

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
AGENDA - Regular School Board Meeting
December 11, 2019 at 5:00 P.M. in Library - Middle School Entrance

EAST BUCHANAN MISSION STATEMENT

To challenge students to think critically, communicate effectively, develop values and contribute to society.

1. **CALL TO ORDER**
2. **MISSION STATEMENT**
3. **PUBLIC FORUM** - During this time we welcome interested persons who may wish to present comments, suggestions, or concerns in regard to any programs operated by the school district. However, an item must be included on the Agenda before the Board of Education can officially act upon it.
4. **APPROVE AGENDA**
5. **APPROVE CONSENT AGENDA**
 - a. Minutes from the Regular Meeting on November 13, 2019
 - b. Minutes from Work Session on December 4, 2019
 - c. List of Bills
 - d. Financial Reports
 - e. Early Graduation Requests
 - f. Resignations(s)
 - g. Hire(s)
 - h. Transfer(s)
 - i. Termination(s)
6. **COMMUNITY/PROGRAM PRESENTATIONS**
7. **ADMINISTRATIVE UPDATES & REPORTS**
 - a. Eric Dockstader - Secondary Update
 - b. Dan Fox - District/Elementary Update
 - c. Facilities Update
8. **ACTION ITEMS**
 - a. Approve School Improvement Advisory Committee (SIAC) members
 - b. Motion to approve request to the School Budget Review Committee (SBRC) for Modified Supplemental Amount and Supplemental Aid for the 2020-2021 Dropout Prevention Program in the amount of \$125,394.00.
 - c. Appoint a school district representative to serve on the Buchanan County Conference Board.
 - d. Annual Board Policy Review
 - i. 407.6 - Retirement-Certified Personnel
 - ii. 413.2 - Classified Employee Retirement
 - e. IASB Quarterly Policy Updates - 1st Reading
 - i. Changes to Policy Language
 1. 200.1R1 - Organizational Meeting Procedures
 2. 202.4 - Vacancies
 3. 210.5 - Meeting Notice
 4. 210.6 - Quorum
 5. 210.10 - Order of the Regular Board of Directors' Meeting
 6. 211 - Meetings
 7. 216.2 - Board of Directors' Member Development and Training
 8. 404.R1 - Code of Professional Conduct and Ethics Regulation
 9. 711.7 - School Bus Safety Instruction
 10. 711.10 - School Bus Passenger Restraints
 - ii. Administrative Changes to Policy
 1. 100 - Legal Status of the School District
 2. 200.1 - Organization of the Board of Directors
 3. 206.4 - Treasurer
 4. 210.1 - Annual Meeting
 5. 215 - Board of Directors' Records

- f. Board Policy Review - 1st Reading
 - i. 402.2 - Child Abuse Reporting
 - ii. 200.2 - Powers of the Board of Directors
 - iii. 200.3 - Responsibilities of the Board of Directors
 - iv. 209.1 - Development of Policy
 - v. 209.2 - Adoption of Policy
 - vi. 209.3 - Dissemination of Policy
 - vii. 209.4 - Suspension of Policy
 - viii. 209.5 - Administration in the Absence of Policy
 - ix. 209.6 - Review and Revision of Policy
 - x. 209.7 - Review of Administrative Regulations

9. BUCCANEER BRAG-ABOUT

10. STUDENT QUESTIONS

11. ADJOURN

East Buchanan Community School District
Board Meeting Minutes – November 13, 2019

Call to Order: President Greg Schmitt called the meeting to order at 5:00 pm. The board recited the East Buchanan Mission Statement. Members present: Aaron Cook, Scott Cooksley, Greg Schmitt, Chad Staton, and Shawn Stone. Administration present: Jan Fox, Superintendent/Elementary Principal; Eric Dockstader, MS/HS Principal; Teresa Knipper, Business Manager/Board Secretary. Several visitors were present. Motions carried with all ayes unless otherwise noted.

Public Forum: None.

Approve Agenda: Motion to approve the agenda with changes was made by Cook, second by Staton.

Approve Minutes: Motion to approve the minutes from the regular meeting on October 9, 2019 was made by Staton, second by Stone.

Board Policy Review: Motion to approve the 2nd reading of Policy 604.10 was made by Staton, second by Cooksley.

Acceptance of Abstract of Election: Results of the election were presented as Shawn Stone for District 2, Heather Steffens for District 3, and Andy Sperfslage for Director at Large. Motion to accept the abstract of election was made by Cook, second by Staton.

Buccaneer Brag-About: The board thanked Aaron Cook and Chad Staton for their dedication to the district as school board members. Cook responded that it was a pleasure to be on the board. Staton recommended that everyone should serve at least one term as a school board member.

Adjourn: Motion was made by Staton, second by Cook to adjourn the annual meeting at 5:05 pm.

Call to Order: The organizational meeting was called to order at 5:06 pm by the board secretary.

Oath of office to new board members: The board secretary administered the Oath of Office to newly elected board members Heather Steffens and Andy Sperfslage.

Election of officers: Schmitt was nominated as president. No other nominations were made. Cooksley noted that all nominations cease. Motion carried with all ayes. Greg Schmitt was declared President for the 2019-2020 school year. Secretary Knipper administered the Oath of Office to Schmitt as president. President Schmitt took over as chair of the meeting. Stone was nominated as vice-president. No other nominations were made. Cooksley noted that all nominations cease. Motion carried with all ayes. Shawn Stone was declared Vice-President for the 2019-2020 school year. Secretary Knipper administered the Oath of Office to Stone.

Name Official Publication: Motion by Stone, second by Cooksley to name The Winthrop News as the official publication.

Review and Approve Depositories: Motion was made by Stone, second by Steffens to approve \$10 million maximum deposit at Citizens State Bank and \$2 million maximum deposit at ISJIT.

Employee Handbook Committee: Stone and Steffens agreed to be on the employee handbook committee.

Approve Consent Agenda: Motion to approve the Consent Agenda was made by Cooksley, second by Stone. Items included on the Consent Agenda: financial reports, expenditures listed, resignation of Paula McGraw as MS volleyball coach, hiring of Andrea Hughson as MS girls basketball coach, and hiring of Melvin Campbell as bus driver.

Community/Program Presentations: Central Rivers ADA Regional Administrator Josh Johnson and board member Dennis Craun Jr presented information to the board about AEA services available to the district.

Administrative Reports: Dockstader reported that the trimester ends on November 14th with the high school having finals and there is professional development on November 15th. The talent show went well and students are busy with winter activities already. Data shows that the at risk teaching position is making a difference. Fox gave an update on the instructional coaches and the "I can" statement contest. He discussed the schedule for the November 15th elementary professional development day and that conferences are on November 21st and 25th. Fox updated the board that the lighting is still not complete and there are a few things to finish for the construction project and greenhouse.

IASB Convention: Fox and Steffens will be attending the IASB Convention on Wednesday, November 20th. Schmitt and Cooksley will be attending on Thursday, November 21st.

SBRC Application for Open Enrollment Out not in Fall 2018: Motion was made by Stone, second by Cooksley to approve the SBRC Application for Open Enrollment Out not in Fall 2018 in the amount of \$40,416.

Approve SIAC member list: Tabled until next month.

Annual Board Policy Review: Motion was made by Cooksley, second by Stone to table the retirement policy review and to have a work session on December 4th at 6:00 pm in the library.

Buccaneer Brag About – The board commented on how many members are in archery and they welcomed the new school board members.

Student Questions – None

Adjourn – Motion was made by Cooksley, second by Stone to adjourn the meeting at 6:19 pm.

Work session is scheduled for December 4, 2019 at 6:00 pm.

Next regular meeting is scheduled for December 11, 2019 at 5:00 pm.

Board Secretary

Board President

East Buchanan Community School District
Work Session Minutes – December 4, 2019

Call to Order: President Greg Schmitt called the meeting to order at 6:00 pm. The board recited the East Buchanan Mission Statement. Members present: Scott Cooksley, Greg Schmitt, Andy Sperflage, Heather Steffens, and Shawn Stone. Administration present: Dan Fox, Superintendent/Elementary Principal; Teresa Knipper, Business Manager/Board Secretary. Two students were present. Motions carried with all ayes unless otherwise noted.

Approve Agenda: Motion to approve the agenda was made by Stone, second by Cooksley.

Discuss Early Retirement Options for Licensed and Classified Staff: Superintendent Fox explained the current retirement policies and presented options for the board to consider. The board discussed the options and requested more information regarding the cost of each option by the December 11th school board meeting.

Student Questions: Students asked the board about the retirement policy.

Adjourn – Motion was made by Stone, second by Cooksley to adjourn the meeting at 7:15 pm.

Next regular meeting is scheduled for December 11, 2019 at 5:00 pm.

Board Secretary

Board President

East Buchanan Community School
12/06/2019 1:16 PM

Vendor ID CEDAROCK
Vendor Name Cedar Rock Post 434

Invoice Listing - Summary (tk)

Posted - All; Batch Description General-Extra-Nov 2019; Fund Number 10; Processing Month 11/2019

Invoice Number 20191121
Description conference meal

Invoice Date 11/21/2019
Check Date 11/21/2019
Checking Account ID 1
Check Number 28403
Invoice Amount 260.00

Page: 1

User ID: TMK

Report Total: 260.00

East Buchanan Community School
11/14/2019 1:52 PM

Vendor ID: Vendor Name:
Batch Description: GO Bond-Nov 2019-Extra
LARSONS LARSON CONSTRUCTION CO., INC.

Invoice Listing - Summary
Unposted; Batch Description GO Bond-Nov 2019-Extra

Invoice Number: 20191114
Description: HS Construction Proj
Processing Month: 11/2019

Invoice Date: 10/16/2019

Check Date:

Check Number: 25,000.00

Batch Total: 25,000.00

Report Total: 25,000.00

East Buchanan Community School

Invoice Listing - Summary - by Fund

Page: 1

12/11/2019 11:43 AM

Unposted; Fund Description GENERAL FUND

User ID: TMK

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Batch Description</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Processing Month</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>Invoice Amount</u>
General & PPEL - Dec 2019										
ADVASYST	ADVANCED SYSTEMS, INC		715781	COPIER REPAIR		12/06/2019				153.25
* ADVASYST	ADVANCED SYSTEMS, INC		716686	COPIER MAINTENANCE		12/06/2019				473.40 *
ADVELIGH	ADVENTURE LIGHTING		090219	ELECTRICAL SUPPLIES		11/15/2019				107.37
ADVELIGH	ADVENTURE LIGHTING		090295	ELECTRICAL SUPPLIES		11/19/2019				90.00
ALLEGGLAS	ALLEN GLASS		00019962	Bldgs & Grounds Repair		11/14/2019				90.00
ALLIUTIL	ALLIANT ENERGY		20191203	GAS/ELECTRIC		11/30/2019				13,945.60
BLACKHAWK	BLACK HAWK WAST DISP, INC.		678060	GARBAGE		12/02/2019				718.00
CDWG	CDW GOVERNMENT, INC		zr00109018	TECH SUPPLIES		11/18/2019				114.34
CEDAFALL	CEDAR FALLS CSD		20191206	CONSORTIUM BILLING		11/11/2019				10,960.53
CHASCARD	CHASE CARD SERVICES		11-1316758-3651459	INST MATERIALS		11/04/2019				55.96
CHASCARD	CHASE CARD SERVICES		20191206	SALES TAX REFUND		11/14/2019				(115.43)
CHASCARD	CHASE CARD SERVICES		20191206-0001	BACKGROUND CHECKS		11/14/2019				200.00
CHASCARD	CHASE CARD SERVICES		20191206-0002	EARLY LIT SUPPLIES		11/14/2019				161.67
CHASCARD	CHASE CARD SERVICES		20191206-0003	NURSE SUPPLIES		11/22/2019				222.95
CHASCARD	CHASE CARD SERVICES		20191206-0004	PLUMBING REPAIR		11/26/2019				223.23
CHASCARD	CHASE CARD SERVICES		286490a	SPANISH SUPPLIES		11/22/2019				210.49
CITYLAUN	CITY LAUNDERING CO.		1508028	TRANSPORTATION PURCHASED SERVICE		11/12/2019				39.39
CITYWINT	CITY OF WINTHROP		20191203	WATER/SEWER		11/26/2019				727.35
* CJCOOP	CJ COOPER & ASSOCIATES, INC.		143220-a	ANNUAL ADMIN FEE-DRUG TESTING		12/06/2019				95.00 *
CJCOOP	CJ COOPER & ASSOCIATES, INC.		144543	SCREENING TESTS		11/30/2019				185.50
COPYSYST	COPY SYSTEMS INC		IN361841	COPIER MAINTENANCE		12/04/2019				304.11
DEPTTRAN	DEPARTMENT OF EDUCATION		19630000191122	BUS INSPECTION		11/22/2019				720.00
DHS	DHS CASHIER 1ST FL.		10124748	STATE MEDICAID MATCH		11/30/2019				2,416.93
EBTELEPH	EAST BUCHANAN COOP TELEPHONE		20191203	TELEPHONE		12/01/2019				1,713.40
* EDGEOL	Edgewood Oil, Inc.		34938	TRANSPORTATION MAINTENANCE		12/06/2019				695.00 *
GOEDLISA	Goedken, Lisa		20191205	SPEECH MILEAGE		11/12/2019				48.37
HAWKCOMM	HAWKEYE COMMUNITY COLLEGE		001074316	CONCURRENT CLASSES		11/18/2019				25,058.00
HEINEMANN	HEINEMANN		7158576	EARLY LIT SUPPLIES		11/18/2019				240.64
HOTLUNCH	HOT LUNCH PROGRAM		20191203	PS snacks		11/26/2019				139.78
* HOTLUNCH	HOT LUNCH PROGRAM		20191211	PRESCHOOL MILK		12/04/2019				128.70 *
HUEGHEAT	Huegel, Heather		20191205	Spanish class supplies		12/02/2019				79.83
* INDEPEND	INDEPENDENCE COMMUNITY SCHOOL		OS121019	OPERATIONAL SHARING		12/11/2019				17,537.91 *
* ICN	IOWA COMMUNICATIONS NETWORK		579012	ICN SERVICES		12/06/2019				110.19 *
* JWPEPPER	J.W. PEPPER & SON, INC.		203626695	MUSIC SUPPLIES		11/05/2019				2.10 *
* JWPEPPER	J.W. PEPPER & SON, INC.		209389007	MUSIC SUPPLIES		11/11/2019				129.99 *

Invoice Listing - Summary - by Fund

12/11/2019 11:43 AM

Unposted; Fund Description GENERAL FUND

User ID: TMK

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
LINNCOOP	LINN CO-OPERATIVE OIL CO	822889	GAS/DIESEL	11/07/2019				1,268.37
LINNCOOP	LINN CO-OPERATIVE OIL CO	822890	GAS/DIESEL	11/07/2019				744.70
LINNCOOP	LINN CO-OPERATIVE OIL CO	823141	GAS/DIESEL	11/26/2019				1,449.12
LINNCOOP	LINN CO-OPERATIVE OIL CO	823142	GAS/DIESEL	11/26/2019				677.70
ROTOROOTER	Maier & Spenner Inc	19-9802	BLDGS & GROUNDS PURC SERVICE	11/07/2019				500.00
MANCMOTO	MANCHESTER CARQUEST	4795-151870	TRANSPORTATION PARTS	11/04/2019				177.92
MARTBROT	MARTIN BROTHERS	8136157	BLDGS & GROUNDS SUPPLIES	11/06/2019				148.99
MCELROYS	MCELROY'S FOOD MARKET	20191205	FCS SUPPLIES	11/30/2019				268.70
MIDWBUSP	Midwest Bus Parts, Inc.	130596	TRANSPORTATION PARTS	11/18/2019				26.70
MIDWWHEE	MIDWEST WHEEL	1790534-00	TRANSPORTATION-PARTS	11/06/2019				87.94
MULFORD	MULFORD, LESLIE	20191203	BUS EMPLOYEE PHYSICALS	12/03/2019				150.00
THENEWS	NEWS, THE	25055	PUBLIC NOTICES/ADVERTISING	11/29/2019				205.62
PREMPART	Premier Parts Inc.	444470	Bus Parts	11/05/2019				33.58
PRESTOX	PRESTO-X	5030876	KITCHEN-PEST SERVICE	11/26/2019				61.00
RECKNICO	Reck, Nicole	20191211	TRAVEL REIMBURSEMENT	12/05/2019				64.02 *
SADLPowe	SADLER POWER TRAIN	0310114700	BUS REPAIR PARTS	11/04/2019				119.90
SCHOBUSS	SCHOOL BUS SALES CO	90271	VAN/BUS REPAIR	11/30/2019				588.70
SIGNSMOREL	SIGNS AND MORE	26581	BACKDROP BANNER	11/26/2019				346.68
STARMONT	STARMONT CSD	20191203	OE TUITION OUT	11/11/2019				3,694.50
SUPWELWD	SUPERIOR WELDING SUPPLY	941591	WELDING SUPPLIES	11/20/2019				87.93
SUPWELWD	SUPERIOR WELDING SUPPLY	941591AO	WELDING SUPPLIES	12/04/2019				11.10 *
TEACDISC	TEACHER'S DISCOVERY	152324	HS SPANISH INST MATLS	11/25/2019				208.95
THOMTRUC	THOMPSON TRUCK & TRAILER, INC.	x101092608	PARTS/REPAIRS	11/21/2019				212.95
TIMBBILL	TIMBERLINE BILLING SERVICE LLC	18075	MEDICAID PURCH SERVICE	11/29/2019				228.72
TNTREPA	TNT REPAIR	24207	VAN REPAIR	11/06/2019				547.00
TRANEUSINC	Trane US Inc	310435234	HEAT/AC REPAIR	12/06/2019				668.00
WALMART	WALMART COMMUNITY BRC	20191205	FCS SUPPLIES	11/12/2019				64.70
WALMART	WALMART COMMUNITY BRC	20191205-0001	FCS SUPPLIES-SEWING	11/13/2019				5.94
WALMART	WALMART COMMUNITY BRC	20191205-0002	NURSE & OFFICE SUPPLIES	10/31/2019				16.18
WEBEPAPE	WEBER PAPER COMPANY	w037569a	CUSTODIAL/MAINTENANCE SUPPLIES	11/21/2019				38.82
WEBEPAPE	WEBER PAPER COMPANY	W037965	CUSTODIAL/MAINTENANCE SUPPLIES	11/22/2019				78.00
WESTDELA	WEST DELAWARE CSD	20191206	OPEN ENROLLMENT BILLING	12/05/2019				17,656.25
WESTMUSI	WEST MUSIC COMPANY	s1830193	BAND EQUIPMENT	11/18/2019				190.00
WILSREST	WILSON RESTAURANT SUPPLY INC.	143535	DISPOSER	11/18/2019				1,249.00
WINTBUIL	WINTHROP BUILDING SUPPLY	20191203	SUPPLIES	12/02/2019				264.13

Batch Total:

110,125.36

12/11/2019 11:44 AM

Vendor ID Vendor Name

Batch Description: General & PPEL - Dec 2019

* AGVAFS AgVantage FS

CDWG CDW GOVERNMENT, INC

CEDAFALL CEDAR FALLS CSD

PLUMBTECH PLUMB TECH INC

Invoice Listing - Summary - by

Fund

Unposted; Fund Description PPEL FUND

Invoice Number	Description	Processing Month:	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
66005875	GREENHOUSE HEATER	12/2019	11/30/2019				459.54
VTM3760	GREENHOUSE WIFI ADAPTER		11/18/2019				48.50
20191206	CONSORTIUM BILLING		11/11/2019				1,766.43
191213	GREENHOUSE CONST		11/29/2019				2,481.55
Batch Total:							4,756.02
Report Total:							4,756.02

East Buchanan Community School
12/06/2019 1:10 PM

Invoice Listing - Summary (tk)
Unposted; Batch Description General & PPEL - Dec 2019; Fund Number 40

Page: 1
User ID: TMK

Vendor ID Vendor Name
Batch Description: General & PPEL - Dec 2019
UMBBANK UMB Bank, N.A.

