

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT  
AGENDA - Regular School Board Meeting  
January 8, 2020 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 December 11, 2019
  - b. Minutes from the SIAC meeting on August 13, 2019
  - c. Minutes from the SIAC meeting on December 5, 2019
  - d. List of Bills
  - e. Financial Reports
  - f. Early Graduation Requests
  - g. Resignations(s)
  - h. Hire(s) - Justin Kress as MS basketball coach
  - i. Transfer(s)
  - j. 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. IASB Quarterly Policy Updates - 2nd Reading
    - i. 100 - Legal Status of the School District
    - ii. 200.1 - Organization of the Board of Directors
    - iii. 200.1R1 - Organizational Meeting Procedures
    - iv. 202.4 - Vacancies
    - v. 206.4 - Treasurer
    - vi. 210.1 - Annual Meeting
    - vii. 210.5 - Meeting Notice
    - viii. 210.6 - Quorum
    - ix. 210.10 - Order of the Regular Board of Directors' Meeting
    - x. 211 - Meetings
    - xi. 215 - Board of Directors' Records
    - xii. 216.2 - Board of Directors' Member Development and Training
    - xiii. 404.R1 - Code of Professional Conduct and Ethics Regulation
    - xiv. 711.7 - School Bus Safety Instruction
    - xv. 711.10 - School Bus Passenger Restraints

- b. Board Policy Review - 2nd Reading
  - i. 200.2 - Powers of the Board of Directors
  - ii. 200.3 - Responsibilities of the Board of Directors
  - iii. 209.1 - Development of Policy
  - iv. 209.2 - Adoption of Policy
  - v. 209.3 - Dissemination of Policy
  - vi. 209.4 - Suspension of Policy
  - vii. 209.5 - Administration in the Absence of Policy
  - viii. 209.6 - Review and Revision of Policy
  - ix. 209.7 - Review of Administrative Regulations
  - x. 402.2 - Child Abuse Reporting
  - xi. 711.11 - Special Convenience Bus Stops
- c. Board Policy Review - 1st Reading
  - i. 202.1 - Qualifications
  - ii. 202.2 - Oath of Office
  - iii. 202.3 - Term of Office
  - iv. 203 - Board of Directors' Conflict of Interest
  - v. 204 - Code of Ethics
  - vi. 205 - Board Member Liability
  - vii. 206.1 - President
  - viii. 206.2 - Vice-President
  - ix. 206.3 - Secretary
  - x. 207 - Board of Directors' Legal Counsel
  - xi. 208 - Ad Hoc Committees
  - xii. 208.1E1 - Ad Hoc Committees Exhibit

9. **BUCCANEER BRAG-ABOUT**

10. **STUDENT QUESTIONS**

11. **ADJOURN**

East Buchanan Community School District  
Board Meeting Minutes – December 11, 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: Scott Cooksley, Greg Schmitt, Andy Sperflage, Heather Steffens, and Shawn Stone. Administration present: Dan 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 was made by Stone, second by Steffens.

**Approve Consent Agenda:** Motion to approve the Consent Agenda was made by Stone, second by Cooksley. Items included on the Consent Agenda: minutes from the regular meeting on November 13<sup>th</sup>, minutes from the work session on December 4<sup>th</sup>, financial reports, and expenditures listed.

**Community/Program Presentations:** None

**Administrative Reports:** Dockstader talked about the MS/HS concert scheduled for December 16<sup>th</sup> with a taco bar fundraiser, ISASP scores are being sent out to parents, and that Nicole Reck is doing a great job as the new high school secretary. Fox gave a presentation on the ISASP data. He also mentioned how great the new facilities are for concerts in both sound and setup. Fox updated the board on the facilities that there are a lot of little things to finish on the building project and that there is discussion about in-floor heat for the greenhouse.

**Approve SIAC member list:** Motion to approve the School Improvement Advisory Committee (SIAC) member list was made by Steffens, second by Stone.

**Approve request to SBRC for MSA:** Stone moved 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 for expenditures necessary to implement the 2020-2021 at-risk and dropout prevention program plans as approved by the East Buchanan CSD school board. The motion was seconded by Sperflage. Motion carried with all ayes.

**Appoint Buchanan County Conference Board representative:** Andy Sperflage agreed to be the school district representative.

**Certified Personnel Retirement Policy:** Motion to approve Policy 407.6 as read was made by Sperflage, second by Cooksley.

**Classified Employee Retirement Policy:** Motion to approve Policy 413.2 as read was made by Stone, second by Steffens.

**Quarterly Policy Updates:** Motion by Stone, second by Cooksley to approve the changes to policy language on policies 200.1R1, 202.4, 210.5, 210.6, 210.11, 211, 216.2, 404.R1, 711.7, 711.10, and 711.11. Motion by Steffens, second by Stone to approve the administrative changes to policies 100, 200.1, 206.4, 210.1, and 215.

**Board Policy Review – 1<sup>st</sup> Reading:** Motion by Steffens, second by Cooksley to approve 1<sup>st</sup> reading with changes to policies 402.2, 200.2, 200.3, 209.1 – 209.7.

**Buccaneer Brag About –** Fox received an email from a school about the new gym and its location within the building being convenient. Dance team placed 5<sup>th</sup> at state.

**Student Questions –** Two students asked questions of the board.

**Adjourn –** Motion was made by Stone, second by Sperflage to adjourn the meeting at 6:40 pm.

Next regular meeting is scheduled for January 8, 2020 at 5:00 pm.

The above are not official minutes until approved at the next regular board meeting. A copy of the official minutes may be viewed in the office of the Board Secretary any Monday through Friday between 8:00 a.m. and 4:00 p.m.

**EAST BUCHANAN COMMUNITY SCHOOL DISTRICT  
SIAC COMMITTEE MINUTES**

**August 13, 2019**

**6:00 PM LMC**

**MEMBERS PRESENT:**

Dan Fox, Eric Dockstader, Stacy Marcus, Cheryl Beatty, Heather Steffens, and Denise Rorabaugh

**ANNUAL GOALS:**

Mr. Fox presented that the current annual goals are based around the old standardized test, Iowa Assessments. This past year, the state rolled out a new statewide assessment, Iowa Statewide Assessment of Student Progress. With it being a new test, schools will not get results until the fall of 2019. Once East Buchanan receives and analyzes the results, new school annual goals will be created. A few questions were asked about the new test and why the state made the change. Mr. Fox and Mrs. Marcus both explained how the state was looking for a test more aligned to the standards and also computer-based. Even with this being the first implementation of the test this spring, everything went smoothly where technology was not too much of an issue.

**PROFESSIONAL DEVELOPMENT UPDATE:**

Mrs. Marcus discussed the 2019-2020 professional development plans. Last year, the elementary and middle school both became a targeted school based on the state's new accountability system, Every Student Succeeds Act (ESSA). During the spring, the building leadership teams went through the state self-assessment to determine areas the school can improve in 5 areas (Universal Instruction, Assessment and Data-Based Decision Making, Intervention System, Leadership, and Infrastructure). Both teams decided that we need to work on making our Universal Instruction stronger and more consistent this year.

Stacy shared the goals with the committee. As a district, EB goals are to continue to improve a collaborative culture and increase the staff's knowledge of social, emotional, behavioral, and mental health of our students through the THRIVE model. HS/MS PD goals are to give teachers time to work on creating units around the standards, continue our work with AIW, and improve culture for staff and students. Elementary PD goals are to continue to work on implementing the Workshop Model with fidelity, increase collaboration through peer learning opportunities, and start to look at the way we teach math. These goals are what will drive the discussions in the building leadership teams and professional development for the teachers.

**2019-2020 SCHOOL CALENDAR:**

Looking at the school calendar, teachers will start back to school on August 19th. Teachers will have 4 full days of PD, with one of the dates carried over from last year due to all the snow days. Students are not able to start until August 23rd based on the state requirement. It was decided to have students go on Friday to get that first day of school information done and then be ready to go on Monday.

The PD dates for the year will be mixed between Mondays and Fridays to avoid dates where games are being played that night. We also tried to tie them into holiday breaks so families have an extended holiday break. A question was asked about the month of March not having a break. A lot of this depends on when Easter falls and it was decided to add the PD date to the break.

It was also asked about what teachers did during professional development, especially during the full days. It is a day for teachers to work on professional learning and give them a time to collaborate since it is hard to fit in during the school day. It was suggested to put on social media what teachers are doing to

give parents a better understanding of what PD dates are used for. Stacy and Dan will work on doing a better job of informing the public about those dates.

During this time, a question was asked about what the roles of the instructional coaches. The instructional coaches at East Buchanan are Barb Reed and Jake VanScoyoc. Their role is to help with the implementation of initiatives by working with the teachers. They will co-teach with teachers, create unit plans, work with students, or whatever the teachers needs help with when working on implementation.

#### **FACILITIES UPDATE:**

The summer crew has been working frantically all summer to get the school ready for the new year. With the new construction and repairs being done, there has been a delay in getting some things finished. The biggest hurdle has been getting communication out to the new industrial technology building. The cage is gone from the overhead lights but the lights by the stage still need to be fixed. Otherwise everything is about ready to go for the school year.

#### **PRESCHOOL UPDATE:**

The 3 year old preschool has been taken over by Kid's Corner. Due to the lack of rooms at East Buchanan and Kid's Corner needing their room back at the daycare, Dan approached them to see if they would like to just keep the 3 year old preschool. With the support of Headstart and the director being a licensed teacher, they decided to take over the 3 year old preschool. East Buchanan will provide them whatever support they need.

#### **EMERGENCY OPERATIONS PLAN:**

The state has mandated that all schools have an Emergency Operations Plan. The school has been working on this document. A big part is to discuss different scenarios and come up with some general action steps of what to do before, during, and after the emergency. Dan and Stacy will be working with the staff to discuss ideas for these scenarios. They will also work with staff on ways to prepare students of all ages for these scenarios as how it is approached will be different for each grade level.

#### **ONLINE REGISTRATION**

Overall, it has been a learning experience for everyone involved. For the most part, we have gotten favorable comments about how much easier it was than filling out the paper forms. We have also gotten some ideas on how to make it better next year and will work with JMC on if we can change some formatting of a few things.

One suggestion was given to attach the medication forms needed if a question dealing with health was answered yes. While this is not possible at the moment to do, Stacy did say she could at least put a reminder next to the question to print off that form.

#### **OPERATIONAL SHARING POSITIONS**

We have shared a transportation director with West Delaware for many years. This year we will get sharing money from the state for sharing a nutritionist for the lunch program and a human resource person to help in the business office with Independence. This will be a great opportunity for both schools. The nutritionist has already come in and made improvements to our lunch program to have more options for the students and to make the kitchen more state-of-the-art.

#### **OTHER:**

A member asked about the possibility of new playground equipment. Mr. Fox is working on a couple of grants before any new equipment or playground is considered.

**EAST BUCHANAN COMMUNITY SCHOOL DISTRICT**  
**SIAC COMMITTEE MINUTES**  
**December 5th, 2019**  
**6:00 PM KELCHEN'S ROOM**

**MEMBERS PRESENT:**

Dan Fox, Eric Dockstader, Stacy Marcus, Brian Crawford, Andrew Maas, Cheryl Beatty, Clair Franzen, Christine Dale, Kevin Berns

**ENROLLMENT:**

Mr. Fox went through the enrollment data over the last 10 years. Enrollment has waived over the year. In 2000-2001, enrollment was at 628. Over the last 10 years, it has fluctuated between 530 to 560 to 582 to 552 this year. One of the parents wondered about the amount that we have open enrolled out verses open enrolled in. Ever since 2015-2016, we have increased the amount coming in over going out of the district. Dan then showed enrollment compared to other schools. Overall EB is down 11% but other rural schools are also showing losses bigger than ours. Metropolitan areas are increasing greatly.

A member asked about what is the difference between the number of seniors versus the number of kindergartners. Dan explained that can be deceiving because the 5 year olds in our preschool we count as kindergartners. But overall our numbers have stayed pretty steady and we are getting some bigger classes in our younger classes. Our preschool at the moment is so full we had to drop everyone a day in order to get all students into our preschool.

