

Board of Education Regular Meeting
Wednesday, August 10, 2022 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
 - 6.1. New Staff Introductions
 - 6.2. Proposed 2022-2023 Budget Update
 - 6.3. East Butler Crisis Plan
7. Consent Agenda
 - 7.1. Approval of Minutes
 - 7.2. Treasurer's Report
 - 7.3. Approval of Resignations and Hires
 - 7.4. Authorization of Transfers
8. Regular Agenda
 - 8.1. Discuss, consider, and take any necessary action on the proposed additional laptop purchase.
 - 8.2. Discuss, consider, and take any necessary action on policy 4064.
9. Administrative Comments

10. Items for next Meeting

11. Adjournment

Projected Budget Numbers 2022-2023

(August 10, 2022)

Projected land valuations for 2022-2023

Butler - \$512,686,876 (+2.69%)

Saunders - \$330,689,814 (+5.62%)

Seward - \$82,894,221 (+5.68%)

TOTAL - \$926,270,911 (+3.91%)

Projected General Fund Budget

\$7,573,398 (+1%)

\$6,186,537 tax asking - Levy - 0.667897 (21-22 --- 0.649895) (+3%)

Special Building Fund

\$856,048 tax asking - This is setting the levy at 0.092419 (20-21 --- 0.092495)

QCPUF

\$109,682 tax asking - Levy - 0.011841 (20-21 --- 0.011761)

Overall Levy of all funds - **0.772157 (this would be an increase of 3%) - an increase of this much would require us to participate in a joint hearing in the county per LB 644.**

(2021-2022 levy of all funds - 0.754151)

The piece that we continue to struggle with is our cash balance of the general fund. The tax receipts for the month of June and July (depositing in July & August), were less than they were last year at this time. This would be the reason for a larger increase for the general fund tax asking. (3%)

Special Building Fund - I think it would be a good idea to leave the special building fund at that 9.5 cent range that we have had this past year. We will be looking at some roofing & bathroom projects next year that would utilize these funds.

Projected Budget Numbers 2022-2023

(August 10, 2022)

2022-2023 Budget Numbers:

- Land Valuation - \$926,270,911 (+4%)
- General Fund Budget - \$7,573,398 (+1%)
 - Tax Asking - (0.667897) - \$6,186,537 (+3%)
- Special Building Budget - \$1,418,966 (+3%)
 - Tax Asking (0.092419) - \$856,048
- QCPUF Budget - \$466,720 (-16%)
 - Tax Asking (0.011841) - \$109,682 (+1%)
- TOTAL Budget - \$9,459,084 (+0%)
 - Tax Asking (0.772157) - \$7,152,267 (+3% - change in tax rate)

East Butler Public Schools

Safety Program and Response Plan

Updated August, 2022

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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 response 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 responses 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 Response 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 Response 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
EAST BUTLER PUBLIC SCHOOL SAFETY AND CRISIS COMMITTEE	
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	(C)480-0422
Kathy Bohac	(C)540-0295
Patti Romshek	(C)641-6019
Marilyn Walla	(H)784-2024 (C)580-8982
Angie Sisel	(C)641-2166
EMERGENCY NUMBERS	
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
AREA SCHOOLS	
David City Public School	367-4590
David City Public Elementary	367-3779
Aquinas Catholic School	367-3175
St. Mary's Elementary	367-3669
CLERGY	
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. Carson Kain 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. Adam Sughroue 367-4202
St. Mary's Catholic Church - David City	Rev. Brian Connor 367-3579 Rev. Tony Schukei 367-3579
Sts. Mary & Joseph Catholic Church - Valparaiso	Rev. Matthew Zimmer 784-2511

MENTAL HEALTH PROFESSIONS	
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. 1st, Dwight, NE 68635.
Mailing address:
P.O. Box 160
292 N. 1st
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.

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

Response 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

Board of Education Regular Meeting
Wednesday, July 13, 2022
East Butler School - Brainard, NE

1. Call Meeting To Order at 6:30 p.m.
2. Roll Call - Present: Brandon Jisa, Megan Kozisek, Ryan Pekarek, Dylan Spatz, Sarah Strizek, and Kim TePoel. Also present: Mr. Michael Eldridge, Superintendent, Mr. Mark Cidlik, Secondary Principal, and Mr. Shawn Biltoft, Elementary Principal.
3. Flag Salute - Conducted at the Student Fee Hearing
4. Approve Agenda

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

Brandon Jisa: Yea, Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea

5. Patron's Comments - None
6. Informational Items included: 2022-2023 Projected Budget Update and Summer Work Update
7. Consent Agenda
 - 7.2. Treasurer's Report
 - 7.3. Approval of Hire - Nicole Buresh as a preschool paraprofessional in Dwight.
 - 7.4. Appoint two new foundation board members - Kathy Strizek & Kristie Bohac for a 3-year term.