Invoice Number Description
Processing Month: 12/2019
69691 FEES

Invoice Date Check Date Checking Account ID Check Number Invoice Amount
11/08/2019

Batch Total: 300.00

Report Total: 300.00

Batch Description: Nutrition Invoices - December 2019

Processing Month: 12/2019

Vendor ID: EARTHGRAIN EARTHGRAINS BAKING COMPANY

Invoice Number: 113019 Amount: 683.00

Description: Bread

PO Number:

Invoice Date: 11/30/2019 Due Date: 12/11/2019 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Check Number:

Check Date:

Chart of Account Number

Detail Amount 1099 Detail Amount Asset/Asset Tag

61 0000 3110 000 0000 631

683.00

In Full

*

Vendor ID: INDECDSD

Invoice Number: OS-N121019

Amount: 12,969.30

Description: Operational Sharing - FSD - 1st Half

PO Number:

Invoice Date: 12/10/2019 Due Date: 12/11/2019 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Check Number:

Check Date:

Chart of Account Number

Detail Amount 1099 Detail Amount Asset/Asset Tag

61 0000 3110 000 0000 591

12,969.30

In Full

SHARED CONTRACTS W/ANOTHER
LEA/AEA

Vendor ID: MARTBROT MARTIN BROTHERS

Amount: 13,290.67

Description: Food/Supplies/Fees

PO Number:

Invoice Date: 11/30/2019 Due Date: 12/11/2019 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Check Number:

Check Date:

Chart of Account Number

Detail Amount 1099 Detail Amount Asset/Asset Tag

61 0000 3110 000 0000 631

12,116.02

In Full

Food Purchased

0.00

In Full

61 0000 3110 000 0000 618

926.65

N

In Full

61 0000 3110 000 0000 632

248.00

N

In Full

Vendor ID: NPCINTE NPC INTERNATIONAL

Amount: 665.00

Description: Pizza Hut Pizza

PO Number:

Invoice Date: 11/05/2019 Due Date: 12/11/2019 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Check Number:

Check Date:

Chart of Account Number

Detail Amount 1099 Detail Amount Asset/Asset Tag

61 0000 3110 000 0000 631

665.00

N

In Full

Vendor ID: PRAIFARM PRAIRIE FARMS DAIRY, INC.

Amount: 2,149.80

Description: Milk/Juice

PO Number:

Invoice Date: 11/30/2019 Due Date: 12/11/2019 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Check Number:

Check Date:

Chart of Account Number

Detail Amount 1099 Detail Amount Asset/Asset Tag

61 0000 3110 000 0000 631

2,149.80

N

In Full

Vendor ID: PRAIFARM PRAIRIE FARMS DAIRY, INC.

Amount: 647.10

Description: Milk- Elem Snacks

PO Number:

Invoice Date: 11/30/2019 Due Date: 12/11/2019 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Check Number:

Check Date:

Chart of Account Number

Detail Amount 1099 Detail Amount Asset/Asset Tag

61 0000 3110 000 0000 631

647.10

N

In Full

Vendor ID: SUBWAY SUBWAY

Amount: 1,035.00

Description: Subway Sandwiches

PO Number:

Invoice Date: 12/18/2019 Due Date: 12/11/2019 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Check Number:

Check Date:

Chart of Account Number

Detail Amount 1099 Detail Amount Asset/Asset Tag

61 0000 3110 000 0000 631

1,035.00

0.00

In Full

Invoice Listing - Detail
Nutrition Invoices - December 2019

Batch 1099 Total: 0.00

Batch Total: 31,439.87

Report 1099 Total: 0.00

Report Total: 31,439.87

Batch Description: Extra Activity Invoices - November 2019

Processing Month: 11/2019

Vendor ID: CITIZENS CSB-CASH

Description: Change - Book Fair

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 950 7018 618 LIBRARY CLUB SUPPLIES

PO Number:

Invoice Date: 11/14/2019

Checking Account ID: 2

Cost Center ID

Detail Amount 112.50

Invoice Number: 111419

Due Date: 11/14/2019

Status: PP

Check Date: 11/14/2019

Asset/Asset Tag

Amount: 112.50

Vendor ID: GENFUND GENERAL FUND

Description: MS G-BB Official - K. Hesner - 11/14/19

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 920 6600 345 ATHLETICS OFFICIALS

PO Number:

Invoice Date: 11/14/2019

Checking Account ID: 2

Cost Center ID

Detail Amount 75.00

Invoice Number: 111419

Due Date: 11/20/2019

Status: PP

Check Date: 11/20/2019

Asset/Asset Tag

Amount: 75.00

Vendor ID: GENFUND GENERAL FUND

Description: MS G-BB Official - K. Hesner - 11/21/19

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 920 6600 345 ATHLETICS OFFICIALS

PO Number:

Invoice Date: 11/21/2019

Checking Account ID: 2

Cost Center ID

Detail Amount 75.00

Invoice Number: 112119

Due Date: 11/25/2019

Status: PP

Check Date: 11/25/2019

Asset/Asset Tag

Amount: 75.00

Vendor ID: GREATLAKES GREAT LAKES SCRIP CENTER

Description: Scrip Order

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 950 7010 618 FBLLA SUPPLIES

PO Number:

Invoice Date: 11/22/2019

Checking Account ID: 2

Cost Center ID

Detail Amount 2,999.93

Invoice Number: 114997945

Due Date: 11/25/2019

Status: PP

Check Date: 11/25/2019

Asset/Asset Tag

Amount: 2,999.93

Vendor ID: MAISLENN MAIS, LENNY

Description: MS Wrestling Official - 11/19/19

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 920 6600 345 ATHLETICS OFFICIALS

PO Number:

Invoice Date: 11/19/2019

Checking Account ID: 2

Cost Center ID

Detail Amount 80.00

Invoice Number: 111919

Due Date: 11/20/2019

Status: PP

Check Date: 11/19/2019

Asset/Asset Tag

Amount: 80.00

Vendor ID: NABEBILL NABER, BILL

Description: MS Wrestling Official - 11/19/19

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 920 6600 345 ATHLETICS OFFICIALS

PO Number:

Invoice Date: 11/19/2019

Checking Account ID: 2

Cost Center ID

Detail Amount 75.00

Invoice Number: 111919

Due Date: 11/20/2019

Status: PP

Check Date: 11/20/2019

Asset/Asset Tag

Amount: 75.00

Vendor ID: GOEDROBE ROBERT GOEDKEN

Description: MS G-BB Official - 11/14/19

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 920 6600 345 ATHLETICS OFFICIALS

PO Number:

Invoice Date: 11/14/2019

Checking Account ID: 2

Cost Center ID

Detail Amount 80.00

Invoice Number: 111419

Due Date: 11/20/2019

Status: PP

Check Date: 11/20/2019

Asset/Asset Tag

Amount: 80.00

Vendor ID: STEFFPHIL Steffen, Phillip

Description: MS G-BB Official - 11/19/19

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 920 6600 345 ATHLETICS OFFICIALS

PO Number:

Invoice Date: 11/21/2019

Checking Account ID: 2

Cost Center ID

Detail Amount 75.00

Invoice Number: 112119

Due Date: 11/25/2019

Status: PP

Check Date: 11/20/2019

Asset/Asset Tag

Amount: 75.00

Invoice Listing - Detail
Activity Extra Invoices - November 2019

Sequence: 1 Check Type: Check Checking Account ID: 2 Check Number: 12258 Check Date: 11/25/2019
Chart of Account Number Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
21 0000 1400 920 6600 345 75.00 75.00 N

Batch 1099 Total: 310.00 Batch Total: 3,572.43
Report 1099 Total: 310.00 Report Total: 3,572.43

ATHLETICS OFFICIALS

Batch Description: Activity Checks - December 2019

Processing Month: 12/2019



Vendor ID: BONWMIKE BONWELL, MIKE

Description: V BB Official - 12/10/19

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 920 6600 345 ATHLETICS OFFICIALS

Checking Account ID: 2

PO Number:

Invoice Date: 12/10/2019

Check Number: 12276

Due Date: 12/11/2019

Status: PP

1099 Amount: 110.00

Invoice Number: 121019

Amount: 110.00

Vendor ID: BRANBLAK BRANDT, BLAKE

Description: V BB Official - 12/3/19

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 920 6600 345 ATHLETICS OFFICIALS

Checking Account ID: 2

PO Number:

Invoice Date: 12/03/2019

Check Number: 12267

Due Date: 12/04/2019

Status: PP

1099 Amount: 90.00

Invoice Number: 12319

Amount: 90.00

Vendor ID: CHASCARD CHASE CARD SERVICES

Description: Prom Invitations - Zazzle

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 950 7076 618 CLASS OF 2021 SUPPLIES

Checking Account ID:

PO Number:

Invoice Date: 12/02/2019

Check Number:

Due Date: 12/11/2019

Status: A

1099 Amount: 0.00

Invoice Number: 131980250184356945

Amount: 159.39

Vendor ID: CHASCARD CHASE CARD SERVICES

Description: Rooms - All State Choir

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 910 6210 899 MUSIC CLUB OTHER EXPENSE

Checking Account ID:

PO Number:

Invoice Date: 11/23/2019

Check Number:

Due Date: 12/11/2019

Status: A

1099 Amount: 0.00

Invoice Number: 3906395

Amount: 223.98

Vendor ID: CHASCARD CHASE CARD SERVICES

Description: Tops - G-Wrestling

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6600 618 ATHLETICS SUPPLIES

Checking Account ID:

PO Number:

Invoice Date: 11/04/2019

Check Number:

Due Date: 12/11/2019

Status: A

1099 Amount: 0.00

Invoice Number: 93081792012379193

Amount: 51.96

Vendor ID: CLARZAC CLARK, ZAC

Description: V BB Official - 12/10/19

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 920 6600 345 ATHLETICS OFFICIALS

Checking Account ID: 2

PO Number:

Invoice Date: 12/10/2019

Check Number: 12277

Due Date: 12/11/2019

Status: PP

1099 Amount: 100.00

Invoice Number: 121019

Amount: 100.00

Vendor ID: CLUBCHOI CLUB'S CHOICE FUNDRAISING

Description: Gourmet Chocolate Bars

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 950 7076 618 CLASS OF 2021 SUPPLIES

Checking Account ID:

PO Number:

Invoice Date: 11/15/2019

Check Number:

Due Date: 12/11/2019

Status: A

1099 Amount: 0.00

Invoice Number: 112347

Amount: 1,650.00

Vendor ID: CUSTINK CUSTOM INK

Description: Robotics Team Shirts

Checking Account ID:

PO Number:

Invoice Date: 11/21/2019

Due Date: 12/11/2019

Status: A

1099 Amount: 0.00

Invoice Number: 36143440

Amount: 422.35

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag
21 0000 1400 950 7021 618	ROBOTICS CLUB SUPPLIES		422.35	N	In Full
Vendor ID: DESIUNLI	DESIGNS UNLIMITED	PO Number:	Invoice Number: 10250	Amount:	369.00
Description: FBLA Shirts/Sweatshirts		Invoice Date: 11/11/2019	Due Date: 12/11/2019	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag
21 0000 1400 950 7010 618	FBLA SUPPLIES		369.00	N	In Full
Vendor ID: DESIUNLI	DESIGNS UNLIMITED	PO Number:	Invoice Number: 10267	Amount:	102.00
Description: FFA Shirts		Invoice Date: 11/18/2019	Due Date: 12/11/2019	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag
21 0000 1400 950 7026 618	FFA SUPPLIES		102.00	N	In Full
Vendor ID: DESIUNLI	DESIGNS UNLIMITED	PO Number:	Invoice Number: 10282	Amount:	323.00
Description: Dance Shirts/Sweatshirts		Invoice Date: 11/21/2019	Due Date: 12/11/2019	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag
21 0000 1400 920 6694 618	DANCE TEAM SUPPLIES		323.00	N	In Full
Vendor ID: DESIUNLI	DESIGNS UNLIMITED	PO Number:	Invoice Number: 10291	Amount:	876.00
Description: G-BB Jackets		Invoice Date: 11/26/2019	Due Date: 12/11/2019	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag
21 0000 1400 920 6810 618	GIRLS' BASKETBALL SUPPLIES		876.00	N	In Full
Vendor ID: DESIUNLI	DESIGNS UNLIMITED	PO Number:	Invoice Number: 10307	Amount:	3,356.00
Description: FBLA Clothing Fundraiser		Invoice Date: 12/04/2019	Due Date: 12/11/2019	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag
21 0000 1400 950 7010 618	FBLA SUPPLIES		3,356.00	N	In Full
Vendor ID: FABUFRID	FABULOUS FRIDAYS	PO Number:	Invoice Number: 942003	Amount:	140.00
Description: Jewelry Pieces - Fundraiser items		Invoice Date: 10/17/2019	Due Date: 12/05/2019	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag
21 0000 1400 920 6693 618	CHEERLEADING CLUB SUPPLIES		140.00	N	In Full
Vendor ID: FABUFRID	FABULOUS FRIDAYS	PO Number:	Invoice Number: 942004	Amount:	440.00
Description: 44 Pieces - Fundraiser Items		Invoice Date: 10/17/2019	Due Date: 12/11/2019	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag
21 0000 1400 920 6693 618	CHEERLEADING CLUB SUPPLIES		440.00	N	In Full

Vendor ID: FLOWMILL Description: Flowers - Senior Nights - VB/FB Sequence: 1 Chart of Account Number 21 0000 1400 920 6600 618	FLOWMILL, THE Check Type: VB/FB Detail Description ATHLETICS SUPPLIES	Checking Account ID:	PO Number:	Invoice Number: 4186	Amount: 104.00
			Invoice Date: 11/13/2019	Due Date: 12/11/2019 Status: A	
			Check Number:	Check Date:	
			Cost Center ID	Detail Amount 1099 Detail Amount Asset/Asset Tag	
* Vendor ID: FULLTRAV Description: V BB Official - 12/10/19 Sequence: 1 Chart of Account Number 21 0000 1400 920 6600 345	FULLER, TRAVIS Check Type: Check Detail Description ATHLETICS OFFICIALS	Checking Account ID:	PO Number:	Invoice Number: 121019	Amount: 100.00
			Invoice Date: 12/10/2019	Due Date: 12/11/2019 Status: PP	
			Check Number: 12278	Check Date: 12/11/2019	
			Cost Center ID	Detail Amount 1099 Detail Amount Asset/Asset Tag	
* Vendor ID: GENFUND Description: MS G-BB Official - K. Hesner - 12/9/19 Sequence: 1 Chart of Account Number 21 0000 1400 920 6600 345	GENERAL FUND Check Type: Check Detail Description ATHLETICS OFFICIALS	Checking Account ID:	PO Number:	Invoice Number: 120919	Amount: 75.00
			Invoice Date: 12/09/2019	Due Date: 12/11/2019 Status: PP	
			Check Number: 12274	Check Date: 12/11/2019	
			Cost Center ID	Detail Amount 1099 Detail Amount Asset/Asset Tag	
* Vendor ID: GENFUND Description: JV BB Official - K. Hesner - 12/10/19 Sequence: 1 Chart of Account Number 21 0000 1400 920 6600 345	GENERAL FUND Check Type: Check Detail Description ATHLETICS OFFICIALS	Checking Account ID:	PO Number:	Invoice Number: 121019	Amount: 80.00
			Invoice Date: 12/10/2019	Due Date: 12/11/2019 Status: PP	
			Check Number: 12274	Check Date: 12/11/2019	
			Cost Center ID	Detail Amount 1099 Detail Amount Asset/Asset Tag	
Vendor ID: GENFUND Description: MS G-BB Official - K. Hesner - 12/2/19 Sequence: 1 Chart of Account Number 21 0000 1400 920 6600 345	GENERAL FUND Check Type: Check Detail Description ATHLETICS OFFICIALS	Checking Account ID:	PO Number:	Invoice Number: 12219	Amount: 75.00
			Invoice Date: 12/02/2019	Due Date: 12/04/2019 Status: PP	
			Check Number: 12259	Check Date: 12/04/2019	
			Cost Center ID	Detail Amount 1099 Detail Amount Asset/Asset Tag	
* Vendor ID: GENFUND Description: MS G-BB Official-J. Van Scoyoc-12/9/19 Sequence: 1 Chart of Account Number 21 0000 1400 920 6600 345	GENERAL FUND Check Type: Check Detail Description ATHLETICS OFFICIALS	Checking Account ID:	PO Number:	Invoice Number: 12919	Amount: 75.00
			Invoice Date: 12/09/2019	Due Date: 12/11/2019 Status: PP	
			Check Number: 12274	Check Date: 12/11/2019	
			Cost Center ID	Detail Amount 1099 Detail Amount Asset/Asset Tag	
Vendor ID: GENFUND Description: Clock Duties - Football - Byron Reeder Sequence: 1 Chart of Account Number 21 0000 1400 920 6600 340	GENERAL FUND Check Type: Check Detail Description ATHLETICS PURCHASED SERVICES	Checking Account ID:	PO Number:	Invoice Number: FB2019	Amount: 208.00
			Invoice Date: 10/21/2019	Due Date: 12/11/2019 Status: A	
			Check Number:	Check Date:	
			Cost Center ID	Detail Amount 1099 Detail Amount Asset/Asset Tag	
* Vendor ID: GIRDJOEL Description: V BB Official - 12/3/19 Sequence: 1	GIRDNER, JOEL Check Type: Check	Checking Account ID:	PO Number:	Invoice Number: 12319	Amount: 90.00
			Invoice Date: 12/03/2019	Due Date: 12/04/2019 Status: PP	
			Check Number: 12269	Check Date: 12/04/2019	
			Cost Center ID	Detail Amount 1099 Detail Amount Asset/Asset Tag	

