

**EAST BUCHANAN COMMUNITY SCHOOL DISTRICT**  
**AGENDA - Regular School Board Meeting**  
**August 12, 2020 at 5:00 p.m. in Library - Middle School Entrance**

EAST BUCHANAN MISSION STATEMENT

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

1. **CALL TO ORDER**
2. **MISSION STATEMENT**
3. **PUBLIC FORUM** - During this time we welcome interested persons who may wish to present comments, suggestions, or concerns in regard to any programs operated by the school district. However, an item must be included on the Agenda before the Board can officially act upon it.
4. **APPROVE AGENDA**
5. **APPROVE CONSENT AGENDA**
  - a. Minutes from Regular Meeting on July 8, 2020
  - b. Minutes from the work session on July 20, 2020
  - c. Minutes from the work session on August 3, 2020
  - d. List of Bills
  - e. Financial Reports
  - f. Early Graduation Requests - none
  - g. Personnel Changes
6. **COMMUNITY/PROGRAM PRESENTATIONS**
  - a. Spanish trip to Mexico - Summer 2021
7. **ADMINISTRATIVE UPDATES & REPORTS**
  - a. Eric Dockstader - Secondary Update
  - b. Dan Fox - District/Elementary Update
  - c. Facilities Update
8. **ACTION ITEMS**
  - a. Tri-County Child & Family Development Council partner contract
  - b. Online Learning Programs - Edmentum (PK-5) and Edgenuity (6-12)
  - c. 2020-2021 Elementary Handbook
  - d. Activity Worker pay scale
  - e. Board Policy Review - 2nd Reading
    - i. 705.1 - Purchasing-Bidding
    - ii. 501.9 - Student Absences-Excused
    - iii. 501.9E1 - Request for Remote Learning Form
    - iv. 601.2 - School Day
    - v. 604.11 - Appropriate Use of Online Learning Platforms
    - vi. 907 - District Operation During Public Emergencies
  - f. Board Policy Review - 1st Reading
    - i. 409.2E1 - Emergency Paid Sick Leave Request Form (FFCRA)
    - ii. 409.2E2 - Emergency Family and Medical Leave Request Form (FFCRA)
    - iii. 907.R1 - District Operation During a Public Health Emergency Regulation
9. **BUCCANEER BRAG-ABOUT**
10. **STUDENT QUESTIONS**
11. **ADJOURN**

50

**East Buchanan Community School District  
Regular Board Meeting Minutes – July 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:** Board members present were Greg Schmitt, Shawn Stone, Scott Cooksley, Andy Sperflage, and Heather Steffens. Administration attending were Dan Fox, Superintendent/Elementary Principal; Eric Dockstader, MS/HS Principal; Teresa Knipper, Business Manager/Board Secretary. Several visitors attended.

**Approve Agenda:** A change was made to the agenda to move Item 12 to 8h. Motion to approve the agenda with changes was made by Stone, second by Steffens. Motion carried with all ayes.

**Approve Consent Agenda:** Motion to approve the Consent Agenda was made by Stone, second by Cooksley. Motion carried with all ayes. Items included on the Consent Agenda: minutes from the regular meeting on June 10, 2020; financial reports; and expenditures listed.

**Community/Program Presentations:** No presentations were given.

**Administrative Updates and Reports:** Administration explained the Return to Learn plan that was submitted on July 1<sup>st</sup>. The board agreed to hold a work session on July 20<sup>th</sup> since a majority of the school board would be attending the SIAC meeting to introduce the Return to Learn plan to the community. The district is still waiting for the gym floors to be finished.

**MS/HS 2020-2021 Handbook Updates:** Dockstader presented the handbook updates to the board.

**2020-2021 Sharing Agreements with Independence:** Motion to approve the Buildings and Grounds Manager agreement was made by Steffens, second by Sperflage. Ayes: Steffens, Schmitt, Sperflage; Nays: Stone, Cooksley. Motion carried. Motion to approve the Human Resources agreement was made by Cooksley, second by Steffens. Motion carried with all ayes. Motion to approve the Lunch Services Director agreement was made by Stone, second by Steffens. Motion carried with all ayes.

**Legislative Priorities:** The board selected their top 4 resolutions from the list of IASB legislative priorities. They are: Preschool, Mental Health, Teacher Leadership and Development, and Teacher Recruitment & Licensure.

**IASB COVID Conference:** Motion to register for the IASB COVID Conference was made by Stone, second by Cooksley. Motion carried with all ayes.

**Transportation Bids:** A quote was received from Sadler for Jaltest diagnostic software. Motion to approve the purchase was made by Cooksley, second by Sperflage. Motion carried with all ayes. Bids were received from Hogle Bus Company and School Bus Sales for the purchase of a bus. Motion to approve Hogle Bus Company's bid for the purchase of a bus was made by Sperflage, second by Stone. Motion carried with all ayes. A bid was received from Runde for the purchase of a van. Motion to approve the purchase of a 2019 Dodge Grand Caravan was made by Stone, second by Steffens. Motion carried with all ayes.

**Mower Bids:** Bids were received from Bodensteiner Implement Co, Knapp's Service, and Maverick Powersports for the purchase of a mower. Motion to approve the purchase of a mower from Maverick Powersports was made by Sperflage, second by Stone. Motion carried with all ayes.

**Board Policy Review:** Policy 907.R1 was tabled. Motion to approve the 1<sup>st</sup> reading of policies 705.1, 501.9, 501.9E1, 601.2, 604.11, and 907 was made by Stone, second by Cooksley. Motion carried with all ayes.

**Substitute and Activity Worker Pay Scale:** Activity worker pay scale was tabled. Motion to approve substitute/misc worker pay scale was made by Stone, second by Sperflage. Motion carried with all ayes.

**Buccaneer Brag About:** The baseball and softball teams are staying healthy so are able to play. Everyone in the district is keeping a positive attitude.

**Exempt Session –** A motion by Stone, second by Steffens to hold an exempt session as authorized by Iowa Code Section 21.9 to discuss matters relating to employment conditions of employees not covered by the collective bargaining law was made at 7:29 pm. Motion carried with all ayes. Motion by Cooksley, second by Steffens to return to open meeting was made at 8:30 pm. Motion carried with all ayes.

5a

**Adjourn** – Motion was made by Cooksley, second by Steffens to adjourn the meeting at 8:30 pm. Motion carried with all ayes.

Next regular meeting is scheduled for August 12, 2020 at 5:00 pm.

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

**East Buchanan Community School District  
Work Session Meeting Minutes – July 20, 2020**

**Call to Order:** President Greg Schmitt called the meeting to order at 5:45 pm. The board recited the East Buchanan Mission Statement.

**Roll Call:** Board members present were Greg Schmitt, Shawn Stone, Scott Cooksley, Andy Sperflage, and Heather Steffens. Administration attending were Dan Fox, Superintendent/Elementary Principal; Eric Dockstader, MS/HS Principal; and Stacy Marcus, Curriculum Director. Absent: Teresa Knipper, Business Manager/Board Secretary. Several visitors attended.

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

**Technology Discussion:** A discussion was held regarding the need for technology for the Return to Learn plan. Motion to approve the purchase of Chromebooks from CDW-G and tablets from Amazon at a maximum total cost of \$60,000.00 was made by Steffens, second by Sperflage. Motion carried with all ayes.

**Return to Learn Discussion:** Dan Fox gave a presentation on the Return to Learn Plan with a question and answer session held at the end of the presentation.

**Adjourn** – Motion was made by Sperflage, second by Cooksley to adjourn the meeting at 7:31 pm. Motion carried with all ayes.

Next regular meeting is scheduled for August 12, 2020 at 5:00 pm.

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5c

**East Buchanan Community School District  
Work Session Meeting Minutes – August 3, 2020**

**Call to Order:** President Greg Schmitt called the meeting to order at 6:00 pm. The board recited the East Buchanan Mission Statement.

**Roll Call:** Board members present were Greg Schmitt, Shawn Stone, Scott Cooksley, Andy Sperflage, and Heather Steffens. Administration attending were Dan Fox and Teresa Knipper, Business Manager/Board Secretary. Two visitors attended.

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

**Return to Learn Discussion:** Dan Fox presented guidance provided by the state regarding Return to Learn strategies and models based on COVID positivity percentage in the county. Guidance was also reviewed on evaluating sick students and staff. Discussion followed on what level symptoms must be for the student/staff member to be sent home and when masks are required vs recommended. The board reviewed the letter that will be sent out regarding the Return to Learn plan.

**Adjourn –** Motion was made by Steffens, second by Stone to adjourn the meeting at 8:30 pm. Motion carried with all ayes.

Next regular meeting is scheduled for August 12, 2020 at 5:00 pm.

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

Vendor ID	Vendor Name	Invoice Number	Description	Processing Month:	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
Batch Description: General-August Expensed for FY20									
ANTOKERRI	Anton, Kerri	20200806	19-20 NON-PUBLIC TRANSPORTATION	06/2020	06/30/2020				455.27
CEDAFALL	CEDAR FALLS CSD	2020-4TH QTR	CONSORTIUM BILLING		07/15/2020				5,267.68
CEDAFALL	CEDAR FALLS CSD	20200806	CONSORTIUM BILLING		07/15/2020				707.94
CHASCARD	CHASE CARD SERVICES	20200807	REFUND SALES TAX		07/06/2020				(6.00)
CHASCARD	CHASE CARD SERVICES	20200807-0004	REFUND SALES TAX		07/09/2020				(2.10)
COLLCOMM	COLLEGE CSD	20200806	OPEN ENROLLMENT TUITION		07/15/2020				19,016.17
HAWKCOMM	HAWKEYE COMMUNITY COLLEGE	11843	BUS INSERVICE		07/06/2020				30.00
INDECS	INDEPENDENCE CSD	20200806	OPEN ENROLLMENT		07/14/2020				124,512.81
IOWACITY	IOWA CITY CSD	20200806	OPEN ENROLLMENT		07/14/2020				42,558.68
LINNMAR	LINN-MAR CSD	20200806	OPEN ENROLLMENT		07/08/2020				19,786.65
MEYECHRI	Meyer, Christy	20200806	GRAD HR REIMBURSEMENT		08/06/2020				470.00
PPGARCH	PPG ARCHITECTURAL FINISHES	983602061020085172	PAINT SUPPLIES		08/10/2020				84.67
RECKTANA	Recker, Tana	20200806	GRADUATE HOUR REIMBURSEMENT		08/06/2020				470.00
STARMONT	STARMONT CSD	20200806	OPEN ENROLLMENT TUITION		07/14/2020				10,245.68
SWISCOHR	SWISHER & COHRT	102481	LEGAL SERVICES		07/08/2020				87.50
VARGKRIS	Vargas, Kristin	20200806	19-20 NON-PUBLIC TRANSPORTATION		08/30/2020				910.53
WESTDELA	WEST DELAWARE CSD	20200806	SPED TUITION		07/13/2020				61,919.10
WOODCOMM	Woodward Community Media	07206565	VB COACH AD		07/31/2020				195.18
									Batch Total: 286,709.76
Batch Description: General/Elc Invoices-August 2020									
ALLIUTIL	ALLIANT ENERGY	20200806	GAS/ELECTRIC	08/2020	07/20/2020				9,372.05
APPLPLUSIN	APPLIANCE PLUS OF INDEPENDENCE	INDEEIN23448	CELL PHONE		08/03/2020				24.90
BIORAD	BIO-RAD LABORATORIES, INC	904251313	SCIENCE SUPPLIES		08/12/2020				137.00
BLACKHAWK	BLACK HAWK WAST DISP, INC.	710518	GARBAGE		08/03/2020				455.43
BLACHAWKSP	BlackHawk Automatic Sprinklers, Inc	103533	PURCHASED SERVICE		07/19/2020				221.00
CAROBIO	CAROLINA BIOLOGICAL SUPPLY CO	51094534RI	SCIENCE SUPPLIES		07/22/2020				141.89
CHASCARD	CHASE CARD SERVICES	0057044	AMAZON-MS INST SUPPLIES		07/06/2020				41.16
CHASCARD	CHASE CARD SERVICES	03203078	HARBOR FREIGHT-COVID CLEANING SUPPLIES		07/10/2020				47.96
CHASCARD	CHASE CARD SERVICES	1829868	AMAZON-ELEM INST SUPPLIES		07/22/2020				34.95
CHASCARD	CHASE CARD SERVICES	20200807-0001	TEACHING STRATEGIES-PS ASSESSMENTS		07/28/2020				438.90
CHASCARD	CHASE CARD SERVICES	20200807-0002	LOUPESHIELDS-COVID PPE		07/30/2020				226.00
CHASCARD	CHASE CARD SERVICES	20200807-0003	ZVERSE-COVID-PPE		07/31/2020				477.00
CHASCARD	CHASE CARD SERVICES	20200807-0005	JMC-TRAINING		07/30/2020				165.00
CHASCARD	CHASE CARD SERVICES	2046	TBS LAB PRODUCTS-COVID PPE		07/16/2020				159.00
CHASCARD	CHASE CARD SERVICES	2144233	AMAZON-ELEM COUNSELOR SUPPLIES		07/06/2020				73.97