Approve consent agenda excluding 7.1 Approval of Minutes passed with a motion by Kim TePoel and a second by Ryan Pekarek.

Brandon Jisa: Yea, Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea

7.1. Approval of Minutes

Approve minutes as presented passed with a motion by Ryan Pekarek and a second by Sarah Strizek.

Kim TePoel: Abstain, Brandon Jisa: Yea, Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea

8. Regular Agenda

8.1. Discuss, consider, and take any necessary action on the proposed Before & After School Program (Tiger Kids Club).

Approval of the Before & After School Program (Tiger Kids Club) passed with a motion by Ryan Pekarek and a second by Dylan Spatz.

Brandon Jisa: Yea, Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea

8.2. Discuss, consider, and take any necessary action on the proposed evaluation model for Classified, Certified, and Administrative Staff.

Approval of the proposed evaluation model for Classified, Certified, and Administrative Staff passed with a motion by Dylan Spatz and a second by Ryan Pekarek.

Brandon Jisa: Yea, Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea

8.3. Discuss, consider, and take any necessary action on the proposed Parent/Student Handbook.

Approval of proposed 2022-2023 Parent/Student Handbook passed with a motion by Ryan Pekarek and a second by Sarah Strizek.

Brandon Jisa: Yea, Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea

8.4. Discuss, consider, and take any necessary action on the proposed Staff Handbook.

Approval of proposed 2022-2023 Staff Handbook passed with a motion by Dylan Spatz and a second by Kim TePoel.

Brandon Jisa: Yea, Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea

8.5. Discuss, consider, and take any necessary action on the proposed policy updates outlined by KSB School Law.

Approval of proposed policy updates outlined by KSB School Law excluding policy 4064 passed with a motion by Sarah Strizek and a second by Ryan Pekarek.

Brandon Jisa: Yea, Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea

8.6. Discuss, consider, and take any necessary action on the proposed security camera system replacement for the Dwight Elementary School.

Approval of proposed security camera system replacement for the Dwight Elementary School by Heartland Communications - \$8,175.00 passed with a motion by Dylan Spatz and a second by Brandon Jisa.

Brandon Jisa: Yea, Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea

Mr. Eldridge also authorized a new phone system for Dwight.

9. Administrative Comments plus Mr. Eldridge reviewed the budget.

10. Items for next Meeting: General Fund Transfers; Policy 4064; Budget & Tax Asking; and Board Work Session - August 1 at 6:00 P.M.

11. Adjournment

Motion to adjourn at 7:53 p.m. passed with a motion by Dylan Spatz and a second by Ryan Pekarek.

Brandon Jisa: Yea, Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea

Kim Fuehrer
Recording Secretary

East Butler Board of Education
Student Fee Hearing
Wednesday, July 13, 2022 6:15 P.M.
East Butler School - Brainard, NE

1. Call Meeting to Order at 6:15 p.m.

2. Roll Call - Present: Brandon Jisa, Megan Kozisek, Ryan Pekarek, Dylan Spatz, Sarah Strizek, and Kim TePoel. 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 Dylan Spatz and a second by Brandon Jisa.

Brandon Jisa: Yea, Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea

5. Patrons Comments -Dan Schmid continued discussion regarding board transparency and Nebraska Open Meetings Act.

6. Informational Items

6.1. Student Fee Information

7. Adjournment

Motion to adjourn the meeting at 6:30 P.M. passed with a motion by Ryan Pekarek and a second by Sarah Strizek.

Brandon Jisa: Yea, Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea

Kim Fuehrer
Recording Secretary

Board of Education Work Session
Monday, August 1, 2022
East Butler School - Brainard, NE

1. Call Meeting To Order at 6:00 p.m.

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

3. Flag Salute

4. Approve Agenda

Motion made by Dylan Spatz, seconded by Ryan Pekarek to approve the agenda as stated passed with a motion by Dylan Spatz and a second by Ryan Pekarek.

Brandon Jisa: Yea, Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea

5. Informational Items included the 2022-23 budget and planning for the upcoming fiscal year.

6. Adjournment

Motion made by Kim TePoel, seconded by Brandon Jisa to adjourn at 8:07 P.M. passed with a motion by Kim TePoel and a second by Brandon Jisa.