**IOWA STATEWIDE ASSESSMENT OF STUDENT PROGRESS (ISASP):**

The new state results were shared. Since it is a new test that state had warned that scores may be low and East Buchanan's was not as high as we would have liked. There are areas of improvement but feel our current goals and what we are working on will help our scores get better. At all levels, we are working on making our universal instruction stronger by making it more consistent and with higher expectations for our staff and students.

A discussion was had about what intervention time is and what that means. Elementary classrooms have time during the day and HS/MS classrooms have BUC time built into the schedule. This is a time where teachers are working with students who are struggling and need some extra support and time to understand the standard being taught. This is an area we are also continuing to work on during our East Buchanan. We are starting to have more conversations around what students should be able to do and understand in order to meet the standard. Once this is determined, then teachers will have a better idea of gaps students have when they are struggling with the standards in the classroom.

**SCHOOL CULTURE:**

We are trying to increase our culture at East Buchanan by promoting all the great things we are doing at East Buchanan. Using social media and the hashtag, #BucPr1de, Mr. Fox, teachers, and coaches will be posting what is happening at East Buchanan. Then when the public goes on Facebook or Twitter, they just have to search the #BucPr1de hashtag to see what has been posted and all the positive things happening at East Buchanan. Mr. Fox was able to display the new backdrop he had just gotten that can be used for pictures.

**TEACHER PROFESSIONAL DEVELOPMENT:**

During the ISASP discussion, Mr. Fox explained the PD Goals for the year. Dan explained the district goals as working on positive culture and social emotional behavioral health training, THRIVE. Elementary are continuing to implement the literacy framework, Workshop Model with fidelity as well as starting to look

at the instructional math practices our teachers are using during math. The HS/MS will be working on adopting a universal tier instructional framework as well as digging deeper into the content standards.

One thing we are trying new this year is to get teachers into each other's classrooms to learn from each other. Each trimester, elementary and HS/MS staff will be expected to have one peer learning opportunity where they will either go observe another person or ask someone to observe them. They have to have a purpose behind their peer learning opportunity and use IC maps (a set of rubrics that describe parts of instructional frameworks) to help in their post-observation discussions. Overall the teachers have enjoyed seeing what other people are doing and learning from each other. This is something we feel we can really expand on to help all of our teachers learn as we try to implement instructional frameworks with fidelity.

A question was asked about if the instructional coaches are a part of the peer learning opportunities. While they are not a part of the actual observation, they have been a part of the post-observation conversations to help drive the conversations around the IC Maps.

A question was asked about if more people working with the instructional coaches. Stacy commented that our instructional coaches have been the key in helping teachers adopt our new instructional frameworks. They have been able to get in the classrooms with teachers, help them find resources, answer questions about things that aren't going well, as well as co-teach with teachers as they learn the new framework.

#### **FACILITIES UPDATES:**

Overall there are still a few things on the new construction to be completed but the list is getting shorter. The new greenhouse is finally about ready to be used.

#### **PRESCHOOL UPDATES:**

Preschool numbers are very good this year. Overall, each 4 year old classroom teacher has 25 students assigned to her. However, we can only have 20 in the classroom each day. Because of the number of students we had this year, every 4 year old student got cut back a day to make sure everyone had a chance to go to preschool. Overall parents understood this and just glad to have days.

The 3 year old preschool program was housed at Kid's Corner but they needed the room back this year. So Mr. Fox approached them to see if they wanted to take over the 3 year old preschool and they agreed. It has been a good relationship with Kid's Corner. We will continue to support them in any way they need.

#### **OTHER ITEMS:**

None at this time.

12/30/2019 1:19 PM

Vendor ID POSTMASTER  
Vendor Name POSTMASTER

Invoice Listing - Summary - by Fund

Posted - All; Batch Description General Extra Invoices-Dec 2019; Processing Month 12/2019

<u>Invoice Number</u>	<u>Description</u>
20191219	NEWSLETTER POSTAGE

<u>Invoice Date</u>
12/27/2019

<u>Check Date</u>
12/27/2019

<u>Checking Account ID</u>
28456

<u>Check Number</u>
28456

<u>Invoice Amount</u>
228.46

Report Total:

228.46



01/08/2020 12:26 PM

Vendor ID Vendor Name

Batch Description: General Invoices-January 2020

## Invoice Listing - Summary - by Fund

Unposted; Batch Description General Invoices-January 2020; Fund Description GENERAL FUND

User ID: TMK

Invoice Date Check Date Checking Account ID Check Number Invoice Amount

Vendor ID	Vendor Name	Invoice Number	Description	Processing Month:	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
AGVAFS	AgVantage FS	05237	GREENHOUSE LP	01/2020	12/27/2019				541.50
ALLIUTIL	ALLIANT ENERGY	20200102	GAS/ELECTRIC		12/16/2019				15,715.00
APPLCOMP	APPLE, INC	AB25480840	TECH EQUIPMENT & SUPPLIES		12/29/2019				316.00
APPLCOMP	APPLE, INC	AB25794429	IMAC		12/30/2019				1,139.00
* BLACKHAWK	BLACK HAWK WAST DISP, INC.	682044	GARBAGE		01/02/2020				718.00
BUCHAUDI	BUCHANAN COUNTY AUDITOR	20200102	Election costs		12/26/2019				2,382.52
CDWG	CDW GOVERNMENT, INC	wdj2254	TECH SUPPLIES		12/17/2019				339.65
CDWG	CDW GOVERNMENT, INC	wdl9870	MICROSOFT OFFICE LICENSES		12/17/2019				2,244.00
CDWG	CDW GOVERNMENT, INC	ZR00112385	Purchased service		12/17/2019				101.84
CRAEA	CENTRAL RIVERS AEA	202002027	NEWSLETTER		12/20/2019				192.00
* CHASCARD	CHASE CARD SERVICES	20200108	SOFTWARE RENEWAL		12/17/2019				329.85
* CHASCARD	CHASE CARD SERVICES	20200108-0001	LICENSE FEES		12/05/2019				191.00
* CHASCARD	CHASE CARD SERVICES	20200108-0002	LED lamps		12/13/2019				507.96
* CHASCARD	CHASE CARD SERVICES	20200108-0003	Postage meter lease		12/26/2019				364.47
* CHILJEFF	Childers, Jeff	605041	PICKUP REPAIR		01/08/2020				280.00
CHROMPARTS	Chromebook Parts.com	32319	Chromebook parts		12/16/2019				301.82
CITYLAUN	CITY LAUNDERING CO.	1515975	TRANSPORTATION PURCHASED SERVICE		12/10/2019				39.39
CITYWINT	CITY OF WINTHROP	20200102	WATER/SEWER		12/30/2019				727.35
COPYSYST	COPY SYSTEMS INC	IN362598	COPIER MAINTENANCE		12/11/2019				297.42
* COPYSYST	COPY SYSTEMS INC	IN364900	COPIER MAINTENANCE		01/03/2020				190.26
* COPYSYST	COPY SYSTEMS INC	IN364901	COPIER MAINTENANCE		01/03/2020				278.97
DEMCO	DEMCO	6737259	LMC SUPPLIES		12/11/2019				68.68
DESUNLI	DESIGNS UNLIMITED	10379	BUC PRIDE SHIRTS		12/17/2019				1,300.00
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	20200102	TELEPHONE		01/01/2020				1,710.64
* NAPA	ESCHEN TARPY NAPA	876076	TRANSPORTATION PARTS		12/13/2019				72.50
HOGLBUSMN	Hoglund Bus Company	882047	BUS PARTS		12/13/2019				99.39
HOTLUNCH	HOT LUNCH PROGRAM	20200102	PRESCHOOL SNACKS		01/02/2020				420.95
* HOTLUNCH	HOT LUNCH PROGRAM	20200108	PRESCHOOL MILK		01/08/2020				113.10
INDECS	INDEPENDENCE CSD	20191230	OPEN ENROLLMENT		12/18/2019				71,278.00
IASB	IOWA ASSOC OF SCHOOL BOARDS	CONVEVT2002	CONVENTION		11/30/2019				780.00
IASB	IOWA ASSOC OF SCHOOL BOARDS	IASB0013617	PLAQUES		11/29/2019				97.00
* ICN	IOWA COMMUNICATIONS NETWORK	581155	ICN SERVICES		01/06/2020				109.04
* JWPEPPER	J.W. PEPPER & SON, INC.	237172152	MUSIC SUPPLIES		12/20/2019				32.49
* JWPEPPER	J.W. PEPPER & SON, INC.	237362301	VOCAL MUSIC SUPPLIES		12/20/2019				80.99
JOHNSUPP	JOHNSTONE SUPPLY	1057279	MAINTENANCE SUPPLIES		12/16/2019				22.68
THELIBRA	LIBRARY STORE, INC, THE	432413	LMC SUPPLIES		12/11/2019				245.67

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## Invoice Listing - Summary - by Fund

Unposted; Batch Description General Invoices-January 2020; 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	823309	GAS/DIESEL	12/12/2019				1,769.00
LINNCOOP	LINN CO-OPERATIVE OIL CO	823310	GAS/DIESEL	12/12/2019				903.84
*MACHANDR	Machacek, Andrew	20200106	DOT Physical	12/27/2019				90.00
MARTBROT	MARTIN BROTHERS	8197307	CUSTODIAL SUPPLIES	12/11/2019				87.52
THENEWS	NEWS, THE	25146	PUBLIC NOTICES/ADVERTISING	12/27/2019				608.54
*PREMFURN	Premier Furniture & Equipment LLC	2703	FURNITURE	12/11/2019				3,469.00
*PREMPART	Premier Parts Inc.	445661	Bus Parts	12/12/2019				88.99
*PREMPART	Premier Parts Inc.	445903	RETURN	12/19/2019				(35.00)
PRESTOX	PRESTO-X	5181972	KITCHEN-PEST SERVICE	12/18/2019				61.00
*SCHOBUSS	SCHOOL BUS SALES CO	92793	VAN/BUS REPAIR	12/31/2019				140.20
SCHOBUSS	SCHOOL BUS SALES CO	IN91706	VAN/BUS REPAIR	12/09/2019				12.64
SCHOBUSS	SCHOOL BUS SALES CO	IN91756	VAN/BUS REPAIR	12/04/2019				423.78
SCHOBUSS	SCHOOL BUS SALES CO	in92710	VAN/BUS REPAIR	12/27/2019				14.48
SCHOSPEC	SCHOOL SPECIALTY INC	208124365035	ELEM SUPPLIES	12/11/2019				64.50
*SPEESHOP	SPEEDE SHOP, INC.	20200108	PTC MEAL	10/09/2019				126.90
STRAJOAN	STRAUSS, JOAN	20191230	ACCOMPANIST	12/16/2019				225.00
*SUPEWELD	SUPERIOR WELDING SUPPLY	20200108	WELDING SUPPLIES	12/11/2019				54.34
*SUPEWELD	SUPERIOR WELDING SUPPLY	940249a	EQUIPMENT REPAIR	12/04/2019				191.56
TIMBILL	TIMBERLINE BILLING SERVICE LLC	18425	MEDICAID PURCH SERVICE	12/31/2019				94.25
*TNTREPA	TNT REPAIR	24498	TIRE REPAIRS	12/09/2019				45.50
*TNTREPA	TNT REPAIR	24862	BUS REPAIR	01/03/2020				3,898.01
*UN2	UNIVERSITY OF NORTHERN IOWA	20501831	SCIENCE KITS	12/31/2019				75.00
*UN2	UNIVERSITY OF NORTHERN IOWA	20501836	SCIENCE KITS	12/31/2019				300.00
USCELL	US CELLULAR	0343974808	Cell Phones	11/28/2019				367.51
*USCELL	US CELLULAR	0349338903	Cell Phones	12/28/2019				370.31
WALMART	WALMART COMMUNITY BRC	20200102	SCIENCE SUPPLIES	11/24/2019				39.25
WALMART	WALMART COMMUNITY BRC	20200102-0001	FCS SUPPLIES	12/02/2019				70.18
WALMART	WALMART COMMUNITY BRC	20200102-0002	FCS SUPPLIES	12/06/2019				22.18
WALMART	WALMART COMMUNITY BRC	20200102-0003	PD SUPPLIES	12/19/2019				69.73
WEBEPAE	WEBER PAPER COMPANY	W038584	TRANSPORTATION SUPPLIES	12/12/2019				48.10
WEBEPAE	WEBER PAPER COMPANY	W038589	CUSTODIAL/MAINTENANCE SUPPLIES	12/12/2019				26.52
WEBEPAE	WEBER PAPER COMPANY	W038589A	CUSTODIAL SUPPLIES	12/19/2019				53.04
WEBEPAE	WEBER PAPER COMPANY	W038598	CUSTODIAL/MAINTENANCE SUPPLIES	12/12/2019				36.80
WESTDELA	WEST DELAWARE CSD	1119-20	SHARING AGREEMENT	12/30/2019				1,534.60
*WESTMUSI	WEST MUSIC COMPANY	1836084	BAND SUPPLIES	12/03/2019				39.85
*WESTMUSI	WEST MUSIC COMPANY	1843985	band resale	12/23/2019				159.50
*WESTMUSI	WEST MUSIC COMPANY	20200108	BAND INSTRUMENT REPAIRS	12/17/2019				135.00

