

Board of Education Regular Meeting
Wednesday, December 11, 2024 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/Open Meetings Act Statement
4. Celebration of #EvenBetter
5. School Board Goals
6. Patron's Comments
7. Discussion/Informational Items
 - 7.1. Strategic Plan Finalization
 - 7.2. Mid-Year Policy Updates
8. Consent Agenda
 - 8.1. Approval of Minutes
 - 8.2. Treasurer's Report
 - 8.3. Approval of Resignations and Hires
9. Regular Agenda
 - 9.1. Discuss, consider, and take all necessary action on the proposed 2025-2026 School Calendar.
 - 9.2. Discuss, consider, and take all necessary action on the proposed cell phone policy for students and staff.
 - 9.3. Discuss, consider, and take any necessary action regarding the cost-sharing agreement with the Village of Brainard.

9.4. Discuss, consider, and take all necessary action on the proposed negotiated agreement with the East Butler Education Association (EBEA).

9.5. Discuss, consider, and take all necessary action on the replacement of the Brainard building's propane vaporizer.

9.6. Discuss, consider, and take all necessary action on purchasing the house at 203 South Madison Street in Brainard.

9.7. Discuss, consider, and take all necessary action on the Superintendent's evaluation and contract.

10. Administrative Comments

11. Adjournment

East Butler Public School District
Board of Education
Goals for 2024-2025

Focus on Academic Excellence and Well-Being for All

- Continue to pursue more dual credit offerings and tuition reimbursement opportunities for high school students, as well as monitor the percentage of graduating seniors that leave with 12+dual credit hours.
- Enhance professional learning opportunities for staff.
- Continue to monitor the effectiveness of our before/after school programming.
- Continued focus on staff retention.
- Expand and further communicate resources and programming for mental and social-emotional health and support for students and staff.

Facility Planning to Address Short-Term and Long-Term Needs

- Work to maximize proactive efficiency through strategic use of 3-5 year building project plans that will be reviewed and adjusted as needed.
- Keep track of phased projects and updates and make sure the progress of each is communicated well throughout our school district communities.
- Identify and implement necessary school safety improvements.

Prioritize Responsible Budgeting and Tax Request Protocols

- Work towards consistent levy management and property tax revenue requests.
- Look at ways to maximize efficiency as we focus on needs vs. wants with a strong checks and balances system in place.
- Align 3-5 year General Fund budget plan with 3-5 year Building Fund project plan

Enhance Communication and Engagement

- Increase the number of special events, promotions, and recognitions.
- Find ways to use existing technology to its maximum capacity.
- Emphasize ways to communicate to all community members.
- Continue to utilize postal mail, paper bulletins, and board briefs.
- Look to maintain or increase student enrollment through continued communication and engagement efforts with current and potential student families.
- Consider implementing some new events like Community Coffees, Lunch & Learns, and/or a Board Town Hall.

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and, if available, on the newspaper's website.

Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting. Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

Newspapers of general circulation in the district include, ~~but are not~~

~~necessarily limited to, the [REDACTED] or the Omaha World-Herald.~~ Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, and (2) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.

- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$10,000 and less than \$250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over \$250,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications.

The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The procurement transaction can only be fulfilled by a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

5. Competitive Proposals.

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements

apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$105,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation,

major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).

The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____
Revised on: _____
Reviewed on: _____

NOTE TO BE DELETED: THIS POLICY IS FOR CLASS I AND II SCHOOL DISTRICTS THAT HAVE DECIDED TO ALLOW EMPLOYEES AND CONTRACTORS TO CARRY FIREARMS ON SCHOOL GROUNDS. IF YOU ARE A CLASS I OR II SCHOOL DISTRICT THAT HAS DECIDED NOT TO ALLOW ARMED EMPLOYEES AND CONTRACTORS, YOU SHOULD KEEP YOUR EXISTING POLICY 3060 IN PLACE AND MAKE NO CHANGES. IF YOU ARE A CLASS III OR LARGER SCHOOL DISTRICT, YOU CANNOT ALLOW THIS AND SHOULD KEEP YOUR EXISTING POLICY 3060 IN PLACE. THE CUTOFF FOR CLASS III IS A SCHOOL DISTRICT WITH A POPULATION OF 5,000 OR MORE.

3060

Firearms and Weapons for Non-Students

Weapons. No person may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. ***Definition of Firearm.*** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers' Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training;
2. The possession of firearms by peace officers or other duly authorized law enforcement officers;
3. The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18

U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

4. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
5. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
6. Firearms contained within a private vehicle ***operated by a nonstudent adult*** that are not loaded ***and*** are enclosed in a case or are in a locked firearm rack that is on a motor vehicle;
7. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area; or
8. Firearms carried by authorized security personnel who are employed by or contracted with the school district pursuant to this policy.

Authorized Security Personnel

The school district may employ or contract with authorized security personnel who may carry a firearm on school grounds, in a school-owned vehicle, or at a home school-sponsored activity or athletic event as provided in this policy. **Authorized security personnel may not carry a firearm at away school activities or athletic events unless authorized to do so by the host school or agency.**

1. Personal Qualifications.
 - A. Background Check. The individual must pass a comprehensive background check as arranged by the school district. The school district will determine if the person is authorized to provide services, in accordance with state, federal, and local policy.

- B. Mental Health Evaluation. The individual will submit to a mental health evaluation with a mental health professional as arranged by the school district. The school district will review the evaluation and determine if, in its discretion, the individual is qualified to provide services.
 - C. Employee or Contractor. The individual with either be an existing employee of the district or shall enter into a written agreement to provide security services.
 - D. Letters of Recommendation. The individual shall submit at least three letters of recommendation. The Superintendent or designee shall contact the authors of the letters to verify their content and authenticity.
 - E. Concealed Carry Permit: The individual must possess a valid Nebraska Concealed Carry Permit.
2. Training. The individual must attend a minimum of twenty hours of training focused on school-based law enforcement, including, but not limited to, coursework focused on school law, student rights, understanding special needs students and students with disabilities, conflict de-escalation techniques, ethics for school resource officers, teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, and preventing violence in school settings before providing any security services to the school district.
 3. Appropriate Firearms and Ammunition. Authorized security personnel may only use a handgun that has been approved by the school board. Any ammunition must be recommended or approved by the firearm manufacturer.
 4. Appropriate Use of Force. Although authorized security personnel are not law enforcement officers and do not have the authority to act in that capacity, they must know and understand the appropriate use of force. Authorized security personnel may take actions necessary to prevent or abate an active threat and temporarily detain an individual when they have reasonable cause to believe an individual has committed or is about to commit a forcible act of violence that could cause serious bodily injury or death. Authorized security personnel must understand deadly use of force as well as the potential of criminal and civil liability.
 5. Firearm Storage. **[OPTION 1 – OVERNIGHT STORAGE ALLOWED]** Authorized security personnel may store firearms and ammunition on

school grounds subject to the terms of this policy and a separate Memorandum of Understanding.

