

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
AGENDA - Regular School Board Meeting
May 13, 2020 at 5:00 p.m. in Library - Middle School Entrance

This meeting will be held electronically as per Iowa Code 21.8 due to Covid-19 pandemic.

In an effort to mitigate the potential spread of COVID-19, we strongly encourage the public not to attend the meeting.

Anyone who would like to listen to the meeting may do so by dialing one of the phone numbers below at 5:00 pm.

One tap mobile

+16465588656,,3501632419#,,1#,767769# US (New York)

+13017158592,,3501632419#,,1#,767769# US (Germantown)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 350 163 2419

Password: 767769

Find your local number: <https://us02web.zoom.us/j/767769>

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 Regular Meeting on April 8, 2020
 - b. List of Bills
 - c. Financial Reports
 - d. Early Graduation Requests - none
 - e. Resignations(s) - Kayla Gallup as HS volleyball coach, Pat Schloss as teacher, athletic director, and coach
 - f. Hire(s) - Alyson Franck as K-1 special needs teacher
 - g. Transfer(s) - none
 - h. Termination(s) - none

6. COMMUNITY/PROGRAM PRESENTATIONS

7. ADMINISTRATIVE UPDATES & REPORTS

- a. Eric Dockstader - Secondary Update
- b. Dan Fox - District/Elementary Update
- c. Facilities Update

8. ACTION ITEMS

- a. Approve 2020 Graduation List
- b. Ratification of 2020-2021 Master Contract
- c. 2020-2021 Operational Sharing Agreement with Alburnett for Transportation Supervisor/Mechanic
- d. 2019-2020 School Calendar revision
- e. 2020-2021 School Calendar revision
- f. Drivers Education agreement with Precision Drive LLC
- g. Board Policy Review - 2nd Reading
 - i. 414.1 - Classified Employee Vacations-Holidays-Personal Leave
 - ii. 414.2 - Classified Employee Personal Illness Leave
 - iii. 414.3 - Classified Employee Family & Medical Leave
 - iv. 414.3E1 - Classified Employee Family & Medical Leave Notice to Employees
 - v. 414.3E2 - Classified Employee Family & Medical Leave Request Form
 - vi. 414.3R1 - Classified Employee Family & Medical Leave Regulation
 - vii. 414.3R2 - Classified Employee Family & Medical Leave Definitions
 - viii. 414.4 - Classified Employee Bereavement Leave
 - ix. 414.5 - Classified Employee Political Leave
 - x. 414.6 - Classified Employee Jury Duty Leave
 - xi. 414.7 - Classified Employee Military Service Leave
 - xii. 414.8 - Classified Employee Unpaid Leave
 - xiii. 414.9 - Classified Employee Professional Purposes Leave

9. BUCCANEER BRAG-ABOUT

10. STUDENT QUESTIONS

11. EXEMPT SESSION - Non-master contracts (Iowa Code Section 21.9)

12. NON-MASTER CONTRACT PERSONNEL

- a. Approve Salaries of Non-Master Contract Personnel for 2020-2021

13. ADJOURN

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**East Buchanan Community School District
Regular Board Meeting Minutes – April 8, 2020**

Call to Order: President Greg Schmitt called the meeting to order at 5:00 pm. The board recited the East Buchanan Mission Statement.

Roll Call: The meeting was held electronically as per Iowa Code 21.8 due to Covid-19 pandemic. Attending electronically were board members Greg Schmitt, Shawn Stone, Scott Cooksley, Andy Sperfslage, and Heather Steffens. Administration attending electronically were Dan Fox, Superintendent/Elementary Principal; Eric Dockstader, MS/HS Principal; Teresa Knipper, Business Manager/Board Secretary. Several visitors attended electronically.

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

Public Hearing for FY21 Budget: President Schmitt called for a motion to open the public hearing at 5:05 pm. Motion to open the public hearing was made by Stone, second by Steffens. Secretary Knipper explained that the state approved a 2.3% SSA since the budget was published and presented the new rate based on this change. There were no comments from the public. Motion to close the public hearing was made by Stone, second by Sperfslage at 5:06 pm. Motion carried with all ayes.

Approve Consent Agenda: Motion to approve the Consent Agenda was made by Stone, second by Steffens. Motion carried with all ayes. Items included on the Consent Agenda: minutes from the regular meeting on March 11, 2020 and the work session on March 25, 2020; financial reports; expenditures listed; resignations of Tammy Naber as associate and Jennifer Aldrich as teacher; and the hiring of Mercedes McCloy as teacher, Justin Kress as teacher, and Adam Halford as transportation supervisor & mechanic.

Administrative Updates and Reports: Administration explained how the voluntary status during this time is being implemented in regards to staff communicating with students and parents. Staff members are also holding meetings with each other electronically and reporting to administration on what they are doing. The district is providing meals through the summer lunch program in conjunction with Independence. Meals are prepared at Independence by staff of both districts and then delivered to sites throughout the East Buchanan school district. Other staff members are working as needed.

Facilities Update: Bids were presented to the board for the sidewalk and baseball bleacher pad projects. Bids for both projects were received by Webb Concrete and McGraw Construction. Motion by Cooksley, second by Stone to approve the bid from Webb Concrete for the sidewalk for \$15,400. Motion by Steffens, second by Stone to approve the bid from McGraw Construction for the baseball bleacher pad for \$7,494.50. Motions carried with all ayes. Fox asked the board what they wanted to do with the old bleachers from the ball fields. Motion was made by Cooksley, second by Stone to scrap the bleachers for safety reasons. Motion carried with all ayes.

FY21 Budget Approval – Motion by Steffens, second by Stone to approve the budget and taxes for FY21 as presented with a levy rate of 13.85911. Motion carried with all ayes.

FY21 Budget Adjustment Resolution – Motion by Stone, second by Cooksley to approve the resolution. Motion carried with all ayes. The president declared the resolution adopted as follows: **RESOLVED**, that the Board of Directors of East Buchanan Community School District, will levy property taxes for fiscal year 2020-2021 for the regular program budget adjustment as allowed under section 257.14, Code of Iowa.

FY21 Resolution Authorizing Redemption & 1st Amendment to Escrow Agreement – Board member Sperfslage introduced the Resolution and moved its adoption. Board member Cooksley seconded the motion to adopt. The roll was called and the following directors voted: Ayes: Cooksley, Stone, Sperfslage, Steffens, Schmitt; Nays: none. The president declared the resolution adopted as follows: Resolution Authorizing the Redemption of General Obligation School Bonds, Series 2017, Dated May 1, 2017, Approving the First Amendment to the Escrow Agent Agreement, and Levying a Tax for Fiscal Year 2020-21 for the Redemption of General Obligation School Bonds, Series 2017, Dated May 1, 2017.

Timberline Billing Service LLC agreement for Medicaid billing services: Motion by Steffens, second by Cooksley to approve the agreement with Timberline Billing Service LLC. Motion carried with all ayes.

Pandemic Response and Emergency Suspension of Policy Resolution: Superintendent Fox presented updates to the previous pandemic resolution approved at the March 25th work session in regards to continuing to pay employees through the end of the fiscal year. Motion by Stone, second by Steffens to approve the updated resolution. Motion carried with all ayes. Resolution is as follows:

WHEREAS, Iowa Code Ch. 279.8 authorizes local school boards to govern their respective districts, including adopting policies for their own governance; and

WHEREAS the Board may, by formal, action suspend or rescind board policy as deemed necessary, appropriate or in the best interests of the District; and

WHEREAS, on March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic; and

WHEREAS, on March 13, 2020, the President of the United States declared a national state of emergency and on March 15, 2020 Iowa Governor Kim Reynolds recommended closure of all public and private K-12 schools in Iowa until April 13, 2020 to contain the spread of COVID-19; and

WHEREAS, on March 17, 2020, Iowa Governor Kim Reynolds declared a State of Public Health Disaster Emergency under the authority granted through Iowa Constitution, Art. IV, §§ 1, 8 and Iowa Code §§ 29C.6(1), 135.140(6), and 135.144 and directed implementation of the Iowa Department of Homeland Security and Emergency Management's Iowa Emergency Response Plan in response to the novel coronavirus (COVID-19); and

WHEREAS, most hourly non-exempt employees will be unable to report to work due to the District's closure and certified contract employees may be asked to work at remote locations to help provide continuity in educational services; and

WHEREAS, it fulfills a public purpose to continue to pay District hourly and classified non-exempt employees during this closure to prevent or contain the spread of COVID-19, to promote morale and to help retain current employees following the closure; and

WHEREAS, on March 17, 2020 the Iowa Legislature passed and the Governor signed SF 2408 granting waiver of the instructional time requirements in Iowa Code Ch. 279.10 for all public school districts closing before April 12, 2020 in order to prevent or contain the spread of COVID-19; and granting Governor Reynolds the ability to waive instructional time requirements for any public school district which closes on or after April 12, 2020 to prevent or contain the spread of COVID-19; and

WHEREAS, on April 2, 2020 Iowa Governor Kim Reynolds recommended extended closure of all public and private K-12 schools in Iowa until April 30, 2020 to contain the spread of COVID-19; and

WHEREAS, the Iowa Department of Education, which has the authority to establish and interpret graduation requirements, and to oversee other crucial aspects of public education is providing written guidance to Iowa school districts on issues related to COVID-19, including but not limited to student attendance, distance/online learning, high school credit, meal distribution, and other issues; and

WHEREAS, the Iowa Department of Education issued COVID-19 Guidance: Provision of Continuous Learning. This guidance allows school districts to provide either voluntary educational enrichment opportunities to students or required educational services. Voluntary educational enrichment opportunities include educational opportunities provide to students where participation by students is not required and will not be graded other than voluntary completion of concurrent enrollment courses and credit recovery. Required educational services include educational services provided to students who are required to participate. Student work may be graded and credit may be awarded. Equity must be provided for and AEA services resume, to the extent possible, for required educational services. Competencies attained through either voluntary or required educational services may be considered; if done on a voluntary basis they may only be considered after school returns to session.

NOW, THEREFORE BE IT RESOLVED, that the East Buchanan School Board hereby suspends provisions of its board policies and/or whole policies, as identified by the District Superintendent or designee, if such suspension is necessary to implement written guidance from state or federal agencies relating to containing COVID-19 for the duration identified in the Governor's State of Public Health Emergency declaration of March 17, 2020, or as otherwise determined by the Board.

BE IT FURTHER RESOLVED that the District Superintendent will consult with and report to the Board as feasible and appropriate regarding the emergency closure and efforts to implement written guidance from health and government agencies.

BE IT FURTHER RESOLVED that the District Superintendent is authorized to close any school facility without further action by the Board of Directors. Such closure shall continue during the emergency created by the COVID-19 pandemic until such time as the Superintendent, in consultation with appropriate health and government authorities, deems it in the best interests of the District and its students to open schools.

BE IT FURTHER RESOLVED that the District Superintendent is authorized, based upon the needs of the District and guidance from health and government agencies, to direct staff assignments during District closures, including but not limited to essential employees who must report to work, employees who may be reassigned, and employees whose services are not needed.

BE IT FURTHER RESOLVED that access to public school grounds and public school buildings of the District may be limited as directed by the Superintendent during District closures.

BE IT FURTHER RESOLVED that certified, exempt employees will remain employed during the school closure and until the number of days expressed on the contract have been fulfilled, unless otherwise approved by the Board. Days that contracted employees do not report for duty either onsite if deemed an essential employee; or from a remote location for all other employees due to closure, do not constitute a fulfilled contract day except to the extent those days are forgiven by the District.

BE IT RESOLVED, in the event the temporary closure of East Buchanan CSD is extended past April 12, 2020, the Superintendent is hereby authorized to pay hourly and/or non-exempt, contracted, salaried and management employees their customary and regular pay, for a period extending through the end of the fiscal year during the temporary closure. If the East Buchanan CSD operations continue to be closed through the end of the fiscal year (i.e., later than June 30, 2020), then the Board shall reconvene and determine what authority, if any, the Superintendent has to continue paying contracted, salaried and management employees during the temporary closure.

BE IT FURTHER RESOLVED that the District has elected to provide voluntary educational enrichment opportunities to students in the district during this period of school closures.

