

**EAST BUCHANAN COMMUNITY SCHOOL DISTRICT**  
**AGENDA - Regular School Board Meeting**  
**September 9, 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 August 12, 2020
  - b. List of Bills
  - c. Financial Reports
  - d. Early Graduation Requests
  - e. Personnel Changes
6. **COMMUNITY/PROGRAM PRESENTATIONS**
7. **ADMINISTRATIVE UPDATES & REPORTS**
  - a. Eric Dockstader - Secondary Update
  - b. Dan Fox - District/Elementary Update
  - c. Facilities Update
8. **ACTION ITEMS**
  - a. 2020-2021 MS/HS Handbook Updates
  - b. Board Policy Review - 1st Reading
    - i. 605 Series - Instructional Materials
  - c. Board Policy Review - 2nd 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. **EXEMPT SESSION** - To discuss matters relating to employment conditions of employees not covered by the collective bargaining law - Iowa Code Section 21.9
12. **EXEMPT SESSION DECISION**
13. **ADJOURN**

**East Buchanan Community School District  
Regular Board Meeting Minutes – August 12, 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:** Motion to approve the agenda was made by Sperflage, second by Stone. Motion carried with all ayes.

**Approve Consent Agenda:** Motion to approve the Consent Agenda was made by Steffens, second by Cooksley. Motion carried with all ayes. Items included on the Consent Agenda: minutes from the regular meeting on June 10, 2020; minutes from the work sessions on July 20, 2020 and August 3, 2020; financial reports; expenditures listed; and personnel changes which included Denise Rorabaugh as at risk teacher, Andrea Hughson as head HS volleyball coach, Amanda Lang as assistant HS volleyball coach, Becca Biggs as assistant HS volleyball coach, Bret Lau as assistant HS football coach, Adam Riniker as cross country coach, and Courtney Snyder as associate.

**Community/Program Presentations:** Heather Huegel submitted a written request to the board regarding the rescheduled Mexico trip for June 2021. Motion to approve the trip and use of a school bus for transportation to and from the airport was made by Sperflage, second by Steffens. Motion carried with all ayes.

**Administrative Updates and Reports:** Dockstader discussed options for Homecoming and other events during the fall season. A technology update was given by Kevin Hesner in regards to Return to Learn. Fox discussed feedback, concerns, and suggestions that he has received. Gym floors are finished.

**Tri-County Child & Family Development Council partner contract:** 2020-2021 contract is for 5 slots through Head Start. Motion to approve was made by Cooksley, second by Sperflage. Motion carried with all ayes.

**Online Learning Programs:** Motion was made by Stone, second by Steffens to approve Edmentum (PK-5) and Edgenuity (6-12) as the programs the district will use for virtual learning. Motion carried with all ayes.

**2020-2021 Elementary Handbook:** Fox explained the updates to the handbook that is posted on the district’s website. Motion was made by Steffens to approve the handbook with changes, second by Stone. Motion carried with all ayes.

**Activity Worker Pay Scale:** Motion by Stone, second by Steffens to approve the activity worker pay scale from the general fund. Motion carried with all ayes.

**Board Policy Review:** Motion to approve the 2nd 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. Motion to approve the 1st reading with changes as discussed of policies 409.2E1, 409.2E2, and 907.R1 was made by Stone, second by Cooksley. Motion carried with all ayes.

**Buccaneer Brag About:** Kevin Hesner has being doing a great job getting technology ready for Return to Learn. Students and sports are getting ready to start the year.

**Adjourn –** Motion was made by Cooksley, second by Steffens to adjourn the meeting at 7:25 pm. Motion carried with all ayes.

Next regular meeting is scheduled for September 9, 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.

Invoice Listing - Summary - by Fund  
GENERAL FUND

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
ALLIUTIL	ALLIANT ENERGY	20200902	GAS/ELECTRIC	08/18/2020				10,650.53
BLACKHAWK	BLACK HAWK WAST DISP, INC.	714783	GARBAGE	09/01/2020				515.21
CAROBIOI	CAROLINA BIOLOGICAL SUPPLY CO	51083782RI	HS SCIENCE SUPPLIES	07/07/2020				483.11
CDWG	CDW GOVERNMENT, INC	ZR00139187	PURCHASED SERVICE	07/14/2020				140.96
CDWG	CDW GOVERNMENT, INC	ZR00142524	PURCHASED SERVICE	08/14/2020				145.70
CITYLAUN	CITY LAUNDERING CO.	1582883	TRANSPORTATION PURCHASED SERVICE	08/11/2020				43.72
CITYWINT	CITY OF WINTHROP	20200902	WATER/SEWER	08/26/2020				727.35
CJCOOP	CJ COOPER & ASSOCIATES, INC.	158632	SCREENING SERVICES	08/21/2020				257.80
CJCOOP	CJ COOPER & ASSOCIATES, INC.	158764	SCREENING TESTS	08/21/2020				60.00
CYCHARLI	CY & CHARLIES FIRESTONE	1-372744 & 1-373542	WASHER	07/22/2020				81.65
DONWALT	DON & WALT LLC.	77137	PLUMBING REPAIRS	08/06/2020				566.46
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	20200903	TELEPHONE	09/01/2020				1,714.48
NAPA	ESCHEN TARPY NAPA	893641	TRANSPORTATION PARTS	08/04/2020				27.33
NAPA	ESCHEN TARPY NAPA	895136	PARTS	08/21/2020				15.65
NAPA	ESCHEN TARPY NAPA	895555	TRANSPORTATION PARTS	08/26/2020				81.76
GREECLEA	GREENWOOD CLEANING SYSTEMS	477386-000	Custodial Supplies	09/02/2020				331.00
HARTRUC	Harrison Truck Centers	r101030981	TRANSPORTATION REPAIRS	08/12/2020				1,213.12
HARTRUC	Harrison Truck Centers	X101156623	PARTS	08/12/2020				158.00
HIGLEY	Higley	6708	COVID-PPE	08/20/2020				4,502.00
HIGLEY	Higley	6739	COVID	08/26/2020				871.28
HOTLUNCH	HOT LUNCH PROGRAM	20200903	PS SNACKS	08/31/2020				187.35
HUGGTRAC	HUGGINS, TRACY	20200902	FEE REIMBURSEMENT	08/26/2020				45.00
IASBO	IA ASSOC OF SCH BUS OFFICIALS	200007204	CONFERENCE FEES	08/19/2020				75.00
BOCKKIM	Kim Bockenstedt	20200825	refund overpayment of retiree insurance	08/25/2020	06/30/2020	1	86514	17.30
KRESHOLL	Kress, Holly	20200821	REFUND FEES	08/21/2020				135.00
LEVIKIM	Levine, Kim	20200825	refund overpayment of retiree insurance	08/25/2020	06/30/2020	1	86517	17.30
LINCELECCO	Lincoln Electric Company	909539245	Welding Supplies	08/13/2020				36.78
LINCELECCO	Lincoln Electric Company	909539249	Welding Supplies	08/13/2020				463.96
LINNCOOP	LINN CO-OPERATIVE OIL CO	20200902	GAS/DIESEL	09/01/2020				809.58
LINNCOOP	LINN CO-OPERATIVE OIL CO	834086	GAS/DIESEL	09/01/2020				1,189.40
MACHANDR	Machacek, Andrew	20200902	GRAD HOUR REIMBURSEMENT	09/02/2020				500.00
MANCSIGN	MANCHESTER SIGNS	19260	SCHOOL BUS SIGN	08/18/2020				92.00
MARTKORI	Martin, Kori	20200825	DOT PHYSICAL	08/24/2020				150.00
MCGRAWCON	McGraw Construction LLC	1331	PURCHASED SERVICE	08/25/2020				381.75
MCGRHILL	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LL	113427001001	TEXTBOOKS	08/21/2020				4,411.27
MOORLIND	Moore, Linda	20200825	refund overpayment of retiree insurance	08/25/2020	06/30/2020	1	86520	8.65