Brandon Jisa: Yea, Megan Kozisek: Yea, Ryan Pekarek: Yea, Dylan Spatz: Yea, Sarah Strizek: Yea, Kim TePoel: Yea

Michael Eldridge
Recording Secretary

PAID IN JULY 2022				
PRE-APPROVED BILLS (GENERAL FUND)				
7/11/22				
Butler Public Power District		Chk# 41477	Dwight electricity	\$719.10
First National Bank CC		Chk# 41478	Chicken Dinner, Music Conference	\$335.68
7/14/22				
First Nebraska Bank Insurance		Chk# 41479	Additional Worker's Compensation	\$1,163.00
7/25/22				
Cash - First Nebraska Bank		Chk# 41480	Petty Cash for Postage	\$14.93
Capitol One/ Walmart		Chk# 41481	School Supplies - Ms Widick	\$75.00
			TOTAL	\$2,307.71

Regular; Processing Month 08/2022; Accounts to Include Accounts with Activity; 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	5,735,174.00	0.00	5,659,912.64	98.69	75,261.36
01 1115	CARLINE	2,500.00	0.00	2,552.77	102.11	(52.77)
01 1120	PUBLIC POWER DISTRICT-SALES TAX	8,000.00	0.00	6,121.50	76.52	1,878.50
01 1125	MOTOR VEHICLE TAXES	235,000.00	0.00	265,647.41	113.04	(30,647.41)
01 1370	PRE-SCHOOL TUITION	10,000.00	0.00	5,890.00	58.90	4,110.00
01 1510	INTEREST	1,000.00	0.00	744.58	74.46	255.42
01 1911	LOCAL LICENSE FEES	2,000.00	0.00	1,560.00	78.00	440.00
01 1960	MISC REVENUES FROM OTHER LOCAL	1,600.00	0.00	0.00	0.00	1,600.00
01 1990	MISC LOCAL REV	2,500.00	0.00	25.00	1.00	2,475.00
Subtotal: LOCAL RECIEPTS		5,997,774.00	0.00	5,942,453.90	99.08	55,320.10
01 2110	COUNTY FINES/LICENSES	20,000.00	0.00	20,956.25	104.78	(956.25)
01 2130	OTHER COUNTY RECEIPTS	0.00	0.00	43.02	0.00	(43.02)
01 2210	ESU RECEIPTS	23,000.00	0.00	26,371.60	114.66	(3,371.60)
Subtotal: 2000		43,000.00	0.00	47,370.87	110.16	(4,370.87)
01 3110	STATE AID	49,965.00	0.00	49,965.00	100.00	0.00
01 3120	SPED PROGRAMS/SCHOOL AGE	365,000.00	0.00	423,442.00	116.01	(58,442.00)
01 3125	SPED TRANSPORTATION/SCHOOL AGE	10,000.00	0.00	7,902.00	79.02	2,098.00
01 3130	HOMESTEAD EXEMPTION	55,000.00	0.00	56,638.90	102.98	(1,638.90)
01 3400	STATE APPORTIONMENT	57,000.00	0.00	49,393.04	86.65	7,606.96
01 3535	ST OF NE - HI ABILITY LEARNER	0.00	0.00	2,959.00	0.00	(2,959.00)
Subtotal: 3000		536,965.00	0.00	590,299.94	109.93	(53,334.94)
01 4105	UNIVERSAL SERVICES E-RATE	7,000.00	0.00	2,088.00	29.83	4,912.00
01 4310	REAP	0.00	0.00	24,769.00	0.00	(24,769.00)
01 4505	TITLE I	0.00	0.00	11,330.00	0.00	(11,330.00)
01 4509	TITLE II PART A	0.00	0.00	1,195.30	0.00	(1,195.30)
01 4511	TITLE VI (REAP)	22,412.00	0.00	0.00	0.00	22,412.00
01 4516	IDEA	1,600.00	0.00	1,513.00	94.56	87.00
01 4518	SPED IDEA Part B	70,000.00	0.00	55,989.00	79.98	14,011.00
01 4519	SPED IDEA	140,000.00	0.00	0.00	0.00	140,000.00
01 4708	MEDICAID IN PUBLIC SCHOOLS	5,000.00	0.00	10,308.27	206.17	(5,308.27)
01 4998	ESSER III	180,534.00	0.00	0.00	0.00	180,534.00
Subtotal: 4000		426,546.00	0.00	107,192.57	25.13	319,353.43
01 5200	TRANSFERS	0.00	0.00	136,373.83	0.00	(136,373.83)
01 5690	OTHER NON-REVENUE RECEIPTS	55,000.00	0.00	13,569.86	24.67	41,430.14
Subtotal: 5000		55,000.00	0.00	149,943.69	272.62	(94,943.69)
01 6100	CAPITAL CONTRIBUTIONS	0.00	0.00	12,429.36	0.00	(12,429.36)
Subtotal: 6000		0.00	0.00	12,429.36	0.00	(12,429.36)
01 9000	NON-PROGRAM RECEIPTS	650,000.00	0.00	0.00	0.00	650,000.00
Subtotal: NON-PROGRAM RECEIPTS		650,000.00	0.00	0.00	0.00	650,000.00
Fund Total:		7,709,285.00	0.00	6,849,690.33	88.85	859,594.67

