designee.

I. Definitions

For purposes of this Policy, the following terms are defined:

A. “District-Approved AI Tool” means an AI tool or AI-enabled feature that has been reviewed and approved by the District for one or more specified uses.

B. “Consumer or Public AI Tool” means an AI tool that has not been specifically approved by the District for the intended use, including AI tools accessed through personal accounts, individually purchased subscriptions, or public-facing websites or applications.

C. “Confidential or Protected Information” means student records, protected personnel information, privileged legal information, security-related information, and any other nonpublic information protected by law, Board Policy, contract, or District procedure. The following are examples of Confidential or Protected Information: (1) student education records and personally identifiable student information; (2) student IEPs, Section 504 plans, evaluations, behavior plans, counseling records, health records, discipline records, and other special education or disability-related records; (3) confidential personnel records, payroll or benefits information, medical or leave information, staff disciplinary information, investigation materials, and other nonpublic staff information; (4) school safety, security, emergency response, threat assessment, or crisis response information; and (5) passwords, access credentials, security login, or other information that could compromise District systems or operations; and

II. Authorized Use of AI Tools

Staff may use District-Approved AI Tools only for authorized District purposes and only in accordance with any restrictions or conditions established by the District. Approval of an AI tool for one purpose does not authorize all uses of that tool.

Staff may not use an AI tool with students, for student-facing activities, or in connection with Confidential Information unless the tool has been approved by the District for that specific use.

Staff may use Consumer or Public AI Tools only for non-confidential tasks that do not involve student records, confidential personnel matters, privileged information, or other Confidential Information.

III. Staff Expectations for Use of AI Tools

Staff remain responsible for all work produced with AI assistance. Staff must exercise professional judgment and review AI-generated content for accuracy, appropriateness, bias, and District expectations before using or sharing it.

AI tools may be used to support legitimate educational tasks, such as drafting materials, generating ideas, summarizing non-confidential information, or improving efficiency, so long as such use complies with this Policy and any administrative procedures.

IV. Protection of Student, Staff, and District Information

Staff may not enter, upload, or disclose Confidential Information in a Consumer or Public AI Tool. Removing a name or direct identifier does not convert information into a non-confidential format.

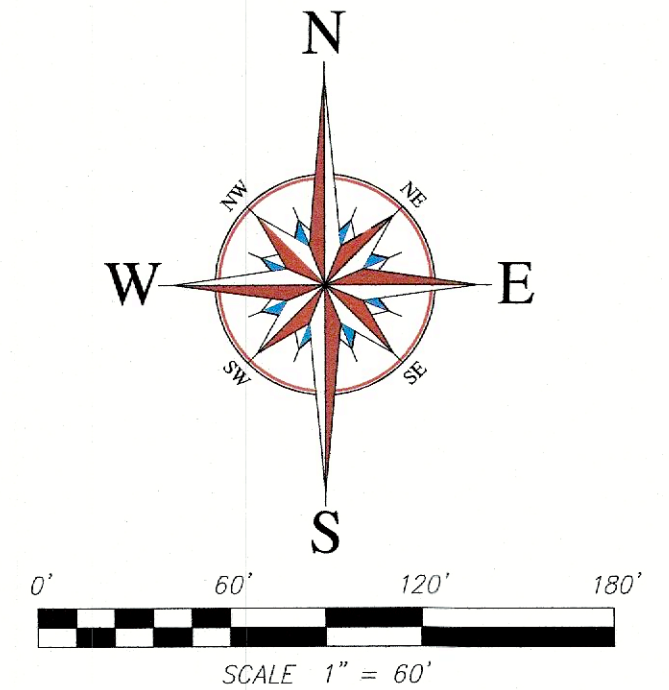
Staff may use Confidential Information in a District-Approved AI Tool only when: (1) the District has approved that use; (2) the staff member uses the District-authorized account, platform, or workspace; and (3) the use is permitted by law, board policy, and District procedures.

V. Prohibited Uses of AI Tools

Notwithstanding anything to the contrary, staff may not use AI to:

- (1) disclose or input Confidential Information in violation of law, Board Policy, District procedure, or the approved use for the AI tool;
- (2) create, distribute, or use deceptive, harassing, discriminatory, defamatory, threatening, sexually explicit, or otherwise inappropriate content, including fabricated or manipulated images, audio, or video (regardless of whether this occurs on a school device or at school);
- (3) infringe on any intellectual property rights;
- (4) bypass District technology safeguards, impersonate others, or engage in unauthorized surveillance, monitoring, or tracking; or
- (5) otherwise violate law, board policy, District procedure, or the staff member's professional obligations.