East Buchanan Community School  
01/08/2020 12:26 PM

Invoice Listing - Summary - by Fund  
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Page: 3  
User ID: TMK

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
WIELAND	WIELAND AND SONS LUMBER CO.	0096644-IN	IND TECH SUPPLIES	12/16/2019				280.00
WINTBUIL	WINTHROP BUILDING SUPPLY	20200108	SUPPLIES	01/02/2020				257.95

Batch Total: 119,848.70

Report Total: 119,848.70

Invoice Listing - Summary - by Fund  
Unposted; Batch Description General Invoices-January 2020; Fund Description GENERAL OBLIGATION  
BONDS

\* Vendor ID Vendor Name  
Batch Description: General Invoices-January 2020  
ISG ISG

Invoice Number Description  
Processing Month: 01/2020  
61192 Architected Services

Invoice Date Check Date Checking Account ID Check Number Invoice Amount  
11/30/2019

Batch Total: 1,848.42  
Report Total: 1,848.42

Batch Description: Activity Extra Invoices - December 2019

Processing Month: 12/2019

Vendor ID: FOLLSOFT FOLLETT SCHOOL SOLUTIONS, INC.

Description: Book Fair  
Sequence: 1 Check Type: Check  
Chart of Account Number  
21 0000 1400 950 7018 618 LIBRARY CLUB SUPPLIES  
Invoice Date: 12/19/2019 Due Date: 12/20/2019 Status: PP 1099 Amount: 0.00  
Check Number: 12303 Check Date: 12/20/2019  
Cost Center ID  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
2,018.57 N  
Invoice Number: BF-00003007 Amount: 2,018.57

Vendor ID: HARRCRAI HARRISON, CRAIG

Description: V BB Official - 12/17/19  
Sequence: 1 Check Type: Check  
Chart of Account Number  
21 0000 1400 920 6600 345 ATHLETICS OFFICIALS  
Invoice Date: 12/17/2019 Due Date: 12/18/2019 Status: PP 1099 Amount: 100.00  
Check Number: 12299 Check Date: 12/18/2019  
Cost Center ID  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
100.00 100.00 N  
Invoice Number: 121719 Amount: 100.00

Vendor ID: IOWAFBLA IOWA FBLA

Description: Regional Competition Registration  
Sequence: 1 Check Type: Check  
Chart of Account Number  
21 0000 1400 950 7010 899 FBLA OTHER EXPENSE  
Invoice Date: 12/14/2019 Due Date: 12/20/2019 Status: PP 1099 Amount: 0.00  
Check Number: 12304 Check Date: 12/20/2019  
Cost Center ID  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
340.00 N  
Invoice Number: 16984 Amount: 340.00

Vendor ID: IGCA IOWA GIRLS COACHES ASSOCIATION

Description: Membership  
Sequence: 1 Check Type: Check  
Chart of Account Number  
21 0000 1400 920 6600 810 ATHLETICS DUES AND FEES  
Invoice Date: 12/16/2019 Due Date: 12/18/2019 Status: PP 1099 Amount: 0.00  
Check Number: 12295 Check Date: 12/18/2019  
Cost Center ID  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
75.00 N  
Invoice Number: 1920 Amount: 75.00

Vendor ID: MESCRAND MESCHER, RANDALL

Description: JV BB Official - 12/17/19  
Sequence: 1 Check Type: Check  
Chart of Account Number  
21 0000 1400 920 6600 345 ATHLETICS OFFICIALS  
Invoice Date: 12/17/2019 Due Date: 12/18/2019 Status: PP 1099 Amount: 85.00  
Check Number: 12296 Check Date: 12/18/2019  
Cost Center ID  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
85.00 N  
Invoice Number: 121719 Amount: 85.00

Vendor ID: MINNTEX MINNTEX CITRUS, INC.

Description: Fruit/Cheese-Sausage-Nuts  
Sequence: 1 Check Type: Check  
Chart of Account Number  
21 0000 1400 950 7026 618 FFA SUPPLIES  
Invoice Date: 12/13/2019 Due Date: 12/20/2019 Status: PP 1099 Amount: 0.00  
Check Number: 12302 Check Date: 12/20/2019  
Cost Center ID  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
276.49 N  
Invoice Number: 1205152 Amount: 276.49

Vendor ID: MTVERNON MT. VERNON HIGH SCHOOL

Description: Wrestling Tournament Entry Fee-12/14/19  
Sequence: 1 Check Type: Check  
Chart of Account Number  
21 0000 1400 920 6600 810 ATHLETICS DUES AND FEES  
Invoice Date: 12/14/2019 Due Date: 12/18/2019 Status: PP 1099 Amount: 0.00  
Check Number: 12294 Check Date: 12/18/2019  
Cost Center ID  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
100.00 N  
Invoice Number: 121419 Amount: 100.00

Vendor ID: NEEDAVI NEE, DAVID

Description: V BB Official - 12/17/19  
Invoice Date: 12/17/2019 Due Date: 12/18/2019 Status: PP 1099 Amount: 0.00  
Invoice Number: 121719 Amount: 110.00

Invoice Listing - Detail  
Activity Extra Invoices - December 2019

Sequence: 1    Check Type: Check    Checking Account ID: 2    Check Number: 12300    Check Date: 12/18/2019  
Chart of Account Number    Detail Description    Cost Center ID    Detail Amount    1099 Detail Amount    Asset/Asset Tag    In Full  
21 0000 1400 920 6600 345    ATHLETICS OFFICIALS       110.00       N

Vendor ID: PEEPJAMA    PEEPLES, JAMAAL    PO Number:    Invoice Number: 121719    Amount: 90.00  
Description: JV BB Official - 12/17/19    Invoice Date: 12/17/2019    Due Date: 12/18/2019    Status: PP    1099 Amount: 90.00  
Sequence: 1    Check Type: Check    Checking Account ID: 2    Check Number: 12297    Check Date: 12/18/2019  
Chart of Account Number    Detail Description    Cost Center ID    Detail Amount    1099 Detail Amount    Asset/Asset Tag    In Full  
21 0000 1400 920 6600 345    ATHLETICS OFFICIALS       90.00       N

Vendor ID: STARMONT    STARMONT CSD    PO Number:    Invoice Number: 122119    Amount: 90.00  
Description: Wrestling Tournament Entry - 12/19/19    Invoice Date: 12/21/2019    Due Date: 12/30/2019    Status: PP    1099 Amount: 0.00  
Sequence: 1    Check Type: Check    Checking Account ID: 2    Check Number: 12305    Check Date: 12/30/2019  
Chart of Account Number    Detail Description    Cost Center ID    Detail Amount    1099 Detail Amount    Asset/Asset Tag    In Full  
21 0000 1400 920 6600 810    ATHLETICS DUES AND FEES       90.00       N

Vendor ID: DRYMTIM    TIM DRYML    PO Number:    Invoice Number: 121719    Amount: 100.00  
Description: V BB Official - 12/17/19    Invoice Date: 12/17/2019    Due Date: 12/18/2019    Status: PP    1099 Amount: 0.00  
Sequence: 1    Check Type: Check    Checking Account ID: 2    Check Number: 12298    Check Date: 12/17/2019  
Chart of Account Number    Detail Description    Cost Center ID    Detail Amount    1099 Detail Amount    Asset/Asset Tag    In Full  
21 0000 1400 920 6600 345    ATHLETICS OFFICIALS       100.00       N

Batch 1099 Total:    275.00    Batch Total:    3,385.06

Report 1099 Total:    275.00    Report Total:    3,385.06

Batch Description: Activity Invoices - January 2020

Processing Month: 01/2020

Vendor ID: BSNSPORT BSN SPORTS, INC.

Description: B-Basketball Warm Up Jackets

Sequence: 1 Check Type:

Chart of Account Number

Detail Description

21 0000 1400 920 6710 618

BOYS' BASKETBALL SUPPLIES

Checking Account ID:

PO Number:

Invoice Date:

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

1,083.00 N

Invoice Number: 907409962

Due Date: 01/08/2020 Status: A 1099 Amount: 0.00

Check Date:

Amount: 1,083.00



Vendor ID: CPU

Center Point-Urbana HS

Description: JV Wrestling Entry Fee - 1/6/2020

Sequence: 1 Check Type:

Chart of Account Number

Detail Description

21 0000 1400 920 6600 810

ATHLETICS DUES AND FEES

Checking Account ID:

PO Number:

Invoice Date:

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

42.00 N

Invoice Number: 1620

Due Date: 01/08/2020 Status: A 1099 Amount: 0.00

Check Date:

Amount: 42.00

Vendor ID: CRAEA

Central Rivers AEA

Description: Good News Pads

Sequence: 1 Check Type:

Chart of Account Number

Detail Description

21 0000 1400 950 7049 618

PBIS SUPPLIES

Checking Account ID:

PO Number:

Invoice Date:

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

21.60 N

Invoice Number: 202002026

Due Date: 01/08/2020 Status: A 1099 Amount: 0.00

Check Date:

Amount: 21.60

Vendor ID: CHASCARD

CHASE CARD SERVICES

Description: FBIA National Dues

Sequence: 1 Check Type:

Chart of Account Number

Detail Description

21 0000 1400 950 7010 899

FBIA OTHER EXPENSE

Checking Account ID:

PO Number:

Invoice Date:

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

230.00 N

Invoice Number: 100813121612

Due Date: 01/08/2020 Status: A 1099 Amount: 0.00

Check Date:

Amount: 230.00



Vendor ID: CHASCARD

CHASE CARD SERVICES

Description: Credit Tax - Zazzle - Prom Invitations

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:

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

(7.90) N

Invoice Number: 131-98025018-4356945

Due Date: 01/08/2020 Status: A 1099 Amount: 0.00

Check Date:

Amount: (7.90)



Vendor ID: CHASCARD

CHASE CARD SERVICES

Description: State Wrestling Finals Tickets

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:

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

578.00 N

Invoice Number: 20430565-20

Due Date: 01/08/2020 Status: A 1099 Amount: 0.00

Check Date:

Amount: 578.00

Vendor ID: CHASCARD

CHASE CARD SERVICES

Description: Rooms - State Dance

Sequence: 1 Check Type:

Chart of Account Number

Detail Description

21 0000 1400 920 6694 899

DANCE TEAM OTHER EXPENSE

Checking Account ID:

PO Number:

Invoice Date:

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

1,501.32 N

Invoice Number: 548

Due Date: 01/08/2020 Status: A 1099 Amount: 0.00

Check Date:

Amount: 1,501.32

Vendor ID: CHASCARD

CHASE CARD SERVICES

Description: Puravida Bracelets

Checking Account ID:

