

Title I Schoolwide Programs

July 29, 2014

Beth Zillig,
NDE Title I Assistant Director





Schoolwide Eligibility

- Eligible if building poverty $\geq 40\%$
- Inform parents of option to have a schoolwide project
- Submit intent to plan by November 1st
- School continues to operate as a Targeted Assistance School (TAS) while developing Schoolwide (SW) plan.



Schoolwide Plan is to be Peer Reviewed Every 3 Years

- Building will submit a complete plan every 3 years
- The schedule has been changed starting in 2014-15
- Schoolwide plan is self-reviewed & revised as necessary the two years that the full plan is not submitted



New Schedule

Starting 2014-15



- Create/Update Title I Schoolwide Plan to be Peer Reviewed
- Do Schoolwide Self Review & Participate in District ESEA/NCLB Monitoring
- Do Schoolwide Self Review & Participate in Peer Review (actually review plans) 



2014-15
Title I Schoolwide Intent Form

NDE 04-057

NDE Title I Intent to Develop Schoolwide Plan

This form is for buildings that do not currently have a Schoolwide Program, but meet the requirements and wish to develop a plan to become Schoolwide for the 2015-16 school year.

Please submit the following information to Beth Zillig, Title I Assistant Director, by **November 1st** at beth.zillig@nebraska.gov or

NDE, Title I Office
PO Box 94987
Lincoln, NE 68509-4987

| | |
|---|--|
| School District Number: | |
| School District Name: | |
| School Building Number: | |
| School Building Name: | |
| Poverty percentage: | |
| Date (between Jan. 1 & July 1, 2014) Enrollment and Free/Reduced Lunch data was collected. | |
| If District is part of an ESU Title I Consortium, please list the ESU number (i.e. ESU 10): | |
| Building Principal Name: | |
| Building Principal Email: | |
| Additional Contact Person Name (Optional): | |
| Additional Contact Person Email: | |

Please see the Schoolwide Program and Resources section on the NDE Title I webpage <http://www.education.ne.gov/federalprograms/Title%20I%20Part%20A.html> for the template, rubric & recording on the process to create a schoolwide plan.

WORTH NOTING:

1. Each building wishing to pursue the development of a schoolwide plan must submit this form by **November 1st**.
2. Completed Schoolwide plans, on a USB thumb-drive, are due to the NDE Title I Office by **April 1st**.
3. Required Schoolwide Peer Review Session will be held in April. All buildings submitting this form will participate in a Peer Review session – you will be notified when times and locations have been determined.



Developing / Updating Schoolwide Plan

- Make sure that at least 80% of the certified staff will support this plan
- Make sure that the schoolwide planning team has;
 - Teachers,
 - Administrators,
 - Parents (minimum of one)
 - Student(s) - if a secondary school



Important items when putting the Schoolwide Plan together



SCHOOLWIDE PLAN SUBMISSION INSTRUCTIONS

1. A schoolwide plan for each building participating in the spring 2015 peer review is to be submitted to the Nebraska Department of Education (NDE) by April 1, 2015. The 3-year schedule for schoolwide peer reviews available on the NDE Title I webpage: <http://www.education.ne.gov/federalprograms/Title%20I%20Part%20A.html>
2. The schoolwide plan is to be submitted on one flash-drive (retain a second flash-drive with the same information for your files). This change should save postage and file space from previous years when plans were submitted in binders.
3. The flash-drive submitted will have a completed schoolwide template (this document) and a series of folders (which will need to be created). Supporting documentation for each of the required elements of the schoolwide plan outlined on the Schoolwide Plan Peer Review Rating Rubric will be provided in the folders corresponding to each of the required elements. 25 folders with the following labels will need to be created:
B1
C1
1.1; 1.2; 1.3; 1.4; 1.5
2.1; 2.2
3.1; 3.2
4.1
5.1
6.1; 6.2; 6.3
7.1; 7.2; 7.3
8.1
9.1; 9.2
10.1; 10.2; 10.3
4. As the narrative on the schoolwide template for each required element is completed the supporting documentation will be added to each corresponding folder. Supporting documentation will need to be scanned or copied. **All documents submitted MUST be in PDF format.** Please provide all documentation to support the narrative in each folder. Highlight pertinent sections of documentation that support the required element to allow readers to quickly identify sections that apply. Reviewers will be instructed to only use the narrative and documentation provided in each corresponding folder to determine the rating for that required element.
5. Please use the Schoolwide Plan Peer Review Rating Rubric to determine the information needed for the narratives on the template and the documentation needed to support the building's response to the required elements in the folders.
6. Once the narrative responses for all required elements are completed and documentation provided in all the required folders it will need to be submitted to NDE. **Please submit the schoolwide template and all supporting documents in PDF format.**
7. Please write on the outside of the flash-drive, with a permanent marker, the district and building name along with the state assigned County-District-Building Number (00-0000-000).
8. Mail the flash-drive in a padded envelope to:
Nebraska Department of Education
Title I Office
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987