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
CHASCARD	CHASE CARD SERVICES	3352278A	AMAZON-MS/HS OFFICE SUPPLIES	07/07/2020				29.60
CHASCARD	CHASE CARD SERVICES	3352278B	AMAZON-LMC SUPPLIES	07/07/2020				22.99
CHASCARD	CHASE CARD SERVICES	3613005	AMAZON-SCIENCE SUPPLIES	07/21/2020				238.03
CHASCARD	CHASE CARD SERVICES	4016226A	AMAZON-ELEM INST SUPPLIES	08/07/2020				90.15
CHASCARD	CHASE CARD SERVICES	4089004	AMAZON-ELEM SUPPLIES	07/06/2020				34.65
CHASCARD	CHASE CARD SERVICES	4963441	AMAZONELEM SUPPLIES	07/07/2020				135.00
CHASCARD	CHASE CARD SERVICES	8894658	AMAZON-MS OFFICE SUPPLIES	08/07/2020				75.99
CHASCARD	CHASE CARD SERVICES	9833816A	AMAZON-ELEM INST SUPPLIES	07/07/2020				30.30
CITYLAUN	CITY LAUNDERING CO.	1575362-00	TRANSPORTATION PURCHASED SERVICE	07/14/2020				43.72
CITYWINT	CITY OF WINTHROP	20200806	WATER/SEWER	07/23/2020				727.35
COPYSYST	COPY SYSTEMS INC	384441	COPIER MAINTENANCE	08/04/2020				173.68
COPYSYST	COPY SYSTEMS INC	384442	COPIER MAINTENANCE	08/04/2020				272.52
COPYSYST	COPY SYSTEMS INC	IN381984	COPIER MAINTENANCE	07/08/2020				190.26
COPYSYST	COPY SYSTEMS INC	IN381985	COPIER MAINTENANCE	07/08/2020				272.52
DEMCO	DEMCO	6814898	LMC SUPPLIES	07/07/2020				133.96
DUBUFIRE	DUBUQUE FIRE EQUIPMENT, INC.	154649	FIRE EXTINGUISHER SERVICE	07/10/2020				160.00
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	20200806	TELEPHONE	08/01/2020				1,714.48
NAPA	ESCHEN TARPY NAPA	20200806	TRANSPORTATION PARTS	07/31/2020				259.23
EVENQUAL	Even Quality Works	3529	PURCHASED SERVICE	08/04/2020				1,775.00
* BOYSTOWN	FATHER FLANAGAN'S BOYS HOME	17687	GUIDANCE COUNSELOR SUPPLIES	08/12/2020				115.88
FLINSIE	FLINN SCIENTIFIC	2484630/2489605	HS SCIENCE SUPPLIES	08/07/2020				954.57
FOX DAN	FOX, DAN	20200806	DOT PHYSICAL	08/06/2020				100.00
FOXMARC	Fox, Marcy	20200806	DOT PHYSICAL	08/06/2020				100.00
GOPHER	GOPHER	9745579	MS/HS Physical Education Equipment	07/07/2020				81.05
HOGLEBUS	HOGLEBUS BUS CO., INC.	716726	TRANSPORTATION PARTS	07/09/2020				153.60
ICN	IOWA COMMUNICATIONS NETWORK	600487	ICN SERVICES	08/06/2020				209.97
JPGASWAY	JPGASWAY	966690-001	CUSTODIAL SUPPLIES	07/27/2020				1,003.32
JPGASWAY	JPGASWAY	968603-000	HAND SANITIZER	07/27/2020				1,199.20
* KLEIJILL	Kleinlein, Jill	20200812	GRAD HOUR REIMBURSEMENT	08/10/2020				175.00
LABAIDS	Lab-Aids	00142128	SCIENCE SUPPLIES	07/23/2020				1,612.18
* LAKESHOR	LAKESHORE LEARNING MATERIALS	1890430720	CLASSROOM SUPPLIES	07/08/2020				26.98
THELIBRA	LIBRARY STORE, INC, THE	455352	LMC SUPPLIES	07/08/2020				202.31
THELOREN	LORENZ CORPORATION, THE	RV2932441	Elementary Music Classroom	07/06/2020				99.95
MANCSIGN	MANCHESTER SIGNS	19105	TRANSPORTATION SUPPLIES	07/20/2020				54.80
MCINTOSH	McIntosh, Patricia	20200806	DOT PHYSICAL	08/06/2020				95.00
NEVERWARE	Neverware	14543	Chrome OS License	07/07/2020				600.00
THE NEWS	NEWS, THE	25792	PUBLIC NOTICES/ADVERTISING	07/31/2020				279.61

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
THEPAP	PAPER CORPORATION, THE	181162-00	District Wide Paper	07/15/2020				1,262.00
PLANROAD	PLANK ROAD PUBLISHING, INC	21-000303	Elementary Music Classroom	07/07/2020				119.45
PRESTOX	PRESTO-X	7499146	KITCHEN-PEST SERVICE	07/20/2020				61.00
* QUILCORP	QUILL CORPORATION	8345040	ELEM SUPPLIES	08/12/2020				4.52
* QUILCORP	QUILL CORPORATION	8350461	ELEM SUPPLIES	08/12/2020				17.92
* QUILCORP	QUILL CORPORATION	8366185	ELEM SUPPLIES	08/12/2020				17.90
* QUILCORP	QUILL CORPORATION	8799212	BUSINESS OFFICE SUPPLIES	08/12/2020				6.98
* QUILCORP	QUILL CORPORATION	8852869	ELEM SUPPLIES	08/12/2020				33.19
* REALGOOD	REALLY GOOD STUFF	7284508	elem supplies	08/12/2020				188.22
* REALGOOD	REALLY GOOD STUFF	7286938	elem supplies	08/12/2020				692.20
SAI	SAI	300007578	MEMBERSHIP	07/21/2020				561.00
* SAVAS	SAVAS LEARNING CO LLC	4026141733	MS Math Programs	08/12/2020				584.77
* SAVAS	SAVAS LEARNING CO LLC	7027171573	MS Math Programs	08/12/2020				10,658.38
SCHOLMAG	SCHOLASTIC INC.	M6920628	CLASSROOM MAGAZINES	07/09/2020				1,252.38
SCHOOLLIFE	School Life	200036417	LMC SUPPLIES	07/14/2020				73.30
SCHOSPEC	SCHOOL SPECIALTY INC	208125418319	Classroom Supplies	07/08/2020				57.93
SCHOSPEC	SCHOOL SPECIALTY INC	208125418366	5/6 classroom	07/08/2020				62.30
* SCHOSPEC	SCHOOL SPECIALTY INC	208125418373	ELEM SUPPLIES	08/12/2020				45.07
SCHOSPEC	SCHOOL SPECIALTY INC	208125418739	CLASSROOM SUPPLIES	07/08/2020				72.44
SCHOSPEC	SCHOOL SPECIALTY INC	208125574165	STUDENT PLANNERS	07/24/2020				428.00
SCHOSPEC	SCHOOL SPECIALTY INC	308103552750	HS OFFICE SUPPLIES	07/13/2020				537.62
* SCHOSPEC	SCHOOL SPECIALTY INC	3081035556457	Preschool supplies	08/12/2020				215.26
* SWISCOHR	SWISHER & COHRT	102745	LEGAL SERVICES	08/12/2020				161.50
TOLEPHYS	TOLEDO PHYSICAL EDUCATION	282935-00	MS/HS Physical Education Equipment	08/06/2020				823.06
TOLEPHYS	TOLEDO PHYSICAL EDUCATION	282935-01	MS/HS Physical Education Equipment	08/06/2020				494.55
TOLEPHYS	TOLEDO PHYSICAL EDUCATION	282935-02	MS/HS Physical Education Equipment	08/06/2020				261.45
TRENDENTER	TREND ENTERPRISES INC	2104383	CLASSROOM SUPPLIES	07/09/2020				41.87
USCELL	US CELLULAR	0381492920	Cell Phones	06/28/2020				247.94
USCELL	US CELLULAR	20200807	Cell Phones	07/28/2020				282.13
WALMART	WALMART COMMUNITY BRC	20200806	WINDOW AIR CONDITIONER	07/01/2020				339.49
WEBEPAPE	WEBER PAPER COMPANY	W043231B	CUSTODIAL SUPPLIES	07/16/2020				188.08
WEBEPAPE	WEBER PAPER COMPANY	W043554	CUSTODIAL SUPPLIES	07/16/2020				290.40
WEBEPAPE	WEBER PAPER COMPANY	W043788	CUSTODIAL SUPPLIES	07/16/2020				180.00
* WEBEPAPE	WEBER PAPER COMPANY	W043929	CUSTODIAL/MAINTENANCE SUPPLIES	08/12/2020				60.00
WEEDSON	WEEDS ON FIRE	14751	UPKEEP OF BLDGS & GROUNDS	08/01/2020				1,093.20
WELLMARK	WELLMARK BLUE CROSS BLUE SHIELD	20200806	PURCHASED SERVICE	07/31/2020				912.00
WINTBUIL	WINTHROP BUILDING SUPPLY	20200806	SUPPLIES	08/06/2020				330.57



East Buchanan Community School  
08/12/2020 11:18 AM

Vendor ID: WOODCOMM  
Vendor Name: Woodward Community Media

Invoice Listing - Summary - by Fund  
Unposted; Batch Description 2 Records Selected; Fund Description GENERAL FUND

Invoice Number: 20200812  
Description: ADVERTISING

Invoice Date: 08/12/2020

Check Number: 195,18

Checking Account ID: 48,312.31

Batch Total: 48,312.31

Report Total: 335,022.07

East Buchanan Community School  
08/12/2020 11:18 AM

Invoice Listing - Summary - by Fund  
Unposted; Batch Description 2 Records Selected; Fund Description MANAGEMENT FUND

Page: 1  
User ID: TMK

Vendor ID Vendor Name  
Batch Description: General/Etc Invoices-August 2020  
NEIBINSU NEIGHBOR INSURANCE

Invoice Number Description  
Processing Month: 08/2020  
3114 INSURANCE

Invoice Date Check Date Checking Account ID Check Number Invoice Amount  
07/17/2020

Batch Total: 5,167.00

Report Total: 5,167.00

East Buchanan Community School  
08/12/2020 11:18 AM

**Invoice Listing - Summary - by Fund**  
Unposted; Batch Description 2 Records Selected; Fund Description GENERAL OBLIGATION BONDS

Page: 1  
User ID: TMK

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Processing Month:</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>Invoice Amount</u>
KWELECTRIC	KW Electric Inc	3871-Revised	GYM FIXTURES	08/2020	08/06/2020				4,312.05
Batch Total:									4,312.05
Report Total:									4,312.05

East Buchanan Community School  
08/12/2020 11:19 AM

Invoice Listing - Summary - by Fund  
Unposted; Batch Description 2 Records Selected; Fund Description PPEL FUND

Page: 1  
User ID: TMK

Vendor ID	Vendor Name	Invoice Number	Description	Processing Month	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
	Batch Description: General-August Expensed for FY20								
CEDAFALL	CEDAR FALLS CSD	2020-4TH QTR	CONSORTIUM BILLING	06/2020	07/15/2020				401.30
CEDAFALL	CEDAR FALLS CSD	20200806	CONSORTIUM BILLING		07/15/2020				(143.65)
								Batch Total:	257.65
	Batch Description: General/Etc Invoices-August 2020								
CHASCARD	CHASE CARD SERVICES	20200807-0006	AMAZON-FIRE HD TABLETS		07/23/2020				293.79
CHASCARD	CHASE CARD SERVICES	20200807-0007	AMAZON-TABLETS		07/26/2020				97.93
* SADLPOWE	SADLER POWER TRAIN	0410130806	EQUIPMENT		08/12/2020				6,625.00
								Batch Total:	7,016.72
								Report Total:	7,274.37

East Buchanan Community School  
08/12/2020 11:18 AM

Vendor ID Vendor Name  
Batch Description: General-August Expensed for FY20  
UMBBANK UMB Bank, N.A.