BE IT FURTHER RESOLVED that in the interest of public health and/or to comply with federal or state health department recommendations or guidance, the Board encourages the public to attend or listen to its open public meetings via telephone or video conference, and the Board may also limit public comment to written comments.

BE IT FURTHER RESOLVED that the board reserves the right to adjust board meeting dates, times, and locations during the district-wide emergency closure in a manner consistent with the Open Meetings law, and notes that any or all board members may attend board meetings electronically as permitted by law.

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board's approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument. This resolution will remain in full force and effect until it is rescinded or amended by subsequent action of the Board.

COVID19 Pandemic Temporary Supplemental Policy Provisions – Motion by Cooksley, second by Stone to approve the 1st reading and waive the 2nd reading of the policy as presented. Second reading is waived because this policy is based on law.

Board Policy Review – 1st Reading: Motion by Stone, second by Cooksley to approve the 1st reading with changes of the 414 policy series. Motion carried with all ayes.

Buccaneer Brag About – The board appreciates the teachers that started working with students right away, the parade throughout the district, the effort put into providing meals to the students, and thanks to Greg and Nickey Witte for taking care of the plants in the greenhouse during this time.

Exempt Session – Motion by Stone, second by Sperflage to go into exempt session at 6:09 pm to discuss negotiations strategy. Motion by Stone, second by Sperflage to leave exempt session at 6:15 pm.

Adjourn – Motion was made by Sperflage, second by Steffens to adjourn the meeting at 6:16 pm. Motion carried with all ayes.

Next regular meeting is scheduled for May 13, 2020 at 5:00 pm.

Board Secretary

Board President

Vendor ID: Vendor Name
Batch Description: General, etc-May 2020

Invoice Listing - Summary - by Fund
Unposted; Fund Description GENERAL FUND

Description
Processing Month: 05/2020

Invoice Date Check Date Checking Account ID Check Number Invoice Amount

ALLIUTIL	ALLIANT ENERGY	20200506	GAS/ELECTRIC	04/20/2020	12,211.88
ATI	AQUA TECHNOLOGY OF IOWA	9562	boiler treatment	04/13/2020	1,045.94
BEATCHER	Beatty, Cheryl	20200506	MILEAGE	05/01/2020	40.60
BURKRON	Burke, Ron	20200506	BUS EMPLOYEE PHYSICAL	04/08/2020	150.00
*CDWG	CDW GOVERNMENT, INC	xqt6449	CHROMEBOOK WARRANTY	04/25/2020	12,375.00
CDWG	CDW GOVERNMENT, INC	ZR00123328	PURCHASED SERVICE	04/11/2020	136.60
CDWG	CDW GOVERNMENT, INC	ZR00127067	PURCHASED SERVICE	04/13/2020	145.51
CEDAFALL	CEDAR FALLS CSD	2020-3RD QTR	CONSORTIUM BILLING	05/01/2020	11,152.82
CHASCARD	CHASE CARD SERVICES	20200506	ZOOM SUBSCRIPTION	04/24/2020	16.04
CHASCARD	CHASE CARD SERVICES	20200506-0001	EARLY LIT SUPPLIES	04/19/2020	733.80
CHASCARD	CHASE CARD SERVICES	20200506-0002	EARLY LIT SUPPLIES	04/20/2020	488.39
CITYWINT	CITY OF WINTHROP	20200506	WATER/SEWER	04/15/2020	727.35
*COPYSYST	COPY SYSTEMS INC	376510	COPIER MAINTENANCE	05/05/2020	190.26
*COPYSYST	COPY SYSTEMS INC	376511	COPIER MAINTENANCE	05/05/2020	272.52
DEPTTRAN	DEPARTMENT OF EDUCATION	19630000200417	BUS INSPECTIONS	04/17/2020	640.00
DIAMVOGEL	DIAMOND VOGEL	210187682	BLDGS & GROUNDS SUPPLIES	04/08/2020	177.95
DONWALT	DON & WALT L.L.C.	76176	BLDGS & GROUNDS SUPPLIES	04/07/2020	7.10
DONWALT	DON & WALT L.L.C.	76239	BUS BARN BOILER REPAIR	04/14/2020	230.00
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	20200506	TELEPHONE	05/01/2020	1,709.56
HOTLUNCH	HOT LUNCH PROGRAM	20200506	PRESCHOOL SNACKS	03/31/2020	58.24
HOTLUNCH	HOT LUNCH PROGRAM	20200506-0001	PRESCHOOL MILK	04/28/2020	116.80
*IASBO	IA ASSOC OF SCH BUS OFFICIALS	200006979	SECRETARIES CONFERENCE	05/08/2020	150.00
*INDECS	INDEPENDENCE CSD	20200430	OPEN ENROLLMENT	05/18/2020	67,686.80
ICN	IOWA COMMUNICATIONS NETWORK	589738	ICN SERVICES	04/08/2020	99.50
ICN	IOWA COMMUNICATIONS NETWORK	591887	ICN SERVICES	05/04/2020	86.78
JOHNSUPP	JOHNSTONE SUPPLY	1063025	HVAC FILTERS	04/14/2020	459.40
*KLEICHEL	Klein, Chelsi	20200513	REFUND PRESCHOOL TUITION	05/13/2020	380.00
LINNCOOP	LINN CO-OPERATIVE OIL CO	827931	GAS/DIESEL	05/05/2020	625.63
LINNCOOP	LINN CO-OPERATIVE OIL CO	827932	GAS/DIESEL	05/05/2020	759.08
MANCMOTO	MANCHESTER CARQUEST	4795-157628	TRANSPORTATION PARTS	04/09/2020	32.44
THENEWS	NEWS, THE	25524	PUBLIC NOTICES/ADVERTISING	04/30/2020	322.80
PRESTOX	PRESTO-X	6527833	KITCHEN-PEST SERVICE	04/20/2020	61.00
QUILCORP	QUILL CORPORATION	6141878	BUSINESS OFFICE SUPPLIES	04/09/2020	29.27
*SCHLPATR	Schloss, Patrick	20200513	CONFERENCE AD MEETING EXPENSES	05/13/2020	36.00
SHIMLEE	Shimlee	4778	2020 SENIOR SIGNS	04/28/2020	540.00
*SWISCOHR	SWISHER & COHRT	059760001101937	LEGAL SERVICES	05/07/2020	315.00

East Buchanan Community School
05/13/2020 11:16 AM

Vendor ID	Vendor Name
* UN12	UNIVERSITY OF NORTHERN IOWA
* UN12	UNIVERSITY OF NORTHERN IOWA
USCELL	US CELLULAR
WESTDELA	WEST DELAWARE CSD
WINTBUIL	WINTHROP BUILDING SUPPLY

Invoice Number
20501912
20501919
0370835936
0319-20
20200507

Description
SCIENCE KITS
SCIENCE KITS
Cell Phones
OPERATIONAL SHARING
BLDGS & GROUNDS SUPPLIES

Invoice Listing - Summary - by Fund
Unposted; Fund Description GENERAL FUND

Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
04/30/2020				225.00
04/30/2020				37.50
04/28/2020				346.21
03/31/2020				1,409.32
05/01/2020				151.70
Batch Total:				116,379.79

Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
05/05/2020	05/05/2020	1	20200505	125.44
Batch Total:				125.44
Report Total:				116,505.23

Batch Description: WageWorks-May 2020
WAGEWORKS WAGEWORKS

Processing Month: 05/2020
MEDICAL & DEP CARE FSA

2080170

East Buchanan Community School
05/13/2020 11:10 AM

Vendor ID: Vendor Name
Batch Description: General, etc-May 2020
* UMBBANK UMB Bank, N.A.

Invoice Listing - Summary - by Fund
Unposted; Batch Description General, etc-May 2020; Fund Description DEBT SERVICE FUND

Invoice Number: 745775
Description: ADMIN FEES
Processing Month: 05/2020

Invoice Date: 05/07/2020
Check Date: 300.00
Checking Account ID: 300.00
Check Number: 300.00
Invoice Amount: 300.00
Batch Total: 300.00
Report Total: 300.00

East Buchanan Community School
 05/13/2020 11:11 AM
 Vendor ID: Vendor Name
 Batch Description: General, etc-May 2020
 IAWORKFORC Iowa Workforce Development

Invoice Listing - Summary - by Fund
 Unposted; Batch Description General, etc-May 2020; Fund Description MANAGEMENT FUND

Page: 1
 User ID: TMK

Invoice Number	Description	Processing Month:	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
20200506	UNEMPLOYMENT	05/2020	05/04/2020	05/04/2020	1	20200504	3,168.00
Batch Total:							3,168.00
Report Total:							3,168.00

East Buchanan Community School
05/13/2020 11:11 AM

Vendor ID Vendor Name
Batch Description: General, etc-May 2020
*CDWG CDW GOVERNMENT, INC
CEDAFALL CEDAR FALLS CSD

Invoice Listing - Summary - by Fund
Unposted; Batch Description General, etc-May 2020; Fund Description PPEL FUND

Invoice Number Description
Processing Month: 05/2020
20200513 CHROMEBOOKS
2020-3RD QTR CONSORTIUM BILLING

Invoice Date Check Date Checking Account ID Check Number Invoice Amount
04/21/2020 142,500.00
05/01/2020 1,797.42
Batch Total: 144,297.42
Report Total: 144,297.42

East Buchanan Community School
05/13/2020 11:11 AM

Vendor ID: Vendor Name
Batch Description: General, etc-May 2020
*VANMETER VAN METER ELECTRIC SUPPLY CO
*VANMETER VAN METER ELECTRIC SUPPLY CO
WEBB CONC Webb Concrete Inc

Invoice Listing - Summary - by Fund
Unposted; Batch Description General, etc-May 2020; Fund Description SAVE

Invoice Number Description Processing Month: 05/2020
S011106652.001 LEDS
s011106652.002 LEDs
4670

Invoice Date Check Date Checking Account ID Check Number Invoice Amount
04/22/2020 717.50
04/24/2020 389.50
05/07/2020 15,400.00
Batch Total: 16,507.00
Report Total: 16,507.00

Page: 1
User ID: TMK

Batch Description: Activity Invoices - April 2020-0001

Processing Month: 04/2020

Vendor ID: GREATLAKES GREAT LAKES SCRIP CENTER

Description: Scrip Cards

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 950 7010 618 FBLA SUPPLIES

Checking Account ID: 2

PO Number:

Invoice Date: 04/16/2020

Check Number: 12444

Detail Amount 1099 Detail Amount Asset/Asset Tag

2,349.03

Invoice Number: 115874745

Due Date: 04/16/2020

Status: PP

Check Date: 04/16/2020

Amount:

2,349.03

In Full

Vendor ID: IOWAFBLA IOWA FBLA

Description: Iowa FBLA SLC 2020 Registration

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 950 7010 899 FBLA OTHER EXPENSE

PO Number:

Invoice Date: 04/25/2020

Check Number: 12445

Detail Amount 1099 Detail Amount Asset/Asset Tag

120.00

Invoice Number: 18284

Due Date: 04/30/2020

Status: PP

Check Date: 04/30/2020

Amount:

120.00

In Full

Batch 1099 Total: 0.00

Batch Total: 2,469.03

Report 1099 Total: 0.00

Report Total: 2,469.03

Batch Description: Activity Invoices - May 2020

Processing Month: 05/2020

Vendor ID: CHASCARD CHASE CARD SERVICES

Description: Flowers

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: 04/03/2020 Due Date: 05/13/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

56.67 N

Invoice Number: 97952648

Amount: 56.67

Vendor ID: EXCELHEAL EXCELHEALTH, INC.