Due to NDE April 1st

Updated: July 2014

Template

Rating Rubric

Updated: July 2014

SCHOOLWIDE PLAN PEER and SELF REVIEW RATING RUBRIC AND ANNUAL REVIEW OF SCHOOLWIDE EFFECTIVENESS

District Name: _____ SW Peer Review Team: _____

Building Name: _____ Date: _____

Although the peer review process is for determining whether required schoolwide components are in place, the rubric serves as a tool to use annually for reviewing the plan and provides a system to encourage and measure growth. The mandatory components in this rubric require submission of the "documentation" within your plan (i.e., copy of parent policy; requirement 6.3) in order to be considered complete. (Documentation, not just reference to the documentation must be included. For example: Include a copy of the parent survey, state the number of surveys that were sent, the number that were returned, and a compilation of the results and comments. Example 2: Provide participant sign-in sheets of those involved in reviewing and updating compact and include a copy of the compact.)

PLAN PREPARATION

According to §1114(b)(2), a schoolwide plan should be a comprehensive plan for reforming the total instructional program in the school that (i) describes how the school implements the components of a schoolwide program; (ii) describes how the school uses resources under this part and from other sources to implement those components; (iii) includes a list of state educational agency, local educational agency programs and other federal programs that are consolidated in the schoolwide program; and (iv) describes how the school will provide individual student academic assessment results in a language the parents can understand, including an interpretation of those results, to the parents of a child who participates in the academic assessments required.

Plans shall include an abstract, of not more than two pages, describing the comprehensive program. Please indicate grade span of building. NOTE: K-12 plans will NOT be accepted. Each "building" must have a plan specifically addressing its identified needs.

It is not required or desired that schools create a separate plan, but must be able to provide evidence from the current local plan for improvement (i.e. AdvancED or Framework School Improvement Plan).

| | |
|---|--|
| Schoolwide Plan Cover Page is included. (Please use template provided by NDE) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Please record the grade span included in the building's Schoolwide Plan in the box to the right. | <input type="text"/> |
| This is a NEW Schoolwide Program. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| One to two page abstract is included. Abstract includes: <input type="checkbox"/> grade span of the building, average class size, number of certified instructional staff; <input type="checkbox"/> demographics - including a list of subgroup percentages served in the building; and <input type="checkbox"/> needs assessments used and how they drive the overall goals of the schoolwide plan. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

USB flash drive





For those updating their plans:

- The previous 29 required elements have been reduced to 25. The following were eliminated from the old rubric (because of duplication)
 - 2.2 the scientifically based research strategies . . .
 - 5.2 professional development . . .
 - 6.1 parent/community members contribute to the development of the schoolwide plan . . .
 - 7.4 cultural needs reflected in transition plan . . .
- Items have been shifted up – for example the old 2.3 is now 2.2 and the old 6.2 is now 6.1, 6.3 is now 6.2 etc.



