

Board of Education Regular Meeting

Wednesday, September 11, 2019 6:30 PM

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

Megan Kozisek: Absent

Ryan Pekarek: Present

Dylan Spatz: Absent

Sarah Strizek: Present

Kim TePoel: Present

Dan Zysset: Present

1. Call Meeting To Order

2. Roll Call

3. Flag Salute

4. Approve Agenda

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

6. Ryan Pekarek: Yea, Sarah Strizek: Yea, Kim TePoel: Yea, Dan Zysset: Yea

7.

8. Patron's Comments

Comments with be limited to 3 minutes per patron and a total allocation of 45 minutes for all comments.

9. Informational Items

1. Introduction of New Staff Members

2. NASB Area Membership Meeting Update

10. Consent Agenda

11. Motion to approve the consent agenda as presented Passed with a motion by Dan Zysset and a second by Sarah Strizek.

12. Ryan Pekarek: Yea, Sarah Strizek: Yea, Kim TePoel: Yea, Dan Zysset: Yea

13.

1. Approval of Minutes

2. Treasurer's Report

14. Regular Agenda

1. Request for Early Graduation

2. Motion made to approve the application for early graduation. Passed with a motion by Sarah Strizek and a second by Ryan Pekarek.

3. Ryan Pekarek: Yea, Sarah Strizek: Yea, Kim TePoel: Yea, Dan Zysset: Yea

4.

5. Softball CoOp

6. Motion made to approve the softball CoOp. Passed with a motion by Ryan Pekarek and a second by Dan Zysset.

7. Ryan Pekarek: Yea, Sarah Strizek: Yea, Kim TePoel: Yea, Dan Zysset: Yea

8.

9. CONSTRUCTION MANAGER AT RISK Policy

10. Motion to adopt the CM at Risk policy in one reading in accordance with policy 8320.  
Passed with a motion by Dan Zysset and a second by Ryan Pekarek.

11. Ryan Pekarek: Yea, Sarah Strizek: Yea, Kim TePoel: Yea, Dan Zysset: Yea

12.

13. RESOLUTION OF THE BOARD OF EDUCATION TO SELECT THE  
CONSTRUCTION MANAGER AT RISK CONTRACT DELIVERY SYSTEM

14. Motion made to approve the Resolution with the criteria percentages and committee members stated. Passed with a motion by Ryan Pekarek and a second by Sarah Strizek.

15. Ryan Pekarek: Yea, Sarah Strizek: Yea, Kim TePoel: Yea, Dan Zysset: Yea

16.

15. Administrative Comments

16. Items for next Meeting

17. Adjournment

Board of Education Regular Meeting  
East Butler Public School - Brainard  
Wednesday, August 14, 2019

1. Call Meeting To Order

2. Roll Call - Present: Megan Kozisek, Kim TePoel, Dan Zysset, Ryan Pekarek, Dylan Spatz, and Sarah Strizek

3. Flag Salute

4. Approve Agenda

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

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

5. Patron's Comments

Comments will be limited to 3 minutes per patron and a total allocation of 45 minutes for all comments.

6. Informational Items included: Proposed Budget for 2019-2020 and Before/After School Care Update. New Staff Member Introductions will be at a later date.

7. Consent Agenda

7.1. Approval of Minutes

7.2. Treasurer's Report

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

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

8. Regular Agenda

8.1. Enter into a contract with Clark-Enersen Partners for architect services to design plans for the construction of a cafeteria/commons and kitchen.

Motion to table approval of project until September meeting passed with a motion by Kim TePoel and a second by Dan Zysset.

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

## 8.2. Select Bid for Brainard Elementary HVAC Repair/Replacement

Motion to table approval of project until more bids are obtained passed with a motion by Ryan Pekarek and a second by Dylan Spatz.

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

## 8.3. Ag Text Purchase

Approve purchase of ag textbooks at a cost of \$12,333.75 passed with a motion by Sarah Strizek and a second by Dylan Spatz.

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

## 8.4. Purchase of Drafting and Robotics Computers at a cost of \$9,521.37 due to student interest beyond our projections.

Purchase drafting and robotics computers passed with a motion by Ryan Pekarek and a second by Sarah Strizek.

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

## 9. Administrative Comments

10. Items for next Meeting: 6:00 P.M. Budget Hearing; 6:15 P.M Tax Request Hearing; and 6:30 P.M. Special Meeting. Board Americanism Committee meeting at 5:55 P.M.

## 11. Adjournment

Motion to adjourn at 7:36 P.M. passed with a motion by Ryan Pekarek and a second by Dan Zysset.

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

Kim Fuehrer  
Recording Secretary

Regular: Beginning Month 09/2019; Processing Month 09/2019; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Expenses	Revenues	Balance Change	Balance
05 704	FUND BALANCE	*Previous Balance *Ending Balance: 0.00	0.00	0.00	106.40
05 704 2001	ACADEMIC DECATHALON	*Previous Balance *Ending Balance: 0.00	0.00	0.00	785.80
05 704 2002	AG PROJECTS	*Previous Balance *Ending Balance: 0.00	0.00	0.00	1,206.35
05 704 2003	ANNUAL	*Previous Balance *Ending Balance: 0.00	0.00	0.00	1,206.35
05 704 2003	ANNUAL	0.00	0.00	0.00	5,259.31
05 2190 610 000 2003	ANNUAL	2,698.51	0.00	0.00	(2,698.51)
05 704 2003	ANNUAL	*Current Activity *Ending Balance: 2,698.51	0.00	0.00	2,560.80
05 704 2004	ATHLETIC	*Previous Balance	0.00	0.00	3,366.85
05 704 2004	ATHLETIC	0.00	0.00	0.00	3,366.85
05 2190 610 000 2004	ATHLETIC	300.00	0.00	0.00	(300.00)
05 704 2004	ATHLETIC	*Current Activity *Ending Balance: 300.00	0.00	0.00	3,066.85
05 704 2005	BOX TOPS FOR EDUCATION	*Previous Balance *Ending Balance: 0.00	0.00	0.00	4,260.07
05 704 2006	CHEERLEADERS	*Previous Balance *Ending Balance: 0.00	0.00	0.00	4,260.07
05 704 2006	CHEERLEADERS	0.00	0.00	0.00	2,401.15
05 704 2007	CLOSE UP	*Previous Balance *Ending Balance: 0.00	0.00	0.00	2,401.15
05 704 2007	CLOSE UP	0.00	0.00	0.00	1,014.00
05 704 2008	COLLEGE ACCESS GRANT	*Previous Balance *Ending Balance: 0.00	0.00	0.00	1,014.00
05 704 2008	COLLEGE ACCESS GRANT	0.00	0.00	0.00	200.00
05 704 2009	CONCESSIONS	*Previous Balance *Ending Balance: 0.00	0.00	0.00	200.00
05 704 2009	CONCESSIONS	0.00	0.00	0.00	1,270.23
05 704 2010	DANCE TEAM	*Previous Balance *Ending Balance: 0.00	0.00	0.00	1,270.23
05 704 2010	DANCE TEAM	0.00	0.00	0.00	279.51
05 704 2011	DRAMA	*Previous Balance *Ending Balance: 0.00	0.00	0.00	279.51
05 704 2011	DRAMA	0.00	0.00	0.00	282.82
05 704 2012	DRUG FREE PROGRAM	*Previous Balance *Ending Balance: 0.00	0.00	0.00	282.82
05 704 2012	DRUG FREE PROGRAM	0.00	0.00	0.00	395.49
05 704 2013	EDUVATE	*Previous Balance	0.00	0.00	395.49
05 704 2013	EDUVATE	0.00	0.00	0.00	473.00