- A. The firearms and ammunition must be stored in a biometric fingerprint gun safe located in the _____.
- B. One biometric fingerprint gun safe shall be installed by a qualified locksmith or other qualified professional installer. The safe shall be securely installed or otherwise bolted to the floor.
- C. Only the authorized security personnel or other properly trained law enforcement officers will have biometric or other access to the safe.
- D. The room in which the firearm and ammunition is stored shall be locked at all times with biometric access only.
- E. The gun safe, firearms, and ammunition shall be the property of the authorized security personnel.
- F. Only the authorized security personnel or other properly trained law enforcement officers may store guns or ammunition in the gun safe.
- G. Only the authorized security personnel or other properly trained law enforcement officers may carry or use the guns and ammunition in stored in the gun safe.
- H. The room in which the firearm, ammunition, and safe are stored shall be monitored by school district video cameras.
- I. Any firearms or ammunition to be stored in the safe will be transported at a time and in a concealed manner to minimize disruption.

[OPTION 2 – OVERNIGHT STORAGE NOT ALLOWED] Authorized security personnel may store firearms and ammunition on school grounds subject to the terms of this policy and a separate Memorandum of Understanding.

- A. The firearms and ammunition must be stored in a biometric fingerprint gun safe located in the _____.
- B. One biometric fingerprint gun safe shall be installed by a qualified locksmith or other qualified professional installer. The safe shall be securely installed or otherwise bolted to the floor.
- C. Only the authorized security personnel or other properly trained law enforcement officers will have biometric or other access to the safe.
- D. The room in which the firearm and ammunition is stored shall be locked at all times with biometric access only.
- E. The gun safe, firearms, and ammunition shall be the property of

the authorized security personnel.

- F. Only the authorized security personnel or other properly trained law enforcement officers may store guns or ammunition in the gun safe.
- G. Only the authorized security personnel or other properly trained law enforcement officers may carry or use the guns and ammunition in stored in the gun safe.
- H. The room in which the firearm, ammunition, and safe are stored shall be monitored by school district video cameras.
- I. Any firearms or ammunition to be stored in the safe will be transported at a time and in a concealed manner to minimize disruption.
- J. ***The authorized security personnel must be physically present on school grounds when their firearm or ammunition is stored in the biometric safe.***

6. Memorandum of Understanding (MOU). The authorized security personnel will enter into an MOU with the school district to address the requirements of this policy as well as other appropriate matters.

7. Notification. The authorized security personnel must notify all local law enforcement agencies, the Nebraska State Patrol, and local fire and rescue personnel and first responders, and the regional emergency manager of their position at the school district.

Consequences. In the event a person violates this policy, the school may:

- Make a report to law enforcement;
- Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- Take any other action allowed by law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6043 Sharing Mapping Data

This policy shall provide for the sharing of information to public safety agencies in order to implement effective emergency response protocols.

Definition. Mapping data means maps relating to the school buildings or school property with data for an efficient emergency response.

Sharing of Mapping Data. Mapping data shall be shared in an electronic or printable format with public safety agencies that provide emergency services to district property to assist those agencies in responding to an emergency on district property.

Requirements Related to Mapping Data. Mapping data shared with public safety agencies pursuant to this policy shall meet the following requirements:

- The mapping data shall be compatible with and able to be integrated into software platforms used by public safety that provide emergency services to the specific school for which the data is provided without requiring:
 - The purchase of additional software by such public safety agencies; or
 - The integration of third-party software to view the data;
- The mapping data shall be a finished map product in a file format easily accessible using a standard or open-source file reader, depending on the needs of the school and the public safety agency;
- The mapping data shall be provided in a printable format;
- The mapping data shall be verified for accuracy, during production and annually, through a walk-through of the school campus;
- The mapping data shall give an indication of what direction is true north;
- The mapping data shall include accurate floor plans overlaid on accurate, verified aerial imagery of the school campus;
- The mapping data shall contain site-specific labeling that matches the structure of school buildings, including room labels, hallway names, external door or stairwell numbers, locations of hazards, key utility locations, key boxes, automated external defibrillators, and trauma kits using standard labeling rules set by the State Department of Education;
- The mapping data shall contain site-specific labeling that matches the school grounds, including parking areas, athletic fields, surrounding roads, and neighboring properties using standard labeling rules set by the State Department of Education; and
- The mapping data shall be overlaid with a grid and coordinates.

Annual Certification or Updates. The district shall annually:

- Certify to the appropriate public safety agencies that the mapping data provided pursuant to this policy is accurate; or
- If such information has changed, provide the appropriate public safety agencies with updated mapping data.

Reimbursement. If the school district decides to share mapping data as provided in this policy, the Superintendent shall apply to the State Department of Education in the manner prescribed by the Commissioner of Education for a grant to cover the costs of providing payment to vendors on behalf of the school district to facilitate the implementation of mapping data in accordance with this policy. Such application shall include a copy of this school policy, an estimate from a vendor on the cost of providing such mapping data that meets the requirements of this policy, and any other information the department may require. Alternatively, the Superintendent may apply to and contract with the district's educational service unit in the manner prescribed by the educational service unit for purposes of covering the costs of facilitating mapping data in accordance with this policy. The school district will only implement that mapping data provisions of this policy if it is able to secure adequate funding for the project.

Adopted on: _____ December, 2024

Revised on: _____ December, 2024

Reviewed on: _____ July, 2024

Board of Education Regular Meeting
Wednesday, November 13, 2024 6:30 P.M.
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/Open Meetings Act Statement

4. Celebration of #EvenBetter - Michael Kunasek shared with the board about his experiences being a member of the National FFA Choir. Michael performed with other students from across the country at the National FFA convention. Hannah Strizek shared about her audition and acceptance into the Nebraska All-State Choir. She will be performing in the All-State choir next week in Lincoln.