Activity Invoices - December 2019

Chart of Account Number
21 0000 1400 920 6600 345
Detail Description
ATHLETICS OFFICIALS

Cost Center ID
Detail Amount 1099 Detail Amount Asset/Asset Tag
90.00 90.00 N In Full

Vendor ID: GLAWGENE GLAWE, GENE

Description: JV BB Official - 12/10/19

Sequence: 1 Check Type: Check

Chart of Account Number
21 0000 1400 920 6600 345
Detail Description
ATHLETICS OFFICIALS

PO Number:
Invoice Date: 12/10/2019 Due Date: 12/11/2019 Status: PP 1099 Amount: 90.00
Invoice Number: 121019
Check Number: 12275 Check Date: 12/11/2019
Cost Center ID
Detail Amount 1099 Detail Amount Asset/Asset Tag
90.00 90.00 N In Full

* Vendor ID: GREATLAKES GREAT LAKES SCRIP CENTER

Description: Scrip Order

Sequence: 1 Check Type: Check

Chart of Account Number
21 0000 1400 950 7010 618
Detail Description
FBLA SUPPLIES

PO Number:
Invoice Date: 12/10/2019 Due Date: 12/11/2019 Status: PP 1099 Amount: 0.00
Invoice Number: I15173951
Check Number: 12270 Check Date: 12/11/2019
Cost Center ID
Detail Amount 1099 Detail Amount Asset/Asset Tag
1,679.42 N In Full

Vendor ID: HEYIKEN HEYING, KEN

Description: JV/V G-BB Official - 11/26/19

Sequence: 1 Check Type: Check

Chart of Account Number
21 0000 1400 920 6600 345
Detail Description
ATHLETICS OFFICIALS

PO Number:
Invoice Date: 11/26/2019 Due Date: 12/04/2019 Status: PP 1099 Amount: 90.00
Invoice Number: 112619
Check Number: 12261 Check Date: 12/04/2019
Cost Center ID
Detail Amount 1099 Detail Amount Asset/Asset Tag
90.00 90.00 N In Full

Vendor ID: HOTLUNCH HOT LUNCH PROGRAM

Description: Milk/Juice - MS Juice Break

Sequence: 1 Check Type: Check

Chart of Account Number
21 0000 1400 950 7040 618
Detail Description
MS STUDENT COUNCIL SUPPLIES

PO Number:
Invoice Date: 11/30/2019 Due Date: 12/11/2019 Status: A 1099 Amount: 0.00
Invoice Number: 113019
Check Number: Check Date:
Cost Center ID
Detail Amount 1099 Detail Amount Asset/Asset Tag
45.00 N In Full

Vendor ID: INDEYOUT INDEPENDENCE GIRLS' YOUTH BASKETBALL

Description: 6th Grade G-Youth BB Tournament

Sequence: 1 Check Type: Check

Chart of Account Number
21 0000 1400 950 7052 899
Detail Description
EB HOOPSTERS CLUB OTHER EXPENSES

PO Number:
Invoice Date: 12/02/2019 Due Date: 12/04/2019 Status: PP 1099 Amount: 0.00
Invoice Number: 6-121419
Check Number: 12264 Check Date: 12/04/2019
Cost Center ID
Detail Amount 1099 Detail Amount Asset/Asset Tag
140.00 0.00 N In Full

* Vendor ID: INDEYOUT INDEPENDENCE GIRLS' YOUTH BASKETBALL

Description: 7th Grade G-Youth BB Tournament

Sequence: 1 Check Type: Check

Chart of Account Number
21 0000 1400 950 7052 899
Detail Description
EB HOOPSTERS CLUB OTHER EXPENSES

PO Number:
Invoice Date: 12/09/2019 Due Date: 12/11/2019 Status: PP 1099 Amount: 0.00
Invoice Number: 7-121419
Check Number: 12271 Check Date: 12/11/2019
Cost Center ID
Detail Amount 1099 Detail Amount Asset/Asset Tag
140.00 N In Full

Vendor ID: JACOBRAID JACOBS, BRAD

Description: JV/V G-BB Official - 11/26/19

Sequence: 1 Check Type: Check

Chart of Account Number
21 0000 1400 920 6600 345
Detail Description
ATHLETICS OFFICIALS

PO Number:
Invoice Date: 11/26/2019 Due Date: 12/04/2019 Status: PP 1099 Amount: 90.00
Invoice Number: 112619
Check Number: 12262 Check Date: 12/04/2019
Cost Center ID
Detail Amount 1099 Detail Amount Asset/Asset Tag
90.00 90.00 N In Full

Vendor ID: KNICDOUG	Description: V BB Official - 12/3/19	Sequence: 1	Check Type: Check	Chart of Account Number	21 0000 1400 920 6600 345	ATHLETICS OFFICIALS	Checking Account ID:	PO Number:	Invoice Date:	Due Date:	Check Number:	Status: PP	1099 Amount:	Amount:
Vendor ID: LANEMARJ	Description: Choreography/Mileage - State Dance	Sequence: 1	Check Type:	Chart of Account Number	21 0000 1400 920 6694 899	DANCE TEAM OTHER EXPENSE	Checking Account ID:	PO Number:	Invoice Date:	Due Date:	Check Number:	Status: A	1099 Amount:	Amount:
Vendor ID: MARTBROT	Description: PBIS Snacks - Fruit Rollups	Sequence: 1	Check Type:	Chart of Account Number	21 0000 1400 950 7049 618	PBIS SUPPLIES	Checking Account ID:	PO Number:	Invoice Date:	Due Date:	Check Number:	Status: A	1099 Amount:	Amount:
Vendor ID: MARTBROT	Description: MS Juice Break - Snacks	Sequence: 1	Check Type:	Chart of Account Number	21 0000 1400 950 7040 618	MS STUDENT COUNCIL SUPPLIES	Checking Account ID:	PO Number:	Invoice Date:	Due Date:	Check Number:	Status: A	1099 Amount:	Amount:
Vendor ID: MAYANDR	Description: MS G-Wrestling Official - 12/6/19	Sequence: 1	Check Type: Check	Chart of Account Number	21 0000 1400 920 6600 345	ATHLETICS OFFICIALS	Checking Account ID:	PO Number:	Invoice Date:	Due Date:	Check Number:	Status: PP	1099 Amount:	Amount:
Vendor ID: MINNTEX	Description: Fruit-Cheese/Sausage/Nuts	Sequence: 1	Check Type:	Chart of Account Number	21 0000 1400 950 7026 618	FFA SUPPLIES	Checking Account ID:	PO Number:	Invoice Date:	Due Date:	Check Number:	Status: A	1099 Amount:	Amount:
Vendor ID: NASSP	Description: NHS Pins/Certificates	Sequence: 1	Check Type:	Chart of Account Number	21 0000 1400 950 7013 618	NHS SUPPLIES	Checking Account ID:	PO Number:	Invoice Date:	Due Date:	Check Number:	Status: A	1099 Amount:	Amount:
Vendor ID: PEEPJAMA	Description: JV BB Official - 12/3/19	Sequence: 1	Check Type: Check	Chart of Account Number	21 0000 1400 920 6600 345	ATHLETICS OFFICIALS	Checking Account ID:	PO Number:	Invoice Date:	Due Date:	Check Number:	Status: PP	1099 Amount:	Amount:

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Chart of Account Number
21 0000 1400 920 6600 345

Detail Description
ATHLETICS OFFICIALS

Cost Center ID
90.00

In Full

Vendor ID: REVROBO
Description: Switch/Sensor/Blocks/Brackets/Wheel Set
Sequence: 1 Check Type:
Chart of Account Number
21 0000 1400 950 7021 618

REV ROBOTICS LLC
Invoice Date: 12/02/2019 Due Date: 12/11/2019 Status: A 1099 Amount: 0.00
Check Number:
Detail Description
207.28

Invoice Number: 47322
Amount: 207.28

Vendor ID: STEFFPHIL
Description: MS G-BB Official - 12/2/19
Sequence: 1 Check Type: Check
Chart of Account Number
21 0000 1400 920 6600 345

Steffen, Philip
Invoice Date: 12/02/2019 Due Date: 12/04/2019 Status: PP 1099 Amount: 75.00
Checking Account ID: 2
Check Number: 12260 Check Date: 12/04/2019
Detail Description
75.00

Invoice Number: 12219
Amount: 75.00

Vendor ID: TUCKBRAD
Description: JV BB Official - 12/13/19
Sequence: 1 Check Type: Check
Chart of Account Number
21 0000 1400 920 6600 345

TUCKER, BRAD
Invoice Date: 12/03/2019 Due Date: 12/04/2019 Status: PP 1099 Amount: 85.00
Checking Account ID: 2
Check Number: 12265 Check Date: 12/04/2019
Detail Description
85.00

Invoice Number: 12319
Amount: 85.00

Vendor ID: WALMART
Description: Party Supplies
Sequence: 1 Check Type:
Chart of Account Number
21 0000 1400 950 7015 618

WALMART COMMUNITY BRC
Invoice Date: 10/29/2019 Due Date: 12/11/2019 Status: A 1099 Amount: 0.00
Checking Account ID:
Detail Description
125.83

Invoice Number: 930200752435
Amount: 125.83

Vendor ID: WILLIAMS
Description: V Wrestling Tournament Entry Fee
Sequence: 1 Check Type: Check
Chart of Account Number
21 0000 1400 920 6600 810

WILLIAMSBURG SCHOOL DISTRICT
Invoice Date: 12/07/2019 Due Date: 12/11/2019 Status: PP 1099 Amount: 0.00
Checking Account ID: 2
Check Number: 12272 Check Date: 12/11/2019
Detail Description
80.00

Invoice Number: 12719
Amount: 80.00

Vendor ID: WBS
Description: Golf Sign - Material
Sequence: 1 Check Type:
Chart of Account Number
21 0000 1400 920 6600 618

WINTHROP BUILDING SUPPLY
Invoice Date: 12/09/2019 Due Date: 12/11/2019 Status: A 1099 Amount: 0.00
Checking Account ID:
Detail Description
187.30

Invoice Number: 120919
Amount: 187.30

Vendor ID: WOODLORE
Description: JV/V G-BB Official - 11/2/19
Sequence: 1 Check Type: Check
Chart of Account Number
21 0000 1400 920 6600 345

WOOD, LOREN
Invoice Date: 11/26/2019 Due Date: 12/04/2019 Status: PP 1099 Amount: 100.00
Checking Account ID: 2
Check Number: 12263 Check Date: 12/04/2019
Detail Description
100.00

Invoice Number: 112619
Amount: 100.00

Invoice Listing - Detail
Activity Invoices - December 2019

Batch 1099 Total: 1,415.00

Batch Total: 19,336.77

Report 1099 Total: 1,415.00

Report Total: 19,336.77

Fund: 21 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
21 0000 729 000	Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 6111 729 910	DRAMA	12,554.06	0.00	0.00	0.00	0.00	0.00	12,554.06
21 6120 729 910	SPEECH	769.56	250.00	0.00	0.00	0.00	0.00	519.56
21 6210 729 910	MUSIC CLUB	550.73	162.45	223.98	0.00	0.00	0.00	612.26
21 6220 729 910	PEP BAND	1,304.09	192.99	0.00	0.00	0.00	0.00	1,111.10
21 6221 729 910	MUSIC TRIP	12,908.75	15,900.00	13,526.00	0.00	0.00	0.00	10,534.75
21 6222 729 910	COLOR GUARD	775.15	0.00	0.00	0.00	0.00	0.00	775.15
21 6600 729 920	ATHLETICS	13,233.30	6,752.65	2,710.00	0.00	0.00	0.00	9,190.65
21 6693 729 920	CHEERLEADING	1,292.42	39.96	0.00	0.00	0.00	0.00	1,252.46
21 6694 729 920	DANCE TEAM	2,960.14	0.00	351.00	0.00	0.00	0.00	3,311.14
21 6710 729 920	BOYS' BASKETBALL	1,784.72	0.00	0.00	0.00	0.00	0.00	1,784.72
21 6720 729 920	FOOTBALL	6,254.41	0.00	0.00	0.00	0.00	0.00	6,254.41
21 6730 729 920	BASEBALL	567.00	0.00	0.00	0.00	0.00	0.00	567.00
21 6740 729 920	BOYS' TRACK	828.44	0.00	0.00	0.00	0.00	0.00	828.44
21 6760 729 920	BOYS' GOLF	1,092.67	0.00	0.00	0.00	0.00	0.00	1,092.67
21 6790 729 920	WRESTLING	353.32	0.00	64.00	0.00	0.00	0.00	417.32
21 6810 729 920	GIRLS BASKETBALL	710.55	637.00	887.00	0.00	0.00	0.00	960.55
21 6815 729 920	VOLLEYBALL	1,833.93	680.00	0.00	0.00	0.00	0.00	1,153.93
21 6835 729 920	SOFTBALL	491.22	0.00	0.00	0.00	0.00	0.00	491.22
21 6840 729 920	GIRLS TRACK	393.27	0.00	0.00	0.00	0.00	0.00	393.27
21 6860 729 920	GIRLS' GOLF	216.93	0.00	0.00	0.00	0.00	0.00	216.93
21 7010 729 950	FBLA	1,568.34	2,999.93	8,481.00	0.00	0.00	0.00	7,049.41
21 7011 729 950	HS STUDENT COUNCIL	1,976.57	2,450.62	2,710.95	0.00	0.00	0.00	2,236.90
21 7012 729 950	SPANISH CLUB	69.53	0.00	0.00	0.00	0.00	0.00	69.53
21 7013 729 950	NHS	325.95	0.00	24.85	0.00	0.00	0.00	350.80
21 7015 729 950	FEED STORE	417.04	702.14	0.00	0.00	0.00	0.00	(285.10)
21 7016 729 950	FITNESS CLUB	72.50	34.95	0.00	0.00	0.00	0.00	37.55
21 7017 729 950	SHOP CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 7018 729 950	LIBRARY CLUB	487.86	149.12	2,122.70	0.00	0.00	0.00	2,461.44
21 7020 729 950	NEWSPAPER	1,386.84	0.00	0.00	0.00	0.00	0.00	1,386.84
21 7021 729 950	ROBOTICS CLUB	1,149.83	346.75	0.00	0.00	0.00	0.00	803.08
21 7025 729 950	TECHNOLOGY	906.97	0.00	0.00	0.00	0.00	0.00	906.97
21 7026 729 950	FFA	26,390.97	7,522.49	7,611.00	0.00	0.00	0.00	26,479.48
21 7027 729 950	ART CLUB	1,060.81	0.00	0.00	0.00	0.00	0.00	1,060.81
21 7040 729 950	MS STUDENT COUNCIL	599.36	242.80	256.86	0.00	0.00	0.00	613.42
21 7041 729 950	SOUND SYSTEM	1,026.50	0.00	0.00	0.00	0.00	0.00	1,026.50
21 7042 729 950	TRAPSHOOTING	2,663.94	0.00	0.00	0.00	0.00	0.00	2,663.94
21 7043 729 950	LIL BUC B-BASKETBALL	763.91	0.00	0.00	0.00	0.00	0.00	763.91
21 7048 729 950	BUC ANGEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 7049 729 950	PBIS	3,990.76	35.44	0.00	0.00	0.00	0.00	3,955.32

Chart of Account Number Chart of Account Description

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
21 7050 729 950	ELEM. ST. COUNCIL	3,858.62	254.92	192.50	0.00	0.00	0.00	3,796.20
21 7051 729 950	CAMP WAPSIE	7,293.05	0.00	0.00	0.00	0.00	0.00	7,293.05
21 7052 729 950	EB HOOPSTERS CLUB	3,325.78	599.02	75.00	0.00	0.00	0.00	2,801.76
21 7053 729 950	BREAKFAST CLUB	1,249.86	0.00	0.00	0.00	0.00	0.00	1,249.86
21 7075 729 950	CLASS OF 2020	3,079.50	52.78	10.00	0.00	0.00	0.00	3,036.72
21 7076 729 950	CLASS OF 2021	1,388.54	86.90	311.25	0.00	0.00	0.00	1,632.89
21 7077 729 950	CLASS OF 2022	821.08	0.00	0.00	0.00	0.00	0.00	821.08
21 7078 729 950	CLASS OF 2023	735.00	0.00	30.00	0.00	0.00	0.00	765.00
21 7079 729 950	CLASS OF 2024	385.00	0.00	55.00	0.00	0.00	0.00	440.00
21 7080 729 950	CLASS OF 2025	210.00	0.00	85.00	0.00	0.00	0.00	295.00
21 7081 729 950	CLASS OF 2026	0.00	0.00	125.00	0.00	0.00	0.00	125.00
21 8000 729 910	ANNUAL	8,234.67	1,674.00	0.00	0.00	0.00	0.00	6,560.67
21 8001 729 910	BUCCANEER CLUB	3,111.51	0.00	0.00	0.00	0.00	0.00	3,111.51
21 8002 729 910	THE BUCCANEER NETWORK	1,533.81	0.00	0.00	0.00	0.00	0.00	1,533.81
21 8004 729 910	INTEREST	489.27	0.00	140.05	0.00	0.00	0.00	629.32
Fund Total: 21		141,448.03	41,746.91	39,993.14	0.00	0.00	0.00	139,694.26

MONTH	BUS ROUTE MILES	BUS ADMIN. MILES	BUS SPECIAL ED. MILES	BUS ACTIVITY MILES	BUS CUSTODIAL MILES	BUS TRANSP. MILES	BUS DRIVERS ED MILES	BUS OTHER MILES	BUS MISC. MILES	BUS TOTAL MILES
JULY	0	0	0	617	0	0	0	0	0	617
AUGUST	2,368	0	0	335	0	14	0	0	0	2,717
SEPTEMBER	7,687	0	0	1,430	0	0	0	0	0	9,117
OCTOBER	8,519	0	0	1,239	0	0	0	0	0	9,758
NOVEMBER	6,591	0	0	712	0	37	0	0	0	7,340
DECEMBER										
JANUARY										
FEBRUARY										
MARCH										
APRIL										
MAY										
JUNE										
TOTAL	25,165	-	-	4,333	-	51	-	-	-	29,549

