

Board of Education Regular Meeting  
Wednesday, August 12, 2020 6:30 PM  
East Butler School  
212 South Madison Street  
Brainard, NE 68626-0036

1. Call Meeting To Order
2. Roll Call
3. Flag Salute
4. Approve Agenda
5. Patron's Comments
6. Informational Items
  1. Construction Update
  2. Return To Learn Plan Update
  3. Crisis Manual Update
  4. Budget Update 2020-2021
7. Consent Agenda
  1. Approval of Minutes
  2. Treasurer's Report
  3. Resignations
  4. New Hires
8. Regular Agenda
  1. Proposal to Frame and Drywall the west (brick) wall of the new commons area.
  2. Spanish Textbooks Purchase

3. Parcel of Land
9. Administrative Comments
10. Items for next Meeting
11. Adjournment

# East Butler Public Schools

## Safety Program and Crisis Plan

Updated August, 2020

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**East Butler Public School**  
**SAFETY/SECURITY PLAN**

**SAFETY REQUIREMENTS**

State Requirements. Nebraska Department of Education Rule 10 includes the following requirements for accredited schools.

004.04B Quality Indicator: The school facilities and the general environment are safe, orderly, and supportive of quality learning for all students. A positive atmosphere for learning supports and reflects the work of students.

004.01B1 Each school system maintains safe, healthful, and sanitary conditions within the school building(s) and on the school grounds and meets fire, safety, and health codes.

004.01B2 Each school system has a safety and security plan for the schools in the system. The plan addresses the safety and security of students, staff, and visitors. The local governing body approves the plan.

004.01B3 Each school system has a school safety and security committee, which includes representatives of faculty, parents, and the community. The committee meets at least annually to prepare and/or review safety and security plans and procedures, including emergency plans and procedures.

004.01B4 The school system's safety and security plan(s) are reviewed annually by one or more persons not on the local school system Safety Committee and not an employee of the school system. This review will include a visit to school buildings to analyze plans, policies, procedures, and practices and provide recommendations. Any recommendations made as a result of the analysis are forwarded to the head administrator and to the school safety and security committee to be considered in making revisions to the plan.

## **OVERVIEW**

The purpose of this manual is to provide the team with a reference guide to provide a plan for the safe well being of students and staff at East Butler Public School. It also provides information for use in crisis situations. This is based on the premise that a preplanned and organized approach is more effective in reducing psychological and social difficulties following a crisis in a school.

The manual includes procedures that were designed to deal with a number of crises that could occur in the district. These procedures do not cover every condition that might develop and it may not always be possible to follow every procedural step.

The Safety Program and Crisis Committee is a supportive service, specially trained school members, which can help schools assess, plan and intervene in a crisis affecting staff and students.

**Safety Program and Crisis Committee Services:**

- Meet with building administrators and key staff to formulate an action plan.
- Facilitate a staff meeting to provide information related to the crisis.
- Support school staff.
- Help teachers process information with students.
- Work with students individually or in groups.
- Be available for contact with parents.
- Provide helpful, factual information to parents.
- Assist in handling media coverage.
- Coordinate security measures and make suggestions.
- Help facilitate transportation issues during crisis.
- Check to make sure proper supplies are maintained.
- Keep a record of events that occur, including training, etc.

**PHONE NUMBERS**

(All 402 unless noted)

East Butler Public School – Brainard	545-2081
East Butler Public School – Dwight	566-2445
<b>EAST BUTLER PUBLIC SCHOOL SAFETY AND CRISIS COMMITTEE</b>	
Michael Eldridge	(C)954-0447
Mark Cidlik	(C)367-2996
Shawn Biltoft	(C)643-0035
Kathy Strizek	(C)641-5186
Lana Robinson	(H)443-1150 (C)657-7319
Kathy Witzel	(H)545-2212 (C)367-2890
Karmen Widick	(C)525-4564
Chris Hampl	(H)663-4489 (C)480-0422
Kathy Bohac	(H)784-3876 (C)540-0295
Patti Romshek	(H)545-2235 (C)641-6019
Marilyn Walla	(H)784-2024 (C)580-8982
Jennifer Rohda	(C)203-5473
<b>EMERGENCY NUMBERS</b>	
Brainard Fire & Rescue	911
Dwight Fire & Rescue	911
Prague Fire & Rescue	911
Butler County Sheriff	Non-Emergency 367-7400
Saunders County Sheriff	Non-Emergency 443-1000
Seward County Sheriff	643-4578
<b>AREA SCHOOLS</b>	
David City Public School	367-4590
David City Public Elementary	367-3779
Aquinas Catholic School	367-3175
St. Mary’s Elementary	367-3669
<b>CLERGY</b>	
Holy Trinity Catholic Church - Brainard	Rev. Steven Snitily 545-2691
United Methodist Church - Brainard	Pastor Dale Coates 308-643-9191
Assumption Catholic Church - Dwight	Rev. Raymond Jansen 566-2765
St. John The Baptist Catholic Church - Prague	Rev. Benjamin Rynearson 663-4615
St. Anthony Catholic Church - Bruno	Rev. Ronald Homes 543-2233
St. Vitus Catholic Church – Touhy	Rev. Matthew Vandewalle 642-5245
Redeemer Lutheran Church – David City	Rev. David Palomaki 367-3859
St. Francis (Center) Catholic Church - David City	Rev. Sean Timmerman 367-4202
St. Mary’s Catholic Church - David City	Rev. Jay Buhman 367-3579 Rev. Corey Harrison 367-3579
Sts. Mary & Joseph Catholic Church - Valparaiso	Rev. Matthew Zimmer 784-2511

<b>MENTAL HEALTH PROFESSIONS</b>	
Nebraska Department of Health and Human Services	643-6614 (8:00-5:00) Seward County
Blue Valley Behavioral Health JCAHO Accredited	367-4216
Nebraska Regional Poison Center	800-222-1222

## GENERAL BUILDING INFORMATION/RESOURCES

### SCHOOL BUILDING INFORMATION.

- 1) Locations: East Butler Public School consists of two attendance centers:
  - (a) East Butler Public School - Brainard is located at 212 S. Madison St., Brainard, NE 68626.  
The district headquarters are located in this building, also.  
Mailing address:  
P.O. Box 36  
212 S. Madison St.  
Brainard, NE 68626  
Phone: (402) 545-2081 Fax: (402) 545-2023
  - (b) East Butler Elementary – Dwight is located at 292 N. 1<sup>st</sup>, Dwight, NE 68635.  
Mailing address:  
P.O. Box 160  
292 N. 1<sup>st</sup>  
Dwight, NE 68635  
Phone: (402) 566-2445 Fax: (402)566-4105
- 2) Fire/Security Alarms: Each building has a fire alarm, which is monitored by building administrators.  
Brainard Panel – located on the first floor directly south of the main office door inside the east main entry.  
Dwight Panel – first floor inside south front entry on west wall.
- 3) Administrative contacts are:
  - (a) Superintendent – Michael Eldridge, (402) 545-2081
  - (b) High School Principal – Mark Cidlik (402) 545-2081
  - (c) Elementary Principal – Shawn Biltoft – (402)545-2081
- 4) Maintenance/Custodial contacts for each school are:
  - (a) Doug Ault – Dwight Building – 566-2445
  - (b) Kim Heiser – Brainard Building – 545-2081
  - (c) Taylor Pollock – All Buildings – 545-2081
  - (d) Nancy Steager – Brainard Building – 545-2081
- 5) Science Labs Contact/Chemical Storage Inventory: The following teachers have access to the science labs and storage areas at East Butler Public School, including the acid and flammable chemical storage areas: Andrew Wood (Room 151) and James Kriz (Room 110). Acid, flammable, and poisonous chemicals are kept in the science area of the high school.

## **COMMUNICATION WITH COMMUNITY IN THE EVENT OF AN EMERGENCY**

- Communication with our stakeholders is our priority *after* we have followed all the relevant protocols to secure the scene of the emergency, collaborated with emergency personnel, and taken all reasonable measures to insure the safety of those in jeopardy.
- Every effort will be made to deliver correct information at the correct time. Do not confuse the urgency of the emergency with an urgency to provide information. It is better to delay the dissemination of information rather than provide incorrect information early.
  - FIRST- A member of administration will determine what information needs to be conveyed and the timing of the communication.
  - SECOND- Parents/Guardians of the students directly subject to the emergency will be contacted by phone by a member of administration or by representatives designated by administration. Emergency contacts of staff members directly subject to the emergency will be contacted by phone by a member of administration or by representatives designated by administration.
  - THIRD- A call will be sent via our automated system to our school community members.
  - FOURTH- A statement will be prepared by administration for staff members to read to their students.
  - FIFTH- The Board of Education calling tree will be initiated by a member of administration to verify information and provide supplemental information.
  - SIXTH- A statement will be prepared and posted by administration for the social media channels utilized by East Butler Public Schools.

## **MEDIA PROCEDURES**

The only means to inform the general public is by the mass media; therefore, it is important to ensure that the media receive prompt, accurate information. Isolated quotes from individuals can be incomplete or misleading and should be avoided.

After calling appropriate emergency personnel and following safety procedures:

- Do not allow media personnel in the building.
- Notify the superintendent's office – (402) 545-2081.
- Refer media contacts to the superintendent's office.
- Inform office staff of the situation and how to handle phone inquiries.
- Prepare a written statement to be read.
- Recommend that students and staff not talk to the media.

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### Tips for Interviews

In the event that is determined to be appropriate and/or necessary for you to speak with the media.

- Be honest. If you don't know the answer to the question, say so. Tell the reporter you will get back to him/her with the answer as soon as you can. If you make a mistake in an interview, say so.
- There is no such thing as "off the record".
- If you are in a room with a microphone or a camera, always assume that they are turned on.
- Try to have a goal for the interview. What do you want to accomplish?
- Prepare for the interview. If you need more time, ask for it.
- Understand what you are going to say so that you can talk about the topic knowledgeably.
- Anticipate the "worst question" you may have to answer and plan for that in advance.
- Bridge a question from where you are in the interview to where you want to be.
- Never say "no comment". It makes it sound like you have something to hide.
- Don't use jargon. You won't have a translator.
- Avoid sensationalism.
- For newspapers, ask if you can preview the article.

**NEWS MEDIA POLICY IN CRISIS SITUATIONS  
FOR  
THE EAST BUTLER PUBLIC SCHOOL SYSTEM**

Welcome to East Butler Public School. Here you will receive a copy of our press policy and information about where you may set up cameras and conduct interviews, etc.

We recognize that your professional ethics are our greatest protection against an overly intrusive or disruptive presence in our schools. We know that you recognize that young people are particularly vulnerable during times of stress, and that it is our duty to protect them from any additional pressure. This pressure may simply be the result of the number of you responding from various news organizations and not any over reaction on your part.

**Please read carefully the following points:**

Press Releases:

Any press releases will be given to you in written form, as well as spoken, and whenever possible, our administrators will try to be available to follow up questions after the press release is read.

Interview Controls:

1. No student may be interviewed without the permission of the superintendent or his/her designee.
2. No individual student may be approached or filmed in the halls or any area of the school property without the permission of the superintendent or his/her designee.

Equipment:

In the event that press may gather at an assembly, public meeting, or a crisis in our schools, (and it is judged by the administrators, that their presence may be potentially intrusive) the administration may require that television stations combine their camera equipment, lights, and other distracting displays of equipment.

## **GENERAL EMERGENCY RESPONSE ACTIONS**

General Procedures for Accidents and Emergencies: During the school year, a number of different types of accidents and emergencies can occur. It is impossible to have a detailed plan for all of these. Students and staff will have to use common sense and good judgment. The general procedure for accidents involving one or more individuals and for school wide emergencies are listed below.

### **ACCIDENTS INVOLVING ONE OR MORE INDIVIDUALS**

- A. Organize the scene and reduce panic.
- B. Send a responsible student for help. Secure the assistance of an administrator as soon as possible.
- C. Send for staff with first aid training (i.e., coaches, nurses, etc.)
- D. Send for a staff member to watch the rest of the class or group.
- E. If blood or body fluids are involved in the accident, locate a body fluid clean-up kit. All offices, labs, and coaching areas have these.
- F. After emergency care has been given, fill out an accident report in detail. This may be necessary for insurance purposes or in case of legal action at a later date.
- G. Contact the parents of the student(s) involved.