5. School Board Goals - These include: Focus on Academic Excellence and Well-Being for All; Facility Planning to Address Short-Term and Long-Term Needs; Prioritize Responsible Budgeting and Tax Request Protocols; and Enhance Communication and Engagement

6. Patron's Comments - None

7. Discussion/Informational Items

7.1. Negotiations Update - Annually, the school board negotiates with the East Butler Education Association (EBEA) to reach an agreement on benefits and salary for the next school year. The negotiations committee shared their current discussions with the EBEA.

8. Consent Agenda

8.1. Approval of Minutes

8.2. Treasurer's Report

8.3. Approval of Resignations and Hires

8.4. EBEA Recognition Letter

Approval of the consent agenda as presented 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

9. Regular Agenda

9.1. Discuss, consider, and take all necessary action on the softball cooperative with David City Public Schools and Shelby-Rising City Public Schools.

East Butler Public Schools, David City Public Schools, and Shelby-Rising City Public Schools have participated in a softball cooperative for several years. As per the Nebraska Schools Activities Association (NSAA), cooperative agreements have to be renewed every two years.

Renewal of the softball cooperative with David City Public School and Shelby-Rising City Public School passed with a motion by Dylan Spatz and a second by Sarah Strizek.

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

9.2. Discuss, consider, and take all necessary action on the cost-sharing agreement with the Village of Brainard.

Continuing the discussion from the September meeting, the school board discussed the option presented by the Village of Brainard Board. Village board members expressed the desire that the school contribute a portion of the cost to fix the drainage issue on Madison Street in front of the Brainard building. Estimated costs for this project are \$107,530, depending on the scope and nature of the repair. Often, during heavy rains and snow melt, the water will pool and make it difficult to cross. (this impacts entry into the Brainard school building)

Approval of the total amount of the project not to exceed \$200,000, plus adding the school district's name on the JEO Owner-Engineer Agreement, and including the removal of trees on the east side of Madison Street in front of the Brainard building 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

9.3. Discuss, consider, and take all necessary action on the proposed Band trip out of state in December 2025.

Mr. Salak shared with the school board that he is interested in taking the high school band to Memphis, Tennessee in December of 2025. This trip would be part of the Liberty Bowl that occurs in Memphis during this time. He shared that the students would be doing fundraising to help pay for this trip.

Approval of the out of state band trip to Memphis, Tennessee in December of 2025 passed with a motion by Brandon Jisa and a second by Dylan Spatz.

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

9.4. Discuss, consider, and take all necessary action on the proposed Micro-Bus bids.

The school board discussed the purchase of a micro-bus (14 passenger) that could be utilized for activities that would not require the use of a CDL. Superintendent Eldridge shared that the Federal Transportation Administration may seek to ban the use of larger passenger vans (12 passenger), for transporting students.

Approval of the purchase of a Blue Bird micro-bus in the amount of \$99,696 failed with a motion by Sarah Strizek and a second by Ryan Pekarek.

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

Enter into closed session at 7:24 P.M. for the purpose of protecting the financial interest of the district passed with a motion by Ryan Pekarek and a second by Megan Kozisek.

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

Exit the closed session at 7:43 P.M. 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

10. Administrative Comments - Mr. Cidlik reported on: Safe2Help Program; College Day; Fall ACT; Speakers Aaron Davis & Darin Boysen; and Veterans Day Program. Mr. Biltoft reported on: Safe2Help Program; Grandparents & Special Friends Day; Professional Learning Day; Veterans Day; Principal Cluster & Ag Safety.

11. Adjournment

Adjourn at 8:24 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

Michael Eldridge
Recording Secretary

Treasurer's Report for the Board of Education
December 11, 2024
Month of November 2024

General Fund (FNB)

Beginning of the Month Balance	\$ 1,377,812.13
Receipts	\$ 113,046.58
Interest	\$ 475.68
Expenditures	\$ 669,182.31
Transfer from Bank of the Valley	\$ 0.00
End of Month Balance	\$ 822,152.08

General Fund (BOV)

Beginning of the Month Balance	\$ 873,424.35
Transfer to First Nebraska Bank	\$ 0.00
Interest	\$ 2,398.47
End of the Month Balance	\$ 875,822.82

Total of Accounts **\$ 1,697,974.90**

MCAULIFFE PRIZE 12 MONTH (due 04/5/21)	\$ 555.17
BANK OF THE VALLEY 12 MONTH	\$ 426,873.67

Special Building Fund (FNB)

Beginning of the Month Balance	\$ 428,801.60
Butler County Taxes	\$ 2,541.64
Saunders County Taxes	\$ 2,187.80
Seward County Taxes	\$ 21.51
Receipts	\$ 4,750.95
Interest	\$ 171.27
Expenditures	\$ 3,425.00
Transfer from Bank of the Valley	\$ 0.00
End of Month Balance	\$ 430,298.82

Special Building Fund (BOV)

Beginning of the Month Balance	\$ 261,785.61
Transfer to First Nebraska Bank	\$ 00.00
Interest	\$ 718.85
End of the Month Balance	\$ 262,504.46

Total of Accounts **\$ 692,803.28**

Qualified Capital Purpose Undertaking Fund

Beginning of the Month Balance	\$ 250,301.39
Receipts	\$ 994.77
Interest	\$ 75.98
Expenditures	\$ 172, 858.75
End of Month Balance	\$ 78,513.39

Student Fees Fund

Beginning of the Month Balance	\$ 8,575.97
Receipts	\$ 601.00
Service Charge	\$ 3.00
Expenditure	\$ 968.00
End of Month Balance	\$ 8,205.97

Depreciation Fund

Beginning of the Month Balance	\$ 304,119.65
Receipts	\$ 0.00
Transfer	\$ 0.00
Interest	\$ 664.48
Expenditures	\$ 0.00
End of Month Balance	\$ 304,784.13

Employee Benefit Fund

Beginning of the Month Balance	\$ 6,919.44
Receipts	\$ 0.00
Transfer	\$ 5,690.00
Interest	\$ 4.62
Expenditures	\$ 449.47
End of Month Balance	\$ 12,164.59

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	\$ 202,065.09
Receipts	\$ 17,453.83
Interest	\$ 81.74
Expenditures	\$ 14,001.90
End of Month Balance	\$ 205,598.76
First Nebraska Bank - 12 mo (Close UP CD# 1514)	\$ 2,498.55

Lunch Fund

Beginning of the Month Balance	\$ 97,789.30
Receipts	\$ 28,325.19
Interest	\$ 38.41
Expenditures	\$ 38,528.23
End of Month Balance	\$ 87,624.67