**EAST BUCHANAN SCHOOL
MILEAGE REPORT
2019-2020**

MONTH	VAN/CAR ROUTE MILES	VAN/CAR ADMIN. MILES	VAN/CAR SPECIAL ED. MILES	VAN/CAR ACTIVITY MILES	VAN/CAR CUSTODIAL MILES	VAN/CAR TRANSP. MILES	VAN/CAR DRIVERS ED MILES	VAN/CAR OTHER MILES	VAN/CAR MISC. MILES	VAN/CAR TOTAL MILES
JULY	0	838	867	838	184	25	1,936	546	92	5,326
AUGUST	0	385	601	1,296	201	0	0	64	0	2,547
SEPTEMBER	0	520	3,603	1,536	316	128	0	0	0	6,103
OCTOBER	0	712	3,851	4,002	248	2,549	0	0	4	11,366
NOVEMBER	0	916	2,239	2,625	209	1,489	0	0	0	7,478
DECEMBER										
JANUARY										
FEBRUARY										
MARCH										
APRIL										
MAY										
JUNE										
TOTAL	-	3,371	11,161	10,297	1,158	4,191	1,936	610	96	32,820
BUS/VAN TOTAL	25,165	3,371	11,161	14,630	1,158	4,242	1,936	610	96	62,369

EAST BUCHANAN COMMUNITY SCHOOL

GASOLINE/DIESEL EXPENSE REPORT

2019-2020

MONTH	GALS. GAS PURCH.	COST PER GAL.	COST GAS PURCH.	GALS. DIESEL PURCH.	COST PER GAL.	COST DIESEL PURCH.	TOTAL COST GAS/DIESEL PURCHASED	GALS. GAS CONS.	COST GAS CONS.	GALS DIESEL CONS.	COST DIESEL CONS.	TOTAL COST GAS/DIESEL CONSUMED
JULY	945.000	\$ 2.287	\$ 2,161.31	481.000	\$ 2.188	\$ 1,052.23	\$ 3,213.54	274.000	\$ 512.31	72.000	\$ 157.51	\$ 669.82
AUG.	-	\$ 2.287	\$ -	-	\$ 2.188	\$ -	\$ -	240.000	\$ 548.88	395.000	\$ 864.26	\$ 1,413.14
SEPT.	738.000	\$ 2.203	\$ 1,625.71	1,132.000	\$ 2.214	\$ 2,505.71	\$ 4,131.42	505.000	\$ 1,112.52	1,175.000	\$ 2,601.45	\$ 3,713.97
OCT.	800.000	\$ 2.173	\$ 1,738.50	1,502.000	\$ 2.207	\$ 3,315.54	\$ 5,054.04	843.000	\$ 1,831.84	1,397.000	\$ 3,083.18	\$ 4,915.02
NOV.	655.000	\$ 2.172	\$ 1,422.40	1,110.000	\$ 2.448	\$ 2,717.49	\$ 4,139.89	659.000	\$ 1,431.35	1,123.000	\$ 2,749.10	\$ 4,180.45
DEC.												
JAN.												
FEB.												
MARCH												
APR.												
MAY												
JUNE												
TOTALS	3,138.000		\$6,947.92	4,225.000		\$9,590.97	\$16,538.89	2,521.000	\$5,436.90	4,162.000	\$9,455.50	\$14,892.40

RECEIPTS

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$1,401.75	\$3,418.90	\$4,820.65
Student Lunch	\$12,677.50	\$30,945.36	\$43,622.86
Adult Breakfast	\$61.25	\$151.25	\$212.50
Adult Lunch	\$558.75	\$1,368.75	\$1,927.50
Alacarte	\$4,396.35	\$13,383.25	\$17,779.60
Snacks	\$2,135.08	\$5,876.22	\$8,011.30
Federal Breakfast	\$3,704.93	\$7,766.27	\$11,471.20
Federal Lunch	\$15,169.97	\$33,032.08	\$48,202.05
State Breakfast	\$0.00	\$239.38	\$239.38
State Lunch	\$0.00	\$707.19	\$707.19
Other Revenues	\$84.00	-\$9.09	\$74.91
Other Purchased Services	-\$325.69	-\$587.19	-\$912.88
Interest	\$54.74	\$213.72	\$268.46
TOTAL INCOME	\$39,918.63	\$96,506.09	\$136,424.72

EXPENDITURES

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$23,063.61	\$28,144.57	\$51,208.18
Commodities	\$3,059.58	\$5,670.95	\$8,730.53
Supplies	\$855.12	\$5,806.43	\$6,661.55
Purchased Services	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Other Expenses	\$373.20	\$503.10	\$876.30
Cooks Salaries	\$10,261.79	\$27,378.83	\$37,640.62
Benefits	\$3,683.69	\$11,603.33	\$15,287.02
TOTAL EXPENDITURES	\$41,296.99	\$79,107.21	\$120,404.20

BALANCE

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$41,083.78	\$41,083.78
Income	\$39,918.63	\$96,506.09	\$136,424.72
Expenditures	\$41,296.99	\$79,107.21	\$120,404.20
FUND BALANCE	-\$1,378.36	\$58,482.66	\$57,104.30

MEALS SERVED

	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	1,065	2,562	3,627
Reduced Student Breakfasts	235	688	923
Free Student Breakfasts	1,113	3,301	4,414
Second Breakfasts	104	172	276
Adult Breakfasts	49	122	171
Student Guest Breakfasts	1	0	1
Complimentary Breakfasts	0	0	0
TOTAL BREAKFASTS SERVED	2,567	6,845	9,412

Paid Student Lunches	4,739	12,849	17,588
Reduced Student Lunches	559	1,778	2,337
Free Student Lunches	2,304	6,984	9,288
Second Lunches	4	4	8
Adult Lunches	174	410	584
Student Guest Lunches	1	0	1
Complimentary Lunches	5	7	12
TOTAL LUNCHES SERVED	7,786	22,032	29,818

PAID
398

FREE
169

REDUCED
45

TOTAL
612

2019-2020

East Buchanan

Hot Lunch
Report**DAYS MEALS SERVED**

July	0
August	6
September	20
October	22
November	17
December	0
January	0
February	0
March	0
April	0
May	0
June	0
TOTALS	65

November 30, 2019

East Buchanan Community School District
Cash Summary Report

	July 2019	August 2019	September 2019	October 2019	Nov 2019
10-GENERAL FUND					
Beginning Balance	\$ 2,960,854.33	\$ 2,539,481.83	\$ 1,990,415.90	\$ 2,098,409.93	\$ 2,609,615.88
Revenue	\$ 103,813.30	\$ 226,313.05	\$ 679,252.46	\$ 1,092,395.15	\$ 612,591.94
Expenditures	\$ 525,185.80	\$ 775,378.98	\$ 571,258.43	\$ 581,189.20	\$ 526,474.94
Ending Balance	\$ 2,539,481.83	\$ 1,990,415.90	\$ 2,098,409.93	\$ 2,609,615.88	\$ 2,695,732.88
21-ACTIVITY FUND					
Beginning Balance	\$ 127,281.21	\$ 129,317.12	\$ 128,780.08	\$ 128,996.62	\$ 141,448.03
Revenue	\$ 2,775.91	\$ 22,517.15	\$ 19,418.84	\$ 27,083.42	\$ 40,054.14
Expenditures	\$ 740.00	\$ 23,054.19	\$ 19,202.30	\$ 14,632.01	\$ 41,807.91
Ending Balance	\$ 129,317.12	\$ 128,780.08	\$ 128,996.62	\$ 141,448.03	\$ 139,694.26
22-MANAGEMENT FUND					
Beginning Balance	\$ 389,427.50	\$ 292,853.48	\$ 289,802.68	\$ 344,158.78	\$ 380,824.32
Revenue	\$ 707.14	\$ -	\$ 54,356.10	\$ 39,072.54	\$ 13,981.99
Expenditures	\$ 97,281.16	\$ 3,050.80	\$ -	\$ 2,407.00	\$ 1,822.00
Ending Balance	\$ 292,853.48	\$ 289,802.68	\$ 344,158.78	\$ 380,824.32	\$ 392,984.31
31-GO BONDS					
Beginning Balance	\$ 208,028.97	\$ 208,165.81	\$ 206,502.82	\$ 103,336.33	\$ 38,369.20
Revenue	\$ 136.84	\$ 137.01	\$ 400,085.60	\$ 32.87	\$ 20,019.60
Expenditures	\$ -	\$ 1,800.00	\$ 503,252.09	\$ 65,000.00	\$ 45,000.00
Ending Balance	\$ 208,165.81	\$ 206,502.82	\$ 103,336.33	\$ 38,369.20	\$ 13,388.80
less: Good Faith Deposit	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ -	\$ -
Actual cash balance	\$ 143,165.81	\$ 141,502.82	\$ 38,336.33	\$ 38,369.20	\$ 13,388.80
33-SAVE					
Beginning Balance	\$ 2,607,432.26	\$ 2,453,557.67	\$ 2,503,805.44	\$ 2,551,599.00	\$ 2,602,100.22
Revenue	\$ 48,465.41	\$ 50,247.77	\$ 50,193.56	\$ 50,501.22	\$ 19,800.01
Expenditures	\$ 202,340.00	\$ -	\$ 2,400.00	\$ -	\$ -
Ending Balance	\$ 2,453,557.67	\$ 2,503,805.44	\$ 2,551,599.00	\$ 2,602,100.22	\$ 2,621,900.23
36-PPEL					
Beginning Balance	\$ 431,210.20	\$ 400,331.97	\$ 303,867.44	\$ 297,712.89	\$ 392,653.34
Revenue	\$ 1,826.96	\$ 5,848.57	\$ 35,602.69	\$ 115,297.03	\$ 40,418.87
Expenditures	\$ 32,705.19	\$ 102,313.10	\$ 41,757.24	\$ 20,356.58	\$ 226.00
Ending Balance	\$ 400,331.97	\$ 303,867.44	\$ 297,712.89	\$ 392,653.34	\$ 432,846.21
40-DEBT SERVICE					
Beginning Balance	\$ 9,256.64	\$ 10,164.47	\$ 10,164.47	\$ 54,171.87	\$ 104,937.77
Revenue	\$ 907.83	\$ -	\$ 44,007.40	\$ 144,759.65	\$ 47,759.53
Expenditures	\$ -	\$ -	\$ -	\$ 93,993.75	\$ -
Ending Balance	\$ 10,164.47	\$ 10,164.47	\$ 54,171.87	\$ 104,937.77	\$ 152,697.30
61-NUTRITION FUND					
Beginning Balance	\$ 41,083.78	\$ 49,742.29	\$ 54,268.80	\$ 60,472.28	\$ 58,482.66
Revenue	\$ 19,145.13	\$ 14,798.83	\$ 22,382.71	\$ 40,835.86	\$ 54,189.80
Expenditures	\$ 10,486.62	\$ 10,272.32	\$ 16,179.23	\$ 42,825.48	\$ 55,568.16
Ending Balance	\$ 49,742.29	\$ 54,268.80	\$ 60,472.28	\$ 58,482.66	\$ 57,104.30
less: Received on Acct	\$ 7,791.44	\$ 13,586.69	\$ 10,310.84	\$ 8,031.54	\$ 9,268.54
	\$ 41,950.85	\$ 40,682.11	\$ 50,161.44	\$ 50,451.12	\$ 47,835.76
EMPLOYER'S PAYROLL EXPENSE:					
Gross Wages-hourly	\$ 25,523.96	\$ 15,629.24	\$ 30,316.62	\$ 69,934.27	\$ 74,528.45
Gross Wages-contract	\$ 308,727.19	\$ 309,890.35	\$ 306,231.03	\$ 306,417.11	\$ 310,232.76
	\$ 334,251.15	\$ 325,519.59	\$ 336,547.65	\$ 376,351.38	\$ 384,761.21
Employer paid deductions	\$ 45,828.98	\$ 43,328.43	\$ 44,187.33	\$ 44,752.81	\$ 44,123.15
Employer paid IPERS	\$ 29,528.73	\$ 29,057.31	\$ 30,605.05	\$ 34,022.42	\$ 34,429.48
Employer paid FICA	\$ 23,948.34	\$ 23,356.79	\$ 24,588.22	\$ 27,717.12	\$ 28,354.69
	\$ 99,306.05	\$ 95,742.53	\$ 99,380.60	\$ 106,492.35	\$ 106,907.32
TOTAL	\$ 433,557.20	\$ 421,262.12	\$ 435,928.25	\$ 482,843.73	\$ 491,668.53

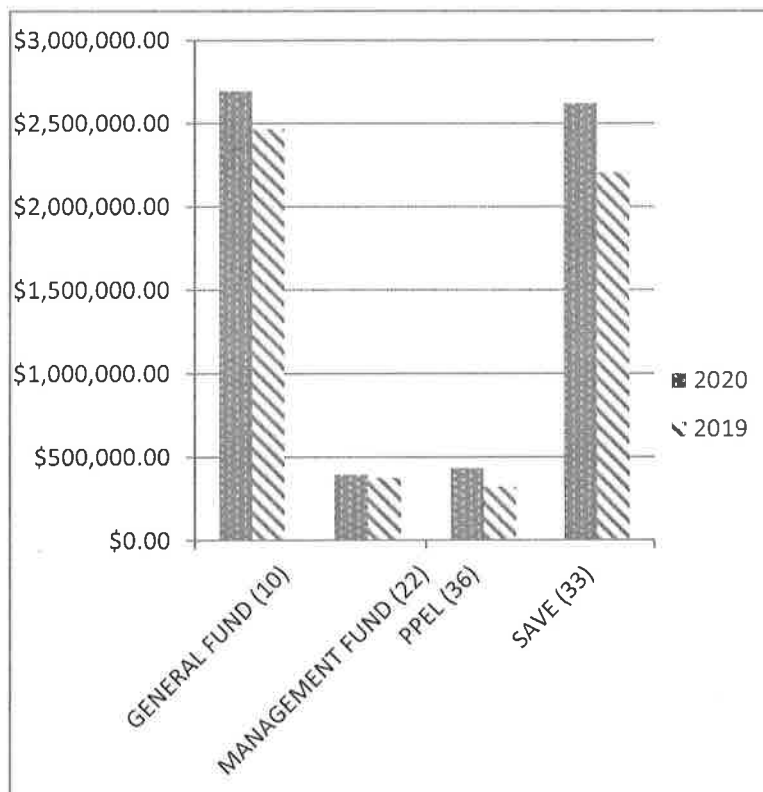
Fund 31 Good Faith Deposit - a journal entry was made to reduce the liability so that the actual cash balance is correct

CASH SUMMARY REPORT

EAST BUCHANAN COMMUNITY SCHOOL

November 2019

Fund Description	Beginning	Revenues	Expenditures	FY20 Ending	FY19 End Balance	Difference
GENERAL FUND (10)	\$2,609,615.88	\$612,591.94	\$526,474.94	\$2,695,732.88	\$2,466,766.80	\$228,966.08
MANAGEMENT FUND (22)	\$380,824.32	\$13,981.99	\$1,822.00	\$392,984.31	\$375,166.57	\$17,817.74
PPEL (36)	\$392,653.34	\$40,418.87	\$226.00	\$432,846.21	\$321,785.46	\$111,060.75
SAVE (33)	\$2,602,100.22	\$19,800.01	\$0.00	\$2,621,900.23	\$2,203,525.67	\$418,374.56
GO BONDS (HS PROJECT) (31)	\$38,369.20	\$20,019.60	\$45,000.00	\$13,388.80	\$681,045.71	(\$667,656.91)
DEBT SERVICE (40)	\$104,937.77	\$47,759.53	\$0.00	\$152,697.30	\$316,246.70	(\$163,549.40)
TOTAL				\$6,309,549.73	\$6,364,536.91	(\$54,987.18)



PPEL/VPPEL Report

<u>DATE</u>	<u>VENDOR NAME</u>	<u>PPEL</u>			<u>VPPEL</u>			<u>TOTAL</u>
		<u>EXPENSE</u>	<u>RECEIPT</u>	<u>BALANCE</u>	<u>EXPENSE</u>	<u>RECEIPT</u>	<u>BALANCE</u>	
19-20	Balance forward			\$ 55,293.91			\$ 375,916.29	\$ 431,210.20
15/19	VPPEL - Property Tax			\$ 55,293.91	\$ 723.08		\$ 376,639.37	\$ 431,933.28
7/15/19	PPEL - Property Tax		\$ 178.07	\$ 55,471.98			\$ 376,639.37	\$ 432,111.35
7/31/19	VPPEL - Interest			\$ 55,471.98	\$ 925.81		\$ 377,565.18	\$ 433,037.16
7/10/19	PPEL - Greenhouse - Anderson Electric	\$ 9,241.35		\$ 46,230.63			\$ 377,565.18	\$ 423,795.81
7/10/19	PPEL - Sp Ed Lease - Consortium	\$ 485.33		\$ 45,745.30			\$ 377,565.18	\$ 423,310.48
7/10/19	PPEL - Fortinet - CDW Govt	\$ 22,978.51		\$ 22,766.79			\$ 377,565.18	\$ 400,331.97
8/22/19	VPPEL - Bus			\$ 22,766.79	\$ 86,698.00		\$ 290,867.18	\$ 313,633.97
8/23/19	VPPEL - Athletic Booster Club - batting cage			\$ 22,766.79	\$ 4,947.50		\$ 295,814.68	\$ 318,581.47
8/15/19	PPEL - Don's Truck Sales - bus repair	\$ 5,720.10		\$ 17,046.69			\$ 295,814.68	\$ 312,861.37
8/23/19	VPPEL - NGE Inc - batting cage			\$ 17,046.69	\$ 9,895.00		\$ 285,919.68	\$ 302,966.37
8/31/19	VPPEL - Interest			\$ 17,046.69	\$ 901.07		\$ 286,820.75	\$ 303,867.44
9/15/19	VPPEL - Property Tax			\$ 17,046.69	\$ 27,891.37		\$ 314,712.12	\$ 331,758.81
9/15/19	PPEL - Property Tax		\$ 6,868.76	\$ 23,915.45			\$ 314,712.12	\$ 338,627.57
9/12/19	PPEL - Anderson Electric - kitchen panel	\$ 1,727.88		\$ 22,187.57			\$ 314,712.12	\$ 336,899.69
9/12/19	PPEL - Anderson Electric - greenhouse	\$ 5,538.83		\$ 16,648.74			\$ 314,712.12	\$ 331,360.86
9/12/19	PPEL - Life Time Fence Co	\$ 6,870.00		\$ 9,778.74			\$ 314,712.12	\$ 324,490.86
9/12/19	PPEL - Plumbtech - water line - greenhouse	\$ 2,038.84		\$ 7,739.90			\$ 314,712.12	\$ 322,452.02
9/12/19	PPEL - TekSupply - greenhouse	\$ 5,028.00		\$ 2,711.90			\$ 314,712.12	\$ 317,424.02
9/12/19	PPEL - Winthrop Bldg Supply - Sports Complex	\$ 1,196.46		\$ 1,515.44			\$ 314,712.12	\$ 316,227.56
9/12/19	VPPEL - Wilson Restaurant - serving line			\$ 1,515.44	\$ 19,357.23		\$ 295,354.89	\$ 296,870.33
9/30/19	VPPEL - Interest			\$ 1,515.44	\$ 842.56		\$ 296,197.45	\$ 297,712.89
10/15/19	VPPEL - Property Tax			\$ 1,515.44	\$ 91,747.00		\$ 387,944.45	\$ 389,459.89
10/15/19	PPEL - Property Tax		\$ 22,594.37	\$ 24,109.81			\$ 387,944.45	\$ 412,054.26
10/10/19	PPEL - LBGallery - house site dirt work	\$ 4,750.00		\$ 19,359.81			\$ 387,944.45	\$ 407,304.26
10/10/19	PPEL - Cole Hubbard Const - Sports Complex	\$ 15,606.58		\$ 3,753.23			\$ 387,944.45	\$ 391,697.68
10/31/19	VPPEL - Interest			\$ 3,753.23	\$ 955.66		\$ 388,900.11	\$ 392,653.34
11/15/19	VPPEL - Property Tax			\$ 3,753.23	\$ 30,269.48		\$ 419,169.59	\$ 422,922.82
11/15/19	PPEL - Property Tax		\$ 7,454.45	\$ 11,207.68			\$ 419,169.59	\$ 430,377.27
11/1/19	PPEL - Anderson Electric - Greenhouse (credit)		\$ 1,501.88	\$ 12,709.56			\$ 419,169.59	\$ 431,879.15
12/30/19	VPPEL - Interest			\$ 12,709.56	\$ 967.06		\$ 420,136.65	\$ 432,846.21