Regular: Beginning Month 09/2019; Processing Month 09/2019; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Expenses	Revenues	Balance Change	Balance
05 704 2014	FBLA	*Ending Balance: 0.00	0.00	0.00	473.00
		*Previous Balance:	0.00	0.00	837.44
		*Ending Balance:	0.00	0.00	837.44
05 704 2015	FCCLA	*Previous Balance:	0.00	0.00	356.18
		*Ending Balance:	0.00	0.00	356.18
05 704 2016	FFA	*Previous Balance:	0.00	0.00	8,529.04
		*Ending Balance:	0.00	0.00	8,529.04
05 704 2017	FFA GREENHOUSE	*Previous Balance:	0.00	0.00	4,861.12
		*Ending Balance:	0.00	0.00	4,861.12
05 704 2018	CLASS OF 2018	*Previous Balance:	0.00	0.00	249.28
		*Ending Balance:	0.00	0.00	249.28
05 704 2019	CLASS OF 2019	*Previous Balance:	0.00	0.00	275.55
		*Ending Balance:	0.00	0.00	275.55
05 704 2020	CLASS OF 2020	*Previous Balance:	0.00	0.00	1,889.26
		*Ending Balance:	0.00	0.00	1,889.26
05 704 2021	FUND BALANCE	*Previous Balance:	0.00	0.00	1,277.37
		*Ending Balance:	0.00	0.00	1,277.37
05 704 3001	LAPTOP INITIATIVE	*Previous Balance:	0.00	0.00	27,208.84
		*Ending Balance:	0.00	0.00	27,208.84
05 704 3002	LETTERCLUB	*Previous Balance:	0.00	0.00	1,599.65
		*Ending Balance:	0.00	0.00	1,599.65
05 704 3004	MUSIC	*Previous Balance:	0.00	0.00	48.24
		*Ending Balance:	0.00	0.00	48.24
05 704 3005	NATIONAL HONOR SOCIETY	*Previous Balance:	0.00	0.00	308.52
		*Ending Balance:	0.00	0.00	308.52
05 704 3006	SPEECH	*Previous Balance:	0.00	0.00	17.76
		*Ending Balance:	0.00	0.00	17.76
05 704 3007	STUDENT COUNCIL	*Previous Balance:	0.00	0.00	1,297.88
		*Ending Balance:	0.00	0.00	1,297.88
05 704 3008	TIGER STRIPES	*Previous Balance:	0.00	0.00	(281.15)
		*Ending Balance:	0.00	0.00	(281.15)

Regular, Beginning Month 09/2019; Processing Month 09/2019; 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 3009	WIR SPIRIT LEADERS	0.00	0.00	0.00	654.24
	*Previous Balance				654.24
	*Ending Balance:				654.24
	Fund Total: 05	2,998.51	0.00	0.00	67,431.69