**Invoice Listing - Summary - by Fund**  
Unposted; Batch Description 2 Records Selected; Fund Description DEBT SERVICE FUND

Page: 1  
User ID: TMK

Invoice Number Description Processing Month Invoice Date Check Date Checking Account ID Check Number Invoice Amount  
764203 FINANCIAL FEES 06/2020 07/08/2020

Batch Total: 500.00  
Report Total: 500.00

**Invoice Listing - Summary**  
Posted - All; Batch Description 3 Records Selected; Processing Month 06/2020 To 07/2020

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
HOTLUNCH	HOT LUNCH PROGRAM	20200723	correct summer insurance EE prmts fund	07/23/2020	07/23/2020	1	57538	302.50
MAVEPOWE	Maverick Powersports LLC	7765	MOWER	07/01/2020	07/09/2020	3	1578	10,799.00
RUNDEAUTOG	Runde Auto Group	20200717	2019 van	07/17/2020	07/17/2020	3	1579	20,971.00
Report Total:								32,072.50

Batch Description: Activity Invoices - August 2020

Processing Month: 08/2020

**Vendor ID: BLANFLOW BLAND'S FLOWER SHOP**

**Invoice Number: 010950** **Amount: 4.50**

Description: Sr. Night Flowers  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 920 6600 618 ATHLETICS SUPPLIES

Invoice Date: 07/13/2020 Due Date: 08/12/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
4.50 N In Full

Checking Account ID:

**Vendor ID: BRITCHAR CHARLES BRITAIN**

**Invoice Number: 2020-21** **Amount: 400.00**

Description: Assigning Officials-Football/Basketball  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 920 6600 340 ATHLETICS PURCHASED SERVICES

Invoice Date: 08/04/2020 Due Date: 08/12/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
400.00 N In Full

Checking Account ID:

**Vendor ID: IOWASPSU IOWA SPORTS SUPPLY**

**Invoice Number: 33022** **Amount: 1,502.00**

Description: G-Track Uniform  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 920 6600 618 ATHLETICS SUPPLIES

Invoice Date: 08/04/2020 Due Date: 08/12/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
1,502.00 N In Full

Checking Account ID:

**Vendor ID: RIDDELL RIDDELL ALL AMERICAN**

**Invoice Number: 20200806** **Amount: 5,394.55**

Description: FB Shoulder Pads  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 920 6720 739 Riddell football shoulder pads  
21 0000 1400 920 6720 739 Freight  
21 0000 1400 920 6720 739 Riddell football helmets

Invoice Date: 07/18/2020 Due Date: 08/12/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
1,505.00 N In Full  
215.30 N Incomplete  
3,674.25 N Incomplete

Checking Account ID:

**Vendor ID: RIDDELL RIDDELL ALL AMERICAN**

**Invoice Number: 951162725** **Amount: 558.14**

Description: Recondition Helmets  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 920 6600 739 ATHLETICS EQUIPMENT

Invoice Date: 07/01/2020 Due Date: 08/12/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
558.14 N In Full

Checking Account ID:

**Vendor ID: WBS WINTHROP BUILDING SUPPLY**

**Invoice Number: 65280** **Amount: 34.99**

Description: Plywood - Display Board  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 950 7010 618 FBLA SUPPLIES

Invoice Date: 08/06/2020 Due Date: 08/12/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
34.99 N In Full

Checking Account ID:

**Vendor ID: WBS WINTHROP BUILDING SUPPLY**

**Invoice Number: 70259** **Amount: 89.94**

Description: Line Marking Marble Dust  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 920 6600 618 ATHLETICS SUPPLIES

Invoice Date: 07/01/2020 Due Date: 08/12/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
89.94 N In Full

Checking Account ID:

**Invoice Listing - Detail**  
Activity Invoices - August 2020

Batch 1099 Total: 0.00

Batch Total: 7,984.12

Report 1099 Total: 0.00

Report Total: 7,984.12



Batch Description: Nutrition Invoices - August 2020

Vendor ID: CITIBANK CITIZEN'S STATE BANK

Description: Lunchroom Change

Sequence: 1 Check Type:

Chart of Account Number Detail Description

61 0000 3110 000 0000 632 Other Expenses

Processing Month: 08/2020

PO Number: Invoice Number: 2020-21

Invoice Date: 08/06/2020 Due Date: 08/12/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

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

30.00 N

Batch 1099 Total: 0.00

Batch Total: 30.00

Report 1099 Total: 0.00

Report Total: 30.00

East Buchanan Community School  
07/13/2020 1:00 PM

**Detail Check Register**  
Nutrition Extra - July 2020

Page: 1  
User ID: KLG

Checking Account: 6      Nutrition Fund  
Check Number: 1770      Check Type: Check  
Invoice Number      Invoice Date      PO Number  
20200707-0002      06/30/2020

Check Date: 07/13/2020      Vendor: INDECSD  
Detail Description      Chart of Account Number  
food services director      61 0000 3110 000 0000 591

Check Total:      3,719.44  
Detail Amount      3,719.44 \*

\*Denotes Expensed Invoice Item

Checking Account ID: 6

Total without Voids: 3,719.44

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
21 0000 729 000	Fund Balance	0.00	0.00	0.00	0.00	0.00
21 6111 729 910	DRAMA	9,134.06	0.00	0.00	0.00	9,134.06
21 6120 729 910	SPEECH	497.42	0.00	0.00	0.00	497.42
21 6210 729 910	MUSIC CLUB	779.52	0.00	0.00	0.00	779.52
21 6220 729 910	PEP BAND	1,061.86	0.00	0.00	0.00	1,061.86
21 6221 729 910	MUSIC TRIP	1,363.35	0.00	0.00	0.00	1,363.35
21 6222 729 910	COLOR GUARD	775.15	0.00	0.00	0.00	775.15
21 6600 729 920	ATHLETICS	10,877.31	450.00	141.85	0.00	10,569.16
21 6693 729 920	CHEERLEADING	730.46	0.00	0.00	0.00	730.46
21 6694 729 920	DANCE TEAM	2,215.06	0.00	0.00	0.00	2,215.06
21 6710 729 920	BOYS' BASKETBALL	1,378.72	0.00	0.00	0.00	1,378.72
21 6720 729 920	FOOTBALL	6,254.41	0.00	0.00	0.00	6,254.41
21 6730 729 920	BASEBALL	1,403.09	0.00	0.00	0.00	1,403.09
21 6740 729 920	BOYS' TRACK	1,006.59	0.00	0.00	0.00	1,006.59
21 6760 729 920	BOYS' GOLF	1,092.67	0.00	0.00	0.00	1,092.67
21 6790 729 920	WRESTLING	396.32	0.00	0.00	0.00	396.32
21 6810 729 920	GIRLS BASKETBALL	422.15	0.00	0.00	0.00	422.15
21 6815 729 920	VOLLEYBALL	2,533.93	0.00	0.00	0.00	2,533.93
21 6835 729 920	SOFTBALL	377.20	0.00	0.00	0.00	377.20
21 6840 729 920	GIRLS TRACK	393.27	0.00	0.00	0.00	393.27
21 6860 729 920	GIRLS' GOLF	216.93	0.00	0.00	0.00	216.93
21 7010 729 950	FBLA	6,388.49	0.00	685.00	0.00	7,073.49
21 7011 729 950	HS STUDENT COUNCIL	2,686.63	0.00	0.00	0.00	2,686.63
21 7012 729 950	SPANISH CLUB	1,572.85	0.00	91.60	0.00	1,664.45
21 7013 729 950	NHS	278.80	0.00	0.00	0.00	278.80
21 7015 729 950	FEED STORE	577.86	0.00	0.00	0.00	577.86
21 7016 729 950	FITNESS CLUB	37.55	0.00	0.00	0.00	37.55
21 7018 729 950	LIBRARY CLUB	402.33	0.00	0.00	0.00	402.33
21 7020 729 950	NEWSPAPER	1,586.84	0.00	0.00	0.00	1,586.84
21 7021 729 950	ROBOTICS CLUB	389.45	0.00	0.00	0.00	389.45
21 7025 729 950	TECHNOLOGY	906.97	0.00	0.00	0.00	906.97
21 7026 729 950	FFA	18,836.62	0.00	0.00	0.00	18,836.62
21 7027 729 950	ART CLUB	1,060.81	0.00	0.00	0.00	1,060.81
21 7040 729 950	MS STUDENT COUNCIL	498.28	0.00	0.00	0.00	498.28
21 7041 729 950	SOUND SYSTEM	1,026.50	0.00	0.00	0.00	1,026.50
21 7042 729 950	TRAPSHOOTING	2,663.94	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	763.91
21 7049 729 950	PBIS	3,912.14	0.00	0.00	0.00	3,912.14

Fund: 21 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
21 7050 729 950	ELEM. ST. COUNCIL	4,379.88	0.00	0.00	0.00	4,379.88
21 7051 729 950	CAMP WAPSIE	7,293.05	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	2,580.66
21 7053 729 950	BREAKFAST CLUB	1,249.86	0.00	0.00	0.00	1,249.86
21 7076 729 950	CLASS OF 2021	2,770.93	0.00	0.00	0.00	2,770.93
21 7077 729 950	CLASS OF 2022	1,234.72	0.00	0.00	0.00	1,234.72
21 7078 729 950	CLASS OF 2023	1,178.64	0.00	0.00	0.00	1,178.64
21 7079 729 950	CLASS OF 2024	1,043.64	0.00	0.00	0.00	1,043.64
21 7080 729 950	CLASS OF 2025	410.00	0.00	0.00	0.00	410.00
21 7081 729 950	CLASS OF 2026	270.00	0.00	0.00	0.00	270.00
21 8000 729 910	ANNUAL	7,155.67	0.00	0.00	0.00	7,155.67
21 8001 729 910	BUCCANEER CLUB	3,041.63	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	1,733.81
21 8004 729 910	INTEREST	0.00	0.00	111.60	0.00	111.60
Fund Total: 21		120,841.93	450.00	1,030.05	0.00	121,421.98

EAST BUCHANAN SCHOOL  
MILEAGE REPORT  
2020-2021

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	644	0	0	0	0	0	644
AUGUST	0	0	0	0	0	0	0	0	0	0
SEPTEMBER	0	0	0	0	0	0	0	0	0	0
OCTOBER	0	0	0	0	0	0	0	0	0	0
NOVEMBER	0	0	0	0	0	0	0	0	0	0
DECEMBER	0	0	0	0	0	0	0	0	0	0
JANUARY	0	0	0	0	0	0	0	0	0	0
FEBRUARY	0	0	0	0	0	0	0	0	0	0
MARCH	0	0	0	0	0	0	0	0	0	0
APRIL	0	0	0	0	0	0	0	0	0	0
MAY	0	0	0	0	0	0	0	0	0	0
JUNE	0	0	0	0	0	0	0	0	0	0
TOTAL	-	-	-	644	-	-	-	-	-	644

**EAST BUCHANAN SCHOOL**  
**MILEAGE REPORT**  
**2020-2021**

MONTH	VAN/CAR ROUTE		VAN/CAR ADMIN.		VAN/CAR SPECIAL ED.		VAN/CAR ACTIVITY		VAN/CAR CUSTODIAL		VAN/CAR TRANSP.		VAN/CAR DRIVERS ED		VAN/CAR OTHER		VAN/CAR MISC.		VAN/CAR TOTAL		
	MILES		MILES		MILES		MILES		MILES		MILES		MILES		MILES		MILES		MILES		
JULY	0		0		1,589		25		139		36		0		0		139		0		1,928
AUGUST	0		0		0		0		0		0		0		0		0		0		0
SEPTEMBER	0		0		0		0		0		0		0		0		0		0		0
OCTOBER	0		0		0		0		0		0		0		0		0		0		0
NOVEMBER	0		0		0		0		0		0		0		0		0		0		0
DECEMBER	0		0		0		0		0		0		0		0		0		0		0
JANUARY	0		0		0		0		0		0		0		0		0		0		0
FEBRUARY	0		0		0		0		0		0		0		0		0		0		0
MARCH	0		0		0		0		0		0		0		0		0		0		0
APRIL	0		0		0		0		0		0		0		0		0		0		0
MAY	0		0		0		0		0		0		0		0		0		0		0
JUNE	0		0		0		0		0		0		0		0		0		0		0
TOTAL	-		-		1,589		25		139		36		-		-		139		-		1,928
BUSVAN TOTAL	-		-		1,589		669		139		36		-		-		139		-		2,572

**RECEIPTS**

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$0.00	\$0.00	\$0.00
Student Lunch	\$7.35	\$0.00	\$7.35
Adult Breakfast	\$0.00	\$0.00	\$0.00
Adult Lunch	\$0.00	\$0.00	\$0.00
Carte	\$0.00	\$0.00	\$0.00
Snacks	\$0.00	\$0.00	\$0.00
Federal Breakfast	\$0.00	\$0.00	\$0.00
Federal Lunch	\$0.00	\$0.00	\$0.00
State Breakfast	\$0.00	\$0.00	\$0.00
State Lunch	\$0.00	\$0.00	\$0.00
SFSP	\$0.00	\$0.00	\$0.00
Other Revenues	\$0.00	\$0.00	\$0.00
Other Purchased Services	-\$0.20	\$0.00	-\$0.20
Rebate	\$302.50	\$0.00	\$302.50
Interest	\$32.61	\$0.00	\$32.61
<b>TOTAL INCOME</b>	<b>\$342.26</b>	<b>\$0.00</b>	<b>\$342.26</b>