The Template includes:

- Instructions:
 - How to create the 25 folders on flash drive
 - How documents need to be saved
 - How and where to mail the completed flash-drive
- The Cover Page
- Instructions for the 1 to 2 page abstract
 - Building make up – grade span, class size, # staff, etc.
 - demographics – all subgroups included in building
 - how needs assessments are used to drive overall goals of the Schoolwide plan should be included
- Narrative boxes for each of the corresponding items on the Rating Rubric. *(a short narrative is required on every item)*





2014-15
One of the Schoolwide Narrative Pages

Leading questions have been added to each narrative box



Please write a narrative in each box below to correspond to the Peer Review Rating Rubric.

Place documentation in corresponding folder on flash drive to support the narrative.

B. Participants involved in developing the building's schoolwide plan

| | |
|-----------|--|
| B1 | Please provide a narrative below that explains how participants were involved in developing/updating the building's schoolwide plan. Provide supporting documentation in the corresponding folder. |
| | |

C. Staff involvement in developing/amending the building's schoolwide plan

| | |
|-----------|--|
| C1 | Please provide a narrative below that explains how certified staff voted to support the schoolwide plan. Provide supporting documentation in the corresponding folder. |
| | |

1. Comprehensive Needs Assessment

| | |
|------------|--|
| 1.1 | Please provide a list of data used to support the comprehensive needs assessment. Provide supporting documentation in the corresponding folder. |
| | |
| 1.2 | Please provide a narrative below that explains how all disaggregated Title I subgroup data was used to plan instruction and improvement efforts. (Small schools will need to report local disaggregated data for internal analysis.) Provide supporting documentation in the corresponding folder. |
| | |
| 1.3 | Please provide a narrative below that explains how staff qualifications were used in development of the schoolwide plan. Provide supporting documentation in the corresponding folder. |
| | |
| 1.4 | Please provide a narrative below that explains how the parent/community survey was distributed and collected. Provide supporting documentation in the corresponding folder. |
| | |
| 1.5 | Please provide a narrative below that explains how the schoolwide plan supports the school improvement plan. Provide supporting documentation in the corresponding folder. |
| | |



Peer & Self Review Rating Rubric

There are 25 items that all must have a **minimum** score of 1 point. If minimum is not met the plan and Schoolwide status will not be approved.

| | | | | | |
|---------------------|--|---|---|--------|---------|
| SECTION A COMMENTS: | | | | | |
| B | §1114(b)(2)(B)(ii) Requirement: Participants involved in developing the building's Schoolwide Plan NOTE: Secondary schoolwide planning team must include at least one student along with other required participants | | | | |
| | Required (1 point) | Proficient (2 points) | Advanced (3 points) | Points | Missing |
| B1 | <i>Required Documentation: List of schoolwide planning team; Additional Documentation (Optional): May include meeting sign-in sheet(s), meeting minutes, and a list of attendees</i> | | | | |
| | The schoolwide planning team involves teachers, administrators, and at least one parent. If plan relates to a secondary school, student(s) are part of the planning team. | The schoolwide planning team involves teachers, administrators, parents, paraprofessionals and an external technical assistance provider such as ESU staff and/or NCA external team member, etc. If plan relates to a secondary school, student(s) are part of the planning team. | The schoolwide planning team involves teachers, administrators, parents, paraprofessionals, external technical assistance provider, and community representative(s) such as school board member. If plan relates to a secondary school, student(s) are part of the planning team. | | |
| SECTION B COMMENTS: | | | | | |
| C | §1114(b)(2)(B)(ii) Requirement: Staff involvement in developing/amending the building's Schoolwide Plan | | | | |
| | Required (1 point) | Proficient (2 points) | Advanced (3 points) | Points | Missing |
| C1 | <i>Required Documentation: Dated list of staff vote or actual ballots.</i> | | | | |
| | At least 80% of the certified staff vote annually to support this schoolwide plan. | Between 80% and 90% of the certified staff vote annually to support this schoolwide plan. | More than 90% of all certified staff vote annually to support this schoolwide plan. | | |
| SECTION C COMMENTS: | | | | | |



There are required components of certain documents which are listed with checkboxes

Required documentation is listed at the top of each item. Sometimes additional optional documentation is listed, these are only suggestions.