Regular; Processing Month 08/2019; Fund Number 01

Fund: 01 GENERAL FUND						
<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	PROPERTY TAXES	0.00	49,679.35	5,199,270.49	0.00	(5,199,270.49)
01 1115	CARLINE	0.00	0.00	700.95	0.00	(700.95)
01 1120	PUBLIC POWER DISTRICT-SALES TAX	0.00	0.00	0.00	0.00	0.00
01 1125	MOTOR VEHICLE TAXES	0.00	19,370.19	236,745.12	0.00	(236,745.12)
01 1370	PRE-SCHOOL TUITION	0.00	1,970.00	12,980.00	0.00	(12,980.00)
01 1510	INTEREST	0.00	72.92	993.47	0.00	(993.47)
01 1911	LOCAL LICENSE FEES	0.00	0.00	1,785.00	0.00	(1,785.00)
01 1990	MISC LOCAL REV	0.00	0.00	6,531.68	0.00	(6,531.68)
Subtotal: LOCAL RECIEPTS		0.00	71,092.46	5,459,006.71	0.00	(5,459,006.71)
01 2110	COUNTY FINES/LICENSES	0.00	1,853.94	18,080.02	0.00	(18,080.02)
01 2210	ESU RECEIPTS	0.00	27,800.76	54,752.56	0.00	(54,752.56)
Subtotal: 2000		0.00	29,654.70	72,832.58	0.00	(72,832.58)
01 3110	STATE AID	0.00	0.00	42,012.00	0.00	(42,012.00)
01 3120	SPED PROGRAMS/SCHOOL AGE	0.00	0.00	312,916.00	0.00	(312,916.00)
01 3125	SPED TRANSPORTATION/SCHOOL AGE	0.00	0.00	11,494.00	0.00	(11,494.00)
01 3130	HOMESTEAD EXEMPTION	0.00	7,991.46	47,358.36	0.00	(47,358.36)
01 3131	PROPERTY TAX CREDIT	0.00	0.00	0.00	0.00	0.00
01 3180	PRO RATE MOTOR VEHICLE	0.00	0.00	0.00	0.00	0.00
01 3200	STATE APPORTIONMENT	0.00	0.00	48,344.65	0.00	(48,344.65)
01 3400	STATE APPORTIONMENT	0.00	0.00	0.00	0.00	0.00
01 3512	DIST ED INCENTIVE	0.00	0.00	0.00	0.00	0.00
01 3535	ST OF NE - HI ABILITY LEARNER	0.00	0.00	0.00	0.00	0.00
Subtotal: 3000		0.00	7,991.46	462,125.01	0.00	(462,125.01)
01 4505	TITLE I	0.00	0.00	0.00	0.00	0.00
01 4506	TITLE I ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00
01 4509	TITLE II PART A	0.00	0.00	0.00	0.00	0.00
01 4511	TITLE VI (REAP)	0.00	0.00	20,960.00	0.00	(20,960.00)
01 4512	SPED IDEA	0.00	0.00	49,763.00	0.00	(49,763.00)
01 4516	IDEA	0.00	0.00	0.00	0.00	0.00
01 4519	SPED IDEA	0.00	0.00	0.00	0.00	0.00
01 4521	IDEA NONPUBLIC	0.00	0.00	0.00	0.00	0.00
01 4530	OTHER FED CAT REC	0.00	0.00	250.00	0.00	(250.00)
01 4708	MEDICAID IN PUBLIC SCHOOLS	0.00	0.00	1,163.26	0.00	(1,163.26)
01 4709	ADMINISTRATIVE OUTREACH	0.00	806.26	1,608.83	0.00	(1,608.83)
Subtotal: 4000		0.00	806.26	73,745.09	0.00	(73,745.09)
01 5200	TRANSFERS FROM FUNDS (INCOMING)	0.00	0.00	152.25	0.00	(152.25)
01 5300	SALE OF PROPERTY	0.00	0.00	9,737.50	0.00	(9,737.50)
01 5690	OTHER NON-REVENUE RECEIPTS	0.00	1,309.53	25,590.21	0.00	(25,590.21)
Subtotal: 5000		0.00	1,309.53	35,479.96	0.00	(35,479.96)
01 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: NON-PROGRAM RECEIPTS		0.00	0.00	0.00	0.00	0.00
Fund Total:		0.00	110,854.41	6,103,189.35	0.00	(6,103,189.35)

09/06/2019 10:51 AM

Unposted; Batch Description General Fund Invoices-0015

User ID: BSJ

Vendor Name	Vendor Description	Amount
Checking Account ID 1	Fund Number 01	GENERAL FUND
AMAZON/SYNCB		1,252.95
BONGERS, SANDRA		58.00
BUTLER COUNTY CLINIC		450.00
CANON FINANCIAL SERVICES		1,816.05
CENTRAL NEBRASKA REHABILITATION SERVICES		842.85
CHAPEK, JODI		15.00
CLASS INTERCOM		975.00
CRESCENT ELECTRIC SUPPLY COMPANY		234.30
CTF SERVICE INC		18,207.61
DAVID CITY ACE HARDWARE		272.65
DC WOODWORKS & ENGRAVING		126.60
DIVERSIFIED DRUG TESTING, LLC		255.00
EAST BUTLER PUBLIC SCHOOL FOUNDATION		1,921.13
ELECTRONIC CONTRACTING COMPANY		1,931.48
ELECTRONIC ENGINEERING COMPANY		517.50
ESU #7		16,910.00
FILEWAVE		2,124.00
FIRST INSPIRES		250.28
FLAGHOUSE		130.00
FRONTIER COOPERATIVE CO		1,999.08
GOPHER SPORTS		1,301.61
GRAINGER		277.96
HEARTLAND COMMUNICATIONS		150.00
JW PEPPER AND SON INC		215.12
KLEMENT ELECTRIC, INC		988.30
KSB SCHOOL LAW		1,422.50
LEARNING A-Z		109.95
LINCOLN WINNELSON CO		203.11
LORENZ CORPORATION, THE		34.80
MADISON NATIONAL LIFE INS CO		674.85
MATHESON TRI-GAS, INC		105.40
MCGRAW HILL SCHOOL EDUC HOLDINGS, LLC		3,701.69
METAL DOORS & HARDWARE CO		577.00
NATIONAL ART & SCHOOL SUPPLIES		60.43
NCSA Region 1		75.00
NEBRASKA ASSOCIATION OF SCHOOL BOARDS		288.00
NEBRASKA COUNCIL OF SCHOOL ADMINISTRATORS		1,155.00
NEBRASKA DOOR & WINDOW LLC		286.00
NEBRASKA EXTENSION		150.00
NEBRASKA SAFETY CENTER		200.00
NECO		767.58
OLIVA AUDIO-VISUAL REPAIR		252.90
PETERSON, PAULA		545.50
R & B CONTRACTORS INC		2,500.00
ROHDA, JENNIFER		241.95
RUTH, CASSIE		1,649.56
SCHILDT, BROOKE		345.49
SCHOOL SPECIALTY INC		307.92
SUPERIOR GLASS		68.45
TECH MASTERS		1,109.80
TIME FOR KIDS		123.75
VERIZON WIRELESS		22.72
VILLAGE OF PRAGUE		8.00
WAHOO NEWSPAPER		63.09

WASTE CONNECTIONS OF NEBRASKA

WINDSTREAM NEBRASKA, INC.