### **SCHOOL-WIDE EMERGENCIES**

- A. Keep students in the classroom unless instructed differently via fire or tornado signals, intercom, etc.
- B. Check fire, tornado, and emergency procedures' instructions.
- C. Organize the area and reduce panic. Take roll and note those students who are absent. Search nearby restrooms and other areas where students might have been sent. It is vital for the school to have an accurate list of those students who are present or absent. Identify responsible students to help with others.
- D. Notify the office of injured students. To the extent possible apply first aid and follow body fluid clean-up procedures.
- E. First-aid trained staff should report to the emergency scene.
- F. The chief administrator on site will issue instructions and will act as the sole spokesperson for the school. In the absence of all administrators, this task will fall upon the guidance counselor and/or most senior teachers at the scene.
- G. Access to school phones will be restricted to the person in charge on site and to emergency personnel. Do not allow students to tie up the phone lines. Once the immediate emergency is past, students will be given the opportunity to contact parents in an orderly fashion if the staff has not already done so. Student access to cell phones should be limited.
- H. Attempts should be made to contact parents as soon as it is feasible. An organized procedure for this should be developed as soon as possible.
- I. Do not talk to the news media or allow students to do so. The school will be represented officially by the Superintendent or his/her designee. Refer questions to them unless instructed otherwise.
- J. Keep track of students. If parents or guardians pick up students, note who goes with whom.
- K. Each staff member present should prepare an accident report for his/her own use. Staff members may be called upon as witnesses as to what occurred and an accurate account of actions and observations at the time is crucial. Do not rely on memory.

## **TRAUMATIC INJURY TO STUDENT OR STAFF**

Immediate actions to be taken by administrator(s).

- Obtain facts concerning the injury(s).
- Notify Crisis Team.
- Decide on time and place for a staff meeting. (Prefer one hour before schools starts)
- Activate East Butler Public School calling tree.

Secondary actions to be taken by administrator(s) in conjunction with the crisis team.

- Update information concerning injury(s).
- Develop a plan for the day.
- Meet with all building staff, before and after school.
- Make an announcement to students.
- Plan for substitute teachers as needed.
- Notify other schools affected.
- Identify students/staff most affected.

## STUDENT OR STAFF DEATH

Immediate actions to be taken by administrator(s):

- Obtain facts concerning the death(s). Verify all facts.
- Notify Crisis Team.
- Decide on time and place for staff meeting.
- Activate East Butler Public School calling tree.

Secondary actions to be taken by administrator(s) in conjunction with the crisis team:

- Update information concerning death(s).
- Develop a plan for the day.
- Set up Crisis Center(s).
- Write a building announcement. **(Do not change the bell schedule.)**
- Do not hold an assembly (maintain classroom setting).
- People do not “pass away”. We do not “lose” a student. Rather, a student has “died”, a teacher is “dead”, or we inform them of the “death of”.
- Meet with all building staff. **Assign crisis members to make observations of the more affected faculty. (Beginning and end of the day.)**
- Make a written statement for anyone concerning the phones.
- Make an announcement to students. **Ask if any teachers need help reading the announcement.**
- Plan for substitute teachers as needed.
- Notify other schools affected.
- Identify students/staff most affected.
- Inform about students.
- Initiate process for details surrounding the individual (remove name from absentee list, belongings in book/gym locker, desk, uniform, student work, etc., all turn into Principal’s office).
- At the end of the first day, cross those students off the list who no longer need monitoring or intervention.
- Announce to students and staff the funeral arrangements.
- A member of the crisis team should attend the funeral to observe the students.
- Keep track of anniversary dates and birth dates.
- Check to see how they are doing. Call parents if absent.
- Crisis Team debriefing after the crisis has ended.

### Letter to District Parents

- Paragraph One: Tell what happened.
- Paragraph Two: Tell what you are doing about it. Name the Crisis Response Team.  
**\*Use familiar terms.**
- Paragraph Three: Tell parents what they can do to help.  
Encourage parents to attend the funeral with their son/daughter.  
Students will need a written excuse.
- Paragraph Four: Provide available information concerning the funeral.
- Submit letter to principal for editing and signature.
- See also, **When Grief Visits Schools**, by Dr. John Dudley.

## **EAST BUTLER PUBLIC SCHOOL MEMORIAL GUIDELINES**

East Butler Public School provides family and friends opportunities to share their grief upon the death of a student who was enrolled in one of the district's schools at the time of his/her death. Such opportunities should be in accordance with the following guidelines.

### Student Memorials

Memorials will be for students who were enrolled in one of the district's schools at the time of their death.

### School-sponsored yearbooks/students newspaper guidelines

Memorials for students in a school-sponsored yearbook or newspaper will be in accordance with the district policy on students' publications and the district curriculum goals for journalism classes. Publication staff will confer with both their school principal and a team leader from the district's crisis response team before publishing a student memorial.

### Memorials

Student memorials may be established if there is no cost to the school with the consent of the deceased students' parents or guardians.

Appropriate memorials include:

1. A memorial scholarship administered by the East Butler Public School Education Foundation.
2. Purchase of library books, CD ROMs, school supplies and equipment, with the approval of the school principal. Donated books may include a book-plate, and equipment may include an engraved plate no larger than two by six inches. Wording on the plates will be limited to, "Donated In Memory of", and the student's legal name and dates of birth and death. Any engraved plate will be removed at the end of ten years and offered to the parents or guardians.
3. Monetary funds designated to a particular school activity or department. The principal will approve the use of funds.
4. Plantings on school grounds (trees, shrubs, perennials). The school principal will approve the type and placement of the planting. The moveable granite ground marker no larger than twelve by six inches may accompany such plantings. The engraving on the marker will be limited to the student's legal name, dates of birth and death, and the words, "In Memory Of" or "Planted In Memory Of". The marker will be moved, when necessary, as the planting grows and will be removed after five years and offered to the parents or guardians.

### Unacceptable Memorials

Not acceptable are memorials that:

1. May alter the conduct of a regular school instructional day.
2. Alter school activities or the school activity schedule.
3. Require the retirement or discontinued use of school property.
4. Infringe on the separation of church and state.
5. Require the use of public funds for purchase, development, or maintenance.

## **EMERGENCY PROCEDURES/EMERGENCY DRILLS/RESOURCES**

### **STANDARD EMERGENCY PROCEDURES**

These procedures should be reviewed frequently by School Crisis Response Team members and practices should be conducted with staff and students.

**EMERGENCY EARLY DISMISSAL.** On occasions when an emergency early dismissal for weather-related or other reasons is required, these procedures should be followed.

- (a) Decision on early dismissal (Superintendent or designee).
- (b) Contact radio/TV stations (Superintendent or designee).
- (c) Contact bus drivers (Transportation Supervisor)
- (d) Contact parents/emergency contacts (secretaries/aides). Per administrative decision.

The school district is informed by use of the TYCO Mass Notification System. The recorded message reads, "This is a TYCO IRIS Alert. Please stand by, (Then the school message will be announced). Brought to you by Tyco IRIS."

- (e) Notify staff. Inform teachers of dismissal time and have them survey students as to their means of transportation home. Notify the office of students who do not have a safe means of getting home.
- (f) Designate places for students to remain pending parental pick up (Principals).
- (g) Cancel after-school practices and activities (Activities Director).
- (h) Designate core staff to remain on duty until all students are safely home. Determine when school routine will resume (Superintendent).

**EMERGENCY ASSEMBLY PROCEDURES:** Emergency assembly procedures will be used when it is necessary to quickly assemble all students/staff in a single location within the building.

- (a) An announcement will be made of the need for emergency assembly (i.e., all students and staff report to a specific location) will be made over the intercom, via telephone, or via hand-delivered message brought by an adult. Coded messages will NOT be used.
- (b) Staff will escort their classes to the designated emergency assembly area and take attendance immediately. Account for all absent students.
- (c) Students in hallways are to attach to the nearest class and proceed to the assembly area. They are then to report to their teacher.
- (d) At the assembly area, teachers and students are to remain in their groups until further instructions are given.

**FIRE DRILLS** (Conducted twice in the first two weeks of school year and ten times total for the year.)

- (a) The signal is a continuing alarm. Principals are responsible for setting off the alarm.
- (b) Teachers are to ensure that all students know in advance the exit route for evacuation and teachers should have in mind a secondary evacuation route in case the primary route is impassible or presents a safety hazard.
- (c) Teachers/staff are to ensure that all students evacuate the building safely. Once students are assembled outside, teachers should take attendance and account for all absent students.

**TORNADO DRILLS** (Conducted once in March/April). Tornado drills are designed to place students and staff in a predetermined safe interior part of the building where damage from a tornado will be minimized. Avoid exterior walls, windows, doors, and other glass.

- (a) The signal is the town siren.
- (b) Teachers/staff will escort their students to their predetermined location and immediately take attendance. Account for all absent students.
- (c) Students are to remain quiet and take a “duck and cover” protective position.
- (d) Administrators should circulate throughout the school to provide assistance and instructions during the drill.

### **EMERGENCY RESOURCES**

The two key resources in any emergency are the Building Emergency Kit which is to be located in the office in each school building and the First Aid Manual which is included at the very end of the plan binder.

**BUILDING EMERGENCY SUPPLIES** The supplies for each building will be kept in the principal’s office. To include:

- (a) A complete district safety/security plan.
- (b) Identification vests (at least 10) of a distinctive color for School Crisis Response Teams (SCRT) members.
- (c) A heavy duty flashlight with extra batteries.
- (d) A small, battery-powered AM/FM radio with extra batteries.
- (e) A current enrollment/staff list for the building (see building secretary or aide monthly for an updated version.
- (f) A whistle
- (g) Poster board (at least two sheets) for signs as well as pencils, pens, and colored markers.
- (h) A clipboard with paper, scissors, adhesive tape, stapler, large paper clips and such other office supplies as may be desired.
- (i) An extra copy of the list of emergency phone numbers from this plan.
- (j) A small first aid kit (same as school bus first aid kits) and at least 2 body fluid clean up kits.
- (k) Latex gloves.
- (l) Eye wash solution.
- (m) At least 2 hand towels and one small blanket.
- (n) A small set of hand tools including hammer, pliers, adjustable wrench, screwdriver, knife.

## **BUS/VEHICLE EMERGENCIES**

### **A. BUS BREAKDOWNS**

1. Send for help and contact the school. Factors to consider in deciding whether to go for help or to wait are weather, distance, the age of the students, etc.
2. Protect the bus from traffic, place reflectors, flares, etc.
3. Organize the scene; reduce panic; use student helpers.
4. If the weather is good, keep students at the scene and wait for another bus to come for you; if weather is too bad for that, lead students to the nearest shelter.
5. Assist in notifying parents.
6. Prepare a report for yourself and the administration.

### **B. FIRE/TORNADO WHILE DRIVING**

1. Find a safe place, evacuate the bus, and move students to safety as rapidly as possible.
2. Organize the scene and use student helpers. Take attendance.
3. Check for injuries and apply first aid.
4. Send for help, using your judgment on weather, etc.
5. When help arrives, injured students should be taken to the nearest hospital or turned over to emergency personnel. Let emergency personnel decide who can return to school and who needs observation or medical care.
6. Keep track of who goes with whom.
7. Assist in notifying parents.
8. Prepare a report for yourself and the administration.

### **C. VEHICLE ACCIDENTS INVOLVING SERIOUS INJURY**

1. Organize the scene and use student helpers. Take an accurate roll.
2. Check for injuries and apply first aid. Use good judgment as to your training and limitations in rendering medical aid.
3. Send for help, using your judgment on weather, etc. Contact school and emergency personnel as rapidly as possible. Administration and other school personnel need to go to the scene of the accident to identify and comfort students.
4. Designated individuals need to be available in the school office to answer inquiries with written response (All buildings).
5. Keep students at the scene if possible; or have them taken to the nearest hospital.
6. Unless otherwise directed by emergency personnel, all students involved should be taken to the nearest hospital to be checked.
7. Do not talk to the news media or allow students to do so. The Superintendent or his/her designee will represent the school officially. Refer questions to them unless instructed otherwise.
8. Arrange for parents of the injured students to be contacted; arrange for uninjured students to contact their parents in an orderly manner.
9. Make a detailed report for yourself and for the administration. Fill out accident reports for injured students as appropriate.