Invoice Listing - Summary - by Fund  
GENERAL FUND

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
THENEWS	NEWS, THE	25855	PUBLIC NOTICES/ADVERTISING	08/28/2020				164.14
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	27112	Bus Driver Annual Training	08/11/2020				390.00
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	27179	Bus Driver Annual Training	08/24/2020				120.00
PAYMSRING	Payment Spring	20200902	ANNUAL FEE	08/03/2020	08/03/2020	1	20200803	300.00
PITBOWINC	PITNEY BOWES, INC.	3311878276	POSTAGE METER LEASE/SUPPLIES	08/30/2020				364.47
PRECDRIVE	Precision Drive LLC	100	PURCHASED SERVICE-DRIVERS ED	08/31/2020	08/31/2020	1	28842	2,275.00
PREMFURN	Premier Furniture & Equipment LLC	3100	COVID PPE	08/21/2020				1,027.00
PRESTOX	PRESTO-X	7892485	KITCHEN-PEST SERVICE	08/27/2020				61.00
QUILCORP	QUILL CORPORATION	9818257	OFFICE SUPPLIES	08/21/2020				16.61
QUILCORP	QUILL CORPORATION	9831431	OFFICE SUPPLIES	08/24/2020				24.89
QUILCORP	QUILL CORPORATION	9977821	ELEM SUPPLIES	08/27/2020				18.48
QUILCORP	QUILL CORPORATION	9994693	ELEM SUPPLIES	08/28/2020				4.52
REGALPL	Regal Plastic	10825003	COVID-plexiglass	08/21/2020				977.50
REGALPL	Regal Plastic	10825856	COVID	08/25/2020				977.50
RIESANDR	Ries, Andrea	20200902	DOT PHYSICAL	08/20/2020				100.00
SADLPOWE	SADLER POWER TRAIN	0310129758	BUS REPAIR PARTS	08/19/2020				6.74
SCHOSPEC	SCHOOL SPECIALTY INC	20200902	MS SUPPLIES	08/10/2020				118.24
SCHOSPEC	SCHOOL SPECIALTY INC	208125418200	MS SUPPLIES	07/08/2020				50.99
SCHOSPEC	SCHOOL SPECIALTY INC	208125418743	ELEM SUPPLIES	08/10/2020				17.06
SCHOSPEC	SCHOOL SPECIALTY INC	208125543629	KLEINLEIN SUPPLIES	09/03/2020				21.29
SCHOSPEC	SCHOOL SPECIALTY INC	208125757295	ELEM SUPPLIES	08/21/2020				4.54
SCHOSPEC	SCHOOL SPECIALTY INC	208125770087	ELEM SUPPLIES	08/11/2020				61.09
SCHOSPEC	SCHOOL SPECIALTY INC	208125773745	MS SUPPLIES	08/11/2020				15.59
SCHOSPEC	SCHOOL SPECIALTY INC	208125817198	ELEM SUPPLIES	09/02/2020				25.98
SCHOSPEC	SCHOOL SPECIALTY INC	208125875445	Preschool	09/02/2020				3.05
SCHOSPEC	SCHOOL SPECIALTY INC	208125916482	Goeller + rns/hs staff calendars	09/02/2020				76.04
SCHOSPEC	SCHOOL SPECIALTY INC	208125916482-2	IND TECH SUPPLIES	08/21/2020				33.73
SCHOSPEC	SCHOOL SPECIALTY INC	308103577623	PRESCHOOL SUPPLIES	08/10/2020				219.88
SCHOSPEC	SCHOOL SPECIALTY INC	308103577680	4th Grade requisition list	08/10/2020				276.02
SCHOSPEC	SCHOOL SPECIALTY INC	308103577715	ELEM SUPPLIES	09/03/2020				3,890.98
SCHOSPEC	SCHOOL SPECIALTY INC	308103586855	ART SUPPLIES	09/02/2020				1,260.37
SCHOSPEC	SCHOOL SPECIALTY INC	308103602794	HS SCIENCE SUPPLIES	08/24/2020				38.91
SIRCHIE	Sirchie	0455631-IN	HS SCIENCE SUPPLIES	08/21/2020				344.78
SIRCHIE	Sirchie	0456454-IN	HS SCIENCE SUPPLIES	08/21/2020				55.35
SUPERGRIT	Supergrit.com	999217193	IND ARTS EQUIPMENT	08/12/2020				133.74
TEACDISC	TEACHER'S DISCOVERY	159100	Online Textbooks/Virtual Resource	08/21/2020				998.00

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Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
TROTTROP	TROTT TROPHIES	29167	TEACHER NAME PLATES	08/17/2020				35.10
TROTTROP	TROTT TROPHIES	29179	EMPLOYEE RECOGNITION	08/25/2020				180.10
TRUGREEN	TRUGREEN	127719728	TREE & SHRUB PURCHASED SERVICE	08/26/2020				985.00
VIKISEWI	VIKING SEWING CENTER	11903	FCS EQUIPMENT REPAIR	08/21/2020				588.46
WALMART	WALMART COMMUNITY BRC	20200903	FCS SUPPLIES	08/20/2020				162.20
WALMART	WALMART COMMUNITY BRC	20200903-0001	FCS SUPPLIES	09/03/2020				13.97
WALMART	WALMART COMMUNITY BRC	20200903-0002	HEALTH SUPPLIES	08/23/2020				81.88
WEBEPAPE	WEBER PAPER COMPANY	w044382	CUSTODIAL/MAINTENANCE SUPPLIES	08/20/2020				180.00
WESTDELA	WEST DELAWARE CSD	20200814	CONCURRENT ENROLLMENT	08/14/2020	08/14/2020		28837	602.00

Report Total: 48,419.64

Additcal

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Invoice Listing - Summary - by Fund  
Posted - All; Batch Description General/PPPEL-Sept 2020-Addl for SB; Fund Description GENERAL FUND;  
Processing Month 09/2020

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Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
CDWG	CDW GOVERNMENT, INC	zhp3868	TECH EQUIPMENT	08/01/2020				116.86
CDWG	CDW GOVERNMENT, INC	ZQK1662	TECH SUPPLIES	09/09/2020				2,042.72
CDWG	CDW GOVERNMENT, INC	ZQK1686	TECH SUPPLIES	09/09/2020				1,144.17
CDWG	CDW GOVERNMENT, INC	ZQR3294	TECH SUPPLIES	09/09/2020				46.44
CDWG	CDW GOVERNMENT, INC	ZRH9030	TECH SUPPLIES	09/09/2020				365.64
CDWG	CDW GOVERNMENT, INC	ZRL2664	TECH SUPPLIES	09/09/2020				1,153.44
CDWG	CDW GOVERNMENT, INC	ZSN7384	TECH SUPPLIES	09/09/2020				42.60
CHASCARD	CHASE CARD SERVICES	0001858	Amazon-nurse supplies	09/09/2020				482.47
CHASCARD	CHASE CARD SERVICES	008913614	SING-BACKGROUND CHECKS	09/09/2020				200.00
CHASCARD	CHASE CARD SERVICES	0125041	Amazon-nurse supplies	09/09/2020				39.98
CHASCARD	CHASE CARD SERVICES	200008833	SAI-conference registration	09/09/2020				260.00
CHASCARD	CHASE CARD SERVICES	20200909	Hanes-COVID	09/09/2020				1,549.61
CHASCARD	CHASE CARD SERVICES	20200909-0001	TBS LAB PRODUCTS-COVID	09/09/2020				985.00
CHASCARD	CHASE CARD SERVICES	20200909-0002	LEARNING A-Z-Raz-Plus	09/09/2020				209.95
CHASCARD	CHASE CARD SERVICES	20200909-0003	AMAZON-LMC BOOKS	09/09/2020				344.76
CHASCARD	CHASE CARD SERVICES	20200909-0004	AMAZON-TABLETS	09/09/2020				439.17
CHASCARD	CHASE CARD SERVICES	2793844	COVID SUPPLIES	09/09/2020				195.88
CHASCARD	CHASE CARD SERVICES	300007039	SAI-membership	09/09/2020				561.00
CHASCARD	CHASE CARD SERVICES	3069063	AMAZON-LMC BOOKS	09/09/2020				16.64
CHASCARD	CHASE CARD SERVICES	3361827	AMAZON-TEXTBOOKS	09/09/2020				26.16
CHASCARD	CHASE CARD SERVICES	4647192	DONALDSON-Ind Arts Equipment	09/09/2020				864.02
CHASCARD	CHASE CARD SERVICES	5682628	AMAZON-TEXTBOOKS	09/09/2020				28.29
CHASCARD	CHASE CARD SERVICES	63345	ZVerse-COVID shields	08/19/2020				384.50
CHASCARD	CHASE CARD SERVICES	6721848	AMAZON-TEXTBOOKS	09/09/2020				26.10
CHASCARD	CHASE CARD SERVICES	6920256	AMAZON-LMC CART	09/09/2020				243.98
CHASCARD	CHASE CARD SERVICES	7562963	Farmtek-COVID	09/09/2020				356.75
CHASCARD	CHASE CARD SERVICES	9168208	NURSE SUPPLIES	08/07/2020				33.06
CHASCARD	CHASE CARD SERVICES	9942623	AMAZON-TEXTBOOKS	09/09/2020				30.41
COOKMICH	Cooksley, Michelle	20200909	GRAD HOUR REIMBURSEMENT	09/09/2020				465.00
COPYSYST	COPY SYSTEMS INC	IN387095	COPIER MAINTENANCE	09/09/2020				272.52
COPYSYST	COPY SYSTEMS INC	IN387221	COPIER MAINTENANCE	09/03/2020				186.72
DUBUCOMM	DUBUQUE COMM SCHOOL DISTRICT	20200909	REFUND OVERPAYMENT	09/09/2020				5,087.76
EARTHWALKC	EarthWalk Communications	inv20200932	Charging Units and USB-C cords	09/09/2020				840.00
HOTLUNCH	HOT LUNCH PROGRAM	20200909	PRESCHOOL SNACKS	08/31/2020				27.60
IHSMA	IA HIGH SCH MUSIC ASSOCIATION	20200909	MEMBERSHIP	09/09/2020				25.00
IOWABAND	IOWA BANDMASTERS ASSOCIATION, INC.	20200909	MEMBERSHIP	09/09/2020				75.00