Fund Number 01

Checking Account ID 1

**Board Report - Newspaper**

Unposted; Batch Description General Fund Invoices-0015

Vendor Description

Amount

836.90

924.41

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72,034.22

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72,034.22

	<u>PIK/Gross</u>	<u>Amount</u>	<u>Expense/ Employer</u>	<u>Adjustment Amount</u>	<u>Check Total</u>	<u>Payee ID</u>	<u>Payee Name</u>
<b>Check Date:</b>	<b>09/20/2019</b>	<b>Batch Description: September 2019 Payroll</b>					
<b>Processing Month:</b>	<b>09/2019</b>	<b>Status: Calculated Successfully</b>					
<b>Checking Account ID:</b>	<b>1</b>						
<b>ADD</b>							
ACTIVITYTR Activity trips			168.19				
BEREAVE Bereavement Leave			452.08				
HOURLY Hourly Pay			48,693.54				
MISCSTIPE MISC STIPEND			200.00				
NEWTEACHER New Teacher Academy			480.00				
OT Overtime Pay			4,181.30				
PERSONAL Personal Time			978.00				
SICK Sick Time Used			1,433.44				
SUB Substitute			2,190.00				
SUBDRIVER Substitute Bus Driver			62.10				
VACATION Vacation Time			3,018.88				
			<u>61,857.53</u>				
<b>CONTRACT</b>							
C01 Contract 1			220,942.38				
C02 Contract 2			12,219.65				
C04 Title 1			3,789.78				
			<u>236,951.81</u>				
<b>DEDUCTION</b>							
ACCIDENT ACCIDENT		47.19			47.19	AFLACREMI	AFLAC REMITTANCE SERVICES
ACCIDENTCO ACCIDENT-COLONI		148.25			148.25	COLONIAL	COLONIAL LIFE & ACCIDENT INS. CO
CANCER CANCER		144.62			144.62	AFLACREMI	AFLAC REMITTANCE SERVICES
CANCERCOLO CANCER-COLONIAL		44.20			44.20	COLONIAL	COLONIAL LIFE & ACCIDENT INS. CO
DENTALPOST FAMILY DENTAL		760.46	1,700.69		2,461.15	BLUECROSS	BLUE CROSS BLUE SHIELD OF NE
DENTALPRE DENTAL		390.78	260.35		651.13	BLUECROSS	BLUE CROSS BLUE SHIELD OF NE
DEPCARE DEPENDENT CARE		574.99			574.99	EASTBTLR2R	EAST BUTLER SCHOOL DIST 2R
GARNISH Garnishment		29.98			29.98	ARLCREDIT	ARL CREDIT SERVICES
HEALTH HEALTH INSURANC		2,215.96	61,539.50		63,755.46	BLUECROSS	BLUE CROSS BLUE SHIELD OF NE
HORACEMANN HORACE MANN ANN		100.00			100.00	HORACEMAN	HORACE MANN LIFE INS CO
STDISAB SHORT TERM DISA		32.76			32.76	AFLACREMI	AFLAC REMITTANCE SERVICES
URM URM		1,678.34			1,678.34	EASTBTLR2R	EAST BUTLER SCHOOL DIST 2R
VISION VISION		472.09			472.09	VISION	VISION SERVICE PLAN
WADREED WADDELL & REED		1,483.57			1,483.57	WADDELLAN	WADDELL AND REED
		<u>8,123.19</u>	<u>63,500.54</u>	<u>0.00</u>	<u>71,623.73</u>		
<b>INDIVIDUAL BANK ACCOUNT DEDUCTION</b>							
HSA HSA		986.00	2,394.45		3,380.45		D
		<u>986.00</u>	<u>2,394.45</u>	<u>0.00</u>	<u>3,380.45</u>		
<b>RET DEDUCTION</b>							
NPERS RETIREMENT	294,371.77	28,789.59	29,077.50		57,867.09	RET	NEBRASKA SCHOOL RETIREMENT A SYS
		<u>28,789.59</u>	<u>29,077.50</u>	<u>0.00</u>	<u>57,867.09</u>		
<b>TAX</b>							
FIT FIT	262,205.85	23,530.51			23,530.51	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM A
FUTA FUTA	298,809.34						
MEDICARE MEDICARE	292,579.01	4,242.42	4,242.42		8,484.84	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM A
SITNE SIT NE	262,205.85	10,242.49			10,242.49	SITNE	NEBRASKA DEPARTMENT OF REVENUE
SOCSEC SOC SEC	292,579.01	18,139.87	18,139.87		36,279.74	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM A
SUTANE SUTA NE	298,809.34						
WCNE WORK COMP NE	298,809.34						
		<u>56,155.29</u>	<u>22,382.29</u>	<u>0.00</u>	<u>78,537.58</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:	204,755.27
Cash Total:	418,164.12

Non - FIT Taxable Deductions	36,603.49
Non - SIT Taxable Deductions	36,603.49
Non - SOC SEC Taxable Deductions	6,230.33
Non - MEDICARE Taxable Deductions	6,230.33
Direct Deposits	208,135.72
Automatic Payments	126,162.18

**EAST BUTLER PUBLIC SCHOOLS INVESTMENTS**  
**As of Sept 1 2019 For B Mtg Sep 11 2019**

**GENERAL FUND**

<u>NUMBER</u>	<u>TERM</u>	<u>MATURITY</u>	<u>AMOUNT</u>	<u>RATE</u>	
1026029	12 month	4/5/20	\$520.51	1.90%	McAuliffePrize (At Prague)
3212	24 month	10/1/20	\$392,455.31	1.60%	
1024535	9 month	11/15/19	\$166,589.21	0.20%	
1024295	12 monthFLEX	7/13/19	\$472,492.06	1.90%	
			\$1,032,057.09		
41-513	Checking		<u>\$1,446,525.17</u>	0.05%	
<b>TOTAL</b>			\$2,478,582.26		

**DEPRECIATION RESERVE/VEHICLE REPLACEMENT FUND**

602837 \$102,750.71 0.63%

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

1507069 \$453,000.31 0.05%

**BUILDING FUND**

1041-718 Checking \$74,630.56 0.05%  
 1024870 12 mo FLEX 6/10/18 \$225,113.71 1.90%

**EMPLOYEE BENEFIT FUND**

1505565 Checking \$3,964.85 0.05%

**STUDENT FEE FUND**

1502837 Checking \$16,444.36

**PLEGGED SECURITIES**

FIRST NEBRASKA BANK	1/31/21	\$400,000.00	Cusip 912828B58
FIRST NEBRASKA BANK	3/8/19	\$150,000.00	Cusip 313378QK0
FIRST NEBRASKA BANK	5/30/19	\$500,000.00	Cusip 3137EADG1
FIRST NEBRASKA BANK	11/30/2019	\$200,000.00	Cusip 912828UB4
FIRST NEBRASKA BANK	12/31/2020	\$150,000.00	Cusip 912828A83
FIRST NEBRASKA BANK	6/30/2020	\$200,000.00	Cusip 912828VJ6
FIRST NEBRASKA BANK	3/8/19	\$500,000.00	Cusip 3133782M2
FIRST NEBRASKA BANK	9/14/18	\$500,000.00	Cusip 313375K48
FIRST NEBRASKA BANK	9/14/18	\$250,000.00	Cusip 313375K48
FIRST NEBRASKA BANK	9/14/18	\$500,000.00	Cusip 313375K48
FIRST NEBRASKA BANK	4/30/20	\$200,000.00	Cusip 912828VA5
FIRST NEBRASKA BANK	9/30/21	\$500,000.00	Cusip 912828F21
FIRST NEBRASKA BANK	9/30/20	\$500,000.00	Cusip 912828VZ0
FIRST NEBRASKA BANK	2/19/19	\$100,000.00	Cusip 3135G0ZA4

