

Board of Education Regular Meeting

Wednesday, January 10, 2018 5:30 PM

East Butler School
212 South Madison Street
Brainard, NE 68626-0036

Jan Bostelman: Absent

Mark Janak: Absent

Megan Kozisek: Present

Kim TePoel: Present

Marlene Wade: Present

Dan Zysset: Present

1. Call Meeting To Order

2. Roll Call

3. Flag Salute

4. Approve Agenda

Motion to approve the agenda as presented Passed with a motion by Marlene Wade and a second by Kim TePoel.

Megan Kozisek: Yea, Kim TePoel: Yea, Marlene Wade: Yea, Dan Zysset: Yea

5. Strategic Planning

Approve organization of the 2018 Board Passed with a motion by Kim TePoel and a second by Dan Zysset.

Megan Kozisek: Yea, Kim TePoel: Yea, Marlene Wade: Yea, Dan Zysset: Yea

6. Patron's Comments

7. Informational Items

7.1. CTF report

7.2. Foundation Report

7.3. Bullying Intervention Update

7.4. Construction Update

7.5. E Funds use update

8. Consent Agenda

Motion to approve the consent agenda as presented Passed with a motion by Marlene Wade and a second by Dan Zysset.

Megan Kozisek: Yea, Kim TePoel: Yea, Marlene Wade: Yea, Dan Zysset: Yea

8.1. Approval of Minutes

8.2. Treasurer's Report

9. Regular Agenda

9.1. Nominate and Elect President

9.2. Nominate and Elect Vice President

9.3. Nominate and Elect Secretary

9.4. Organization of the 2017 Board of Education

9.4.1. Establish Time and Place of Regular Meetings

9.4.2. Select Paper of Record of Regular Meetings

9.4.3. Select Recording Secretary and Treasurer

9.4.4. Select Bank(s) For District Deposits

9.4.5. Appoint Foundation Committee Member

9.4.6. Appoint Negotiations Committee Members (3)

9.4.7. Appoint Building & Transportation Committee Members (3)

9.4.8. Appoint Curriculum and Americanism Committee Members (2)

9.4.9. Appoint Finance Committee Members (3)

9.4.10. Appoint Nutrition Committee Members (2)

9.4.11. Appoint Policy Committee Members (2)

9.4.12. Select CTF as District Mechanic

9.5. 2018-2019 Calendar

Approve 2018-2019 school calendar Passed with a motion by Marlene Wade and a second by Kim TePoel.

Megan Kozisek: Yea, Kim TePoel: Yea, Marlene Wade: Yea, Dan Zysset: Yea

9.6. Select Provider For Updated Bookkeeping Software

Purchase Software Unlimited Passed with a motion by Kim TePoel and a second by Dan Zysset.

Megan Kozisek: Yea, Kim TePoel: Yea, Marlene Wade: Yea, Dan Zysset: Yea

9.7. Approve Terms of Negotiations

Approve terms of negotiations Passed with a motion by Marlene Wade and a second by Dan Zysset.

Megan Kozisek: Yea, Kim TePoel: Yea, Marlene Wade: Yea, Dan Zysset: Yea

10. Administrative Comments

11. Items for next Meeting

12. Adjournment

Motion to adjourn at 8:00 PM Passed with a motion by Kim TePoel and a second by Dan Zysset.

Megan Kozisek: Yea, Kim TePoel: Yea, Marlene Wade: Yea, Dan Zysset: Yea

Board of Education Regular Meeting
Wednesday, December 13, 2017 6:30 PM
Brainard, NE

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

2. Roll Call - Present: Jan Bostelman, Mark Janak, Megan Kozisek, Kim TePoel and Dan Zysset. Absent: Marlene Wade. Also present: Mr. Sam Stecher, Superintendent, Mr. Michael Eldridge, 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 Jan Bostelman and a second by Mark Janak.

Voting: Marlene Wade: Absent, Jan Bostelman: Yea, Mark Janak: Yea, Megan Kozisek: Yea, Kim TePoel: Dan Zysset: Yea

5. Patron's Comments

6. Informational Items included: Presentation by representatives of the East Butler Football Team (Dalton Bohac, Jacob Janak, Brandon Rezac, and Camden Robley) of the Football Championship Trophy to the school; Budget Update; Construction Update; Conversation regarding replacing existing lockers; Calendar Proposal; Negotiations Update; Update on Bullying Conversation; and E Funds Update

7. Consent Agenda

7.1. Approval of Minutes

7.2. Treasurer's Report

7.3. Addition of paraprofessional staff

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

Voting: Marlene Wade: Absent, Jan Bostelman: Yea, Mark Janak: Yea, Megan Kozisek: Yea, Kim TePoel: Yea, Dan Zysset: Yea

8. Regular Agenda

9. Administrative Comments

10. Items for next Meeting: Locker Proposals; 2018-2019 School Calendar; EFunds Update; Strategic Planning; Bookkeeping System Proposal; Foundation Update; and Board Organization.