PAID IN NOVEMBER 2024			
PRE-APPROVED BILLS (GENERAL FUND)			
11/11/24			
First National Bank Credit Card	CHK# 43590	Pest Control	\$49.52
11/18/24			
Butler Public Power District	Chk# 43591	Dwight electricity	\$638.04
Home Depot Credit Services	Chk# 45392	Sink & Miscellaneous for Ballfield	\$182.52
11/19/24			
Brent Orta	Chk# 43593	Garnishment Reimbursement	\$386.06
11/20/24			
US Bank One Card	Chk# 43594	Registration, GimKit, Lunches, etc	\$401.91
Nebraska Schoolmasters Club	Chk# 4395	Fall Event Dinner	\$45.00
11/25/24			
Cash - First Nebraska Bank	Chk# 43596	Petty Cash for Postage	\$32.89
11/26/24			
Subway Sandwiches	Chk# 43597	Lunches for Festival Choir	\$150.00
		TOTAL	\$1,885.94

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Regular; Processing Month 12/2024; 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	6,476,918.00	0.00	1,524,801.86	23.54	4,952,116.14
01 1115	CARLINE	2,500.00	0.00	220.60	8.82	2,279.40
01 1120	PUBLIC POWER DISTRICT-SALES TAX	10,000.00	0.00	1,813.00	18.13	8,187.00
01 1125	MOTOR VEHICLE TAXES	275,000.00	0.00	71,549.03	26.02	203,450.97
01 1370	PRE-SCHOOL TUITION	13,000.00	0.00	5,020.00	38.62	7,980.00
01 1510	INTEREST	2,500.00	0.00	9,306.81	372.27	(6,806.81)
01 1800	COMMUNITY SERVICE ACTIVITIES	0.00	0.00	6,200.00	0.00	(6,200.00)
01 1911	LOCAL LICENSE FEES	0.00	0.00	1,265.00	0.00	(1,265.00)
01 1990	MISC LOCAL REV	20,000.00	0.00	0.00	0.00	20,000.00
	Subtotal: LOCAL RECIEPTS	6,799,918.00	0.00	1,620,176.30	23.83	5,179,741.70
01 2110	COUNTY FINES/LICENSES	25,000.00	0.00	5,271.67	21.09	19,728.33
	Subtotal: 2000	25,000.00	0.00	5,271.67	21.09	19,728.33
01 3110	STATE AID	501,247.00	0.00	100,250.00	20.00	400,997.00
01 3120	SPED PROGRAMS/SCHOOL AGE	575,000.00	0.00	0.00	0.00	575,000.00
01 3125	SPED TRANSPORTATION/SCHOOL AGE	15,000.00	0.00	0.00	0.00	15,000.00
01 3400	STATE APPORTIONMENT	75,000.00	0.00	0.00	0.00	75,000.00
	Subtotal: 3000	1,166,247.00	0.00	100,250.00	8.60	1,065,997.00
01 4105	UNIVERSAL SERVICES E-RATE	7,000.00	0.00	971.82	13.88	6,028.18
01 4310	REAP	0.00	0.00	27,697.00	0.00	(27,697.00)
01 4511	TITLE VI (REAP)	27,697.00	0.00	0.00	0.00	27,697.00
01 4518	SPED IDEA Part B	90,000.00	0.00	0.00	0.00	90,000.00
01 4708	MEDICAID IN PUBLIC SCHOOLS	10,000.00	0.00	3,867.44	38.67	6,132.56
	Subtotal: 4000	134,697.00	0.00	32,536.26	24.16	102,160.74
01 5690	OTHER NON-REVENUE RECEIPTS	15,000.00	0.00	2,335.12	15.57	12,664.88
	Subtotal: 5000	15,000.00	0.00	2,335.12	15.57	12,664.88
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:	8,790,862.00	0.00	1,760,569.35	20.03	7,030,292.65

Activity Fund Balance Report - Account - Exclude Encumbrances

12/2024 - 12/2024

Regular; Beginning Month 12/2024; Processing Month 12/2024; 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 MEMORIALS	*Previous Balance				2,500.00
		*Ending Balance:	0.00	0.00	0.00	2,500.00
05 704 2003	ANNUAL	*Previous Balance				17,218.13
		*Ending Balance:	0.00	0.00	0.00	17,218.13
05 704 2004	ATHLETIC	*Previous Balance				44,418.65
		*Ending Balance:	0.00	0.00	0.00	44,418.65
05 704 2006	CHEERLEADERS	*Previous Balance				1,282.33
		*Ending Balance:	0.00	0.00	0.00	1,282.33
05 704 2007	CLOSE UP	*Previous Balance				8,383.24
		*Ending Balance:	0.00	0.00	0.00	8,383.24
05 704 2008	COLLEGE ACCESS GRANT	*Previous Balance				273.75
		*Ending Balance:	0.00	0.00	0.00	273.75
05 704 2009	CONCESSIONS	*Previous Balance				5,249.24
		*Ending Balance:	0.00	0.00	0.00	5,249.24
05 704 2010	DANCE TEAM	*Previous Balance				204.51
		*Ending Balance:	0.00	0.00	0.00	204.51
05 704 2011	DRAMA	*Previous Balance				4,803.61
		*Ending Balance:	0.00	0.00	0.00	4,803.61
05 704 2012	DRUG FREE PROGRAM	*Previous Balance				395.49
		*Ending Balance:	0.00	0.00	0.00	395.49
05 704 2014	FBLA	*Previous Balance				1,613.87
		*Ending Balance:	0.00	0.00	0.00	1,613.87
05 704 2015	FCCLA	*Previous Balance				3,044.81
		*Ending Balance:	0.00	0.00	0.00	3,044.81
05 704 2016	FFA	*Previous Balance				44,131.73
		*Ending Balance:	0.00	0.00	0.00	44,131.73
05 704 2017	FFA GREENHOUSE	*Previous Balance				14,631.55
		*Ending Balance:	0.00	0.00	0.00	14,631.55