HS PROJECT- MONTHLY DETAIL

Date	Description	GO BOND CHECKING ACCOUNT (xx151)				GO BOND SAVINGS ACCOUNT (xx227)				TOTAL ALL
		Expenses	Revenue	Transfer	BALANCE	Expenses	Interest	Transfer	BALANCE	
3/8/2017	Initial good faith deposit				65,000.00				-	65,000.00
3/8/2017	wire fee	(5.00)			64,995.00				-	64,995.00
3/29/2017	S&P Global-purch serv	(626.00)			64,369.00				-	64,369.00
3/29/2017	S&P Global-purch serv	(14,000.00)			50,369.00				-	50,369.00
4/13/2017	Struxture-architect fee	(32,344.21)			18,024.79				-	18,024.79
5/1/2017	Original GO Bond wire-BT		6,572,846.90		6,590,871.69				-	6,590,871.69
5/1/2017	transfer to savings			(6,572,841.90)	18,029.79			6,572,841.90	6,572,841.90	6,590,871.69
5/10/2017	Xfer from Savings to Checking			50,000.00	68,029.79			(50,000.00)	6,522,841.90	6,590,871.69
5/1/2017	wire fee	(5.00)			68,024.79				6,522,841.90	6,590,866.69
5/10/2017	trans fee	(250.00)			67,774.79				6,522,841.90	6,590,616.69
5/10/2017	Piper Jaffrey-financial services	(22,000.00)			45,774.79				6,522,841.90	6,568,616.69
5/31/2017	Interest				45,774.79		6,397.72		6,529,239.62	6,575,014.41
5/31/2017	wire fee	(25.00)			45,749.79				6,529,239.62	6,574,989.41
6/15/2017	Xfer from Savings to Checking			192,379.83	238,129.62			(192,379.83)	6,336,859.79	6,574,989.41
6/15/2017	Struxture-architect fee	(188,331.83)			49,797.79				6,336,859.79	6,386,657.58
6/15/2017	Ahlers & Cooney	(448.00)			49,349.79				6,336,859.79	6,386,209.58
6/15/2017	Chosen Valley Testing-soil sampling	(3,250.00)			46,099.79				6,336,859.79	6,382,959.58
6/15/2017	Iowa DNR-storm water permit	(350.00)			45,749.79				6,336,859.79	6,382,609.58
6/30/2017	Interest				45,749.79		6,080.55		6,342,940.34	6,388,690.13
7/30/2017	Interest				45,749.79		6,195.23		6,349,135.57	6,394,885.36
8/10/2017	Xfer from Savings to Checking			87,644.70	133,394.49			(87,644.70)	6,261,490.87	6,394,885.36
8/10/2017	Larson Const.-App #1	(71,186.73)			62,207.76				6,261,490.87	6,323,698.63
8/10/2017	Struxture-architect fee	(996.68)			61,211.08				6,261,490.87	6,322,701.95
8/10/2017	Ahlers & Cooney-bond docs	(15,461.29)			45,749.79				6,261,490.87	6,307,240.66
8/31/2017	Interest				45,749.79		6,140.53		6,267,631.40	6,313,381.19
9/15/2017	Xfer from Savings to Checking			6,485.64	52,235.43			(6,485.64)	6,261,145.76	6,313,381.19
9/15/2017	Struxture-architect fee	(6,485.64)			45,749.79				6,261,145.76	6,306,895.55
9/30/2017	Interest				45,749.79		5,920.73		6,267,066.49	6,312,816.28
10/12/2017	Xfer from Savings to Checking			492,715.22	538,465.01			(492,715.22)	5,774,351.27	6,312,816.28
10/12/2017	Struxture-architect fee	(871.21)			537,593.80				5,774,351.27	6,311,945.07
10/11/2017	Larson Const.-App #2	(430,583.32)			107,010.48				5,774,351.27	5,881,361.75
10/11/2017	Larson Const.-App #3	(62,131.90)			44,878.58				5,774,351.27	5,819,229.85
10/31/2017	Interest				44,878.58		5,795.12		5,780,146.39	5,825,024.97
11/15/2017	Struxture-architect fee	(3,939.97)			40,938.61				5,780,146.39	5,821,085.00
11/15/2017	Xfer from Savings to Checking			152,338.91	193,277.52			(152,338.91)	5,627,807.48	5,821,085.00
11/15/2017	Larson Const.-App#4	(152,338.91)			40,938.61				5,627,807.48	5,668,746.09
11/30/2017	Interest				40,938.61		5,391.43		5,633,198.91	5,674,137.52
12/15/2017	Struxture-architect fee	(9,616.21)			31,322.40				5,633,198.91	5,664,521.31
12/15/2017	Xfer from Savings to Checking			709,922.22	741,244.62			(709,922.22)	4,923,276.69	5,664,521.31
12/15/2017	Larson Const. - App #5	(709,922.22)			31,322.40				4,923,276.69	4,954,599.09
12/31/2017	Interest				31,322.40		5,233.61		4,928,510.30	4,959,832.70
1/15/2018	Struxture-architect fee	(8,976.03)			22,346.37				4,928,510.30	4,950,856.67
1/14/2018	Xfer from Savings to Checking			515,000.00	537,346.37			(515,000.00)	4,413,510.30	4,950,856.67
1/15/2018	Larson Const. App #6	(510,140.77)			27,205.60				4,413,510.30	4,440,715.90
1/31/2018	Interest				27,205.60		4,570.35		4,418,080.65	4,445,286.25
2/13/2018	Xfer from Savings to Checking			172,997.06	200,202.66			(172,997.06)	4,245,083.59	4,445,286.25
2/15/2018	Larson Const. App #7	(171,737.08)			28,465.58				4,245,083.59	4,273,549.17
2/22/2018	Struxture-architect fee	(1,259.98)			27,205.60				4,245,083.59	4,272,289.19
2/28/2018	Interest				27,205.60		3,810.38		4,248,893.97	4,276,099.57
3/15/2018	Xfer from Savings to Checking			233,899.59	261,105.19			(233,899.59)	4,014,994.38	4,276,099.57
3/15/2018	Larson Const. App #8	(233,899.59)			27,205.60				4,014,994.38	4,042,199.98
3/30/2018	Interest				27,205.60		4,068.88		4,019,063.26	4,046,268.86
4/1/2018	ISG (f/ka/ Struxture)	(2,606.48)			24,599.12				4,019,063.26	4,043,662.38
4/13/2018	KCL refund		252.00		24,851.12				4,019,063.26	4,043,914.38
4/6/2018	Xfer from Savings to Checking			431,681.73	456,532.85			(431,681.73)	3,587,381.53	4,043,914.38
4/9/2018	Larson Const. App #9	(431,681.73)			24,851.12				3,587,381.53	3,612,232.65
4/30/2018	Interest				24,851.12		3,458.82		3,590,840.35	3,615,691.47
5/1/2018	Xfer from Savings to Checking			324,371.49	349,222.61			(324,371.49)	3,266,468.86	3,615,691.47
5/15/2018	Larson Const. App #10	(324,371.49)			24,851.12				3,266,468.86	3,291,319.98
5/31/2018	Interest				24,851.12		3,570.03		3,270,038.89	3,294,890.01
6/14/2018	Xfer from Savings to Checking			373,445.81	398,296.93			(373,445.81)	2,896,593.08	3,294,890.01
6/14/2018	Larson Const. App #11	(373,445.81)			24,851.12				2,896,593.08	2,921,444.20
6/14/2018	ISG (f/ka/ Struxture)	(11,193.62)			13,657.50				2,896,593.08	2,910,250.58
6/30/2018	ISG (f/ka/ Struxture)	(5,454.51)			8,202.99				2,896,593.08	2,904,796.07
6/30/2018	Interest				8,202.99		3,670.10		2,900,263.18	2,908,466.17
7/6/2018	Xfer from Savings to Checking			526,267.29	534,470.28			(526,267.29)	2,373,995.89	2,908,466.17
7/6/2018	Larson Const #12	(526,267.29)			8,202.99				2,373,995.89	2,382,198.88
7/31/2018	ISG (f/ka/ Struxture)	(4,994.30)			3,208.69				2,373,995.89	2,377,204.58
7/31/2018	Interest				3,208.69		3,196.36		2,377,192.25	2,380,400.94

HS PROJECT- MONTHLY DETAIL

		GO BOND CHECKING ACCOUNT (xx151)				GO BOND SAVINGS ACCOUNT (xx227)				
Date	Description	Expenses	Revenue	Transfer	BALANCE	Expenses	Interest	Transfer	BALANCE	TOTAL ALL
8/1/2018	Xfer from Savings to Checking			4,994.30	8,202.99			(4,994.30)	2,372,197.95	2,380,400.94
8/15/2018	ISG (f/ka/ Struxture)	(9,743.66)			(1,540.67)				2,372,197.95	2,370,657.28
8/15/2018	Larson Const. #13	(283,367.07)			(284,907.74)				2,372,197.95	2,087,290.21
8/15/2018	Xfer from Savings to Checking			293,110.73	8,202.99			(293,110.73)	2,079,087.22	2,087,290.21
8/31/2018	Interest				8,202.99	2,742.61			2,081,829.83	2,090,032.82
9/15/2018	Larson Const. #14	(531,730.32)			(523,527.33)				2,081,829.83	1,558,302.50
9/15/2018	Xfer from Savings to Checking			531,730.32	8,202.99			(531,730.32)	1,550,099.51	1,558,302.50
9/30/2018	Interest				8,202.99	2,094.08			1,552,193.59	1,560,396.58
10/15/2018	Xfer from Savings to Checking			397,135.43	405,338.42			(397,135.43)	1,155,058.16	1,560,396.58
10/15/2018	Larson Const #15	(385,482.97)			19,855.45				1,155,058.16	1,174,913.61
10/15/2018	ISG (f/ka/ Struxture)	(11,652.46)			8,202.99				1,155,058.16	1,163,261.15
10/31/2018	Interest				8,202.99	1,498.14			1,156,556.30	1,164,759.29
11/15/2018	Xfer from Savings to Checking			543,873.23	552,076.22			(543,873.23)	612,683.07	1,164,759.29
11/15/2018	Larson Const #16	(543,873.23)			8,202.99				612,683.07	620,886.06
11/15/2018	ISG (f/ka/ Struxture)	(5,700.85)			2,502.14				612,683.07	615,185.21
11/15/2018	Xfer from Savings to Checking			5,700.85	8,202.99			(5,700.85)	606,982.22	615,185.21
11/30/2018	Interest				8,202.99	860.50			607,842.72	616,045.71
12/7/2018	Xfer from Savings to Checking			34,295.25	42,498.24			(34,295.25)	573,547.47	616,045.71
12/12/2018	Larson Const (extra paving)	(34,295.25)			8,202.99				573,547.47	581,750.46
12/17/2018	Xfer from Savings to Checking			10,750.19	18,953.18			(10,750.19)	562,797.28	581,750.46
12/17/2018	ISG (f/ka/ Struxture)	(10,750.19)			8,202.99				562,797.28	571,000.27
12/17/2018	Xfer from Savings to Checking			142,727.05	150,930.04			(142,727.05)	420,070.23	571,000.27
12/17/2018	Larson Const #17	(142,727.05)			8,202.99				420,070.23	428,273.22
12/31/2018	Interest				8,202.99	627.34			420,697.57	428,900.56
1/9/2019	Larson Const #18	(81,227.15)			(73,024.16)				420,697.57	347,673.41
1/9/2019	Xfer from Savings to Checking			82,262.96	9,238.80			(82,262.96)	338,434.61	347,673.41
1/10/2019	ISG (f/ka/ Struxture)	(1,035.81)			8,202.99				338,434.61	346,637.60
1/31/2019	Interest				8,202.99	449.27			338,883.88	347,086.87
2/28/2019	Interest				8,202.99	379.55			339,263.43	347,466.42
3/31/2019	Interest				8,202.99	420.69			339,684.12	347,887.11
4/11/2019	ISG (f/ka/ Struxture)	(1,921.33)			6,281.66				339,684.12	345,965.78
4/11/2019	Larson Const #19	(225,628.33)			(219,346.67)				339,684.12	120,337.45
4/11/2019	Xfer from Savings to Checking			227,549.66	8,202.99			(227,549.66)	112,134.46	120,337.45
4/30/2019	Interest				8,202.99	226.30			112,360.76	120,563.75
5/9/2019	Int Power & Light Co-energy savings		10,473.00		18,675.99				112,360.76	131,036.75
5/28/2019	JTH Lighting - light color		15,000.00		33,675.99				112,360.76	146,036.75
5/14/2019	ISG (f/ka/ Struxture)	(2,277.82)			31,398.17				112,360.76	143,758.93
5/14/2019	Xfer from Savings to Checking			2,277.82	33,675.99			(2,277.82)	110,082.94	143,758.93
5/31/2019	Interest				33,675.99	137.78			110,220.72	143,896.71
6/12/2019	Ahlers & Cooney-bond docs	(1,000.00)			32,675.99				110,220.72	142,896.71
6/30/2019	Interest				32,675.99	132.26			110,352.98	143,028.97
7/31/2019	Interest				32,675.99	136.84			110,489.82	143,165.81
8/15/2019	Iowa Direct - gym bleacher ADA	(1,800.00)			30,875.99				110,489.82	141,365.81
8/31/2019	Interest				30,875.99	137.01			110,626.83	141,502.82
9/12/2019	Larson Const #20	(103,252.09)			(72,376.10)				110,626.83	38,250.73
9/17/2019	Xfer from Savings to Checking			80,000.00	7,623.90			(80,000.00)	30,626.83	38,250.73
9/30/2019	Interest				7,623.90	85.60			30,712.43	38,336.33
10/31/2019	Interest				7,623.90	32.87			30,745.30	38,369.20
11/15/2019	Xfer from Savings to Checking			20,000.00	27,623.90			(20,000.00)	10,745.30	38,369.20
11/15/2019	Larson Const #21	(25,000.00)			2,623.90				10,745.30	13,369.20
11/15/2019	Interest				2,623.90	19.60			10,764.90	13,388.80

Certified Budget compared to Actual Revenues/Expenditures - All Funds

		FY20 Certified Budget	thru 11/30/19	over / (under) budget
Taxes Levied on Property	1	\$ 2,902,298.00	\$ 1,441,850.55	
Utility Replacement Excise Tax	2	\$ 50,845.00	\$ 117,745.73	
Income Surtaxes	3	\$ 140,815.00	\$ -	
Tuition\Transportation Received	4	\$ 520,000.00	\$ 17,757.92	
Earnings on Investments	5	\$ 70,600.00	\$ 35,331.56	
Nutrition Program Sales	6	\$ 180,000.00	\$ 76,039.60	
Student Activities and Sales	7	\$ 197,000.00	\$ 91,595.57	
Other Revenues from Local Sources	8	\$ 120,000.00	\$ 54,240.20	
Revenue from Intermediary Sources	9	\$ -	\$ -	
State Foundation Aid	10	\$ 3,835,960.00	\$ 1,144,803.90	
Instructional Support State Aid	11	\$ 14,904.00	\$ -	
Other State Sources	12	\$ 580,000.00	\$ 185,153.52	
Commercial & Industrial State Replacement	13	\$ 21,722.00	\$ 9,473.40	
Title 1 Grants	14	\$ 59,000.00	\$ -	
IDEA and Other Federal Sources	15	\$ 260,000.00	\$ 82,063.78	
Total Revenues	16	\$ 8,953,144.00	\$ 3,256,055.73	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ 311,790.00	\$ 198,483.90	
Proceeds of Fixed Asset Dispositions	19	\$ -		
Total Revenues & Other Sources	20	\$ 9,264,934.00	\$ 3,454,539.63	
Beginning Fund Balance	21	\$ 5,975,566.28	\$ 5,975,566.28	
Total Resources	22	\$ 15,240,500.28	\$ 9,430,105.91	
*Instruction	23	\$ 5,352,000.00	\$ 1,140,111.86	\$ (4,211,888.14)
Student Support Services	24	\$ 222,500.00	\$ 49,015.76	
Instructional Staff Support Services	25	\$ 480,000.00	\$ 152,225.36	
General Administration	26	\$ 323,000.00	\$ 106,355.84	
School/Building Administration	27	\$ 410,000.00	\$ 154,201.75	
Business & Central Administration	28	\$ 140,000.00	\$ 45,027.06	
Plant Operation and Maintenance	29	\$ 742,000.00	\$ 232,360.32	
Student Transportation	30	\$ 435,000.00	\$ 191,156.17	
This row is intentionally left blank	31	\$ -		
*Total Support Services (lines 24-31)	31A	\$ 2,752,500.00	\$ 930,342.26	\$ (1,822,157.74)
*Noninstructional Programs	32	\$ 355,000.00	\$ 100,481.35	\$ (254,518.65)
Facilities Acquisition and Construction	33	\$ 475,000.00	\$ 200,629.03	
Debt Service	34	\$ 666,377.00	\$ 296,333.75	
AEA Support - Direct to AEA	35	\$ 285,596.00	\$ 79,932.90	
*Total Other Expenditures (lines 33-35)	35A	\$ 1,426,973.00	\$ 576,895.68	\$ (850,077.32)
Total Expenditures	36	\$ 9,886,473.00	\$ 2,747,831.15	
Transfers Out	37	\$ 311,790.00	\$ 247,942.53	
Total Expenditures & Other Uses	38	\$ 10,198,263.00	\$ 2,995,773.68	
Ending Fund Balance	39	\$ 5,042,237.28	\$ 6,434,332.23	
Total Requirements	40	\$ 15,240,500.28	\$ 9,430,105.91	

This report shows the district's progress towards staying on budget according to the certified budget published and approved. The expenditures with * must stay below the budgeted amount to avoid having to revise the budget by May 31st of each fiscal year. Revenues and expenses will continue for the fiscal year until the Certified Annual Report (CAR) is completed in September.