11. Adjournment

Motion to adjourn at 7:18 P.M. passed with a motion by Dan Zysset and a second by Mark Janak.

Voting: Marlene Wade: Absent, Jan Bostelman: Yea, Mark Janak: Yea, Megan Kozisek: Yea, Kim TePoel: Yea, Dan Zysset: Yea

Kim Fuehrer
Recording Secretary

BALANCES December 1-31, 2017 FOR JANUARY BOARD MEETING				
		DECEMBER	DECEMBER	MONTH END
	BEG. BALANCE	RECEIPTS	EXPENDITURE	BALANCE
HOT LUNCH	\$3,036.34	\$26,958.47	\$13,480.93	\$16,513.88
ACTIVITIES				
Academic Decathalon	\$553.30			\$553.30
Ag Projects	\$1,206.35			\$1,206.35
Annual	\$8,741.31	\$2,245.00		\$10,986.31
Athletic	\$22,432.22	\$22,814.21	\$30,023.81	\$15,222.62
Box Tops for Educ	\$4,424.67		\$50.00	\$4,374.67
Cheerleaders	\$1,345.18			\$1,345.18
Class 2018	\$1,152.13			\$1,152.13
Class 2019	\$1,860.07			\$1,860.07
Class 2020	\$1,469.40			\$1,469.40
Close Up	\$7,918.74	\$5,575.00	\$4,867.00	\$8,626.74
College Access Grant	\$1,698.03		\$380.35	\$1,317.68
Concessions	\$233.43	\$1,057.70	\$200.00	\$1,091.13
Dance Team	\$279.51			\$279.51
Drama	\$294.12	\$330.00		\$624.12
Drug Free Program	\$395.49			\$395.49
Edivate	\$1,931.00	\$1,763.00	\$1,763.00	\$168.00
FBLA	\$547.19		\$172.00	\$375.19
FCCLA	\$1,920.45	\$582.75	\$90.00	\$2,413.20
FFA	\$25,755.75	\$774.00	\$13,195.86	\$13,333.89
FFA GREENHOUSE	\$6,347.16		\$15.99	\$6,331.17
Laptop Initiative	\$0.00	\$17,907.64		\$17,907.64
Letterclub	\$1,555.65	\$32.00	\$25.00	\$1,562.65
Miscellaneous	\$0.00			\$0.00
Music	\$552.68			\$552.68
Nat'l Honor Society	\$648.61	\$85.00		\$733.61
Speech	\$17.76			\$17.76
Student Council	\$712.42	\$71.00		\$783.42
Tiger Stripes	\$218.85			\$218.85
WR Spirit Leaders	\$235.45			\$235.45
TOTALS	\$94,446.92	\$53,237.30	\$50,783.01	\$96,901.21
ACTIVITY FUND CERTIFICATE OF DEPOSIT				
DATE PURCHASED/NUMBER	NAME/AMOUNT	RATE	BALANCE	MATURITY
9-3-91 #1013527	FFA Gilt Chain	0.15%	\$1,641.07	3/3/18
	\$800.00			

BILLS January 10, 2018				
Certified Staff	\$223,412.89	Salary		
Classified Staff	\$64,022.96	Salary		
First Nebraska Bank	\$21,609.51	FICA		
Nebraska School Retirement	\$25,512.86	Retirement		
Blue Cross Blue Shield	\$48,130.30	Insurance		
Blue Cross Blue Shield	\$8,620.78	Insurance		
SUB TOTAL OF PAYROLL	\$391,309.30			
Almquist Maltzahn	\$7,075.00	Audit/ AFR		
Galloway & Luth				
Amazon	\$1,539.10	Supplies		
Barb Kadlec	\$306.72	Mileage		
Boys Town	\$2,631.88	November Education		
Butler County Welding	\$150.00	Bus Physical		
Butler County Welding	\$40.25	Aluminum Flat		
Butler Public Power	\$617.76	Electricity		
CTF Service	\$6,943.97	Vehicle Maintenance		
Central Ne Rehab Service	\$3,048.15	Sped services		
Colleen Zajac	\$1,068.34	Reimburse College Class		
Columbus Telegram	\$88.07	Notice/ Minutes		
Crescent Electric	\$489.20	Supplies		