SUB-TOTAL \$4,650,000.00

BANK OF PRAGUE 12/15/2023 \$57,000.00 Cusip 12354RAZ0  
 BANK OF PRAGUE 1/15/2023 \$85,000.00 Cusip 123529EQ8

SUB -TOTAL \$142,000.00

TOTAL PLEDGED \$4,792,000.00

PAID IN AUGUST 2019				
<b>PRE-APPROVED BILLS (GENERAL FUND)</b>				
<b>8/7/19</b>				
EB Activities		Chk# 38644	Transfer to General Fund	\$7,500.00
Husker Bar II		Chk# 38645	Board Retreat meal	\$127.80
First National Bank CC		Chk# 38646	Training Lunches	\$39.42
Walmart Community		Chk# 38647	Booster seats	\$43.91
<b>8/21/19</b>				
Butler Public Power		Chk# 38724	Electricity	\$777.22
Home Depot Credit Services		Chk# 38725	Maintenance supplies	\$1,159.84
S & S Worldwide		Chk# 38726	Pacon Paper newsprint	\$32.07
Wage Works		Chk# 38727	Monthly Fee	\$130.00
Nebraska UC Fund		Chk# 38729	Unemployment Payment.	\$1,271.09
<b>8/27/19</b>				
EB Activities		Chk# 38730	Transfer to FFA ( Corn Board Grant)	\$250.00
Home Depot Pro Institutional		Chk# 38731	Floor finisher	\$56.24
Walmart Community		Chk# 38732	School Supplies	\$178.82
<b>8/28/19</b>				
Apple, Inc		Chk# 38733	Macbooks Aires, Apple TV	\$2,282.00
Home Depot Pro Institutional		Chk# 38734	Labor for Chariot repair	\$115.40
			TOTAL	\$13,963.81





September 11, 2019					
<b>SPECIAL BUILDING FUND BILLS</b>					
Heartland Commuications		Chk# 1122	Set up new phone line for elevator		
		\$550.00			
Klement Electic		Chk# 1123	Epoxy floors, sanding & tile removal		
		\$16,700.00			
Paul Kess, Inc		Chk# 1124	5 cartons of ceiling tiles		
		\$185.00			
Tillotson Enterprises		Chk# 1125	Roofing on bus barn, kitchen & elevator		
		\$51,065.00			
Village of Brainard		Chk# 1126	Electric line - cut in error		
		\$954.75			
Dennis Supply		Chk# 1127	Honeywell Focus Pro		
		\$101.27			
TOTAL		\$69,556.02			
<b>DEPRECIATION FUND BILLS</b>					
Truck Center Companies		Chk# 1083			
		\$85,814.00			
TOTAL		\$85,814.00			
<b>QUALIFIED CAPITAL IMPROVEMENT PURPOSE UNDERTAKING FUND (QCPUF)</b>					
No QCPUF Bills in August					
TOTAL	\$0.00				

8/14/19

Dear Mr. Eldridge!

Hello, I was just writing to you to inform you that I would like to graduate early. This year it would be December 20, 2019. I have completed 2 dual credit classes in order for me to graduate early and even got into Bryan College of Health Sciences for my BSN. That's a bachelors in nursing. I paid my deposit for them and I start classes on January 14, 2020. This has been my dream college and was the only one I applied for. It was hard to get into considering they only offer 40 spots. I graduate in the fall of 2023. Please pass this onto the board, as I would love to talk to them and show them why I should graduate early!

Thank you so much!

Sincerely,

Victoria Ratkovec  
Victoria Ratkovec

Tami M Benes  
Tami M Benes

[Close Window](#)

**AGREEMENT FOR COOPERATIVE SPONSORSHIP:**

[Guidelines for Cooperative Sponsorships \(PDF\)](#)

Is this a **NEW** Cooperative Sponsorship or a **RENEWAL** of an existing Cooperative Sponsorship?

NEW     RENEWAL

**This Agreement is made between/among the School Boards of:**

- School District No. 56, David City, Nebraska and
- School District No. 502, East Butler, Nebraska and
- School District No. 32, Shelby-Rising City, Nebraska.

The parties agree as follows:

1. **Joint Application.** The above-named governing boards shall jointly make an application to the Nebraska School Activities Association (NSAA) Board of Directors before (July 1 for fall activities, September 1 for winter activities or January 1 for spring activities) **2019**, for approval for cooperative sponsorship of a joint high school program.

*Please check the activity or activities for which the above-named governing boards are applying for cooperative sponsorship.*

<b>FALL</b>	<input type="checkbox"/> FB6	<input type="checkbox"/> FB8	<input type="checkbox"/> FB11	<input type="checkbox"/> VB	<input type="checkbox"/> BCC	<input type="checkbox"/> GCC	<input type="checkbox"/> GGO	<input type="checkbox"/> BTE	<input type="checkbox"/> SB	<input type="checkbox"/> UBO	<input type="checkbox"/> PP
<b>WINTER</b>	<input type="checkbox"/> BSW	<input type="checkbox"/> GSW	<input type="checkbox"/> WR	<input type="checkbox"/> BBB	<input type="checkbox"/> GBB	<input type="checkbox"/> SP	<input type="checkbox"/> DE				
<b>SPRING</b>	<input type="checkbox"/> BA	<input type="checkbox"/> BTR	<input type="checkbox"/> GTR	<input type="checkbox"/> GTE	<input type="checkbox"/> BGO	<input type="checkbox"/> BSO	<input type="checkbox"/> GSO	<input type="checkbox"/> UTR			
<b>OTHER</b>	<input type="checkbox"/> VM	<input type="checkbox"/> IM	<input type="checkbox"/> JO								

hereinafter "combined program," for students attending the above-named schools for years:

- 2019-2020
- 2020-2021
- 2021-2022

(Check all school years to be covered. Cooperative Sponsorship Agreements must be for a minimum of two years.)

