

# ESU-PDO Procedures

**Introduction:** The purpose of this document is to provide guidance to the ESU-PDO Coordinating Committee that is charged with developing and recommending an annual program of state-wide trainings.

- 1.0 COORDINATING COMMITTEE (Duties of representatives of affiliates)
  - 1.1 Serves as the official advisory committee for ESU-PDO
  - 1.2 Conduct/Coordinate the business of ESU-PDO
  - 1.3 Plan and coordinate professional development training
  - 1.4 Prepare the annual report of the concluding year and present to the ESU Coordinating Council.
  - 1.5 Recommend upcoming year's calendar of trainings and proposed budget to the ESU Coordinating Council.
  
- 2.0 WORKSHOPS & TRAININGS (Duties of authorized affiliate coordinator)
  - 2.1 Check that workshop dates are on ESUPDO calendar
  - 2.2 Coordinator's Administrator signs contract w/presenter
    - 2.2.1 Coordinator must have presenter complete withholding Tax forms
      - Nebraska presenter (non-ESU employee) must complete W-9 form (one time) prior to any bill submission
      - Out-of-State presenter must complete Nebraska withholding form W-4NA (each time) prior to any bill submission
    - 2.2.2 Coordinator contacts presenter & assists with lodging and transportation arrangements.
  - 2.3 Orders materials and cuts POs (by coordinator's local unit)
    - 2.3.1 Coordinator orders lunches, etc.
  - 2.4 Coordinator's ESU pays bills (based only on valid receipts)
    - 2.4.1 Collected registration fees are applied to workshop bills prior to forwarding any/all balance to the ESU-PDO administrative liaison.
    - 2.4.2 Workshop balance must be noted on the PDO 1% claim form, with accompanying receipt documentations attached. The claim form must include the name of person/organization to be paid and the budget project code number.
  
- 3.0 GENERAL PROCEDURES
  - 3.1 Mileage
    - 3.1.1 Meetings held separate from PDO events and if adequate funds are available, attending members may file for reimbursement of actual expenses.
    - 3.1.2 There will be no reimbursement for expenses if meetings are held in coordination with other scheduled PDO events.

### 3.2 Calendar/Meetings

- 3.2.1 PDO calendar is listed on the official ESU-PDO website
- 3.2.2 All meetings are open to the public but are advisory-only and the Nebraska Open Meetings Law does not apply.

### 3.3 Budget Timeline (prior to April 1st of each year)

- 3.3.1 Each PDO affiliate chair submits prioritized budget to the Coordinating Committee
  - Technology Affiliate Group (TAG)
  - Staff Development Affiliate
  - Network Operations Committee (NOC)
  - Instructional Materials / CONESU
  - Educational Service Unit Special Populations (ESPD)
  - ESUCC Liaison submits prioritized budget to the Coordinating Committee based on 15% of estimated 1% fund

#### 3.3.2 Draft Budget Prepared on the basis of:

- The annual PDO allocation of 85% of total 1% state-wide Core Service Funds for Priority One Projects
- An estimate of Carry-Over funds for the next fiscal year (PDO Chairs & Designated 1% Accountant) for Priority Two Projects

#### 3.3.3 Budget Adjustments:

- If a project is going to exceed its budget, by 10% or less, the request for additional funding and specified line item change must be made to the PDO chairs. The PDO chairs may move funding among projects if there are funds available from under spent projects within the 10% limitation. All fund adjustments shall be reported to the ESUCC Liaison and 1% Accountant.
- If funds are requested to be moved between or among projects of greater than 10% than the original budget allotment, approval must be received from the ESUCC.

### 3.4 ESU personnel/staff presentations within the state network:

- 3.4.1 ESUs may exchange staff days for presentations between units.
- 3.4.2 ESUs may purchase another unit's staff time at the rate of 140% of the staff member's per diem.