Dale's Food Pride	\$392.13	Food supplies	
Dale Nielsen	\$33.13	Clothes rack reimbursement	
David City Public School	\$854.68	Hermelbracht insurance	
Didier's	\$197.26	Groceries	
Diversified Drug Testin	\$340.00	Drug Testing	
Eakes	\$486.40	Meter Reading	
East Butler Annual	\$2,780.00	Board Yrbks/ Transfer	
East Butler Foundation	\$50.00	Memorials	
Electronic Contracting	\$330.00	Calibration/ fire alarm	
Electronic Engineering	\$517.50	Bus Radio repeater	
Electronic Systems, Inc	\$331.00	Fire Alarm inspection	
ESU 7	\$704.79	Monthly Network Chrgs	
ESU 7	\$20,668.39	ESU Services	
Frontier Coop Co	\$8,764.40	Fuel/Propane	
Holiday Inn	\$94.95	Room/ Struebing	
Home Depot	\$35.98	100 Ft Air Hose	
KSB School Law	\$105.00	Phone Conference	
Kathy Pelan	\$64.83	Kitchen Bxs/ Sanitizer	
Karmen Widick	\$64.77	Mileage	
Kuhlman & Kratochvil	\$1,090.00	Quickbooks Hosting Renewal	
Madison Life	\$674.85	Insurance	

Marilyn Walla		\$31.94	RAMP Incentives	
NCECBVI		\$8,000.00	Tuition/ Seth	
NCSA		\$115.00	Legislative Preview	
NE Dept of Labor		\$120.00	Elevator Inspection	
NE DOL/Office of Safety		\$48.00	Annual Boiler Certificate	
Nebraska Safety Center		\$225.00	Pupil Transportation Course	
Oliva		\$330.79	Repairs	
Otis		\$235.59	Elevator service	
Sack Lumber		\$28.98	Band Saw Blade	
Sandy Bongers		\$63.60	Mileage	
Scholastic		\$84.00	Holiday Gift Bk	
School Health		\$279.71	Gloves/ Panel	
School Specialty		\$187.09	Tackboard/Desk Calendar	
Sunbelt Rentals		\$170.35	Rent Scissorlift	
TechMasters		\$7,275.77	Thermostat & Heat exchanger	
Verizon		\$21.73	Cellphone	
Waste Connection		\$120.20	Garbage	
Village of Brainard		\$11,024.51	Utilities	
Village of Dwight		\$468.00	Utilities	
William V MacGill		\$1,641.47	Medical supplies	
Windstream Ne Inc		\$1,905.55	Phone	

Witter Family Clinic		\$74.01	Venous blood collection	
Wright-Way Drain& Sewer		\$350.00	Cabled sewer system	
SUB TOTAL OF BILLS		\$95,379.79		
GRAND TOTAL P/R & BILLS		\$486,689.09		

GENERAL FUND COMPARISON AND UPDATE				
	16 RECEIPTS	17 RECEIPTS	16 EXPENDITURES	17 EXPENDITURES
SEPT .08	\$1,064,102.77	\$1,082,836.22	\$480,291.69	\$477,198.44
OCT .17	\$370,575.84	\$357,892.10	\$478,948.70	\$556,632.78
NOV .25	\$83,201.62	\$95,356.16	\$495,580.14	\$507,365.83
DEC .33	\$88,068.56	\$130,848.02	\$449,070.08	\$650,033.54
JAN .42	\$952,272.11		\$488,179.42	
FEB .50	\$496,280.39		\$434,383.71	
MAR .58	\$221,923.53		\$477,029.30	
APR .67	\$397,585.38		\$577,651.10	
MAY .75	\$1,192,719.25		\$429,317.61	
JUNE .83	\$595,349.30		\$467,630.30	
JULY .92	\$99,256.12		\$411,029.35	
AUG 1.00	\$95,544.09		\$455,114.68	
TOTAL	\$5,678,452.14	\$1,666,932.50	\$5,543,991.36	\$2,191,230.59
2016-17 Beginning Cash Balance \$2,030,181.44				
2017-18 Beginning Cash Balance \$2,461,058.00				
2016 denotes the 2016-17 school year				
2017 denotes the 2017-18 school year				

EAST BUTLER PUBLIC SCHOOLS INVESTMENTS

As of Jan 1 2018 For B Mtg Jan 10, 2018

GENERAL FUND

NUMBER	TERM	MATURITY	AMOUNT	RATE	
1026029	12 month	4/5/18	\$511.25	0.25%	McAuliffePrize
3212	24 month	10/1/18	\$386,060.56	0.85%	(At Prague)
1024535	9 month	8/15/17	\$166,089.20	0.20%	
1024295	12 month FLEX	7/13/17	<u>\$465,992.53</u>	0.25%	
			\$1,018,653.54		
41-513	Checking		<u>\$1,556,765.03</u>	0.05%	
TOTAL			\$2,575,418.57		

DEPRECIATION RESERVE/VEHICLE REPLACEMENT FUND

602837			\$158,551.00	0.15%	
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QUALIFIED CAPITAL IMPROVEMENT PURPOSE UNDERTAKING FUND (QC-PUF)