PO Number:

Invoice Date:

Due Date: 01/08/2020 Status: A 1099 Amount: 0.00

Invoice Number: 6912340

Amount: 150.00

Invoice Listing - Detail  
Activity Invoices - January 2020

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
Chart of Account Number	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 950 7012 618	SPANISH CLUB SUPPLIES		150.00	N	<u>In Full</u>
Vendor ID: CHASCARD	CHASE CARD SERVICES	PO Number:	Invoice Number: 6912369	Amount:	150.00
Description: Puravida Bracelets		Invoice Date:	Due Date:	Status:	1099 Amount:
Sequence: 1	Check Type:			A	0.00
Chart of Account Number	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 950 7012 618	SPANISH CLUB SUPPLIES		150.00	N	<u>In Full</u>
Vendor ID: CHASCARD	CHASE CARD SERVICES	PO Number:	Invoice Number: 909964803	Amount:	559.00
Description: VideoStats Subscription		Invoice Date:	Due Date:	Status:	1099 Amount:
Sequence: 1	Check Type:			A	0.00
Chart of Account Number	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 920 6600 810	ATHLETICS DUES AND FEES		559.00	N	<u>In Full</u>
Vendor ID: DESIUNLI	DESIGNS UNLIMITED	PO Number:	Invoice Number: 10329	Amount:	1,317.00
Description: Basketball Clothing		Invoice Date:	Due Date:	Status:	1099 Amount:
Sequence: 1	Check Type:			A	0.00
Chart of Account Number	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 920 6810 618	GIRLS' BASKETBALL SUPPLIES		658.50	N	<u>In Full</u>
21 0000 1400 920 6710 618	BOYS' BASKETBALL SUPPLIES		658.50	N	<u>In Full</u>
Vendor ID: DESIUNLI	DESIGNS UNLIMITED	PO Number:	Invoice Number: 10367	Amount:	36.00
Description: Cheer Shirts		Invoice Date:	Due Date:	Status:	1099 Amount:
Sequence: 1	Check Type:			A	0.00
Chart of Account Number	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 920 6693 618	CHEERLEADING CLUB SUPPLIES		36.00	N	<u>In Full</u>
* Vendor ID: DVORJOHN	DVORAK, JOHN	PO Number:	Invoice Number: 1320	Amount:	110.00
Description: V BB Official - 1/3/2020		Invoice Date:	Due Date:	Status:	1099 Amount:
Sequence: 1	Check Type:			A	110.00
Chart of Account Number	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 920 6600 345	ATHLETICS OFFICIALS		110.00	N	<u>In Full</u>
* Vendor ID: GENFUND	GENERAL FUND	PO Number:	Invoice Number: 1320	Amount:	80.00
Description: JV BB Official - K. Hesner - 1/3/2020		Invoice Date:	Due Date:	Status:	1099 Amount:
Sequence: 1	Check Type:			A	0.00
Chart of Account Number	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 920 6600 345	ATHLETICS OFFICIALS		80.00	N	<u>In Full</u>
* Vendor ID: GLAWGENE	GLAWE, GENE	PO Number:	Invoice Number: 1320	Amount:	90.00
Description: JV BB Official - 1/3/2020		Invoice Date:	Due Date:	Status:	1099 Amount:
Sequence: 1	Check Type:			A	90.00
Chart of Account Number	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 920 6600 345	ATHLETICS OFFICIALS		90.00	N	<u>In Full</u>



21 0000 1400 920 6600 345 ATHLETICS OFFICIALS

90.00 90.00 N

\* Vendor ID: GRIFFRED GRIFFITHS, FRED

Description: V BB Official - 1/03/2020

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6600 345 ATHLETICS OFFICIALS

Checking Account ID:

PO Number:

Invoice Date: 01/03/2020

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

100.00 100.00 N

Amount:

Invoice Number: 1320

Status: A

1099 Amount: 100.00

100.00

\* Vendor ID: GROUTRAV GROUP TRAVEL PLANNERS, INC.

Description: 3rd Installment - Music Trip

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 910 6221 899 MUSIC TRIP OTHER EXPENSE

Checking Account ID:

PO Number:

Invoice Date: 12/05/2019

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

15,374.00 N

Amount:

Invoice Number: INSTALL3

Status: A

1099 Amount: 0.00

15,374.00

\* Vendor ID: HEIDCHRI HEIDELBAUER, CHRIS

Description: V BB Official - 1/3/20

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6600 345 ATHLETICS OFFICIALS

Checking Account ID:

PO Number:

Invoice Date: 01/03/2020

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

100.00 100.00 N

Amount:

Invoice Number: 1320

Status: A

1099 Amount: 100.00

100.00

\* Vendor ID: IHSBCA IOWA HIGH SCHOOL BASEBALL COACHES ASSOCI

Description: Membership/Clinic

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6600 810 ATHLETICS DUES AND FEES

Checking Account ID:

PO Number:

Invoice Date: 01/07/2020

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

80.00 N

Amount:

Invoice Number: 2020

Status: A

1099 Amount: 0.00

80.00

\* Vendor ID: IHSSA IOWA HIGH SCHOOL SPEECH ASSOCIATION

Description: Large Group District Speech Entry Fees

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 910 6120 899 SPEECH OTHER EXPENSE

Checking Account ID:

PO Number:

Invoice Date: 01/07/2020

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

113.00 N

Amount:

Invoice Number: A576

Status: A

1099 Amount: 0.00

113.00

\* Vendor ID: MCELROYS MCELROY'S FOOD MARKET

Description: Pretzel Ringg - Feed Store

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 950 7015 618 FEED STORE SUPPLIES

Checking Account ID:

PO Number:

Invoice Date: 12/13/2019

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

12.50 N

Amount:

Invoice Number: 00499318

Status: A

1099 Amount: 0.00

12.50

\* Vendor ID: MINNTEX MINNTEX CITRUS, INC.

Description: Fruit/Sausage

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 950 7026 618 FFA SUPPLIES

Checking Account ID:

PO Number:

Invoice Date: 12/17/2019

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

32.45 N

Amount:

Invoice Number: 121719

Status: A

1099 Amount: 0.00

32.45

\* Vendor ID: PREFUND PREFERRED FUNDRAISING

Invoice Number: 291

Amount: 3,681.00

Description: Cookie Dough Fundraiser Supplies		Invoice Date: 12/11/2019	Due Date: 01/08/2020	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
21 0000 1400 910 6221 618	MUSIC TRIP SUPPLIES		3,681.00	0.00	N		
<b>Vendor ID: RIVEEDGE RIVER'S EDGE</b>							
Description: Baseball/Softball Usage Fee		PO Number:	Invoice Number: 123119	Amount:			
Sequence: 1	Check Type:	Invoice Date: 12/03/2019	Due Date: 01/08/2020	Status: A	1099 Amount: 0.00		
<u>Chart of Account Number</u>	<u>Detail Description</u>	Check Number:	Check Date:				
21 0000 1400 920 6600 810	ATHLETICS DUES AND FEES	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
			1,000.00	N			
<b>Vendor ID: TROTTROP TROTT TROPHIES</b>							
Description: Gold Plate - Engraved letters		PO Number:	Invoice Number: 28945	Amount:			
Sequence: 1	Check Type:	Invoice Date: 11/18/2019	Due Date: 01/08/2020	Status: A	1099 Amount: 0.00		
<u>Chart of Account Number</u>	<u>Detail Description</u>	Check Number:	Check Date:				
21 0000 1400 910 6210 618	MUSIC CLUB SUPPLIES	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
			41.35	N			
<b>Vendor ID: WALMART WALMART COMMUNITY BRC</b>							
Description: Supplies - Pasta Fundraising Supper		PO Number:	Invoice Number: 004086	Amount:			
Sequence: 1	Check Type:	Invoice Date: 12/19/2019	Due Date: 01/08/2020	Status: A	1099 Amount: 0.00		
<u>Chart of Account Number</u>	<u>Detail Description</u>	Check Number:	Check Date:				
21 0000 1400 950 7010 618	FBLA SUPPLIES	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
			315.44	N			
<b>Vendor ID: WALMART WALMART COMMUNITY BRC</b>							
Description: Feed Store Supplies		PO Number:	Invoice Number: 934300367426	Amount:			
Sequence: 1	Check Type:	Invoice Date: 12/09/2019	Due Date: 01/08/2020	Status: A	1099 Amount: 0.00		
<u>Chart of Account Number</u>	<u>Detail Description</u>	Check Number:	Check Date:				
21 0000 1400 950 7015 618	FEED STORE SUPPLIES	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
			187.00	N			
<b>Vendor ID: WALMART WALMART COMMUNITY BRC</b>							
Description: Feed Store Supplies		PO Number:	Invoice Number: 934500258106	Amount:			
Sequence: 1	Check Type:	Invoice Date: 12/11/2019	Due Date: 01/08/2020	Status: A	1099 Amount: 0.00		
<u>Chart of Account Number</u>	<u>Detail Description</u>	Check Number:	Check Date:				
21 0000 1400 950 7015 618	FEED STORE SUPPLIES	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
			29.92	N			
<b>Vendor ID: WALMART WALMART COMMUNITY BRC</b>							
Description: Feed Store Supplies		PO Number:	Invoice Number: 935200325527	Amount:			
Sequence: 1	Check Type:	Invoice Date: 12/18/2019	Due Date: 01/08/2020	Status: A	1099 Amount: 0.00		
<u>Chart of Account Number</u>	<u>Detail Description</u>	Check Number:	Check Date:				
21 0000 1400 950 7015 618	FEED STORE SUPPLIES	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
			16.73	N			
<b>Vendor ID: WEBEPAPE WEBER PAPER COMPANY</b>							
Description: Red Floor Mat		PO Number:	Invoice Number: W038150	Amount:			
Sequence: 1	Check Type:	Invoice Date: 12/09/2019	Due Date: 01/08/2020	Status: A	1099 Amount: 0.00		
<u>Chart of Account Number</u>	<u>Detail Description</u>	Check Number:	Check Date:				
21 0000 1400 950 7015 618	FEED STORE SUPPLIES	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
			16.73	N			
<b>Vendor ID: WEBEPAPE WEBER PAPER COMPANY</b>							
Description: Red Floor Mat		PO Number:	Invoice Number: W038150	Amount:			
Sequence: 1	Check Type:	Invoice Date: 12/09/2019	Due Date: 01/08/2020	Status: A	1099 Amount: 0.00		
<u>Chart of Account Number</u>	<u>Detail Description</u>	Check Number:	Check Date:				
21 0000 1400 950 7015 618	FEED STORE SUPPLIES	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
			16.73	N			

21 0000 1400 910 6220 618 PEP BAND SUPPLIES

Invoice Listing - Detail  
Activity Invoices - January 2020

127.30 N

Batch 1099 Total: 400.00

Report 1099 Total: 400.00

Batch Total: 27,150.71

Report Total: 27,150.71

Invoice Listing - Detail  
Nutrition Invoices - January 2020

East Buchanan Community School  
01/08/2020 11:04 AM

Batch Description: Nutrition Invoices - January 2020		Processing Month: 01/2020	
Vendor ID: EARTHGRAIN	EARTHGRAINS BAKING COMPANY	PO Number:	Invoice Number: 122019
Description: Bread		Invoice Date: 12/31/2019	Due Date: 01/08/2020 Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Check Number:	Check Date:
Chart of Account Number	Detail Description	Cost Center ID	Detail Amount 1099 Detail Amount Asset/Asset Tag
61 0000 3110 000 0000 631	Food Purchased		435.78 N
Vendor ID: MARTBROT		PO Number:	Invoice Number: 122019
Description: Food/Supplies/Fees	MARTIN BROTHERS	Invoice Date: 12/31/2019	Due Date: 01/08/2020 Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Check Number:	Check Date:
Chart of Account Number	Detail Description	Cost Center ID	Detail Amount 1099 Detail Amount Asset/Asset Tag
61 0000 3110 000 0000 632	Other Expenses		238.70 N
61 0000 3110 000 0000 618	General Supplies		607.64 N
61 0000 3110 000 0000 631	Food Purchased		11,772.76 N
Vendor ID: PRAIFARM		PO Number:	Invoice Number: 122019
Description: Milk/Juice	PRAIRIE FARMS DAIRY, INC.	Invoice Date: 12/31/2019	Due Date: 01/08/2020 Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	Check Number:	Check Date:
Chart of Account Number	Detail Description	Cost Center ID	Detail Amount 1099 Detail Amount Asset/Asset Tag
61 0000 3110 000 0000 631	Food Purchased		2,314.99 N
Batch 1099 Total:			0.00
Report 1099 Total:			0.00
Batch Total:			15,369.87
Report Total:			15,369.87