August 10, 2022				
SPECIAL BUILDING FUND BILLS				
Callaway Rolloffs LLC		Chk# 1229		
		\$244.11		
First National Bank CC		Chk# 1230		
		\$1,657.00		
IZSAM/SCJS		Chk# 1231		
		\$3,890.00		
Midwest Floor Covering, Inc		Chk# 1232		
		\$13,924.00		
Advanced Fire & Safety		Chk# 1233		
		\$519.33		
Select Plumbing Inc		Chk# 1234		
		\$895.00		
R & B Contractors, Inc.		Chk# 1235		
		\$3,940.00		
Heine's Painting & Decorative		Chk# 1236		
		\$3,450.00		
Heine's Painting & Decorative		Chk# 1237		
		\$2,750.00		
Menard's - Columbus		Chk# 1238		
		\$16.36		
Midwest Floor Covering, Inc		Chk# 1239		
		\$2,546.00		
Select Plumbing Inc		Chk# 1240		
		\$4,123.71		
Sousek Unlimited		Chk# 1241		
		\$3,527.78		

Adam Tejral		Chk# 1242		
		\$25.00		
TOTAL		\$41,508.29		
DEPRECIATION FUND BILLS				
No Depreciation Bills in July				
TOTAL		\$0.00		
QUALIFIED CAPITAL IMPROVEMENT PURPOSE UNDERTAKING FUND (QCPUF)				
Moen Steel Erection, Inc		Chk# 1016		
		\$46,482.00		
TOTAL		\$46,482.00		

Regular; Beginning Month 08/2022; Processing Month 08/2022; 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	FUND BALANCE	*Previous Balance				146.40
		*Ending Balance:	0.00	0.00	0.00	146.40
05 704 2001	ACADEMIC DECATHALON	*Previous Balance				1,080.80
		*Ending Balance:	0.00	0.00	0.00	1,080.80
05 704 2002	AG PROJECTS	*Previous Balance				1,206.35
		*Ending Balance:	0.00	0.00	0.00	1,206.35
05 704 2003	ANNUAL	*Previous Balance				144.09
		*Ending Balance:	0.00	0.00	0.00	144.09
05 704 2004	ATHLETIC	*Previous Balance				3,979.70
		*Ending Balance:	0.00	0.00	0.00	3,979.70
05 704 2005	BOX TOPS/ PPT	*Previous Balance				6,057.41
		*Ending Balance:	0.00	0.00	0.00	6,057.41
05 704 2006	CHEERLEADERS	*Previous Balance				2,581.42
		*Ending Balance:	0.00	0.00	0.00	2,581.42
05 704 2007	CLOSE UP	*Previous Balance				10,859.73
		*Ending Balance:	0.00	0.00	0.00	10,859.73
05 704 2008	COLLEGE ACCESS GRANT	*Previous Balance				2,171.05
		*Ending Balance:	0.00	0.00	0.00	2,171.05
05 704 2009	CONCESSIONS	*Previous Balance				1,923.99
		*Ending Balance:	0.00	0.00	0.00	1,923.99
05 704 2010	DANCE TEAM	*Previous Balance				279.51
		*Ending Balance:	0.00	0.00	0.00	279.51
05 704 2011	DRAMA	*Previous Balance				456.78
		*Ending Balance:	0.00	0.00	0.00	456.78
05 704 2012	DRUG FREE PROGRAM	*Previous Balance				395.49
		*Ending Balance:	0.00	0.00	0.00	395.49
05 704 2013	EDIVATE	*Previous Balance				431.17
		*Ending Balance:	0.00	0.00	0.00	431.17
05 704 2014	FBLA	*Previous Balance				1,238.12
		*Ending Balance:	0.00	0.00	0.00	1,238.12
05 704 2015	FCCLA	*Previous Balance				2,353.46
		*Ending Balance:	0.00	0.00	0.00	2,353.46