Activity Fund Balance Report - Account - Exclude Encumbrances

12/2024 - 12/2024

Regular; Beginning Month 12/2024; Processing Month 12/2024; 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 2025	CLASS OF 2025	*Previous Balance				1,813.08
		*Ending Balance:	0.00	0.00	0.00	1,813.08
05 704 2026	CLASS OF 2026	*Previous Balance				2,626.52
		*Ending Balance:	0.00	0.00	0.00	2,626.52
05 704 2027	CLASS OF 2027	*Previous Balance				4,844.15
		*Ending Balance:	0.00	0.00	0.00	4,844.15
05 704 2028	CLASS OF 2028	*Previous Balance				71.43
		*Ending Balance:	0.00	0.00	0.00	71.43
05 704 3001	LAPTOP INITIATIVE	*Previous Balance				17,751.92
		*Ending Balance:	0.00	0.00	0.00	17,751.92
05 704 3002	LETTERCLUB	*Previous Balance				1,536.94
		*Ending Balance:	0.00	0.00	0.00	1,536.94
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				266.86
		*Ending Balance:	0.00	0.00	0.00	266.86
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				2,732.75
		*Ending Balance:	0.00	0.00	0.00	2,732.75
05 704 3009	WR SPIRIT LEADERS	*Previous Balance				514.69
		*Ending Balance:	0.00	0.00	0.00	514.69
05 704 3010	SKILLS USA	*Previous Balance				9,018.80
		*Ending Balance:	0.00	0.00	0.00	9,018.80
05 704 3011	CAREER TECHNICAL EDUCATION	*Previous Balance				8,397.07
		*Ending Balance:	0.00	0.00	0.00	8,397.07
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	199,388.83

	<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:	12/20/2024		Batch Description: December 2024 PR-0001					
Processing Month:	12/2024		Status: Calculated Successfully					
Checking Account ID:	1							
ADD								
ACTIVITYTR Activity trips			1,072.50					
BEREAVE Bereavement Leave			120.00					
HOLIDAY Holiday Pay			1,242.40					
HOURLY Hourly Pay			66,356.59					
OT Overtime Pay			2,112.18					
PARASUB ParaEducator Substitute			1,100.00					
PERSONAL Personal Time			722.76					
SICK Sick Time Used			2,176.65					
SUBDRIVER Substitute Bus Driver			914.16					
SUBTEACHER Substitute			6,800.00					
TIGERKIDSC Tiger Kids Club			2,738.75					
VACATION Vacation Time			2,429.28					
			<u>87,785.27</u>					
CONTRACT								
C01 Contract 1			244,839.76					
C02 Contract 2			16,795.10					
C04 Title 1			1,017.78					
			<u>262,652.64</u>					
DEDUCTION								
ACCIDENT ACCIDENT		357.95			357.95	AFLACREMI	AFLAC REMITTANCE SERVICES	
ACCIDENTCO ACCIDENT-COLONI		75.68			75.68	COLONIAL	COLONIAL LIFE & ACCIDENT INS. CO	
CANCER CANCER		213.34			213.34	AFLACREMI	AFLAC REMITTANCE SERVICES	
CANCERCOLO CANCER-COLONIAL		44.20			44.20	COLONIAL	COLONIAL LIFE & ACCIDENT INS. CO	
COLONSTD COLONIALSTD		43.60			43.60	COLONIAL	COLONIAL LIFE & ACCIDENT INS. CO	
DENTALPOST FAMILY DENTAL		1,124.06	1,763.17		2,887.23	BLUECROSS	BLUE CROSS BLUE SHIELD OF NE	
DENTALPRE DENTAL		285.48	238.88		524.36	BLUECROSS	BLUE CROSS BLUE SHIELD OF NE	
DEPCARE DEPENDENT CARE		300.00			300.00	EASTBTLR2R	EAST BUTLER SCHOOL DIST 2R	
HEALTH HEALTH INSURANC		1,791.70	86,156.36		87,948.06	BLUECROSS	BLUE CROSS BLUE SHIELD OF NE	
HORACEMANN HORACE MANN ANN		100.00			100.00	HORACEMAN	HORACE MANN LIFE INS CO	
HOSPPRE HOSPITAL - PRET		142.22			142.22	AFLACREMI	AFLAC REMITTANCE SERVICES	
STDISAB SHORT TERM DISA		114.56			114.56	AFLACREMI	AFLAC REMITTANCE SERVICES	
URM URM		1,140.67			1,140.67	EASTBTLR2R	EAST BUTLER SCHOOL DIST 2R	
VISION VISION		531.03			531.03	VISION	VISION SERVICE PLAN	
WADREED FTC ANNUITY		933.57			933.57	WADDELLAN	FTC	
		<u>7,198.06</u>	<u>88,158.41</u>	<u>0.00</u>	<u>95,356.47</u>			
INDIVIDUAL BANK ACCOUNT DEDUCTION								
HSA HSA			3,017.22		3,017.22			D
			<u>3,017.22</u>	<u>0.00</u>	<u>3,017.22</u>			
RET DEDUCTION								
NPERS RETIREMENT	338,177.46	33,073.78	33,404.53		66,478.31	RET	NEBRASKA SCHOOL RETIREMENT A SYS	
		<u>33,073.78</u>	<u>33,404.53</u>	<u>0.00</u>	<u>66,478.31</u>			
TAX								
FIT FIT	311,979.32	22,293.49			22,293.49	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	A
FUTA FUTA	350,391.63							
MEDICARE MEDICARE	346,086.67	5,018.30	5,018.30		10,036.60	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	A
SITNE SIT NE	311,979.32	11,034.00			11,034.00	SITNE	NEBRASKA DEPARTMENT OF REVENUE	A
SOCSEC SOC SEC	346,086.67	21,457.35	21,457.35		42,914.70	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	A
SUTANE SUTA NE	350,391.63							
WCNE WORK COMP NE	346,956.94							
		<u>59,803.14</u>	<u>26,475.65</u>	<u>0.00</u>	<u>86,278.79</u>			

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

<u>PIK/Gross</u>	<u>Amount</u>	<u>Expense/ Employer</u>	<u>Adjustment Amount</u>	<u>Check Total</u>	<u>Payee ID</u>	<u>Payee Name</u>
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Checking Account ID: 1

				Net Pay:		250,362.93
				Cash Total:		501,493.72
Non - FIT Taxable Deductions	38,458.59					
Non - SIT Taxable Deductions	38,458.59					
Non - SOC SEC Taxable Deductions	4,351.24					
Non - MEDICARE Taxable Deductions	4,351.24					
Direct Deposits	253,380.15					
Automatic Payments	152,757.10					
Adds + Contracts + Deduction Adds	350,437.91					