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**[INSERT POLICY NUMBER]**  
**Construction Management at Risk Contracts**

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the construction management at risk contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract.

**Definitions.** For purposes of this policy:

1. Construction management at risk contract means a contract by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the school district, (b) acts as a construction consultant to the school district during the design development phase of the project when the school district's architect or engineer designs the project, and (c) is the builder during the construction phase of the project;
2. Construction manager means the legal entity which proposes to enter into a construction management at risk contract pursuant to the Act;
3. Proposal means an offer in response to a request for proposals by a construction manager to enter into a construction management at risk contract for a project pursuant to the act;
4. Request for proposals means the documentation by which a school district solicits proposals; and
5. School district means East Butler Public Schools.

**Procedures.**

1. Procedures for the preparation and content of requests for proposals shall include the following:
  - A. At least thirty days prior to the deadline for receiving and opening proposals, notice of the request for proposals shall be published in a newspaper of general circulation within the school district and filed with the State Department of Education. The request for proposals shall contain, at a

minimum, the following elements:

1. The identity of the school district for which the project will be built and the school district that will execute the contract;
  2. Policies adopted by the school district pursuant to the Act;
  3. The proposed terms and conditions of the contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
  4. Any bonds and insurance required by law or as may be additionally required by the school district;
  5. General information about the project which will assist the school district in its selection of the construction manager, including a project statement which contains information about the scope and nature of the project, the project site, the schedule, and the estimated budget;
  6. The criteria for evaluation of proposals and the relative weight of each criterion; and
  7. A description of any other information which the school district chooses to require.
2. Procedures for the preparation and submission of proposals by the construction manager shall be determined on a project-by-project basis and included within the requests for proposals.
  3. Procedures for evaluating requests for proposals submitted to the school district by a construction manager shall include the following:

- A. The school district shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the school district. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a construction manager under the Act, and (5) a resident of the school district other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a construction manager who has a proposal being evaluated and shall not be employed by the school district or the school's architect or engineer.
- B. The selection committee and the school district shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:
- (1) The financial resources of the construction manager to complete the project **(up to ten percent)**;
  - (2) The ability of the proposed personnel of the construction manager to perform **(up to thirty percent)**;
  - (3) The character, integrity, reputation, judgment, experience, and efficiency of the construction manager **(up to thirty percent)**;
  - (4) The quality of performance on previous projects **(up to thirty percent)**;
  - (5) The ability of the construction manager to perform within the time specified **(up to thirty percent)**;
  - (6) The previous and existing compliance of the

construction manager with laws relating to the contract **(up to ten percent)**; and

- (7) Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

**NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the CM@R method for a specific project, or at a later time but before the RFP is published and sent out.**

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

- C. The school district shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.
4. Procedures for negotiations between the school district and the construction managers submitting proposals prior to the acceptance of a proposal if any such negotiations are contemplated shall include the following:
    - A. The school district may attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
    - B. The negotiations shall include a final determination of the manner by which the construction manager selects a subcontractor.
    - C. If the school district is unable to negotiate a satisfactory contract with the highest ranked construction manager, the school district may terminate negotiations with that construction manager. The school district may then undertake negotiations with the second highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
    - D. If the school district is unable to negotiate a satisfactory contract with the second highest ranked construction manager, the school district may undertake negotiations with the third highest ranked construction manager, if any,

- and may enter into a construction management at risk contract after negotiations.
- E. If the school district is unable to negotiate a satisfactory contract with any of the ranked construction managers, the school district may either revise the request for proposals and solicit new proposals or cancel the construction management at risk process under the act.
  - F. If the school district is able to negotiate a satisfactory contract with a construction manager, the school district shall file a copy of all construction management at risk contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the construction manager shall file a copy of all contract modifications and change orders with the State Department of Education.
5. Procedures for filing and acting on formal protests relating to the solicitation or execution of construction management at risk contracts shall include the following:
- A. Definitions.
    - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the school district to another party or by the failure of the school district to award a contract to such actual or prospective bidder.
    - (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.
  - B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the construction manager. To expedite handling of protests, the envelope containing the protest should be



clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
- (5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the school district.

- C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the

administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

D. Board Appeal Procedures. Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.

6. A construction management at risk contract may be conditioned upon later refinements in scope and price and may permit the school district in agreement with the construction manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the request for proposals.

**Prohibitions.** The school district shall not use a construction management at risk contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_



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## M E M O R A N D U M

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**To:** Superintendent Sam Stecher and the East Butler Public Schools Board of Education

**FROM:** Steve Williams

**DATE:** September 9, 2019

**RE:** Construction Management at Risk Method of Construction

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I am writing this memorandum to explain the steps that a school district must follow to use the construction management at risk construction method under the Nebraska Political Subdivisions Construction Alternatives Act (the "Act") (NEB. REV. STAT. § 13-2901 through § 13-2914). I have attached a copy of the Act.

School districts utilizing the construction manager at risk ("CM@R") method must comply with the procedural requirements of the Act. Under this method, the school district contracts with a construction manager who (a) assumes the legal responsibility to deliver a construction project within a contracted price to the school district, (b) acts as a construction consultant to the school district during the design development phase of the project when the school district's architect or engineer designs the project, and (c) is the builder during the construction phase of the contract.

The construction manager or CM acts as consultant to the school district in the development and design phases, but as the equivalent of a general contractor during the construction phase. The construction manager is contracted separately from the design team and reports directly to the school district.

CM@R allows the school district to select a fee-based CM based upon qualifications, project approach, and fee structure before the design and bidding documents are completed. The CM then works with the design team to develop and estimate the design. A GMP is submitted to the school by the CM. The CM then receives proposals from subcontractors and awards them

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jobs. The final construction price is the sum of the CM's fees, overhead, contingencies, and the subcontractor's proposals. The school district retains any unused contingency at the end of the project.

The Act requires the school boards to follow specific procedures that are discussed below.

**Step 1: Resolution.** The board must adopt a resolution selecting the construction manager at risk delivery method for that particular project with at least a two-thirds vote. I have included a resolution that includes this action as well as others discussed below.