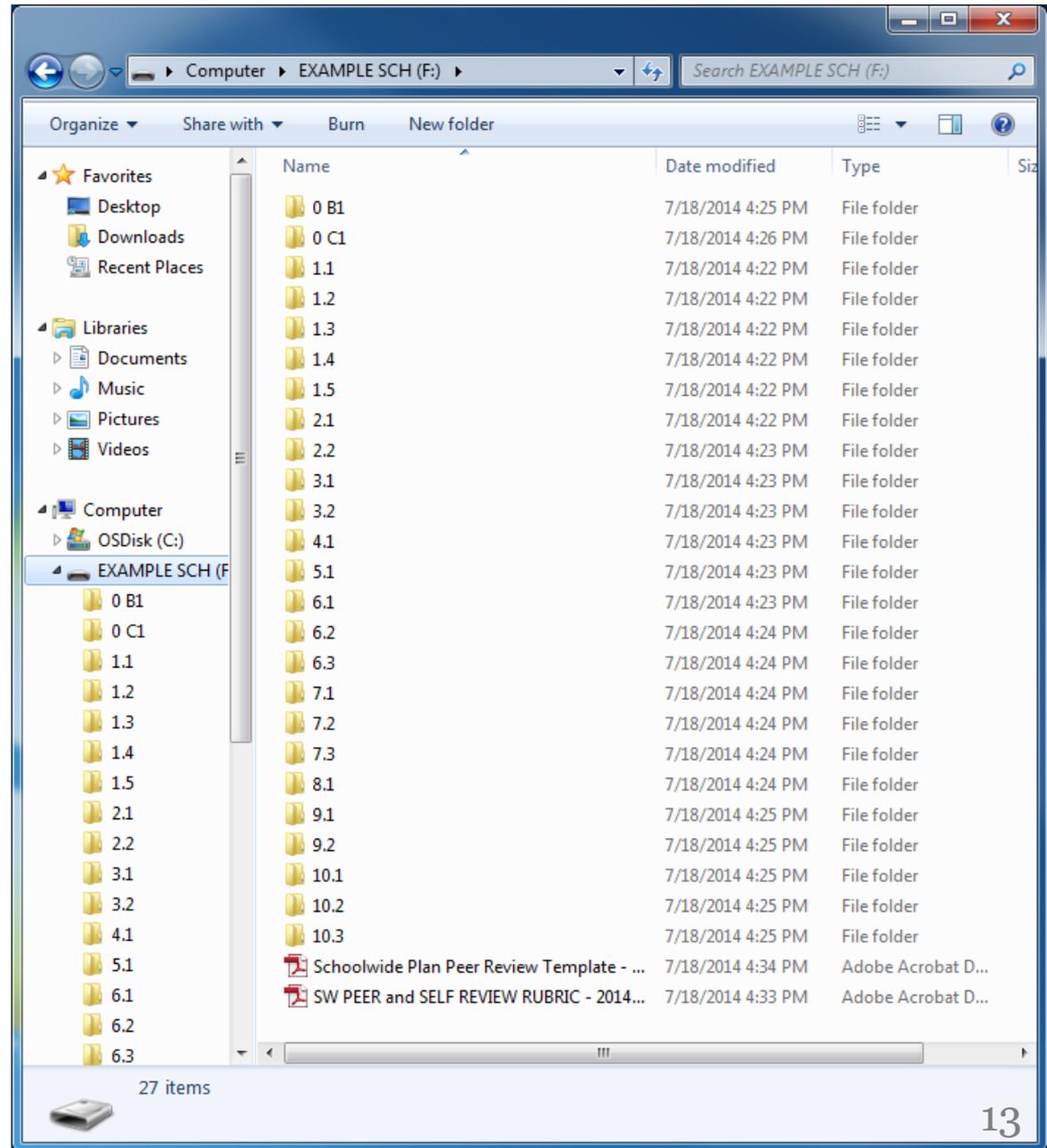
| 6 | §1114(b)(1)(F) Requirement: Strategies to increase parental involvement | | | Points | Missing |
|-----|---|---|--|--------|---------|
| | Required (1 point) | Proficient (2 points) | Advanced (3 points) | | |
| | <i>Required Documentation: Copy of school-parent compact; sign-in sheet for parent meeting;</i> | | | | |
| 6.1 | The Compact is jointly developed with parents and meets the requirements below. See section below for Compact Requirements. | Teachers, parents, and students are involved in developing the Compact and it is reviewed at the annual parent meeting. The compact meets the requirements below. | Teachers, parents, and students are involved in developing the Compact and review it at the annual parent meeting. The plan addresses how the components of the parent compact are reviewed often to assure that all parties are fulfilling their role and responsibilities. The compact meets the requirements below. | | |
| | A School-Parent Compact has been jointly developed with parents and must include: <ul style="list-style-type: none"> <input type="checkbox"/> the school's responsibility to provide high-quality curriculum and instruction <input type="checkbox"/> ways in which parents will be responsible for supporting their children's learning. (For example, monitoring attendance, homework completion, television watching, volunteering in their child's classroom, and participating in decisions relating to the education of their children and positive use of extracurricular time) <input type="checkbox"/> the importance of communication between teachers and parents on a continuous basis | | | | |
| | <i>Required Documentation: Building level parent involvement policy or procedure;</i> <i>Additional Documentation (Optional): Agenda for annual parent meeting and attendance log</i> | | | | |