**EXPENDITURES**

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$0.00	\$0.00	\$0.00
Commodities	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Shared Contract	\$3,719.44	\$0.00	\$3,719.44
Purchased Services	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Other Expenses	\$0.00	\$0.00	\$0.00
Cooks Salaries	\$0.00	\$0.00	\$0.00
Benefits	\$1,419.02	\$0.00	\$1,419.02
<b>TOTAL EXPENDITURES</b>	<b>\$5,138.46</b>	<b>\$0.00</b>	<b>\$5,138.46</b>

**BALANCE**

		0 PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$38,067.87	\$38,067.87
Income	\$342.26	\$0.00	\$342.26
Expenditures	\$5,138.46	\$0.00	\$5,138.46
<b>FUND BALANCE</b>	<b>-\$4,796.20</b>	<b>\$38,067.87</b>	<b>\$33,271.67</b>

**MEALS SERVED**

	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	0	0	0
Reduced Student Breakfasts	0	0	0
Free Student Breakfasts	0	0	0
Second Breakfasts	0	0	0
Adult Breakfasts	0	0	0
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
<b>TOTAL BREAKFASTS SERVED</b>	<b>0</b>	<b>0</b>	<b>0</b>

Paid Student Lunches	0	0	0
Reduced Student Lunches	0	0	0
Free Student Lunches	0	0	0
Second Lunches	0	0	0
Adult Lunches	0	0	0
Student Guest Lunches	0	0	0
Complimentary Lunches	0	0	0
<b>TOTAL LUNCHES SERVED</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>PAID</b>	<b>FREE</b>	<b>REDUCED</b>	<b>TOTAL</b>
0	0	0	0

2019-2020

East Buchanan

Hot Lunch

Report

DAYS MEALS SERVED	
July	0
August	0
September	0
October	0
November	0
December	0
January	0
February	0
March	0
April	0
May	0
June	0
<b>TOTALS</b>	<b>0</b>

July 31, 2020

East Buchanan Community School District  
Cash Summary Report

Jul-20

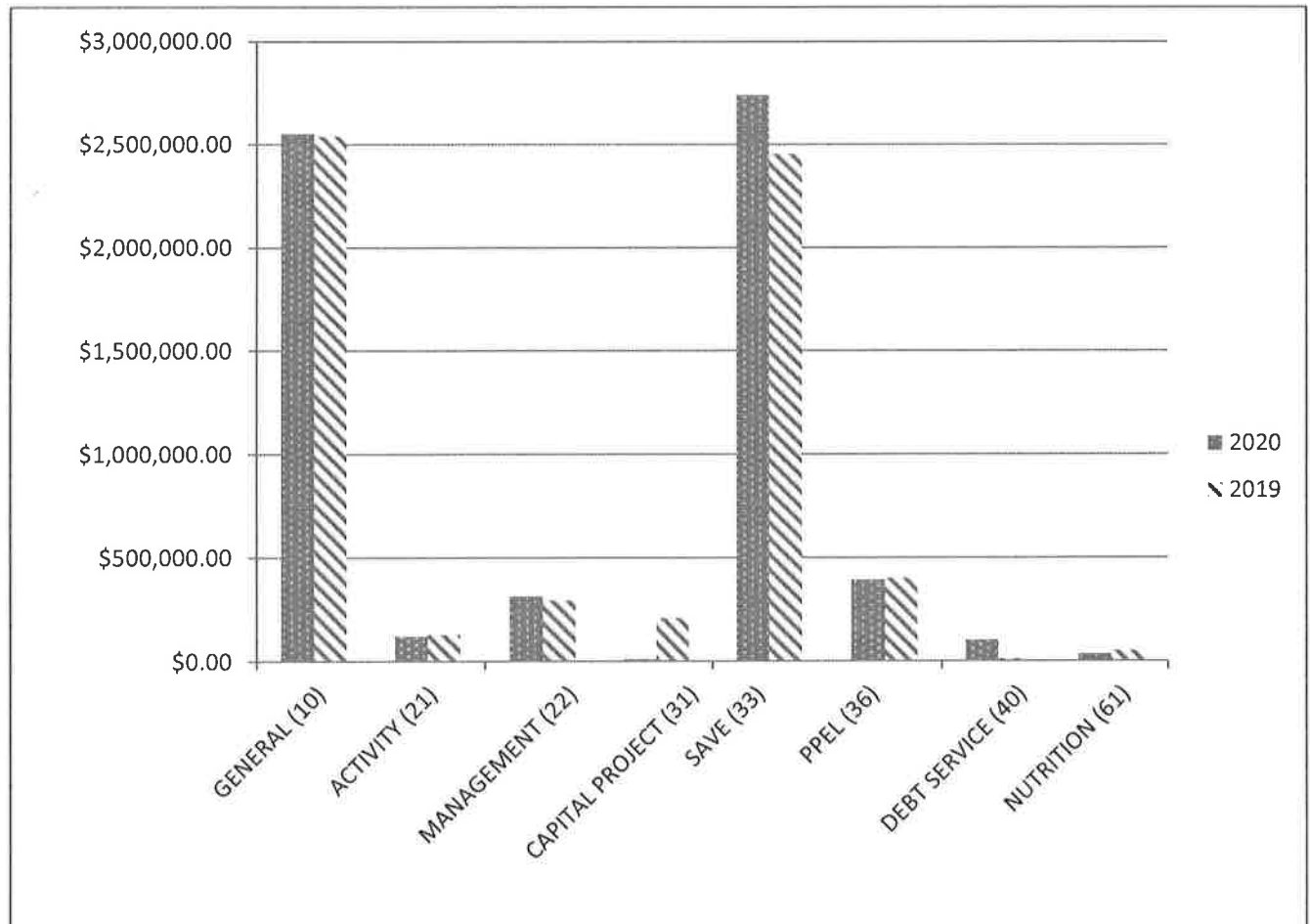
<b>10-GENERAL FUND</b>	
Beginning Balance	2,909,750.08
Revenue	75,623.87
Expenditures	<u>434,227.42</u>
Ending Balance	2,551,146.53
<b>21-ACTIVITY FUND</b>	
Beginning Balance	120,841.93
Revenue	1,030.05
Expenditures	<u>450.00</u>
Ending Balance	121,421.98
<b>22-MANAGEMENT FUND</b>	
Beginning Balance	412,941.11
Revenue	1,267.69
Expenditures	<u>100,763.04</u>
Ending Balance	313,445.76
<b>31-GO BONDS</b>	
Beginning Balance	10,651.12
Revenue	2.22
Expenditures	<u>0.00</u>
Ending Balance	10,653.34
less: Good Faith Deposit	<u>0.00</u>
Actual cash balance	10,653.34
<b>33-SAVE</b>	
Beginning Balance	2,887,242.09
Revenue	52,447.26
Expenditures	<u>199,950.00</u>
Ending Balance	2,739,739.35
<b>36-PPEL</b>	
Beginning Balance	421,599.20
Revenue	4,031.78
Expenditures	<u>31,780.08</u>
Ending Balance	393,850.90
<b>40-DEBT SERVICE</b>	
Beginning Balance	96,455.14
Revenue	4,643.06
Expenditures	<u>12.76</u>
Ending Balance	101,085.44
less: Escrow Acct	<u>90,000.00</u>
	11,085.44
<b>61-NUTRITION FUND</b>	
Beginning Balance	38,067.87
Revenue	342.46
Expenditures	<u>5,138.66</u>
Ending Balance	33,271.67
less: Received on Acct	<u>7,940.24</u>
	25,331.43
<b>EMPLOYER'S PAYROLL EXPENSE:</b>	
Gross Wages-hourly	17,204.78
Gross Wages-contract	<u>285,337.96</u>
	302,542.74
Employer paid deductions	42,787.71
Employer paid IPERS	27,911.18
Employer paid FICA	<u>22,043.98</u>
	92,742.87
<b>TOTAL</b>	<u><b>395,285.61</b></u>



## CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL

**July 2020**

Fund Description	Beginning	Revenues	Expenditures	FY21 Ending	FY20 End Balance	Difference
GENERAL (10)	\$2,909,750.08	\$75,623.87	\$434,227.42	\$2,551,146.53	\$2,539,481.83	\$11,664.70
ACTIVITY (21)	\$120,841.93	\$1,030.05	\$450.00	\$121,421.98	\$129,317.12	(\$7,895.14)
MANAGEMENT (22)	\$412,941.11	\$1,267.69	\$100,763.04	\$313,445.76	\$292,853.48	\$20,592.28
CAPITAL PROJECT (31)	\$10,651.12	\$2.22	\$0.00	\$10,653.34	\$208,165.81	(\$197,512.47)
SAVE (33)	\$2,887,242.09	\$52,447.26	\$199,950.00	\$2,739,739.35	\$2,453,557.67	\$286,181.68
PPEL (36)	\$421,599.20	\$4,031.78	\$31,780.08	\$393,850.90	\$400,331.97	(\$6,481.07)
DEBT SERVICE (40)	\$96,455.14	\$4,643.06	\$12.76	\$101,085.44	\$10,164.47	\$90,920.97
NUTRITION (61)	\$38,067.87	\$342.46	\$5,138.66	\$33,271.67	\$49,742.29	(\$16,470.62)
<b>TOTAL</b>				<b>\$6,264,614.97</b>	<b>\$6,083,614.64</b>	<b>\$181,000.33</b>



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>
<b>10-GENERAL FUND</b>						
Beginning Balance	2,960,854.33	2,539,481.83	1,990,415.90	2,098,409.93	2,609,615.88	2,695,732.88
Revenue	103,813.30	226,313.05	679,252.46	1,092,395.15	612,591.94	1,034,690.92
Expenditures	525,185.80	775,378.98	571,258.43	581,189.20	526,474.94	994,239.08
Ending Balance	2,539,481.83	1,990,415.90	2,098,409.93	2,609,615.88	2,695,732.88	2,736,184.72
<b>21-ACTIVITY FUND</b>						
Beginning Balance	127,281.21	129,317.12	128,780.08	128,996.62	141,448.03	139,694.26
Revenue	2,775.91	22,517.15	19,418.84	27,083.42	40,054.14	21,033.26
Expenditures	740.00	23,054.19	19,202.30	14,632.01	41,807.91	25,505.83
Ending Balance	129,317.12	128,780.08	128,996.62	141,448.03	139,694.26	135,221.69
<b>22-MANAGEMENT FUND</b>						
Beginning Balance	389,427.50	292,853.48	289,802.68	344,158.78	380,824.32	392,984.31
Revenue	707.14	0.00	54,356.10	39,072.54	13,981.99	4,309.25
Expenditures	97,281.16	3,050.80	0.00	2,407.00	1,822.00	3,000.00
Ending Balance	292,853.48	289,802.68	344,158.78	380,824.32	392,984.31	394,293.56
<b>31-GO BONDS</b>						
Beginning Balance	208,028.97	208,165.81	206,502.82	103,336.33	38,369.20	13,388.80
Revenue	136.84	137.01	400,085.60	32.87	20,019.60	10.61
Expenditures	0.00	1,800.00	503,252.09	65,000.00	45,000.00	0.00
Ending Balance	208,165.81	206,502.82	103,336.33	38,369.20	13,388.80	13,399.41
less: Good Faith Deposit	65,000.00	65,000.00	65,000.00	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
<b>33-SAVE</b>						
Beginning Balance	2,607,432.26	2,453,557.67	2,503,805.44	2,551,599.00	2,602,100.22	2,621,900.23
Revenue	48,465.41	50,247.77	50,193.56	50,501.22	19,800.01	121,137.06
Expenditures	202,340.00	0.00	2,400.00	0.00	0.00	39,900.00
Ending Balance	2,453,557.67	2,503,805.44	2,551,599.00	2,602,100.22	2,621,900.23	2,703,137.29
<b>36-PPEL</b>						
Beginning Balance	431,210.20	400,331.97	303,867.44	297,712.89	392,653.34	432,846.21
Revenue	1,826.96	5,848.57	35,602.69	115,297.03	40,418.87	10,247.80
Expenditures	32,705.19	102,313.10	41,757.24	20,356.58	226.00	4,756.02
Ending Balance	400,331.97	303,867.44	297,712.89	392,653.34	432,846.21	438,337.99
<b>40-DEBT SERVICE</b>						
Beginning Balance	9,256.64	10,164.47	10,164.47	54,171.87	104,937.77	152,697.30
Revenue	907.83	0.00	44,007.40	144,759.65	47,759.53	30,358.05
Expenditures	0.00	0.00	0.00	93,993.75	0.00	20,250.00
Ending Balance	10,164.47	10,164.47	54,171.87	104,937.77	152,697.30	162,805.35
less: Escrow Acct	0.00	0.00	0.00	0.00	0.00	0.00
	10,164.47	10,164.47	54,171.87	104,937.77	152,697.30	162,805.35
<b>61-NUTRITION FUND</b>						
Beginning Balance	41,083.78	49,742.29	54,268.80	60,472.28	58,482.66	57,104.30
Revenue	19,145.13	14,798.83	22,382.71	40,835.86	54,189.80	41,459.53
Expenditures	10,486.62	10,272.32	16,179.23	42,825.48	55,568.16	56,600.03
Ending Balance	49,742.29	54,268.80	60,472.28	58,482.66	57,104.30	41,963.80
less: Received on Acct	7,791.44	13,586.69	10,310.84	8,031.54	9,268.54	7,086.84
	41,950.85	40,682.11	50,161.44	50,451.12	47,835.76	34,876.96
<b>EMPLOYER'S PAYROLL EXPENSE:</b>						
Gross Wages-hourly	25,523.96	15,629.24	30,316.62	69,934.27	74,528.45	61,875.45
Gross Wages-contract	308,727.19	309,890.35	306,231.03	306,417.11	310,232.76	306,595.67
	334,251.15	325,519.59	336,547.65	376,351.38	384,761.21	368,471.12
Employer paid deductions	45,828.98	43,328.43	44,187.33	44,752.81	44,123.15	44,123.15
Employer paid IPERS	29,528.73	29,057.31	30,605.05	34,022.42	34,429.48	33,165.10
Employer paid FICA	23,948.34	23,356.79	24,588.22	27,717.12	28,354.69	26,703.66
	99,306.05	95,742.53	99,380.60	106,492.35	106,907.32	103,991.91
<b>TOTAL</b>	<b>433,557.20</b>	<b>421,262.12</b>	<b>435,928.25</b>	<b>482,843.73</b>	<b>491,668.53</b>	<b>472,463.03</b>