Additional

East Buchanan Community School  
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Invoice Listing - Summary - by Fund  
Posted - All; Batch Description General/PPEL-Sept 2020-Addl for SB; Fund Description GENERAL FUND;  
Processing Month 09/2020

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Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
ICN	IOWA COMMUNICATIONS NETWORK	602638	ICN SERVICES	09/08/2020				798.32
ISFIS	ISFIS	14650	GASB 75 Service	09/09/2020				1,100.00
NEIBA	N.E.I.B.A.	20200909	MEMBERSHIP	09/09/2020				20.00
PIONVALL	PIONEER VALLEY BOOKS	1185623	ELEM SUPPLIES	08/26/2020				18.00
PRIMEX	Primex Inc	US 96300	Clock GPS	09/02/2020				244.84
SAVVAS	SAVVAS LEARNING CO LLC	7027255782	MATH LICENSE	08/26/2020				821.09
SCHOSPEC	SCHOOL SPECIALTY INC	20200909	Yearly Requisition - 2nd Grade \$175	09/09/2020				69.48
SCHOSPEC	SCHOOL SPECIALTY INC	20200909-0001	art	09/09/2020				191.61
SCHOSPEC	SCHOOL SPECIALTY INC	208126010069	art	09/09/2020				27.36
USCELL	US CELLULAR	0392343787	Cell Phones	08/28/2020				282.13
WEBEPAPE	WEBER PAPER COMPANY	W044356	COVID	09/03/2020				1,760.80
WEBEPAPE	WEBER PAPER COMPANY	W044825	CUSTODIAL	09/09/2020				505.20
WINTBUIL	WINTHROP BUILDING SUPPLY	20200909	SUPPLIES	09/09/2020				1,789.77

Report Total: 26,797.80

East Buchanan Community School  
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Vendor ID: CYCHARLI  
Vendor Name: CY & CHARLIES FIRESTONE  
VIPS: V.I.P.S.

Invoice Listing - Summary - by Fund  
PPEL FUND

Invoice Number: 1-372744 & 1-373542  
20-063

Description: WASHER  
CLASSROOM TABLES

Invoice Date: 07/22/2020  
07/20/2020

Check Date: \_\_\_\_\_  
Checking Account ID: \_\_\_\_\_  
Check Number: \_\_\_\_\_  
Invoice Amount: 869.00  
1,630.00

Report Total: 2,499.00



Additional

East Buchanan Community School  
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Invoice Listing - Summary - by Fund  
Posted - All; Batch Description General/PPEL-Sept 2020-Addl for SB; Fund Description PPEL FUND;  
Processing Month 09/2020

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User ID: TMK

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
CDWG	CDW GOVERNMENT, INC	20200909	3rd/4th Chromebooks	09/09/2020				2,250.00
CDWG	CDW GOVERNMENT, INC	20200909-0001	Tech Budget	09/09/2020				2,000.96
CHASCARD	CHASE CARD SERVICES	20200909-0004	AMAZON-TABLETS	09/09/2020				82.78
CHASCARD	CHASE CARD SERVICES	20200909-0005	AMAZON-TABLETS	09/09/2020				12,468.98
CHASCARD	CHASE CARD SERVICES	6819468	AMAZON-TABLETS	09/09/2020				5,929.82
WASHBURN	Washburn	1-2930	WASHER	09/01/2020				5,795.00
WINTBUIL	WINTHROP BUILDING SUPPLY	20200909	SUPPLIES	09/09/2020				6,596.51
Report Total:								35,124.05

Batch Description: Nutrition Invoices - September 2020

Processing Month: 09/2020

**Vendor ID: CHASCARD CHASE CARD SERVICES**

Description: Scanner for Lunchroom

Sequence: 1 Check Type:

Chart of Account Number Detail Description  
61 0000 3110 000 0000 618 General Supplies

**PO Number:** Invoice Number: 114-2415121-2050653 Amount: 39.99

Invoice Date: 08/10/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00

Checking Account ID: Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
N 39.99

**Vendor ID: COOKTESH COOK, TESHA**

Description: Refund Lunch Account Balance

Sequence: 1 Check Type:

Chart of Account Number Detail Description  
61 0000 3110 000 0000 632 Other Expenses

**PO Number:** Invoice Number: 2020-21 Amount: 38.10

Invoice Date: 08/26/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00

Checking Account ID: Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
N 38.10

**Vendor ID: EARTHGRAIN EARTHGRAINS BAKING COMPANY**

Description: Bread

Sequence: 1 Check Type:

Chart of Account Number Detail Description  
61 0000 3110 000 0000 631 Food Purchased

**PO Number:** Invoice Number: 082020 Amount: 399.50

Invoice Date: 08/31/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00

Checking Account ID: Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
N 399.50

**Vendor ID: MARTBROT MARTIN BROTHERS**

Description: Food/Supplies/Fees

Sequence: 1 Check Type:

Chart of Account Number Detail Description  
61 0000 3110 000 0000 631 Food Purchased  
61 0000 3110 000 0000 618 General Supplies  
61 0000 3110 000 0000 632 Other Expenses

**PO Number:** Invoice Number: 082020 Amount: 4,635.04

Invoice Date: 08/31/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00

Checking Account ID: Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
N 4,166.96  
N 382.58  
N 85.50

**Vendor ID: PRAIFARM PRAIRIE FARMS DAIRY, INC.**

Description: Milk

Sequence: 1 Check Type:

Chart of Account Number Detail Description  
61 0000 3110 000 0000 631 Food Purchased

**PO Number:** Invoice Number: 820-16924 Amount: 523.21

Invoice Date: 08/31/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00

Checking Account ID: Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
N 523.21

**Vendor ID: PRAIFARM PRAIRIE FARMS DAIRY, INC.**

Description: Milk

Sequence: 1 Check Type:

Chart of Account Number Detail Description  
61 0000 3110 000 0000 631 Food Purchased

**PO Number:** Invoice Number: 820-16925 Amount: 140.67

Invoice Date: 08/31/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00

Checking Account ID: Check Number: Check Date:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
N 140.67

Batch 1099 Total: 0.00

Batch Total: 5,776.51

Report 1099 Total: 0.00

Report Total: 5,776.51

Batch Description: Activity Extra Invoices - August 2020

Processing Month: 08/2020

**Vendor ID: CONNBILL CONNOLLY, BILL**

**Invoice Number: 82820**      **Amount: 170.00**

Description: FB Official - 8/28/20  
Sequence: 1      Check Type: Check  
Chart of Account Number      Detail Description  
21 0000 1400 920 6600 345      FB Official

Invoice Date: 08/28/2020      Due Date: 08/31/2020      Status: PP      1099 Amount: 170.00  
Check Number: 12505      Check Date: 08/31/2020  
Detail Amount      1099 Detail Amount      Asset/Asset Tag  
170.00      170.00 N

**Vendor ID: COOKMATT COOK, MATTHEW**

**Invoice Number: 82820**      **Amount: 100.00**

Description: FB Security - 8/28/20  
Sequence: 1      Check Type: Check  
Chart of Account Number      Detail Description  
21 0000 1400 920 6600 340      FB Security

Invoice Date: 08/28/2020      Due Date: 08/31/2020      Status: PP      1099 Amount: 100.00  
Check Number: 12516      Check Date: 08/31/2020  
Detail Amount      1099 Detail Amount      Asset/Asset Tag  
100.00      100.00 N