| 6.2 | A building level parent policy or procedures, meeting Title I requirements (below), are developed with parent input. (Does not need to be board approved.) See section below for Parent Policy Requirements. | The building level parent policy or procedures, which are developed with parent input and meeting Title I requirements (below), is distributed/shared with parents. | The building level parent policy or procedures, which meets Title I requirements (below) are reviewed and updated annually at the annual parent meeting. | | |
| | The <u>school</u> has a policy that meets the requirements of NCLB. The policy shall include the following: <p>Policy Involvement</p> <ul style="list-style-type: none"> <input type="checkbox"/> convene annual meeting(s) at convenient time(s) <input type="checkbox"/> involve parents, in the planning, review, and improvement of the school parent involvement policy <input type="checkbox"/> provide parents with timely information regarding curriculum, academic assessments used, and proficiency levels <input type="checkbox"/> provide opportunities for parents to participate, as appropriate, in decisions relating to the education of their children <p>Shared Responsibilities for High Student Academic Achievement</p> <ul style="list-style-type: none"> <input type="checkbox"/> jointly develop with parents a school-parent compact that outlines shared responsibility for improved student academic achievement <p>Building Capacity for Involvement</p> <ul style="list-style-type: none"> <input type="checkbox"/> provide assistance, opportunities, and/or materials for helping parents to understand topics relating to their students' academic achievement in a format, and when feasible, <i>in a language the parents can understand</i> <p>Accessibility</p> <ul style="list-style-type: none"> <input type="checkbox"/> to the extent practicable, districts and schools shall provide opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required in a format and <i>in a language such parents can understand</i> | | | | |