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	519.56	0.00	161.00	0.00	0.00	0.00	680.56
21 6210 729 910	MUSIC CLUB	612.26	223.98	334.00	0.00	0.00	0.00	722.28
21 6220 729 910	PEP BAND	1,111.10	0.00	0.00	0.00	0.00	0.00	1,111.10
21 6221 729 910	MUSIC TRIP	10,534.75	0.00	5,153.70	0.00	0.00	0.00	15,688.45
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	9,190.65	3,046.55	3,046.55	0.00	0.00	0.00	9,235.94
21 6693 729 920	CHEERLEADING	1,252.46	580.00	36.00	0.00	0.00	0.00	708.46
21 6694 729 920	DANCE TEAM	3,311.14	423.00	32.00	0.00	0.00	0.00	2,920.14
21 6710 729 920	BOYS' BASKETBALL	1,784.72	0.00	777.50	0.00	0.00	0.00	2,562.22
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	417.32	0.00	0.00	0.00	0.00	0.00	417.32
21 6810 729 920	GIRLS BASKETBALL	960.55	876.00	1,057.50	0.00	0.00	0.00	1,142.05
21 6815 729 920	VOLLEYBALL	1,153.93	0.00	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	7,049.41	5,744.42	4,223.00	0.00	0.00	0.00	5,527.99
21 7011 729 950	HS STUDENT COUNCIL	2,236.90	(164.29)	147.00	0.00	0.00	0.00	2,548.19
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	350.80	139.80	0.00	0.00	0.00	0.00	211.00
21 7015 729 950	FEED STORE	(285.10)	(374.17)	589.70	0.00	0.00	0.00	678.77
21 7016 729 950	FITNESS CLUB	37.55	0.00	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	2,461.44	2,018.57	38.98	0.00	0.00	0.00	481.85
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	803.08	629.63	296.00	0.00	0.00	0.00	469.45
21 7025 729 950	TECHNOLOGY	906.97	0.00	0.00	0.00	0.00	0.00	906.97
21 7026 729 950	FFA	26,479.48	7,219.10	382.00	0.00	0.00	0.00	19,642.38
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	613.42	223.68	0.00	0.00	0.00	0.00	389.74
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	3,955.32	21.58	0.00	0.00	0.00	0.00	3,933.74

Activity Fund Balance Report - Summary - Include Encumbrances  
12/2019 - 12/2019

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
21 7050 729 950	ELEM. ST. COUNCIL	3,796.20	0.00	0.00	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	2,801.76	280.00	0.00	0.00	0.00	0.00	2,521.76
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	3,036.72	0.00	0.00	0.00	0.00	0.00	3,036.72
21 7076 729 950	CLASS OF 2021	1,632.89	1,809.39	1,555.80	0.00	0.00	0.00	1,379.30
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	765.00	0.00	0.00	0.00	0.00	0.00	765.00
21 7079 729 950	CLASS OF 2024	440.00	0.00	95.00	0.00	0.00	0.00	535.00
21 7080 729 950	CLASS OF 2025	295.00	0.00	80.00	0.00	0.00	0.00	375.00
21 7081 729 950	CLASS OF 2026	125.00	0.00	110.00	0.00	0.00	0.00	235.00
21 8000 729 910	ANNUAL	6,560.67	0.00	0.00	0.00	0.00	0.00	6,560.67
21 8001 729 910	BUCCANEER CLUB	3,111.51	69.88	0.00	0.00	0.00	0.00	3,041.63
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	629.32	0.00	133.53	0.00	0.00	0.00	762.85
Fund Total: 21		139,694.26	22,721.83	18,249.26	0.00	0.00	0.00	135,221.69

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

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	5,706	0	0	972	0	0	0	0	95	6,773
JANUARY										
FEBRUARY										
MARCH										
APRIL										
MAY										
JUNE										
TOTAL	30,871	-	-	5,305	-	51	-	-	95	36,322

**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	0	455	2,337	2,307	194	1,664	0	0	68	7,025
JANUARY										
FEBRUARY										
MARCH										
APRIL										
MAY										
JUNE										
TOTAL		3,826	13,498	12,604	1,352	5,855	1,936	610	164	39,845
BUS/VAN TOTAL	30,871	3,826	13,498	17,909	1,352	5,906	1,936	610	259	76,167



# 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.	434.000	\$ 2.083	\$ 903.84	759.000	\$ 2.331	\$ 1,769.00	\$ 2,672.84	350.000	\$ 728.91	1,050.000	\$ 2,447.24	\$ 3,176.15
JAN.												
FEB.												
MARCH												
APR.												
MAY												
JUNE												
TOTALS	3,572.000		\$ 7,851.76	4,984.000		\$ 11,359.97	\$ 19,211.73	2,871.000	\$ 6,165.81	5,212.000	\$ 11,902.74	\$ 18,068.55

**RECEIPTS**

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$1,022.20	\$4,820.65	\$5,842.85
Student Lunch	\$6,540.50	\$43,622.86	\$50,163.36
Adult Breakfast	\$65.00	\$212.50	\$277.50
Adult Lunch	\$487.50	\$1,927.50	\$2,415.00
Cafeteria	\$3,528.65	\$17,779.60	\$21,308.25
Snacks	\$1,215.48	\$8,011.30	\$9,226.78
Federal Breakfast	\$2,739.97	\$11,471.20	\$14,211.17
Federal Lunch	\$11,587.85	\$48,202.05	\$59,789.90
State Breakfast	\$96.22	\$239.38	\$335.60
State Lunch	\$333.26	\$707.19	\$1,040.45
Other Revenues	\$26.00	\$74.91	\$100.91
Other Purchased Services	-\$281.14	-\$912.88	-\$1,194.02
Rebate	\$618.37	\$0.00	\$618.37
Interest	\$48.65	\$268.46	\$317.11
<b>TOTAL INCOME</b>	<b>\$28,028.51</b>	<b>\$136,424.72</b>	<b>\$164,453.23</b>

**EXPENDITURES**

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$17,295.92	\$51,208.18	\$68,504.10
Commodities	\$0.00	\$8,730.53	\$8,730.53
Supplies	\$926.65	\$6,661.55	\$7,588.20
Shared Contract	\$12,969.30	\$0.00	\$12,969.30
Purchased Services	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Other Expenses	\$248.00	\$876.30	\$1,124.30
Cooks Salaries	\$8,371.17	\$37,640.62	\$46,011.79
Benefits	\$3,357.97	\$15,287.02	\$18,644.99
<b>TOTAL EXPENDITURES</b>	<b>\$43,169.01</b>	<b>\$120,404.20</b>	<b>\$163,573.21</b>

**BALANCE**

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$41,083.78	\$41,083.78
Income	\$28,028.51	\$136,424.72	\$164,453.23
Expenditures	\$43,169.01	\$120,404.20	\$163,573.21
<b>FUND BALANCE</b>	<b>-\$15,140.50</b>	<b>\$57,104.30</b>	<b>\$41,963.80</b>

**MEALS SERVED**

	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	776	3,627	4,403
Reduced Student Breakfasts	174	923	1,097
Free Student Breakfasts	885	4,414	5,299
Second Breakfasts	62	276	338
Adult Breakfasts	52	171	223
Student Guest Breakfasts	0	1	1
Complimentary Breakfasts	0	0	0
<b>TOTAL BREAKFASTS SERVED</b>	<b>1,949</b>	<b>9,412</b>	<b>11,361</b>

Paid Student Lunches	4,018	17,588	21,606
Reduced Student Lunches	497	2,337	2,834
Free Student Lunches	1,923	9,288	11,211
Second Lunches	0	8	8
Adult Lunches	149	584	733
Student Guest Lunches	0	1	1
Complimentary Lunches	2	12	14
<b>TOTAL LUNCHES SERVED</b>	<b>6,589</b>	<b>29,818</b>	<b>36,407</b>

**PAID**  
396

**FREE**  
167

**REDUCED**  
44

**TOTAL**  
607

2019-2020

East Buchanan

Hot Lunch  
Report**DAYS MEALS SERVED**

July	0
August	6
September	20
October	22
November	17
December	15
January	0
February	0
March	0
April	0
May	0
June	0
<b>TOTALS</b>	<b>80</b>

December 31, 2019

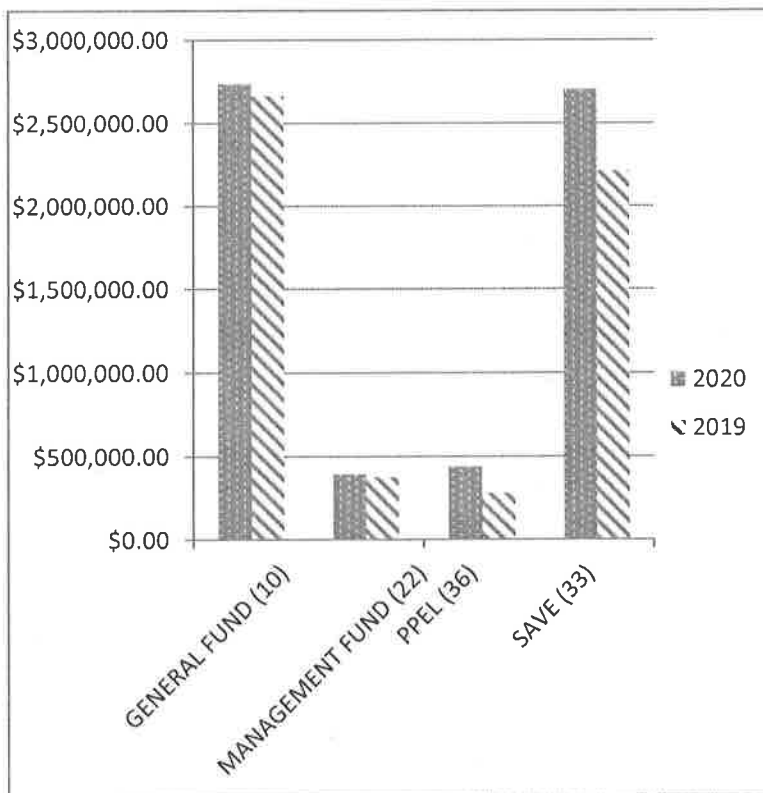
East Buchanan Community School District  
Cash Summary Report