**Vendor ID: CITIZENS CSB-CASH**

**Invoice Number: FBVB2020**      **Amount: 740.00**

Description: Gate Change - FBVB  
Sequence: 1      Check Type: Check  
Chart of Account Number      Detail Description  
21 0000 1400 920 6600 618      Gate Change - FBVB

Invoice Date: 08/19/2020      Due Date: 08/26/2020      Status: PP      1099 Amount: 0.00  
Check Number: 12503      Check Date: 08/26/2020  
Detail Amount      1099 Detail Amount      Asset/Asset Tag  
740.00      0.00 N

**Vendor ID: HARETYLE HARE, TYLER**

**Invoice Number: 82820**      **Amount: 25.00**

Description: FB Medical Crew - 8/28/20  
Sequence: 1      Check Type: Check  
Chart of Account Number      Detail Description  
21 0000 1400 920 6600 340      FB Medical Crew

Invoice Date: 08/28/2020      Due Date: 08/31/2020      Status: PP      1099 Amount: 25.00  
Check Number: 12515      Check Date: 08/31/2020  
Detail Amount      1099 Detail Amount      Asset/Asset Tag  
25.00      25.00 N

**Vendor ID: KOOHMATT KOOHY, MATT**

**Invoice Number: 82820**      **Amount: 25.00**

Description: FB Medical Crew - 8/28/20  
Sequence: 1      Check Type: Check  
Chart of Account Number      Detail Description  
21 0000 1400 920 6600 340      FB Medical Crew

Invoice Date: 08/28/2020      Due Date: 08/31/2020      Status: PP      1099 Amount: 0.00  
Check Number: 12514      Check Date: 08/31/2020  
Detail Amount      1099 Detail Amount      Asset/Asset Tag  
25.00      N

**Vendor ID: MOSEKEVI MOSER, KEVIN**

**Invoice Number: 82820**      **Amount: 170.00**

Description: FB Official - 8/28/20  
Sequence: 1      Check Type: Check  
Chart of Account Number      Detail Description  
21 0000 1400 920 6600 345      FB Official

Invoice Date: 08/28/2020      Due Date: 08/31/2020      Status: PP      1099 Amount: 170.00  
Check Number: 12510      Check Date: 08/31/2020  
Detail Amount      1099 Detail Amount      Asset/Asset Tag  
170.00      170.00 N

**Vendor ID: PLATCHAR PLATHE, CHARLIE**

**Invoice Number: 82820**      **Amount: 170.00**

Description: FB Official - 8/28/20  
Sequence: 1      Check Type: Check  
Chart of Account Number      Detail Description  
21 0000 1400 920 6600 345      FB Official

Invoice Date: 08/28/2020      Due Date: 08/31/2020      Status: PP      1099 Amount: 170.00  
Check Number: 12511      Check Date: 08/31/2020  
Detail Amount      1099 Detail Amount      Asset/Asset Tag  
170.00      170.00 N

**Vendor ID: STENERIC STENBERG, ERIC**

**Invoice Number: 82820**      **Amount: 180.00**

Description: FB Official - 8/28/20

Invoice Date: 08/28/2020      Due Date: 08/31/2020      Status: PP      1099 Amount: 180.00

Invoice Listing - Detail  
Activity Extra Invoices - August 2020

Sequence: 1    Check Type: Check  
Chart of Account Number    Detail Description  
21 0000 1400 920 6600 345    FB Official

Checking Account ID: 2    Check Number: 12512    Check Date: 08/31/2020  
Cost Center ID    Detail Amount    1099 Detail Amount    Asset/Asset Tag    In Full  
180.00    180.00 N

Vendor ID: UTTEBILL    UTTERBACK, BILL  
Description: FB Official - 8/28/20  
Sequence: 1    Check Type: Check  
Chart of Account Number    Detail Description  
21 0000 1400 920 6600 345    FB Official

PO Number:    Invoice Number: 82820    Amount: 170.00  
Invoice Date: 08/28/2020    Due Date: 08/31/2020    Status: PP    1099 Amount: 170.00  
Checking Account ID: 2    Check Number: 12513    Check Date: 08/31/2020  
Cost Center ID    Detail Amount    1099 Detail Amount    Asset/Asset Tag    In Full  
170.00    170.00 N

Batch 1099 Total: 985.00    Batch Total: 1,750.00

Report 1099 Total: 985.00    Report Total: 1,750.00

Batch Description: Activity Invoices - September 2020  
Vendor ID: AVIAPRIM AVIANEDA, PRIMITIVO  
Description: FBLA State Leadership Conference Refund  
Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
21 0000 1400 950 7010 899 State Conference Refund

Processing Month: 09/2020  
PO Number:  
Invoice Date: 08/19/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Checking Account ID:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
90.00 N

Amount: 90.00

Vendor ID: BLANFLOW BLAND'S FLOWER SHOP  
Description: Senior Night Flowers  
Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
21 0000 1400 920 6600 618 Senior Night Flowers

PO Number:  
Invoice Date: 08/30/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Checking Account ID:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
36.00 N

Amount: 36.00

Vendor ID: BRADBO BRADY, BO AND ELISA  
Description: FBLA State Leadership Conference Refund  
Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
21 0000 1400 950 7010 899 State Conference Refund

PO Number:  
Invoice Date: 08/19/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Checking Account ID:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
90.00 0.00 N

Amount: 90.00

\* Vendor ID: CHASCARD CHASE CARD SERVICES  
Description: Audio-Technica BPHS1 Broadcast Stereo He  
Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
21 0000 1400 910 8002 739 Audio-Technica BPHS1 Broadcast Stereo He

PO Number: 21-0096  
Invoice Date: 08/25/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Checking Account ID:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
324.00 N

Amount: 324.00

\* Vendor ID: CHASCARD CHASE CARD SERVICES  
Description: Wristband - Iowa State Fair FFA  
Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
21 0000 1400 950 7026 899 ETIX-Wristband - Iowa State Fair

PO Number: 21-0073  
Invoice Date: 08/10/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Checking Account ID:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
100.00 N

Amount: 100.00

Vendor ID: COOKAARO COOK, AARON AND TRISH  
Description: FBLA State Leadership Conference Refund  
Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
21 0000 1400 950 7010 899 State Conference Refund

PO Number:  
Invoice Date: 08/19/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Checking Account ID:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
90.00 0.00 N

Amount: 90.00

Vendor ID: COOKJESS COOK, JESSICA  
Description: FBLA State Leadership Conference Refund  
Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
21 0000 1400 950 7010 899 State Conference Refund

PO Number:  
Invoice Date: 08/19/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00  
Check Number:  
Checking Account ID:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
90.00 0.00 N

Amount: 90.00

Vendor ID: DAWETRAV DAWES, TRAVIS AND JESSICA  
Description: FBLA State Leadership Conference Refund

PO Number:  
Invoice Date: 08/19/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00

Amount: 90.00

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	Amount:
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 950 7010 899	State Conference Refund		90.00	0.00 N	
<b>Vendor ID: DEGEKAYL</b>	<b>DEGENHARDT, KAYLA</b>		<b>Invoice Number: FBLA2020</b>		<b>57.00</b>
Description: FBLA State Leadership Conference Refund		Invoice Date: 08/19/2020	Due Date: 09/09/2020	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	Amount:
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 950 7010 899	State Conference Refund		57.00	0.00 N	
<b>Vendor ID: DESIUNLI</b>	<b>DESIGNS UNLIMITED</b>		<b>Invoice Number: 10799</b>		<b>390.50</b>
Description: Cross Country Shirts/Sweatshirts		Invoice Date: 09/02/2020	Due Date: 09/09/2020	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	Amount:
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6645 618	CROSS COUNTRY SUPPLIES		390.50	N	
<b>Vendor ID: DIAMVOGEL</b>	<b>DIAMOND VOGEL</b>		<b>Invoice Number: 210191254</b>		<b>311.10</b>
Description: FB Field Paint		Invoice Date: 08/25/2020	Due Date: 09/09/2020	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	Amount:
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 920 6600 618	FB Field Paint		311.10	N	
<b>Vendor ID: EDUCPROD</b>	<b>EDUCATIONAL PRODUCTS, INC.</b>		<b>Invoice Number: EAS485</b>		<b>35.20</b>
Description: School Supplies		Invoice Date: 09/02/2020	Due Date: 09/09/2020	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	Amount:
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 950 7049 618	Student School Supplies		35.20	N	
<b>Vendor ID: GRISMATT</b>	<b>GRISWOLD, MATT</b>		<b>Invoice Number: FBLA2020</b>		<b>90.00</b>
Description: FBLA State Leadership Conference Refund		Invoice Date: 08/19/2020	Due Date: 09/09/2020	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	Amount:
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 950 7010 899	State Conference Refund		90.00	0.00 N	
<b>Vendor ID: HOFFTIJO</b>	<b>HOFFMAN, TIM AND JOLENE</b>		<b>Invoice Number: FBLA2020</b>		<b>90.00</b>
Description: FBLA State Leadership Conference Refund		Invoice Date: 08/19/2020	Due Date: 09/09/2020	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	Amount:
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 950 7010 899	State Conference Refund		90.00	0.00 N	
<b>Vendor ID: IHSSA</b>	<b>IOWA HIGH SCHOOL SPEECH ASSOCIATION</b>		<b>Invoice Number: 2020-2021</b>		<b>50.00</b>
Description: Membership-2020-2021		Invoice Date: 08/27/2020	Due Date: 09/09/2020	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	Amount:
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 910 6120 899	Membership-2020-2021		50.00	N	Final



