



# Lead Educator Development Series

May 8, 2025



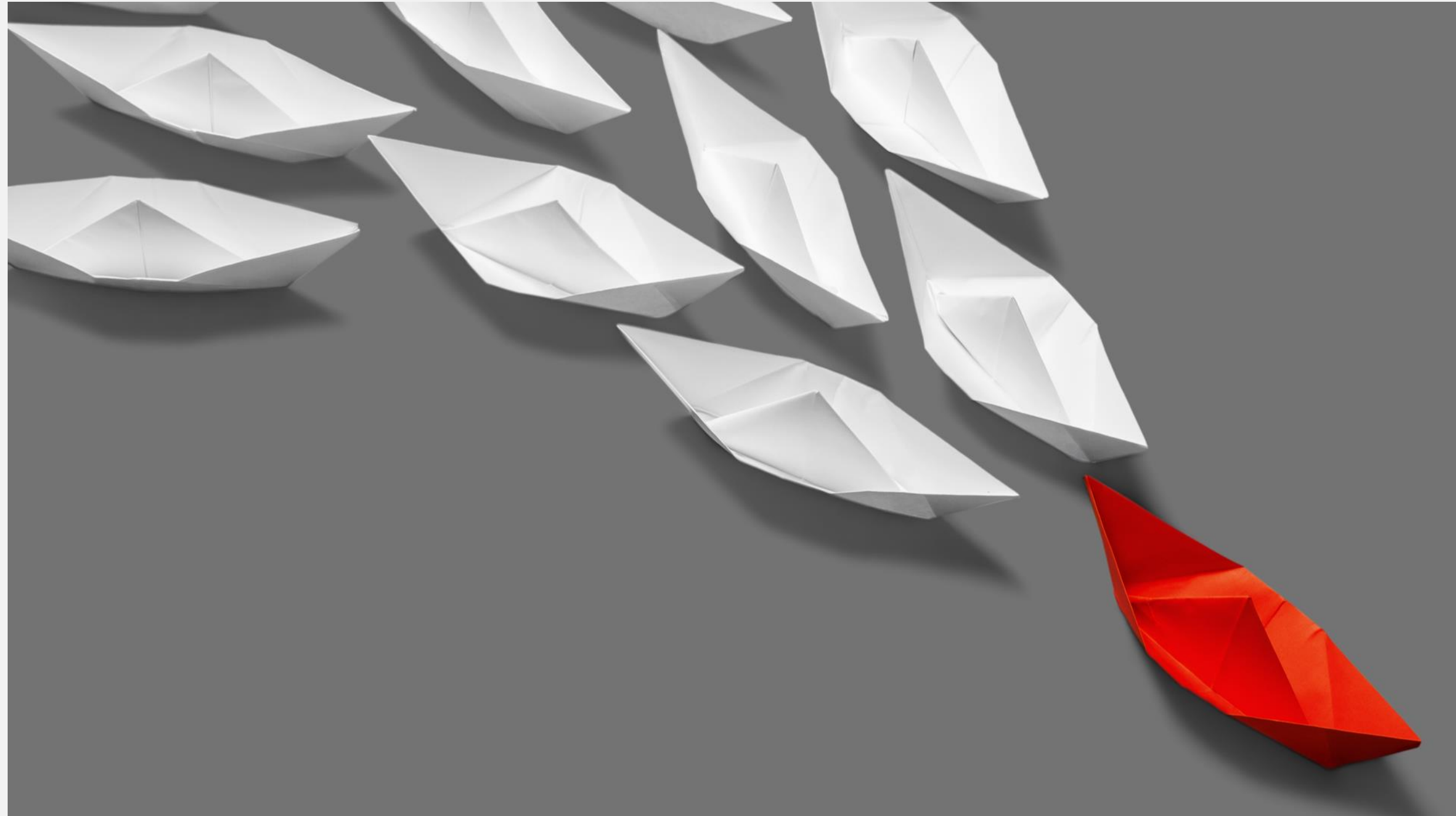


# Agenda

- Check-In
- Lead Educator Briefing
- REMINDER: “Best Practices for Lead Educators”  
Curated Collection of Resources
- Training Focus
  - Budgeting
  - Hiring & Managing Summer Staff
- Idea Share
  - Budgeting Focus Rooms
  - Summer Staff Focus Rooms

# Check-In Question

What emoji best describes  
how you're feeling right now?  
Drop it in the chat.