SIAC Committee

8a

TIM AND JOLENE HOFFMAN
BRUCE AND JEANETTE RINIKER
DUSTIN AND SARA HOGAN
JASON AND DEB DONLEA
MATTHEW AND JANIE WALTHART
TROY AND LISA TEMPUS
WADE AND REBECCA STAHR
KEN AND KATHY KEHRLI
KEVIN AND ALLISON BERNES
KELLY AND SALLY ANDEREGG
KEVIN AND MELISSA HESNER
JUSTIN AND ALYSSA SHAFFER
BRIAN AND ERIN KELCHEN
STEPHANIE AND JIMMY GRAHAM
BRYAN AND JESSICA FLEXSENHAR
FRED AND MAGGIE PECK
BRIAN AND JAMI CRAWFORD
Kim & Mark Crawford
CHARLES AND CRYSTAL BARE
MIKE AND ANDREA COOK
CHRIS AND CAREY CHESMORE
DR. JOSH AND KELLE BOWDEN
ANDREW AND HALLEY MAAS
WILLIAM AND TRISHA KRESS
NICK AND KELLI KRUM
COURTNEY AND JOSH ISHAM
REX JR. AND BOBBIE YEAROUS
BURT AND BARB YEAROUS
MATT AND EMILY SHERRETS
LARRY AND MELISSA KRESS
CLAIR AND CHRISTINE FRANZEN
ROBERT AND THEREASA HAGER
GLEN AND MINDY FULTS
VINCE AND ERICA LONG
CRAIG AND KRIS WILGENBUSCH
Dan and Holly Stiefel
JAMIE NELSON DABROSKI
STEPHANIE/THEODORE WORM/MASSOW
SEAN AND JESSI OPITZ
RYAN AND AUDREY BARTACHEK
TIM AND SARA CONNOLLY
NICK AND HEATHER STEFFENS
CHAD AND CHRISTEL MANSON
GEORGE ABERLE
DON AND ALICE FANGMAN
DIRECTOR, KID'S CORNER DAYCARE
MARY DONLEA
DIANE MEYER
DENISE RORABAUGH

SBRC Application for MSA for Dropout Prevention Program

MODIFIED SUPPLEMENTAL AMOUNT

#	Description	Amount
1	District cost per pupil	\$6,880
2	Certified enrollment (October 1, current school year) Certified enrollment was found and certified on 10/15/2019 4:41:19 PM.	552.30
3	Maximum modified supplemental amount possible (0.033 x line 1 x line 2)	\$125,394
4	Previous FY Carry-forward from CAR Project 1116 Carry-forward: \$0 Project 1119 Carry-forward: \$0	\$0
5	Requested modified supplemental amount Enter an amount equal to, or less than (Ln3 - Ln4): \$125,394	0
"Requested MSA and required match (and the associated spending authority) is solely for the purpose of implementing the district's board-adopted At-Risk/Dropout program."		
6	Required local match (Total Project Cost(Line 5 / 0.75) X 0.25)	\$0
7	Enter the number of enrolled students in the budget year identified as returning dropouts and potential dropouts.	0

The amount is calculated as shown in line 3 above and is for additional spending authority.

Motion:

I make a motion to approve the request to the SBRC for Modified Supplemental Amount for the Dropout Prevention Program in the amount of \$125,394.00.

8c

Brad Harms, Assessor
Steve Maynard, Deputy Assessor
Kim Fox, Office Manager
Phyllis Haisch, Clerk

**Buchanan County
Assessor's Office**
PO Box 388
Independence, IA 50644-0388

Phone: 319.334.2706
Fax: 319.334.7451

Board of Education

December 5, 2019

Please provide the contact information for your school district representative selected to serve on the Buchanan County Conference Board. You can provide their name and address below and mail to **PO Box 388, Independence, IA, 50644**, or email to **bharms@co.buchanan.ia.us**. The Buchanan County Conference Board is the governing body for the county assessor's office. This person must reside in Buchanan County and the appointment is for 2020.

Chapter 441.2 of the code of Iowa will serve as a reference to you if you have any questions. I will also be happy to clarify any questions you may have about the conference board position.

As you are aware, accurate assessed values are essential not only for each property owner's proportionate share of property tax, but equally important in the school aid funding formula.

Returning this information to me as soon as possible will enable me to send information about the conference board to your representative in a timely manner.

Sincerely,



Brad Harms
Buchanan County Assessor

REPRESENTATIVE NAME:

MAILING ADDRESS:

RETIREMENT - CERTIFIED PERSONNEL

The East Buchanan Community School District Retirement Program as described in this document has been approved by the District Board of Education to be effective starting with the 2019-2020 fiscal year. As approved, it applies only to Certified District Employees. This Retirement Program does not vest rights in any District employee whether or not the employee is currently eligible for the Program.

Purpose

The Board of Education of the East Buchanan Community School District has deemed it appropriate to provide a retirement incentive to certified employees of extended tenure who opt to retire from the District pursuant to the terms of this Retirement Program.

The purpose of this program is to provide the District's employees with the option and opportunity for retirement from their employment with the District. This Retirement Program is designed to show the District's appreciation for the services an employee has rendered to the District, to aid the employee in their transition from public service to retirement, and to save District funds through a reduction in staff and/or replacement savings.

EMPLOYEE REQUIREMENTS**A. Determining Eligibility:**

Employees must meet the following criteria to be eligible to participate in the retirement program:

1. in applying this provision, an employee will be at least the age of fifty-five (55) on or before June 30th, 2020.
2. wish to retire voluntarily from service in the East Buchanan Community School District;
3. has been actively employed during the school year in which one requests retirement benefits;
4. has completed a minimum of fifteen (15) years continuous service to the East Buchanan Community School District and are currently employed at the time the voluntary retirement request is made. A leave of absence may interrupt continuous service without affecting the continuous years of service rule. Professional and military leave will qualify toward continuous service;
5. has become eligible for the Iowa Public Employers Retirement System (IPERS) "Rule of 88";
 1. Rule of 88 – Minimum age is 55 and age plus years of IPERS service must equal 88.
6. is not receiving payments from the district's long-term disability insurance program; and
7. has not been discharged for cause or notified that their contract is under consideration of termination or reduction.

B. Qualifying for Program:

An eligible employee qualifies for this program upon completion of the following requirements:

RETIREMENT - CERTIFIED PERSONNEL

- 1) submission of a written application by the employee to participate in this program by March 31st of the contract year, addressed to the Board Secretary.
- 2) submission of a written resignation to the Board of Education on the same day as the submission of the written application to participate in the program; and
- 3) the Board's acceptance of the written resignation. The resignation will not be binding unless the employee is eligible and appropriately qualifies under the program and the Board accepts the employee's written resignation. The Board's acceptance of the written resignation will be considered final action and shall mean that the employee's application is accepted and the employee's contract and employment duties will end on the last day of the current fiscal year.

In all cases, completion of the above requirements is realized by receipt or certification by the Board Secretary.

PROGRAM CALCULATION

Each participating employee shall receive 2 incentives as an early separation of a one-time cash payment based on

- 1) IPERS Rule and percentage of base salary at 1.0 FTE of the specific employee for the 2019-2020 school year
- 2) a payout based upon the five-year average of employee FTE (Max 1.0 FTE) and the five-year average of remaining sick days at the end of the school year. Payment of this one-time cash benefit will be paid on Oct 1, 2020. Any benefit paid will be subject to deductions required by federal or state law.

Rule Payouts

Rule of 88 - 40% of the 1.0 FTE base salary + \$100 per remaining sick days based on calculations
Rule of 90 - 30% of the 1.0 FTE base salary + \$100 per remaining sick days based on calculations
Rule of 92 - 20% of the 1.0 FTE base salary + \$100 per remaining sick days based on calculations
Rule of 94 - 10% of the 1.0 FTE base salary + \$100 per remaining sick days based on calculations
Rule of 96+ - 0% of the 1.0 FTE base salary + \$100 per remaining sick days based on calculations

The benefit amount for all employees will be determined in the same manner based upon the five-year average of employee FTE and the five-year average of remaining sick days at the end of each fiscal year:

- 1) The retirement applicant will be paid one hundred dollars (\$100.00) for each eligible sick day times their average FTE (MAXIMUM 1.0 FTE).
- 2) Each retirement applicant will have their FTE determined by averaging the FTE for the previous four (4) contract years and their FTE during the school year in which they request retirement.
- 3) Each retirement applicant will have their number of eligible sick days determined by averaging the remaining sick days on May 30th for the previous four (4) contract years and their remaining sick days on May 30th during the school year in which they request retirement.

HEALTH INSURANCE

The employee may elect to continue to participate in the District's health insurance plan until he or she reaches the age at which they become eligible to receive Medicare as long as they pay the monthly premiums and are permitted to continue coverage by the insurer. To continue their health insurance coverage, the employee shall pay the monthly premium amount to the District's Business Office on a date mutually agreed upon prior to the date the District's premium payment is made to the insurance carrier.

Nothing herein shall limit the District's ability to change the terms of its existing health insurance plan. This plan in no way guarantees that an employee will be provided any certain level of benefits or premiums during the time of the employee's participation in this plan.

EMPLOYEE RIGHTS

In the event this Retirement Program is altered or discontinued, persons who retired from employment with the District under its provisions will continue to receive the benefits in effect and authorized by the Board of Education at the time the employee's letter of resignation was accepted.

The adoption of this Retirement Program shall not vest any rights in any employee whether or not the employee is currently eligible for retirement. The Board of Education shall have the complete discretion to review, amend or repeal this policy at any time, when, in the judgment of the Board of Education, the district no longer realizes economic benefits from this policy or otherwise determines that the policy is not in the best interests of the district. Furthermore, the district shall not be obligated to provide any of the benefits to any employee after the date of such amendment or repeal, except to those employees whose retirement pursuant to this policy has commenced prior to the amendment or repeal.

STATUS OF PARTICIPANTS

An employee who elects to participate in the District's Retirement Program will become a retired employee and will be entitled to all rights and privileges of retired employees under applicable law and the policies of the East Buchanan Community School District Board of Education.

However, Early Separation Plan participants shall not be eligible to be rehired in any capacity with the East Buchanan Community School District; nor shall the East Buchanan Community School District be required to consider an application for employment from an Early Separation Plan participant; provided however, that, at the sole discretion of the Board of Directors, the District may employ Early Separation Plan participants as temporary substitute employees or as coaches and/or sponsors of extracurricular activities.

Each employee who elects to participate in the District's Early Separation Plan must specifically agree to hold the District harmless and indemnify it if the participant attempts to submit an application for employment or otherwise attempts to be reemployed with the District. The participant is not precluded in any way from accepting employment with an employer other than the District after fulfilling the terms of the employee's 2019-2020 contract with the District.

TAXABILITY OF RETIREMENT BENEFITS

In the event the employee who elects to participate in the District's Retirement Program has previously signed a contract for the next school year, said contract will be null and void.

Retirement benefits that are solely payment for health care benefits are generally considered to be not taxable income to the employee. Cash payments are generally considered taxable income to the employee. But when an employee has the option to choose between cash or a lump sum payment in addition to or in lieu of health care benefits, all of the benefits are likely to be treated as taxable income. So, retirees receiving health care benefits may have to pay income tax on the value of those benefits. However, the District is not providing tax advice, and the employee must consult the employee's own tax advisor for the actual taxability of retirement benefits.

POLICY CONTINUATION

The Board of Education shall review the Retirement Policy on an annual basis to assess the needs of the district regarding personnel considerations and budget issues prior to December board meeting of each school year. A decision on whether to offer the Retirement – Certified Personnel Policy for the current school year shall be made at that time.

Legal Reference:

Cross Reference:

Date Approved: December 13, 2000

Date Reviewed: June 12, 2001; November 12, 2007; November 12, 2008; November 11, 2009; May 18, 2011; November 14, 2012; November 11, 2013; November 10, 2014; November 11, 2015; November 9, 2016; November 15, 2017; December 12, 2018

Date Revised: January 21, 2002; December 11, 2002; November 10, 2004; February 8, 2006; January 10, 2007

CLASSIFIED EMPLOYEE RETIREMENT

Classified employees who will complete their current contract with the board may apply for retirement. No classified employee will be required to retire at a specific age.

Application for retirement will be considered made when the classified employee states in writing to the superintendent, no later than the date set by the board for the return of the employee's contract to the board, if applicable, the employee's intent to retire. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent.

Board action to approve a classified employee's application for retirement shall be final and such action constitutes termination of the employee's contract for the next school year.

Classified employees and their spouse and dependents who have group insurance coverage through the school district may be allowed to continue coverage in the school district's group health insurance program, at their own expense, by meeting requirements of the insurer.

Classified employees who retire under this policy may qualify for retirement benefits through the Iowa Public Employees Retirement System (IPERS) and as stated in district Policy #413.2R1.

Legal Reference: 29 U.S.C. Sect. 621 *et seq.* (2012)
Iowa Code §§ 91A.2, .3, .5; 97B; 216; 279.19A, .46 (2013).
1978 Op. Att'y Gen. 247
1974 Op. Att'y Gen. 11, 322.

Cross Reference: 412 Classified Employee Compensation and Benefits
413 Classified Employee Termination of Employment

Approved: July 16, 2001
Reviewed: November 9, 2016; November 14, 2018
Revised: November 9, 2016

RETIREMENT - CLASSIFIED PERSONNEL

When a classified employee* retires after fifteen (15) or more years of continuous employment with the East Buchanan Community School District and has accumulated a minimum of 60 days sick leave up to a maximum of 120 days sick leave, a retirement stipend shall be paid based upon the following schedule.

<u>Years of Employment</u>	<u>Basis of Retirement</u>
15	One-fourth (1/4) of the current minimum wage (\$10) times the number of contracted hours per day for all unused sick leave days.
20	One-half (1/2) of the current minimum wage (\$10) times the number of contracted hours per day for all unused sick leave days.
25	Three-fourths (3/4) of the current minimum wage (\$10) times the number of contracted hours per day for all unused sick leave days.

The early retirement program is not available to any employee who has received notification of possible contract termination or who has been discharged, with the Board of Education the final determiner of that status.

Classified employees must submit a written application to the Superintendent of Schools at least sixty (60) days prior to their retirement date.

BENEFIT OPTIONS

Classified employees submitting written application to participate in the retirement policy by January 15th of the final year of employment will receive a \$300.00 additional stipend or submitting said intention by February 15th of the final year of employment would receive a \$150.00 additional stipend. Said stipend will be included with the retiring employee's retirement benefit check on July 20th of the retiring year.

* An employee in a classified position must have been employed at least 180 days between July 1st and June 30th to be credited with one year of employment.

Legal Reference: Iowa Code §§ 97B; 216; 279.46 (1995).
581 I.A.c. 21.
1978 Op. Att'y Gen. 247
1974 Op. Att'y Gen. 11, 322.

Cross Reference: 401.8 Recognition for Service of Employees
413.2 Classified Employee Retirement

Approved July 16, 2001 Revised December 11, 2002 Revised January 11, 2006
Reviewed November 9, 2016 Reviewed: November 14, 2018

IASB

Quarterly Policy Updates

ORGANIZATIONAL MEETING PROCEDURES

The board will hold its organizational meeting in odd-numbered years at or before the first regular meeting following the canvass of votes. Notice of the meeting's place and time will be given by the board secretary to each member, member-elect and the public.

The purpose of the meeting is to transfer material and responsibility from the outgoing board to the new board. At the meeting, the board will elect a president and a vice president who will hold office for one year. Once elected, the president and vice president will be entitled to vote on all matters before the board.

Meeting Procedure

The organizational meeting of the board will be held in two parts: the final meeting of the outgoing board and the organizational meeting of the new board.

1. Final Meeting of the Retiring Board

- (1) Call to order.
- (2) Roll call.
- (3) Approval of minutes of previous meeting(s).
- (4) Visitors.
- (5) Unfinished business.
 - (a) Current claims and accounts (for the retiring board to authorize).
- (6) Examine and settle the books for the previous year.
- (7) Review of election results. The board secretary will present the county auditor's official report on the latest elections. Official results are recorded in the minutes.
- (8) Adjournment of the retiring board.

2. Organizational Meeting of the New Board

- (1) [Insert position, title, (e.g. superintendent, board secretary, etc.)] ~~Board Secretary~~ as president pro-tem, will preside over the meeting until a new board president is elected.
- (2) Call to order.
- (3) Roll call.
- (4) Oath of office. The board secretary will administer the oath to new members.
- (5) Election of a president of the board. The president pro-tem calls for nominations; nominations need not be seconded. The board will then vote on the nominations. The secretary will announce the result of the vote, and the [Insert position, title, (e.g. superintendent, board secretary, etc.)] ~~Board Secretary~~ will administer the oath of office to the newly elected president and the newly elected president will assume the chair.

Approved July 12, 2017 Reviewed July 12, 2017 Revised _____

ORGANIZATIONAL MEETING PROCEDURES

- (6) Election of the vice-president. The president of the board will call for nominations; the nominations need not be seconded. The board will then vote on the nominations. The president will announce the results and administer the oath of office to the vice-president.

Other items of business at the organizational meeting may include:

- (7) Board resolution of appreciation recognizing the public service rendered by retiring board members.
- (8) Determination of dates, times, and places for regular meetings of the board.
- (9) Board resolution to define the operating rules and practices that will be followed by the new board.
- (10) Board resolution to authorize the interim payment of bills pursuant to policy 705.3.
- (11) Visitors.
- (12) Superintendent's report.
- (13) Adjournment.

NOTE: Board members elected at a regular school election must take the oath of office at or before the organization meeting. Failure to do so results in a vacancy.

NOTE: The board president and vice president are each elected to a one year term at the organizational meeting in odd-numbered years and at the annual meeting in even-numbered years.

Legal Reference: Iowa Code §§ 274.2; 275.23A; 277
281 I.A.C. 12.3.