A SURVEY PLAT OF LOTS 17-22, & PART OF LOT 23, ALL IN BLOCK 19, ORIGINAL TOWN OF TRENTON, HITCHCOCK COUNTY, NEBRASKA



LEGEND

- FOUND MONUMENT
1/2" REBAR W/ ORANGE
PLASTIC CAP STAMPED
"DICKINSON RLS 554"
(UNLESS OTHERWISE NOTED)
- SET MONUMENT
1/2" REBAR 24" LONG W/
ORANGE PLASTIC CAP STAMPED
"DICKINSON PLS 554"
- ⊙ SET WITNESS CORNER
1/2" REBAR W/ ORANGE
PLASTIC CAP STAMPED
"DICKINSON PLS 554"
- DLS- RYAN E. DICKINSON,
P.L.S. 554, DISTANCE
- D- DEEDED DISTANCE,
BOOK 52, PAGE 498
- P- PLATTED DISTANCE
- M- MEASURED DISTANCE
- X- TEMPORARY POINT
- OLD LOT LINE

RESERVED FOR REPOSITORY

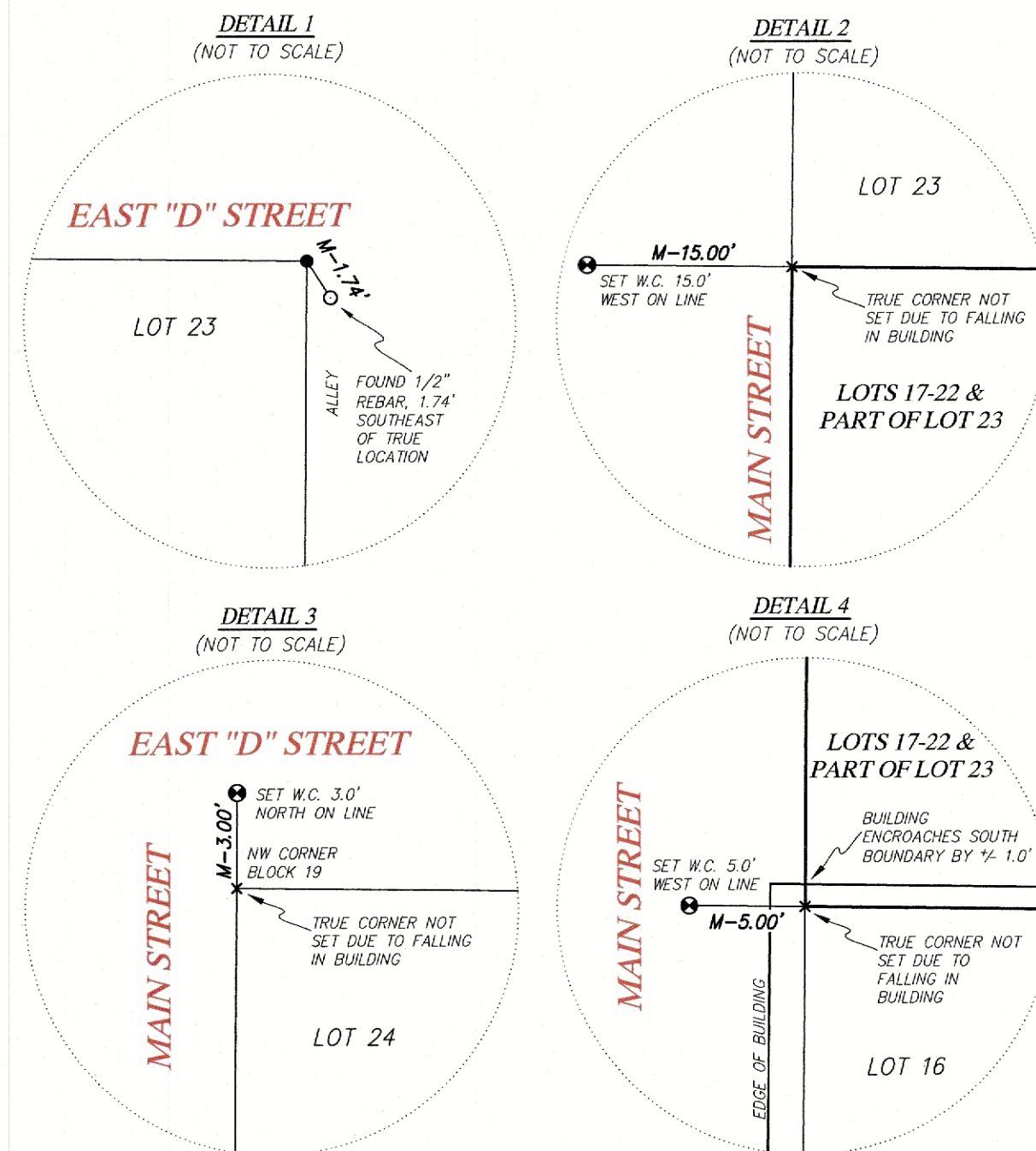
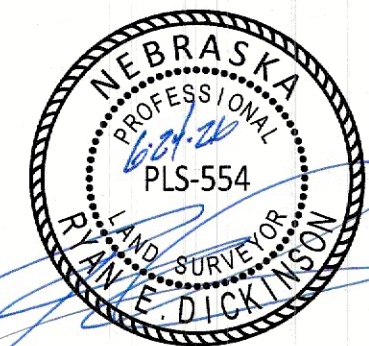
MEASURED LINE DATA