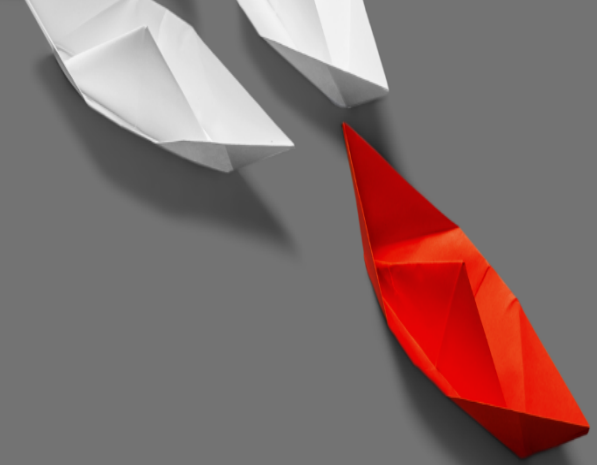
# Lead Educator Briefing

*with Dave Varner*

- Extension fleet vehicle transitions effective July 1
- Extension board leadership meeting with NACEB directors
- County board engagement & conversations
  - Aligning with county issues
  - Demonstrating and communicating local value
  - Budget vigilance



# Reminder: “Best Practices for Lead Educators” Curated Collection of Resources



Institute of Agriculture and Natural Resources

## NEBRASKA EXTENSION EMPLOYEE RESOURCES



### General Resources

- Thoughts with Dr. Charlie
- Extension Huddle
- Technology Resources
- Advisory Groups
- Awards
- Communications Toolbox
- Communications Resources
- Publications Guide

### Professional Development

- Conferences
- Mentoring
- Downtime Dialogues
- PD Power Hour

### Unit Management

- Financial Management
- Lead Educator
- Nebraska Extension MVP
- County Extension Board Resources



### Lead Educator Resources

- ▶ A. Local Point of Contact
- ▶ B. Engage Local Elected and Departmental Officials
- ▶ C. Facilitate Local Extension Boards
- ▶ D. Oversee Office Maintenance and Inventories
- ▶ E. Accountability Region Communication
- ▶ F. Office Team Relationships
- ▶ G. Hire and Supervise Local Staff
- ▶ H. Annual Budget Planning
- ▶ I. EEO and Civil Rights Compliance
- ▶ J. Annual Report Completion
- ▶ K. Other Duties

## County Extension Board Resources

### Extension Board Report

- [Board Report Checklist](#)
- [Sample 1](#)
- [Sample 2](#)
- [Sample 3](#)

### Managing Extension Boards

- [Best Practices for Lead Educators in Managing Extension Boards](#)
  - [Table of Contents for Board Member Binder](#)
  - [Extension Board: Board Member Application](#)
  - [Extension Board Member Position Description & Agreement](#)
  - [Extension Board Meeting Agenda Template](#)
  - [Extension Board Bi-Annual Financial Overview Report](#)
- [Certificate of Appreciation](#)

### Resources for Extension Board Training

- [Extension Board Member Handbook](#)
- [Extension Board Meeting Modules Outline](#)



# Best Practices for Lead Educators: Budgeting

## **General**

- ✓ Visit with Boards throughout the year, not just when you are asking for money
- ✓ Develop a relationship with the Clerk or a Board Member who will help support the budget throughout the process

## **Budget Planning**

- ✓ Start planning early to ensure you have time to present budget to Extension Board
- ✓ When drafting the budget,
  - ✓ Follow up with the Clerk for direction on guidance on salary and general budget increases
  - ✓ Take time to consider the amount requested
  - ✓ Take notes of your reasoning so you can reference back to it later in the year
- ✓ After submitting the budget, follow up with the Clerk to request time during a board meeting to provide a budget justification during a board meeting

# Best Practices for Lead Educators: Budgeting

*What Else?*

## General

- ✓ Visit with Boards throughout the year, not just when you are asking for money
- ✓ Develop a relationship with the Clerk or a Board Member who will help support the budget throughout the process

## Budget Planning

- ✓ Start planning early to ensure you have time to present budget to Extension Board
- ✓ When drafting the budget,
  - ✓ Follow up with the Clerk for direction on guidance on salary and general budget increases
  - ✓ Take time to consider the amount requested
  - ✓ Take notes of your reasoning so you can reference back to it later in the year
- ✓ After submitting the budget, follow up with the Clerk to request time during a board meeting to provide a budget justification during a board meeting

# Best Practices for Lead Educators: Hiring & Managing Summer Staff

## **Before the Internship Begins**

1. Define Clear Goals & Outcome
2. Prepare the Environment
3. Build a Schedule

## **During the Internship**

4. Start with a Strong Onboarding
5. Provide Meaningful Work
6. Weekly Check-Ins
7. Mentorship Mindset
8. Build Professional Skills

## **Wrapping Up the Internship**

9. Create a Capstone or Final Reflection
10. Offer Constructive Feedback
11. Keep the Connection Going

## **Best Practices Document:**

- Best Practice
- Onboarding Checklist (for Supervising Educators)
- Weekly Reflection Questions for Interns
- Top Tips for Working with Today's College Students (Gen Z)

**Celebrate success:** A small potluck, certificate, or recognition during a staff meeting goes a long way.

**Balance productivity and fun:** Interns should feel like part of the team, not just assistants.

**Include them in the “why”:** Help them understand how Extension makes an impact and why their contributions matter.





# Idea Share

Pick a topic focus room to participate in:

## **Budgeting Focus Rooms**

- 1** – Tools & Tips for Crafting Budget
- 2** – Effectively Working with Clerk & Board
- 3** – Budget Justification Process

## **Summer Staff Focus Rooms**

- 4** – Projects Ideas Interns Can Lead
- 5** – Not Just Adding More to Your Plate (how to effectively utilize interns and plan accordingly)



# *Next Session*

August 14, 2025