Regular; Beginning Month 08/2022; Processing Month 08/2022; 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 2016	FFA	*Previous Balance				15,492.57
		*Ending Balance:	0.00	0.00	0.00	15,492.57
05 704 2017	FFA GREENHOUSE	*Previous Balance				7,207.52
		*Ending Balance:	0.00	0.00	0.00	7,207.52
05 704 2018	CLASS OF 2018	*Previous Balance				0.00
		*Ending Balance:	0.00	0.00	0.00	0.00
05 704 2019	CLASS OF 2019	*Previous Balance				0.00
		*Ending Balance:	0.00	0.00	0.00	0.00
05 704 2021	CLASS OF 2021	*Previous Balance				0.00
		*Ending Balance:	0.00	0.00	0.00	0.00
05 704 2022	CLASS OF 2022	*Previous Balance				803.52
		*Ending Balance:	0.00	0.00	0.00	803.52
05 704 2023	CLASS OF 2023	*Previous Balance				3,144.42
		*Ending Balance:	0.00	0.00	0.00	3,144.42
05 704 2024	CLASS OF 2024	*Previous Balance				5,570.85
		*Ending Balance:	0.00	0.00	0.00	5,570.85
05 704 2025	CLASS OF 2025	*Previous Balance				490.00
		*Ending Balance:	0.00	0.00	0.00	490.00
05 704 3001	LAPTOP INITIATIVE	*Previous Balance				21,743.08
		*Ending Balance:	0.00	0.00	0.00	21,743.08
05 704 3002	LETTERCLUB	*Previous Balance				1,459.94
		*Ending Balance:	0.00	0.00	0.00	1,459.94
05 704 3004	MUSIC	*Previous Balance				404.73
		*Ending Balance:	0.00	0.00	0.00	404.73
05 704 3005	NATIONAL HONOR SOCIETY	*Previous Balance				302.91
		*Ending Balance:	0.00	0.00	0.00	302.91
05 704 3006	SPEECH	*Previous Balance				17.76
		*Ending Balance:	0.00	0.00	0.00	17.76
05 704 3007	STUDENT COUNCIL	*Previous Balance				2,175.75
		*Ending Balance:	0.00	0.00	0.00	2,175.75
05 704 3009	WR SPIRIT LEADERS	*Previous Balance				298.69
		*Ending Balance:	0.00	0.00	0.00	298.69

Activity Fund Balance Report - Account - Exclude Encumbrances
08/2022 - 08/2022

Regular; Beginning Month 08/2022; Processing Month 08/2022; 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 3010	SKILLS USA	*Previous Balance				2,110.80
		*Ending Balance:	0.00	0.00	0.00	2,110.80
05 704 3011	CAREER TECHNICAL EDUCATION	*Previous Balance				7,717.83
		*Ending Balance:	0.00	0.00	0.00	7,717.83
05 704 3012	ESPORTS	*Previous Balance				14.02
		*Ending Balance:	0.00	0.00	0.00	14.02
		Fund Total: 05	0.00	0.00	0.00	104,259.86

Treasurer's Report for the Board of Education
August 10, 2022
Month of July 2022

General Fund

Beginning of the Month Balance	\$ 2,173,179.30
Receipts	\$ 77,725.58
Interest	\$ 84.12
Expenditures	\$ 561,505.73
End of Month Balance	\$ 1,689,483.27
MCAULIFFE PRIZE 12 MONTH (due 04/5/21)	\$ 533.95
BANK OF PRAGUE 24 MONTH (due 10/1/22)	\$ 406,511.06

Special Building Fund

Beginning of the Month Balance	\$ 431,530.43
Butler County Taxes	\$ 2347.25
Saunders County Taxes	\$ 4,288.30
Seward County Taxes	\$ 234.58
Receipts	\$ 6870.13
Interest	\$ 17.92
Expenditures	\$ 35,782.08
End of Month Balance	\$ 402,636.40
FIRST NEBRASKA BANK 12 MONTH FLEX (due 06/10/21)	\$ 0.00

Qualified Capital Purpose Undertaking Fund

Beginning of the Month Balance	\$ 337,424.31
Receipts	\$ 2,615.73
Interest	\$ 13.88
Expenditures	\$ 0.00
End of Month Balance	\$ 293,571.92

Student Fees Fund

Beginning of the Month Balance	\$ 22,205.79
Receipts	\$ 0.00
Service Charge	\$ 3.00
Expenditure	\$ 9,275.00
End of Month Balance	\$ 12,927.79

Depreciation Fund

Beginning of the Month Balance	\$ 111,652.36
Receipts	\$ 0.00
Transfer	\$ 0.00
Interest	\$ 8.87
Expenditures	\$ 0.00
End of Month Balance	\$ 111,661.23

Employee Benefit Fund

Beginning of the Month Balance	\$ 6,096.18
Receipts	\$ 0.00
Transfer	\$ 0.00
Interest	\$.24
Expenditures	\$ 0.00
End of Month Balance	\$ 6,096.42

Nebraska Liquid Asset Fund

Beginning of the Month Balance	\$ 0.06
Receipts	\$ 0.00
Interest	\$ 0.00
Expenditures	\$ 0.00
End of Month Balance	\$ 0.06