Description: Playmaker Percussion Messenger

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6740 739 BOYS' TRACK EQUIPMENT

Checking Account ID:

PO Number:

Invoice Date: 04/15/2020 Due Date: 05/13/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

161.85 N

Invoice Number: 1828482

Amount: 161.85

Vendor ID: GENFUND GENERAL FUND

Description: 1/2 - PLT4M Subscription

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6600 899 ATHLETICS OTHER EXPENSE

Checking Account ID:

PO Number:

Invoice Date: 05/07/2020 Due Date: 05/13/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

450.00 N

Invoice Number: 2353

Amount: 450.00

*** Vendor ID: HOYLPHOT HOYLE PHOTOGRAPHY**

Description: Senior Band/Choir Recognition Signs

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 910 6210 618 MUSIC CLUB SUPPLIES

21 0000 1400 910 6220 618 PEP BAND SUPPLIES

Checking Account ID:

PO Number:

Invoice Date: 04/27/2020 Due Date: 05/13/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

130.84 0.00 N

74.76 0.00 N

Invoice Number: 000110

Amount: 205.60

Vendor ID: NASSP NASSP

Description: National Student Council Affiliation

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 950 7011 899 HS STUDENT COUNCIL OTHER EXPENSE

Checking Account ID:

PO Number:

Invoice Date: 03/16/2020 Due Date: 05/13/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

95.00 N

Invoice Number: 9001302605

Amount: 95.00

*** Vendor ID: TROTTROP TROTT TROPHIES**

Description: Medals/Photo Plaques

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: 04/15/2020 Due Date: 05/13/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

119.65 N

Invoice Number: 29037

Amount: 119.65

Vendor ID: TROTTROP TROTT TROPHIES

Description: Senior Awards

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 910 6220 618 PEP BAND SUPPLIES

Checking Account ID:

PO Number:

Invoice Date: 04/27/2020 Due Date: 05/13/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

121.00 N

Invoice Number: 29042

Amount: 121.00

Vendor ID: TROTTROP TROTT TROPHIES

Invoice Number: 29065

Amount: 9.60

Description: Engraving - Bars
Sequence: 1
Chart of Account Number: 21 0000 1400 910 6220 899
Detail Description: PEP BAND OTHER EXPENSE
Invoice Date: 05/04/2020
Due Date: 05/13/2020
Status: A
1099 Amount: 0.00
Check Number:
Check Date:
Cost Center ID: 1099
Detail Amount: 9.60
Asset/Asset Tag: N
In Full

Batch 1099 Total: 0.00
Batch Total: 1,219.37
Report 1099 Total: 0.00
Report Total: 1,219.37

05/01/2020 10:39 AM

04/2020 - 04/2020

User ID: KLG

Fund: 21 ACTIVITY FUND

Chart of Account Number Chart of Account Description

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	9,134.06	0.00	0.00	0.00	0.00	0.00	9,134.06
21 6120 729 910	SPEECH	497.42	0.00	0.00	0.00	0.00	0.00	497.42
21 6210 729 910	MUSIC CLUB	979.36	69.00	0.00	0.00	0.00	0.00	910.36
21 6220 729 910	PEP BAND	1,265.22	119.00	0.00	0.00	0.00	0.00	1,146.22
21 6221 729 910	MUSIC TRIP	1,228.15	0.00	0.00	0.00	0.00	0.00	1,228.15
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	7,318.66	2,532.00	100.00	0.00	0.00	0.00	4,886.66
21 6693 729 920	CHEERLEADING	730.46	0.00	0.00	0.00	0.00	0.00	730.46
21 6694 729 920	DANCE TEAM	2,145.81	0.00	0.00	0.00	0.00	0.00	2,145.81
21 6710 729 920	BOYS' BASKETBALL	1,378.72	0.00	0.00	0.00	0.00	0.00	1,378.72
21 6720 729 920	FOOTBALL	6,254.41	0.00	0.00	0.00	0.00	0.00	6,254.41
21 6730 729 920	BASEBALL	978.26	0.00	0.00	0.00	0.00	0.00	978.26
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	571.32	1,000.60	825.60	0.00	0.00	0.00	396.32
21 6810 729 920	GIRLS BASKETBALL	532.05	0.00	0.00	0.00	0.00	0.00	532.05
21 6815 729 920	VOLLEYBALL	2,533.93	0.00	0.00	0.00	0.00	0.00	2,533.93
21 6835 729 920	SOFTBALL	982.02	606.00	0.00	0.00	0.00	0.00	376.02
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	11,810.68	7,869.03	2,001.29	0.00	0.00	0.00	5,942.94
21 7011 729 950	HS STUDENT COUNCIL	4,401.61	0.00	0.00	0.00	0.00	0.00	4,401.61
21 7012 729 950	SPANISH CLUB	1,401.05	0.00	0.00	0.00	0.00	0.00	1,401.05
21 7013 729 950	NHS	160.05	0.00	0.00	0.00	0.00	0.00	160.05
21 7015 729 950	FEED STORE	712.25	136.00	0.00	0.00	0.00	0.00	576.25
21 7016 729 950	FITNESS CLUB	6,473.25	6,435.70	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	481.85	79.52	0.00	0.00	0.00	0.00	402.33
21 7020 729 950	NEWSPAPER	1,586.84	0.00	0.00	0.00	0.00	0.00	1,586.84
21 7021 729 950	ROBOTICS CLUB	469.45	0.00	0.00	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	19,321.93	2,144.44	0.00	0.00	0.00	0.00	17,177.49
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	576.49	81.47	0.00	0.00	0.00	0.00	495.02
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	3,912.14	0.00	0.00	0.00	0.00	0.00	3,912.14

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Activity Fund Balance Report - Summary - Include Encumbrances

04/2020 - 04/2020

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	3,570.20	(100.00)	0.00	0.00	0.00	0.00	3,670.20
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	2,580.66	0.00	0.00	0.00	0.00	0.00	2,580.66
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	3,126.72	0.00	0.00	0.00	0.00	0.00	3,126.72
21 7076 729 950	CLASS OF 2021	2,329.42	196.64	0.00	0.00	0.00	0.00	2,132.78
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	630.00	0.00	0.00	0.00	0.00	0.00	630.00
21 7080 729 950	CLASS OF 2025	410.00	0.00	0.00	0.00	0.00	0.00	410.00
21 7081 729 950	CLASS OF 2026	270.00	0.00	0.00	0.00	0.00	0.00	270.00
21 8000 729 910	ANNUAL	6,595.67	0.00	0.00	0.00	0.00	0.00	6,595.67
21 8001 729 910	BUCCANEER CLUB	3,041.63	0.00	0.00	0.00	0.00	0.00	3,041.63
21 8002 729 910	THE BUCCANEER NETWORK	1,733.81	0.00	0.00	0.00	0.00	0.00	1,733.81
21 8004 729 910	INTEREST	1,129.86	0.00	109.96	0.00	0.00	0.00	1,239.82
Fund Total: 21		133,112.99	21,169.40	3,036.85	0.00	0.00	0.00	114,980.44

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	6,309	0	0	1,109	0	0	0	0	60	7,478
FEBRUARY	7,042	0	0	957	0	0	0	0	0	7,999
MARCH	4,172	0	0	49	0	0	0	0	0	4,221
APRIL	0	0	0	0	0	0	0	0	0	0
MAY										
JUNE										
TOTAL	48,394	-	-	7,420	-	51	-	-	155	56,020

EAST BUCKINGHAM 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	0	254	2,733	1,454	248	38	0	0	104	4,831
FEBRUARY	0	472	2,844	1,424	97	21	0	0	0	4,858
MARCH	0	193	1,564	487	158	17	0	0	186	2,605
APRIL	0	0	0	0	229	880	0	0	0	1,109
MAY										
JUNE										
TOTAL		4,745	20,639	15,969	2,084	6,811	1,936	610	454	53,248
BUS/VAN TOTAL	48,394	4,745	20,639	23,389	2,084	6,862	1,936	610	609	109,268

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.	523.000	\$ 2.102	\$ 1,099.25	1,262.000	\$ 2.196	\$ 2,771.20	\$ 3,870.45	462.000	\$ 971.12	1,052.000	\$ 2,310.19	\$ 3,281.31
FEB.	607.000	\$ 2.054	\$ 899.79	1,400.000	\$ 1.970	\$ 2,757.34	\$ 3,657.13	477.000	\$ 979.90	1,162.000	\$ 2,288.56	\$ 3,268.46
MARCH	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	304.000	\$ 624.42	570.000	\$ 1,122.90	\$ 1,747.32
APR.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	50.000	\$ 102.70	-	\$ -	\$ 102.70
MAY												
JUNE												
TOTALS	4,702.000		\$9,850.80	7,646.000		\$16,888.51	\$26,739.31	4,164.000	\$8,843.95	7,996.000	\$17,624.39	\$26,468.34

East Buchanan Community School District Cash Summary Report

	<u>July 2019</u>	<u>Aug 2019</u>	<u>Sept 2019</u>	<u>Oct 2019</u>	<u>Nov 2019</u>	<u>Dec 2019</u>	<u>Jan 2020</u>	<u>Feb 2020</u>	<u>Mar-20</u>	<u>Apr-20</u>
10-GENERAL FUND										
Beginning Balance	2,960,854.33	2,539,481.83	1,990,415.90	2,098,409.93	2,609,615.88	2,695,732.88	2,736,184.72	2,737,207.80	2,522,615.48	2,486,863.35
Revenue	103,813.30	226,313.05	679,252.46	1,092,395.15	612,591.94	1,034,690.92	575,462.62	471,770.85	457,625.81	919,718.48
Expenditures	525,185.80	775,378.98	571,258.43	581,189.20	526,474.94	994,239.08	574,439.54	686,363.17	493,377.94	502,036.37
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	2,737,207.80	2,522,615.48	2,486,863.35	2,904,545.46
21-ACTIVITY FUND										
Beginning Balance	127,281.21	129,317.12	128,780.08	128,996.62	141,448.03	139,694.26	135,221.69	130,964.87	115,101.61	133,112.99
Revenue	2,775.91	22,517.15	19,418.84	27,083.42	40,054.14	21,033.26	26,452.56	24,460.92	26,680.44	3,136.85
Expenditures	740.00	23,054.19	19,202.30	14,632.01	41,807.91	25,505.83	30,709.38	40,324.18	8,669.06	21,269.40
Ending Balance	129,317.12	128,780.08	128,996.62	141,448.03	139,694.26	135,221.69	130,964.87	115,101.61	133,112.99	114,980.44
22-MANAGEMENT FUND										
Beginning Balance	389,427.50	292,853.48	289,802.68	344,158.78	380,824.32	392,984.31	394,293.56	393,974.39	393,216.08	394,718.13
Revenue	707.14	0.00	54,356.10	39,072.54	13,981.99	4,309.25	2,500.83	741.69	3,002.05	32,579.39
Expenditures	97,281.16	3,050.80	0.00	2,407.00	1,822.00	3,000.00	2,820.00	1,500.00	1,500.00	1,000.00
Ending Balance	292,853.48	289,802.68	344,158.78	380,824.32	392,984.31	394,293.56	393,974.39	393,216.08	394,718.13	426,297.52
31-GO BONDS										
Beginning Balance	208,028.97	208,165.81	206,502.82	103,336.33	38,369.20	13,388.80	13,399.41	11,559.13	10,642.38	10,644.60
Revenue	136.84	137.01	400,085.60	32.87	20,019.60	10.61	1,856.56	11,525.15	2.22	2.15
Expenditures	0.00	1,800.00	503,252.09	65,000.00	45,000.00	0.00	3,696.84	12,441.90	0.00	0.00
Ending Balance	208,165.81	206,502.82	103,336.33	38,369.20	13,388.80	13,399.41	11,559.13	10,642.38	10,644.60	10,646.75
less: Good Faith Deposit	65,000.00	65,000.00	65,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Actual cash balance	143,165.81	141,502.82	38,336.33	38,369.20	13,388.80	13,399.41	11,559.13	10,642.38	10,644.60	10,646.75
33-SAVE										
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	2,703,137.29	2,755,309.27	2,799,748.47	2,843,863.09
Revenue	48,465.41	50,247.77	50,193.56	50,501.22	19,800.01	121,137.06	52,171.98	44,439.20	44,424.52	133,994.57
Expenditures	202,340.00	0.00	2,400.00	0.00	0.00	39,900.00	0.00	0.00	309.90	180,000.00
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	2,755,309.27	2,799,748.47	2,843,863.09	2,797,857.66
36-PPEL										
Beginning Balance	431,210.20	400,331.97	303,867.44	297,712.89	392,653.34	432,846.21	438,337.99	446,682.30	444,723.68	453,725.22
Revenue	1,826.96	5,848.57	35,602.69	115,297.03	40,418.87	10,247.80	8,344.31	3,136.38	9,931.24	96,748.69
Expenditures	32,705.19	102,313.10	41,757.24	20,356.58	226.00	4,756.02	0.00	5,095.00	929.70	0.00
Ending Balance	400,331.97	303,867.44	297,712.89	392,653.34	432,846.21	438,337.99	446,682.30	444,723.68	453,725.22	550,473.91
40-DEBT SERVICE										
Beginning Balance	9,256.64	10,164.47	10,164.47	54,171.87	104,937.77	152,697.30	162,805.35	172,070.59	174,318.47	185,440.66
Revenue	907.83	0.00	44,007.40	144,759.65	47,759.53	30,358.05	9,265.24	2,747.88	11,122.19	210,703.00
Expenditures	0.00	0.00	0.00	93,993.75	0.00	20,250.00	0.00	500.00	0.00	350,493.75
Ending Balance	10,164.47	10,164.47	54,171.87	104,937.77	152,697.30	162,805.35	172,070.59	174,318.47	185,440.66	45,649.91