	July 2019	August 2019	September 2019	October 2019	Nov 2019	Dec 2019
<b>10-GENERAL FUND</b>						
Beginning Balance	\$ 2,960,854.33	\$ 2,539,481.83	\$ 1,990,415.90	\$ 2,098,409.93	\$ 2,609,615.88	\$ 2,695,732.88
Revenue	\$ 103,813.30	\$ 226,313.05	\$ 679,252.46	\$ 1,092,395.15	\$ 612,591.94	\$ 1,034,690.92
Expenditures	\$ 525,185.80	\$ 775,378.98	\$ 571,258.43	\$ 581,189.20	\$ 526,474.94	\$ 994,239.08
Ending Balance	\$ 2,539,481.83	\$ 1,990,415.90	\$ 2,098,409.93	\$ 2,609,615.88	\$ 2,695,732.88	\$ 2,736,184.72
<b>21-ACTIVITY FUND</b>						
Beginning Balance	\$ 127,281.21	\$ 129,317.12	\$ 128,780.08	\$ 128,996.62	\$ 141,448.03	\$ 139,694.26
Revenue	\$ 2,775.91	\$ 22,517.15	\$ 19,418.84	\$ 27,083.42	\$ 40,054.14	\$ 21,033.26
Expenditures	\$ 740.00	\$ 23,054.19	\$ 19,202.30	\$ 14,632.01	\$ 41,807.91	\$ 25,505.83
Ending Balance	\$ 129,317.12	\$ 128,780.08	\$ 128,996.62	\$ 141,448.03	\$ 139,694.26	\$ 135,221.69
<b>22-MANAGEMENT FUND</b>						
Beginning Balance	\$ 389,427.50	\$ 292,853.48	\$ 289,802.68	\$ 344,158.78	\$ 380,824.32	\$ 392,984.31
Revenue	\$ 707.14	\$ -	\$ 54,356.10	\$ 39,072.54	\$ 13,981.99	\$ 4,309.25
Expenditures	\$ 97,281.16	\$ 3,050.80	\$ -	\$ 2,407.00	\$ 1,822.00	\$ 3,000.00
Ending Balance	\$ 292,853.48	\$ 289,802.68	\$ 344,158.78	\$ 380,824.32	\$ 392,984.31	\$ 394,293.56
<b>31-GO BONDS</b>						
Beginning Balance	\$ 208,028.97	\$ 208,165.81	\$ 206,502.82	\$ 103,336.33	\$ 38,369.20	\$ 13,388.80
Revenue	\$ 136.84	\$ 137.01	\$ 400,085.60	\$ 32.87	\$ 20,019.60	\$ 10.61
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	\$ 13,399.41
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	\$ 13,399.41
<b>33-SAVE</b>						
Beginning Balance	\$ 2,607,432.26	\$ 2,453,557.67	\$ 2,503,805.44	\$ 2,551,599.00	\$ 2,602,100.22	\$ 2,621,900.23
Revenue	\$ 48,465.41	\$ 50,247.77	\$ 50,193.56	\$ 50,501.22	\$ 19,800.01	\$ 121,137.06
Expenditures	\$ 202,340.00	\$ -	\$ 2,400.00	\$ -	\$ -	\$ 39,900.00
Ending Balance	\$ 2,453,557.67	\$ 2,503,805.44	\$ 2,551,599.00	\$ 2,602,100.22	\$ 2,621,900.23	\$ 2,703,137.29
<b>36-PPEL</b>						
Beginning Balance	\$ 431,210.20	\$ 400,331.97	\$ 303,867.44	\$ 297,712.89	\$ 392,653.34	\$ 432,846.21
Revenue	\$ 1,826.96	\$ 5,848.57	\$ 35,602.69	\$ 115,297.03	\$ 40,418.87	\$ 10,247.80
Expenditures	\$ 32,705.19	\$ 102,313.10	\$ 41,757.24	\$ 20,356.58	\$ 226.00	\$ 4,756.02
Ending Balance	\$ 400,331.97	\$ 303,867.44	\$ 297,712.89	\$ 392,653.34	\$ 432,846.21	\$ 438,337.99
<b>40-DEBT SERVICE</b>						
Beginning Balance	\$ 9,256.64	\$ 10,164.47	\$ 10,164.47	\$ 54,171.87	\$ 104,937.77	\$ 152,697.30
Revenue	\$ 907.83	\$ -	\$ 44,007.40	\$ 144,759.65	\$ 47,759.53	\$ 30,358.05
Expenditures	\$ -	\$ -	\$ -	\$ 93,993.75	\$ -	\$ 20,250.00
Ending Balance	\$ 10,164.47	\$ 10,164.47	\$ 54,171.87	\$ 104,937.77	\$ 152,697.30	\$ 162,805.35
<b>61-NUTRITION FUND</b>						
Beginning Balance	\$ 41,083.78	\$ 49,742.29	\$ 54,268.80	\$ 60,472.28	\$ 58,482.66	\$ 57,104.30
Revenue	\$ 19,145.13	\$ 14,798.83	\$ 22,382.71	\$ 40,835.86	\$ 54,189.80	\$ 41,459.53
Expenditures	\$ 10,486.62	\$ 10,272.32	\$ 16,179.23	\$ 42,825.48	\$ 55,568.16	\$ 56,600.03
Ending Balance	\$ 49,742.29	\$ 54,268.80	\$ 60,472.28	\$ 58,482.66	\$ 57,104.30	\$ 41,963.80
less: Received on Acct	\$ 7,791.44	\$ 13,586.69	\$ 10,310.84	\$ 8,031.54	\$ 9,268.54	\$ 7,086.84
	\$ 41,950.85	\$ 40,682.11	\$ 50,161.44	\$ 50,451.12	\$ 47,835.76	\$ 34,876.96
<b>EMPLOYER'S PAYROLL EXPENSE:</b>						
Gross Wages-hourly	\$ 25,523.96	\$ 15,629.24	\$ 30,316.62	\$ 69,934.27	\$ 74,528.45	\$ 61,875.45
Gross Wages-contract	\$ 308,727.19	\$ 309,890.35	\$ 306,231.03	\$ 306,417.11	\$ 310,232.76	\$ 306,595.67
	\$ 334,251.15	\$ 325,519.59	\$ 336,547.65	\$ 376,351.38	\$ 384,761.21	\$ 368,471.12
Employer paid deductions	\$ 45,828.98	\$ 43,328.43	\$ 44,187.33	\$ 44,752.81	\$ 44,123.15	\$ 44,123.15
Employer paid IPERS	\$ 29,528.73	\$ 29,057.31	\$ 30,605.05	\$ 34,022.42	\$ 34,429.48	\$ 33,165.10
Employer paid FICA	\$ 23,948.34	\$ 23,356.79	\$ 24,588.22	\$ 27,717.12	\$ 28,354.69	\$ 26,703.66
	\$ 99,306.05	\$ 95,742.53	\$ 99,380.60	\$ 106,492.35	\$ 106,907.32	\$ 103,991.91
<b>TOTAL</b>	<b>\$ 433,557.20</b>	<b>\$ 421,262.12</b>	<b>\$ 435,928.25</b>	<b>\$ 482,843.73</b>	<b>\$ 491,668.53</b>	<b>\$ 472,463.03</b>

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**  
**December 2019**

Fund Description	Beginning	Revenues	Expenditures	FY20 Ending	FY19 End Balance	Difference
GENERAL FUND (10)	\$2,695,732.88	\$1,034,690.92	\$994,239.08	\$2,736,184.72	\$2,662,792.39	\$73,392.33
MANAGEMENT FUND (22)	\$392,984.31	\$4,309.25	\$3,000.00	\$394,293.56	\$374,940.11	\$19,353.45
PPEL (36)	\$432,846.21	\$10,247.80	\$4,756.02	\$438,337.99	\$279,927.02	\$158,410.97
SAVE (33)	\$2,621,900.23	\$121,137.06	\$39,900.00	\$2,703,137.29	\$2,214,022.71	\$489,114.58
GO BONDS (HS PROJECT) (31)	\$13,388.80	\$10.61	\$0.00	\$13,399.41	\$493,900.56	(\$480,501.15)
DEBT SERVICE (40)	\$152,697.30	\$30,358.05	\$20,250.00	\$162,805.35	\$327,728.96	(\$164,923.61)
TOTAL				\$6,448,158.32	\$6,353,311.75	\$94,846.57



**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>	
<b>Y 19-20</b>	Balance forward			\$ 55,293.91			\$ 375,916.29	\$ 431,210.20
7/15/19	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
11/30/19	VPPEL - Interest			\$ 12,709.56	\$ 967.06		\$ 420,136.65	\$ 432,846.21
12/15/19	VPPEL - Property Tax			\$ 12,709.56	\$ 6,596.49		\$ 426,733.14	\$ 439,442.70
12/15/19	PPEL - Property Tax		\$ 1,624.48	\$ 14,334.04			\$ 426,733.14	\$ 441,067.18
12/12/19	PPEL - Greenhouse - AgVantage FS - LP install	\$ 459.54		\$ 13,874.50			\$ 426,733.14	\$ 440,607.64
12/12/19	PPEL - Greenhouse - PlumbTech - heater install	\$ 2,481.55		\$ 11,392.95			\$ 426,733.14	\$ 438,126.09
12/12/19	PPEL - Greenhouse - CDW Govt - Wifi Adapter	\$ 48.50		\$ 11,344.45			\$ 426,733.14	\$ 438,077.59
12/12/19	PPEL - Special Ed Lease - Consortium	\$ 1,766.43		\$ 9,578.02			\$ 426,733.14	\$ 436,311.16
12/31/19	VPPEL - Interest			\$ 9,578.02	\$ 1,026.83		\$ 427,759.97	\$ 437,337.99
12/30/19	PPEL - Donations - Greenhouse		\$ 1,000.00	\$ 10,578.02			\$ 427,759.97	\$ 438,337.99

**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**

Date	Description	GO BOND CHECKING ACCOUNT (xx151)				GO BOND SAVINGS ACCOUNT (xx227)				TOTAL ALL
		Expenses	Revenue	Transfer	BALANCE	Expenses	Interest	Transfer	BALANCE	
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
12/31/2019	Interest				2,623.90		10.61		10,775.51	13,399.41

## SPORTS COMPLEX

<u>Entry Date</u>	<u>Fund</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Expenditure</u>
07/26/2018	36	KAY PARK REC. CORP.	Bleacher install	17,250.00
07/26/2018	36	KAY PARK REC. CORP.	Bleachers	66,911.96
08/15/2018	36	WASTE MANAGEMENT	crow's nest removal	99.99
08/15/2018	36	CHASE CARD SERVICES	crow's nest removal - Waste Mgmt	1,300.03
09/13/2018	36	COLE HUBBARD CONSTRUCTION	PRESS BOX/CONCESSIONS	5,463.09
09/13/2018	36	COLE HUBBARD CONSTRUCTION	Retaining Wall	11,210.00
09/13/2018	36	SMALL TIME CONSTRUCTION INC	Bleacher Pad	14,575.00
10/12/2018	36	CRAWFORD ENGINEERING	TOPOGRAPHIC SURVEY	3,979.46
10/12/2018	36	WINTHROP BUILDING SUPPLY	Const. Supplies	5,805.40
11/15/2018	36	WINTHROP BUILDING SUPPLY	Const. Supplies	21.39
12/12/2018	36	ANDERSON ELECTRIC	PRESS BOX	1,950.30
01/10/2019	36	WINTHROP BUILDING SUPPLY	CREDIT FOR SALES TAX	(381.19)
01/10/2019	36	COLE HUBBARD CONSTRUCTION	LABOR	4,275.00
01/10/2019	36	COLE HUBBARD CONSTRUCTION	SUPPLIES	4,496.55
01/10/2019	36	WINTHROP BUILDING SUPPLY	Const. Supplies	6,742.50
03/14/2019	36	WINTHROP BUILDING SUPPLY	Const. Supplies	150.00
06/13/2019	36	WINTHROP BUILDING SUPPLY	Const. Supplies	429.67
09/12/2019	36	WINTHROP BUILDING SUPPLY	Const. Supplies	1,196.46
10/10/2019	36	COLE HUBBARD CONSTRUCTION	HANDICAP RAMP-SKID LOADER	880.00
10/10/2019	36	COLE HUBBARD CONSTRUCTION	PRESS BOX-MATERIALS	1,397.19
10/10/2019	36	COLE HUBBARD CONSTRUCTION	PRESS BOX-LABOR	3,720.00
10/10/2019	36	COLE HUBBARD CONSTRUCTION	HANDICAP RAMP-MATERIALS	4,359.39
10/10/2019	36	COLE HUBBARD CONSTRUCTION	HANDICAP RAMP-LABOR	5,250.00
				<hr/> 161,082.19