East Buchanan Community School District  
Cash Summary Report

	Jan 2020	Feb 2020	Mar-20	Apr-20	May-20	Jun-20	Ending
<b>10-GENERAL FUND</b>							
Beginning Balance	2,736,184.72	2,737,207.80	2,522,615.48	2,486,863.35	2,904,545.46	3,163,975.35	2,960,854.33
Revenue	575,462.62	471,770.85	457,625.81	919,718.48	836,793.54	1,146,603.58	8,157,031.70
Expenditures	574,439.54	686,363.17	493,377.94	502,036.37	577,363.65	1,400,828.85	8,208,135.95
Ending Balance	2,737,207.80	2,522,615.48	2,486,863.35	2,904,545.46	3,163,975.35	2,909,750.08	2,909,750.08
<b>21-ACTIVITY FUND</b>							
Beginning Balance	135,221.69	130,964.87	115,101.61	133,112.99	114,980.44	130,612.66	127,281.21
Revenue	26,452.56	24,460.92	26,680.44	3,136.85	16,851.59	6,357.49	236,822.57
Expenditures	30,709.38	40,324.18	8,669.06	21,269.40	1,219.37	16,128.22	243,261.85
Ending Balance	130,964.87	115,101.61	133,112.99	114,980.44	130,612.66	120,841.93	120,841.93
<b>22-MANAGEMENT FUND</b>							
Beginning Balance	394,293.56	393,974.39	393,216.08	394,718.13	426,297.52	434,295.06	389,427.50
Revenue	2,500.83	741.69	3,002.05	32,579.39	12,165.54	885.00	164,301.52
Expenditures	2,820.00	1,500.00	1,500.00	1,000.00	4,168.00	22,238.95	140,787.91
Ending Balance	393,974.39	393,216.08	394,718.13	426,297.52	434,295.06	412,941.11	412,941.11
<b>31-GO BONDS</b>							
Beginning Balance	13,399.41	11,559.13	10,642.38	10,644.60	10,646.75	10,648.97	208,028.97
Revenue	1,856.56	11,525.15	2.22	2.15	2.22	2.15	433,812.98
Expenditures	3,696.84	12,441.90	0.00	0.00	0.00	0.00	631,190.83
Ending Balance	11,559.13	10,642.38	10,644.60	10,646.75	10,648.97	10,651.12	10,651.12
less: Good Faith Deposit	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Actual cash balance	11,559.13	10,642.38	10,644.60	10,646.75	10,648.97	10,651.12	10,651.12
<b>33-SAVE</b>							
Beginning Balance	2,703,137.29	2,755,309.27	2,799,748.47	2,843,863.09	2,797,857.66	2,831,993.24	2,607,432.26
Revenue	52,171.98	44,439.20	44,424.52	133,994.57	140,642.58	255,198.85	1,011,216.73
Expenditures	0.00	0.00	309.90	180,000.00	106,507.00	199,950.00	731,406.90
Ending Balance	2,755,309.27	2,799,748.47	2,843,863.09	2,797,857.66	2,831,993.24	2,887,242.09	2,887,242.09
<b>36-PPEL</b>							
Beginning Balance	438,337.99	446,682.30	444,723.68	453,725.22	550,473.91	441,777.48	431,210.20
Revenue	8,344.31	3,136.38	9,931.24	96,748.69	35,600.99	3,039.67	366,043.20
Expenditures	0.00	5,095.00	929.70	0.00	144,297.42	23,217.95	375,654.20
Ending Balance	446,682.30	444,723.68	453,725.22	550,473.91	441,777.48	421,599.20	421,599.20
<b>40-DEBT SERVICE</b>							
Beginning Balance	162,805.35	172,070.59	174,318.47	185,440.66	45,649.91	91,669.52	9,256.64
Revenue	9,265.24	2,747.88	11,122.19	210,703.00	136,319.61	204,735.62	842,686.00
Expenditures	0.00	500.00	0.00	350,493.75	90,300.00	199,950.00	755,487.50
Ending Balance	172,070.59	174,318.47	185,440.66	45,649.91	91,669.52	96,455.14	96,455.14
less: Escrow Acct	0.00	0.00	0.00	0.00	90,000.00	90,000.00	90,000.00
	172,070.59	174,318.47	185,440.66	45,649.91	1,669.52	6,455.14	6,455.14
<b>61-NUTRITION FUND</b>							
Beginning Balance	41,963.80	48,700.41	47,624.15	40,336.09	28,655.20	37,541.52	41,083.78
Revenue	32,732.31	45,297.30	37,136.11	22,910.06	23,620.50	36,408.53	390,916.67
Expenditures	25,995.70	46,373.56	44,424.17	34,590.95	14,734.18	35,882.18	393,932.58
Ending Balance	48,700.41	47,624.15	40,336.09	28,655.20	37,541.52	38,067.87	38,067.87
less: Received on Acct	9,154.94	9,271.49	8,111.55	8,111.55	8,180.65	7,940.24	7,940.24
	39,545.47	38,352.66	32,224.54	20,543.65	29,360.87	30,127.63	30,127.63
<b>EMPLOYER'S PAYROLL EXPENSE</b>							
Gross Wages-hourly	54,317.72	59,039.19	60,090.13	67,666.54	60,242.16	82,879.22	662,042.95
Gross Wages-contract	306,568.26	306,524.95	299,267.03	301,725.99	309,182.99	329,837.03	3,701,200.36
	360,885.98	365,564.14	359,357.16	369,392.53	369,425.15	412,716.25	4,363,243.31
Employer paid deductions	44,123.15	43,866.65	44,123.15	43,113.10	43,908.98	45,893.71	531,372.59
Employer paid IPERS	32,841.94	33,599.38	32,952.58	33,824.23	33,820.74	37,958.63	395,805.59
Employer paid FICA	26,557.81	27,155.62	26,526.34	27,295.83	27,294.71	30,497.57	319,996.70
	103,522.90	104,621.65	103,602.07	104,233.16	105,024.43	114,349.91	1,247,174.88
<b>TOTAL</b>	<b>464,408.88</b>	<b>470,185.79</b>	<b>462,959.23</b>	<b>473,625.69</b>	<b>474,449.58</b>	<b>527,066.16</b>	<b>5,610,418.19</b>

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

		FY20 Certified Budget	thru 6/30/20 as of 7/31/20	over / (under) budget	
Taxes Levied on Property	1	\$ 2,902,298.00	\$ 2,767,772.18		
Utility Replacement Excise Tax	2	\$ 50,845.00	\$ 158,525.51		
Income Surtaxes	3	\$ 140,815.00	\$ 156,600.00		
Tuition\Transportation Received	4	\$ 520,000.00	\$ 556,286.49		
Earnings on Investments	5	\$ 70,600.00	\$ 83,591.54		
Nutrition Program Sales	6	\$ 180,000.00	\$ 139,120.01		
Student Activities and Sales	7	\$ 197,000.00	\$ 195,975.42		
Other Revenues from Local Sources	8	\$ 120,000.00	\$ 91,682.95		
Revenue from Intermediary Sources	9	\$ -	\$ -		
State Foundation Aid	10	\$ 3,835,960.00	\$ 3,803,601.00		
Instructional Support State Aid	11	\$ 14,904.00	\$ -		
Other State Sources	12	\$ 580,000.00	\$ 623,168.90		
Commercial & Industrial State Replacement	13	\$ 21,722.00	\$ 18,946.83		
Title I Grants	14	\$ 59,000.00	\$ 57,944.00		
IDEA and Other Federal Sources	15	\$ 260,000.00	\$ 339,537.15		
Total Revenues	16	\$ 8,953,144.00	\$ 8,992,751.98		
General Long-Term Debt Proceeds	17	\$ -	\$ -		
Transfers In	18	\$ 311,790.00	\$ 355,257.05		
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 50.00		
Total Revenues & Other Sources	20	\$ 9,264,934.00	\$ 9,348,059.03		
Beginning Fund Balance	21	\$ 5,975,566.28	\$ 5,975,566.28		
<b>Total Resources</b>	22	\$ 15,240,500.28	\$ 15,323,625.31		
<b>*Instruction</b>	23	\$ 5,352,000.00	\$ 4,745,538.06	\$ (606,461.94)	89%
Student Support Services	24	\$ 222,500.00	\$ 195,878.09		
Instructional Staff Support Services	25	\$ 480,000.00	\$ 461,836.49		
General Administration	26	\$ 323,000.00	\$ 244,500.86		
School/Building Administration	27	\$ 410,000.00	\$ 387,015.55		
Business & Central Administration	28	\$ 140,000.00	\$ 123,317.61		
Plant Operation and Maintenance	29	\$ 742,000.00	\$ 569,724.21		
Student Transportation	30	\$ 435,000.00	\$ 375,948.03		
This row is intentionally left blank	31	\$ -	\$ -		
<b>*Total Support Services (lines 24-31)</b>	31A	\$ 2,752,500.00	\$ 2,358,220.84	\$ (394,279.16)	86%
<b>*Noninstructional Programs</b>	32	\$ 355,000.00	\$ 318,853.86	\$ (36,146.14)	90%
Facilities Acquisition and Construction	33	\$ 475,000.00	\$ 229,212.99		
Debt Service	34	\$ 666,377.00	\$ 667,877.50		
AEA Support - Direct to AEA	35	\$ 285,596.00	\$ 266,443.00		
<b>*Total Other Expenditures (lines 33-35)</b>	35A	\$ 1,426,973.00	\$ 1,163,533.49	\$ (263,439.51)	82%
Total Expenditures	36	\$ 9,886,473.00	\$ 8,586,146.25		
Transfers Out	37	\$ 311,790.00	\$ 381,231.33		
Total Expenditures & Other Uses	38	\$ 10,198,263.00	\$ 8,967,377.58		
Ending Fund Balance	39	\$ 5,042,237.28	\$ 6,356,247.73		
<b>Total Requirements</b>	40	\$ 15,240,500.28	\$ 15,323,625.31		

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

### Personnel Changes

SB Mtg date	Employee	Type	Position	Notice Date	Effective Date	Salary Schedule
8/12/2020	Denise Rorabaugh	Hire	At Risk Teacher		Start of 2020-2021 school year	
8/12/2020	Andrea Hughson	Transfer	HS Head Volleyball Coach		Start of 2020-2021 school year	
8/12/2020	Amanda Lang	Hire	Asst HS Volleyball Coach		Start of 2020-2021 school year	
8/12/2020	Bret Lau	Transfer	MS football coach to HS asst football coach		Start of 2020-2021 school year	
8/12/2020	Becca Biggs	Hire	Asst HS Volleyball Coach		Start of 2020-2021 school year	
8/12/2020	Adam Riniker	Hire	Cross Country Coach		Start of 2020-2021 school year	
8/12/2020	Courtney Snyder	Hire	Associate		Start of 2020-2021 school year	

Hello all-

I am asking for permission to take a rescheduled Mexico Trip from summer of 2020 (due to COVID) with students Sophomores through Seniors.