East Buchanan Community School District

Cash Summary Report

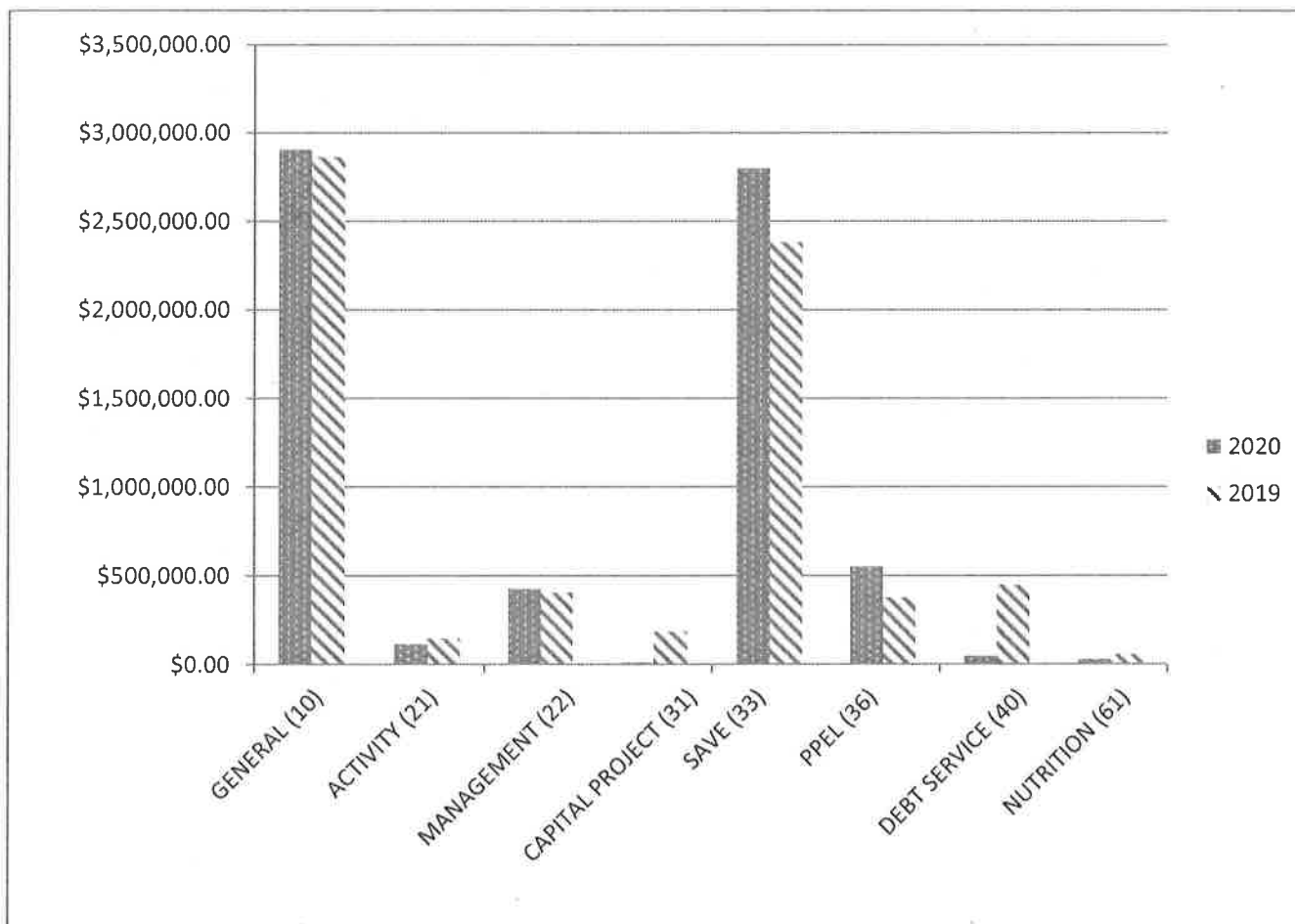
	<u>July 2019</u>	<u>Aug 2019</u>	<u>Sept 2019</u>	<u>Oct 2019</u>	<u>Nov 2019</u>	<u>Dec 2019</u>	<u>Jan 2020</u>	<u>Feb 2020</u>	<u>Mar-20</u>	<u>Apr-20</u>
61-NUTRITION FUND										
Beginning Balance	41,083.78	49,742.29	54,268.80	60,472.28	58,482.66	57,104.30	41,963.80	48,700.41	47,624.15	40,336.09
Revenue	19,145.13	14,798.83	22,382.71	40,835.86	54,189.80	41,459.53	32,732.31	45,297.30	37,136.11	22,910.06
Expenditures	10,486.62	10,272.32	16,179.23	42,825.48	55,568.16	56,600.03	25,995.70	46,373.56	44,424.17	34,590.95
Ending Balance	49,742.29	54,268.80	60,472.28	58,482.66	57,104.30	41,963.80	48,700.41	47,624.15	40,336.09	28,655.20
less: Received on Acct	7,791.44	13,586.69	10,310.84	8,031.54	9,268.54	7,086.84	9,154.94	9,271.49	8,111.55	8,111.55
	41,950.85	40,682.11	50,161.44	50,451.12	47,835.76	34,876.96	39,545.47	38,352.66	32,224.54	20,543.65
EMPLOYER'S PAYROLL EXPENSE:										
Gross Wages-hourly	25,523.96	15,629.24	30,316.62	69,934.27	74,528.45	61,875.45	54,317.72	59,039.19	60,090.13	67,666.54
Gross Wages-contract	308,727.19	309,890.35	306,231.03	306,417.11	310,232.76	306,595.67	306,568.26	306,524.95	299,267.03	301,725.99
	334,251.15	325,519.59	336,547.65	376,351.38	384,761.21	368,471.12	360,885.98	365,564.14	359,357.16	369,392.53
Employer paid deductions	45,828.98	43,328.43	44,187.33	44,752.81	44,123.15	44,123.15	44,123.15	43,866.65	44,123.15	43,113.10
Employer paid IPERS	29,528.73	29,057.31	30,605.05	34,022.42	34,429.48	33,165.10	32,841.94	33,599.38	32,952.58	33,824.23
Employer paid FICA	23,948.34	23,356.79	24,588.22	27,717.12	28,354.69	26,703.66	26,557.81	27,155.62	26,526.34	27,295.83
	99,306.05	95,742.53	99,380.60	106,492.35	106,907.32	103,991.91	103,522.90	104,621.65	103,602.07	104,233.16
TOTAL	433,557.20	421,262.12	435,928.25	482,843.73	491,668.53	472,463.03	464,408.88	470,185.79	462,959.23	473,625.69

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

April 2020

Fund Description	Beginning	Revenues	Expenditures	FY20 Ending	FY19 End Balance	Difference
GENERAL (10)	\$2,486,863.35	\$919,718.48	\$502,036.37	\$2,904,545.46	\$2,863,247.99	\$41,297.47
ACTIVITY (21)	\$133,112.99	\$3,136.85	\$21,269.40	\$114,980.44	\$145,931.42	(\$30,950.98)
MANAGEMENT (22)	\$394,718.13	\$32,579.39	\$1,000.00	\$426,297.52	\$403,881.18	\$22,416.34
CAPITAL PROJECT (31)	\$10,644.60	\$2.15	\$0.00	\$10,646.75	\$185,563.75	(\$174,917.00)
SAVE (33)	\$2,843,863.09	\$133,994.57	\$180,000.00	\$2,797,857.66	\$2,381,211.60	\$416,646.06
PPEL (36)	\$453,725.22	\$96,748.69	\$0.00	\$550,473.91	\$376,843.08	\$173,630.83
DEBT SERVICE (40)	\$185,440.66	\$998,690.50	\$1,138,481.25	\$45,649.91	\$447,469.22	(\$401,819.31)
NUTRITION (61)	\$40,336.09	\$22,910.06	\$34,590.95	\$28,655.20	\$57,428.10	(\$28,772.90)
TOTAL				\$6,879,106.85	\$6,861,576.34	\$17,530.51



RECEIPTS

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$0.00	\$9,162.70	\$9,162.70
Student Lunch	\$0.00	\$78,427.42	\$78,427.42
Adult Breakfast	\$0.00	\$433.75	\$433.75
Adult Lunch	\$0.00	\$3,795.00	\$3,795.00
Arts	\$0.00	\$33,041.95	\$33,041.95
Snacks	\$0.00	\$13,846.41	\$13,846.41
Federal Breakfast	\$1,548.75	\$21,291.53	\$22,840.28
Federal Lunch	\$7,153.83	\$93,342.94	\$100,496.77
State Breakfast	\$103.98	\$551.96	\$655.94
State Lunch	\$367.35	\$1,738.87	\$2,106.22
Other Revenues	\$50.00	\$161.91	\$211.91
Other Purchased Services	-\$158.48	-\$2,000.99	-\$2,159.47
Rebate	\$0.00	\$728.55	\$728.55
Interest	\$30.53	\$443.89	\$474.42
TOTAL INCOME	\$9,095.96	\$254,965.89	\$264,061.85

EXPENDITURES

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$6,963.72	\$113,968.20	\$120,931.92
Commodities	\$0.00	\$18,579.34	\$18,579.34
Supplies	\$28.51	\$9,343.29	\$9,371.80
Shared Contract	\$0.00	\$12,969.30	\$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	\$129.00	\$1,906.10	\$2,035.10
Cooks Salaries	\$10,008.76	\$70,370.51	\$80,379.27
Benefits	\$3,646.86	\$28,576.84	\$32,223.70
TOTAL EXPENDITURES	\$20,776.85	\$255,713.58	\$276,490.43

BALANCE

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$41,083.78	\$41,083.78
Income	\$9,095.96	\$254,965.89	\$264,061.85
Expenditures	\$20,776.85	\$255,713.58	\$276,490.43
FUND BALANCE	-\$11,680.89	\$40,336.09	\$28,655.20

MEALS SERVED

	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	0	6,942	6,942
Reduced Student Breakfasts	0	1,584	1,584
Free Student Breakfasts	0	7,992	7,992
Second Breakfasts	0	530	530
Adult Breakfasts	0	349	349
Student Guest Breakfasts	0	1	1
Complimentary Breakfasts	0	0	0
TOTAL BREAKFASTS SERVED	0	17,398	17,398

Paid Student Lunches	0	33,877	33,877
Reduced Student Lunches	0	4,339	4,339
Free Student Lunches	0	17,388	17,388
Second Lunches	0	9	9
Adult Lunches	0	1,140	1,140
Student Guest Lunches	0	4	4
Complimentary Lunches	0	14	14
TOTAL LUNCHES SERVED	0	56,771	56,771

PAID
389

FREE
176

REDUCED
41

TOTAL
606

2019-2020

East Buchanan

Hot Lunch
Report**DAYS MEALS SERVED**

July	0
August	6
September	20
October	22
November	17
December	15
January	17
February	18
March	11
April	0
May	0
June	0
TOTALS	126

April 30, 2020

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
1/12/2020	ISG (f/ka/ Struxture)	(1,848.42)			775.48				10,775.51	11,550.99
1/12/2020	Xfer from Savings to Checking			1,848.42	2,623.90			(1,848.42)	8,927.09	11,550.99
1/31/2020	Interest				2,623.90	8.14			8,935.23	11,559.13
2/19/2020	Reimbursement for cage		5,300.00		7,923.90				8,935.23	16,859.13
2/13/2020	Fangman, Donny	(6,220.95)			1,702.95				8,935.23	10,638.18
2/13/2020	Xfer from Savings to Checking			6,220.95	7,923.90	(6,220.95)			2,714.28	10,638.18
2/29/2020	Interest				7,923.90	4.20			2,718.48	10,642.38
3/31/2020	Interest				7,923.90	2.22			2,720.70	10,644.60
4/30/2020	Interest				7,923.90	2.15			2,722.85	10,646.75