The USB flash drive will need to have:

- 25 folders (one for each required item on the rubric),
- The Template &
- Rubric on it.

Note: If a zero is added in front of the B1 and C1 title on the folders, they will remain in the correct order

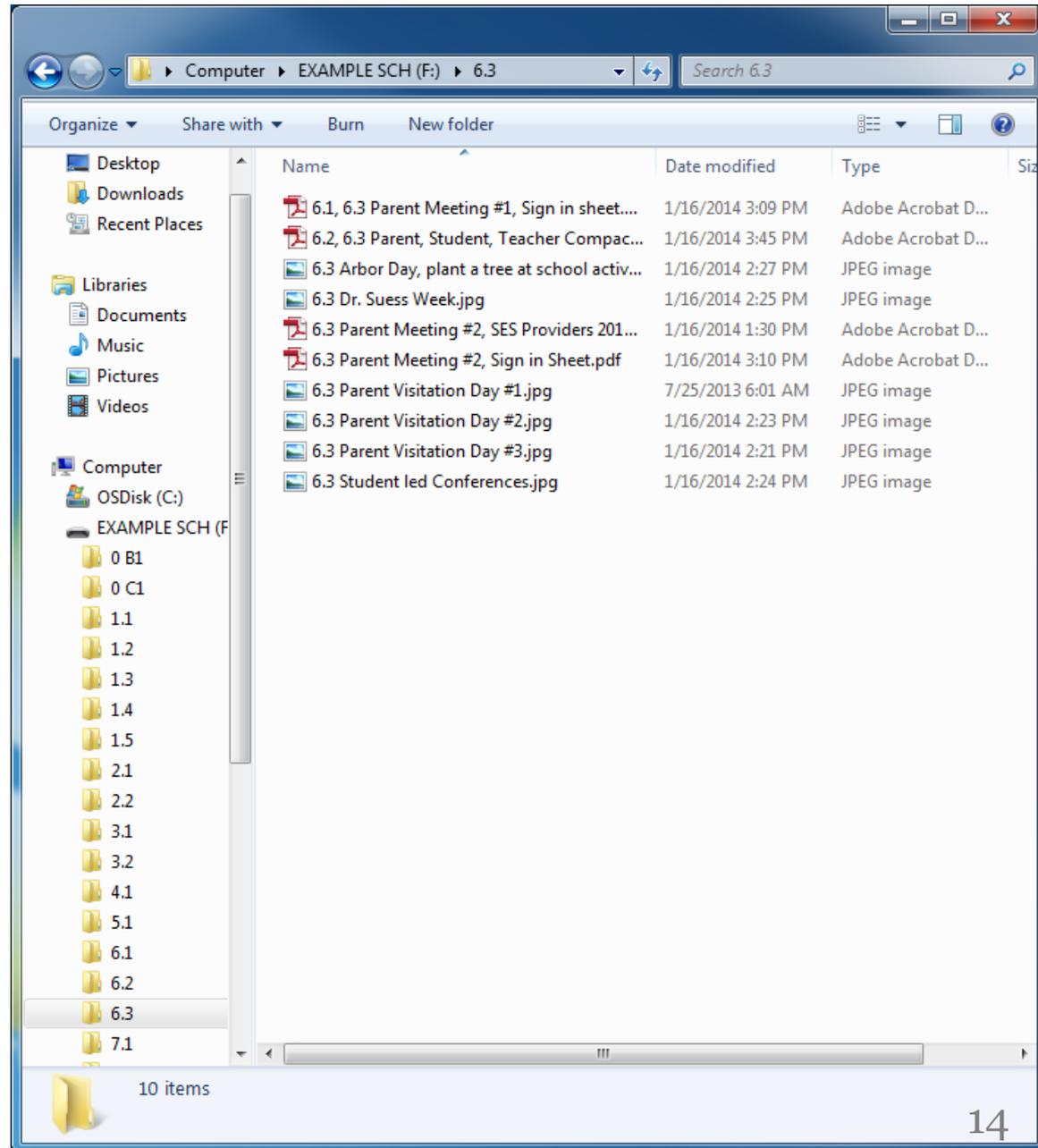




Within each folder will need supporting documentation in it that supports the narrative on the template

All documents need to be saved as PDF's so they can't be changed (please keep the working word documents on a back up drive so changes can be made when necessary)

Pictures should be jpg files so that they can be easily viewed





Process followed at Peer Review



Template w/ narratives

Folders w/ supporting documentation



Each team of 2-3 people have two computers and a rating rubric to review each plan.

Updated: July 2014

**SCHOOLWIDE PLAN PEER and SELF REVIEW RATING RUBRIC
AND ANNUAL REVIEW OF SCHOOLWIDE EFFECTIVENESS**

District Name: _____ SW Peer Review Team: _____
 Building Name: _____ Date: _____

Although the peer review process is for determining whether required schoolwide components are in place, the rubric serves as a tool to use annually for reviewing the plan and provides a system to encourage and measure growth. The mandatory components in this rubric require submission of the documentation within four days (i.e. copy of parent survey, nonconsent #3) in order to be considered complete. Documentation not just reference to the documentation must be included. For example: include a copy of the parent survey, state the number of surveys that were sent, the number that were returned, and a compilation of the results and comments. Example 2: Provide participant sign-in sheets of those involved in reviewing and updating compact and include a copy of the compact.)