Vendor Name	Vendor Description	Amount
Checking Account ID 1	Fund Number 01 GENERAL FUND	
ACT		1,144.00
AMAZON CAPITAL SERVICES		273.75
AMGL		12,700.00
APAGE		2,308.02
APPLE INC		49.00
BANNER PRESS		108.15
BUTLER COUNTY HEALTH		7,451.06
CANON FINANCIAL SERVICES		3,338.19
CANON SOLUTIONS AMERICA INC		54.20
COLUMBUS TELEGRAM		327.99
CTF SERVICE INC		10,079.02
CULLIGAN OF COLUMBUS		232.00
DALE'S FOOD PRIDE		37.37
DAVID CITY ACE HARDWARE		88.89
DIVERSIFIED DRUG TESTING		505.00
EAKES OFFICE SUPPLY		214.41
EAST BUTLER PUBLIC SCHOOL FOUNDATION		25.00
ELECTRONIC ENGINEERING COMPANY		517.50
ESU #7		32,637.25
FLINN SCIENTIFIC INC		271.62
FRONTIER COOPERATIVE CO		5,431.85
GO PHYSICAL THERAPY		437.51
HEGGERTY PHONEMIC AWARENESS		192.24
HINES, VICKIE		13.50
MADISON NATIONAL LIFE INS CO		791.93
MIDWEST DOOR AND HARDWARE		458.00
OMAHA MARRIOTT DOWNTOWN		368.00
REHMER AUTO PARTS, INC.		53.61
SCHMITT MUSIC COMPANY		275.48
SCHUYLER COOP ASSOCIATION		3,684.09
SEWARD COUNTY CLERK		132.70
SUNBELT RENTALS, INC		887.45
VILLAGE OF BRAINARD		4,259.79
VILLAGE OF PRAGUE		12.00
WAHOO NEWSPAPER		58.45
WASTE CONNECTIONS OF NEBRASKA		697.92
WINDSTREAM NEBRASKA, INC.		270.19
YODER, PhD, NORMAN		597.82
Fund Number 01		<hr/> 90,984.95
Checking Account ID 1		<hr/> 90,984.95

EAST BUTLER PUBLIC SCHOOL DISTRICT

2025-2026 School Calendar - Proposed

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28




March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				




April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

-  School Closed
-  Early Release Day
-  Parent Teacher Conferences

-  Professional Learning Day - No School
-  Final Day of Semester
-  First and Last Day of School

87 days 1st Semester (45/42)
 92 days 2nd Semester (47/45)
 179 Student Days 188 Teacher Days

- Aug 11-12 Professional Learning Days
- Aug. 13 First Day of School for students - 1:30pm Dismissal
- Aug. 13 First Day of School for Preschool
- Sept. 1 No School - Labor Day
- Sept. 19 Professional Learning Day - No School
- Oct. 1 Parent/Teacher Conferences - 1:30pm Dismissal
- Oct. 3 Professional Learning Day - No School
- Oct. 17 End of 1st Quarter - 2:30pm Dismissal
- Oct. 31 No School - Fall Break
- Nov. 7 Professional Learning Day - No School
- Nov. 26-28 Thanksgiving Break - No School
- Dec. 22 Last Day for Elementary - Noon Dismissal
- Dec. 23 Last Day for Secondary - Noon Dismissal
- Dec. 24-Jan. 5 Winter Break - No School

- Jan. 5 Professional Learning Day - No School
- Jan. 6 Classes Resume - Start of 2nd Semester
- Feb. 18 Parent/Teacher Conferences - 1:30pm Dismissal
- Feb. 20 Professional Learning Day - No School
- Mar. 6 No School
- Mar. 13 End of 3rd Quarter - 1:30pm Dismissal
- Mar. 20 Professional Learning Day - No School
- April 2-6 Spring Break - No School
- May. 13 Seniors Last Day
- May. 16 Graduation - 2:00pm
- May. 19 Preschool Last Day
- May. 20 Last Day for Elementary - Noon Dismissal
- May. 21 Last Day for Secondary - Noon Dismissal
- May. 22 Professional Learning Day - No School

EAST BUTLER PUBLIC SCHOOL DISTRICT

2025-2026 School Calendar - Proposed - CC

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28




March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				




April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

-  School Closed
-  Early Release Day
-  Parent Teacher Conferences

-  Professional Learning Day - No School
-  Final Day of Semester
-  First and Last Day of School

87 days 1st Semester (45/42)
 90 days 2nd Semester (45/45)
 177 Student Days 188 Teacher Days

- Aug 11-12 Professional Learning Days
- Aug. 13 First Day of School for students - 1:30pm Dismissal
- Aug. 13 First Day of School for Preschool
- Sept. 1 No School - Labor Day
- Sept. 19 Professional Learning Day - No School
- Oct. 1 No School - Parent/Teacher Conferences - 11:00am-7:00pm
- Oct. 17 End of 1st Quarter - 1:30pm Dismissal
- Oct. 31 No School - Fall Break
- Nov. 7 Professional Learning Day - No School
- Nov. 26-28 Thanksgiving Break - No School
- Dec. 22 Last Day for Elementary - Noon Dismissal
- Dec. 23 Last Day for Secondary - Noon Dismissal
- Dec. 24-Jan. 2 Winter Break - No School
- Jan. 5 Professional Learning Day - No School

- Jan. 6 Classes Resume - Start of 2nd Semester
- Jan. 30 Professional Learning Day - No School
- Feb. 18 No School - Parent/Teacher Conferences - 11:00am-7:00pm
- Feb. 27 Professional Learning Day - No School
- Mar. 6 No School
- Mar. 13 End of 3rd Quarter - 1:30pm Dismissal
- Mar. 20 Professional Learning Day - No School
- April 2-6 Spring Break - No School
- May. 13 Seniors Last Day
- May. 16 Graduation - 2:00pm
- May. 19 Preschool Last Day
- May. 20 Last Day for Elementary - Noon Dismissal
- May. 21 Last Day for Secondary - Noon Dismissal
- May. 22 Professional Learning Day - No School

Five-Year Calendar Comparison

YEAR	HS	STAFF	ACTUAL		ELEM.	ACTUAL
2019-2020	180	190	179/189		178	177/189
2020-2021	180	190	174/184		178	172/184
2021-2022	179	188	177/186		177	175/186
2022-2023	179	188	177/186		177	175/186
2023-2024	179	188	174/183		177	172/183
2024-2025	179	188			177	

Digital Device Policy

A Digital Device is defined as a cell phone, earbud, or headphones.

Any of the above-mentioned digital devices will be prohibited in the classroom, which includes study hall.