PPEL/VPPEL Report

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DATE FY 19-20	VENDOR NAME	PPEL			VPPEL			TOTAL
		EXPENSE	RECEIPT	BALANCE	EXPENSE	RECEIPT	BALANCE	
	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
8/31/19	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
1/15/20	VPPEL - Property Tax			\$ 10,578.02	\$ 5,872.21		\$ 433,632.18	\$ 444,210.20
1/15/20	PPEL - Property Tax		\$ 1,446.14	\$ 12,024.16			\$ 433,632.18	\$ 445,656.34
1/31/20	VPPEL - Interest			\$ 12,024.16	\$ 1,025.96		\$ 434,658.14	\$ 446,682.30
2/11/20	PPEL - Equipment	\$ 5,095.00		\$ 6,929.16			\$ 434,658.14	\$ 441,587.30
2/15/20	PPEL - Property Tax		\$ 428.91	\$ 7,358.07			\$ 434,658.14	\$ 442,016.21
2/15/20	VPPEL - Property Tax			\$ 7,358.07	\$ 1,741.56		\$ 436,399.70	\$ 443,757.77
2/29/20	VPPEL - Interest			\$ 7,358.07	\$ 965.91		\$ 437,365.61	\$ 444,723.68
3/12/20	PPEL - Special Ed Lease - Consortium	\$ 619.80		\$ 6,738.27			\$ 437,365.61	\$ 444,103.88
3/15/20	VPPEL - Property Tax			\$ 6,738.27	\$ 7,049.12		\$ 444,414.73	\$ 451,153.00
3/15/20	PPEL - Property Tax		\$ 1,735.99	\$ 8,474.26			\$ 444,414.73	\$ 452,888.99
3/31/20	VPPEL - Interest			\$ 8,474.26	\$ 836.23		\$ 445,250.96	\$ 453,725.22
4/15/20	VPPEL - Property Tax			\$ 8,474.26	\$ 77,309.10		\$ 522,560.06	\$ 531,034.32
4/15/20	PPEL - Property Tax		\$ 18,839.59	\$ 27,313.85			\$ 522,560.06	\$ 549,873.91
4/30/20	PPEL - scoreboards/backboards sale		\$ 600.00	\$ 27,913.85			\$ 522,560.06	\$ 550,473.91

Certified Budget compared to Actual Revenues/Expenditures - All Funds

		FY20 Certified Budget	thru 4/30/20	over / (under) budget	
Taxes Levied on Property	1	\$ 2,902,298.00	\$ 1,664,661.61		
Utility Replacement Excise Tax	2	\$ 50,845.00	\$ 117,745.73		
Income Surtaxes	3	\$ 140,815.00	\$ 156,600.00		
Tuition\Transportation Received	4	\$ 520,000.00	\$ 297,791.52		
Earnings on Investments	5	\$ 70,600.00	\$ 65,947.88		
Nutrition Program Sales	6	\$ 180,000.00	\$ 138,372.42		
Student Activities and Sales	7	\$ 197,000.00	\$ 170,999.02		
Other Revenues from Local Sources	8	\$ 120,000.00	\$ 82,515.43		
Revenue from Intermediary Sources	9	\$ -	\$ -		
State Foundation Aid	10	\$ 3,835,960.00	\$ 2,664,426.10		
Instructional Support State Aid	11	\$ 14,904.00	\$ -		
Other State Sources	12	\$ 580,000.00	\$ 425,806.14		
Commercial & Industrial State Replacement	13	\$ 21,722.00	\$ 9,473.40		
Title I Grants	14	\$ 59,000.00	\$ 24,892.68		
IDEA and Other Federal Sources	15	\$ 260,000.00	\$ 174,645.84		
Total Revenues	16	\$ 8,953,144.00	\$ 5,993,877.77		
General Long-Term Debt Proceeds	17	\$ -	\$ -		
Transfers In	18	\$ 311,790.00	\$ 219,864.93		
Proceeds of Fixed Asset Dispositions	19	\$ -			
Total Revenues & Other Sources	20	\$ 9,264,934.00	\$ 6,213,742.70		
Beginning Fund Balance	21	\$ 5,975,566.28	\$ 5,975,566.28		
Total Resources	22	\$ 15,240,500.28	\$ 12,189,308.98		
*Instruction	23	\$ 5,352,000.00	\$ 2,838,166.17	\$ (2,513,833.83)	53%
Student Support Services	24	\$ 222,500.00	\$ 113,826.51		
Instructional Staff Support Services	25	\$ 480,000.00	\$ 290,380.40		
General Administration	26	\$ 323,000.00	\$ 180,870.16		
School/Building Administration	27	\$ 410,000.00	\$ 272,374.92		
Business & Central Administration	28	\$ 140,000.00	\$ 87,971.65		
Plant Operation and Maintenance	29	\$ 742,000.00	\$ 414,266.31		
Student Transportation	30	\$ 435,000.00	\$ 298,333.78		
This row is intentionally left blank	31	\$ -	\$ -		
*Total Support Services (lines 24-31)	31A	\$ 2,752,500.00	\$ 1,658,023.73	\$ (1,094,476.27)	60%
*Noninstructional Programs	32	\$ 355,000.00	\$ 236,878.84	\$ (118,121.16)	67%
Facilities Acquisition and Construction	33	\$ 475,000.00	\$ 211,482.99		
Debt Service	34	\$ 666,377.00	\$ 317,083.75		
AEA Support - Direct to AEA	35	\$ 285,596.00	\$ 186,510.00		
*Total Other Expenditures (lines 33-35)	35A	\$ 1,426,973.00	\$ 715,076.74	\$ (711,896.26)	50%
Total Expenditures	36	\$ 9,886,473.00	\$ 5,448,145.48		
Transfers Out	37	\$ 311,790.00	\$ 267,892.53		
Total Expenditures & Other Uses	38	\$ 10,198,263.00	\$ 5,716,038.01		
Ending Fund Balance	39	\$ 5,042,237.28	\$ 6,473,270.97		
Total Requirements	40	\$ 15,240,500.28	\$ 12,189,308.98		

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.

EAST BUCHANAN CSD

EMPLOYMENT CHANGES

Name	Type	Position	Notice Date	Effective Date	Salary Schedule & Step
Kayla Gallup	Resignation	HS Volleyball coach	4/28/2020	4/30/2020	n/a
Alyson Franck	Hire	K-1 Special Needs Teacher		Start of 2020-2021 school year	MA-Step 8
Pat Schloss	Retirement	Teacher, athletic director, and coach	05/08/2020	End of 2019-2020 school year	n/a

6. COMMUNITY/PROGRAM PRESENTATIONS

7. ADMINISTRATIVE UPDATES & REPORTS

a. Eric Dockstader – Secondary Update

b. Dan Fox – District/Elementary Update

c. Facilities Update

2020 East Buchanan Graduates

8a

<u>FirstName</u>	<u>MiddleName</u>	<u>LastName</u>
Kiersten	Kathleen	Amos
Garrett	D	Ball
Sebastian	Rafeford	Beatty
Ashley	Renae	Benning
Lakyn	Jo	Beyer
Gabrielle	Nicole	Clinton
Dillon	James	Connolly
Austin	Nelson	Cook
Logan	Gabriel	Crawford
Olivia	Therese	Donlea
Kayla	Jean	Dudley
Braydon	Tommie	Ellis
Christopher	Michael	Fuller
Ashia	Elizabeth	Gerdemann
Grace	Mary	Gudenkauf
Alex	Aaron	Hackett
Ashley	Kathryn	Hackett
Foster	Elliott	Hazen
Erica	Mae	Hoffman
Matthew	David	Hoffman
Leah	Jo	Koohy
Dylan	Ray	Kortenkamp
Dylan	Robert	Kress
Kayla	Christine	Kress
DeAnn	Dakota	Lentz
Scott	Michael	McGraw
Lorna	Anne	Niedert
Landon	William	Nunemaker
Nicole	Lynn	Pettinger
Reese	John	Recker
Cody	Glenn	Richmond
Horatio	Charles	Richmond
Alexa	Jae	Riniker
Tyson	Eugene	Russell
Rachel	L	Sornson
Brandon	Charles	Stanford
Hunter	James	Tucker
Clayton	Matthew	Walthart
McKysie	Shaee	Worm
Zachary	Lee	Zingg

8.b. RATIFICATION OF 2020-2021 MASTER CONTRACT

Teacher Base – increase by \$545.00

Classified Staff – increase base by \$0.35

2020– 2021 JOINT SHARING AGREEMENT

The Joint Sharing Agreement (the “Agreement”) is between the East Buchanan Community School District, (hereinafter referred to as East Buchanan), and the Alburnett Community School District, (hereinafter referred to as Alburnett).

1. **PURPOSE OF THE AGREEMENT:** This agreement is to employ one Director of Transportation for both East Buchanan and Alburnett.
2. **AUTHORITY:** This agreement is entered into under the authority of the Iowa Code 28E and section 280.15 (2003). This joint undertaking shall be administered by the Superintendents and respective School Board Secretaries (where appropriate) in compliance with Iowa Code 28E (6) and at the direction of the two Boards.
3. **TERM:** This agreement is for the period commencing July 1, 2020, and terminating June 30, 2021. This Agreement can be dissolved by either party in writing by April 30th of the current contracted year and as set forth in paragraph 11.
4. **APPOINTMENT:** The Director of Transportation, pursuant to this Agreement shall be the current Director of Transportation of East Buchanan.
5. **COMPENSATION/EXPENSE REIMBURSEMENT:**
 - a) Alburnett shall reimburse East Buchanan 20% of the annual salary and benefit package for the Director of Transportation service during each year of the term of this Agreement including salary and benefit package consisting of FICA; IPERS; life, health, disability insurance premiums; physical examination; annuity; and professional dues. The actual final expense incurred in paying the Director of Transportation’s salary and benefit package for each year of this Agreement will be certified by East Buchanan and Alburnett by June 1, said year. By June 30, same year Alburnett will pay any amount owed for its share in its 20%.
 - b) East Buchanan will advance all training registration fees and related expenses and other memberships/subscriptions maintained by the Director of Transportation throughout the term of the agreement. East Buchanan will submit a bill to Alburnett monthly during the term of this Agreement. No later than June 1, of each contract year a final bill for reimbursement of 20% of the cost of these expenditures should be presented to close out the year. Payment by East Buchanan will be due at the end of each month with a final payment of all outstanding certified expenditures by June 30.
 - c) The parties will share the related expenses of the Director of Transportation pursuant to the terms of this Agreement unless the expenses benefit only one school

district, in which case the district reaping the benefit shall pay for the expense. Any expense incurred by one district for which the other district should pay its percentage share shall be certified by June 1, of said year by paying party and reimbursed by the other party by June 30, of said year.

d) Alburnett agrees to pay the current State of Iowa mileage rate. The Director of Transportation is responsible to keep accurate records of all district related mileage and provide this documentation for reimbursement.

e) In the event of a disagreement regarding expenses and sharing or apportionment of expenses, the Superintendents of the two school districts will attempt to resolve the dispute.

6. DUTIES OF THE DIRECTOR OF TRANSPORTATION: The Director of Transportation of East Buchanan and Alburnett shall serve each school district and shall have such powers, duties, responsibilities and obligations in relationship to each district as prescribed by all the accepted job description, local board policies and regulations, and the direction of both Superintendents. A copy of his/her contract is attached. The Director of Transportation shall, at all times, conduct themselves in a professional manner in accordance with established professional standards applicable.
7. CONTRACTING AND PAYROLL RESPONSIBILITIES: East Buchanan will be the employer of the Director of Transportation for the purpose of rights and obligations under the Iowa Code and for the purposes of complying with federal and state laws related to employment. East Buchanan will manage payroll, accounting and contractual functions relevant to this position, with the sharing of expenses as hereinbefore set out. East Buchanan agrees that Alburnett can assist in negotiating terms of employment with the Director of Transportation. However, the final decision regarding terms of employment shall belong to East Buchanan. The salary and benefits costs directly related to sharing the Director of Transportation shall be borne on a 20% / 80% basis and paid in accordance with Paragraph 5 hereof. It is anticipated that the costs of the term of this Agreement shall be approximately those set forth in Appendix A of this Agreement. Unanticipated employment and related costs, or costs exceeding those set forth in Appendix A for fringe benefits, shall be borne on a 20% / 80% basis by the parties, and paid as required by Paragraph 5 hereof.
8. LIABILITY COVERAGE: Each district shall cover the Director of Transportation under its liability insurance policy.