## **INTRUDER IN THE BUILDING**

1. First person to notice intruder (person with a weapon or person who is upset or acting out of control) will notify the principal or superintendent.
2. Principal or his/her representative will sound a preplanned alarm: East Butler Public School building: Intercom message: **“LOCK DOWN! LOCKS, LIGHTS, OUT OF SIGHT”**
3. Teachers should not allow students to leave the classroom and should direct them to be seated on the floor next to an interior wall away from windows and doors. Students should only be allowed to leave the classroom when the all clear announcement is given or when directed to move to another location by the police.
4. Teachers take an accurate count of students.
5. Designate personnel to monitor hallways and other areas of the building and to direct students not in class to a safe area.
6. If students need to exit the building, all Brainard students and staff should go to the American Legion Hall. All Dwight students should go to the Assumption Church. An all-clear signal will be made or arrangements for parents to pick up their students from these locations will be made.
7. Assign a staff member to liaison with police.
8. Inform office staff as to appropriate information to give to callers.
9. Make a list of those being held hostage.
10. Refer media contacts to the superintendent's office.
11. Plan how to inform families of students and staff directly affected.
12. Contact the Crisis Response Team to assist students and staff in dealing with the aftermath.

## **BOMB THREAT PROCEDURES**

1. Report the threat and form of threat (spoken, written, called) to an administrator immediately.
2. If the threat is called in over the phone, try to gather as much information about the threat as possible by:
  - a. Asking what time the bomb is set to go off.
  - b. Asking questions regarding the specific location, building, room, closet, locker, hallway of the bomb.
  - c. Asking about the appearance of the bomb package.
  - d. Listening for background noises such as radio, other people, traffic, train noise, etc.
  - e. Determining whether the caller sounds calm or hysterical.
  - f. Determining if the caller was young or old.
  - g. Immediately calling the telephone company and trying to trace the call.
3. Notify law enforcement and tell them the pertinent facts related to the call, note, or verbal threat.
4. Notify the staff and student body that the school will go into "lock down." No students should be released from the classroom. If students need to use the restroom or become ill, the office should be called for an escort.
5. All available teachers (planning period) should report immediately to the office to help search the premises.
6. Teachers should be advised via the public address system that there has been a bomb threat and that they should check their room for any suspicious items. Suspicious items should immediately be reported to the office.
7. Staff and student who are outside (ie. PE classes, recess) will be made aware of the bomb threat and channeled to the nearest gym after the gym has been assessed to insure it is free of threats. Following their placement in the gym, they will be moved back to their classrooms after the classroom has been cleared of any potential threats.
8. After a thorough and reasonable search of the classrooms has occurred by the teacher; a thorough search of the hallways, restrooms, and locker rooms has occurred by the administration and available teachers; and a search of the boiler room, mechanical room, and grounds has occurred by the custodial staff, a decision will be made by the administration and law enforcement on whether or not to evacuate the school or a portion of the school.
9. If no physical threat materializes after a thorough and reasonable search, classes will be resumed and parents will be notified of the threat.
10. If a physical threat does materialize after a thorough and reasonable search, students will be evacuated using the safest route possible. Law enforcement will contain the device once students have been evacuated. Parents will be notified of the evacuation.
11. If parents should show up at the school and request their student from class during the evaluation of the bomb threat, their student may transit to the office. However, the parent should be advised of whether or not the threat evaluation has been completed.
12. The school will pursue an investigation of the threat with the assistance of law enforcement to determine the identity of the person(s) making the threat. The school will pursue criminal charges against the person(s) making the threat.
13. Instructional time lost due to a threat will be made up at the discretion of the administration.

## **CHEMICAL SPILL/TOXIC FUMES**

If spill/fumes occur outside the school building:

- Establish contact with administration personnel.
- Keep students inside.
- Close windows.
- Establish contact with police, fire, and health department.
- Be prepared to evacuate the building.
- If students are outside, move upwind.
- Don't step in spilled materials.

## EVACUATION/ALTERNATIVE SCHOOL LOCATIONS

Although it is highly unlikely, some crisis situations may require that school be evacuated and the students be relocated. If emergency personnel determine that the building will be unsafe for some time:

- Notify administrative personnel.
- Make arrangements for the transportation of special needs students.
- Keep the media informed of evacuation/relocation plans so parents will have accurate information.

### Brainard

Brainard students will be escorted to the American Legion for check-in and dismissal.

### Dwight

Dwight students will be escorted to Assumption Church for check-in and dismissal

## **FACILITATION QUESTIONS**

If the announcement is made by the classroom teacher, the following facilitation questions may assist teachers in processing the crisis event with the students. Examples include:

1. I'm having lots of mixed feeling about this. What were your thoughts when you heard the announcement?
2. Do you plan to talk to adults at home about this? Who are the adults outside of school you can discuss this with?
3. If you have experienced losses in your own lives, how are you feeling now? Where are places you can go to discuss these feelings?
4. What can you do to help your classmates at times like this?
  - Ask questions and share experiences, ask them if they would like to tell you about it.
  - Talk about how you feel too – be human.
  - Note: Most applicable for the elementary setting. Following the death of a student, provide classmates an opportunity to remove some possessions, thus providing closure. Rearrange the seating; keep the student's desk in the room. A crisis team member may follow the schedule of the student, including sitting in the empty desk (five minutes to the whole period). This provides an outlet for the students' feeling, or this may create a dialogue between the two adults.
  - Reminder: Near holidays, when making cards or gifts, remember that some students have two dads and two moms – allow them to include dead parents.

## **SAMPLE LETTER TO PARENTS**

### ***East Butler Public School***

**To: Parents and/or Guardians of East Butler School students**

**From: Michael Eldridge, Superintendent of Schools**

**Re: Emergency Procedures for East Butler**

The East Butler School District has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your children in the event of a crisis.

In most emergencies your children will remain and be cared for at the school he/she attends. In the rare event of an emergency affecting the school your child attends that prohibits re-entry to the building (such as a broken gas or water main, a fire or toxic chemical spill), all students will be escorted to the \_\_\_\_\_ . Parents will be notified regarding dismissal procedures.

We ask that you follow this procedure if you hear of any school emergency:

1. **TURN ON YOUR RADIO OR TELEVISION.** We will keep the media informed of any emergency.
2. **PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines. These must be used to respond to the emergency.
3. **PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL.** Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.

## POTENTIAL SUICIDE CHECKLIST

Suicide threats must always be taken seriously and intervention should be immediate. The safety of students is the guiding principle to follow in deciding what to do. Some students are not in suicidal crisis, but are troubled. The counseling and/or administrative staff should involve the family in seeking help for the student. School staff should not take on the responsibility of long-term counseling or treatment of a suicidal student.

- How lethal is the method?
- How available is the means?
- Has there been a previous attempt?
- Ask about feelings of anger and depression (crying, sleeplessness, loss of appetite, hopelessness).
- Ask about losses (deaths, family changes, peer relationships).
- Ask about history of chemical use.
- Ask whether the student has made final arrangements (giving away of possessions, saying goodbye).

Request from the student a promise that he/she will not engage in suicidal behavior for a specified period of time (one day, two days, a week, etc.) i.e. “No matter what happens, I will not kill or harm myself accidentally or on purpose, at any time.” Give the student your phone number(s) where you can be contacted at any time. Many students seriously considering suicide refuse to make that kind of commitment. Put it in writing as a contract with student and staff member signing it. The staff keeps a copy.

### Follow up

- Complete the “Report of Suicide Risk” form and send to Counselor.
- Check to be sure that the student has received/is receiving appropriate services.
- Plan for student’s transition back to school.
- Student should have ongoing contact with a counselor or family specialist.
- Brief appropriate staff on student’s status.
- Inform Law Enforcement personnel as needed.

## East Butler Public Schools

### Crisis Forms

- A. Daily Schedule/Bell Schedule
- B. Classroom Poster
- C. Report of Suicide Risk
- D. Student Self Injury Form
- E. Accident Report
- F. Calling Tree

East Butler 2020-21 Master Schedule

Teacher	0 7:14-8:00	1 8:00-8:46	2 8:48-9:34	3 9:36-10:22	4 10:24-11:10	5 11:12-11:58	SH (M-Th) Lunch/8th	6 1:04-1:50	7 1:52-2:38	8 2:40-3:26	Tiger Time (Friday)
Behne 109		Study Skills Sociology	American History I (8)	American History I (8)	World Civliz II (7)	World Civliz II (7)		World Hist. 2 Am. Hist 1	PREP	World Hist. 2 Am. Hist 1	8th Grade
Bohaty 202		Digital Media Intro Comp 8	Intro Comp 7	Cybersecur. Web Design	PREP	Computer Science	TECH	TECH	TECH	TECH	TECH
Bongers 112		FCS 1	Housing Child Dev.	Adv. Cloth. Nutr. Scien.	Child Dev. Adv. Foods	PREP	Supervision Lunch	FCS 1	Adv. Foods Fam. Rel.	FCS 8 FCS 8	12th Grade
Chapek 158		Elementary	Elementary	Elementary	Elementary	Elementary	Lunch	Reading 8	Elementary	Elementary	Elementary
Christensen 203		Prep	Algebra 2	Calculus (DC)	Pre Algebra	Geometry	11th/Lunch	Algebra 2	Geometry	Tech Math (DC) Tech Math (DC)	9th Grade
Dalton 201		Drawing Painting	Photog. Digital Des.	Beginning Art	Elementary	Elementary	Lunch/Elem	PREP	Sculptures Ceramics	ART 7	Elementary
Fuehrer 119/204	Marching B. Choir	Band 8-12	Band 7	PREP	Accounting	Intro to Business	10th/Lunch	Personal Fin. Personal Fin.	Personal Fin.	Bus. Lead. Bus. Comm.	12th Grade
Glasshoff 150		Math 7	Algebra 1	Math 7	Pre-Calc. Trig.	Algebra 1	Lunch/7th	DC Col. Alg Math Topics	PREP	Pre-Calc. Trig.	7th Grade
Hermelbracht Gym		AD	PREP	Elementary PE	Elementary PE	Elementary PE	Elementary PE	Elementary PE	JH PE	Health Health	Elementary PE
Hibbert 205		Spanish 4	Spanish 3	Spanish 2	PREP	Spanish 1	Lunch/9th	Spanish 1	Spanish 2	Spanish 2	11th Grade
Hines 119		Elementary Music	Elementary Music	Elementary Music	Elementary Music	Elementary Music	Lunch	Elementary Music	JH Music	Elementary Music	Elementary Music
Jahde GYM/WT		AD	PREP	Sports Mngt. Lifetime Fit.	PE 1	WT Train.	Lunch Supervision	Health 7 Health 7	WT Train.	WT Train.	AD
Kavan LIBRARY		Library	Library	Library	Library	Library	Library	Library	Library	Library	Library
Kocian 118		Floriculture Crop Mang.	Plant Science Nursery/L	Intro To Ag Intro To Ag	Anim. Scien. Sm.An. Mngt.	Vet Science Lg. An. Mngt	10th/Lunch	PREP	Leadership Resources	Ag 8 Ag 8	12th Grade
Kriz 110		General Science	Biology	PREP	Science 7	Science 7	Lunch/7th	Biology	Anatomy & Physiology	General Science	7th Grade
Nielsen 207		American History I (10)	Econ. (DC) Govt.	American History II (11)	American History II (11)	Econ. (DC) Govt.	12th/Lunch	Psychology Psychology	American History I (10)	PREP	10th Grade
Palensky 118		Welding Metal Fab.	Construct. 1 Construct. 2	Intro to STS Intro to STS	Auto 1 Auto 2	PREP	Lunch/9th	Drafting Adv. Draft	Robotics Adv. Robotics	STS 7 STS 7	11th Grade
Robinson		Guidance	Guidance	Guidance	Guidance	Guidance	Lunch	Guidance	Guidance	Guidance	Guidance
Janda 206		English 7	English 1	English 7	English 8	English 8	Lunch/8th	PREP	English 1	Speech Speech	8th Grade
Widick 111		English 2	CP English 4	English 3	English 4	English 2	11th/Lunch	CP English 3	Journalism 1&2	PREP	9th Grade
Witzel 127		Resource	Resource	Resource	Resource	Resource	Lunch/SH	Resource	Resource	Resource	Resource
Wood 151		PREP	Science 8	Science 8	Acad Decath Career Ex.	Chemistry	12th/Lunch	Science App Med. T. (DC)	Applied Chemistry	Physics	10th Grade
Zajac 126		Elementary	Elementary	Elementary	Elementary	Elementary	Elementary	Reading 7 Reading 7	Elementary	Elementary	Elementary