PLAN PREPARATION

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Plans shall include an abstract of not more than two pages describing the comprehensive program. Please indicate grade span of building. NOTE: K-12 plans will NOT be accepted. Each "building" must have a plan specifically addressing its identified needs. It is not required or desired that schools create a separate plan, but must be able to provide evidence from the current local plan for improvement (i.e. Advanced or Framework School Improvement Plan).

| | |
|---|--|
| Schoolwide Plan Cover Page is included. (Please use template provided by NDE) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Please record the grade span included in the building's Schoolwide Plan in the box to the right. | <input type="text"/> |
| This is a NEW Schoolwide Program. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| One to two page abstract is included. Abstract includes: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> grade span of the building, average class size, number of certified instructional staff; | |
| <input type="checkbox"/> demographics - including a list of subgroup percentages served in the building; and; | |
| <input type="checkbox"/> needs assessments used and how they drive the overall goals of the schoolwide plan. | |





Peer Review Process (Continued)

- A copy of the Schoolwide Template will be placed on one computer
- The USB flash drive with the folders will be on the second computer
- They will work through the rubric checking the cover sheet, abstract and then each item's narrative and supporting documentation giving a score to each & writing the notes on the printed rubric
- After completing one schoolwide plan they will review a second



Peer Review Process (Continued)

- After the plans are reviewed by the peers
- The NDE Title I Consultant for each district
 - Reviews the School-Parent Compact & Parent Involvement plans to make sure all requirements are met
 - Contacts building to get any missing documentation
- When all 25 items are met
- Letter is sent to the principal giving permission to begin/continue as a Schoolwide Program



Two years when not completing Plan for Peer Review you will be;

- Completing the Self Review and
- Participating in ESEA/NCLB Monitoring visit
or
- Reviewing Plans at the Peer Review 

(depending on year it is for your district)



Title I Self-Review

Evidence of review is to be submitted the 2 off years of Peer Review
it must include:

- The Cover Page (with the Building Principal's signature),
- Score-sheet (corresponds to the 2014-15 Schoolwide Rating Rubric),
- Evidence that review addressed the program effectiveness – which includes:
 - Reference to the data analyzed to make determination of effectiveness,
 - Names and titles of people involved in the self review,
 - Minutes from the meeting &
 - Any changes to the buildings schoolwide plan (if applicable)



2014-15 Schoolwide Self-Review Cover Page

Return to: Title I Office
Nebraska Department of Education
PO Box 94987
Lincoln, NE 68509-4987

NDE 04-055
Date Due: May 1st

Title I Schoolwide Building Information
Spring 2015 Schoolwide Self-Review

| | | |
|---|--|---|
| District Name: | | |
| County District Number: | | |
| Building Name: | | |
| County District Building Number: | | |
| List Grade Span of Building: | | |
| Preschool program is part of the Schoolwide plan. (Mark appropriate box.) | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Summer school program is part of the Schoolwide plan. (Mark appropriate box.) | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Before/after school programs are part of the Schoolwide plan. (Mark appropriate box.) | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Indicate subject area(s) of focus in this schoolwide plan. | | <input type="checkbox"/> Reading/Language Arts <input type="checkbox"/> Math <input type="checkbox"/> Other (Specify) _____ |
| Building Principal Name: | | |
| Building Principal Email Address: | | |
| School Mailing Address and phone number: | | |
| Additional Contact Person (Optional): | | |
| Additional Contact Person Email: | | |
| Superintendent Name: | | |
| Superintendent Email Address: | | |
| Check appropriate box: | | <input type="checkbox"/> ESEA/NCLB Monitoring year <input type="checkbox"/> Building Participated in Peer Review (List Participants) _____ |



One of these two boxes will be checked each year, depending on which year it is for your district – names of participants will be listed if it was year to participate in Peer Review

- Schoolwide plan has been reviewed and has not changed.
- Schoolwide plan has been reviewed and changes are enclosed.