- When students enter the classroom, they will put their cell phones in the designated cellphone area that the teacher determines. If a student doesn't put their phone in the designated area and it appears during class, it will be confiscated and turned into the office.
- Students need to turn their phones off or on silent.
- Once the student enters class, their phone stays in their assigned classroom until the end of the class period.
- 1st offense - The teacher takes a digital device from the student and brings it to the office. The student can get their device at the end of the school day. The parents will be notified of the offense.
- 2nd offense - The student loses it for the day and will turn in their device for the next day.
- 3rd offense - The student will lose their device for the day, and the parents will need to come pick it up. The student will turn in their device the next day.
- 4th offense - The parent will pick up the phone, and the student will serve a one day in school suspension without any devices.

Medical needs of students will be determined on a case-by-case basis.

Permissible times for Digital Device usage

- Passing periods
- Lunch
- Before and after school
- School activities
- College classes
- Teacher discretion for learning purposes
- Students passing all their classes and not on the ICU list can use their digital devices during Tiger Time.
- Smartwatches - If they become an issue, the staff can use discretion.

Teachers and Paraeducators are expected to set the standard in the classroom with their cell phones. There will be times when you take a picture for social media or need to send a text to the administration. However, the school district does expect our staff to be professional with their cell phone usage during class time.

Cell Phones and Other Electronic Devices

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook. A digital device is defined as a cell phone, earbuds, or headphones. A smartwatch may be classified as a digital device should it become an issue.

Grade 7-12 students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Grade 7-12 students passing all their classes and not on the ICU list can use their digital devices during Tiger Time. Additional permissible times for grade 7-12 digital device usage include:

- Passing periods
- Lunch
- School activities
- College classes
- Teacher discretion for learning purposes

All students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. All students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver. Medical needs of students will be determined on a case-by-case basis.

All students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone/digital device or any calls made on a cell phone.

Grade 7-12 Digital Device Policy:

Any of the above-mentioned digital devices will be prohibited in the classroom, which includes study hall.

- When students enter the classroom, they will put their cell phones in the designated cell phone area that the teacher determines. If a student doesn't put their phone in the designated area and it appears during class, it will be confiscated and turned into the office.
- Students need to turn their phones off or on silent.
- Once the student enters class, their phone stays in their assigned classroom until the end of the class period.
- 1st offense - The teacher takes a digital device from the student and brings it to the office. The student can get their device at the end of the school day. The parents will be notified of the offense.
- 2nd offense - The student loses it for the day and will turn in their device for the next day.

- 3rd offense - The student will lose their device for the day, and the parents will need to come pick it up. The student will turn in their device the next day.
- 4th offense - The parent will pick up the phone, and the student will serve a one day in school suspension without any devices.

Grade PK-6 Digital Device Policy:

The use of digital devices listed above will be prohibited during the school day in grades PK-6. Digital devices, including cell phones, will be allowed in school but must be shut down or set to silent mode and remain in student bags during the school day. If student phones make a sound or tone during the day, it may be subject to the following. The use of school-issued technology will be allowed in a manner to support student learning. Students that violate this policy will be subject to the following:

- 1st offense - The digital device is confiscated from the student and brought to administration. The student is able to obtain their device at the end of the school day. The parent will be notified of the offense.
- 2nd offense - The digital device is confiscated from the student for the remainder of the day and will be collected the following day. The student is able to obtain their device at the end of the school day. The parent will be notified of the offense.
- 3rd offense - The digital device is confiscated from the student and brought to administration. The parent will be notified of the offense and be required to pick up the device.
- 4th offense - The digital device is confiscated from the student and brought to administration. The parent will be notified of the offense and be required to pick up the device. The student will be subject to additional discipline, up to and including suspension.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

GREEN = ADDED

Red = Taken out(see below)

Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

**East Butler Public School
Staff Handbook
2024-2025**

P. 14-15

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

P. 27

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

COST SHARING AGREEMENT

This Agreement ("Agreement") is made and entered into by and between **East Butler Public Schools**, legally known as **Butler County School District 12-0502** ("District"), and the **Village of Brainard**, Nebraska ("Village"), a Nebraska Political Subdivision.

WHEREAS, the purpose of this Agreement is for outlining the duties and responsibilities of the Village and the District as it relates to drainage and street improvement issues which impact the Village and District; and

WHEREAS, there are drainage issues in front of the District's school building located at 212 S. Madison Street, Brainard, Nebraska, and the parties wish to work cooperatively to resolve such issues through a construction project ("Project"), and in lieu of pursuing a Village street improvement process with contribution from the adjacent property pursuant to Neb. Rev. Stat. §17-519, the parties agree that the work and improvements will primarily be conducted on the right of way and property under the control and continued maintenance responsibility of the Village; and

WHEREAS, the Project will require construction and modifications that are further described and depicted in Exhibit A, which is attached hereto and incorporated by this reference;

WHEREAS, the parties desire to work cooperatively in the best interests of the community and its taxpayers;

NOW, THEREFORE, the Parties agree as follows:

1. **Recitals.** The foregoing Recitals are an integral part of this Agreement and are incorporated herein by this reference.
2. **Village's Responsibilities.** **The Village shall be the Owner of the Project for purposes of engaging the engineer and other consultants and will be the owner as it pertains to the Contract.** The Village shall take all required or appropriate steps to solicit public bids for the Project and shall enter into a construction contract for the Project. The Village shall be responsible for retaining and paying any

design professional, contractor, or subcontractor for all costs associated with the design and construction of the Project.

- 3. District's Responsibilities.** All bid solicitations and contracts for the Project shall be subject to approval by the District, provided that such approval shall not be unreasonably withheld. At the time the bid documents are presented by the Engineers, the District shall provide input as to the plans and bid documents prior to the plans and bid documents being publicly advertised for bid and will vote on the same. The Village has retained JEO Architecture Inc. or JEO Consulting Group Inc. as the design professional for the project, and the District hereby approves this retention.
- 4. Cost Sharing.** The parties agree to share the construction contractor costs of the project and the design fees equally. Both parties agree that each shall be responsible for ½ of the cost associated with the same.
- 5. Awarding the Bid.** At the time the Bid documents are opened, both parties shall have representatives present at said time and shall be permitted to review the recommendations of the Engineers as to the award. Presently, the parties agree to contribute no more than \$100,000.00 each to the project. At the time the bids are approved for letting, both governing bodies shall agree as to the award of the bid, prior to the Village awarding the bid to the lowest responsible bidder. In the event both parties are not in agreement, the bid shall not be awarded, unless one party wishes to exceed the agreed upon share of the other party. Any Change Orders shall also be subject to approval by both governing bodies.