9. EVALUATION AND TERMINATION OF EMPLOYMENT: East Buchanan and Alburnett will each provide an annual evaluation of the Director of Transportation. East Buchanan and Alburnett will provide input as to the Director of Transportation's performance directly to the Superintendent of the other partnering school district. Only East Buchanan may make the decision to terminate the employment of the Director of Transportation.
10. DISTRICT TIME ALLOCATION: A time allocation of 20% shall be the general understanding of the parties regarding actual time to be allocated through physical presence, phone calls, email, and actual time spent on district related business by the Transportation Director. It is understood by the parties that a certain amount of flexibility needs to be exercised in this regard, and that certain duties will be performed by the Director of Transportation while physically located in the other district.
11. TERMINATION OF JOINT SHARING AGREEMENT: This Agreement may be terminated by mutual consent of the two districts at any time. It may also be terminated by either party upon ninety days written notice to the other party.

IN WITNESS THEREOF, the parties sign this Agreement on the date approved by their respective boards.

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT

BY: _____
BOARD PRESIDENT

DATE: _____

ALBURNETT COMMUNITY SCHOOL DISTRICT

BY: _____
BOARD PRESIDENT

DATE: _____

8.d – 2019–2020 SCHOOL CALENDAR REVISION

8.e.– 2020-2021 SCHOOL CALENDAR REVISION

Precision Drive LLC

Jayme Hurley – Owner/Operator
2036 Wapsi Access Blvd.
Independence, IA 50644
319-334-7095 (home/business) 319-327-1324 (cell)
precisiondrive@yahoo.com

5-12-2020

Dear East Buchanan district administrator and Board member:

The company that I founded, Precision Drive LLC, would like to submit a proposal to the East Buchanan Community School District to contract to offer driver's education services to the students of the district. We are a locally owned and operated private driving school, which has been successfully operating since 2006. During this time, we have serviced students from approximately 10 school districts (including many from East Buchanan). We offer driver's education services, and we are a state licensed, bonded, and insured institution.

I have personally been teaching driver's education since 2000 and have instructed approximately 1500 students. Aside from teaching driver's education, I am a full-time secondary instructor with the Independence Community School District, currently teaching at the junior/senior high school. Additionally, I am a licensed educational administrator/evaluator in the state of Iowa. My wife, Rachel (who is also an instructor at the Independence Junior/Senior High School), is an instructor for Precision Drive LLC as well.

Please consider the following proposal. If there are any changes to the proposal that you wish to discuss or have any questions, please do not hesitate to contact me via my business email (precisiondrive@yahoo.com) or my cell phone (319-327-1324). I look forward to hearing from you so that we can discuss this further.

- The per student cost will be \$325.00.
- East Buchanan Community School District will pay Precision Drive LLC the \$162.50 registration/deposit fee for free/reduced students before the start of class. If the student begins the class as scheduled, the district will be billed the remaining balance. If the deposit is made but the student does not begin the session, a \$162.50 credit will be honored for this particular student the next time the course is offered. If a student begins a session, but is dropped from the course at any time, for any reason, the district will not be refunded the cost of the course.
- Registering students must submit the first half of the registration fee (\$162.50) to reserve a spot in a particular session; this deposit is non-refundable. If a student has paid the initial \$162.50 and subsequently determines that they do not want to take part in that session, they may elect to transfer the deposit to the next available session. This request must be submitted to Precision Drive LLC (in writing), no later than 10 days prior to the start of class.
- Precision Drive LLC will furnish a dual brake vehicle and all operating/maintenance costs of said vehicle.
- East Buchanan Community School District will supply a classroom for Precision Drive LLC to utilize during each scheduled driver's education session. The classroom will sufficiently accommodate the number of students that are enrolled in the program during that session. Additionally, East Buchanan

Precision Drive LLC

Jayme Hurley – Owner/Operator
2036 Wapsi Access Blvd.
Independence, IA 50644
319-334-7095 (home/business) 319-327-1324 (cell)
precisiondrive@yahoo.com

will make audio/visual equipment and printers/copiers available to Precision Drive LLC (for the purpose of serving East Buchanan students).

- Precision Drive will be allowed to utilize district means to advertise the program (including but not limited to: daily announcements at the Junior/Senior High School, district email, district website, district newsletter, flyers posted at junior/senior high school, and handouts).
- Students that have to miss class due to conflicting school-related extracurricular activities will be marked as an “Excused Absence”. Students with excused absences will be allowed to make up the missed class time, at no extra charge, if they provide the instructor with advance notice of the approaching conflict. The Precision Drive LLC instructor will communicate with the student and/or parents to determine when the make up session will take place.
- During the time frame of this agreement, Precision Drive LLC will be the sole provider of driver’s education services for the East Buchanan Community School District. The program offered will be a spring/summer program.
- This contract will be effective from May 1st 2020 through April 30th 2021. This contract will automatically renew at the stated terms unless either party submits a new contract or cancels the existing contract, in writing, no later than March 1st.

Sincerely,
Jayme Hurley – Precision Drive LLC

8g – POLICY REVIEW SUMMARY OF CHANGES

414.1 – as marked

414.2 – Board needs to determine if remains at 120 days or change to 125 days to match licensed policy. Suggest that we change to 125 days so it is the same across all classes of staff.

414.3 – as marked

414.3R1 –

- Page 2 - Board needs to decide between *may* and *shall*. Licensed uses shall.
- Page 3 – Define year - suggest use Option IV: Rolling
- Page 6 – suggest using Option II

414.4 – Board needs to decide between the policy as marked or to refer to the employee handbook to match the licensed bereavement leave policy.

414.5 – as marked

414.6 – as marked

414.7 – no changes

414.8 – as marked

414.9 – as marked

POLICY REVIEW

2nd 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**

Optional wording is in *[italics and brackets]*

Policy Code Signs & Symbols:

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

CLASSIFIED EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL LEAVE

The board will ~~determine~~ refer to the employee handbook for the amount of vacation, holidays, and personal leave that will be allowed on an annual basis for classified employees ~~in accordance with the Master Contract.~~

~~Classified employees who work twelve months a year will be allowed six paid holidays if the holidays fall on a regular working day. The six holidays are New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day and Christmas Day. Classified employees, whether full-time or part-time, will have time off in concert with the school calendar.~~

~~Vacation will not be accrued from year to year without a prior arrangement with the superintendent.~~

~~It is the responsibility of the superintendent to make a recommendation to the board annually on vacation and personal leave for classified employees.~~

Classified employees will be paid only for the hours they would have been scheduled for the day.

HOLIDAYS:

- Classified employees who work twelve months a year will be allowed paid holidays plus one floating holiday according to the employee handbook. Refer to the employee handbook for the dates that are designated as receiving holiday pay if the holiday does not fall on a regular working day.
- Classified employees who work during the school year, whether full-time or part-time, will have time off in concert with the school calendar and will be allowed paid holidays according to the employee handbook

VACATIONS:

- Classified employees who work twelve months a year and who have served a full year (12 months) are entitled to vacation with pay. Refer to the employee handbook for the number of vacation days.
- Vacation will not be accrued from year to year without a prior arrangement with the superintendent. The arrangement must be in writing, signed by both parties, and submitted to the board secretary.
- Vacation days will not be paid out upon an employee's resignation or termination.

PERSONAL LEAVE:

- Personal days will not be paid out upon an employee's resignation or termination.

Legal Reference: Iowa Code §§ 1C; 4.1(34); 20.

Cross Reference: 409.1 Classified Employee Vacations - Holidays - Personal Leave
601.1 School Calendar

Approved: December 21, 2005 Reviewed : November 9, 2011; November 9, 2016

CLASSIFIED EMPLOYEE PERSONAL ILLNESS LEAVE

Classified employees shall be granted ten (10) days of sick leave in their first year of employment and ~~progressively increase as described in the Master Contract.~~ **Each year thereafter, one additional day of sick leave will be granted to the employees up to a maximum of fifteen days.** "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new employee shall ~~will~~ report for work at least one full work day prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year.

Sick leave may be accumulated up to a maximum of 120 days for classified employees.

Current classified policy is 120 days. Current licensed policy is 125 days.

Should the personal illness occur after or extend beyond the sick leave accumulated allowance, the employee may apply for disability benefits under the group insurance plan. If the employee does not qualify for disability benefits, the employee may request a leave of absence without pay.

Evidence may be required regarding the mental or physical health of the employee **including, but not limited to, confirmation of the following:** ~~when the administration has a concern about the employee's health.~~ Evidence may also be required to confirm the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It shall be is within the discretion of the board or the superintendent to determine the type and amount of evidence necessary. **When an illness leave will be greater than three consecutive days, the employee will comply with board policy regarding family and medical leave.**

If an employee is eligible to receive workers' compensation benefits, the employee will contact the board secretary to implement these benefits.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding the personal illness leave of such employees shall be followed.

NOTE: The first paragraph of this policy is a re-statement of Iowa law regarding sick leave for school district employees. School districts that have a different policy need to insert it there. The third paragraph is for those school districts that have a disability benefits plan. School district that do not have a disability benefits plan should remove the paragraph.

Legal Reference: Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).
29 U.S.C. §§ 2601 *et seq.*
29 C.F.R. Pt. 825
Iowa Code §§ 20; 85.33, .34, .38(3); 279.40.

Cross Reference: 403.2 Employee Injury on the Job
414.3 Classified Employee Family and Medical Leave
414.8 Classified Employee Unpaid Leave

Approved December 21, 2005 Reviewed November 9, 2016 Revised

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as 365 days from the date of the first absence. Requests for family and medical leave are made to the superintendent.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. It is the responsibility of the superintendent to develop administrative rules to implement this policy.

NOTE: *This policy is consistent with federal law regarding family and medical leave. The links below are to applicable forms on the U.S. Department of Labor Web site.*

Links: [WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition \(PDF\)](#)
[WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition \(PDF\)](#)
[WH-381 Notice of Eligibility and Rights & Responsibilities \(PDF\)](#)
[WH-382 Designation Notice \(PDF\)](#)
[WH-384 Certification of Qualifying Exigency For Military Family Leave \(PDF\)](#)
[WH-385 Certification for Serious Injury or Illness of Covered Servicemember -- for Military Family Leave \(PDF\)](#)

Legal Reference: *Whitney v. Rural Ind. School. District*, 232 Iowa 61, 4 N.W.2d 394 (1942).
29 U.S.C. §§ 2601 *et seq.*
29 C.F.R. Pt. 825
Iowa Code §§ 20; 85.33, .34, .38(3); 216; 279.40.

Cross Reference: 409.2 Licensed Employee Personal Illness Leave
409.3 Licensed Employee Family and Medical Leave
409.8 Licensed Employee Unpaid Leave

Approved December 21, 2005 Reviewed November 9, 2016 Revised _____

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE NOTICE TO EMPLOYEES

This document is available at <https://www.dol.gov/whd/regs/compliance/posters/fmla.htm>

NOTE: FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post a notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they

have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

REASONS FOR TAKING LEAVE:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

UNLAWFUL ACTS BY EMPLOYERS:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violation.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law collective bargaining agreement which provides greater family or medical leave rights.

FOR ADDITIONAL INFORMATION:

Contact the nearest office of Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REQUEST FORM

Date: _____

I, _____, request family and medical leave for the following reason:

(check all that apply)

- ☐ for the birth of my child;
☐ for the placement of a child for adoption or foster care;
☐ to care for my child who has a serious health condition;
☐ to care for my parent who has a serious health condition;
☐ to care for my spouse who has a serious health condition; or
☐ because I am seriously ill and unable to perform the essential functions of my position.
☐ because of a qualifying exigency arising out of the fact that my ___ spouse; ___ son or daughter; ___ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
☐ because I am the ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness.