LINE	BEARING	DISTANCE
L1	N 89°24'43" W	M&P-20.00'
L2	S 00°35'01" W	M-25.03' P-25.00'
L3	S 89°25'03" E	M-111.75' D-112.00'
L4	S 00°35'45" W	M&D-16.00'
L5	S 89°25'03" E	M-27.94' D-28.00'
L6	N 00°33'35" E	M-41.03'

SURVEYOR'S CERTIFICATE

I, Ryan E. Dickinson, Nebraska Professional Land Surveyor No. 554, duly registered under the Land Surveyor's Regulation Act, do hereby state that I have performed a survey of the land depicted on the accompanying plat; that said plat is a true delineation of said survey performed personally or under my direct supervision; that said survey was made with reference to known and recorded monuments marked as shown, and to the best of my knowledge and belief is true, correct and in accordance with the Land Surveyor's Regulation Act in effect at the time of this survey.

Ryan E. Dickinson
Nebraska Professional Land Surveyor
Registration No. 554



EAST FIRST STREET

SURVEYOR'S NOTES:

This survey was set forth by Educational Service Unit #15 (Phillip Picquet) to survey Lots 17-22 and part of lot 23, Block 19, Original Town of Trenton, Hitchcock County, Nebraska.

In the initial research I found a survey by Ryan E. Dickson, P.L.S. 554, dated April 29th, 2025; an Original Plat of the Town of Trenton, date unknown; and a Warranty Deed recorded in Book 52, Page 498.

In the commencement of field work I recovered the property corners as shown hereon. Then, per the client's wishes, I set property corners by single proportion in accordance with said Warranty Deed to conclude the survey.

The basis of bearing for this plat was arrived by GPS solutions.

A title search was not requested nor conducted by me for this tract of land. Therefore, all recorded and unrecorded Right-of-Ways or Easements may not be shown.

Only the record documents noted hereon were provided to or discovered by Surveyor. No abstract, current title commitment nor other record title documentation was provided to Surveyor.

There may be structures and improvements located on this tract which are not shown hereon.

Underground utilities may or may not exist within the limits of this tract. The location of these facilities was not within the scope of work to be accomplished by the Surveyor.

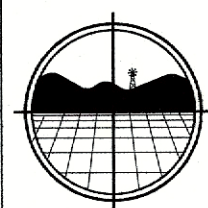
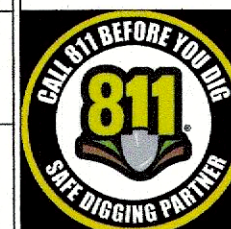
There may be easements which affect the land shown hereon.

Prior to any site excavations, contact the utility companies for location of their lines. Contact Nebraska 811 at 800-331-5666 prior to excavation.

CLIENT: EDUCATIONAL SERVICE UNIT #15

DATE OF SURVEY: 1 JUNE 2026

PAGE 1 OF 1 PROJECT #: 26-110



Dickinson Land Surveyors, Inc.

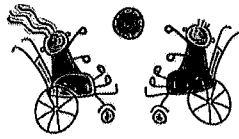
Nebraska and Colorado Certified

302 Diamond Springs Trail, Ogallala, Nebraska 69153

Office: 308-284-8440

www.dickinsonlandsurveyors.com

OCCUPATIONAL THERAPY SERVICES, LLC



JENNY REICHMAN, OTR/L
CASSIE JARZYNSKA, OTR/L
SAMANTHA GADE, OTR/L
CHRIS VIAN, COTA/L
KACEE KART, COTA/L
Lauren MOES, COTA/L

April 24, 2026

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 2026-2027 school year.

Our company employs six 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 \$82 per hour for the 2025-26 school year, and we would expect that hourly rate to increase by \$1 in July to \$83 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 \$.725 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. \$1,527 per year will be the total increase which takes into account the state rate increase of \$1/hour and the increase in the mileage rate from \$.70 to \$.725 per mile.

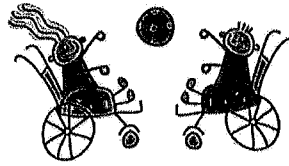
We would love the opportunity to continue to serve ESU 15 for the 2026-2027 school year.

Sincerely,

Jenny Reichman

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

OCCUPATIONAL THERAPY SERVICES, LLC



**Contractual Agreement
Occupational Therapy
2025-2026 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 \$83 an hour (**\$95,616**). Additionally, mileage will be charged based on expected mileage driven (estimated 15,000) at the state approved mileage reimbursement rate of \$.725 per mile for a total of **\$10,875**. Total amount for therapy and mileage agreed upon is **\$106,491** paid over a 12 month period with the first payment being due August 25, 2026 in the amount of **\$8874.25** per month. If the mileage has been overestimated by OT Services, a refund will be assessed on the July 2027 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 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, 2025 and ending on or about May 20, 2026. 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 8 day of July 2026

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

Dated this _____ day of _____ 2026