<b>Vendor ID: KOLTJENN</b>	<b>KOLTHOFF, JENNIFER</b>	<b>PO Number:</b>	<b>Invoice Number: FBLA2020</b>	<b>Amount:</b>
Description: FBLA State Leadership Conference Refund		Invoice Date: 08/19/2020	Due Date: 09/09/2020 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Detail Amount</u>	<u>1099 Detail Amount Asset/Asset Tag</u>
21 0000 1400 950 7010 899	State Conference Refund		90.00	N
<b>Vendor ID: KORTKARA</b>	<b>KORTENKAMP, DONLAD AND KARA</b>	<b>PO Number:</b>	<b>Invoice Number: FBLA2020</b>	<b>Amount:</b>
Description: FBLA State Leadership Conference Refund		Invoice Date: 08/19/2020	Due Date: 09/09/2020 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Detail Amount</u>	<u>1099 Detail Amount Asset/Asset Tag</u>
21 0000 1400 950 7010 899	State Conference Refund		90.00	N
<b>Vendor ID: KRESJASON</b>	<b>KRESS, JASON AND VICKI</b>	<b>PO Number:</b>	<b>Invoice Number: FBLA2020</b>	<b>Amount:</b>
Description: FBLA State Leadership Conference Refund		Invoice Date: 08/19/2020	Due Date: 09/09/2020 Status: A	1099 Amount: 90.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Detail Amount</u>	<u>1099 Detail Amount Asset/Asset Tag</u>
21 0000 1400 950 7010 899	State Conference Refund		90.00	N
<b>Vendor ID: KRESMARK</b>	<b>KRESS, MARK AND JANET</b>	<b>PO Number:</b>	<b>Invoice Number: FBLA2020</b>	<b>Amount:</b>
Description: FBLA State Leadership Conference Refund		Invoice Date: 08/19/2020	Due Date: 09/09/2020 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Detail Amount</u>	<u>1099 Detail Amount Asset/Asset Tag</u>
21 0000 1400 950 7010 899	State Conference Refund		90.00	N
<b>Vendor ID: LEHSCARR</b>	<b>LEHS, CARRIE</b>	<b>PO Number:</b>	<b>Invoice Number: FBLA2020</b>	<b>Amount:</b>
Description: FBLA State Leadership Conference Refund		Invoice Date: 08/19/2020	Due Date: 09/09/2020 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Detail Amount</u>	<u>1099 Detail Amount Asset/Asset Tag</u>
21 0000 1400 950 7010 899	State Conference Refund		90.00	N
<b>Vendor ID: LENTDOJE</b>	<b>LENTZ, DOUG AND JEANNE</b>	<b>PO Number:</b>	<b>Invoice Number: FBLA2020</b>	<b>Amount:</b>
Description: FBLA State Leadership Conference Refund		Invoice Date: 08/19/2020	Due Date: 09/09/2020 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Detail Amount</u>	<u>1099 Detail Amount Asset/Asset Tag</u>
21 0000 1400 950 7010 899	State Conference Refund		90.00	N
<b>Vendor ID: MCMUDARR</b>	<b>MCMURRIN, DARRIN AND MELANIE</b>	<b>PO Number:</b>	<b>Invoice Number: FBLA2020</b>	<b>Amount:</b>
Description: FBLA State Leadership Conference Refund		Invoice Date: 08/19/2020	Due Date: 09/09/2020 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Detail Amount</u>	<u>1099 Detail Amount Asset/Asset Tag</u>
21 0000 1400 950 7010 899	State Conference Refund		90.00	N
<b>Vendor ID: MFL</b>	<b>MFL MARMAC SCHOOLS</b>	<b>PO Number:</b>	<b>Invoice Number: 9220</b>	<b>Amount:</b>
Description: HS B-XC Entry Fee - 9/2/20		Invoice Date: 09/02/2020	Due Date: 09/09/2020 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	

Chart of Account Number  
21 0000 1400 920 6600 810

Detail Description  
HS-B XC Entry Fee

Detail Amount 1099 Detail Amount Asset/Asset Tag  
40.00 N

In Full

**Vendor ID: MONTSPOR** MONTICELLO SPORTS  
Description: Red/White VB5 Volleyballs  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 920 6600 618

**PO Number: 21-0074** Invoice Number: 081920-1  
Invoice Date: 08/19/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
480.00 N

In Full  
Final

Amount:  
480.00

Checking Account ID:

**Vendor ID: MONTSPOR** MONTICELLO SPORTS  
Description: Football equipment bags and knee pads  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 920 6720 739  
21 0000 1400 920 6720 739

**PO Number: 21-0075** Invoice Number: 081920-6  
Invoice Date: 08/19/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
224.00 N  
60.00 N

In Full  
Final  
Final

Amount:  
284.00

Checking Account ID:

**Vendor ID: MONTSPOR** MONTICELLO SPORTS  
Description: Football Stat books  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 920 6600 618

**PO Number: 21-0076** Invoice Number: 081920-9  
Invoice Date: 08/19/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
52.00 N

In Full  
Final

Amount:  
52.00

Checking Account ID:

**Vendor ID: NORBYSINDE** Norby's Farm & Fleet  
Description: FB/VB Sprayers  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 920 6600 618

**PO Number: 21-0077** Invoice Number: 2879598  
Invoice Date: 08/10/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
37.98 N

In Full  
Final

Amount:  
37.98

Checking Account ID:

**Vendor ID: RIDDELL** RIDDELL ALL AMERICAN  
Description: Football Helmets  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 920 6600 739  
21 0000 1400 920 6600 810

**PO Number: 21-0067** Invoice Number: 951231454  
Invoice Date: 08/13/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
710.00 N  
29.95 N

In Full  
Final

Amount:  
739.95

Checking Account ID:

**Vendor ID: RINIJEAN** RINIJEAN, BRUCE AND JEANETTE  
Description: FBLA State Leadership Conference Refund  
Sequence: 1 Check Type:  
Chart of Account Number  
21 0000 1400 950 7010 899

**PO Number:** Invoice Number: FBLA2020  
Invoice Date: 08/19/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
60.00 N

In Full  
Final

Amount:  
60.00

Checking Account ID:

**Vendor ID: RUSSDAWN** RUSSELL, DAWN  
Description: FBLA State Leadership Conference Refund  
Sequence: 1 Check Type:  
Chart of Account Number

**PO Number:** Invoice Number: FBLA2020  
Invoice Date: 08/19/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag

In Full  
Final

Amount:  
100.00

Checking Account ID:

In Full



21 0000 1400 950 7010 899 State Conference Refund

100.00 N

**Vendor ID: SHINDIGZ SHINDIGZ**

Description: HC Court Sashes/Crowns

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 950 7011 618 HC Court Sashes/Crowns

Checking Account ID:

**PO Number:** Invoice Date: 08/26/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

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

111.52 N

Amount: 111.52

**\* Vendor ID: SHOPSCRIP SHOP WITH SCRIP**

Description: Gift Cards-Fundraiser

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 950 7010 618 Gift Cards-Fundraiser

Checking Account ID:

**PO Number:** Invoice Date: 09/09/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

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

2,696.32 N

Amount: 2,696.32

**\* Vendor ID: SPRINGVI SPRINGVILLE COMM. SCHOOL**

Description: Cross Country Entry Fee

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6600 810 ATHLETICS DUES AND FEES

Checking Account ID:

**PO Number:** Invoice Date: 09/08/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

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

60.00 N

Amount: 60.00

**Vendor ID: STONSHAW STONE, SHAWN AND CHRISTA**

Description: FBLA State Leadership Conference Refund

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 950 7010 899 State Conference Refund

Checking Account ID:

**PO Number:** Invoice Date: 08/19/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

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

90.00 N

Amount: 90.00

**Vendor ID: THURABBE Thurn, Abbey**

Description: FBLA State Leadership Conference Refund

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 950 7010 899 FBLA OTHER EXPENSE