(I do not take Freshmen due to more limited speaking ability & maturity. We try to go every 3 years (pending permission) so all students get a chance to travel during their HS years.)

The company we use, Interact Travel, is a family company that I always choose for travel. Their pricing is honest & up-front, with no hidden fees that make them seem like a great value, only to then keep charging students for additional fees or limiting some activities unless students pay extra like a lot of them do.

I choose to use them because I trust them, they care about students vs. numbers, & have guides who live in the areas we travel affording them better insight & local knowledge vs. hired guides from other areas that are trained to guide only in the areas they are assigned.

Their guides are responsible & personable & the students become connected to them by the end of the trip because the guides treat them like family which puts them at ease.

The company is founded by a former Spanish teacher, so they understand school expectations & have very strict, set policies to avoid issues-including a strict no alcohol policy.

Their site for more info on the company, their expectations, & frequently asked questions is [www.interact-travel.com](http://www.interact-travel.com) .

Here are the details (also see custom itinerary & the fee schedule attached):

- It is a 10 day trip in early June (The date is chosen to be out of school to avoid missed days or need for a sub, to avoid conflicts during key baseball & softball times, & to not run too far into the rainy season).
- \$2195 is the total fee-the cost includes:
  - 2 meals per day (breakfast & either lunch or dinner),
  - all transport (including airfare for 1 round trip & 1 internal flight),
  - entrance into museums or attractions,
  - & any other costs EXCEPT:
    - passport fees,
    - US luggage fees,
    - souvenirs,
    - life jackets & lockers at Ik Kil if they wish,
    - &1 meal per day (often the extra meal is not much depending on what students want-some days it may be ice cream or snacks, there are usually options offered & none are at expensive locations).

We plan to have a chaperone for every 6 students with at least 1 female (myself) & 1 Male (George Aberle).

We also had Tara Aberle & Pat Schloss chaperoning on the 2020 trip.

Students are not allowed to go anywhere on the trip without a chaperone, so if needed, we split up as chaperones to meet more student needs/interests as it is their trip. The more chaperones we can take, the more options we can offer if needed.

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I only choose chaperones who have had some dealing with school or in a student supervisory role as a job, so they are accustomed to positions (& the expectations) being in charge of students. That way they are better prepared to do so on the trip.  
All chaperones must have had background checks (which were completed for the 2020 trip).

We would like to take a school bus & park at a Catholic church parking lot near the airport that is supervised, as no paid parking in the area allows for bus parking due to safety issues (airports & nearby lots put this in place to avoid terrorism risks).

We would then give a donation to the church in lieu of a parking fee that would be similar to the cost paid in a paid parking lot (not to exceed \$500).

We would cover all gas costs & toll fees from the activity account for the trip. We would most likely use a school credit card to pay for gas, but can use cash with receipts if you prefer not to have a credit card in use for 10 days & taken out of the country. I think tolls must be paid in cash...

George has also completed all bus certifications at his own expense, so that he has all necessary certificates & testing complete to drive a bus. Teresa has all of those certifications & test results.

Last year we also had a parent (Mr. Sattgast) with certification willing to take us & return with the bus each time for departure & return to cut down on costs. If he is still willing (we would ask after approval), we are willing to take him up on that, but it is up to you if you want extra mileage on the bus.

We do have adequate money needed for parking in our account if you would like to reduce mileage.

By taking a bus vs. a tour bus, we cut down on well over \$1000 cost (I think my quote was \$1200-1300 each drop off/pick up last year when I checked).

We are trying to not charge students extra on their trip for bus fees & instead, save money that we can use instead to pay for all students to snorkel during the beach time on the trip, so they can all be able to participate without having to set aside funds for that.

For snorkeling & any other fees we would like to take cash (I will sign the form to take responsibility for cash like I did on our 2017 trip). Many local places don't take credit cards, often out of country charges have extra fees for converting currency, & as with any travel use, there is risk of it being stolen or the school info being hacked from machines.

This is an amazing opportunity we can give our students that many schools do not offer.

Most area schools (including many much bigger than we are) do not travel.

It is a once in a lifetime experience with a cost that cannot be replicated if an adult took the same trip.

Because it is a student trip, we are given access to many places that tourists may not be able to enter.

We take the trip choice we do because I think it is important to see various locations in Mexico & this is one of the few trips that offers Mexico City which I feel is key to culture & Aztec history.

This trip also covers the Yucatan peninsula (Mérida) which offers Mayan history.

We also have many chances to see ruins (students will visit 3 sets of ruins on this trip), Spanish colonial history, & experience ecological adventures.

It brings a lot of what we learn in class to life & helps make our students more global learners understanding diversity through cultural immersion.

I know we have a lot of trips this year (band/vocal, possibly Mexico, & Washington DC).

I do not think there would be much possible conflict for the DC trip & ours-I don't think any students going on the Mexico Trip already were going on the DC trip & most going would not be eligible to go this year as many have not taken Spanish or will be Freshmen this year. & band/vocal go in the spring & were supposed to go last year too, so any conflicts for students we would have this year, would have been handled last year...

Now for the elephant in the room-COVID...

Last year when the trip could not happen, the company rescheduled to summer of 2021.

The students this year had the option to reschedule, find a replacement, or cancel.

We had 9 cancel (almost all were our 2020 Seniors) & have 11 rescheduling at this time.

I hope to also re-offer the trip (after we know more with COVID) before Jan. 30 to the Sophomores (who were Freshmen last year) & any other upper classmen who wanted to take the trip, but may not have been able to go last year, & can go this year.

We will wait to have a parent meeting about the trip to prospective students & families until things are (hopefully) more definite with COVID-but sometime before December to meet the Jan. 30 deadline for fees & passports.

IF (fingers crossed for us all this is not the case), there would be missed travel again due to COVID next June, the company & I will work together to find the best way to proceed & handle cancellations as we did this year. (Mr. Fox was included in updates on all of those discussions last year, & he would be again this year if it happens-so I would not proceed on anything without school knowledge or input if needed.)

Prior to COVID we have never had reschedules or issues-even during H1N1 (swine flu), the company offered alternative location options if we wanted & we still travelled.

They are very good about knowing the areas & what is safe or not, & making sure that they make adjustments if needed. But with COVID being so global, it did not allow for options with to the trip to proceed this year for obvious reasons.

Also, I would not allow students to be put in a risky or harmful situation as I consider the students as my own kids-especially when we travel-so if I would not risk things for my own daughter (or the students' parents would not either), I would not risk it for them.

So...after all of this-in a nutshell, do we have permission to :

- 1) Take the rescheduled Mexico trip in June of 2021?
- 2) Allow us to offer it to additional students?
- 3) Use a school bus?
- 4) Permit George Aberle to drive (unless we have volunteers to drive to save on parking)?
- 5) Park the bus in supervised parking at the Catholic church nearby with a donation for parking costs (due to paid lots not being willing to let us park or properly supervise)?
- 6) Allow us to use cash for some (if you want gas on the credit card) or all (if you want cash for gas fees too) of our fees knowing I will sign a form of liability?



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Thanks for your consideration! It is an amazing opportunity that we can offer if you are willing! I am sorry this is so long-it's more involved to write it to try to cover everything than explain in person! ;)

My cell is 563-920-4868 if you have questions by phone or text & my school email [hhhuegel@east-buc.k12.ia.us](mailto:hhhuegel@east-buc.k12.ia.us) goes to my phone, so feel free to email as well since I will get it right away.

Thanks again!  
-Mrs. Huegel



60

**CONFIRMATION CHECKLIST 2021 TRAVEL – Important Dates & Deadlines:**

COVID TRANSFER 61020PK

ORGANIZING TEACHER:

STUDENT PROGRAM:

DEPARTURE CITY:

USA PREFERRED DEPARTURE DATE:

STUDENT FEE:

Luggage fees are imposed by the airlines are not included and must be paid directly to the airlines. Average is \$30 each way. Student Fee includes customary tips to driver and guide.

**PAYMENT PLAN & DEADLINES:**

The initial \$450 (for new students) or \$850 (for students that are replacing another student) is check exclusive. The balance of payments can be issued by check and/or online credit card payment.



60

CONFIRMATION CHECKLIST 2021 TRAVEL – Important Dates & Deadlines:

*COVID TRANSFER BY 02/01/21 GPO/HUR/GEI*

**VALID FOR NEW STUDENTS THAT ARE NOT REPLACING ANOTHER STUDENT:**

DUE IN OFFICE anytime until JANUARY 30, 2021: \$450 (check exclusive).

Acceptance of enrollment is contingent on availability of space at the time the enrollment form and deposit are received in Interact's office.

JANUARY 30, 2021: Additional \$1200 due.  
Additions are not accepted after this date.

MARCH 30, 2021: Balance is due. (REALIA \$5)

**VALID FOR CANCELLATION WITH REPLACEMENT:**

DUE IN OFFICE anytime until JANUARY 30, 2021: \$850 (check exclusive).

Any student participant that cancels with a suitable replacement by this date will receive a full refund.

JANUARY 30, 2021: Additional \$800 due.  
Cancellation with Replacement Deadline.

MARCH 30, 2021: Balance is due. (REALIA \$5)

**VALID FOR Transferring STUDENTS FROM 2020:**

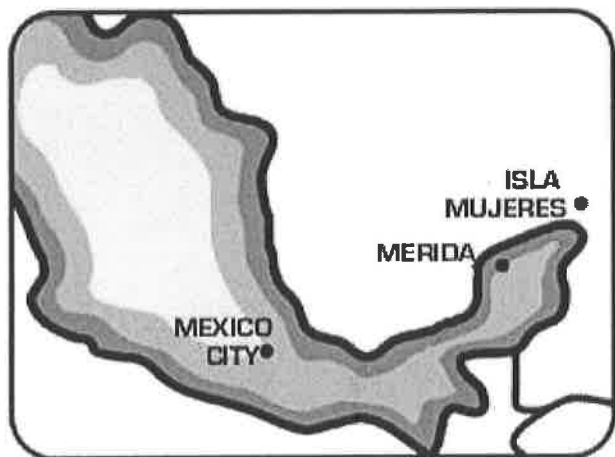
JANUARY 30, 2021: Cancellation deadline to limit non-refundable amount to \$850.

MARCH 30, 2021: Balance is due. (REALIA \$5)

**THE VALID PASSPORT COPY AND GROUP ROOMMATE PREFERENCES ARE DUE ON JANUARY 30, 2021 FOR ALL PARTICIPANTS.**

# MI CAS

Merida Hotel



## DAY ONE - Mexico City

You come to see the sights of this modern world capital and discover the heart and soul of the ancient Aztec empire. Practicalities walk: Zocalo, Diego Rivera murals, Cathedral, Aztec ruins. Conclude with a visit to La Ideal, the "Disney" of cake decorating.

## DAY TWO - Museums & Markets

Panoramic sightseeing includes Bellas Artes, Alameda Park, Reforma Boulevard, Angel of Independence, and a drive through Las Lomas, an exclusive upper class neighborhood. Tour Chapultepec Castle. Then, stroll through the park and past the lakes on your way to the Museum of Anthropology. Later, bargain with the vendors in the popular Ciudadela Craft Market or the legendary San Juan.

## DAY THREE - Teotihuacan / Merida

Today's touring includes the Plaza of Three Cultures, Shrine of Guadalupe, and Teotihuacan. Explore this mammoth site before having lunch where you'll witness a maguey and onyx demonstration. Later, fly to Merida. Transfer to your hotel or greeting by your homestay director and your host families in the airport lobby.

## DAY FOUR - Caminata / Uxmal & Cacao interACTION

Guided walking tour of Merida's Centro Historico from Santa Lucia Park to the Plaza Grande with introduction to souvenir stores and bargaining markets. Panoramic city sightseeing tour of major landmarks and monuments on your drive to the magnificent Maya temples of Uxmal, designated a UNESCO World Heritage Site. Nearby is the new and fascinating Choco-Story Uxmal, located in a botanical garden. Explore this hands-on museum: taste a natural cacao beverage, witness the live crafting of hand-made ceramics, experience a Maya cacao ceremony, and spend time with the animals at the fauna refuge of the Environmental Management Unit for Wildlife Conservation.

## DAY FIVE - SOMOS humanitarian & Cooking interACTIONS

Participate in our exclusive SOMOS humanitarian total experience. You'll receive a list of the most needed items and visit a local 'super', where you'll have an opportunity to purchase those supplies (budget \$15 each). Complete your SOMOS experience as you interact with the children while painting, gardening, etc.