# GREENHOUSE

<u>Entry Date</u>	<u>Fund</u>	<u>Type</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Expenditure</u>	<u>Revenue</u>
07/05/2017	10	Revenue	Buchanan County Community Foundation	Correction: Greenhouse-Grant	0.00	6,500.00
02/07/2018	36	Revenue	Buchanan County Community Foundation	Correction: Greenhouse Donation	0.00	10,787.00
07/26/2018	36	Revenue	COMMUNITY FOUNDATION OF NEIA	Correction: GREENHOUSE	0.00	20,000.00
07/26/2018	36	Revenue	COMMUNITY FOUNDATION OF NEIA	Correction: GREENHOUSE	0.00	12,488.00
06/07/2019	36	Revenue	Black Hawk County Gaming Assn	grant	0.00	29,815.00
06/30/2019	36	Revenue	Perkins Grant	Perkins adj	0.00	5,005.23
12/20/2019	36	Revenue	COMMUNITY FOUNDATION OF NEIA	Jacob's Ladder Fund	0.00	1,000.00
<b>Revenue Total</b>					<b>0.00</b>	<b>85,595.23</b>
07/26/2018	36	Expenditure	TEKSUPPLY	Correction: Greenhouse	50,000.00	0.00
10/12/2018	36	Expenditure	KW Electric Inc	RUN PIPE FROM SHOP TO GREENHOUSE	1,343.00	0.00
12/12/2018	36	Expenditure	MENARDS	GREENHOUSE SUPPLIES	813.95	0.00
12/12/2018	33	Expenditure	SMALL TIME CONSTRUCTION INC	FOUNDATION	22,181.50	0.00
12/12/2018	36	Expenditure	TEKSUPPLY	BALANCE DUE	45,057.15	0.00
03/14/2019	36	Expenditure	PLUMB TECH INC	LABOR	440.00	0.00
03/14/2019	36	Expenditure	PLUMB TECH INC	EXCAVATION	1,144.00	0.00
03/14/2019	36	Expenditure	PLUMB TECH INC	MATERIALS	505.44	0.00
07/10/2019	36	Expenditure	ANDERSON ELECTRIC	LABOR	4,452.00	0.00
07/10/2019	36	Expenditure	ANDERSON ELECTRIC	Greenhouse-Const. Supplies-PPEL	4,789.35	0.00
09/12/2019	36	Expenditure	ANDERSON ELECTRIC	labor	3,108.00	0.00
09/12/2019	36	Expenditure	ANDERSON ELECTRIC	materials	2,430.83	0.00
09/12/2019	36	Expenditure	PLUMB TECH INC	LABOR TO RUN WATER LINE	656.00	0.00
09/12/2019	36	Expenditure	PLUMB TECH INC	MATERIALS	1,382.84	0.00
09/12/2019	33	Expenditure	SMALL TIME CONSTRUCTION INC	WALK BY GREENHOUSE	2,400.00	0.00
09/12/2019	36	Expenditure	TEKSUPPLY	CONTROL W/LIGHTING PANEL	5,028.00	0.00
10/10/2019	36	Expenditure	Gallery LB	GREENHOUSE DIRT WORK	2,420.00	0.00
11/01/2019	36	Expenditure	ANDERSON ELECTRIC	amt due inv 9843	226.00	0.00
11/01/2019	36	Expenditure	ANDERSON ELECTRIC	overpayment on acct	(1,727.88)	0.00
12/12/2019	36	Expenditure	AgVantage FS	labor	260.00	0.00
12/12/2019	36	Expenditure	AgVantage FS	hook up tank	199.54	0.00
12/12/2019	36	Expenditure	CDW GOVERNMENT, INC	WIFI ADAPTER	48.50	0.00
12/12/2019	36	Expenditure	PLUMB TECH INC	HOOK UP HEATER, ETC	1,523.00	0.00
12/12/2019	36	Expenditure	PLUMB TECH INC	MATERIALS	958.55	0.00
<b>Expenditure Total</b>					<b>149,639.77</b>	<b>0.00</b>
<b>Grand Total</b>					<b>149,639.77</b>	<b>85,595.23</b>

# **Certified Budget compared to Actual Revenues/Expenditures - All Funds**

		FY20 Certified Budget	thru 12/31/19	over / (under) budget	
Taxes Levied on Property	1	\$ 2,902,298.00	\$ 1,510,985.59		
Utility Replacement Excise Tax	2	\$ 50,845.00	\$ 117,745.73		
Income Surtaxes	3	\$ 140,815.00	\$ 112,398.00		
Tuition\Transportation Received	4	\$ 520,000.00	\$ 98,548.67		
Earnings on Investments	5	\$ 70,600.00	\$ 43,570.30		
Nutrition Program Sales	6	\$ 180,000.00	\$ 88,898.93		
Student Activities and Sales	7	\$ 197,000.00	\$ 106,409.80		
Other Revenues from Local Sources	8	\$ 120,000.00	\$ 65,643.68		
Revenue from Intermediary Sources	9	\$ -	\$ -		
State Foundation Aid	10	\$ 3,835,960.00	\$ 1,526,405.20		
Instructional Support State Aid	11	\$ 14,904.00	\$ -		
Other State Sources	12	\$ 580,000.00	\$ 286,021.90		
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	\$ 97,962.48		
Total Revenues	16	\$ 8,953,144.00	\$ 4,064,063.68		
General Long-Term Debt Proceeds	17	\$ -	\$ -		
Transfers In	18	\$ 311,790.00	\$ 217,350.76		
Proceeds of Fixed Asset Dispositions	19	\$ -			
Total Revenues & Other Sources	20	\$ 9,264,934.00	\$ 4,281,414.44		
Beginning Fund Balance	21	\$ 5,975,566.28	\$ 5,975,566.28		
<b>Total Resources</b>	22	\$ 15,240,500.28	\$ 10,256,980.72		
<b>*Instruction</b>	23	\$ 5,352,000.00	\$ 1,541,116.51	\$ (3,810,883.49)	29%
Student Support Services	24	\$ 222,500.00	\$ 65,483.67		
Instructional Staff Support Services	25	\$ 480,000.00	\$ 184,443.09		
General Administration	26	\$ 323,000.00	\$ 122,196.46		
School/Building Administration	27	\$ 410,000.00	\$ 183,760.33		
Business & Central Administration	28	\$ 140,000.00	\$ 61,282.88		
Plant Operation and Maintenance	29	\$ 742,000.00	\$ 286,467.31		
Student Transportation	30	\$ 435,000.00	\$ 218,878.11		
This row is intentionally left blank	31	\$ -	\$ -		
<b>*Total Support Services (lines 24-31)</b>	31A	\$ 2,752,500.00	\$ 1,122,511.85	\$ (1,629,988.15)	41%
<b>*Noninstructional Programs</b>	32	\$ 355,000.00	\$ 143,931.50	\$ (211,068.50)	41%
Facilities Acquisition and Construction	33	\$ 475,000.00	\$ 203,618.62		
Debt Service	34	\$ 666,377.00	\$ 316,583.75		
AEA Support - Direct to AEA	35	\$ 285,596.00	\$ 106,577.20		
<b>*Total Other Expenditures (lines 33-35)</b>	35A	\$ 1,426,973.00	\$ 626,779.57	\$ (800,193.43)	44%
Total Expenditures	36	\$ 9,886,473.00	\$ 3,434,339.43		
Transfers Out	37	\$ 311,790.00	\$ 267,892.53		
Total Expenditures & Other Uses	38	\$ 10,198,263.00	\$ 3,702,231.96		
Ending Fund Balance	39	\$ 5,042,237.28	\$ 6,554,748.76		
<b>Total Requirements</b>	40	\$ 15,240,500.28	\$ 10,256,980.72		

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.

# IASB

Quarterly Policy Updates

## 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 two (2) at-large and three (3) 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. 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.  
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 \_\_\_\_\_

## 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) 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 Board Secretary will administer the oath of office to the newly elected president and the newly elected president will assume the chair.
- (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.

## ORGANIZATIONAL MEETING PROCEDURES

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.***

## VACANCIES

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

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 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 §§ 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 \_\_\_\_\_



## 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 LASB'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

## 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. 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: *Dobrovolny v. Reinhardt*, 173 N.W.2d 837 (Iowa 1970).  
Iowa Code §§ 21.2-.4; 279.1, .2.  
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.

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 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. 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.  
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' 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 \_\_\_\_\_

## 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 Board 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.

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.  
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 \_\_\_\_\_

# POLICY REVIEW

## 2<sup>nd</sup> Reading

\*\*\*\*\*

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**

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### Policy Code Signs & Symbols:

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|-----------------|--|
| -R              | This symbol following a policy code number indicates the statement is an <u>administrative regulation</u> rather than a board policy   |
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| 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.                                 |



## 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 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*

## 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. 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.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report 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 three five years. ~~The course will re-taken at least every five years.~~ **After July 1, 2019, employees who have previously taken mandatory reporter training will be required to take the two-hour training course before the expiration of their current training certificate. Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the post-July 1, 2019 two-hour training course will take the one-hour follow up training course every three years and prior to the expiration of their certificate.**

***NOTE: All mandatory reporter training certificates issued prior to July 1, 2019 remain effective for five years. Once this certificate expires, subsequent training certificates will be valid for three 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.***

Legal Reference: Iowa Code §§ 232.67-.77; 232A; 235A; 280.17.  
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 \_\_\_\_\_

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.

Cross Reference:     507     Student Health and Well-being  
                             711     Transportation

Approved: April 9, 2008  
Reviewed: January 13, 2016  
Revised: January 8, 2020

# POLICY REVIEW

## 1<sup>st</sup> Reading

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## QUALIFICATIONS

Serving on the board of directors is an honor and privilege. Its rewards are respect from the community, students, and employees and the satisfaction from knowing each board member contributed to the success of the children in the school district community. Only those who are willing to put forth the effort to care and to make a difference should consider running for a position on the board.

Individuals who are willing to serve on the board should believe public education is important, support the democratic process, willingly devote time and energy to board work, respect educators and have the ability to examine the facts and make a decision. The board believes an individual considering a position on the school board should possess these characteristics.

Citizens wanting to run for a position on the board must be a citizen of the school district, an eligible elector of the district and free from a financial conflict of interest with the position.

***NOTE: The last paragraph states the legal requirements to run for the school board. An individual must be an eligible elector in order to run for the school board. An eligible elector need not be registered to vote. An eligible elector needs only to be eligible to be registered to vote. Also, a spouse of an employee may run for the board. Details on conflict of interest are in Policy 203, Board of Directors' Conflict of Interest.***

Legal Reference: Iowa Code §§ 63; 68B; 277.4, .27; 279.7A (2013).

Cross Reference: 201 Board of Directors' Elections  
202.4 Vacancies  
203 Board of Directors' Conflict of Interest

Approved April 14, 2004 Reviewed May 11, 2015 Revised \_\_\_\_\_

## OATH OF OFFICE

Board members are officials of the state. As a public official, each board member must pledge to uphold the Iowa and the United States Constitution and carry out the responsibilities of the office to the best of the board member's ability.

Each newly-elected board member will take the oath of office prior to any action taken as a school official. The oath of office is taken by each new board member elected at the school election at or before the organizational meeting of the board. In the event of an appointment or special election to fill a vacancy, the new board member will take the oath of office within ten days of the appointment or election.

Board members elected to offices of the board will also take the same oath of office but replacing the office of board member with the title of the office to which they were elected.

The oath of office is administered by the board secretary and does not need to be given at a board meeting. In the event the board secretary is absent, the oath is administered by another board member.

"Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the state of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the office of \_\_\_\_\_ (naming the office) in \_\_\_\_\_ (naming the district) as now and hereafter required by law?"

***NOTE: Board members elected at the regular election do not need to take the oath of office within 10 days. Those elected at a special election or appointed to fill a vacancy, however, must take the oath of office within 10 days.***

***For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #6 – October 21, 2008.***

Legal Reference: Iowa Code §§ 277.28; 279.1, .6 (2013).

Cross Reference: 200.1 Organization of the Board of Directors  
201 Board of Directors' Elections  
202 Board of Directors Members  
204 Code of Ethics  
206 Board of Directors' Officers

Approved April 14, 2004

Reviewed May 11, 2015

Revised \_\_\_\_\_

## TERM OF OFFICE

Board members elected for a full term at a regularly scheduled school election in November, of odd-numbered years, serve for four years. Board members appointed to fill a vacant position will serve 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. A board member elected to fill a vacancy will serve out the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference: Iowa Code §§ 69.12; 274.7; 279.6-.7 (2013).