Checking Account ID:

**PO Number:** Invoice Date: 08/19/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

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

90.00 N

Amount: 90.00

**Vendor ID: WESTMUSCF West Music**

Description: 5th/6th Honor Choir Music

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 950 7050 618 5th/6th Honor Choir Music

Checking Account ID:

**PO Number:** Invoice Date: 08/23/2020 Due Date: 09/09/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

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

94.05 N

Amount: 94.05

Batch 1099 Total: 90.00 Batch Total: 7,499.62

Report 1099 Total: 90.00 Report Total: 7,499.62

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	10,569.16	9,699.13	3,692.00	0.00	4,562.03
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	7,073.49	34.99	0.00	0.00	7,038.50
21 7011 729 950	HS STUDENT COUNCIL	2,686.63	0.00	400.00	0.00	3,086.63
21 7012 729 950	SPANISH CLUB	1,684.45	0.00	0.00	0.00	1,684.45
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	42.00	0.00	444.33
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	200.00	0.00	19,036.62
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	108.00	0.00	4,020.14

5c

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	210.00	0.00	7,365.67
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	111.60	0.00	107.54	0.00	219.14
Fund Total: 21		121,421.98	9,734.12	4,759.54	0.00	116,447.40

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**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	2,230	0	0	332	0	0	0	0	60	2,622
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
<b>TOTAL</b>	2,230	-	-	976	-	-	-	-	60	3,266

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

MONTH	VAN/CAR ROUTE MILES	VAN/CAR ADMIN. MILES	VAN/CAR SPECIAL ED. MILES	VAN/CAR ACTIVITY MILES	VAN/CAR CUSTODIAL MILES	VAN/CAR TRANSP. MILES	VAN/CAR DRIVERS ED MILES	VAN/CAR OTHER MILES	VAN/CAR MISC. MILES	VAN/CAR TOTAL MILES
JULY	0	0	1,589	25	139	36	0	0	139	1,928
AUGUST	0	294	0	1,998	178	0	0	0	471	2,941
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	-	294	1,589	2,023	317	36	-	-	610	4,869
BUS/VAN TOTAL	2,230	294	1,589	2,999	317	36	-	-	670	8,135

EAST BUCHANAN COMMUNITY SCHOOL  
 GASOLINE/DIESEL EXPENSE REPORT

2020-2021

MONTH	GALS. GAS PURCH.	COST PER GAL.	COST GAS PURCH.	GALS. DIESEL PURCH.	COST PER GAL.	COST DIESEL PURCH.	TOTAL COST GAS/DIESEL PURCHASED	GALS. GAS CONS.	COST GAS CONS.	GALS. DIESEL CONS.	COST DIESEL CONS.	TOTAL COST GAS/DIESEL CONSUMED
JULY	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	95.000	\$ 118.18	100.000	\$ 106.40	\$ 224.58
AUG.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	174.000	\$ 216.46	310.000	\$ 329.84	\$ 546.30
SEPT.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
OCT.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
NOV.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
DEC.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
JAN.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
FEB.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
MARCH	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
APR.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
MAY	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
JUNE	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
TOTALS	-		\$0.00	-		\$0.00	\$0.00	269.000	\$334.64	410.000	\$436.24	\$770.88

**RECEIPTS**

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$230.90	\$0.00	\$230.90
Student Lunch	\$9,756.63	\$7.35	\$9,763.98
Adult Breakfast	\$15.40	\$0.00	\$15.40
Adult Lunch	\$19.25	\$0.00	\$19.25
Macarte	\$457.70	\$0.00	\$457.70
Snacks	\$348.00	\$0.00	\$348.00
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
Other Revenues	\$0.00	\$0.00	\$0.00
Other Purchased Services	\$0.00	\$0.20	\$0.20
Rebate	\$0.00	\$302.50	\$302.50
Interest	\$34.49	\$32.61	\$67.10
<b>TOTAL INCOME</b>	<b>\$10,862.37</b>	<b>\$342.66</b>	<b>\$11,205.03</b>

2020-2021  
East Buchanan  
Hot Lunch  
Report

**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	\$0.00	\$3,719.44	\$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	\$30.00	\$0.00	\$30.00
Cooks Salaries	\$0.00	\$0.00	\$0.00
Benefits	\$1,464.92	\$1,419.02	\$2,883.94
<b>TOTAL EXPENDITURES</b>	<b>\$1,494.92</b>	<b>\$5,138.46</b>	<b>\$6,633.38</b>

DAYS MEALS SERVED	
July	0
August	6
September	0
October	0
November	0
December	0
January	0
February	0
March	0
April	0
May	0
June	0
<b>TOTALS</b>	<b>6</b>

**BALANCE**

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$38,067.87	\$38,067.87
Income	\$10,862.37	\$342.26	\$11,204.63
Expenditures	\$1,494.92	\$5,138.46	\$6,633.38
<b>FUND BALANCE</b>	<b>\$9,367.45</b>	<b>\$33,271.67</b>	<b>\$42,639.12</b>

**MEALS SERVED**

	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	157	0	157
Reduced Student Breakfasts	37	0	37
Free Student Breakfasts	111	0	111
Second Breakfasts	5	0	5
Adult Breakfasts	11	0	11
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
<b>TOTAL BREAKFASTS SERVED</b>	<b>321</b>	<b>0</b>	<b>321</b>

August 31, 2020

Paid Student Lunches	1,133	0	1,133
Reduced Student Lunches	158	0	158
Free Student Lunches	553	0	553
Second Lunches	0	0	0
Adult Lunches	5	0	5
Student Guest Lunches	0	0	0
Complimentary Lunches	0	0	0
<b>TOTAL LUNCHES SERVED</b>	<b>1,849</b>	<b>0</b>	<b>1,849</b>