# East Butler Jr/Sr High Class/Time Schedules 2020-2021

<p style="text-align: center;"><b>Schedule A</b> <u>Regular Start/Dismissal 3:30pm</u></p> <p>1<sup>st</sup> 8:00 – 8:46            2<sup>nd</sup> 8:48 – 9:34            3<sup>rd</sup> 9:36 – 10:22            4<sup>th</sup> 10:24 – 11:10            5<sup>th</sup> 11:12 – 11:58</p> <p>SH/Lunch</p> <p style="padding-left: 20px;">A Lunch 12:00 – 12:30            A Study Hall 12:32 – 1:02            B Study Hall 12:00 – 12:30            B Lunch 12:32 – 1:02</p> <p>6<sup>th</sup> 1:04 – 1:50            7<sup>th</sup> 1:52 – 2:38            8<sup>th</sup> 2:40 – 3:26</p>	<p style="text-align: center;"><b>Schedule B (Last Day of The Week)</b> <u>Early Dismissal – 2:30pm – Tiger Time</u></p> <p>1<sup>st</sup> 8:00 – 8:35            2<sup>nd</sup> 8:37 – 9:12            3<sup>rd</sup> 9:14 – 9:49            4<sup>th</sup> 9:51 – 10:26            5<sup>th</sup> 10:28 – 11:04            6<sup>th</sup> 11:06 – 11:42</p> <p>7<sup>th</sup>/Lunch</p> <p style="padding-left: 20px;">A Lunch 11:44 – 12:14            A Class 12:16 – 12:52            B Class 11:44 – 12:20            B Lunch 12:22 – 12:52</p> <p>8<sup>th</sup> 12:54 – 1:30            T.T. 1:30 - 2:30</p>
<p style="text-align: center;"><b>Schedule C</b> <u>Late Start - 10:00am – NO SH</u></p> <p>1<sup>st</sup> 10:00 – 10:35            2<sup>nd</sup> 10:37 – 11:12            3<sup>rd</sup> 11:14 – 11:49</p> <p>4<sup>th</sup>/Lunch</p> <p style="padding-left: 20px;">A Lunch 11:51 – 12:21            A Class 12:23 – 12:58            B Class 11:51 – 12:26            B Lunch 12:28 – 12:58</p> <p>5<sup>th</sup> 1:00 – 1:35            6<sup>th</sup> 1:37 – 2:12            7<sup>th</sup> 2:14 – 2:49            8<sup>th</sup> 2:51 – 3:26</p>	<p style="text-align: center;"><b>Schedule D</b> <u>Early Dismissal – 1:30pm – NO SH</u></p> <p>1<sup>st</sup> 8:00 – 8:35            2<sup>nd</sup> 8:37 – 9:12            3<sup>rd</sup> 9:14 – 9:49            4<sup>th</sup> 9:51 – 10:26            5<sup>th</sup> 10:28 – 11:04            6<sup>th</sup> 11:06 – 11:42</p> <p>7<sup>th</sup>/Lunch</p> <p style="padding-left: 20px;">A Lunch 11:44 – 12:14            A Class 12:16 – 12:52            B Class 11:44 – 12:20            B Lunch 12:22 – 12:52</p> <p>8<sup>th</sup> 12:54 – 1:30</p>
<p style="text-align: center;"><b>Schedule E</b> <u>Early Dismissal – 12:00pm</u></p> <p>1<sup>st</sup> 8:00 – 8:28            2<sup>nd</sup> 8:30 – 8:58            3<sup>rd</sup> 9:00 – 9:28            4<sup>th</sup> 9:30 – 9:58            5<sup>th</sup> 10:00 – 10:28            6<sup>th</sup> 10:30 – 10:58            7<sup>th</sup> 11:00 – 11:28            8<sup>th</sup> 11:30 – 12:00</p>	<p style="text-align: center;"><b><u>LUNCHES</u></b></p> <p>1st Lunch - 7, 8, 9 (A, B, C, D)            2nd Lunch - 10, 11, 12 (A, B, C, D)</p>

# IN AN EMERGENCY TAKE ACTION



## **HOLD!** In your room or area. Clear the halls.

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE!**

### Get inside. Lock outside doors.

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN!** Locks, lights, out of sight.

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE!** (A location may be specified)

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER!** Hazard and safety strategy.

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

**REPORT OF SUICIDE RISK**

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Parent Notified Yes\_ No\_\_

Parent's Name \_\_\_\_\_

Date of Notification \_\_\_\_\_

Telephone Number \_\_\_\_\_

Time \_\_\_\_\_

Staff Members Involved \_\_\_\_\_

Report Prepared by \_\_\_\_\_

Presenting Problem \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendations \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Results of Parental Contact \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken \_\_\_\_\_

\_\_\_\_\_

Follow Up Will Be Done By \_\_\_\_\_

\_\_\_\_\_

Law Enforcement Notification \_\_\_\_\_

\_\_\_\_\_

East Butler Public Schools  
Incident Report for Self-Injury and Other Mental Health Concerns

Date: \_\_\_\_\_ Report Completed by: \_\_\_\_\_

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Reason for referral:  Self-injurious behavior: \_\_\_\_\_  
 Other Mental Health Concern: \_\_\_\_\_

1. Student Statement/Behavior: \_\_\_\_\_  
\_\_\_\_\_

2. Observable Injuries, if any: \_\_\_\_\_  
\_\_\_\_\_

3. How was the student initially referred: \_\_\_\_\_  
\_\_\_\_\_

Student History: \_\_\_\_\_  
\_\_\_\_\_

Action taken by School: \_\_\_\_\_  
\_\_\_\_\_

Parent Contacted: \_\_\_\_\_ Date: \_\_\_\_\_

Action agreed to by parent: \_\_\_\_\_

People Notified (mark as applicable):

\_\_\_\_ Parent/Guardian: \_\_\_\_\_

\_\_\_\_ Teachers: \_\_\_\_\_

\_\_\_\_ Guidance Counselor: \_\_\_\_\_

\_\_\_\_ School Psychologist: \_\_\_\_\_

\_\_\_\_ Administrator: \_\_\_\_\_

\_\_\_\_ Child Protective Services: \_\_\_\_\_

\_\_\_\_ Mental Health Professionals: \_\_\_\_\_

\_\_\_\_ Police Department: \_\_\_\_\_

cc'd Principal Student File Parent/Guardian

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EAST BUTLER PUBLIC SCHOOL  
ACCIDENT REPORT**

LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF STUDENT \_\_\_\_\_ TIME \_\_\_\_\_

NATURE OF INJURY \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CIRCUMSTANCES LEADING TO ACCIDENT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TREATMENT GIVEN \_\_\_\_\_  
\_\_\_\_\_

WAS DOCTOR CALLED \_\_\_\_\_ PARENT WAS CALLED \_\_\_\_\_

OTHER \_\_\_\_\_

INSTRUCTIONS FROM CONTACTED PARTY \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WITNESSES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARTY REPORTING \_\_\_\_\_

**East Butler Calling Tree**

Megan Kozisek 545-3551/641-6609
Kim TePoel 663-4439/417-8845
Dan Zysset 440-3256
Ryan Pekarek 641-3305
Dylan Spatz 909-3187
Sarah Strizek 367-2889

Michael Eldridge  
402-954-0447

Mark Cidlik  
402-367-2996

Shawn Biltoft  
402-643-0035

<b>Fuehrer</b> 543-2131 367-2980	<b>Schildt</b> 429-2603	<b>Witzel</b> 545-2212 367-2890	<b>Jahde</b> 367-0212 367-7903	<b>Widick</b> 525-4564	<b>Robinson</b> 443-1150 657-7319	<b>Meysenburg</b> 641-6019	<b>Walla</b> 784-2024 580-8982	<b>Bohac</b> 784-3876 540-0295	<b>Hampf</b> 663-4489 480-0422	<b>Pollock</b> 429-8771
Hofpar 545-2254 641-6974	Rezac 545-2029 367-8950	Hibbert 641-2707	Christensen 643-4879 209-7607	Wood 369-2691	Behne 545-2302 367-7643	Brabec 720-5696	Raiter 643-2007 641-9958	Chapek 543-2105 430-7849	H Kavan 663-1792 770-8826	Divis 545-2161
Janak 545-2033 367-2189	Kost 545-2068 580-1653	Geewe 367-8814	Glasshoff 545-2787 875-2298	Janda 679-1412	Nielsen 545-2631 669-3214	Coufal 566-4975 367-7972	M. Miller 443-4241 443-8500	Dozler 440-3609	Vandenber 432-5419	Karpisek 545-2195 270-3489
Sousek 663-5269 607-9884	Brokaw 367-2334	K Kavan 460-7540	V. Hines 545-4241 641-0800	S. Bongers 367-7781	Zajac 330- 651-2369	Pleskac 525-8812	W. Janak 367-2424	Hermelbracht 367-0403 430-8861	Smith 270-9003	Hula 663-4339 367-7734
Heiser 642-5594	Ptacek 543-2372	R. Hines 641-6276	Kriz 923-0422	DeWitt 416-4560	Bohaty 660-9939	Kremlacek 663-4837 480-4531	Styskal 531-222- 7695	Holthus 699-2326	Brase 641-9551	Polacek 543-2469 367-2237
Steager 545-4291 641-4907	Fiala 277-0155	Beckstead 641-7970	Palensky 367-8621	Pernicek 440-2808	Dalton 416-4041	Rhynalds 499-8454	Prochaska 543-2124 641-6591	Maca 643-5999	Masek 540-7380	Struck 367-3312 954-0303
Ault 560-6063	Matthews 646-9183 674-2695	Matthws 646-9183 674-2695	Kocian 499-1911	Wright 954-0153	Ericson 875-0091	Cole 367-0141 641-7097	Odvody 641-8778	Rohda 203-5473	Strizek 641-5186	Laing 432-7272

Mr. Eldridge will initiate the calling tree. The **bolded name** in the top of each column will call all names listed in their column.

East Butler Board of Education  
Regular Meeting  
Wednesday, July 8 , 2020 6:30 P.M.

1. Call Meeting To Order at 6:30 P.M.

2. Roll Call - Present: Megan Kozisek, Ryan Pekarek, Dylan Spatz, Sarah Strizek, Kim TePoel, and Dan Zysset. Also present: Mr. Michael Eldridge, Superintendent, Mr. Mark Cidlik, Secondary Principal, and Mr. Shawn Biltoft, Elementary Principal.

3. Flag Salute

4. Approve Agenda

Motion to approve the agenda as presented passed with a motion by Sarah Strizek and a second by Ryan Pekarek.

Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea, Dan Zysset: Yea

5. Patron's Comments

6. Informational Items included: Construction Update; Breakfast/Lunch Prices; Summer Project Updates; and Budget Update 2020-2021

7. Consent Agenda

7.1. Approval of Minutes

7.2. Treasurer's Report

7.3. Resignation of Keely Hennessy as 7-12 Paraprofessional

7.4. Activity Fund Account - add Mark Cidlik to the activity fund account

7.5. First Nebraska Bank - Brainard Branch - Safety Deposit Box - remove Darlene Kucera and Samuel Stecher from the First Nebraska Bank - Brainard Branch safety deposit box, and add Brenda Janak and Michael Eldridge to the First Nebraska Bank - Brainard Branch safety deposit box.

Motion to approve the consent agenda as presented passed with a motion by Dan Zysset and a second by Dylan Spatz.

Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea, Dan Zysset: Yea

## 8. Regular Agenda

### 8.1. Handbook Updates

Approve 2020-21 Student and Teacher Handbooks as presented passed with a motion by Kim TePoel and a second by Sarah Strizek.

Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea, Dan Zysset: Yea

### 8.2. Return to Learn Roadmap

Approve Return to Learn Roadmap regarding masks: Green - Masks on the Move; Yellow - Masks on the Move & six feet or closer mask required; Orange - Mask required at all times. Transportation - Mask required 100% for drivers and passengers for all school vehicles subject to change on local conditions passed with a motion by Megan Kozisek and a second by Dylan Spatz.

Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea, Dan Zysset: Yea

## 9. Administrative Comments

## 10. Items for next Meeting - Budget Update and Custodian Position.

## 11. Adjournment

Motion to adjourn at 8:24 P.M. passed with a motion by Dylan Spatz and a second by Kim TePoel.

Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea, Dan Zysset: Yea

Kim Fuehrer  
Recording Secretary

Regular: Beginning Month 08/2020; Processing Month 08/2020; Accounts to Include Accounts with Activity; Fund Number 05

Fund:	05	ACTIVITY FUND							
Chart of Account Number	Chart of Account Description			Expenses	Revenues	Balance Change	Balance		
05 704	FUND BALANCE			*Previous Balance: 146.40	0.00	0.00	146.40		
				*Ending Balance: 0.00					
05 704 2001	ACADEMIC DECAATHALON			*Previous Balance: 1,285.80	0.00	0.00	1,285.80		
				*Ending Balance: 0.00					
05 704 2002	AG PROJECTS			*Previous Balance: 1,206.35	0.00	0.00	1,206.35		
				*Ending Balance: 0.00					
05 704 2003	ANNUAL			*Previous Balance: 2,690.45	0.00	0.00	2,690.45		
				*Ending Balance: 0.00					
05 704 2004	ATHLETIC			*Previous Balance: 5,368.54	0.00	0.00	5,368.54		
				*Ending Balance: 0.00					
05 704 2005	BOX TOPS/ PPT			*Previous Balance: 4,638.96	0.00	0.00	4,638.96		
				*Ending Balance: 0.00					
05 704 2006	CHEERLEADERS			*Previous Balance: 4,519.63	0.00	0.00	4,519.63		
				*Ending Balance: 0.00					
05 704 2007	CLOSE UP			*Previous Balance: 296.24	0.00	0.00	296.24		
				*Ending Balance: 0.00					
05 704 2008	COLLEGE ACCESS GRANT			*Previous Balance: 2,531.05	0.00	0.00	2,531.05		
				*Ending Balance: 0.00					
05 704 2009	CONCESSIONS			*Previous Balance: 1,230.55	0.00	0.00	1,230.55		
				*Ending Balance: 0.00					
05 704 2010	DANCE TEAM			*Previous Balance: 279.51	0.00	0.00	279.51		
				*Ending Balance: 0.00					
05 704 2011	DRAMA			*Previous Balance: 142.10	0.00	0.00	142.10		
				*Ending Balance: 0.00					
05 704 2012	DRUG FREE PROGRAM			*Previous Balance: 395.49	0.00	0.00	395.49		
				*Ending Balance: 0.00					
05 704 2013	EDIVATE			*Previous Balance: 431.17	0.00	0.00	431.17		
				*Ending Balance: 0.00					
05 704 2014	FBLA			*Previous Balance: 1,041.44	0.00	0.00	1,041.44		
				*Ending Balance: 0.00					
05 704 2015	FCCLA			*Previous Balance: 2,169.06	0.00	0.00	2,169.06		
				*Ending Balance: 0.00					

Regular, Beginning Month 08/2020; Processing Month 08/2020; Accounts to Include Accounts with Activity; Fund Number 05

Fund:	05	ACTIVITY FUND							
Chart of Account Number	Chart of Account Description		Expenses	Revenues	Balance Change	Balance			
05 704 2016	FFA		*Previous Balance	0.00	0.00	12,610.97			
			*Ending Balance:	0.00	0.00	12,610.97			
05 704 2017	FFA GREENHOUSE		*Previous Balance	0.00	0.00	3,411.16			
			*Ending Balance:	0.00	0.00	3,411.16			
05 704 2018	CLASS OF 2018		*Previous Balance	0.00	0.00	249.28			
			*Ending Balance:	0.00	0.00	249.28			
05 704 2019	CLASS OF 2019		*Previous Balance	0.00	0.00	275.55			
			*Ending Balance:	0.00	0.00	275.55			
05 704 2020	CLASS OF 2020		*Previous Balance	0.00	0.00	0.00			
			*Ending Balance:	0.00	0.00	0.00			
05 704 2021	CLASS OF 2021		*Previous Balance	0.00	0.00	1,237.37			
			*Ending Balance:	0.00	0.00	1,237.37			
05 704 2022	CLASS OF 2022		*Previous Balance	0.00	0.00	3,091.90			
			*Ending Balance:	0.00	0.00	3,091.90			
05 704 3001	LAPTOP INITIATIVE		*Previous Balance	0.00	0.00	25,293.34			
			*Ending Balance:	0.00	0.00	25,293.34			
05 704 3002	LETTERCLUB		*Previous Balance	0.00	0.00	2,037.65			
			*Ending Balance:	0.00	0.00	2,037.65			
05 704 3004	MUSIC		*Previous Balance	0.00	0.00	193.37			
			*Ending Balance:	0.00	0.00	193.37			
05 704 3005	NATIONAL HONOR SOCIETY		*Previous Balance	0.00	0.00	519.20			
			*Ending Balance:	0.00	0.00	519.20			
05 704 3006	SPEECH		*Previous Balance	0.00	0.00	17.76			
			*Ending Balance:	0.00	0.00	17.76			
05 704 3007	STUDENT COUNCIL		*Previous Balance	0.00	0.00	1,360.00			
			*Ending Balance:	0.00	0.00	1,360.00			
05 704 3008	TIGER STRIPES		*Previous Balance	0.00	0.00	(281.15)			
			*Ending Balance:	0.00	0.00	(281.15)			
05 704 3009	WR SPIRIT LEADERS		*Previous Balance	0.00	0.00	997.64			
			*Ending Balance:	0.00	0.00	997.64			
05 704 3010	SKILLS USA		*Previous Balance	0.00	0.00	1,625.80			
			*Ending Balance:	0.00	0.00	1,625.80			

Activity Fund Balance Report - Account - Exclude Encumbrances

08/2020 - 08/2020

Regular: Beginning Month 08/2020; Processing Month 08/2020; Accounts to Include Accounts with Activity: Fund Number 05

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 3011	CAREER TECHNICAL EDUCATION	0.00	0.00	0.00	8,904.70
	*Previous Balance				8,904.70
	*Ending Balance:				8,904.70
	Fund Total: 05	0.00	0.00	0.00	89,917.28

Beginning Date 08/12/2020; Ending Date 08/12/2020; Vendor ID 63 Records  
Selected

<u>Vendor Name</u>	<u>Total</u>
3E ELECTRICAL ENIGINEERING & EQUIPMENT CO	219.20
AMAZON/SYNCB	1,929.36
B.J. HARDWARE	176.83
BANNER PRESS	99.00
BLICK ART MATERIALS	112.53
BUTLER COUNTY CLINIC	300.00
CANON FINANCIAL SERVICES	1,794.00
CANON SOLUTIONS AMERICA INC	55.74
CENTRAL NEBRASKA REHABILITATION SERVICES	592.00
COMPUTER HARDWARE	99.00
CRESCENT ELECTRIC SUPPLY COMPANY	801.13
D-SIGN SHOP	6.50
DALE'S FOOD PRIDE	53.02
ELECTRONIC ENGINEERING COMPANY	517.50
ESU #7	1,427.94
EXPRESS LAWN CARE	600.00
FAMILY SERVICE	1,750.00
FRONTIER COOPERATIVE CO	644.02
GAGGLE	1,650.00
GOPHER SPORTS	357.73
HAL LEONARD CORPORATION	195.00
HAPARA	257.04
HEARTLAND COMMUNICATIONS	150.00
HEISER, KIM	35.69
HOME DEPOT PRO INSTITUTIONAL	2,868.63
INNOVATIVE OFFICE SOLUTIONS LLC	2,196.97
JENSEN PUBLISHING, INC	35.00
JLABAUDIO	1,296.00
JOURNEYED.COM, INC.	500.00
KSB SCHOOL LAW	605.00
MADISON NATIONAL LIFE INS CO	698.62
MATHESON TRI-GAS, INC	127.10
MENARD'S 27TH	562.76
MENARD'S LINCOLN SOUTH	222.11
MERIDIAN STUDENT PLANNERS	862.70
NATIONAL ART & SCHOOL SUPPLIES	819.30
NATIONAL AUTISM RESOURCES INC	27.97
NEBRASKA SAFETY CENTER	100.00
PACIFIC LIFE INSURANCE	1,222.31
PAPER TIGER SHREDDING	133.00
PARCO SCIENTIFIC COMPANY	176.20
POSTER COMPLIANCE CENTER	144.73
PRESTWICK HOUSE INC.	257.84
PYRAMID SCHOOL PRODUCTS	954.96
QUILL CORPORATION	370.99
ROADRUNNER TRANSPORTATION LLC	164.00
SCHOLASTIC INC	592.21

**Vendor Totals Report by Vendor**  
08/12/2020 - 08/12/2020

Beginning Date 08/12/2020; Ending Date 08/12/2020; Vendor ID 63 Records  
Selected

<u>Vendor Name</u>	<u>Total</u>
SCHOOL NURSE SUPPLY, INC	247.87
Schwarz Paper Company	336.85
SPARQDATA SOLUTIONS	466.67
SUNBELT RENTALS, INC	918.76
SUPREME SCHOOL SUPPLY CO	118.42
THEMES & VARIATIONS INC	1,917.00
TIME MANAGEMENT SYSTEMS	161.20
UNITED ART AND EDUCATION	1,962.48
VERIZON WIRELESS	23.01
VILLAGE OF DWIGHT	180.00
VILLAGE OF PRAGUE	8.00
VOYAGER SOPRIS LEARNING	300.00
WAHOO/WAVERLY ADV	13.37
WALDRON, LORELEI	100.00
WASTE CONNECTIONS OF NEBRASKA	894.37
WINDSTREAM NEBRASKA, INC.	387.08
	<hr/>
Vendors Listed: 63	Total: 36,796.71

TO OWNER: PROJECT: APPLICATION NO: 4 Distribution to:  OWNER  
 BUTLER COUNTY SCHOOL DISTRICT 12-0502 East Butler Public Schools 19-20 Addition  ARCHITECT  
 212 South Madison St Brainard, NE 68626  CONTRACTOR  
 FROM CONTRACTOR: VIA ARCHITECT: Boyd Jones Construction Co. 950 S. 10th St., STE 100 Omaha, NE 68108  
 CONTRACT FOR: CONTRACT DATE: 11/25/19

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 2,689,795.00
  2. Net change by Change Orders \$ 0.00
  3. CONTRACT SUM TO DATE (Line 1 & 2) \$ 2,689,795.00
  4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 885,322.72
  5. RETAINAGE
    - a. 10 % of Completed Work \$ 88,532.27 (Column D + E on G703)
    - b. % of Stored Material \$ 0.00
- Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 88,532.27
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 796,790.45
  7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 396,139.43
  8. CURRENT PAYMENT DUE \$ 400,651.02
  9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 1,893,004.55

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
<b>TOTALS</b>	\$0.00	\$0.00
<b>NET CHANGES by Change Order</b>	\$0.00	\$0.00

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATION FOR PAYMENT 1992 EDITION - AIA © 1992  
 Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Documents' Authenticity from the Licensee.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due

CO OR- State of: \_\_\_\_\_  
 Subscriber: \_\_\_\_\_  
 Notary Public: \_\_\_\_\_  
 My Comm. expires: \_\_\_\_\_  
 Date: 8-7-2020

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents and the Contractor is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED \$ 400,651.02

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By: \_\_\_\_\_ Date: 8/10/2020

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

THE AMERICAN INSTITUTE OF ARCHITECTS 1735 NEW YORK AVE. N.W. WASHINGTON, DC 20006-5232

**CONTINUATION SHEET G703**

Project:

East Butler Public Schools Kitchen & Commons Addition

Boyd Jones Construction

Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

Application Number: 4  
 Application Date: 8/5/2020  
 Period To: 7/31/2020  
 Project Number: 19-039