I acknowledge my obligation to provide medical certification of my serious health condition or that of a family member in order to be eligible for family and medical leave within 15 days of the request for certification.

I acknowledge receipt of information regarding my obligations under the family and medical leave policy of the school district.

I request that my family and medical leave begin on _____ and I request leave as follows:
(check one)

☐ continuous

I anticipate that I will be able to return to work on _____.

☐ intermittent leave for the:

- ☐ birth of my child or adoption or foster care placement subject to agreement by the district;
☐ serious health condition of myself, spouse, parent, or child when medically necessary;
☐ because of a qualifying exigency arising out of the fact that my ___ spouse; ___ son or daughter; ___ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
☐ because I am the ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness.

Details of the needed intermittent leave:

I anticipate returning to work at my regular schedule on _____.

_____ reduced work schedule for the:

- _____ birth of my child or adoption or foster care placement subject to agreement by the district;
- _____ serious health condition of myself, spouse, parent, or child when medically necessary;
- _____ because of a qualifying exigency arising out of the fact that my _____ spouse; _____ son or daughter; _____ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- _____ because I am the _____ spouse; _____ son or daughter; _____ parent; _____ next of kin of a covered service member with a serious injury or illness.

Details of needed reduction in work schedule as follows:

I anticipate returning to work at my regular schedule on _____.

I realize I may be moved to an alternative position during the period of the family and medical intermittent or reduced work schedule leave. I also realize that with foreseeable intermittent or reduced work schedule leave, subject to the requirements of my health care provider, I may be required to schedule the leave to minimize interruptions to school district operations.

While on family and medical leave, I agree to pay my regular contributions to employer sponsored benefit plans. My contributions will be deducted from moneys owed me during the leave period. If no monies are owed me, I will reimburse the school district by personal check or cash for my contributions. I understand that I may be dropped from the employer-sponsored benefit plans for failure to pay my contribution.

I agree to reimburse the school district for any payment of my contributions with deductions from future monies owed to me or the school district may seek reimbursement of payments of my contributions in court.

I acknowledge that the above information is true to the best of my knowledge.

Signed _____

Date _____

If the employee requesting leave is unable to meet the above criteria, the employee is not eligible for family and medical leave.

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

A. School district notice.

1. The school district will post the notice in Exhibit 414.3E1 regarding family and medical leave.
2. Information on the Family and Medical Leave Act and the board policy on family and medical leave, including leave provisions and employee obligations will be provided annually. The information will be in the employee handbook.
3. When an employee requests family and medical leave, the school district will provide the employee with information listing the employee's obligations and requirements. Such information will include:
 - a. a statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual 12-week entitlement or 26 week entitlement depending on the purpose of the leave;
 - b. a reminder that employees requesting family and medical leave for their serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so or proof of call to active duty in the case of military family and medical leave;
 - c. an explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution; and
 - d. a statement notifying employees that they must pay and must make arrangements for paying any premium or other payments to maintain health or other benefits.

B. Eligible employees.

Employees are eligible for family and medical leave if three criteria are met.

1. The school district has more than 50 employees on the payroll at the time leave is requested;
2. The employee has worked for the school district for at least twelve months or 52 weeks (the months and weeks need not be consecutive); and,
3. The employee has worked at least 1,250 hours within the previous year. Full-time professional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement.

If the employee requesting leave is unable to meet the above criteria, the employee is not eligible for family and medical leave.

C. Employee requesting leave -- two types of leave.

1. Foreseeable family and medical leave.

- a. Definition - leave is foreseeable for the birth or placement of an adopted or foster child with the employee or for planned medical treatment.
- b. Employee must give at least thirty days notice for foreseeable leave. Failure to give the notice may result in the leave beginning thirty days after notice was received. For those taking leave due to military family and medical leave, notice should be given as soon as possible.
- c. Employees must consult with the school district prior to scheduling planned medical treatment leave to minimize disruption to the school district. The scheduling is subject to the approval of the health care provider.

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

2. Unforeseeable family and medical leave.

- a. Definition - leave is unforeseeable in such situations as emergency medical treatment or premature birth.
- b. Employee must give notice as soon as possible but no later than one to two work days after learning that leave will be necessary.
- c. A spouse or family member may give the notice if the employee is unable to personally give notice.

D. Eligible family and medical leave determination. The school district may require the employee giving notice of the need for leave to provide reasonable documentation or a statement of family relationship.

1. Six purposes.

- a. The birth of a son or daughter of the employee and in order to care for that son or daughter prior to the first anniversary of the child's birth;
- b. The placement of a son or daughter with the employee for adoption or foster care and in order to care for that son or daughter prior to the first anniversary of the child's placement;
- c. To care for the spouse, son, daughter or parent of the employee if the spouse, son, daughter or parent has a serious health condition; or
- d. Employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position.
- e. because of a qualifying exigency arising out of the fact that an employee's ___ spouse; ___ son or daughter; ___ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- f. because the employee is the spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness.

2. Medical certification.

Shall is used in the licensed FMLA regulation

a. When required:

- (1) Employees may/shall be required to present medical certification of the employee's serious health condition and inability to perform the essential functions of the job.
- (2) Employees may/shall be required to present medical certification of the family member's serious health condition and that it is medically necessary for the employee to take leave to care for the family member.
- (3) Employees may/shall be required to present certification of the call to active duty when taking military family and medical leave.

b. Employee's medical certification responsibilities:

- (1) The employee must obtain the certification from the health care provider who is treating the individual with the serious health condition.
- (2) The school district may require the employee to obtain a second certification by a health care provider chosen by and paid for by the school district if the school district has reason to doubt the validity of the certification an employee submits. The second health care provider cannot, however, be employed by the school district on a regular basis.
- (3) If the second health care provider disagrees with the first health care provider, then the school district may require a third health care provider to certify the serious health condition. This health care provider must be mutually agreed upon by the employee and

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

the school district and paid for by the school district. This certification or lack of certification is binding upon both the employee and the school district.

- c. Medical certification will be required fifteen days after family and medical leave begins unless it is impracticable to do so. The school district may request recertification every thirty days. Recertification must be submitted within fifteen days of the school district's request.
- d. Employees taking military caregiver family and medical leave to care for a family service member cannot be required to obtain a second opinion or to provide recertification.

Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification will be denied until such certification is provided.

E. Entitlement.

- 1. Employees are entitled to twelve weeks unpaid family and medical leave per year. Employees taking military caregiver family and medical leave to care for a family service member are entitled to 26 weeks of unpaid family and medical leave but only in a single 12 month period.

- 2. Year is defined as: *(choose one)*

_____ Option I Fiscal year

_____ Option II Calendar year

_____ Option III School year

_____ Option IV Rolling: measured forward from the first day leave is used, or measured backward from the date leave is used.

_____ Option V Collective bargaining agreement contract year.

Classified Board Policy 414.3 states 365 days from the date of the first absence. Licensed policy 409.3 states fiscal year.

- 3. If insufficient leave is available, the school district may:
 - a. Deny the leave if entitlement is exhausted
 - b. Award leave available
 - c. *[Award leave in accordance with other provisions of board policy or the collective bargaining agreement.]*

F. Type of Leave Requested.

- 1. Continuous - employee will not report to work for set number of days or weeks.
- 2. Intermittent - employee requests family and medical leave for separate periods of time.
 - a. Intermittent leave is available for:
 - _____ birth of my child or adoption or foster care placement subject to agreement by the district;
 - _____ serious health condition of myself, spouse, parent, or child when medically necessary;
 - _____ because of a qualifying exigency arising out of the fact that my ___ spouse; ___ son or daughter; ___ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
 - _____ because I am the ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness.
 - b. In the case of foreseeable intermittent leave, the employee must schedule the leave to minimize disruption to the school district operation.

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

- c. During the period of foreseeable intermittent leave, the school district may move the employee to an alternative position with equivalent pay and benefits. *(For instructional employees, see G below.)*
- 3. Reduced work schedule - employee requests a reduction in the employee's regular work schedule.
 - a. Reduced work schedule family and medical leave is available for:
 - _____ birth of my child or adoption or foster care placement subject to agreement by the district;
 - _____ serious health condition of myself, spouse, parent, or child when medically necessary;
 - _____ because of a qualifying exigency arising out of the fact that my _____ spouse; _____ son or daughter; _____ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
 - _____ because I am the _____ spouse; _____ son or daughter; _____ parent; _____ next of kin of a covered service member with a serious injury or illness.
 - b. In the case of foreseeable reduced work schedule leave, the employee must schedule the leave to minimize disruption to the school district operation.
 - c. During the period of foreseeable reduced work schedule leave, the school district may move the employee to an alternative position with equivalent pay and benefits. *(For instructional employees, see G below.)*

G. Special Rules for Instructional Employees.

- 1. Definition - an instructional employee is one whose principal function is to teach and instruct students in a class, a small group or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors and special education assistants.
- 2. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule family and medical leave greater than twenty percent of the work days in the leave period may be required to:
 - a. Take leave for the entire period or periods of the planned medical treatment; or,
 - b. Move to an available alternative position, with equivalent pay and benefits, but not necessarily equivalent duties, for which the employee is qualified.
- 3. Instructional employees who request continuous family and medical leave near the end of a semester may be required to extend the family and medical leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter or spring break.
 - a. If an instructional employee begins family and medical leave for any purpose more than five weeks before the end of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last at least three weeks and the employee would return to work during the last three weeks of the semester if the leave was not continued.
 - b. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks and the employee would return to work during the last two weeks of the semester.

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

- c. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.
- 4. The entire period of leave taken under the special rules is credited as family and medical leave. The school district will continue to fulfill the school district's family and medical leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's family and medical leave entitlement ends before the involuntary leave period expires.

H. Employee responsibilities while on family and medical leave.

- 1. Employee must continue to pay health care benefit contributions or other benefit contributions regularly paid by the employee unless employee elects not to continue the benefits.
- 2. The employee contribution payments will be deducted from any money owed to the employee or the employee will reimburse the school district at a time set by the superintendent.
- 3. An employee who fails to make the health care contribution payments within thirty days after they are due will be notified that their coverage may be canceled if payment is not received within an additional 15 days.
- 4. An employee may be asked to re-certify the medical necessity of family and medical leave for the serious medical condition of an employee or family member once every thirty days and return the certification within fifteen days of the request.
- 5. The employee must notify the school district of the employee's intent to return to work at least once each month during their leave and at least two weeks prior to the conclusion of the family and medical leave.
- 6. If an employee intends not to return to work, the employee must immediately notify the school district, in writing, of the employee's intent not to return. The school district will cease benefits upon receipt of this notification.

I. Use of paid leave for family and medical leave.

Option I:

~~An employee may substitute unpaid family and medical leave with appropriate paid leave available to the employee under board policy, individual contracts or the collective bargaining agreement. Paid leave includes, but is not limited to, sick leave, family illness leave, vacation, personal leave, bereavement leave and professional leave. When the school district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee within two business days that the paid leave will be counted as FMLA leave.~~

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

Option II is used in the Licensed FMLA regulation and is in the current Classified FMLA regulation.

Option II:

1. An employee may substitute unpaid family and medical leave for the serious health condition of the employee with paid sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the serious health condition of the employee is unpaid.
2. An employee may substitute unpaid family and medical leave for the serious health condition of an employee's family member or to care for a family service member with paid sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the serious health condition of an employee's family member is unpaid.
3. An employee may substitute unpaid family and medical leave for the birth of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth with sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the birth of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth is unpaid.
4. An employee may substitute unpaid family and medical leave for the placement of a child with the employee for adoption or foster care and in order to care for that child prior to the first anniversary of the child's placement or adoption with sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the placement of a child with the employee for adoption or foster care and in order to care for the child prior to the first anniversary of the child's placement or adoption is unpaid.
5. An employee may substitute unpaid family and medical leave when a family service member is called to active duty or on call to active duty with sick, vacation and personal leave. Upon expiration of the paid leave, the leave is unpaid.
6. When the school district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee within two business days that the paid leave will be counted as FMLA leave.