Activity Fund

Beginning of the Month Balance	\$ 102,104.60
Receipts	\$ 7,396.53
Interest	\$ 4.28
Expenditures	\$ 8,128.24
End of Month Balance	\$ 101,377.17
First Nebraska Bank - 18 mo (Close Up CD #1017)	\$ 2,410.04
First Nebraska Bank - 18 mo (Close Up CD #1248)	\$ 2,408.22
First Nebraska Bank - 18 mo (Close Up CD #1353)	\$ 2,581.12
First Nebraska Bank - 12 mo (Close UP CD# 1514)	\$ 2,402.82

Lunch Fund

Beginning of the Month Balance	\$ 97,355.21
Receipts	\$ 37.68
Interest	\$ 3.82
Expenditures	\$ 2,264.69
End of Month Balance	\$ 95,132.02

	<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>	
Check Date:		08/19/2022	Batch Description: August PR-0004					
Processing Month:		08/2022	Status: Calculated Successfully					
Checking Account ID:		1						
ADD								
ACTIVITYTR Activity trips			321.90					
HOLIDAY Holiday Pay			1,131.28					
HOURLY Hourly Pay			18,977.65					
MANDTTRAIN Mandt Training			1,182.76					
MISCSTIPE MISC STIPEND			322.50					
PERSONAL Personal Time			255.52					
RAMPPAYME RAMP Payment			2,463.00					
SICK Sick Time Used			601.44					
SUMMERSCHO Summer School			73.89					
VACATION Vacation Time			6,016.54					
			<u>31,346.48</u>					
CONTRACT								
C01 Contract 1			216,691.36					
C02 Contract 2			13,257.94					
C03 Deduct			(2,155.47)					
C04 Title 1			2,075.52					
			<u>229,869.35</u>					
DEDUCTION								
ACCIDENT ACCIDENT		8.71			8.71	AFLACREMI	AFLAC REMITTANCE SERVICES	
ACCIDENTCO ACCIDENT-COLONI		150.65			150.65	COLONIAL	COLONIAL LIFE & ACCIDENT INS. CO	
CANCER CANCER		75.98			75.98	AFLACREMI	AFLAC REMITTANCE SERVICES	
CANCERCOLO CANCER-COLONIAL		44.20			44.20	COLONIAL	COLONIAL LIFE & ACCIDENT INS. CO	
DENTALPOST FAMILY DENTAL		792.52	1,812.06		2,604.58	BLUECROSS	BLUE CROSS BLUE SHIELD OF NE	
DENTALPRE DENTAL		291.09	236.32		527.41	BLUECROSS	BLUE CROSS BLUE SHIELD OF NE	
DEPCARE DEPENDENT CARE		250.00			250.00	EASTBTLR2R	EAST BUTLER SCHOOL DIST 2R	
GARNISH Garnishment		(365.47)		365.47		ARLCREDIT	ARL CREDIT SERVICES	
GARNISHKLA Garnishment		(261.52)		261.52		CREDITMANA	CREDIT MANAGEMENT SERVICES	
HEALTH HEALTH INSURANC			72,289.35		72,289.35	BLUECROSS	BLUE CROSS BLUE SHIELD OF NE	
HORACEMANN HORACE MANN ANN		100.00			100.00	HORACEMAN	HORACE MANN LIFE INS CO	
URM URM		797.67			797.67	EASTBTLR2R	EAST BUTLER SCHOOL DIST 2R	
VISION VISION		458.01			458.01	VISION	VISION SERVICE PLAN	
WADREED WADDELL & REED		933.57			933.57	WADDELLAN	FTC	
		<u>3,275.41</u>	<u>74,337.73</u>	<u>626.99</u>	<u>78,240.13</u>			
INDIVIDUAL BANK ACCOUNT DEDUCTION								
HSA HSA		465.35	2,830.23		3,295.58			D
		<u>465.35</u>	<u>2,830.23</u>	<u>0.00</u>	<u>3,295.58</u>			
RET DEDUCTION								
NPERS RETIREMENT	260,960.31	25,521.93	25,777.15		51,299.08	RET	NEBRASKA SCHOOL RETIREMENT A SYS	
		<u>25,521.93</u>	<u>25,777.15</u>	<u>0.00</u>	<u>51,299.08</u>			
TAX								
FIT FIT	232,576.68	20,529.46			20,529.46	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	A
FUTA FUTA	261,049.16							
MEDICARE MEDICARE	259,132.18	3,757.42	3,757.42		7,514.84	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	A
SITNE SIT NE	232,576.68	9,434.60			9,434.60	SITNE	NEBRASKA DEPARTMENT OF REVENUE	A
SOCSEC SOC SEC	259,132.18	16,066.23	16,066.23		32,132.46	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	A
SUTANE SUTA NE	261,215.83							
WCNE WORK COMP NE	261,215.83							
		<u>49,787.71</u>	<u>19,823.65</u>	<u>0.00</u>	<u>69,611.36</u>			