1507069			\$335,951.07	0.05%	
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BUILDING FUND

1041-718	Checking		\$900,173.95	0.05%	
1024870	12 mo FLEX	6/10/18	\$222,155.47	0.25%	

EMPLOYEE BENEFIT FUND

1505565	Checking		\$3,489.74	0.05%	
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STUDENT FEE FUND

1502837	Checking		\$20,877.58		
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PLEGDED 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	
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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	
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TOTAL PLEDGED		\$4,792,000.00	
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PAID IN DECEMBER 2017					
PRE-APPROVED BILLS (GENERAL FUND)					
First National Bank					
P O Box 2818					
Omaha, NE 68103	\$310.95	NASSP/ Room	Check # 3008	2017-18 / 23	
First National Bank					
P O Box 2818					
Omaha, NE 68103	\$80.00	Lunch	Check# 3009	2017/18 24	
First National Bank					
P O Box 2818		Red Cross/			
Omaha, NE 68103	\$432.78	Doughnuts	Check# 3010	2017/18 25	
Walmart Community Card					
P O Box 530934					
Atlanta, GA 30353	\$163.84	Supplies	Check #3011	2017-18/ 26	
Aquinas Scrip					
3420 MN Rd		BBYC Gift			
David City, NE 68632	\$200.00	Certificates	Check # 3012	2017/18 27	
Jennifer Rohda					
212 Madison					
Brainard, NE 68626	\$100.00	Cash for BBYC	Check # 3013	20178/18 28	
Four Corners					
2101 N. Lincoln Ave.					
York, NE 68467	\$256.00	Flu Shots	Check# 3014	2017/18 29	
LaQuinta Inns					
108 3rd Ave					
Kearney, NE 68845	\$93.00	Room	Check# 3015	2017/18 30	
EB Athletic Account					
212 Madison		Transfer from			
Brainard, NE 68626	\$15,000.00	General Fund	Check# 3016	2017/18 31	
EB Lunch Account					
212 Madison		Transfer from			
Brainard, NE 68626	\$15,000.00	General Fund	Check# 3017	2017/18 32	
EB Depreciation Account					
212 Madison		Transfer from			
Brainard, NE 68626	\$150,000.00	General Fund	Check# 3018	2017/18 33	
Walmart Community Card					
P O Box 53094					
Atlanta, GA 530934	\$29.75	School supplies	Check# 3019	2017/18 34	

REVENUE REPORT THROUGH 1-1-18			
% of year completed this month 34%			
	Amount	Received	
Category	Budgeted	To Date	
1110 Property Taxes	\$5,105,558.16	\$1,416,120.00	
1115 Carline	\$2,700.00	\$1,453.64	
1120 Public Power District-Sales Tax	\$0.00		
1125 Motor Vehicle Taxes	\$142,896.00	\$65,711.61	
1270 Pre-School Tuition	\$9,135.00	\$3,900.00	
1410 Interest	\$0.00	\$386.17	
1610 Local License Fees	\$9,000.00	\$1,760.00	
1910 Other Local Receipts	\$2,000.04	\$17,024.61	
1991 Receipts from Other Districts	\$0.00	\$363.82	
2110 County Fines/Licenses	\$9,999.96	\$10,625.44	
2210 ESU Receipts	\$3,000.00	\$7,987.24	
3110 State Aid	\$43,178.04	\$141,145.96	
3120 SPED Programs/School Age	\$249,999.96	\$0.00	
3125 SPED Transportation/School Age	\$0.00	\$0.00	
3130 Homestead Exemption	\$0.00	\$0.00	
3135 St of Ne High Ability Learner	\$2,000.04	\$0.00	
3165 SPED - Below Age Five	\$0.00	\$0.00	
3180 Pro Rate Motor Vehicle	\$11,000.04	\$0.00	
3200 State Apportionment	\$57,000.00	\$0.00	
3300 In-Lieu-of-School Land Tax	\$0.00	\$0.00	
3500 State Categorical Grants	\$0.00	\$0.00	
3512 Dist. Ed. Incentive	\$2,000.04	\$0.00	
4200 Title I	\$30,000.00	\$0.00	
4300 TITLE VI (REAP)	\$20,000.04	\$0.00	
4310 Title II-A	\$0.00	\$0.00	
4320 Title V Grants	\$0.00	\$0.00	
4400 Special Education (Birth to Age 5)	\$0.00	\$0.00	
4402 Pre-School Transportation	\$0.00	\$0.00	
4404 SPED IDEA	\$123,000.00	\$0.00	
4406 IDEA	\$0.00	\$0.00	
4410 SPED IDEA	\$0.00	\$0.00	
4411 CEIS	\$0.00	\$0.00	
4412 IDEA NONPUBLIC	\$0.00	\$0.00	
4450 Medicaid in Schools	\$0.00	\$0.00	
4455 Medicaid Administrative Outreach	\$8,000.04	\$0.00	
5400 Sale of Property	\$0.00	\$0.00	
5690 Other Non Revenue Receipts	\$0.00	\$454.00	
TOTAL	\$5,830,467.36	\$1,666,932.49	29.00%