A	B	C	D	E	F	G	H	I	J	K	L	N
Item #	Description of Work	Scheduled Value	Change Orders	Internal Adjustments	Updated of Value	Previous Completed	Work Completed This Period	Materials Presently Stored	Total Completed & Stored To Date	%	Balance to Finish	Retainage 10%
1	General Conditions	245,701.00			245,701.00	96,781.37	44,238.84		141,020.21	57%	104,680.79	7,057.01
2	Bonds & Insurance	28,237.00			28,237.00	23,429.00	-		23,429.00	83%	4,808.00	1,171.45
3	Direct Cost of Work Reimbursables	75,813.00			75,813.00	14,277.99	15,404.68		29,682.67	39%	46,130.33	1,484.13
4	Weekly and Final Cleaning	9,854.00			9,854.00	570.10	2,824.38		3,394.48	34%	6,459.52	169.72
5	Site Maintenance/Material Handling	24,918.00			24,918.00	9,605.53	4,042.28		13,647.81	55%	11,270.19	682.39
6	Surveying	7,500.00			7,500.00	2,000.00	-		2,000.00	27%	5,500.00	100.00
7	Selective Demolition	88,100.00			88,100.00	62,619.43	11,442.76		74,062.19	84%	14,037.81	3,703.11
8	Earthwork	31,198.00			31,198.00	-	-		58,326.11	0%	31,198.00	-
9	Concrete Footings & Foundations	61,890.00			61,890.00	53,579.19	4,746.92		73,166.16	94%	3,523.89	2,916.31
10	Concrete Flatwork	76,135.00			76,135.00	10,110.72	63,055.44		4,320.00	96%	2,968.84	3,658.31
11	Masonry	92,903.00			92,903.00	-	4,320.00		4,320.00	5%	88,583.00	2,166.00
12	Steel Material & Erection	178,163.00			178,163.00	3,267.00	128,033.00		131,300.00	74%	46,863.00	6,565.00
13	Rough/Finish Carpentry	12,025.00			12,025.00	3,104.76	3,504.79		6,609.55	55%	5,415.45	330.48
14	Gasework & Countertops	16,916.00			16,916.00	-	-		-	0%	16,916.00	-
15	Air Barrier Waterproofing, and Sealants	22,450.00			22,450.00	-	-		-	0%	22,450.00	-
16	Membrane Roofing & Sheet Metal	86,500.00			86,500.00	-	-		-	0%	86,500.00	-
17	Doors, Frames, and Hardware	26,973.00			26,973.00	-	-		-	0%	26,973.00	-
18	Aluminum Frames and Glazing	38,136.00			38,136.00	-	-		-	0%	38,136.00	-
19	Coiling & Overhead Doors	12,530.00			12,530.00	-	-		-	0%	12,530.00	-
20	Flaming, Drywall, & Ceilings	126,000.00			126,000.00	-	9,082.65		9,082.65	7%	116,917.35	454.13
21	Flooring & Tile	86,845.00			86,845.00	-	-		-	0%	86,845.00	-
22	Painting	16,483.00			16,483.00	-	-		-	0%	16,483.00	-
23	Specialties, Signage & Window Coverings	23,726.00			23,726.00	-	3,278.00		3,278.00	1%	23,726.00	163.90
24	Kitchen Equipment	295,880.00			295,880.00	-	980.00		980.00	5%	19,215.00	49.00
25	Fire Protection	20,195.00			20,195.00	-	59,600.00		77,843.41	31%	173,169.59	3,892.17
26	Plumbing & Site Utilities	251,013.00			251,013.00	18,243.41	59,600.00		-	0%	196,064.00	-
27	HVAC	196,064.00			196,064.00	-	-		-	0%	196,064.00	-
28	Electrical	285,755.00			285,755.00	73,066.42	70,614.06		143,680.48	50%	142,074.52	7,184.02
29	Contingency	72,431.00			72,431.00	-	-		-	0%	72,431.00	-
30	Preconstruction Fee	9,500.00			9,500.00	9,500.00	-		9,500.00	100%	-	-
31	Fee	170,000.00			170,000.00	60,000.00	20,000.00		80,000.00	47%	90,000.00	-
32	Owner Contingency	1.00			1.00	-	-		-	0%	1.00	-
TOTALS		2,689,795.00	-		2,689,795.00	440,154.92	445,167.80	-	885,322.72	33%	1,804,472.28	88,532.27

The following change orders have been added to the above lines in the Change Order column:

Customer	Name	Billed Unit Price	Units	Billed Amount	
EBPPS 19039 1	East Butler Public Schools East Butler Public Schools General Conditions Labor	Project Engineer Hours	89.46	57,5000	5,143.95
		PM Hours	141.00	38,0000	5,358.00
		Contract Administrator Regular	67.10	14,2500	956.10
		Supervisor Regular	108.63	279,0000	30,307.77
		Equipment			
		Copier- small	15.00	4,0000	60.00
		Procure	27.00	4,0000	108.00
		Computer	39.00	4,0000	156.00
		Conex Box Container 20 ft.	52.00	4,0000	208.00
		Office Trailer	146.00	4,0000	584.00
Pickup	246.00	4,0000	984.00		
Other					
	Branding Inc			213.00	
	CC-Home Depot			10.66	
	CC-Kwik Stop			139.75	
	CC-Menards			9.61	
General Conditions Total				44,238.84	
3	Direct Cost of Work Reimb Labor	89.46	43,0000	3,846.78	
		70.29	45,0000	3,163.06	
	Bldg Carpenter Regular	96.92	2,0000	193.84	
	Bldg Carpenter Overtime				
	Street Sweeper Box	432.00	5,0000	2,160.00	
Equipment					
Other					
	CC-Home Depot			221.74	
	CC-USPS			8.29	
	Gana Trucking & Excavating			461.29	
	Per Diem			1,800.00	
	Sack Lumber			985.94	
	Sunbelt Rentals			1,962.26	
	Waste Connections of NE			460.78	
	Jared Mileage	.35	134,0000	46.90	
	Brian Mileage	.35	268,0000	93.80	
Direct Cost of Work Reimb Total				15,404.68	
4	Weekly and Final Cleaning Labor	89.46	19,0000	1,699.74	
	Project Engineer Hours	70.29	16,0000	1,124.64	
	Bldg Carpenter Regular				
Weekly and Final Cleaning Total				2,824.38	
5	Site Maintenance Mat Handling Equipment	1,000.00	4,0000	4,000.00	
	Skidsteer				
	CC-Frontier Cooperative			42.28	
Site Maintenance Mat Handling Total				4,042.28	

Customer	Name	Billed Unit Price	Units	Billed Amount
EBPS 19039	East Butler Public Schools			
	East Butler Public Schools			
	7 Selective Demolition			
	Labor	89.46	6.0000	536.76
	Subcontract			5,186.00
				5,720.00
	Complete Construction			
	Gana Trucking			
	Project Engineer Hours			
	Subcontract			
	Concrete footings & Foundation			
9	Concrete footings & Foundation			
	Labor	89.46	29.0000	2,594.34
	Project Engineer Hours			
	Bldg Carpenter Regular	70.29	11.0000	773.19
	Material			456.98
	CC-Home Depot			
	Other			146.72
	Logan Contractors			775.69
	NMC			
	Concrete footings & Foundation Total		40.0000	4,746.92
10	Concrete Flatwork			
	Labor	89.46	13.0000	1,162.98
	Project Engineer Hours			
	Bldg Carpenter Regular	70.29	36.0000	2,530.44
	Bldg Carpenter Overtime	96.92	2.0000	193.83
	Subcontract			58,838.00
	Oxford Construction			
	Other			294.88
	ARPS			35.31
	Logan Contractors			
	Masonry			
11	Masonry			
	Subcontract			4,320.00
	Masonry Unlimited			
	Concrete Flatwork Total		51.0000	63,056.44
12	Steel Material & Erection			
	Material			4,320.00
	Subcontract			22,400.00
	4G Steel Fabrication			105,633.00
	Davis Erection			
	Steel Material & Erection Total		.0000	128,033.00
13	Rough/Finish Carpentry			
	Labor	89.46	21.0000	1,878.66
	Project Engineer Hours			
	Bldg Carpenter Regular	70.29	16.0000	1,124.64
	Material			30.58
	CC-Home Depot			
	CC-Menards			26.22

Customer Name	Billed Unit Price	Units	Billed Amount
EBPS East Butler Public Schools 19039 East Butler Public Schools 13 Rough/Finish Carpentry Other			444.69
Foundation Building Materials			
	Rough/Finish Carpentry Total	37.0000	3,504.79
20 Framing, Drywall & Ceilings Subcontract	J & H Specialty Contracting		9,082.65
	Framing, Drywall & Ceilings Total	.0000	9,082.65
24 Kitchen Equipment Other	USA-Containers		3,278.00
	Kitchen Equipment Total	.0000	3,278.00
25 Fire Protection Other	Mahoney Fire Sprinkler		980.00
	Fire Protection Total	.0000	980.00
26 Plumbing Subcontract	R2 Plumbing		59,600.00
	Plumbing Total	.0000	59,600.00
28 Electrical Subcontract	Hy-Electric		70,614.06
	Electrical Total	.0000	70,614.06
	Subtotal		425,167.80
	Contractor's Fee		20,000.00
	Work Completed This Period		445,167.80

**EAST BUTLER PUBLIC SCHOOLS INVESTMENTS**  
**As of Aug 1 2020 For B Mtg Aug 12 2020**

**GENERAL FUND**

<u>NUMBER</u>	<u>TERM</u>	<u>MATURITY</u>	<u>AMOUNT</u>	<u>RATE</u>	
1026029	12 month	4/5/21	\$528.98	0.75%	McAuliffePrize (At Prague)
3212	24 month	10/1/20	\$398,777.05	1.60%	
1024535	9 month	8/15/20	\$166,838.41	0.20%	
1024295	12 monthFLEX	7/13/20	\$481,558.52	0.55%	
			\$1,047,702.96		
41-513	Checking		<u>\$1,247,352.86</u>	0.05%	
<b>TOTAL</b>			\$2,295,055.82		

**DEPRECIATION RESERVE/VEHICLE REPLACEMENT FUND**

602837 \$110,553.00 0.20%

**QUALIFIED CAPITAL IMPROVEMENT PURPOSE UNDERTAKING FUND (QC-PUF)**

1507069 \$463,151.15 0.05%

**BUILDING FUND**

1041-718 Checking \$213,627.74 0.05%

1024870 12 mo FLEX 6/10/20 \$229,433.33 0.55%

**EMPLOYEE BENEFIT FUND**

1505565 Checking \$5,331.03 0.05%

**STUDENT FEE FUND**

1502837 Checking \$18,535.09

**NEBRASKA LIQUID ASSET FUND**

9300709-GF \$1,760,253.02

**PLEGGED SECURITIES**

FIRST NEBRASKA BANK	1/31/21	\$400,000.00	Cusip 912828B58
FIRST NEBRASKA BANK	3/8/19	\$150,000.00	Cusip 313378QK0
FIRST NEBRASKA BANK	5/30/19	\$500,000.00	Cusip 3137EADG1
FIRST NEBRASKA BANK	11/30/2019	\$200,000.00	Cusip 912828UB4
FIRST NEBRASKA BANK	12/31/2020	\$150,000.00	Cusip 912828A83
FIRST NEBRASKA BANK	6/30/2020	\$200,000.00	Cusip 912828VJ6
FIRST NEBRASKA BANK	3/8/19	\$500,000.00	Cusip 3133782M2
FIRST NEBRASKA BANK	9/14/18	\$500,000.00	Cusip 313375K48
FIRST NEBRASKA BANK	9/14/18	\$250,000.00	Cusip 313375K48
FIRST NEBRASKA BANK	9/14/18	\$500,000.00	Cusip 313375K48
FIRST NEBRASKA BANK	4/30/20	\$200,000.00	Cusip 912828VA5
FIRST NEBRASKA BANK	9/30/21	\$500,000.00	Cusip 912828F21
FIRST NEBRASKA BANK	9/30/20	\$500,000.00	Cusip 912828VZ0
FIRST NEBRASKA BANK	2/19/19	\$100,000.00	Cusip 3135G0ZA4
SUB-TOTAL		\$4,650,000.00	
BANK OF PRAGUE	12/15/2023	\$57,000.00	Cusip 12354RAZ0
BANK OF PRAGUE	1/15/2023	\$85,000.00	Cusip 123529EQ8
SUB -TOTAL		\$142,000.00	
TOTAL PLEDGED		\$4,792,000.00	