Building Principal Signature _____
Date



2014-15 Schoolwide Self-Review Score-sheet

Return to: Title I Office
Nebraska Department of Education
PO Box 94987
Lincoln, NE 68509-4987

NDE 04-055
Date Due: May 1st

School District Name: _____ Co. Dist. No: _____
School Building Name: _____ Date: _____

SUMMARY SCORESHEET of SCHOOLWIDE PLAN SELF REVIEW RATING RUBRIC

Each Schoolwide Building must complete the following rating scale by entering scores from the Schoolwide Plan Peer and Self Review Rating Rubric.

| Section | Rubric Component | (Double click box to check) |
|---|---|--|
| A | 1 to 2 Page Abstract Included in Schoolwide Plan | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Enter Grade Span included in Schoolwide Plan | |
| Self-Review Rubric Scores (Enter 1, 2 or 3) | | |
| B | Participants Involved in Plan Development | |
| C | Staff Involved in Developing/Amending the Plan / certified staff vote | |
| Section 1: Comprehensive Needs Assessment | | |
| 1.1 | Student Data | |
| 1.2 | Disaggregated Data | |
| 1.3 | Staff Qualifications | |
| 1.4 | Parent/Community Needs | |
| 1.5 | Existing Improvement Efforts | |
| Section 2: Schoolwide Reform Strategies | | |
| 2.1 | Needs Assessment for Instructional Strategies | |
| 2.2 | Strategies to address needs of all children | |
| Section 3: Instruction by Highly Qualified Teachers | | |
| 3.1 | Teacher endorsement | |
| 3.2 | Paraprofessional qualifications | |
| Section 4: Strategies to Attract Highly Qualified Teachers | | |
| 4.1 | Introductory Training/Mentoring | |
| Section 5: High Quality Ongoing Professional Development | | |
| 5.1 | Professional Development Focused on Standards | |
| Section 6: Strategies to Increase Parental Involvement | | |
| 6.1 | Signed Compact | |
| 6.2 | Building Level Parent Policy | |
| 6.3 | Parent Meeting/Activities | |
| Section 7: Transition Plan | | |
| 7.1 | Transition Between Preschool and Kindergarten | |
| 7.2 | Transition Between Grade Levels | |
| 7.3 | Transition Plan for New Students | |
| Section 8: Teacher Participation in Assessment Decisions | | |
| 8.1 | Analyze and utilize assessment data | |
| Section 9: Strategies to address areas of Need | | |
| 9.1 | Certified Staff Used to Implement Plan | |
| 9.2 | Opportunities for Extended Learning Time | |
| Section 10: Coordination and Integration | | |
| 10.1 | Describes How Title I Funds Will Support the Plan | |
| 10.2 | Coordination & Integration of Federal, State, & Local Programs | |
| 10.3 | Community Resources | |



Check boxes have been added, as these extra requirements were often missed

Each building is required to submit, on a separate page, evidence that the annual review has addressed program effectiveness. This should include:
 a reference to data analyzed to make the determination,
 names and titles of people involved in the review process,
 minutes from the meeting(s) and
 any changes to the building's schoolwide plan (if applicable) or NA



If you have Questions?

NDE Title I Staff

- **Brad Conner**
 - 402-471-2968
 - brad.conner@nebraska.gov
- **Cathy Mohnike**
 - 402-471-1419
 - cathy.mohnike@nebraska.gov
- **Pat Frost**
 - 402-471-2478
 - pat.frost@nebraska.gov
- **Randy McIntyre**
 - 402-471-1749
 - randy.mcintyre@nebraska.gov
- **Beth Zillig**,
Title I Assistant Director
 - 402-471-2452
 - beth.zillig@nebraska.gov
- **Diane Stuehmer**,
Federal Programs Administrator &
Title I Director
 - 402-471-1740
 - diane.stuehmer@nebraska.gov