*Our cooking interACTION includes a special visit to the private home of Familia Cardenas. This family has directed our Merida homestay for decades and now they have opened their home to all Interact students, where you will be sampling Yucatecan specialties.*

## DAY SIX - Chichen & Cenotes / Isla Mujeres

Your first stop is Chichen Itza, recently named as one of the New Seven Wonders of the World. Following your exploration in the coolness of the jungle morning, swim in a cenote, a pristine subterranean lake. Continue to Puerto Juarez for your rapid boat transfer to Isla Mujeres: idyllic beaches, quaint shops, affordable restaurants, and friendly natives.

## DAY SEVEN & EIGHT - ¡Viva Isla!

Relax in your hotel pool, browse the souvenir markets or arrange a teacher approved, optional (not included) activity such as a snorkeling tour, or Dolphin Discovery.

## DAY NINE - Return to United States



### MIDWEEK DEPARTURES

9 days / 8 nights



### NIGHTS

Mexico City	2
Merida Hotel	3
Isla Mujeres	3



### MEALS

Daily breakfast & lunch or dinner.

6a

Parking Information:

St. Eugene Catholic Church

7858 West Foster Ave.

Chicago, Ill. 60656

Church office # 773-775-6659

Contact Person: Father Richard Yanos

Father's Cell: 847-209-7108

Special instructions: Park in the northwest corner of the Church's parking lot.

## PROPOSED ACTIVITY WORKER RATES for 2020-2021

Activity	Position	Level		
Football	Clock	Varsity/game	\$	30.00
Football	Clock	JV/game	\$	25.00
Football	Clock	1/2 JV game	\$	13.00
Football	Clock	MS/game	\$	15.00 or volunteer
Football	Clock	1/2 MS game	\$	8.00 or volunteer
Volleyball	Clock & Libero tracker	All games	\$	45.00
Volleyball	Clock & Libero tracker	Conference-Saturday	\$	75.00
Volleyball	Clock & Libero tracker	Regional/district	\$	25.00
Volleyball	Scorekeeper	All games	\$	45.00
Volleyball	Scorekeeper	Conference-Saturday	\$	75.00
Volleyball	Scorekeeper	Regional/district	\$	25.00
Volleyball	Scorekeeper	MS/game	\$	12.50
Basketball	Clock/Scoreboard	Varsity/game	\$	25.00
Basketball	Clock/Scoreboard	JV/game	\$	20.00
Basketball	Clock/Scoreboard	MS/game	\$	15.00
Basketball	Stats	Varsity/game	\$	25.00
Basketball	Stats	JV/game	\$	20.00
Basketball	Stats	MS/game	\$	15.00

These workers would be considered employees so they would be paid through payroll and the district pays FICA (7.65%) on their gross wages.

Need to determine if these expenses will be paid out of General Fund or Activity Fund.

# POLICY REVIEW

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

\*\*\*\*\*

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

Wording to be removed is ~~crossed out~~

Additions are in **bold and underlined**

Decisions to be made are **highlighted**

Optional wording is in *[italics and brackets]*

\*\*\*\*\*

### Policy Code Signs & Symbols:

- R            This symbol following a policy code number indicates the statement is an administrative regulation rather than a board policy
  
- E            This symbol following a policy code number indicates the statement is an exhibit 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.

## PURCHASING – BIDDING

The board supports economic development in Iowa, particularly in the school district community. As permitted by law, purchasing preference will be given to Iowa goods and services from locally-owned businesses located within the school district or Iowa based companies if the cost and other considerations are relatively equal and meet the required specifications. However, when spending federal Child Nutrition Funds, geographical preference is allowed only for unprocessed agricultural food items as a part of response evaluation. Other statutory purchasing preferences will be applied as provided by law, including goals with regard to procurement from certified targeted small businesses, minority-owned businesses, and female owned businesses.

Prior to August 15 of each year and after analyzing the school district's anticipated procurement level for the current fiscal year, the school board will set a goal of ten percent of the anticipated procurement level to be purchased from certified targeted small businesses. In determining the procurement level, the cost of utilities (heat, electricity, telephone and natural gas) and employees' costs will not be included. After the goal has been established, the superintendent will file the required Targeted Small Business Procurement form with the Department of Education by August 15.

By July 31 of each year, the superintendent will file a report with the Department of Education outlining purchases of goods and services from targeted small businesses for the previous fiscal year.

The school board and superintendent will encourage targeted small businesses which are not certified with the Department of Inspections and Appeals to become certified targeted small businesses.

### Goods and Services

The board shall enter into goods and services contract(s) as the board deems to be in the best interest of the school district. It shall be the responsibility of the superintendent to approve purchases, except those requiring board approval as described below or as provided by in law. The superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment, accessories, or attachments with an estimated cost of \$50,000 or more.

Purchases for goods and services ~~requiring~~ shall conform to the following:

- The superintendent shall have the authority to authorize purchases without prior board approval and without competitive request for proposals, quotations, or bids for goods and services up to \$5,000.
- For goods and services costing at least \$5,000 and up to \$25,000, the superintendent shall receive proposals, quotations, or bids for the goods and services to be purchased and shall have the authority to authorize purchases without prior board approval. The quotation process may be informal, and include written or unwritten quotations.
- For goods and services exceeding, \$150,000 in the Nutrition Fund and for goods and services exceeding \$25,000 ~~{this number should be the same as the last amount in bullet two above}~~ in all other funds, the competitive request for proposal (RFP) or competitive bid process shall be used and received prior to board approval. RFPs and bids are formal, written submissions via sealed process.

In the event that only one quotation or bid is submitted, the board may proceed if the quotation or bid meets the contract award specifications. The contract award shall may be based on the total cost considerations including, but not limited to the following:

- The cost of the goods and services being purchased;
- Availability of service and/or repair;
- The targeted small business procurement goal and other statutory purchasing preferences;
- and
- Other factors deemed relevant by the board.

~~Purchases using federal child nutrition funds shall be made in accordance with procurement procedures required by law.~~ The Board may elect to exempt certain professional services contracts from the thresholds and procedures outlined above.



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The thresholds and procedures related to purchases of goods and services do not apply to public improvement projects.

**Public Improvements**

The board shall enter into public improvement contract(s) as the board deems to be in the best interest of the school district. 'Public improvement' means "a building or construction work which is constructed under the control of a governmental entity and **for which either of the following applies: (1) has been** ~~is~~ paid for in whole or in part with funds of the governmental entity; **(2) a commitment has been made prior to construction by the governmental entity to pay for the building or construction work in whole or in part with funds of the governmental entity. This includes** ~~including~~ a building or improvement constructed or operated jointly with any public or private agency."

The district shall follow all requirements, timelines, and processes detailed in Iowa law related to public improvement projects. The thresholds regarding when competitive bidding or competitive quotations is required will be followed. Competitive bidding is required for public improvement contracts exceeding the minimum threshold stated in law. Competitive quotations are required for public improvement projects that exceed the minimum threshold amount stated in law, but do not exceed the minimum set for competitive bidding. The board shall approve competitive bids and competitive quotes. If the total cost of the public improvement does not warrant either competitive bidding or competitive quotations, the district may nevertheless proceed with either of these processes, if it so chooses.

The award of all contracts for the public improvement shall be awarded to the lowest responsive, responsible bidder. In the event of an emergency requiring repairs to a school district facility that exceed bidding and quotation thresholds, please refer to IASB sample policy 802.3 – **Emergency Repairs.**

The superintendent may develop an administrative process to implement this policy. **The district shall comply with all federal and state laws and regulations required for procurement, including the selection and evaluation of contractors. The superintendent or designee is responsible for developing an administrative process to implement this policy, including, but not limited to, procedures related to suspension and debarment for transactions subject to those requirements.**

*NOTE: While Iowa law dictates threshold amounts for quotes and bids for public improvement projects, there is no such requirement for goods and services. The district has discretion in this area to set the amounts required for the purchasing process.*

*NOTE: Districts should compare the discretionary purchasing limits in the section regarding goods and services with purchasing limits set in other policies (e.g., expenditures) to ensure consistency.*

Legal Reference: Iowa Code §§ 26; 28E; 72.3; 73; 73A; 285; 297; 301.  
261 I.A.C. 54.  
281 I.A.C. 43.25.

Cross Reference:       705     Expenditures  
                              801.4   Site Acquisition  
                              802     Maintenance, Operation and Management  
                              802.3   Emergency Repairs  
                              803     Selling and Leasing

Approved March 12, 2008  
Reviewed November 15, 2017  
Revised Jan 13, 2016; November 15, 2017; August 12, 2020

## STUDENT ABSENCES - EXCUSED

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities.

**The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. However, there may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In these circumstances, the superintendent will have discretion to make reasonable accommodations for students, on a case-by-case basis, to attend school through remote learning opportunities within the available resources of the district and as permitted by law. During approved remote learning, attendance will be taken, assessments may be administered, and grades will count towards students' cumulative grade point average as if they were attending in person. The provision of special education and accommodations for students who have individualized education programs (IEPs) or Section 504 plans will be determined by each respective IEP or Section 504 team.**

Students whose absences are approved will make up the work missed and receive full credit for the missed school work. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school one-half day (periods 5, 6, 7, and 8) the day of the activity unless permission has been given by the principal for the student to be absent.

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference:           34 C.F.R. sec. 300  
                                  28 C.F.R. Pt. 35  
                                  Iowa Code §§ 294.4; 299.  
                                  281 I.A.C. 12.3(4).

Cross Reference:       501     Student Attendance  
                                  503     Student Discipline  
                                  504     Student Activities  
                                  506     Student Records

Approved November 8, 2006                   Reviewed December 13, 2017                   Revised August 12, 2020

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REQUEST FOR REMOTE LEARNING FORM

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Attendance Center: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

I, \_\_\_\_\_ (Parent/Guardian) am requesting accommodation for my child, \_\_\_\_\_ (Student Name) to participate in remote learning opportunities for the duration of the declared public emergency, or until I have determined my child can safely return to traditional in-person learning at his/her designated attendance center, whichever occurs first.

I have attached to this form documentation from an Iowa Board of Medicine-licensed medical professional confirming that remote learning is medically necessary due to the vulnerable health condition of my child or of a family member residing within the same home as my child.

I understand that the district will do their utmost to accommodate my child's learning needs, but that some learning opportunities may need to be modified in a remote environment. The provision of special education and accommodations for students who have individualized education programs (IEPs) or Section 504 plans will be determined by each respective IEP or Section 504 team.

I understand that in order for my child to continue to participate in mandatory learning, his/her remote attendance will be taken, assessments administered, and grades will be counted toward my child's cumulative grade average. I understand that any devices, technology, or materials given to my child to facilitate remote learning are the property of the district and must be returned at the end of the remote learning period.

I am requesting that remote learning opportunities begin on \_\_\_\_\_ (date) and continue until [ \_\_\_\_\_ (date) or the declared public emergency is dismissed].

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

Request approved by:

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

**Note: This form is to be utilized by parents/guardians of a student who, during the course of a declared public emergency, believe that further attendance by the student at traditional in person school would be detrimental to the health or safety of the student or the student's family member residing with the student. This form is not necessary when the school building is closed to traditional in person learning and remote learning opportunities are already available to students. It is only to be utilized during a public emergency declared by state or local officials when traditional in person learning continues to be held.**

## SCHOOL DAY

The student school day for grades one through twelve will consist of a minimum of six hours, not including the lunch period. The school day consists of the schedule of class instruction and class activities as established and sponsored by the school district. Time during which students are released from school for parent/teacher conferences may be counted as part of students' instructional time. The minimum school day will meet the requirements as established for the operation of accredited schools.

The board may define the number of days kindergarten will be held and the length of each school day for the students attending kindergarten. The school day will consist of a schedule as recommended by the superintendent and approved by the board.

The school district may also record a day of school with less than the minimum instructional hours if the total hours of instructional time for grades one through twelve in any five consecutive school days equals a minimum of thirty hours, even though any one day of school is less than the minimum instructional hours because of a staff development opportunity provided for the instructional staff or parent-teacher conferences have been scheduled beyond the regular school day. If the total hours of instructional time for the first four consecutive days equal at least thirty hours because parent-teacher conferences have been scheduled beyond the regular school day, the school district may record zero hours of instructional time on the fifth consecutive school day as a school day. Schedule revisions and changes in time allotments will be made by the superintendent.

When the school is forced to close due to weather or other emergencies, the part of the day during which school was in session will constitute a school day. **The superintendent will create administrative regulations necessary to utilize any remote learning opportunities that are available and permitted by law during the period of closure. Remote learning opportunities will count toward instructional time requirements as allowed by law. During the time of remote learning, student attendance will be taken, assessments may be administered and grades will count toward students' cumulative grade point average. The provision of special education and accommodations for students who have individualized education programs (IEPs) or Section 504 plans during periods of closure will be determined by each respective IEP or Section 504 team.**

It is the responsibility of the superintendent to inform the board annually of the length of the school day.

Legal Reference: Iowa Code § 256.7, 279.8, .10 (2013),  
281 I.A.C. 12.1(1), .1(7-10).