**Step 2: Policy.** The board must adopt a policy that contains specific procedures the district must follow when using the CM@R method of construction. If East Butler has not already adopted such a policy, I can send you our recommended Construction Management at Risk Policy.

**Step 3: Request for Proposals.** At least 30 days before the deadline for receiving and opening proposals, the district must (a) prepare and publish a notice of the RFP for the CM@R contract and (b) file the notice of the RFP with the Nebraska Department of Education. Since Tim Ripp indicated that he would like this office to lead the CM selection and RFP process, I will prepare an RFP for publication, Proposal Instructions, and draft contracts with my suggested changes. It is important that the AIA contracts *with the suggested changes* be provided to contractors *before* they submit their proposals so that we receive accurate proposals that will allow for an apples-to-apples comparison to the extent possible.

**Step 4: Selection Committee.** The district must each establish a selection committee composed of at least five persons. The district must refer proposals for recommendation to the selection committee. The composition of the committee is controlled by statute, and must include at least one person from each of the following categories:

1. Members of the governing body;
2. Members of the administration or staff of the school;
3. The board's architect or engineer;
4. Any person having special expertise relevant to the selection of a construction manager under the Act; and
5. A district resident other than a person in subparagraphs 1-4.

The person selected in subparagraphs 4 and 5 may not be a person who is employed by the district or who has a financial or other interest in a

construction manager who has a proposal being evaluated. The resolution from Step 1 includes a provision for appointing this selection committee.

**Step 5: Evaluation of Proposals by Selection Committee.** The selection committee must evaluate the proposals taking into consideration specified criteria and subject to a maximum percentage of total points for evaluation which may be assigned to each criterion as follows:

1. The financial resources of the construction manager to complete the project (up to 10%);
2. The ability of the proposed personnel of the construction manager to perform (up to 30%);
3. The character, integrity, reputation, judgment, experience, and efficiency of the construction manager (up to 30%);
4. The quality of performance on previous projects (up to 30%);
5. The ability of the construction manager to perform within the time specified (up to 30%);
6. The previous and existing compliance of the construction manager with laws relating to the contract (up to 10%); and
7. Such other information as may be secured having a bearing on the selection (up to 20%).

The percentages listed above must be modified so that they add up to 100%. In your case, this should be done at the time the school board designates the CM@R method for the project, when the policy is adopted, or at a later time but before the RFP is published and sent out.

The selection committee then makes a recommendation to the board regarding the proposals.

**Step 6: Evaluation of Proposals by the Boards.** After receiving the recommendation from the selection committee, the school board is required to:

1. **Evaluate and rank** each proposal using the same criteria as the selection committee, "taking into consideration" the selection committee's recommendation.
2. Attempt to **negotiate a construction management at risk contract** with the highest ranked construction manager and may enter into a contract after negotiations. These negotiations may include a determination of the manner by which the construction manager selects a subcontractor and may require the any subcontracted work be awarded by competitive bidding. If the board is unable to negotiate a satisfactory contract with the

highest ranked construction manager, it may terminate negotiations and begin negotiations with the second ranked construction manager. This process can be repeated with the third ranked construction manager.

3. The board must **file a copy of an executed contract with the Nebraska Department of Education** within 30 days after its full execution. The construction manager must file all contract modifications and change orders within 30 days of completing the project.
4. If the board does not negotiate a satisfactory contract with any of the ranked construction managers, it may modify the request for proposals and **solicit new proposals or cancel** the construction management at risk process.

**Conclusion.** I hope this memorandum is helpful to you and the board in deciding whether to proceed with one of these methods. Of course, I would be happy to assist you in any way if you decide to go forward with the project. Please do not hesitate to contact me with questions or concerns.

#### **Attachments**

Political Subdivisions Construction Alternatives Act  
Resolution

# Elementary Principal Report

## September Board Meeting



### I. 2019-2020 Enrollment

- A. 2019-2020 Numbers:
  - 1. Preschool: 28 Students
  - 2. Kindergarten: 16 Students
  - 3. Brainard K-6: 92 Students
  - 4. Dwight 1-6: 34 Students
  - 5. K-12: 260 Students
- B. The 28 Year enrollment numbers are included.

### II. Before and After School Update

- A. Colette Stelling has informed me that Tyler Wright will be the coordinator for the program at East Butler. She is currently waiting on paperwork regarding her license and the visit from the state fire marshal. Colette also shared that she may be interested in providing parents with part-time pricing options. She is unable to enroll students into the program until she receives her license.

### III. East Butler EHA to receive Governor's Wellness Award

- A. The East Butler Educator's Health Alliance (EHA) will receive the EHA Governor's Wellness Award at the conference in Kearney on September 26. Our association is led by Kathy Witzel, Patti Meysenburg, and Kathy Bohac. This award recognizes local associations that are implementing successful worksite wellness programs.

### IV. Fall Assessments

- A. Northwest Evaluation Association (NWEA)-MAPS testing session was held September 3-6.
- B. Dynamic Indicators of Basic Early Literacy Skills (DIBELS) testing finished August 27 for all K-6 students. Students were also given the screener for math to provide information on possible intervention needs in both math and reading.

### V. Parent-Teacher Conferences/Safety and Crisis Drill Procedures

- A. Conferences will be held on Wednesday, September 18. School will be dismissed at 1:30 P.M.
- B. The following safety and crisis drills were completed August 16.
  - 1. School Evacuation
  - 2. School Lockdown
  - 3. Fire Drill
  - 4. Bus Evacuation
  - 5. Tornado Drill

### VI. Concordia Student Teachers

- A. Mrs. Brabec and Mrs. Meysenburg will be hosting student teachers from Concordia from October 21 to December 13 in Dwight.