January 10, 2018					
SPECIAL BUILDING FUND BILLS					
84 Lumber				Supplies for Fire Marshal	
4401 S 33rd Ct				visit	
Lincoln, NE 68516		\$2,349.51			
Arps Gravel & Concrete, Inc				Fire Marshal request	
250 West Vine					
Fremont Ne 68025		\$247.00			
Crescent Electric				Supplies for	
P O Box 500				Fire Marshal	
East Dubuque, IL 61025		\$4,207.51			
DC Ace Hardware				Fire Marshal supplies	
443 N 4th St					
David City, NE 68632		\$114.95			
Grainger				Fire Marshal request	
9345 J St					
Omaha, Ne 68127		\$320.10			
John Wade					
205 Moravia Ave					
Prague, NE 68050		\$200.00		Fire Marshal repair	
Klement Electric					
2391 K Rd					
Ulysses, Ne 68669		\$4,483.26		Fire Marshal repairs	
Midwest Door & Hardware					
5001 Russell Circle					
Lincoln, NE 68507		\$1,572.00		Fire Marshal supplies	
Sack Lumber					
566 5th St					
David City, NE 68632		\$382.52		Fire Marshal supplies	
TOTAL		\$13,876.85			

QUALIFIED CAPITAL IMPROVEMENT PURPOSE UNDERTAKING FUND (QCPUF)						
BOKF, NA						
Corporate Trust Services						
1248 O St, Ste 732				Limited Tax Obligation		
Lincoln, NE 68508		\$163,807.75		Refunding Bonds		
TOTAL		\$163,807.75				

BUDGET CATEGORY SUMMARY					
Dec-18					
% OF YEAR COMPLETED THIS MONTH 35%					
CATEGORY	BUDGETED	DEC EXPENDITURES	YEAR TO DATE	BALANCE	
Instruction	\$3,154,638.84	\$240,833.36	\$1,092,912.88	\$2,061,725.96	
SPED (School Age)	\$774,159.96	\$81,930.76	\$317,555.92	\$456,604.04	
Distance Learning	\$0.00	\$0.00	\$0.00	\$0.00	
Guidance Services	\$70,459.20	\$4,784.55	\$19,294.49	\$51,164.71	
Safety/Security	\$0.00	\$0.00	\$0.00	\$0.00	
Other Pupil Support	\$10,579.08	\$1,135.71	\$3,703.41	\$6,875.67	
Library	\$93,094.92	\$7,877.89	\$31,436.63	\$61,658.29	
Board of Education	\$62,475.12	\$2,160.99	\$11,219.79	\$51,255.33	
Exec Admin Service	\$183,715.92	\$14,408.10	\$62,072.93	\$121,642.99	
Office of Principal	\$261,182.04	\$21,312.28	\$85,139.87	\$176,042.17	
Business Support	\$279,995.04	\$30,325.59	\$134,926.02	\$145,069.02	
Operation of Plant	\$337,761.00	\$32,446.94	\$109,855.44	\$227,905.56	
Maintenance of Plant	\$180,000.00	\$12,758.35	\$24,122.06	\$155,877.94	
Pupil Transportation	\$273,456.12	\$15,825.58	\$100,263.51	\$173,192.61	
SPED Transportation	\$999.96	\$360.72	\$1,183.68	\$183.72	
TITLE I Part A(4200)	\$94,587.96	\$4,557.08	\$18,228.32	\$76,359.64	
High Ability (4301)	\$0.00	\$0.00	\$0.00	\$0.00	
PreSchool Handicap 4404	\$0.00	\$0.00	\$0.00	\$0.00	
IDEA (4406)	\$0.00	\$0.00	\$0.00	\$0.00	
SPED IDEA (4410)	\$0.00	\$0.00	\$0.00	\$0.00	
IDEA NONPUBLIC (4412)	\$0.00	\$0.00	\$0.00	\$0.00	
Medicaid Admin Outreach	\$0.00	\$0.00	\$0.00	\$0.00	
Transfers	\$345,231.00	\$180,000.00	\$180,000.00	\$165,231.00	
Clearing Account	\$0.00				
TOTALS	\$6,122,336.16	\$650,717.90	\$2,191,914.95	\$3,930,788.65	
				35.00%	
				Budget Expended	