Cross Reference: 601.1 School Calendar

Approved: December 12, 2007  
Reviewed: December 10, 2012; November 10, 2014  
Revised: August 14, 2019; August 12, 2020

APPROPRIATE USE OF ONLINE LEARNING PLATFORMS

It is important to embrace technology that can foster a creative, interactive learning environment for students, and facilitate employee professional development and collaboration. The use of online platforms to host remote interaction between students and employees and to facilitate learning is encouraged in the district.

While student and employee instruction and communication using virtual and online platforms provides a wide array of learning opportunities, it is imperative that employees and students recognize that the use of such platforms is a privilege. Training related to the use of online learning platforms will be provided to employees and students.

The district shall carefully safeguard the right of students and employees to learn and teach in a respectful environment regardless of the method. All instruction and communication through online learning platforms should be appropriate to the age and ability of the participants. Students and employees should be aware that online platforms may be monitored by the district. Verbal and written communication occurring on these platforms may be recorded and stored by the district in accordance with applicable laws.

Any verbal or written communication on these platforms deemed to be inappropriate will subject the student and/or employee to the same disciplinary measures that would exist if the interaction took place through traditional in-person learning. Students and employees who have concerns about the proper use of these platforms are encouraged to speak with their teachers or building principal. The superintendent will make administrative regulations necessary to enforce this policy.

Legal Reference: 20 U.S.C. §1232g; 34 C.F.R. Part 99  
47 U.S.C. §254  
20 U.S.C. §6777  
Iowa Code §§ 715C

Cross Reference: 104 Anti-Bullying/Anti-Harassment  
401.13 Staff Technology Use/Social Networking  
506.1 Student Records  
605.4 Technology in the Classroom  
605.6 Internet Appropriate Use  
501.6 Student Transfers In

Approved: August 12, 2020 \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

DISTRICT OPERATION DURING PUBLIC EMERGENCIES

The district believes that student learning is the heart of its core mission. While traditional in-person teaching continues to provide the greatest learning opportunity to all students, there may be rare and unusual circumstances that prevent the school community from convening in traditional in-person settings. At times of a public emergency declared by federal, state or local officials, the district will seek guidance and recommendations from federal, state and local agencies to assist in determining the safety of convening traditional in-person learning.

**During a declared public emergency, the school board delegates to the Superintendent the authority to determine whether to close school buildings to traditional in-person learning if the Superintendent determines in-person learning would hinder the health and safety of the school community. The district will instead utilize remote or hybrid learning opportunities permitted by law.**

Or

*[If, due to the public emergency, the school board determines that holding traditional in-person learning at district facilities would hinder the health and safety of the school community the district will instead utilize remote or hybrid learning opportunities permitted by law.]*

Following guidance and recommendations from federal, state, and local agencies when reasonably possible, the administration will create regulations related to district operations during a public emergency, including, but not limited to, student, employee and visitor safety and security; the use and safeguarding of district property; public meetings and events, and when applicable, measures to prevent or slow the spread of infectious disease.

These measures will be enforced for the period of time of the public emergency, or until the [~~school board and~~]superintendent, in consultation with federal, state and local agencies determine it is appropriate for the safety measures to end.

***NOTE: Districts should choose between the options listed in the italicized language, remove text that is not used then remove italics. The language requiring board approval of school closure to in-person learning due to a declared public emergency is a legal requirement from Senate File 2310. However, boards can choose to delegate this decision to the Superintendent, but that delegation should be specified in board policy.***

***NOTE: The optional language listed in this policy and accompanying regulation are just some examples of the local flexibility districts have to make decisions based upon the priorities of their individual school communities. Districts are strongly encouraged to consult with their legal counsel and adapt the optional language to best suit the needs of their individual communities.***

Legal Reference: Senate File 2310  
Iowa Code ch. 279.8

Cross Reference: 403.3 Communicable Diseases - Employees  
506 Student Records  
507 Student Health and Well-Being

Approved: August 12, 2020 \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

# POLICY REVIEW

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

\*\*\*\*\*

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

Wording to be removed is ~~crossed-out~~

Additions are in **bold and underlined**

Decisions to be made are **highlighted**

Optional wording is in *[italics and brackets]*

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88

**EMERGENCY PAID SICK LEAVE REQUEST FORM UNDER THE FAMILIES FIRST  
CORONAVIRUS RESPONSE ACT (FFCRA)**

Name: \_\_\_\_\_

Anticipated Begin Date: \_\_\_\_\_

Expected Return to Work Date: \_\_\_\_\_

Average number of hours during a typical two-week period: \_\_\_\_\_ (80 max.)

**Employee Request for Leave at Full Pay**

Employees satisfying one of the three standards noted below are eligible for two weeks of leave capped at 80 hours paid at the employee's full regular compensation rate. For a part-time employee it is the number of hours equal to the average number of hours that the employee works over a typical two-week period. Please select the applicable reason and follow the related instructions.

I am unable to work or telework for the following reasons:

- I am quarantined pursuant to Federal, State, or local government order.
- I am quarantined on the advice of a health care provider due to COVID-19 concerns.
- I am experiencing COVID-19 symptoms and seeking a medical diagnosis.

*Please attach the applicable government order or documentation from medical provider corresponding to the item(s) selected. If you are experiencing symptoms and seeking a medical diagnosis, please identify your symptoms and the date of your medical appointment.*

**Employee Request for Leave at 2/3 Pay**

Employees satisfying one of the three standards noted below are eligible for two weeks of leave capped at 80 hours paid at the 2/3 of the employee's regular compensation rate. For a part-time employee it is the number of hours equal to the average number of hours that the employee works over a typical two-week period. Please select the applicable reason and follow the related instructions.

I am unable to work or telework for the following reasons:

- I need to care for an individual subject to quarantine pursuant to Federal, State, or local government order or advice of a health care provider due to COVID-19. I represent that no other person will be providing care for the individual during the period for which the I am receiving Emergency Paid Sick Leave.

*Please attach the applicable government order or documentation from medical provider.*



\_\_\_ I am experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

*Please attach the applicable government order or documentation from medical provider.*

\_\_\_ I am unable to work or telework because I need to care for my child under age 18 because my child's elementary or secondary school, childcare provider, or child's place of care has been closed or is unavailable due to COVID-19. During this period of unavailability or closure, I represent that no other person will be providing care for my child during the period for which I am receiving Emergency Paid Sick Leave.

If the age of one or more of the children is between 14 and 18, the following special circumstances exist requiring me to care for the child during daylight hours:

*Please attach notice or documentation related to the unavailability of the school, daycare, place of care or person providing care to the child. The District reserves the right to request confirmation regarding the nature of the closure or unavailability.*

*If you are requesting 2/3 paid leave in conjunction with Expanded Family Medical Leave to care for a child under the age of 18 affected by school or care closure due to COVID-19, please complete the "Expanded Family and Medical Leave Request Form" to submit with this form.*

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

Signed \_\_\_\_\_

Date \_\_\_\_\_

***Note: This type of emergency paid sick leave is only available through passage of the federal Families First Coronavirus Response Act and will expire on December 31, 2020. After that date, this exhibit should be removed from policy 409.2, as the benefit will no longer be available to employees.***

**EXPANDED FAMILY AND MEDICAL LEAVE REQUEST FOR UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**

Name: \_\_\_\_\_

Anticipated Begin Date: \_\_\_\_\_

Expected Return to Work Date: \_\_\_\_\_

Average number of hours during a typical two-week period: \_\_\_\_\_ (80 max.)

Employees may be entitled to expanded family medical leave in accordance with the Families First Coronavirus Response Act (FFCRA) if the employee satisfies eligibility standards.

**Reason for Leave**

Employees satisfying the standards below are eligible for 12 weeks\* of leave. The first two weeks of the leave are unpaid unless the employee selects available options in the next box. The remaining 10 weeks of leave are paid at 2/3 of the employee's regular compensation rate unless other options are selected on this form. Please select the applicable reason and follow the related instructions.

I, \_\_\_\_\_, request family and medical leave because I am unable to work or telework because I need to care for my child(ren) under 18 because my child(ren)'s elementary or secondary school, childcare provider, or child's place of care has been closed or is unavailable due to COVID-19. During this period of unavailability or closure, I represent that no other person will be providing care for my child during the period for which I am receiving expanded family medical leave benefits.

If the age of one or more of the children is between 14 and 18, the following special circumstances exist requiring me to care for the child during daylight hours:

*Please attach notice or documentation related to the unavailability of the school, daycare, place of care or person providing care to the child. The District reserves the right to request confirmation regarding the nature of the closure or unavailability.*

*\* An employee who qualifies for and utilizes the Emergency Paid Sick Leave provisions of the FFCRA, is entitled to an additional 10 weeks of Emergency FMLA.*

**Substitution of Paid Leave for the First Ten Days of Expanded Family Medical Leave**

In accordance with the FFCRA, the first ten days of expanded family medical leave is unpaid, however you may be eligible to use Emergency Paid Sick Leave provided through the FFCRA to cover this period at 2/3 of full pay. In the event you have already used Emergency Paid Sick Leave, you are permitted to use available District-provided paid leave to cover this period at full pay. Please indicate if you would like to use paid leave during the first 10 days of your absence and how many hours you plan to use. Requested leave is subject to availability based on confirmation by the School District. If requesting Emergency Paid Sick Leave, please complete and submit an "Emergency Paid Sick Leave Request Form."

\_\_\_ Emergency Sick Leave    \_\_\_ Sick Leave    \_\_\_ Personal Leave

85

**Supplement 2/3 Pay with Accrued District Leave**

Employees may choose to supplement the 2/3 pay provided through expanded family medical leave with accrued District leave to earn full compensation. Please indicate if you would like to use paid leave during your expanded family medical leave to supplement your 2/3 expanded family medical leave compensation. Requested leave is subject to availability based on confirmation by the District.

Emergency Sick Leave     Sick Leave     Personal Leave

After completing the first ten days of expanded family medical leave, an employee may choose to take 10 weeks of continuous leave under expanded family medical leave for the reason indicated above. Continuous leave means the employee will not complete any District duties during this period but will be compensated based on the options selected above.

An employee may also choose to take 10 weeks of intermittent leave only with the District's permission. Intermittent leave means an employee will complete some District duties on a modified schedule as approved by the employee's supervisor. When using intermittent leave, the employee will receive full regular pay for hours worked and 2/3 of regular pay during periods on expanded family medical leave unless supplemented in a manner noted above.

I am requesting (choose one):

continuous leave  
 intermittent leave

If your need for leave is intermittent, please describe the requested schedule for your intermittent leave:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Signed \_\_\_\_\_

Date \_\_\_\_\_

***Note: This type of emergency paid sick leave is only available through passage of the federal Families First Coronavirus Response Act and will expire on December 31, 2020. After that date, this exhibit should be removed from policy 409.2, as the benefit will no longer be available to employees.***

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



DISTRICT OPERATIONS DURING A PUBLIC HEALTH EMERGENCY REGULATION

During a public health emergency, the district will seek guidance and recommendations from federal, state and local agencies that monitor and respond to the emergency. The district will follow any mandatory closures or other mandatory measures imposed by such agencies.

The superintendent, in conjunction with relevant government agencies and/or athletic and activity associations, will determine under what circumstances the district will restrict or cancel in-person learning, student events or activities including sporting events, extracurricular clubs or meetings for students, and the use of district facilities by outside organizations.

The district will promote and follow other recommended measures and guidance from federal, state and local agencies to the extent reasonably practicable under the circumstances. These measures may include, but are not limited to the following:

On-line learning, hybrid models of learning, or modified in-person learning may occur dependent on the circumstances and in accordance with applicable law.

*Hand washing and any other recommended hygiene practices will be taught to all students and employees.*

*Non-medical-grade face masks are encouraged to be worn by all individuals on school grounds, including students, employees and volunteers. Masks will be provided to individuals who request them. Reusable masks should be washed regularly by individuals wearing them.*

*Employees, volunteers and students are encouraged to monitor their temperatures each morning prior to traveling to any school building or event. Individuals with a temperature over 100.3 degrees may not enter school buildings or attend school events.*

*Due to the increased cost to the district of providing additional cleaning and disinfecting measures, and in order to preserve cleaning supplies for school use during the time of a public health emergency, the superintendent has discretion to restrict the use of school buildings and facilities for non-school groups in a neutral and non-discriminatory manner.*

*[or]*

*Due to the increased cost to the district of providing additional cleaning and disinfecting measures and in order to preserve cleaning supplies for school use during the time of a public health emergency, the superintendent has discretion to require, as a condition of using district facilities, non-school groups to provide the school district with EPA-approved cleaning and disinfecting supplies to properly clean and disinfect the space used after each event. The district may also require non-school groups to reimburse the district the actual cost of school personnel time needed to clean and disinfect school facilities after the event.*

# BUCCANEER BRAG-ABOUT