PAID	FREE	REDUCED	TOTAL
370	169	56	595

50

East Buchanan Community School District  
Cash Summary Report

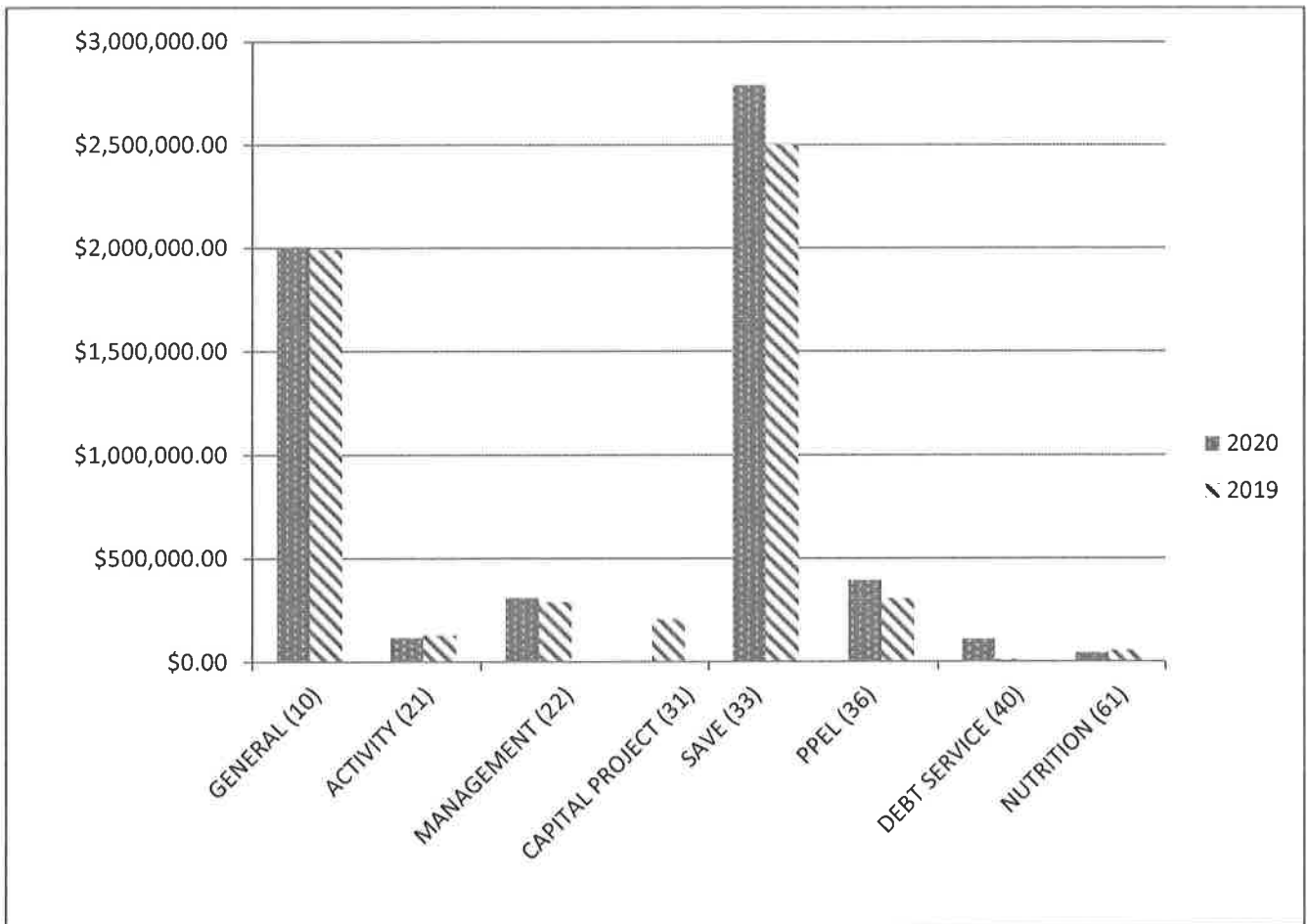
	<u>FY20 Ending</u>	<u>Jul-20</u>	<u>Aug-20</u>
<b>10-GENERAL FUND</b>			
Beginning Balance	2,960,854.33	2,909,706.83	2,551,103.28
Revenue	8,157,031.70	75,623.87	184,549.91
Expenditures	8,208,179.20	434,227.42	729,585.53
Ending Balance	2,909,706.83	2,551,103.28	2,006,067.66
<b>21-ACTIVITY FUND</b>			
Beginning Balance	127,281.21	120,841.93	121,421.98
Revenue	236,822.57	1,030.05	4,759.54
Expenditures	243,261.85	450.00	9,734.12
Ending Balance	120,841.93	121,421.98	116,447.40
<b>22-MANAGEMENT FUND</b>			
Beginning Balance	389,427.50	412,941.11	313,445.76
Revenue	164,301.52	1,267.69	1,757.68
Expenditures	140,787.91	100,763.04	6,167.00
Ending Balance	412,941.11	313,445.76	309,036.44
<b>31-GO BONDS</b>			
Beginning Balance	208,028.97	10,651.12	10,653.34
Revenue	433,812.98	2.22	2.23
Expenditures	631,190.83	0.00	4,312.05
Ending Balance	10,651.12	10,653.34	6,343.52
<b>33-SAVE</b>			
Beginning Balance	2,607,432.26	2,887,242.09	2,739,739.35
Revenue	1,011,216.73	52,447.26	48,598.02
Expenditures	731,406.90	199,950.00	0.00
Ending Balance	2,887,242.09	2,739,739.35	2,788,337.37
<b>36-PPEL</b>			
Beginning Balance	431,210.20	421,599.20	393,850.90
Revenue	366,043.20	4,031.78	6,736.90
Expenditures	375,654.20	31,780.08	7,418.02
Ending Balance	421,599.20	393,850.90	393,169.78
<b>40-DEBT SERVICE</b>			
Beginning Balance	9,256.64	96,455.14	101,085.44
Revenue	842,686.00	4,643.06	8,426.15
Expenditures	755,487.50	12.76	500.00
Ending Balance	96,455.14	101,085.44	109,011.59
less: Escrow Acct	90,000.00	90,000.00	90,000.00
	6,455.14	11,085.44	19,011.59
<b>61-NUTRITION FUND</b>			
Beginning Balance	41,083.78	38,067.87	33,271.67
Revenue	390,916.67	342.46	10,862.37
Expenditures	393,932.58	5,138.66	1,494.92
Ending Balance	38,067.87	33,271.67	42,639.12
less: Received on Acct	7,940.24	7,940.24	15,420.02
	30,127.63	25,331.43	27,219.10
<b>EMPLOYER'S PAYROLL EXPENSE</b>			
Gross Wages-hourly	662,042.95	17,204.78	14,702.99
Gross Wages-contract	3,701,200.36	285,337.96	285,673.25
	4,363,243.31	302,542.74	300,376.24
Employer paid deductions	531,372.59	42,787.71	42,244.15
Employer paid IPERS	395,805.59	27,911.18	27,848.72
Employer paid FICA	319,996.70	22,043.98	22,099.27
	1,247,174.88	92,742.87	92,192.14
<b>TOTAL</b>	<b>5,610,418.19</b>	<b>395,285.61</b>	<b>392,568.38</b>



## CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL

**August 2020**

Fund Description	Beginning	Revenues	Expenditures	FY21 Ending	FY20 End Balance	Difference
GENERAL (10)	\$2,551,103.28	\$184,549.91	\$729,585.53	\$2,006,067.66	\$1,990,415.90	\$15,651.76
ACTIVITY (21)	\$121,421.98	\$4,759.54	\$9,734.12	\$116,447.40	\$128,780.08	(\$12,332.68)
MANAGEMENT (22)	\$313,445.76	\$1,757.68	\$6,167.00	\$309,036.44	\$289,802.68	\$19,233.76
CAPITAL PROJECT (31)	\$10,653.34	\$2.23	\$4,312.05	\$6,343.52	\$206,502.82	(\$200,159.30)
SAVE (33)	\$2,739,739.35	\$48,598.02	\$0.00	\$2,788,337.37	\$2,503,805.44	\$284,531.93
PPEL (36)	\$393,850.90	\$6,736.90	\$7,418.02	\$393,169.78	\$303,867.44	\$89,302.34
DEBT SERVICE (40)	\$101,085.44	\$8,426.15	\$500.00	\$109,011.59	\$10,164.47	\$98,847.12
NUTRITION (61)	\$33,271.67	\$10,862.37	\$1,494.92	\$42,639.12	\$54,268.80	(\$11,629.68)
<b>TOTAL</b>				<b>\$5,771,052.88</b>	<b>\$5,487,607.63</b>	<b>\$283,445.25</b>



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

		FY20 Certified Budget	thru 6/30/20 as of 8/31/20	over / (under) budget	
Taxes Levied on Property	1	\$ 2,902,298.00	\$ 2,774,199.26		
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	\$ 591,840.80		
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	\$ 92,144.03		
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	\$ 636,956.44		
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	\$ 364,565.70		
Total Revenues	16	\$ 8,953,144.00	\$ 9,074,010.54		
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	\$ 9,429,317.59		
Beginning Fund Balance	21	\$ 5,975,566.28	\$ 5,975,566.28		
<b>Total Resources</b>	22	\$ 15,240,500.28	\$ 15,404,883.87		
<b>*Instruction</b>	23	\$ 5,352,000.00	\$ 5,031,770.93	\$ (320,229.07)	94%
Student Support Services	24	\$ 222,500.00	\$ 195,963.54		
Instructional Staff Support Services	25	\$ 480,000.00	\$ 463,379.42		
General Administration	26	\$ 323,000.00	\$ 244,870.14		
School/Building Administration	27	\$ 410,000.00	\$ 387,446.03		
Business & Central Administration	28	\$ 140,000.00	\$ 123,365.82		
Plant Operation and Maintenance	29	\$ 742,000.00	\$ 570,066.53		
Student Transportation	30	\$ 435,000.00	\$ 377,483.78		
This row is intentionally left blank	31	\$ -	\$ -		
<b>*Total Support Services (lines 24-31)</b>	31A	\$ 2,752,500.00	\$ 2,362,575.26	\$ (389,924.74)	86%
<b>*Noninstructional Programs</b>	32	\$ 355,000.00	\$ 320,033.86	\$ (34,966.14)	90%
Facilities Acquisition and Construction	33	\$ 475,000.00	\$ 229,212.99		
Debt Service	34	\$ 666,377.00	\$ 668,377.50		
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	\$ 1,164,033.49	\$ (262,939.51)	82%
Total Expenditures	36	\$ 9,886,473.00	\$ 8,878,413.54		
Transfers Out	37	\$ 311,790.00	\$ 381,231.33		
Total Expenditures & Other Uses	38	\$ 10,198,263.00	\$ 9,259,644.87		
Ending Fund Balance	39	\$ 5,042,237.28	\$ 6,145,239.00		
<b>Total Requirements</b>	40	\$ 15,240,500.28	\$ 15,404,883.87		

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
9/9/2020	Justin Kress	Hire	MS Football Coach		Start of 2020-2021 school year	
9/9/2020	Rachel Larson	Hire	Health Associate		Start of 2020-2021 school year	
9/9/2020	Carly Flexenhar	Hire	Associate		September 7, 2020	
9/9/2020	Sarah Junk	Hire	Associate		September 7, 2020	
9/9/2020	Andrea Ries	Hire	Associate		8-24-2020	
9/9/2020	Mandi Smith	Hire	MS Volleyball Coach		8/24/2020	
9/9/2020	Kelli Connolly	Hire	MS Volleyball Coach		8/24/2020	

MS/HS Handbook Updates can be viewed on the district's website (Middle School/High School tab; Student Handbook) or via the link below:

<https://docs.google.com/document/d/1hFwqC7DSmpTwQWt90J2xCdgalCtEP4ejcf2Qtmfm22Q/edit>

\*\*\*\*\*

Motion to approve by \_\_\_\_\_

Second by \_\_\_\_\_

# 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]*

\*\*\*\*\*

### 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.

## INSTRUCTIONAL MATERIALS SELECTION

The board has sole discretion to approve instructional materials for the school district. This authority is delegated to licensed employees to determine which instructional materials, other than textbooks, will be utilized by and purchased by the school district.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, licensed employees will consider the current and future needs of the school district as well as the changes and the trends in education and society. It is the responsibility of the superintendent to report to the board the action taken by licensed employees.