2018-2019 Calendar

- August
 - 8, 9 & 10
 - Staff Work Days
 - 13
 - K-12 First Day, 1:30 dismissal
- September
 - 3
 - No School, Labor Day
 - 19
 - Parent Teacher Conferences 3-8 PM
 - 1:30 Dismissal
 - 24
 - Staff Professional Learning, No Students
- October
 - 12
 - End of First Quarter
 - 19
 - No School, Fall Break
 - 22
 - Staff Professional Learning, No Students
- November
 - 21
 - Staff Professional Learning, No Students
 - 22 & 23
 - No School, Thanksgiving Break
- December
 - 20
 - Last Day for Elementary Students
 - Final Exams for Secondary Students
 - Noon Dismissal
 - 21
 - End of First Semester
 - Last Day for Secondary Students
 - Final Exams for Secondary Students
 - Noon Dismissal
 - 22
 - Christmas Break Begins
- January
 - 4
 - Staff Professional Learning, No Students
 - 7
 - Students Return
- February
 - 6
 - Parent Teacher Conferences 3-8 PM
 - 1:30 Dismissal
 - 7
 - No School- Comp day
 - 11
 - Staff Professional Learning, No Students
- March
 - 11
 - Staff Professional Learning, No Students
 - 15
 - End of Third Quarter
- April
 - 19
 - No School, Easter Break
- May
 - 8
 - Last Day For Seniors
 - 11
 - Graduation
 - 17
 - Last Day for Elementary Students
 - Final Exams for Secondary Students
 - Noon Dismissal
 - 20
 - End of Second Semester
 - Last Day for Secondary Students
 - Final Exams for Secondary Students
 - Noon Dismissal
 - 21
 - Teacher Work Day



**Estimated One-Time License and Annual Maintenance Fees:
Implementing the School Accounting System-Online T1
by Software Unlimited, Inc.**

License Fees:

School Accounting System (GL,AP,PR) (Includes tuition to attend a formally scheduled workshop; vendor file and COA conversion)	\$4995
Web Link (+wl) (Includes tuition for Workshop or Phone/Web Training)	\$1145
Census (+cen) (Includes tuition for Workshop or Phone/Web Training)	<u>\$ 495</u>

Total One-Time Fees/Conversions: **\$6,635**

<u>*Annual Fees:</u>	(FY 2017-2018)	\$4130 remaining
	(FY 2018-2019)	\$6410
	(FY 2019-2020)	\$6630
	(FY 2020-2021)	\$6850
	(FY 2021-2022)	\$7090

Note: Annual Maintenance is prorated the first year (billing based on fiscal year). The estimate above assumes licensing of the School Accounting System-Online version, a hosted solution installation to cover **1-2 main operators** in the main system and unlimited users in Web Link. Year one assumes a tentative live date of **1/1/2018**. Year two through five assumes about a 5% annual increase to annual software fees (to show you a **high-end** increase) but assumes no change in hosting fees.

****Annual Maintenance Fees subject to change***

**Estimate prepared for East Butler Public Schools on 10/19/2017
by Russ Durand, Sales & Marketing Representative**



HARRIS
School Solutions 

AptaFund Quotation for EAST BUTLER PUBLIC SCHOOLS

For Additional Information, Contact:

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Account Executive

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A. AptaFund Pricing Structure and Proposal

The following describes the two components of AptaFund pricing, the one-time implementation and training fee and the annual license and support fee.

1. *Implementation and Training Fee*

AptaFund implementation and training services are provided for a one-time fee plus expenses. Refer to the Implementation and Training sections of this Proposal for a thorough overview of the implementation and training process. This fee includes:

- **Implementation Preparation:** Working with Customer, an implementation project manager will assess needs, goals and objectives for the implementation and develop an initial project schedule with associated timelines and milestones.
- **Database Setup and Configuration:** The implementation project manager, technical support specialist and deployment engineer will define and setup Customer's database with the initial default configuration.
- **Data Conversion:** The implementation project manager and deployment engineer will work with Customer to identify and obtain legacy Data files and structures, if available and convert them into Apta's standard import format and then import them for use in the Application Modules. The Customer is responsible for Data "clean-up" prior to and after the import.
- **Template Setup and Customization:** The implementation project manager will work with Customer to define the customization elements for AptaFund templates (purchase requisitions, pay stubs, etc.) and manage the initial customization of the templates. The Customer is responsible for ongoing maintenance and changes to the templates following the initial customization.
- **Production Preparation:** The implementation project manager will work with Customer to review business processes and prepare the database for production use.
- **Training:** On-site, hands on training sessions for technical and administrative staff including system administration/management, security, overview and configuration, human resources and payroll, purchasing and accounts payable, financial management and reporting, and web purchasing. All materials are also included.
- **On-the-Job Training/Follow-up:** After initial training, Customer employees will receive additional on-the-job training and consulting services as database setup is completed and as the Customer moves in to actual production.