Net Pay: 182,165.43

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>
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Checking Account ID: 1

Cash Total: 384,611.58

Non - FIT Taxable Deductions	28,639.15					
Non - SIT Taxable Deductions	28,639.15					
Non - SOC SEC Taxable Deductions	2,083.65					
Non - MEDICARE Taxable Deductions	2,083.65					
Direct Deposits	185,461.01					
Automatic Payments	120,910.44					
Adds + Contracts + Deduction Adds	261,215.83					

Vendor Name	Vendor Description	Amount
Checking Account ID 1	Fund Number 01 GENERAL FUND	
ADVANCED FIRE & SAFETY		10.40
AMAZON/SYNCB		598.52
AMPLIFY EDUCATION, INC		1,640.54
B.J. HARDWARE		33.14
BP SPRINKLER LLC		143.45
BURESH LAWN CARE		4,800.00
BUTLER COUNTY TEAM MATES		2,500.00
CANON FINANCIAL SERVICES		1,794.00
CENTRAL COMMUNITY COLLEGE		116.00
CENTRAL NEBRASKA REHABILITATION SERVICES		225.92
COLUMBUS TELEGRAM		99.00
CTF SERVICE INC		26,930.46
CULLIGAN OF COLUMBUS		219.50
DAVID CITY ACE HARDWARE		47.94
DEMIDEC CORPORATION		1,144.00
EAST BUTLER ACTIVITIES		45.00
EAST BUTLER PUBLIC SCHOOL FOUNDATION		25.00
ELECTRONIC CONTRACTING COMPANY		162.00
ELECTRONIC ENGINEERING COMPANY		517.50
ESU # 2		423.00
ESU #7		79.80
FRONTIER COOPERATIVE CO		944.98
GOPHER SPORTS		151.02
GRAINGER		156.16
HEARTLAND COMMUNICATIONS		12,495.00
HILLYARD		4,554.55
HOME DEPOT PRO		887.35
HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY		10,839.40
INNOVATIVE OFFICE SOLUTIONS LLC		119.25
JANAK, BRENDA		34.22
JOURNEYED.COM, INC.		500.00
JW PEPPER AND SON INC		495.39
KLEMENT ELECTRIC, INC		500.00
KSB SCHOOL LAW		319.00
LAING, TOM		59.50
LAKESHORE LEARNING MATERIALS		75.00
LINCOLN JOURNAL STAR		234.28
MADISON NATIONAL LIFE INS CO		717.08
MCGRAW HILL SCHOOL EDUC HOLDINGS, LLC		5,198.47
MENARD'S 27TH		193.68
MIDWEST DOOR AND HARDWARE		272.00
NCSA REGION 1		75.00
NEBRASKA COUNCIL OF SCHOOL ADMINISTRATORS		125.00
NRCSA		850.00
NREA		75.00
PACIFIC LIFE INSURANCE		1,222.31
PETERSON, PAULA		272.40
POLLOCK, TAYLOR		84.19
PYRAMID SCHOOL PRODUCTS		779.70
QUILL CORPORATION		138.28
REALITYWORKS INC		1,236.98
RENAISSANCE		1,852.50
SCHOOL SPECIALTY LLC		3,793.06
SEWARD FAMILY MEDICAL CENTER		192.00

Vendor Name	Vendor Description	Amount
SISEL, ANGELA		253.68
SOAR LEARNING, INC		299.99
SOFTWARE UNLIMITED	Accounting Software	6,150.00
TECH MASTERS		1,835.00
TIME FOR KIDS		247.50
TIME MANAGEMENT SYSTEMS		221.90
UNITED STATES ACADEMIC DECATHLON		10.00
VILLAGE OF BRAINARD		5,308.16
WAHOO-WAVERLY-ASHLAND NEWSPAPERS		83.49
WASTE CONNECTIONS OF NEBRASKA		725.05
WINDSTREAM NEBRASKA, INC.		1,841.61
Fund Number 01		<hr/> 107,974.30
Checking Account ID 1		<hr/> 107,974.30



Proposal Details

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Proposal Number: 2110763438
 Created By: David Vanderheiden
 Phone Number: [4025452081](tel:4025452081)
 Created On: 07/06/2022
 Comments: Additional MacBook Air spares for 2022-2023