	<u>PIK/Gross</u>	<u>Amount</u>	<u>Expense/ Employer</u>	<u>Adjustment Amount</u>	<u>Check Total</u>	<u>Payee ID</u>	<u>Payee Name</u>	
<b>Check Date:</b>	<b>08/20/2020</b>	<b>Batch Description: Regular Payroll 08/20/2020</b>						
<b>Processing Month:</b>	<b>08/2020</b>	<b>Status: Calculated Successfully</b>						
<b>Checking Account ID:</b>	<b>1</b>							
<b>ADD</b>								
COMPTRNG Computer Training		1,320.00						
HOLIDAY Holiday Pay		685.20						
HOURLY Hourly Pay		23,578.41						
MANDTTRAIN Mandt Training		620.00						
MISCSTIPE MISC STIPEND		370.23						
OT Overtime Pay		1,347.38						
RAMPPAYME RAMP Payment		2,385.90						
SICK Sick Time Used		327.88						
SUMMERSCHO Summer School		72.30						
VACATION Vacation Time		1,736.80						
WEIGHTLIFT Weightlifting		1,080.00						
		<u>33,724.10</u>						
<b>CONTRACT</b>								
C01 Contract 1		205,702.71						
C02 Contract 2		12,009.50						
C03 Deduct		(1,654.92)						
C04 Title 1		3,789.78						
COACHCONT COACHING CONTRACT		152.63						
		<u>219,999.70</u>						
<b>DEDUCTION</b>								
ACCIDENT ACCIDENT		47.19			47.19	AFLACREMI	AFLAC REMITTANCE SERVICES	
ACCIDENTCO ACCIDENT-COLONI		86.77			86.77	COLONIAL	COLONIAL LIFE & ACCIDENT INS. CO	
CANCER CANCER		144.62			144.62	AFLACREMI	AFLAC REMITTANCE SERVICES	
CANCERCOLO CANCER-COLONIAL		44.20			44.20	COLONIAL	COLONIAL LIFE & ACCIDENT INS. CO	
DENTALPOST FAMILY DENTAL		727.45	1,590.36		2,317.81	BLUECROSS	BLUE CROSS BLUE SHIELD OF NE	
DENTALPRE DENTAL		338.08	260.64		598.72	BLUECROSS	BLUE CROSS BLUE SHIELD OF NE	
DEPCARE DEPENDENT CARE		166.66			166.66	EASTBTLR2R	EAST BUTLER SCHOOL DIST 2R	
HEALTH HEALTH INSURANC		1,280.59	59,791.05		61,071.64	BLUECROSS	BLUE CROSS BLUE SHIELD OF NE	
HORACEMANN HORACE MANN ANN		100.00			100.00	HORACEMAN	HORACE MANN LIFE INS CO	
URM URM		1,008.34			1,008.34	EASTBTLR2R	EAST BUTLER SCHOOL DIST 2R	
VISION VISION		386.18			386.18	VISION	VISION SERVICE PLAN	
WADREED WADDELL & REED		1,333.57			1,333.57	WADDELLAN	IVY INVESTMENTS	
		<u>5,663.65</u>	<u>61,642.05</u>	<u>0.00</u>	<u>67,305.70</u>			
<b>INDIVIDUAL BANK ACCOUNT DEDUCTION</b>								
HSA HSA		582.00	2,367.84		2,949.84			D
		<u>582.00</u>	<u>2,367.84</u>	<u>0.00</u>	<u>2,949.84</u>			
<b>RET DEDUCTION</b>								
NPERS RETIREMENT	234,693.81	22,953.07	23,182.59		46,135.66	RET	NEBRASKA SCHOOL RETIREMENT A SYS	
		<u>22,953.07</u>	<u>23,182.59</u>	<u>0.00</u>	<u>46,135.66</u>			
<b>TAX</b>								
FIT FIT	225,638.71	20,997.72			20,997.72	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	A
FUTA FUTA	253,723.80							
MEDICARE MEDICARE	250,025.35	3,625.40	3,625.40		7,250.80	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	A
SITNE SIT NE	225,638.71	9,486.22			9,486.22	SITNE	NEBRASKA DEPARTMENT OF REVENUE	
SOCSEC SOC SEC	250,025.35	15,501.57	15,501.57		31,003.14	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	A
SUTANE SUTA NE	253,723.80							
WCNE WORK COMP NE	253,723.80							
		<u>49,610.91</u>	<u>19,126.97</u>	<u>0.00</u>	<u>68,737.88</u>			

**Payroll Register - Totals**  
Unposted; Payroll Type Extra, Pay Off Contracts, Regular, Void

<u>PIK/Gross</u>	<u>Amount</u>	<u>Expense/ Employer</u>	<u>Adjustment Amount</u>	<u>Check Total</u>	<u>Payee ID</u>	<u>Payee Name</u>
------------------	---------------	------------------------------	------------------------------	--------------------	-----------------	-------------------

Checking Account ID: 1

Net Pay:	174,914.17
Cash Total:	360,043.25

Non - FIT Taxable Deductions	28,085.09
Non - SIT Taxable Deductions	28,085.09
Non - SOC SEC Taxable Deductions	3,698.45
Non - MEDICARE Taxable Deductions	3,698.45
Direct Deposits	177,864.01
Automatic Payments	105,387.32





Regular; Processing Month 08/2020; Fund Number 01

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	PROPERTY TAXES	0.00	0.00	4,852,774.52	0.00	(4,852,774.52)
01 1115	CARLINE	0.00	0.00	1,866.83	0.00	(1,866.83)
01 1120	PUBLIC POWER DISTRICT-SALES TAX	0.00	0.00	3,639.59	0.00	(3,639.59)
01 1125	MOTOR VEHICLE TAXES	0.00	0.00	243,103.06	0.00	(243,103.06)
01 1140	PENALTIES & INTEREST ON	0.00	0.00	1,462.74	0.00	(1,462.74)
01 1370	PRE-SCHOOL TUITION	0.00	0.00	7,720.00	0.00	(7,720.00)
01 1510	INTEREST	0.00	0.00	748.09	0.00	(748.09)
01 1911	LOCAL LICENSE FEES	0.00	0.00	2,160.00	0.00	(2,160.00)
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00	0.00	0.00
01 1990	MISC LOCAL REV	0.00	0.00	0.00	0.00	0.00
	Subtotal: LOCAL RECIEPTS	0.00	0.00	5,113,474.83	0.00	(5,113,474.83)
01 2110	COUNTY FINES/LICENSES	0.00	0.00	22,413.59	0.00	(22,413.59)
01 2210	ESU RECEIPTS	0.00	0.00	23,699.14	0.00	(23,699.14)
	Subtotal: 2000	0.00	0.00	46,112.73	0.00	(46,112.73)
01 3110	STATE AID	0.00	0.00	50,507.00	0.00	(50,507.00)
01 3120	SPED PROGRAMS/SCHOOL AGE	0.00	0.00	363,682.00	0.00	(363,682.00)
01 3125	SPED TRANSPORTATION/SCHOOL AGE	0.00	0.00	0.00	0.00	0.00
01 3130	HOMESTEAD EXEMPTION	0.00	0.00	35,391.89	0.00	(35,391.89)
01 3131	PROPERTY TAX CREDIT	0.00	0.00	0.00	0.00	0.00
01 3132	PERSONAL PROPERTY TAX CREIDT	0.00	0.00	0.00	0.00	0.00
01 3180	PRO RATE MOTOR VEHICLE	0.00	0.00	0.00	0.00	0.00
01 3400	STATE APPORTIONMENT	0.00	0.00	0.00	0.00	0.00
01 3400 0000	STATE APPORTIONMENT	0.00	0.00	56,211.39	0.00	(56,211.39)
01 3512	DIST ED INCENTIVE	0.00	0.00	270.00	0.00	(270.00)
01 3535	ST OF NE - HI ABILITY LEARNER	0.00	0.00	0.00	0.00	0.00
01 3535 810	ST OF NE - HI ABILITY LEARNER	0.00	0.00	0.00	0.00	0.00
01 3990	OTHER STATE RECEIPTS	0.00	0.00	439.50	0.00	(439.50)
	Subtotal: 3000	0.00	0.00	506,501.78	0.00	(506,501.78)
01 4505	TITLE I	0.00	0.00	0.00	0.00	0.00
01 4506	TITLE I ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00
01 4509	TITLE II PART A	0.00	0.00	0.00	0.00	0.00
01 4511	TITLE VI (REAP)	0.00	0.00	43,966.00	0.00	(43,966.00)
01 4512	SPED IDEA	0.00	0.00	44,556.00	0.00	(44,556.00)
01 4516	IDEA	0.00	0.00	1,479.00	0.00	(1,479.00)
01 4519	SPED IDEA	0.00	0.00	38,970.00	0.00	(38,970.00)
01 4521	IDEA NONPUBLIC	0.00	0.00	0.00	0.00	0.00
01 4530	OTHER FED CAT REC	0.00	0.00	0.00	0.00	0.00
01 4708	MEDICAID IN PUBLIC SCHOOLS	0.00	0.00	1,755.99	0.00	(1,755.99)
01 4709	ADMINISTRATIVE OUTREACH	0.00	0.00	1,536.63	0.00	(1,536.63)
	Subtotal: 4000	0.00	0.00	132,263.62	0.00	(132,263.62)
01 5200	TRANSFERS FROM FUNDS (INCOMING)	0.00	78,310.00	698,907.27	0.00	(698,907.27)
01 5300	SALE OF PROPERTY	0.00	0.00	3,110.00	0.00	(3,110.00)
01 5690	OTHER NON-REVENUE RECEIPTS	0.00	0.00	19,208.91	0.00	(19,208.91)
	Subtotal: 5000	0.00	78,310.00	721,226.18	0.00	(721,226.18)
01 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	78,310.00	6,519,579.14	0.00	(6,519,579.14)

August 12, 2020						
<b>SPECIAL BUILDING FUND BILLS</b>						
Handyman		Chk# 1147		Professional Service- Kitchen Commons		
		\$1,827.23		3-28 to 5-1-20		
Mid-State Engineering		Chk# 1148		Construction Project Testing		
		\$1,473.00				
Clark Enersen Partners		Chk# 1149		Architect Fees		
		\$1,957.41				
Mahoney Fire Sprinkler		Chk# 1150		Annual Fire Sprinkler & Pipe		
		\$885.00		Inspection		
Callaway		Chk# 1151		Landfill fees - Bathroom Project		
		\$278.29				
Mark Hawkins		Chk# 1152		Prep, Clean & Apply Finish		
		\$2,010.00				
Heine's Painting & Decorative		Chk# 1153		Sand gym & hallway floors		
		\$1,500.00				
Mid-States Engineering		Chk# 1154		Testing for Addition		
		\$439.00				
Clark Enersen Partners		Chk# 1155		Prof Serv - Commons 5-30		
		\$2,006.10		thru 7-3-20		
Klement Electric		Chk# 1156		Wiring - Athletic Entrance Bathroom		
		\$595.00				
Mueller & Schoepf Drywall		Chk# 1157		Bathroom ceilings & panic room		
		\$2,690.00				
TOTAL		\$15,661.03				

<b>DEPRECIATION FUND BILLS</b>						
No Depreciation Fund Bills in June						
TOTAL						
<b>QUALIFIED CAPITAL IMPROVEMENT PURPOSE UNDERTAKING FUND (QCPUF)</b>						
No QCPuf bills in June						
TOTAL			\$200.00			



Boyd Jones Construction
950 South 10th Street, Suite 100
Omaha, Nebraska 68108
Phone: (402) 553-1804
Fax: (402) 561-7705

Project: 19-039 - East Butler Public Schools
212 South Madison Street
Brainard, Nebraska 68626

Prime Contract Potential Change Order #009A: PR 03 - Option #1

Table with 2 columns: Field Name and Value. Fields include TO, FROM, PCO NUMBER/REVISION, CONTRACT, REQUEST RECEIVED FROM, CREATED BY, STATUS, CREATED DATE, REFERENCE, PRIME CONTRACT CHANGE ORDER, FIELD CHANGE, CHANGE ORDER REQUEST, LOCATION, ACCOUNTING METHOD, SCHEDULE IMPACT, PAID IN FULL, and TOTAL AMOUNT.