- **Details of Implementation and Training Costs:**

Task	Days	Cost
Standard Data Conversion*	2.00	\$1,990
Installation and Activation of Software	0.50	\$495
Program Management/Business Process Review/Consulting	1.50	\$1,495
Training	6.00	\$5,770
Total	10.00	\$9,750

2. Annual License and Support Fee

AptaFund is provided for a simple annual license and support fee that is inclusive of:

- **License to All AptaFund modules:** Includes configuration/setup, finance, human resources, payroll, purchasing, and accounts payable. There is no limit to the number of users that can access the system.
- **All module and system updates, enhancements and new releases:** Harris maintains an aggressive research and development program that is committed to improving, enhancing and extending AptaFund in direct response to customers' needs. All new upgrades and releases are included in the standard annual fee. Detailed release notes are included which provide a description and overview of the new features and enhancements.
- **Comprehensive and unlimited on-line and toll-free technical support:** Toll-free and online support is available 8 am to 5 pm and via pre-arrangement for after hours and weekends.
- **Integrated, up-to-date online help system:** The AptaFund online help system is automatically updated with each new release, ensuring that customers always have access to the most up-to-date help and documentation.
- **High security Internet Data Center service delivery:** AptaFund is delivered from Apta's high security internet data center which includes redundant Internet service delivery, physical and systems security, uninterruptible power supply and climate controlled equipment and storage space.
- **Service delivery hardware and software:** The AptaFund data center is equipped with state-of-the-art server arrays and our service includes all required server, database and backup software. As a Microsoft Certified Partner, Apta has access to all of the latest releases and enhancements.
- **Data Center operations and performance monitoring:** Harris provides proactive data center management and operations including database integrity checks with each backup.
- **Installation of module and system updates and enhancements:** All AptaFund upgrades and enhancements are centrally installed to ensure that customers have access to the latest and most-up-to date version of the system

- **Central data storage and management:** AptaFund includes high security, network attached data storage and server space for secure storage and maintenance of customers' data.
- **Data Management and Backup:** Minimum of one hour incremental data backups with full backups daily and off-site archival backups weekly

One of the advantages of the AptaFund Internet delivery model is that, once implemented, there are very few normal administrative operational duties required for AptaFund. The normal operation of the AptaFund servers is handled by Harris staff. It is therefore expected that AptaFund would yield significant staffing savings as compared to the current system and require only a fractional FTE for internal administration and management. These savings need to be factored in to consideration when comparing costs to other systems.

3. East Butler Public Schools Pricing Table

The following pricing table summarizes the list and guaranteed discounted price for implementation and training and annual license and support for ASP Delivery.

Item	Quote
Implementation and Training (One-Time)	\$9,750
Annual License and Support (Recurring)	4,500
Total First Year Cost	\$14,250
Employee Services Portal (Optional)	\$6/Employee/Year

Notes to Pricing:

1. The implementation and training fee includes six days of on-site/Webex training and does not include travel and expenses. Expenses would be billed based on the actual amount.
2. Once implemented, additional onsite training and consulting is available at the rate of \$1,200/day plus expenses.

To: East Butler Public Schools Board of Education
From: Michael Eldridge, Secondary Principal
Date: January 10, 2018
Re: Secondary Principal's Report

I. Edivate

- a. Attached is some data provided for you.
 - i. This year the focus has been on individual teacher needs as it is related to their personal/professional goal.
- b. This shows approximately the number of videos the teachers have watched and the average number of minutes and hours dedicated to Professional learning.
- c. You will also notice the amount of reflection questions and follow-up questions that were answered.

II. "The Power of ICU"

- a. The FOCUS - needs to be about the LEARNING - this will start on January 8th, 2018
- b. Part of this process involves what we call "Lifeguards", people who will consistently check in with students that are on the ICU list.
 - i. Dwight - Rachel Hines
 - ii. Brainard - Rebecca Matthews
 - iii. High School - Sandy Bongers & Dave Struebing
- c. A student assembly will be held at the beginning of the day on January 8th.
- d. Find attached specific information regarding the process.

III. Master Schedule

- a. Mrs. Robinson and I are beginning the process of working the master schedule of courses.
- b. We will be forming a scheduling committee, that will be comprised a several teaching staff that will be able to provide feedback and suggestions on the schedule.
- c. Once again we want to have a tentative schedule of courses as we start to have students pre-register for classes.
- d. I will keep you posted as we move forward.

IV. Parent/Teacher Conferences

- a. Will be held on Wednesday, February 7th from 3:00pm-8:00pm.