Cross Reference: 201 Board of Directors' Elections  
202 Board of Directors Members  
202.4 Vacancies

Approved April 14, 2004

Reviewed May 11, 2015

Revised March 14, 2018

### BOARD OF DIRECTORS' CONFLICT OF INTEREST

Board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in law or policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for school textbooks or school supplies including sports apparel or equipment, in any transaction with a director, officer, or other staff member of the school district during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts for the purchase of goods or services which benefits a board member, or to compensation for part-time or temporary employment which benefits a board member, if the benefit to the board member does not exceed ~~\$2,500~~ \$6,000 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily awarded by competitive bid.

It will also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist includes, but are not limited to, any of the following:

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district badge, uniform, business card or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of money or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member, during the performance of the board member's duties of office or employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment or activity. If the activity or employment falls under (3), then the board member must:



## BOARD OF DIRECTORS' CONFLICT OF INTEREST

- Cease the outside employment or activity; or;
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, determining the facts or law in a contested case or rulemaking proceeding, conducting any inspection, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by Federal Child Nutrition funds, board members will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the board member, board member's immediate family, partner, or a non-school district employer of these individuals is a party to the contract.

It is the responsibility of each board member to be aware of and take the action necessary to eliminate a potential conflict of interest should it arise.

***NOTE: This policy reflects the Iowa law on board member conflict of interest. There is no longer a prohibition on the employment of a spouse of a board member. Because of this removal, boards have little discretion regarding the employment of board members' spouses.***

Legal Reference: 22 C.F.R. § 518.42.  
Iowa Code §§ 68B; 71.1; 277.27; 279.7A; 301.28.

Cross Reference: 201 Board of Directors' Elections  
202.1 Qualifications  
204 Code of Ethics  
216.3 Board of Directors' Member Compensation and Expenses  
217 Gifts to Board of Directors  
401.3 Nepotism

Approved May 12, 2004

Reviewed May 11, 2015; March, 9, 2016

Revised \_\_\_\_\_

## CODE OF ETHICS

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to their position.

Each board member shall follow the code of ethics stated in this policy.

## AS A SCHOOL BOARD MEMBER:

1. I will listen.
2. I will respect the opinion of others.
3. I will recognize the integrity of my predecessors and associates and the merit of their work.
4. I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the board if the situation requires it, but I will consider "star chamber" or "secret" sessions of board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
9. I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
10. I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
11. I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have decisions made for the best interests of the children and the education program.
12. I will insist that the members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
13. I will abide by majority decisions of the board.
14. I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.
15. I will not discuss the confidential business of the board in my home, on the street or in my office; the place for such discussion is the board meeting.
16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

## IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the school district to the community.
3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
4. I will attempt to procure adequate financial support for the school district.

## CODE OF ETHICS

5. I will represent the entire school district rather than individual electors, patrons or groups.
6. I will not regard the school district facilities as my own private property but as the property of the people.

## IN MY RELATIONSHIP WITH SUPERINTENDENT AND EMPLOYEES

1. I will function, in meeting the legal responsibility that is mine, as a part of a legislative, evaluative, policy-forming body, not as an administrative officer.
2. I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not to run them myself.
3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
4. I will recognize the superintendent as executive officer of the board.
5. I will work through the administrative employees of the board, not over or around them.
6. I will expect the superintendent to keep the board adequately informed through oral and written reports.
7. I will vote to employ employees only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on teachers and the board.
9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
11. I will present any personal criticism of employees to the superintendent.
12. I will refer complaints to the proper administrative officer.

## TO COOPERATE WITH OTHER SCHOOL BOARDS

1. I will not employ a superintendent, principal or teacher who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.
3. ~~I will not recommend an employee for a position in another school district unless I would employ the employee under similar circumstances.~~
4. ~~I will answer all inquiries about the standing and ability of an employee to the best of my knowledge and judgment, with complete frankness.~~
3. I will associate myself with board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Legal Reference: Iowa Code §§ 21.6(3)(d); 68B; 69; 277.28; 279.7A, 279.8, 301.28.

Cross Reference: 202 Board of Directors Members  
203 Board of Directors' Conflict of Interest

Approved May 12, 2004

Reviewed May 11, 2015

Revised \_\_\_\_\_

## BOARD MEMBER LIABILITY

Board members will not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Iowa and the members of the school district community. In carrying out the duties and responsibilities of their office, board members will act in good faith.

The school district will defend, save harmless and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties, unless the act constitutes a willful or wanton act or omission. The school district, however, cannot save harmless or indemnify board members for punitive damages.

Legal Reference: Wood v. Strickland, 420 U.S. 308 (1975).  
42 U.S.C. §§ 1983, 1985 (2012).  
Iowa Code ch. 670 (2013).

Cross Reference: 709 Insurance Program

Approved May 12, 2004

Reviewed May 11, 2015

Revised \_\_\_\_\_

## PRESIDENT

It is the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president will set the tone of the board meetings and, as the representative of the consensus of the board, speak on behalf of the board to the public.

The president of the board is elected by a majority vote at the organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years, to serve a one-year term of office.

The president, in addition to presiding at the board meetings, will take an active role in board decisions by discussing and voting on each motion before the board in the same manner as other board members. Before making or seconding a motion, the board president will turn over control of the meeting to either the vice-president or other board member.

The board president has the authority to call special meetings of the board. Prior to board meetings, the board president will consult with the superintendent on the development of the agenda for the meeting.

The board president, as the chief officer of the school district, will sign employment contracts and sign other contracts and school district warrants approved by the board and appear on behalf of the school corporation in causes of action involving the school district.

***NOTE: If another method for electing the board president is used, that method should be outlined in this policy as well as Policy 200.1. This policy reflects the legal responsibilities of the board president including the signing of employment contracts.***

Legal Reference: Iowa Code §§ 279.1-.2; 291.1 (2013).

Cross Reference: 200.1 Organization of the Board of Directors  
202.2 Oath of Office  
206.2 Vice-President

Approved May 12, 2004

Reviewed May 11, 2015

Revised June 2010

## VICE-PRESIDENT

The vice-president of the board is elected by a majority vote at the organizational meeting of ~~(September or October board meeting of even-numbered years)~~ **in odd-numbered years, or at the annual meeting in even-number years** to serve a one-year term of office.

**By this election,** if the board president is unable or unwilling to carry out the duties required, it is the responsibility of the Vice-President of the board to carry out the duties of the president. If the president is unable or unwilling to complete the term of office, the vice-president will serve as president for the balance of the president's term of office, and a new vice-president will be elected.

The vice-president will accept control of the meeting from the president when the president wishes to make or second a motion. The vice-president will take an active role in board decisions by discussing and voting on matters before the board in the same manner as other board members.

*For more detailed discussion of this issue, see IASB's Policy Primer, June 14, 2010 and October 21, 2008.*

Legal Reference: Iowa Code § 279.5

Cross Reference: 200.1 Organization of the Board of Directors  
202.2 Oath of Office  
206.1 President

Approved May 12, 2004

Reviewed February 10, 2010; May 11, 2015

Revised June 2010

## SECRETARY

A board secretary may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary 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 board to evaluate the board secretary annually.]*

It is the responsibility of the board secretary, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students. The board secretary will also be responsible for filing the required reports with the Iowa Department of Education.

*It shall be the responsibility of the board secretary with the help 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 shall also be the responsibility of the board secretary with the help of the treasurer to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.*

In the event the board secretary is unable to fulfill the responsibilities set out by the board and the law, the Superintendent of Schools will assume those duties until the board secretary is able to resume the responsibility or a new board secretary is appointed. The board secretary will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

The 3<sup>rd</sup> paragraph is in the current EB policy, but is not in the IASB sample policy.

Legal Reference: Iowa Code §§ 64; 279.3, .5, .7, .32, .33, .35; 291.2-.4, .6-.8, .10-.11; 299.10, (2013).  
281 I.A.C. 12.3(1).

Cross Reference: 202.2 Oath of Office  
206.4 Treasurer  
210.1 Annual Meeting  
215 Board of Directors' Records  
501.10 Truancy - Unexcused Absences  
707.1 Secretary's Reports  
708 Care, Maintenance and Disposal of School District Records

Approved May 12, 2004

Reviewed May 11, 2015

Revised \_\_\_\_\_

## BOARD OF DIRECTORS' LEGAL COUNSEL

It is the responsibility of the board to employ legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district. The board may appoint legal counsel at its annual meeting.

The superintendent and board secretary will have the authority to contact the board's legal counsel on behalf of the board when the superintendent or board secretary believe it is necessary for the management of the school district. The board president may contact and seek advice from the school board's legal counsel. The board's legal counsel will attend both regular and special school board meetings upon the request of the board or the superintendent. Board members may contact legal counsel upon approval of a majority of the board. It is the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter.

It is the responsibility of the superintendent to keep the board informed of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense for the school district.

***NOTE: It is recommended that both the superintendent and board president have authority to contact the board's legal counsel without prior approval of the board. If other individuals have this authority, the board secretary for example, then they, too, should be listed in this policy.***

Legal Reference: Bishop v. Iowa State Board of Public Instruction, 395 N.W.2d 888 (Iowa 1986).  
Iowa Code § 279.37 (2013).

Cross Reference: 200 Legal Status of the Board of Directors

Approved May 12, 2004

Reviewed May 11, 2015

Revised \_\_\_\_\_



## AD HOC COMMITTEES

Whenever the board deems it necessary, the board may appoint a committee composed of citizens, employees or students to assist the board. Committees formed by the board are ad hoc committees.

An ad hoc committee may be formed by board resolution which will outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the board resolution. The committee will automatically dissolve upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution. The board will receive the report of the committee for consideration. The board retains the authority to make a final decision on the issue. The committee may be subject to the open meetings law.

The method for selection of committee members will be stated in the board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and will consider the various viewpoints on the issue. The board may designate a board member and the superintendent to serve on an ad hoc committee. The committee will select its own chairperson, unless the board designates otherwise.

***NOTE: Most, if not all, board committees are subject to the open meetings law just as the board is. The only difference between the two bodies is that committees are not required to publish their minutes. That is only a requirement specifically for school boards, not a requirement of the open meetings law.***

Legal Reference: Iowa Code §§ 21; 279.8; 280.12(2) (2013).  
281 I.A.C. 12.3(3), .3(8); .5(8).  
O.A.G., Nov. 18, 1993

Cross Reference: 103 Long-Range Needs Assessment  
211 Open Meetings  
212 Closed Sessions  
215 Board of Directors' Records  
605.1 Instructional Materials Selection  
900 Principles and Objectives for Community Relations

Approved June 9, 2004

Reviewed May 11, 2015

Revised \_\_\_\_\_

## AD HOC COMMITTEES EXHIBIT

Ad Hoc Committee Purpose and Function

The specific purpose of each ad hoc committee varies. Generally, the primary function of an ad hoc committee is to give specific advice and suggestions. The advice and suggestions should focus on the purpose and duties stated in the board resolution establishing the committee. It is the board's role to take action based on information received from the ad hoc committee and other sources. Ad hoc committees may be subject to the open meetings law.

Role of an Ad Hoc Committee Member

The primary role of an ad hoc committee member is to be a productive, positive member of the committee. In doing so, it is important to listen to and respect the opinions of others. When the ad hoc committee makes a recommendation to the board, it is important for the ad hoc committee members to support the majority decision of the ad hoc committee. An ad hoc committee will function best when its members work within the committee framework and bring items of business to the ad hoc committee.

Ad Hoc Committee Membership

Ad hoc committee members may be appointed by the board. The board may request input from individuals or organizations, or it may seek volunteers to serve. Only the board or superintendent has the authority to appoint members to an ad hoc committee. Boards must follow the legal limitations or requirements regarding the membership of an ad hoc committee.