With regard to the Bid Opening and any Change Order considerations, it is anticipated that both entities hold a special joint meeting, each publicly noticing the same date and time, as required by the Open Meetings Act, in order to review, discuss and take action

- 6. Tree Removal.** The Village agrees to remove all trees located on the east and west sides of the street in front of the school building located at 212 S. Madison Street, Brainard, Nebraska as described and depicted in Exhibit B. The District shall pay the Village 50% of the removal cost within 30 days after the request by the Village for reimbursement is submitted to the District. Said cost shall be in addition and not within

the \$100,000.00 contribution by each party as set forth above. Any cost and expense as to replacement of trees shall be done by separate agreement between the parties and to the extent trees are placed within the right of way or sidewalk space of the right of way, replacements shall be done with the consent and approval of the Village.

- 7. Severability.** If any provision of this Agreement is determined to be unenforceable, the remaining provisions of this Agreement remain in full force, if the essential terms and conditions of this Agreement for each party remain enforceable.
- 8. Counterparts.** The parties may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. The signatures of all of the parties need not appear on the same counterpart, and delivery of an executed counterpart signature page by facsimile or other electronic means is as effective as executing and delivering this Agreement in the presence of the other parties to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each party to the other parties. In proving this Agreement, a party must produce or account only for the executed counterpart of the party to be charged.
- 9. Assignment.** This Agreement binds the parties and their respective successors and assignees. The Village shall not assign or otherwise dispose of this Agreement or any duty, right, or responsibility contemplated in this Agreement to any other person without the previous written consent of the District.
- 10. Third Party Beneficiaries.** This Agreement does not and is not intended to confer any rights or remedies upon any person other than the signatories.
- 11. Rules of Construction.** The parties have each been represented by counsel, or had the opportunity to be represented, during the negotiation and execution of this Agreement, and therefore waive application of any law or rule of construction providing that ambiguities in the contract will be construed against the party drafting such contract.
- 12. Amendments and Modifications.** The parties may amend or modify this Agreement only by a signed, written agreement by both parties

that identifies itself as an amendment or modification to this Agreement. No other alterations in the terms of this agreement shall be valid or binding.

13. Entire Agreement. The Agreement is the complete and exclusive expression of the parties' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement.

14. That separate copies of this Agreement shall be executed by the parties with the understanding that when the parties all have executed separate copies of this Agreement, all of the parties shall be bound by this Agreement to the same extent as though all of the parties had simultaneously signed a single master copy.

DISTRICT

By: _____

Name: _____

Title: _____

Date: _____

VILLAGE

By: _____

Name: _____

Title: Chair

Date: _____

Exhibit B

Exhibit A

Elementary Principal Report

December Board Meeting



I. Semester Assessments

- A. Grades K-6 students will be participating in the following assessments to end the semester.
 1. Acadience Testing - December 9-13
 2. NWEA Testing (Reading & Math) - December 9-13

II. Semester Schedule

- A. The following schedule will be used as we complete the first semester.
 1. Last day for preschool - December 18
 2. Last day for K-6 (noon dismissal) - December 19
 3. Elementary workday - December 20
 4. Christmas Break - December 21-January 1
 5. Professional Learning Day - January 2
 6. Classes resume - January 3

III. Christmas Programs

- A. The dates and times of the Christmas programs are included.
 1. Friday, December 13 – Dwight Elementary-7:00 P.M. - Dwight Assumption Parish Hall
 2. Tuesday, December 17 – Brainard Elementary-7:00 P.M. - Gym
 3. Monday, December 16 – Jr.-Sr. High – 6:30 P.M. – Gym

IV. Preschool Family Fun Night

- A. Mrs. Jisa and Mrs. Meister organized a family fun night held in Dwight on December 2. Preschool students and families took part in a variety of activities including crafts, reading time, snowball throw, games, and hot chocolate. Students also sang Christmas songs for their parents. The night provided a great opportunity for students and families from both Brainard and Dwight to meet and become familiar with each other. There will be another preschool activity that will be held in Brainard this Spring.

V. Parents Promoting Tigers

- A. Parents Promoting Tigers will be sponsoring a “Heart of a Tiger” Christmas store for students. The program provides presents for students to give to their family members through donations.
- B. PPT will also be partnering with NHS/Student Council/FBLA as Santa will be visiting East Butler on December 16 before the Jr.-Sr. High Music Program.

VI. ESU 7 Superintendent/Principals Meeting

- A. East Butler administration will be attending a meeting at ESU 7 in Columbus on December 10 that will focus on identifying upcoming needs for our district.

VII. Bike Drive and Stuff the Cruiser Events

- A. Butler County Landfill will be providing 11 bikes to students this holiday season. East Butler will also be partnering with the Butler County Sheriff’s Office for their “Stuff the Cruiser” event.



Secondary Principal Report December 2024 – School Board Meeting

- I. East Butler Performance Data/School Improvement Goals**
 - A. The Nebraska Student-Centered Assessment System data has been released. This data compares our students vs. the state norms. Our school system was placed in the Great category.

- II. FCCLA, FFA, & SkillUSA information**
 - A. The FCCLA Chapter did two service projects this holiday season. On November 25th the FCCLA sponsored a phone free day. 90 phones were collected, and the FCCLA donated \$5 per phone. A total of \$450 was raised to purchase toys for Abby's Angels Christmas Project. On December 6th is the FCCLA's Donation Day. Students and staff can donate money in exchange for a donut and a drink. All the money collected will be donated to the Genesis House in David City. In addition the FCCLA Chapter is also volunteering to paint faces at Christmas on the Bricks in David City on December 8th.
 - B. FFA District Speaking contests were held at Cross County, with 28 FFA members participating in individual and team events. There were ten purples (2 qualified for State), three blues, and three reds. In addition, the FFA received a \$1,000 grant from the Nebraska Investment Finance Authority and will use it to purchase a drone and floral cart for various ag classes.
 - C. SkillsUSA sponsored leaf raking on November 15th. The Junior High Skills Students went to Omaha for a competition. They brought home 16 medals and 10 state qualifiers.

- III. ESU 7 Superintendent/Principal Meeting**
 - A. East Butler administrators attended a meeting at ESU 7 on December 10. The meeting focused on identifying our school's needs so that the service unit can support East Butler.

- IV. 7-12 Calendar Dates**
 - A. Holiday Music Concert – December 16
 - B. Finals December 19 & 20. Noon Dismissal
 - C. Moratorium Dates – December 22 – 26
 - D. Professional Learning Day – January 2
 - E. First Day 2nd Semester – January 3