Option III:

- ~~1. An employee may substitute unpaid family and medical leave for the serious health condition of the employee with paid sick leave. Upon the expiration of paid leave, the family and medical leave for the serious health condition of the employee is unpaid.~~
- ~~2. An employee may substitute unpaid family and medical leave for the serious health condition of an employee's family member with paid sick leave or to care for a family service member. Upon the expiration of paid leave, the family and medical leave for the serious health condition of an employee's family member is unpaid.~~
- ~~3. An employee may substitute unpaid family and medical leave for the birth of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth with sick and vacation leave. Upon the expiration of paid leave, the family and medical leave for the~~

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

birth of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth is unpaid.

- 4. — An employee may substitute unpaid family and medical leave for the placement of a child with the employee for adoption or foster care and in order to care for that child prior to the first anniversary of the child's placement or adoption with sick and vacation leave. Upon the expiration of paid leave, the family and medical leave for prior to the first anniversary of the placement of a child with the employee for adoption or foster care is unpaid.
- 5. — An employee may substitute unpaid family and medical leave when a family service member is called to active duty or on call to active duty with sick and vacation leave. Upon expiration of the paid leave, the leave is unpaid.
- 6. — When the school district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee within two business days that the paid leave will be counted as FMLA leave.

Option IV:

- 1. — Family and medical leave is unpaid.

Intentionally left blank for notes.

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

Active Duty - duty under a call or order to active duty under a provision of law referring to in section 101(a)(13) of title 10, U.S. Code.

Common Law Marriage - according to Iowa law, common law marriages exist when there is a present intent by the two parties to be married, continuous cohabitation, and a public declaration that the parties are husband and wife. There is no time factor that needs to be met in order for there to be a common law marriage.

Contingency Operation - has the same meaning given such term in section 101(a)(13) of title 10, U.S. Code.

Continuing Treatment - a serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
 - treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or in referral by, a health care provider; or
 - treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a the health care provider.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke or the terminal stages of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Covered Servicemember - a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Eligible Employee - the district has more than 50 employees on the payroll at the time leave is requested. The employee has worked for the district for at least twelve months and has worked at least 1250 hours within the previous year.

Essential Functions of the Job - those functions which are fundamental to the performance of the job. It does not include marginal functions.

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

Employment Benefits - all benefits provided or made available to employees by an employer, including group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through an "employee benefit plan."

Family Member - individuals who meet the definition of son, daughter, spouse or parent.

Group Health Plan - any plan of, or contributed to by, an employer (including a self-insured plan) to provide health care (directly or otherwise) to the employer's employees, former employees, or the families of such employees or former employees.

Health Care Provider-

- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or
- Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X ray to exist) authorized to practice in the state and performing within the scope of their practice as defined under state law; and
- Nurse practitioners and nurse-midwives, and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law; and
- Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts;
- Any health care provider from whom an employer or a group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits;
- A health care provider as defined above who practices in a country other than the United States who is licensed to practice in accordance with the laws and regulations of that country.

In Loco Parentis - individuals who had or have day-to-day responsibilities for the care and financial support of a child not their biological child or who had the responsibility for an employee when the employee was a child.

Incapable of Self-Care - that the individual requires active assistance or supervision to provide daily self-care in several of the "activities of daily living" or "ADLs." Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

Instructional Employee - an employee employed principally in an instructional capacity by an educational agency or school whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily noninstructional employees.

Intermittent Leave - leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave or periods from an hour or more to several weeks.

Medically Necessary - certification for medical necessity is the same as certification for serious health condition.

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

"Needed to Care For" - the medical certification that an employee is "needed to care for" a family member encompasses both physical and psychological care. For example, where, because of a serious health condition, the family member is unable to care for his or her own basic medical, hygienic or nutritional needs or safety or is unable to transport himself or herself to medical treatment. It also includes situations where the employee may be needed to fill in for others who are caring for the family member or to make arrangements for changes in care.

Next of Kin - an individual's nearest blood relative

Outpatient Status - the status of a member of the Armed Forces assigned to –

- either a military medical treatment facility as an outpatient; or
- a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Parent - a biological parent or an individual who stands in loco parentis to a child or stood in loco parentis to an employee when the employee was a child. Parent does not include parent-in-law.

Physical or Mental Disability - a physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Reduced Leave Schedule - a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee.

Serious Health Condition -

- An illness, injury, impairment, or physical or mental condition that involves:
- Inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from), or any subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes:
 - A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days, including any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders or, or on referral by, a health care provider; or
 - Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
 - Any period of incapacity due to pregnancy or for prenatal care.
 - Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - Requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

CLASSIFIED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's a severe stroke or the terminal stages of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).
- Treatment for purposes of this definition includes, but is not limited to, examinations to determine if a serious health condition exists and evaluation of the condition. Treatment does not include routine physical examinations, eye examinations or dental examinations. Under this definition, a regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
- Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.
- Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care on referral by a health care provider. On the other hand, absence because of the employee's use of the substance, rather than for treatment, does not qualify for FMLA leave.
- Absence attributable to incapacity under this definition qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee's health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

Serious Injury or Illness - an injury or illness incurred by a member of the Armed forces, including the National Guard or Reserves in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Son or daughter - a biological child, adopted child, foster child, stepchild, legal ward, or a child of a person standing in loco parentis. The child must be under age 18 or, if over 18, incapable of self-care because of a mental or physical disability.

Spouse - a husband or wife recognized by Iowa law including common law marriages.

CLASSIFIED EMPLOYEE BEREAVEMENT LEAVE

~~The requirements stated in the Master Contract between employees in that collective bargaining unit and the board regarding the bereavement leave of such employees shall be followed.~~

In the event of a death of a member of a classified employee's immediate family, bereavement leave may be granted. Bereavement leave granted may be for a maximum of six (6) days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the immediate family. The immediate family includes *[child, spouse, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren, or grandparents of the employee or any member of the immediate household or personal friend or relative not listed above]*.

A maximum of [insert number] day of bereavement leave per year will be granted for the death of a close friend or other relative not listed above.

It is within the discretion of the superintendent to determine the number of bereavement leave days to be granted.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Licensed Bereavement Leave policy states "the board will refer to the employee handbook regarding licensed employee bereavement leave" which is:

The district understands that employees may need time off to mourn the loss of a family member or close friend.

- A. In the event of a death in the immediate family, personnel shall not have deductions made from their salaries until such absence exceeds six (6) school days for each death. Paid leave for bereavement is generally not intended for use outside of the normal mourning period. To delay use of allowed bereavement leave for related purposes, notification must be made to the building principal within the bereavement period.
- B. Immediate family is taken to mean father, mother, brother, sister, husband, wife, child, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents or grandchildren.
- C. Two (2) additional days shall be allowed for the attendance at a funeral of a relative other than listed above, or the funeral of a very close friend.
- D. If an extended bereavement is needed the employee may use up to ten (10) of their personal illness or injury days toward said bereavement. For each day used, two (2) personal illness and injury days will be deducted up to the maximum of ten (10) personal illness and injury days.

Legal Reference: Iowa Code §§ 20; 279.8.

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved December 21, 2005 Reviewed November 9, 2016 Revised _____

CLASSIFIED EMPLOYEE POLITICAL LEAVE

~~The requirements stated in the Master Contract between employees in that collective bargaining unit and the board regarding political leave of such employees shall be followed.~~

The board will provide a leave of absence to classified employees to run for elective public office. The superintendent will grant a classified employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

The classified employee will be entitled to one period of leave to run for the elective public office, and the leave may commence any time within thirty days of a contested primary, special, or general election and continue until the day following the election.

The request for leave must be in writing to the superintendent at least thirty days prior to the starting date of the requested leave.

NOTE: Iowa law gives employees a right to political leave to run for public office. This policy reflects the law.

Legal Reference: Iowa Code ch. 55

Cross Reference: 401.9 Employee Political Activity
414 Classified Employee Vacations and Leaves of Absence

Approved December 21, 2005 Reviewed November 9, 2016 Revised _____

CLASSIFIED EMPLOYEE JURY DUTY

~~The requirements stated in the Master Contract between employees in that collective bargaining unit and the board regarding jury duty of such employees shall be followed.~~

The board will allow classified employees to be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service will notify the direct supervisor within twenty-four hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Classified employees will receive their regular salary. Any payment for jury duty is turned over to the school district.

NOTE: This policy reflects the practice that the employee sign over checks received for jury duty to the school district. School districts which let employees keep their checks but then deduct the amount from the employee's salary, should reflect that practice in the third paragraph.

Usually the employee receives payment from the court for per diem and mileage. The employee then submits payment to the district for per diem only.

Legal Reference: Iowa Code §§ 20.9; 607A.

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved _____

Reviewed _____

Revised _____

CLASSIFIED EMPLOYEE MILITARY SERVICE LEAVE

The board recognizes classified employees may be called to participate in the armed forces, including the National Guard. If a classified employee is called to serve in the armed forces, the employee shall have a leave of absence for military service until the military service is completed.

The leave ~~shall be~~ is without loss of status or efficiency rating, and without loss of pay during the first thirty calendar days of the leave.

Note: This policy reflects Iowa law.

Legal Reference: Bewley v. Villisca Community School District, 299 N.W. 2nd 904 (Iowa 1980).
Iowa Code §§ 20; 19A.28.

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved December 21, 2005 Reviewed November 9, 2016 Revised _____

CLASSIFIED EMPLOYEE UNPAID LEAVE

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies. Unpaid leave for classified employees must be authorized by the superintendent. Whenever possible, classified employees will make a written request for unpaid leave ten days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary are made unless they are waived specifically by the superintendent.

The superintendent will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent will consider the effect of the employee's absence on the education program and school district operations, the financial condition of the school district, length of service, previous record of absence, the reason for the requested absence and other factors the superintendent believes are relevant in making this determination.

If unpaid leave is granted, the duration of the leave period is coordinated with the scheduling of the education program whenever possible, to minimize the disruption of the education program and school district operations.

The next 5 paragraphs are in the employee handbook:

~~Absence without pay may be authorized by the school administration for purposes that he/she considers urgent and necessary. For such absences, deductions from the employee's salary will be made in accordance with the school district's pay deduction regulations.~~

~~The employee shall make application for authorization at least ten (10) days in advance of the occurrence, or if advance application is not possible, not later than the day after the occurrence. Length of service, previous record of absence, other than that for personal illness, and the purpose of the absence shall be factors in the decision as to authorization.~~

~~Involuntary absence not heretofore provided for may be excused by the Superintendent of Schools. The employee shall make application to the Superintendent of Schools immediately for excuse for such absence, and deductions in salary shall be made unless the superintendent specifically waives such deduction.~~

~~Other absences than those herein provided for, or failure to follow the foregoing regulations, may be deemed to be neglect of duty and may be sufficient ground for dismissal.~~

~~Under no circumstances shall a classified employee employ his/her own substitute and contract with that substitute for payment of the substitutes' salary.~~

This is not included in the employee handbook, but is in original board policy:

~~Absence without pay requests during the first two weeks of school (ten working days) and the last two weeks of school (ten working days) will not be granted. The superintendent or his/her designee may make an exception and grant permission for an absence without pay for this period of times for reasons acceptable to the superintendent.~~

Legal Reference: Iowa Code Sect. 20.9; 279.8

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved December 21, 2005 Reviewed November 9, 2016 Revised _____

CLASSIFIED EMPLOYEE PROFESSIONAL PURPOSES LEAVE

Professional purposes leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. Application for the leave must be presented to the superintendent five (5) working days prior to the meeting or conference.

It is within the discretion of the superintendent to grant professional purposes leave. The leave may be denied on the day before or after a vacation or holiday, on special days when services are needed, when it would cause undue interruption of the education program and school district operations, or for other reasons deemed relevant by the superintendent.

Legal Reference: Iowa Code § 279.8.
281 I.A.C. 12.7.

Cross Reference: 411 Classified Employees - General
408.1 Classified Employee Professional Development

Approved December 21, 2005 Reviewed November 9, 2016 Revised _____

9 – BUCCANEER BRAG-ABOUT

10 – STUDENT QUESTIONS

11 – EXEMPT SESSION – Non master contracts (Iowa Code Section 21.9)

12 – NON-MASTER CONTRACT PERSONNEL

- Approve salaries of non-master contract personnel for 2020-2021

13 - ADJOURN