Cross Reference: 202 Board of Directors Members
206.1 President
206.2 Vice-President
210 Board of Directors Meetings

VACANCIES

A vacancy occurs as provided by law, which includes but is not limited to when a board member dies, resigns, forfeits or otherwise leaves the office, or fails to reside in the school district or director district. A vacancy also includes, but is not limited to, the following:

- failure to be properly elected;
- failure to qualify within the time fixed by law;
- failure to reside in the school district or director district; or,
- a court order.

If a vacancy occurs prior to the expiration of a term of office, the vacancy will be filled by board appointment within 30 days of the vacancy. ~~The newly-appointed board member will hold the position until the next scheduled school election.~~ The board shall publish notice stating that the board intends to fill the vacancy by appointment, but the electors of the school district have the right to file a petition within 14 days of the publication of the notice requiring the vacancy be filled by a special election.

A person appointed to fill a vacancy shall hold office until a successor is elected and qualified at the next regular school election, unless there is an intervening special election for the school district, in which event a successor shall be elected at the intervening special election.

If the board is unable to fill a vacancy by appointment within 30 days after the vacancy occurs or if a valid petition is submitted, the board secretary will call a special election to be held no sooner than 60 days and not later than 70 days after the vacancy occurred. A board member elected at the special election will serve the remaining portion of the unexpired term.

NOTE: Special elections called because the board is unable to fill a vacancy by appointment within 30 days or called because a valid petition has been submitted are to be held 60-70 days after the vacancy occurs. These special elections are different than the special school elections (commonly called public measure elections), which are held on four specific dates each year as outlined in Iowa Code. The special elections called to fill a vacancy can be held at any time of the year.

Legal Reference: Iowa Code §§21.6; 69; 277.29; 279
 Good v. Crouch, 397 N.W.2d 757 (Iowa 1986).
 Board of Directors of Grimes Independent School Dist. v. County Board of Public Instruction of Polk Co., 257 Iowa 106, 131 N.W.2d 802 (1965).
 Board of Directors of Menlo Consol. School Dist. v. Blakesburg, 240 Iowa 910, 36 N.W.2d 751 (1949).
 1944 Op. Att'y Gen. 39.

Cross Reference: 201 Board of Directors' Elections
 202 Board of Directors Members
 202.3 Term of Office

Approved April 14, 2004

Reviewed May 11, 2015

Revised _____

MEETING NOTICE

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date and tentative agenda of board meetings. The public notice will be posted on the bulletin board or another prominent place clearly designated for posting agendas in the central administration office at least two days before it is scheduled, but, at the minimum, twenty-four hours notice needs to be given.

A copy of the public notice will be provided to those who have filed a request for notice with the secretary. ~~These requests for notice must be in writing.~~ A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice will be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting will be given as soon as practical and possible in light of the situation. The media and others who have requested notice will be notified of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or board members will constitute a waiver of notice.

It is the responsibility of the board secretary to give public notice of board meetings and work sessions.

NOTE: This policy states that the notice will be posted in the central administration office which is a legal requirement. If an additional procedure is used, the board may want to include that procedure.

Legal Reference: Dobrovolsky v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).
Iowa Code §§ 21.2-.4; 279.1, .2 (2013).
1952 Op. Att'y Gen. 133.

Cross Reference: 210 Board of Directors' Meetings
210.8 Board of Directors' Meeting Agenda

Approved June 9, 2004

Reviewed July 13, 2015

Revised _____

QUORUM

Action by the board regarding the affairs of the school district may be taken only when a quorum, a majority of the board members, is in attendance at the board meeting. While in person participation is encouraged, board members may attend meetings either in person or electronically provided each member can hear and be heard in real time by all members present and the public.

While board members are encouraged to attend board meetings, 3 members will constitute a quorum and are a sufficient number to transact business of the school corporation. The adjournment of a meeting may be executed without a quorum.

An affirmative vote of a majority of the votes cast is sufficient to pass a motion or take action unless law or board policy requires a vote of a greater number.

It is the responsibility of each board member to attend board meetings.

Legal Reference: Iowa Code §§ 21.5(1); 279.4 ~~(2013)~~.

Cross Reference: 210 Board of Directors' Meetings

Approved July 14, 2004

Reviewed July 13, 2015

Revised _____

ORDER OF THE REGULAR BOARD OF DIRECTORS' MEETING

The board shall conduct an orderly board meeting. The board will, at all regular board meetings, follow an agenda order similar to:

- 1. — East Buchanan Mission Statement —
- 2. — Roll Call —
- 3. — Citizen's Forum
- 4. — Approval of Agenda
- 5. — Consent Agenda —
- 6. — New Business
- 7. — Information and Report Items
- 8. — Adjournment

Legal Reference: — Iowa Code §§ 21; 279.8 (2013).

Cross Reference: — 210 — Board of Directors' Meetings
— 210.8 — Board Meeting Agenda

Approved: February 10, 2010 Reviewed: July 13, 2015 — Revised: _____

OPEN MEETINGS

A gathering of a majority of board members either in person or electronically in which deliberation of an issue within the jurisdiction of the board scope of the board's policy-making duties takes place is a board meeting. A gathering for the purpose of social or ministerial action will not constitute a board meeting when there is no discussion of policy or intent to avoid the purpose of the open meetings law, unless a discussion of policy takes place. Meetings of the board will be conducted in an open meeting unless a closed session is authorized by law or the meeting is exempt from the open meetings law.

Legal Reference: Iowa Code §§ 21, 279.1-.2 (2013).
1982 Op. Att'y Gen. 162.
1980 Op. Att'y Gen. 167.

Cross Reference: 208 Ad Hoc Committees
210 Board of Directors' Meetings
210.8 Board Meeting Agenda
212 Closed Sessions

Approved July 14, 2004

Reviewed July 13, 2015

Revised _____

BOARD OF DIRECTORS' MEMBER DEVELOPMENT AND TRAINING

The board may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions.

The board will work closely with the Iowa Association of School Boards' ~~Academy of Board Learning Experiences~~ and encourage the board members to participate in conferences to achieve the Better Boardsmanship Award.

NOTE: In order for a board to be eligible for the IASB Award of Achievement, the board needs to have a policy on board development.

Legal Reference: Iowa Code §§ 279.8, .38 (2013).

Cross Reference: 216.1 Association Membership

Approved July 14, 2004

Reviewed July 13, 2015

Revised _____

CODE OF PROFESSIONAL CONDUCT AND ETHICS REGULATION

CHAPTER 25

282—25.1(272) Scope of standards. This code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in Iowa Code chapter 272. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

282—25.2(272) Definitions. Except where otherwise specifically defined by law:

“Administrative and supervisory personnel” means any licensed employee such as superintendent, associate superintendent, assistant superintendent, principal, associate principal, assistant principal, or other person who does not have as a primary duty the instruction of pupils in the schools.

“Board” means the Iowa board of educational examiners.

“Discipline” means the process of sanctioning a license, certificate or authorization issued by the board.

“Ethics” means a set of principles governing the conduct of all persons governed by these rules.

“Fraud” means knowingly providing false information or representations on an application for licensure or employment, or knowingly providing false information or representations made in connection with the discharge of duties.

“License” means any license, certificate, or authorization granted by the board.

“Licensee” means any person holding a license, certificate, or authorization granted by the board.

“Practitioner” means an administrator, teacher, or other licensed professional, including an individual who holds a statement of professional recognition, who provides educational assistance to students.

“Responsibility” means a duty for which a person is accountable by virtue of licensure.

“Right” means a power, privilege, or immunity secured to a person by law.

“Student” means a person, regardless of age, enrolled in a prekindergarten through grade 12 school, who is receiving direct or indirect assistance from a person licensed by the board.

“Teacher” means any person engaged in the instructional program for prekindergarten through grade 12 children, including a person engaged in teaching, administration, and supervision, and who is required by law to be licensed for the position held.

[ARC 7979B, IAB 7/29/09, effective 9/2/09]

282—25.3(272) Standards of professional conduct and ethics. Licensees are required to abide by all federal, state, and local laws applicable to the fulfillment of professional obligations. Violation of federal, state, or local laws in the fulfillment of professional obligations constitutes unprofessional and unethical conduct which can result in disciplinary action by the board. In addition, it is hereby deemed unprofessional and unethical for any licensee to violate any of the following standards of professional conduct and ethics:

25.3(1) Standard I—conviction of crimes, sexual or other immoral conduct with or toward a student, and child and dependent adult abuse. Violation of this standard includes:

- a. *Fraud.* Fraud means the same as defined in rule 282—25.2(272).
- b. *Criminal convictions.* The commission of or conviction for a criminal offense as defined by Iowa law provided that the offense is relevant to or affects teaching or administrative performance.

(1) Disqualifying criminal convictions. The board shall deny an application for licensure and shall revoke a previously issued license if the applicant or licensee has, on or after July 1, 2002, been convicted of, has pled guilty to, or has been found guilty of the following criminal offenses, regardless of whether the judgment of conviction or sentence was deferred:

1. Any of the following forcible felonies included in Iowa Code section 702.11: child endangerment, assault, murder, sexual abuse, or kidnapping;

2. Any of the following criminal sexual offenses, as provided in Iowa Code chapter 709, involving a child:

- o First-, second- or third-degree sexual abuse committed on or with a person who is under the age of 18;
- o Lascivious acts with a child;
- o Assault with intent to commit sexual abuse;
- o Indecent contact with a child;
- o Sexual exploitation by a counselor;
- o Lascivious conduct with a minor;
- o Sexual exploitation by a school employee;
- o Enticing a minor under Iowa Code section 710.10; or
- o Human trafficking under Iowa Code section 710A.2;

3. Incest involving a child as prohibited by Iowa Code section 726.2;

4. Dissemination and exhibition of obscene material to minors as prohibited by Iowa Code section 728.2;

5. Telephone dissemination of obscene material to minors as prohibited by Iowa Code section 728.15;

6. Any offense specified in the laws of another jurisdiction, or any offense that may be prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1) "b"(1); or

7. Any offense under prior laws of this state or another jurisdiction, or any offense under prior law that was prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1) "b"(1).

(2) Other criminal convictions and founded child abuse. In determining whether a person should be denied a license or whether a licensee should be disciplined based upon any other criminal conviction, including a conviction for an offense listed in 25.3(1) "b"(1) which occurred before July 1, 2002, or a founded report of abuse of a child, the board shall consider:

1. The nature and seriousness of the crime or founded abuse in relation to the position sought;
2. The time elapsed since the crime or founded abuse was committed;
3. The degree of rehabilitation which has taken place since the crime or founded abuse was committed;
4. The likelihood that the person will commit the same crime or abuse again;
5. The number of criminal convictions or founded abuses committed; and
6. Such additional factors as may in a particular case demonstrate mitigating circumstances or heightened risk to public safety.

c. *Sexual involvement or indecent contact with a student.* Sexual involvement includes, but is not limited to, the following acts, whether consensual or nonconsensual: fondling or touching the inner thigh, groin, buttocks, anus or breasts of a student; permitting or causing to fondle or touch the practitioner's inner thigh, groin, buttocks, anus, or breasts; or the commission of any sex act as defined in Iowa Code section 702.17.

d. *Sexual exploitation of a minor.* The commission of or any conviction for an offense prohibited by Iowa Code section 728.12, Iowa Code chapter 709 or 18 U.S.C. Section 2252A(a)(5)(B).

e. *Student abuse.* Licensees shall maintain professional relationships with all students, both inside and outside the classroom. The following acts or behavior constitutes unethical conduct without regard to the existence of a criminal charge or conviction:

- (1) Committing any act of physical abuse of a student;
- (2) Committing any act of dependent adult abuse on a dependent adult student;
- (3) Committing or soliciting any sexual or otherwise indecent act with a student or any minor;
- (4) Soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student;
- (5) Furnishing alcohol or illegal or unauthorized drugs or drug paraphernalia to any student or knowingly allowing a student to consume alcohol or illegal or unauthorized drugs in the presence of the licensee;
- (6) Failing to report any suspected act of child or dependent adult abuse as required by state law; or
- (7) Committing or soliciting any sexual conduct as defined in Iowa Code section 709.15(3)“b” or soliciting, encouraging, or consummating a romantic relationship with any person who was a student within 90 days prior to any conduct alleged in the complaint, if that person was taught by the practitioner or was supervised by the practitioner in any school activity when that person was a student.

25.3(2) Standard II—alcohol or drug abuse. Violation of this standard includes:

- a. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal or unauthorized drugs or abusing legal drugs.
- b. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming alcohol.

25.3(3) Standard III—misrepresentation, falsification of information. Violation of this standard includes:

- a. Falsifying or deliberately misrepresenting or omitting material information regarding professional qualifications, criminal history, college credit, staff development credit, degrees, academic award, or employment history when applying for employment or licensure.
- b. Falsifying or deliberately misrepresenting or omitting material information regarding compliance reports submitted to federal, state, and other governmental agencies.
- c. Falsifying or deliberately misrepresenting or omitting material information submitted in the course of an official inquiry or investigation.
- d. Falsifying any records or information submitted to the board in compliance with the license renewal requirements imposed under 282—Chapter 20.
- e. Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel, including improper administration of any standardized tests, including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.

25.3(4) Standard IV—misuse of public funds and property. Violation of this standard includes:

- a. Failing to account properly for funds collected that were entrusted to the practitioner in an educational context.
- b. Converting public property or funds to the personal use of the practitioner.
- c. Submitting fraudulent requests for reimbursement of expenses or for pay.
- d. Combining public or school-related funds with personal funds.
- e. Failing to use time or funds granted for the purpose for which they were intended.

25.3(5) Standard V—violations of contractual obligations.

- a. Violation of this standard includes:
 - (1) Asking a practitioner to sign a written professional employment contract before the practitioner has been unconditionally released from a current contract, unless the practitioner provided notice to the practitioner’s employing board as set forth in subparagraph 25.3(5)“b”(2).
 - (2) Abandoning a written professional employment contract without prior unconditional release by the employer.
 - (3) As an employer, executing a written professional employment contract with a practitioner which requires the performance of duties that the practitioner is not legally qualified to perform.

(4) As a practitioner, executing a written professional employment contract which requires the performance of duties that the practitioner is not legally qualified to perform.

b. In addressing complaints based upon contractual obligations, the board shall consider factors beyond the practitioner's control. For purposes of enforcement of this standard, a practitioner will not be found to have abandoned an existing contract if:

(1) The practitioner obtained a release from the employing board before discontinuing services under the contract; or

(2) The practitioner provided notice to the employing board no later than the latest of the following dates:

1. The practitioner's last work day of the school year;
2. The date set for return of the contract as specified in statute; or
3. June 30.

25.3(6) Standard VI—unethical practice toward other members of the profession, parents, students, and the community. Violation of this standard includes:

- a. Denying the student, without just cause, access to varying points of view.
- b. Deliberately suppressing or distorting subject matter for which the educator bears responsibility.
- c. Failing to make reasonable effort to protect the health and safety of the student or creating conditions harmful to student learning.
- d. Conducting professional business in such a way that the practitioner repeatedly exposes students or other practitioners to unnecessary embarrassment or disparagement.
- e. Engaging in any act of illegal discrimination, or otherwise denying a student or practitioner participation in the benefits of any program on the grounds of race, creed, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, or national origin.
- f. Soliciting students or parents of students to purchase equipment, supplies, or services from the practitioner for the practitioner's personal advantage.
- g. Accepting gifts from vendors or potential vendors where there may be the appearance of or an actual conflict of interest.
- h. Intentionally disclosing confidential information including, but not limited to, unauthorized sharing of information concerning student academic or disciplinary records, health and medical information, assessment or testing results, or family income. Licensees shall comply with state and federal laws and local school board policies relating to the confidentiality of student records, unless disclosure is required or permitted by law.
- i. Refusing to participate in a professional inquiry when requested by the board.
- j. Aiding, assisting, or abetting an unlicensed person in the completion of acts for which licensure is required.
- k. Failing to self-report to the board within 60 days any founded child abuse report, or any conviction for a criminal offense listed in 25.3(1)"b"(1) which requires revocation of the practitioner's license.
- l. Delegating tasks to unqualified personnel.
- m. Failing to comply with federal, state, and local laws applicable to the fulfillment of professional obligations.
- n. Allowing another person to use one's practitioner license for any purpose.
- o. Performing services beyond the authorized scope of practice for which the individual is licensed or prepared or performing services without holding a valid license.
- p. Falsifying, forging, or altering a license issued by the board.
- q. Failure of the practitioner holding a contract under Iowa Code section 279.13 to disclose to the school official responsible for determining assignments a teaching assignment for which the practitioner is not properly licensed.
- r. Failure of a school official responsible for assigning licensed practitioners holding contracts under Iowa Code section 279.13 to adjust an assignment if the practitioner discloses to the official that the practitioner is not properly licensed for an assignment.

25.3(7) Standard VII—compliance with state law governing obligations to state or local governments, child support obligations, and board orders. Violation of this standard includes:

- a.* Failing to comply with 282—Chapter 8 concerning payment of debts to state or local governments.
- b.* Failing to comply with 282—Chapter 10 concerning child support obligations.
- c.* Failing to comply with a board order.

25.3(8) Standard VIII—incompetence. Violation of this standard includes, but is not limited to:

- a.* Willfully or repeatedly departing from or failing to conform to the minimum standards of acceptable and prevailing educational practice in the state of Iowa.
- b.* Willfully or repeatedly failing to practice with reasonable skill and safety.

APPROVED: 1/12/2011

REVIEWED: 2/10/2016, 11/15/2017

REVISED: 3/9/2016,

The text of this regulation has been replaced in its entirety due to updates in the administrative code per Vol 28, Number 2 IASB Policy Primer.

SCHOOL BUS SAFETY INSTRUCTION

The school district will conduct school bus safe riding practices instruction and emergency safety drills at least twice during the school year, once in the fall and once in the spring, for students who utilize school district transportation. Documentation of these safety drills will be maintained by the district for five years and made available upon request.

Each school bus vehicle will have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This will include, but not be limited to, students with disabilities.

Employees are responsible for instructing the proper techniques to be followed during an emergency, as well as safe riding practices. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8; 321 (2013);
281 I.A.C. 43.40.

Cross Reference: 503 Student Discipline
507 Student Health and Well-Being
804.2 Warning Systems and Emergency Plans

Approved April 9, 2008

Reviewed Jan 13, 2016

Revised _____

SCHOOL BUS PASSENGER RESTRAINTS

The district shall utilize three-point lap-shoulder belts on district school buses as required by state law. All three-point lap-shoulder belts available on district buses will be used by passengers when the vehicle is in any non-stationary gear.

Note: All Iowa school districts utilizing school buses must have a policy in place on this topic. This policy applies even to districts who contract out their bussing services with a third party.