## East Butler Enrollment Report 28 Year Enrollment

Year	Pre-K	Kind.	Br. K-6	Dw. K-6	Pr. K-6	K-6 Total	K-12
<b>2019-20</b>	<b>28</b>	<b>16</b>	<b>92</b>	<b>34</b>		<b>126</b>	<b>260</b>
<b>2018-19</b>	40	12	91	40		131	266
<b>2017-18</b>	24	23	91	41		132	277
<b>2016-17</b>	21	23	94	43		137	277
<b>2015-16</b>	30	23	93	40		133	277
<b>2014-15</b>	30	13	95	39		134	299
<b>2013-14</b>	29	22	101	45		146	308
<b>2012-13</b>	19	12	95	43	8	146	321
<b>2011-12</b>	16	18	86	48	19	153	323
<b>2010-11</b>	17	23	90	54	30	174	345
<b>2009-10</b>	19	18	72	59		131	279
<b>2008-09</b>	13	25	84	54		138	281
<b>2007-08</b>	10	20	78	53		131	309
<b>2006-07</b>		11	78	53		131	303
<b>2005-06</b>		19	83	53		136	321
<b>2004-05</b>		15	79	50		129	321
<b>2003-04</b>		17	92	50		142	327
<b>2002-03</b>		23	100	52		152	335
<b>2001-02</b>		18	100	67		167	342
<b>2000-01</b>		20	103	69		172	358
<b>1999-00</b>		18	98	74		172	351
<b>1998-99</b>		18	98	81		179	364
<b>1997-98</b>		23	101	89		190	372
<b>1996-97</b>		25	106	76		182	371
<b>1995-96</b>		37	100	81		181	349
<b>1994-95</b>		13	103	71		174	326
<b>1993-94</b>		25	118	69		187	336
<b>1992-93</b>		27	115	65		180	322
<b>Average</b>	<b>22.7</b>	<b>19.9</b>	<b>94.1</b>	<b>56.9</b>	<b>19</b>	<b>153</b>	<b>318.6</b>



To: East Butler Public Schools Board of Education  
From: Michael Eldridge, Secondary Principal  
Date: September 11, 2019  
Re: Secondary Principal's Report

**I. Professional Learning Day**

- a. Out next professional learning day will take place on September 23rd.
  - i. ESU 7 will be here to look at assessment data with the staff.
  - ii. The staff will be trained in the DESSA Assessment - The DESSA assessment is a social-emotional assessment that we will be conducting with students.
  - iii. Vosaic - we will have staff members share videos of their instruction that was recorded at the beginning of this school year.

**II. 7-12 Enrollment Numbers**

- a. 7th - 21
- b. 8th - 18
- c. 9th - 25
- d. 10th - 18
- e. 11th - 28
- f. 12th - 24
- g. 7-12 - 134**

**III. Power of ICU**

- a. I have included a copy of the updated guidelines for the Jr/Sr High School regarding the ICU process, for the 2019-2020 School year.

**IV. ACT**

- a. I have included our Five-Year Trends - Average ACT scores for our current seniors after having taken the ACT as a state-mandated test their Junior year.
- b. It also shows you the last two year's worth of scores and how that compares to this past school year. We are above the state average in every area.

**V. Assessments**

- a. We have completed the fall testing of the NWEA test for students in grades 7-11.
- b. ACT Test - April 2nd, 2019 - Initial Test Date
- c. NSCAS Testing Window - March 16, 2020 --- April 24, 2020.

**VI. Parent/Teacher Conferences**

- a. Will be held on Wednesday, September 18th from 3:00pm-8:00pm with a 1:30pm dismissal.

### ICU Procedures:

- If a student has a missing assignment, they are placed on ICU list and required to attend focus lunch.
- If a student turns in an assignment that was previously placed on ICU list, the teacher will take the student off the list.
- After the teacher has reviewed the work and it is determined to be of poor quality, the assignment will again be placed on the ICU list with the note: *Poor Quality, Needs to Redo/Fix.*

### Focus Lunch

- Students will have the opportunity to not have to attend the ICU Focus lunch if they get their missing work in. Students must have a signed **assignment card** from the teacher for whom the assignment is due. The assignment will remain on the ICU list until the teacher has graded the assignment, however, the student will be excused from the ICU Focus lunch for that day.

### Quality Work:

- Students are expected to turn in quality work.
- Teachers will determine the quality of work. The following guidelines may be used to help judge quality work.
  - **Possible Guidelines for Student Quality Work:**
    - Legible
    - Complete
    - Relevant Answers
    - Follow Directions

### Assessments:

- All students will have the **opportunity** to retake an assessment/test. (Maximum of **ONE** retake will be allowed). The teacher has the discretion to **require** a student to retake or redo the assessment due to poor quality.
  - Assessment/test retakes will take place after school every Wednesday from 3:30pm-4:30pm.
  - Students will be placed on the ICU list to utilize Focus lunch to prepare for the retake.

### Blitz Days

- Every Friday, from 2:30pm-3:30pm will be a mandatory Blitz time. Students that do not have all of their assignments completed by 2:30pm on Friday, will be required to stay.

### Activity Practice (Athletic, etc):

- If you are on the ICU list, you will report to Focus Time after school before reporting to practice.
- Once completed, you will need to do the following:
  - Get a signed pass with the time on it when you leave the ICU room. Report to practice immediately (no more than 10 minutes after the pass is signed).
  - If you are in the ICU room until 4:00, get a signed pass and report to practice immediately (no later than 4:10).
- All students will have the **opportunity** to retake an assessment/test. The teacher has the discretion to **require** a student to retake or redo the assessment due to poor quality.

**FIVE YEAR TRENDS---AVERAGE ACT SCORES  
NUMBER OF STUDENTS TESTED**

Year	School	State
2014-2015	0	0
2015-2016	0	0
2016-2017	26	21,647
2017-2018	18	21,949
<b>2018-2019</b>	<b>24</b>	<b>22,292</b>

**AVERAGE ACT SCORES:**

Year	English		Reading	
	School	State	School	State
2014-2015	*	*	*	*
2015-2016	*	*	*	*
2016-2017	17.7	18.4	19.8	19.5
2017-2018	20.7	18.4	20.6	19.5
<b>2018-2019</b>	<b>20.7</b>	<b>18.4</b>	<b>20.2</b>	<b>19.3</b>

Year	Mathematics		Science	
	School	State	School	State
2014-2015	*	*	*	*
2015-2016	*	*	*	*
2016-2017	20.4	19.4	20.6	19.5
2017-2018	21.3	19.3	20.4	19.7
<b>2018-2019</b>	<b>20.8</b>	<b>19.5</b>	<b>20.3</b>	<b>19.5</b>

**COMPOSITE**

Year	School	State
2014-2015	*	*
2015-2016	*	*
2016-2017	19.7	19.3
2017-2018	20.8	19.4
<b>2018-2019</b>	<b>20.7</b>	<b>19.3</b>