V. AdvancED EXTERNAL REVIEW

- a. March 18 - 21, 2018

VI. Spring Testing

- a. March 19- April 27 NSCAS Testing Window (Formerly NeSA) - (Grades 7 & 8)
- b. April 3 ACT Test (Grade 11)
- c. April 23-27 NWEA Testing (Grades K-11)
- d. April 24 ACT Makeup Test Date (Grade 11)

EDIVATE (Semester 1)

SITE	USERS	PROGRAM VIEWED	REFLECTION QUESTIONS	FOLLOW UP QUESTIONS
DWIGHT	10	58	110	120
BRAINARD	19	115	241	145
HS	24	49	54	39
TOTAL	53	222	405	304

AVERAGE Minutes per user: 47 Minutes

Total Viewing Time: 43.71 Hours

Power of ICU Process Overview

1. Elementary Student Expectations
 - a) Before(optional)/ During(mandatory)/ After(optional) School time
 - (1) Before and after school supervision will go on a rotation for elementary teachers, it will be the same teacher for before and after school for a week.
 - (2) Shawn and Mike will provide the rotation list.
 - (3) 1 missing assignment and the student will have to attend mandatory "Focus Lunch"
 - (4) Elementary supervisors in the lunchroom: one person will sit with the "Focus Lunch"
2. Secondary Student Expectations
 - a) Before(optional)/ During(mandatory)/ After(optional) School time
 - (1) Before and after school supervision will go on a rotation for high school teachers, it will be the same teacher both before and after school for a week.
 - (2) Shawn and Mike will provide the rotation list.
 - (3) 1 missing assignment is when they have to attend mandatory "Focus Lunch"
 - (4) High school teachers rotate mandatory lunch supervisors (different than the before and after school supervisors)
 - (5) High school teachers with students on the mandatory lunch are asked to escort those student to lunch
3. Staff Expectations
 - a) Lifeguards: Please thank these volunteers for our lifeguard positions. We're planning on a visit to York Public Schools to observe their lifeguards in action for further training.
 - (1) Brainard Elementary- Rebecca Matthews
 - (2) Dwight Elementary- Rachel Hines
 - (3) Grade 7-9 - Dave Struebing
 - (4) Grades 10-12- Sandy Bongers
 - b) Grading
 - (1) No Grade Reduction, we want to focus on what they learn, not when they learn it.
 - (2) A **temporary** 0% grade is assigned for missing work, It is replaced with graded assignment upon submission, this should alleviate the eligibility question.
 - (3) Late work at the end of grading periods will result in an incomplete for the class and no report card issued until the late work is completed.

(4) Redo/Fixes/quality of work will be addressed later, continue with your own policies

Elementary Principal Report January Board Meeting



I. TigerBots Competition

- A. The TigerBots will be traveling to Columbus on January 13. Students will be competing in the robotics and core values First Lego League challenge.
- B. There will be 2 East Butler teams solving challenges related to Hydro Dynamics. Both teams will be making presentations to explain their project to find solutions to real-world problems.

II. Professional Learning/School Improvement Meeting

- A. Staff returned to school on January 5. Teachers used Edivate as a resource to address their professional goal for the year. Staff members worked in pairs to discuss their goals as pictured.
- B. The school improvement meeting was also held January 5. The team discussed the upcoming ICU implementation. The group also visited about ideas to communicate the school mission and vision. Student surveys will also be conducted.
- C. The team also plans on organizing documentation on January 30 to prepare for the external visit, which will be held March 18-21.



III. Elementary Curriculum Update

- A. The elementary curriculum team consisting of Mrs. Raiter, Mrs. Topil, Mrs. Dozler, Mrs. Vandenberg, and I met on January 5 to discuss upcoming curriculum plans. Science was to be the next core subject to be updated in elementary, but it was advised by ESU7 staff to delay this selection as new standards were just adopted. The staff had been examining science samples and had not discovered a series that provided a better option than our current series.
- B. Textbook Series Schedule
 - 2018-2019 Social Studies Adoption Process
 - 2019-2020 Social Studies Implementation (Science Adoption Process)
 - 2020-2021 Science Implementation (Reading/Grammar/Adoption Process)
 - 2021-2022 Reading Implementation (Math Adoption Process)
 - 2022-2023 Math Implementation
- C. Textbook Adoption Process
 - 1. Gather information (ESU/research sources/local schools)
 - 2. Gather samples
 - 3. Select 2 options
 - 4. Presentations/webinars from vendors
 - 5. Visit schools with curriculum if possible
 - 6. Staff discussion (Pros/Cons)
 - 7. Final decision

IV. Power of ICU Update

- A. Elementary teachers met on January 5 to discuss any questions before the program begins January 8. I will be meeting with students in grades 3-6 on January 8 to provide information to them regarding ICU.

V. Additional Information:

- A. Grade 3-6 students will be attending “The Science of Sound” presented by the Omaha Symphony and visiting the Joslyn Art Museum on February 2. K-3 students will be attending a cultural arts field trip in April.
- B. Parent/Teacher Conferences will be held February 7 from 3:00-8:00 P.M.