POTENTIAL CHANGE ORDER TITLE: PR 03 - Option #1

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)
Changes per PR 03 - Option #1 issued by The Clark Enersen Partners dated 6/12/20.

ATTACHMENTS:

PR 003 - West Wall Framing Tile Options.pdf

Table with 5 columns: #, Cost Code, Description, Type, Amount. Rows include items for Gypsum Board and Painting, a subtotal, a contractor's fee, and a grand total.

Michael Ripp (The Clark Enersen Partners)
1010 Lincoln Mall, Suite 200
Lincoln, Nebraska 68508-2883

East Butler Public Schools aka Butler Co.
School Dist. 12-0502
212 South Madison Street
Brainard, Nebraska 68626

Boyd Jones Construction Company
950 South 10th Street, Suite 100
Omaha, Nebraska 68108

SIGNATURE DATE SIGNATURE DATE SIGNATURE DATE



Boyd Jones Construction
950 South 10th Street, Suite 100
Omaha, Nebraska 68108
Phone: (402) 553-1804
Fax: (402) 561-7705

Project: 19-039 - East Butler Public Schools
212 South Madison Street
Brainard, Nebraska 68626

Prime Contract Potential Change Order #009B: PR 03 - Option #2

Table with 2 columns: Field Name and Value. Fields include TO, FROM, PCO NUMBER/REVISION, CONTRACT, REQUEST RECEIVED FROM, CREATED BY, STATUS, CREATED DATE, REFERENCE, PRIME CONTRACT CHANGE ORDER, FIELD CHANGE, CHANGE ORDER REQUEST, LOCATION, ACCOUNTING METHOD, SCHEDULE IMPACT, PAID IN FULL, and TOTAL AMOUNT.

POTENTIAL CHANGE ORDER TITLE: PR 03 - Option #2

CHANGE REASON: No Change Reason

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)
Changes per PR 03 - Option #2 issued by The Clark Enersen Partners dated 6/12/20.

ATTACHMENTS:

PR 003 - West Wall Framing Tile Options.pdf

Table with 5 columns: #, Cost Code, Description, Type, Amount. Rows include Framing/Drywall, Painting, Tiling, Subtotal, Contractor's Fee, and Grand Total.

Michael Ripp (The Clark Enersen Partners)
1010 Lincoln Mall, Suite 200
Lincoln, Nebraska 68508-2883

East Butler Public Schools aka Butler Co.
School Dist. 12-0502
212 South Madison Street
Brainard, Nebraska 68626

Boyd Jones Construction Company
950 South 10th Street, Suite 100
Omaha, Nebraska 68108

SIGNATURE DATE SIGNATURE DATE SIGNATURE DATE



# Houghton Mifflin Harcourt

## Proposal

Prepared For

## East Butler School District 2R

212 S Madison St  
Brainard NE 68626

Attention:

Jodi Hibbert

[jhibbert@ebutler.esu7.org](mailto:jhibbert@ebutler.esu7.org)

For the Purchase of:

## HMH Avancemos National 2018

Prepared By

Nate Hemmerich

[nate.hemmerich@hnhco.com](mailto:nate.hemmerich@hnhco.com)

**Please submit this proposal with your purchase order.**

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

Attention:  
Jodi Hibbert  
[jhibbert@ebutler.esu7.org](mailto:jhibbert@ebutler.esu7.org)

Customer Experience  
9400 South Park Center Loop  
Orlando, FL 32819  
FAX: 800-269-5232  
[k12orders@hnhco.com](mailto:k12orders@hnhco.com)

**HMH Confidential and Proprietary**

# Proposal for East Butler School District 2R

ISBN	Title	Price	Quantity	Value of All Materials
<b>Level 1</b>				
<b>Hybrid Package (w/4yr digital) Level 1</b>				
<b>Hybrid Student Resource Package (w/4yr digital) Level 1</b>				
1667849	9781328671370 2018 ¡Avancemos! Hybrid Student Resource Package with 4 Year Digital Level 1	\$94.75	35	\$3,316.25
Package Includes: -Student Edition Level 1 -Downloadable eText ePub Student Edition 6-Year Level 1 -Cuaderno: Práctica por niveles Student Edition Level 1 -Downloadable Student Edition PDF Level 1 -Online Student Edition with Resources 4-Year Level 1 2018  Online Student Edition with Resources is a mobile-ready Online Edition that includes: -Interactive, scoreable activities for every single textbook activity -NEW HMHfyi Español provides links to authentic articles and videos -Integrated Performance Assessments, -Cuaderno: Práctica por niveles -Spanish InterActive Reader -News and Networking -Pre-AP Student Resources -Downloadable audio and video, and more.				
<b>Premium/Hybrid Teacher Resource Package (w/4yr digital) Level 1</b>				
1667897	9781328671851 2018 ¡Avancemos! Premium/Hybrid Teacher Resource Package with 4 Year Digital Level 1	\$146.55	1	\$146.55
Package Includes: -Teacher Edition Level 1 -Downloadable Teacher Resource Tool PDF Level 1 -HMH Spanish Resources for Heritage Learners -Online Teacher Edition with Resources 4-Year Level 1 2018  Online Teacher Edition with Resources is a mobile-ready Online Edition that includes access to Online Student material plus all Teacher Resources. Including: -Teacher's Edition -NEW HMH Teacher Guides for Google® Expeditions -NEW HMH Spanish Resources for Heritage Learners -NEW Modality Crosswalks with correlations between the modes of communication and program content -Cuaderno: Práctica por niveles Teacher's Edition -Pre-AP Teacher Resources -ExamView Assessments -Integrated Performance Assessment support, and more				
<b>Total for Hybrid Package (w/4yr digital) Level 1</b>				
<b>Total for Level 1</b>		<b>\$3,462.80</b>		

<b>Subtotal Purchase Amount:</b>	<b>\$4,285.90</b>
<b>Shipping &amp; Handling:</b>	<b>\$450.02</b>
<b>Total Cost of Proposal (PO Amount):</b>	<b>\$4,735.92</b>

\*\*Please add proper sales tax to your order\*\*

Attention:  
Jodi Hibbert  
jhibbert@ebutler.esu7.org

Customer Experience  
9400 South Park Center Loop  
Orlando, FL 32819  
FAX: 800-269-5232  
k12orders@hnhco.com

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**Total Cost of Proposal (PO Amount): \$4,735.92**

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- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
  - o Point of Contact for Print materials
  - o Point of Contact for Digital materials
  - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.
 

<b>Ship to:</b> East Butler School District 2R 212 S Madison St Brainard, NE 68626-3515	<b>Sold to:</b> East Butler School District 2R Brainard, NE 68626-0036
--	--
- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

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Date of Proposal: 7/9/2020

Proposal Expiration Date: 8/23/2020



**Houghton Mifflin Harcourt**

Attention:  
 Jodi Hibbert  
 jhibbert@ebutler.esu7.org

Customer Experience  
 9400 South Park Center Loop  
 Orlando, FL 32819  
 FAX: 800-269-5232  
 k12orders@hnhco.com

**HMH Confidential and Proprietary**

# Elementary Principal Report

## August Board Meeting



### I. Covid-19 Preparations for 2020-2021:

- A. There is a Zoom meeting each Friday to update schools on the case numbers and risk dial. The plan for the upcoming week will be set according to that information and conversation with Four Corners Health Department.
- B. All masks have arrived from both ESU 7 and outside vendors. Students will receive 3 black cloth masks as they arrive to school on August 13. One of the masks will have the East Butler logo and the other 2 will be from ESU 7. Students and parents are responsible for cleaning and maintaining the mask. If students do not bring their mask, they will be given up to 3 additional masks at no charge. If they are needing more than 6 masks, they will be charged a fee for a disposable mask.
- C. The administrative team met with the bus drivers on July 13 to prepare for the upcoming year. Mr. Eldridge shared the requirement regarding masks and temperature checks on the bus. Paraeducators have been contacted with the goal of having a paraeducator on each bus. Plans are being finalized, but we currently have 6 of the 7 routes covered. There are also additional van routes that require paraeducator coverage.
- D. A document has been shared with staff in regards to general procedures. This includes entering the building, masks, other items. Teachers will be taking temperatures as students arrive in the morning through assigned doors.
- E. Brainard elementary will have 2 daily lunch times. Students in grade K/1/3 (A) will have lunch at 11:00-11:30 Monday-Thursday and at 11:10-11:40 on Friday. Grade 2/4/5/6 (B) will eat at 11:30-12:00 M-Th and 11:40-12:10 on Friday. The schedule for Dwight will remain the same. The plan is to have 6 students at each table for lunch. A few additional tables will be set up daily.
- F. Our school nurse will be moving her office to the current coach's office occupied by Mr. Hermelbracht. This will allow her to use the second room in this location as an area of isolation for students with COVID-19 related symptoms.

### II. RAMP Session

- A. The Reading and Math Program (RAMP) finished on July 30. Temperatures were taken daily with no student registering 100.0 degrees or higher. Additional mask requirements were implemented related to social distancing. Information was sent in a letter to parents along with a phone call. There were no instances of COVID-19 cases within the building.
- B. Class attendance rate:
  1. K-1 79%
  2. 2-3 88%
- C. I would like to commend the classroom teachers, paraeducators, and cleaning staff for their work with RAMP. They did an excellent job of providing services for our students in a safe environment.

### III. Projected Elementary Enrollment Numbers

- A. There are 18 students currently registered for our preschool program with possibility of adding 5 more before school begins.
- B. We are planning on 28 kindergarten students (Brainard-17/Dwight-11) for 2020-2021. There were 16 kindergarten students last year.
- C. Projected Brainard K-6 enrollment:
  1. 2020-2021: 106 Students
  2. 2019-2020: 92 Students
- D. Projected Dwight K-6 enrollment:
  1. 2020-2021: 42 Students
  2. 2019-2020: 34 Students

### IV. Staff Professional Learning Schedule & Student Schedule

- A. Teaching staff will report to school August 10. Paraeducators will be starting August 12.
- B. The crisis team will be reviewing the crisis manual and discussing items related to COVID-19. Our school improvement committee will be meeting to establish our next steps as we were unable to meet last Spring.
- C. Staff will also be involved with training related to mental health services, multi-tiered systems of support (MTSS), and instructional coaching. Vosaic expectations will also be presented to our staff.
- D. Students will begin school on Thursday, August 13 with a 1:30 dismissal.

## **Secondary Principal Report August -- 2020 School Board Meeting**

### **I. MANDT Training**

- A. The training was held at ESU 7 on July 20 and 21 consisting of techniques in the de-escalation of students.

### **II. Teacher Professional Learning**

- A. Teachers participated in professional learning on See Saw, Google Classroom, and Zoom on July 29th and 30th. Lisa Bohaty was the coordinator for the professional development sessions.

### **III. 7th Grade and New Student Orientation**

- A. August 10th at 6:00 PM
- B. Tours of the building and an explanation of classes/expectations were discussed.

### **IV. Secondary Student Tech Bootcamp**

- A. Students will attend tech bootcamp from 1:30 - 3:30 PM August 17th - 20th.
- B. All 7-12 students will engage in the following activities: Google docs, google slides, zoom, digital citizenship, google drawing, copyright, rules, & google calendar.
- C. The 2 hour sessions will be taught by our teaching staff.
- D. Secondary teachers will follow up with e-Learning day. Students and teachers will be in school and practice e-Learning.

### **V. Covid-19 Procedures/Secondary e-Learning Expectations**

- A. Covid-19 procedures regarding: Entering the Building, Symptomatic Individuals, Covid-19 Positive Individuals, Transportation, Masks, Food Service, Cleaning, Visitors, Classroom, Drinks, Recess, and Visits.
- B. e-Learning Expectations: This document details our e-Learning expectations for students, teachers, parents, and student zoom sessions. In addition it covers the grading policy.

### **VI. Paraeducator hiring**

- A. Tyler Wright accepted a position as a paraeducator

### **VII. Administrator Days**

- A. Media relations and New Principal sessions were the most helpful sessions.