Legal Reference: 281 I.A.C. 43.10(6)

Cross Reference: 711.7 School Bus Safety Instruction

Approved _____

Reviewed _____

Revised _____

SPECIAL CONVENIENCE BUS STOPS

No bus shall leave the public highway to receive or discharge students unless their safety is ensured and the private road is maintained in the same manner as the public highway..

Change to
711.11 ?

Cross References: 507 Student Health and Well-Being
 711 Transportation

Approved April 9, 2008 Reviewed Jan 13, 2016 Revised _____

LEGAL STATUS OF THE SCHOOL DISTRICT

Iowa law authorizes the creation of a Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Iowa law. This school district is known as the East Buchanan Community School District.

This school corporation is located in Buchanan County, and its affairs are conducted by elected school officials, the East Buchanan Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in the territory of the school district.

| Legal Reference: Iowa Code §§ 274.1, .2, .6, .7; ~~278.1(9)~~; 279.8; 594A (2013).

Cross Reference: 200 Legal Status of the Board of Directors

Approved April 11, 2001
Reviewed March 9, 2015

Reviewed February 11, 2004 Reviewed January 16, 2010

ORGANIZATION OF THE BOARD OF DIRECTORS

The East Buchanan Community School District board is authorized by and derives its organization from Iowa law. The board will consist of 5 board members. Board members are elected ~~at large~~ [by director district, at-large or at-large by director district].

The board is organized for the purpose of setting policy and providing general direction for the school district. The board will hold its organizational meeting at the first regular meeting following the canvass of votes. The retiring board will transfer materials, including the board policy manual, and responsibility to the new board.

The organizational meeting allows the outgoing board to approve minutes of its previous meetings, complete unfinished business and review the school election results. The retiring board will adjourn and the new board will then begin. The board secretary will administer the oath of office to the newly-elected board members. The board secretary will preside while the new board elects the president and vice-president of the new board.

NOTE: Iowa law establishes the organizational meeting at or before the first regular meeting following the canvass of votes. ~~Boards are no longer required to hold their organizational meeting at a special meeting on the first Monday after the election. Because of the change, it is possible that a board's organizational meeting may be held as late as October. There is no longer the requirement that members elected at a regular election qualify within 10 days. However, members either elected at a special election or appointed to fill a vacancy must still qualify within 10 days.~~

For more detailed discussion of this issue, see IASB's Policy Primer, October 21, 2008. Board members elected at a general election must qualify at or before the organizational meeting.

Legal Reference: Iowa Code §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8, .33 (2013).
281 I.A.C. 12.3(2).

Cross Reference: 202 Board of Directors Members
206.1 President
206.2 Vice-President
210 Board of Directors' Meetings

Approved April 14, 2004
Reviewed February 10, 2010; May 11, 2015
Revised _____

TREASURER

It is the responsibility of the board to appoint a treasurer. The board may appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the treasurer will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter.

It is the responsibility of the treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. *[It will also be the responsibility of the treasurer to work with the secretary to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.]*

If the treasurer is unable or unwilling to carry out the duties required, it is the responsibility of the board secretary to carry out the duties of the treasurer.

The treasurer will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

NOTE: The bracketed sentence in the second paragraph is dependent upon the role of the treasurer in the school district's investment policy. The sentence can either be eliminated or the brackets and italics removed. The policy should reflect the school district's investment policy in Policy 704.3. See also the comments to Policy 206.3, Option I.

Legal Reference: Iowa Code §§ 12B.10; 12C; 279.3, .31-.33; 291.2-.4, .8, .11, 12-.14 (2013).
281 I.A.C. 12.3(1).
1978 Op. Att'y Gen. 328.

Cross Reference: 202.2 Oath of Office
206.3 Secretary
210.1 Annual Meeting
215 Board of Directors' Records
704.3 Investments
707 Fiscal Reports

Approved May 12, 2004

Reviewed May 11, 2015

Revised _____

ANNUAL MEETING

Each year after August 31 and prior to the organizational meeting of the board in odd-numbered years, the board will hold its annual meeting.

At the annual meeting, the board will examine the financial books and settle the secretary's and treasurer's statements for the fiscal year ending the preceding June 30. As part of the annual reports, the treasurer will present affidavits from depository banks. The board may also appoint the board's legal counsel at the annual meeting.

~~NOTE: The requirement that the treasurer present an affidavit for depository banks is a legal requirement. The range of dates for a boards' annual meeting comply with Iowa law. For more detailed discussion of this issue, see IASB's Policy Primer, June, 14, 2010, August 5, 2003 and June 8, 2001.~~

Legal Reference: Iowa Code §§ 279.1, .3, .33 (2013).

Cross Reference: 206.3 Secretary
 206.4 Treasurer
 701.1 Depository of Funds
 707 Fiscal Reports

Approved June 9, 2004 Revised June 10, 2010 Reviewed July 13, 2015

Board Policy East Buchanan Community Schools

BOARD OF DIRECTORS' RECORDS

The board will keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings and other required records of the board.

It is the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting will include, at a minimum, the following items: a record of the date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed will be attached. This information will be available within two weeks of the board meeting and forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be published within two weeks. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next board meeting will be available for inspection at the central administration office after the board secretary transcribes the notes into typewritten material which has been proofread for errors and retyped.

NOTE: ~~This is a mandatory policy.~~ *The requirements in the second paragraph are all legal requirements.*

Legal Reference: Iowa Code §§ 21; 22; 279.8, .35, .36; 291.6, .7; 618.3 (2013).
281 I.A.C. 12.3(1).
1982 Op. Att'y Gen. 215.
1974 Op. Att'y Gen. 403.
1952 Op. Att'y Gen. 133.

Cross Reference: 206.3 Secretary
206.4 Treasurer
208 Ad Hoc Committees
210.8 Board Meeting Agenda
708 Care, Maintenance and Disposal of School District Records
901 Public Examination of School District Records

Approved July 14, 2004

Reviewed July 13, 2015

Revised _____

POLICY REVIEW

Current EB policy is marked with changes based on the current IASB policy reference manual

Wording to be removed is ~~crossed out~~

Additions are in **bold and underlined**

Decisions to be made are **highlighted**

Optional wording is in *[italics and brackets]*

Policy Code Signs & Symbols:

- | | |
|--------------------|--|
| -R | This symbol following a policy code number indicates the statement is an <u>administrative regulation</u> rather than a board policy |
| -E | This symbol following a policy code number indicates the statement is an <u>exhibit</u> rather than a board policy. |
| Legal
Reference | This sign indicates the legal references. They tell the user where they may find the statutes, case law, attorney general opinions, or administrative rules that give authority to a policy. |
| Cross
Reference | Many policies in the manual relate to other policies in the manual. Cross references are provided to assist the user in finding all of the related policies. |

CHILD ABUSE REPORTING

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. ~~Employees are encouraged, and~~ All licensed school employees, teachers, coaches and paraeducators are required as mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties. ~~The definition of child abuse is in the accompanying regulation.~~

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter will shall make an orally report of the suspected child abuse to ~~or in writing notify~~ the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make ~~Within forty-eight hours of the oral report, the mandatory reporter will file a written report with~~ to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous five years. The course will re-taken at least every five years.

NOTE: For more information, please visit the "Report Abuse and Fraud" section of the Iowa Department of Human Services' website, located at <http://dhs.iowa.gov/report-abuse-and-fraud>.

NOTE: Please remember there are two types of reporters identified in Iowa law: mandatory reporters and permissive reporters. Mandatory reporters are those individuals who are required by law to report suspected incidents of child abuse when they become aware of such incidents within the scope of their employment or professional responsibilities. Permissive reporters are not required by law to report abuse, but may choose to report to the Iowa Department of Human Services. While all licensed school employees, teachers, coaches and paraeducators are mandatory reporters within the scope of their profession, they are considered permissive reporters outside the scope of their profession.

Does the school board want to require all employees of the district to have this training or only the employees listed above? Our shared HR director is reviewing employee files for training certificates and we need clear guidance on who is required. Also, there were changes as of July 1st as to how often they need training (now 3 years) and we have not received guidance from IASB on policy changes.

Legal Reference: Iowa Code §§ 232.67-.77; 232A; 235A; 280.17 (2013).
441 I.A.C. 9.2; 155; 175.
1982 Op. Att'y Gen. 390, 417.
1980 Op. Att'y Gen. 275.

Cross Reference: 402.3 Abuse of Students by School District Employees
502.9 Interviews of Students by Outside Agencies
507 Student Health and Well-Being

Approved February 8, 2006 Reviewed November 15, 2017 Revised _____

CHILD ABUSE REPORTING REGULATION

Iowa law requires licensed employees to report to the Iowa Department of Human Services (DHS) instances of suspected child abuse which they become aware of within the scope of their professional duties:

The law further specifies that a licensed employee who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and that the licensed employee may be subject to civil liability for damages caused by the failure to report.

Employees participating in good faith in the making of a report or in a judicial proceeding that may result from the report, are immune from liability.

Child Abuse Defined

"Child abuse" is defined as:

- Any nonaccidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.
- The commission of a sexual offense with or to a child . . . as a result of the acts or omissions of the person responsible for the child. . . . Sexual offense includes sexual abuse, incest, . . . and sexual exploitation of a minor.
- The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's welfare when financially able to do so. A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone will not be considered abusing the child
- The acts or omissions of a person responsible for the care of a child which allow, permit or encourage the child to engage in acts prohibited pursuant to *Iowa Code*, section 725.1 which deals with prostitution.
- Any mental injury to a child's intellectual or psychological capacities evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed by a licensed physician or qualified mental health professional
- An illegal drug is present in a child's body as a direct and foreseeable consequence of the acts or omissions of the person responsible for the care of the child.

Teachers in public schools are not "persons responsible for the care of the child" under this definition. However, a teacher who abuses a child is subject to civil, criminal, and professional sanctions.

CHILD ABUSE REPORTING REGULATION

Reporting Procedures

Licensed employees, including teachers and school nurses, are required to report, either orally or in writing, within twenty-four hours to the Iowa Department of Human Services (DHS) when the employee reasonably believes a child has suffered from abuse within the scope of employment. Within forty-eight hours of an oral report, a written report must be filed with DHS.

Each report should contain as much of the following information as can be obtained within the time limit. However, the law specifies a report will be considered valid even if it does not contain all of the following information:

- name, age, and home address of the child;
- name and home address of the parents, guardians or other persons believed to be responsible for the care of the child;
- the child's present whereabouts if not the same as the parent's or other person's home address;
- description of injuries, including evidence of previous injuries;
- name, age, and condition of other children in the same home;
- any other information considered helpful; and,
- name and address of the person making the report.

Board policy states it is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. DHS is responsible for investigating the incident of alleged abuse.

POWERS OF THE BOARD OF DIRECTORS

The board, acting on behalf of the school district, will have jurisdiction over school matters within the territory of the school district.

The board is empowered to make policy for its own governance, for employees, for students and for school district facilities. The board is also empowered to enforce its policies. The board may, through its quasi-judicial power, conduct hearings and rule on issues and disputes confronting the school district.

The board has these powers and all other powers expressly granted to it in federal and state law as well as the powers that can be reasonably implied from the express powers.

Legal Reference: Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).
Iowa Code §§ 28E; 274.1-.2; 279.8 (2013).
281 I.A.C. 12.1(2).
1990 Op. Att'y Gen. 66.

Cross Reference: 209 Board of Directors' Management Procedures

Approved April 14, 2004 Reviewed May 11, 2015

Revised _____

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The board is authorized to govern the school district which it oversees. As the governing board of the school district, the board has three duties to perform: legislative duty, executive duty and evaluative duty.

As a representative of the citizens of the school district community, the board is responsible for legislating policy for the school district. As a policy making body, the board has jurisdiction to enact policy with the force and effect of law for the management and operation of the school district.

It is the responsibility of the board, under the board's executive duty, to select its chief executive officer, the superintendent, to operate the school district on the board's behalf. The board delegates to the superintendent its authority to carry out board policy, to formulate and carry out rules and regulations and to handle the administrative details in a manner which supports and is consistent with board policy.

The board has a responsibility to review the education program's performance under its evaluative duty. The board regularly reviews the education program and ancillary services. The review includes a careful study and examination of the facts, conditions and circumstances surrounding the amount of funds received or expended and the education program's ability to achieve the board's educational philosophy and goals for the school district.

Legal Reference: Iowa Code §§ 274.1; 279.1, .8, .20; 280.12 (2013).
281 I.A.C. 12.3(2).

Cross Reference: 101 Educational Philosophy of the School District
103 Long-Range Needs Assessment
209 Board of Directors' Management Procedures
600 Goals and Objectives of the Education Program

Approved April 14, 2004

Reviewed May 11, 2015

Revised _____

DEVELOPMENT OF POLICY

The board has jurisdiction to legislate policy for the school district with the force and effect of law. Board policy provides the general direction as to what the board wishes to accomplish and why it wishes to accomplish it while allowing the superintendent to implement board policy.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, employees and students in the school district community. The policy statements are the basis for the formulation of regulations by the administration. The board will determine the effectiveness of the policy statements by evaluating periodic reports from the administration.

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas will be submitted to the superintendent's office for possible placement on the board agenda. It is the responsibility of the superintendent to bring these proposals to the attention of the board.

Legal Reference: Iowa Code §§ 274.1-.2; 279.8 (2013).
281 I.A.C. 12.3(2).
1970 Op. Att'y Gen. 287.

Cross Reference: 101 Educational Philosophy of the School District
200.2 Powers of the Board of Directors
200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved June 9, 2004

Reviewed May 11, 2015

Revised _____

ADOPTION OF POLICY

The board will give notice of adoption of new policies by placing the item on the agenda of two regular board meetings. ~~The proposed policy changes will be distributed and public comment will be allowed at both meetings prior to final board action.~~ This notice procedure will be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy will be included in the minutes. The board will have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy will be approved by a simple majority vote of the board at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy will expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

NOTE: There is no legal requirement for the number of readings a board policy needs to have prior to its adoption by the board. The standard practice is two meetings, and this policy is written to reflect that practice. If a board holds fewer or more readings, the policy should be amended to reflect that practice. It is recommended the expiration date of an emergency policy be the number of meetings needed to adopt a regular policy plus an additional meeting.

Legal Reference: Iowa Code § 279.8 (2013).
281 I.A.C. 12.3(2).
1970 Op. Att'y Gen. 287.

Cross Reference: 200.2 Powers of the Board of Directors
200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved June 9, 2004

Reviewed May 11, 2015

Revised _____

DISSEMINATION OF POLICY

A board policy manual is housed in each school attendance center and in the central administration office. Each board member will have a personal copy of the board policy manual. Persons wishing to review the board policy manual will contact the board secretary, who will have a board policy manual available for public inspection.

It is the responsibility of the board secretary to ensure copies of new and revised policy statements are distributed to the custodians of board policy manuals no later than the first regular board meeting following the policy's adoption. Copies of changes in board policy will also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

It is the responsibility of each board member, during the board member's term of office, to keep the manual current and up-to-date and to surrender the manual to the board secretary at the conclusion of the board member's term of office.

[A board policy manual is housed in each school attendance center and in the central administration office. Each board member will have a personal copy of the board policy manual. Persons wishing to review the board policy manual may contact the board secretary, who will have a board policy manual available for public inspection. It is the responsibility of the board secretary to ensure copies of new and revised policy statements are distributed to the custodians of board policy manuals no later than the first regular board meeting following the policy's adoption. It is the responsibility of each board member, during the board member's term of office, to keep the manual current and up-to-date and to surrender the manual to the board secretary at the conclusion of the board member's term of office.]

Or

The board policy manual is available electronically. Persons unable to access the policy manual electronically should contact the board secretary for assistance.]

Copies of changes in board policy will also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

Legal Reference: Iowa Code §§ 277.31; 279.8 (2013).
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved June 9, 2004

Reviewed May 11, 2015

Revised _____

SUSPENSION OF POLICY

Generally, the board will follow board policy and enforce it equitably. The board, and only the board, may, in extreme emergencies of a very unique nature, suspend policy. It is within the discretion of the board to determine when an extreme emergency of a very unique nature exists. Reasons for suspension of board policy will be documented in board minutes.

Legal Reference: Iowa Code § 279.8 (2013).
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved June 9, 2004

Reviewed May 11, 2015

Revised _____

ADMINISTRATION IN THE ABSENCE OF POLICY

When there is no board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances surrounding the situation keeping in mind the educational philosophy and financial condition of the school district.

It is the responsibility of the superintendent to inform the board of the situation and the action taken and to document the action taken. If needed, the superintendent will draft a proposed policy for the board to consider.

Legal Reference: Iowa Code § 279.8 (2013).
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures
302.4 Superintendent Duties
304 Policy Implementation

Approved June 9, 2004

Reviewed May 11, 2015

Revised _____

REVIEW AND REVISION OF POLICY

The board shall, at least once every five years, review board policy. Once the policy has been reviewed, even if no changes were made, a notation of the date of review is made on the face of the policy statement.

The board will review one-fifth of the policy manual annually according to the following subject areas:

- Board of Directors (Series 200)
- Administration, Employees (Series 300 and 400)
- School District, Education Program (Series 100 and 600)
- Students (Series 500)
- Noninstructional Operations and Business Services, Buildings and Sites, School District-Community Relations (Series 700, 800 and 900)

It is the responsibility of the superintendent to keep the board informed as to legal changes at both the federal and state levels. The superintendent will also be responsible for bringing proposed policy statement revisions to the board's attention.

If a policy is revised because of a legal change over which the board has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the board.

NOTE: This is a mandatory policy. Boards must review board policy at least every five years according to the educational standards. In order to comply with the educational standards, notation must be made on policies stating when the policy was reviewed or revised. Boards can use any method they want for reviewing board policy. The schedule established in this policy is a recommendation. It is written so approximately one-fifth of the manual is reviewed every year and similar topics are reviewed together.

Legal Reference: Iowa Code § 279.8 (2013).
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved June 9, 2004

Reviewed May 11, 2015

Revised _____

REVIEW OF ADMINISTRATIVE REGULATIONS

Board policy sets the direction for the administration of the education program and school district operations. Some policies require administrative regulations for implementation.

It is the responsibility of the superintendent to develop administrative regulations to implement the board policies. The regulations, including handbooks, will be [approved or reviewed] ~~approved~~ by the board prior to their use in the school district.

The administrative regulations will be available no later than the first regular board meeting after the adoption of the board policy unless the board directs otherwise.

NOTE: Boards differ regarding whether they review or approve administrative regulations. Boards need to choose their practice in the brackets.

Legal Reference: Iowa Code §§ 279.8, .20 (2013).

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved June 9, 2004

Reviewed May 11, 2015

Revised _____

Board Policy East Buchanan Community Schools