Item Picture	Description	Total Quantity	Unit Price	Total Price
	13-inch MacBook Air - Silver ↗ Z127 Specifications ↘ Configuration ID: Z127000FK Estimated Shipping: 4-5 weeks	10	1,079.00 USD	10,790.00 USD
	3-Year AppleCare+ for Schools - MacBook Air (no service fees) S8244LL/A Applicable terms and conditions can be viewed by clicking the AppleCare product link	10	149.00 USD	1,490.00 USD

Subtotal : 12,280.00 USD
 Estimated Tax : 0.00 USD
 Total : 12,280.00 USD

Elementary Principal Report

August Board Meeting



I. East Butler Before and After School Program/Tiger Kids Club

- A. Tiger Kids Club is set to begin in both schools on August 11. There are currently 10 registered in Dwight and 3 in Brainard. Mrs. Bohaty will be contacting parents to share the handbook. Paraeducators have been contacted and will be helping staff with the program as we begin the year. There have been a few high school students that have expressed interest in helping and we will continue to find ways to incorporate them into Tiger Kids Club. The main location for each program will be the library in Dwight and the commons area in Brainard.

II. Current Option Enrollment Information

- A. There will be 11 new students in grades K-6 next year. 5 students were from our district, but were attending another school. 6 students chose to option enroll into East Butler.
- B. 11 students were enrolled at East Butler in 2022-2023 and will be not be returning. 9 Students have moved with 2 students attending a different school through option enrollment.

III. RAMP Session

- A. The Reading and Math Program (RAMP) finished on July 28. I appreciate the work our staff put into the program to make it successful. There were 16 students that participated in the summer session.
- B. Classroom Teachers: Mrs. Vandenberg, Mrs. Walla, and Mrs. Hampl
- C. Paraeducators: Mrs. Rhynalds, Mrs. Hines, Mrs. Geewe, Mrs. DeWitt, and Mrs. Kavan
- D. Class attendance rate:
 - 1. K-1 90%
 - 2. 2-3 80%

IV. Projected Elementary Enrollment Numbers

- A. There are 30 students currently registered for our preschool program. (20-Brainard/10-Dwight) We are planning on 19 kindergarten students (Brainard-13/Dwight-6) for 2022-2023. There were 11 kindergarten students last year.
- B. Projected Brainard K-6 enrollment:
 - 1. 2022-2023: 103 Students
 - 2. 2021-2022: 105 Students
- C. Projected Dwight K-6 enrollment:
 - 1. 2022-2023: 39 Students
 - 2. 2021-2022: 38 Students

V. Staff Professional Learning Schedule/Student Schedule

- A. Teaching staff will report to school August 8. Paraeducators will be starting August 10.
- B. Our school improvement committee will be meeting to discuss our external visit this spring. The crisis team will be discussing tour manual and upcoming steps.
- C. Elementary Staff will be involved with training related Amplify, our science curriculum. All staff will participate in an overview of the East Butler Evaluation Model.
- D. Students will begin school on Thursday, August 11 with a 1:30 dismissal.
- E. The East Butler Open House will be held on Tuesday, August 9 from 5:00-6:30 p.m.

VI. Administrator Days

- A. Administrator Days were held July 27-29 at Kearney. There were a variety of sessions that focused on early childhood and assessment.

Secondary Principal Report
August – 2022 School Board Meeting

I. MANDT Training

- A. The training was held at ESU 7 on July 12th. It was training regarding the de-escalation of students.

II. 7th Grade and New Student Orientation

- A. The orientation was held on August 2rd at 6:00 pm in our New Commons Area.
- B. We had a good number of our 7th graders and new students attend this event. Tours of the building and an explanation of classes and expectations were introduced to the students and parents.

III. Administrator Days – July 27, 28, & 29.

- A. With the teacher shortage – Can anyone become a teacher? This session discussed the different pathways to becoming a certified educator in Nebraska.
- B. Nebraska Framework School Improvement Process – The Nebraska Department of Education is rebranding its school improvement process. We will have a decision to make after this school year if we want to stay with Cognia or utilize the Department of Education’s Frameworks model.
- C. Software Unlimited/K12 Docs – is a company that would take our hardcopy transcripts and put them into a PDF and on a cloud so they would be easily accessible when graduates request them.

IV. Professional Learning Days – August 8, 9, & 10.

- A. Mr. Eldridge presented the new evaluation model to the staff.
- B. Otis Pierce gave a refresher training on our online learning platform, Canvas.
- C. MTSS, Instructional coaching, New staff orientation, School improvement, Crisis team meeting, Paraeducator meeting, & Instructional coaching were all part of the schedule for our secondary staff members.

V. 7th Grade Technology Boot Camp

- A. This will be held on Friday, August 12th during Tiger Time.
- B. 7th graders will be given instruction by Mrs. Bohaty on how to utilize their school-issued computers. The different platforms that students will be using will be taught so that they can have a smooth transition into Jr. High.