In the case of textbooks, the board will make the final decision after receiving a recommendation from the superintendent. The criteria stated above for selection of other instructional materials will apply to the selection of textbooks. The superintendent may develop another means for the selection of textbooks. Textbooks are reviewed as needed and at least every 7 years.

Education materials given to the school district must meet the criteria established above. The gift must be received in compliance with board policy.

***NOTE: This is a mandatory policy. The board may edit the policy and regulation to reflect its philosophy, goals and practices. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1-August 31, 2007.***

## Legal Reference:

Iowa Code §§ 279.8; 280.3, .14; 301.

281 I.A.C. 12.3(12)

## Cross Reference:

208 Ad Hoc Committees

505 Student Scholastic Achievement

602 Curriculum Development

605 Instructional Materials

Approved January 9, 2008

Reviewed March 13, 2013

Revised \_\_\_\_\_

## SELECTION OF INSTRUCTIONAL MATERIALS

## I. Responsibility for Selection of Instructional Materials

- A. The board is responsible for matters relating to the operation of the East Buchanan Community School District.
- B. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system. For the purpose of this rule the term "instructional materials" includes printed and multimedia materials (not equipment), whether considered text materials or library materials. The board retains the final authority for the approval of textbooks.
- C. While selection of materials may involve many people including principals, teacher-librarian, students, parents and community members, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees.
- D. Responsibility for coordinating the selection of text materials for distribution to classes will rest with the licensed employees, principal and superintendent. For the purpose of this rule the term 'text materials' includes textbooks and other printed and nonprinted material provided in multiple copies for use of a total class or major segment of a class.
- E. If the board appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee is formed and appointed in compliance with the board policy on Ad Hoc Committees.
  1. The superintendent will inform the committee as to their role and responsibility in the process.
  2. The following statement is given to the ad hoc committee members:

*Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.*

*Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.*

*Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.*

*Your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned material.*

## SELECTION OF INSTRUCTIONAL MATERIALS

- II. Material selected for use in libraries and classrooms will meet the following guidelines:
- A. Religion - Material will represent the major religions in a factual, unbiased manner. The primary source material of the major religions is considered appropriate, but material which advocates rather than informs, or is designed to sway reader judgment regarding religion, will not be included in the school libraries or classrooms.
  - B. Racism - Material will present a diversity of race, custom, culture, and belief as a positive aspect of the nation's heritage and give candid treatment to unresolved intercultural problems, including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect of an individual.
  - C. Sexism - Material will reflect sensitivity to the needs, rights, traits and aspirations of men and women without preference or bias.
  - D. Age - Material will recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.
  - E. Ideology - Material will present basic primary and factual information on an ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past or present. This material will not be selected with the intention to sway reader judgment and is related to the maturity level of the intended audience.
  - F. Profanity and Sex - Material is subjected to a test of literary merit and reality by the teacher-librarians and licensed staff who will take into consideration their reading of public and community standards of morality.
  - G. Controversial issues materials will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the material presents an accurate representation of society and culture, whether the circumstances depicted are realistically portrayed, or whether the material has literary or social value when the material is viewed as a whole.

These guidelines will not be construed in such a manner as to preclude materials which accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

## III. Procedure for Selection

- A. Material purchased for libraries and classrooms is recommended for purchase by licensed employees, in consultation with administrative staff, school library staff, students or an ad hoc committee as appointed by the board. The material recommended for purchase is approved by the appropriate building administrator.



## SELECTION OF INSTRUCTIONAL MATERIALS

1. The materials selected will support stated objectives and goals of the school district. Specifically, the goals are:
  - a. To acquire materials and provide service consistent with the demands of the curriculum;
  - b. To develop students' skills and resourcefulness in the use of libraries and learning resources;
  - c. To effectively guide and counsel students in the selection and use of materials and libraries;
  - d. To foster in students a wide range of significant interests;
  - e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
  - f. To provide materials to motivate students to examine their own attitudes and behaviors and to comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
  - g. To encourage life-long education through the use of the library; and,
  - h. To work cooperatively and constructively with the instructional and administrative staff in the school.
  
2. Materials selected is consistent with stated principles of selection. These principles are:
  - a. To select material, within established standards, which will meet the goals and objectives of the school district;
  - b. To consider the educational characteristics of the community in the selection of materials within a given category;
  - c. To present the sexual, racial, religious and ethnic groups in the community by:
    1. Portraying people, both men and women, adults and children, whatever their ethnic, religious or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.
    2. Placing no constraints on individual aspirations and opportunity.
    3. Giving comprehensive, accurate, and balanced representation to minority groups and women - in art and science, history and literature, and in all other fields of life and culture.
    4. Providing abundant recognition of minority groups and women by showing them frequently in positions of leadership and authority.
  - d. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national and international interest and significance; and,
  - e. To strive for impartiality in the selection process.
  
3. The materials selected will meet stated selection criteria. These criteria are:
  - a. Authority-Author's qualifications - education, experience, and previously published works;
  - b. Reliability:
    1. Accuracy-meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.

## SELECTION OF INSTRUCTIONAL MATERIALS

2. Current-presentation of content which is consistent with the finding of recent and authoritative research.
- c. Treatment of subject-shows an objective reflection for the multi-ethnic character and cultural diversity of society.
- d. Language:
  1. Vocabulary:
    - a. Does not indicate bias by the use of words which may result in negative value judgments about groups of people;
    - b. Does not use "man" or similar limiting word usage in generalization or ambiguities which may cause women to feel excluded or dehumanized.
  2. Compatible to the reading level of the student for whom it is intended.
- e. Format:
  1. Book
    - a. Adequate and accurate index;
    - b. Paper of good quality and color;
    - c. Print adequate and well spaced;
    - d. Adequate margins;
    - e. Firmly bound; and,
    - f. Cost.
  2. Nonbook
    - a. Flexibility, adaptability;
    - b. Curricular orientation of significant interest to students;
    - c. Appropriate for audience;
    - d. Accurate authoritative presentation;
    - e. Good production qualities (fidelity, aesthetically adequate);
    - f. Durability; and,
    - g. Cost.
  3. Illustrations of book and nonbook materials should:
    - a. Depict instances of fully integrated grouping and settings to indicate equal status and nonsegregated social relationships.
    - b. Make clearly apparent the identity of minorities;
    - c. Contain pertinent and effective illustrations;
  4. Flexible to enable the teacher to use parts at a time and not follow a comprehensive instructional program on a rigid frame of reference.
- f. Special Features:
  1. Bibliographies.
  2. Glossary.
  3. Current charts, maps, etc.
  4. Visual aids.
  5. Index.
  6. Special activities to stimulate and challenge students.
  7. Provide a variety of learning skills.
- g. Potential use:
  1. Will it meet the requirement of reference work?
  2. Will it help students with personal problems and adjustments?
  3. Will it serve as a source of information for teachers and librarians?

## SELECTION OF INSTRUCTIONAL MATERIALS

4. Does it offer an understanding of cultures other than the student's own and is it free of racial, religious, age, disability, ethnic, and sexual stereotypes?
  5. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?
  6. Will it help students and teachers keep abreast of and understand current events?
  7. Will it foster and develop hobbies and special interest?
  8. Will it help develop aesthetic tastes and appreciation?
  9. Will it serve the needs of students with special needs?
  10. Does it inspire learning?
  11. Is it relevant to the subject?
  12. Will it stimulate a student's interest?
- 
4. Gifts of library or instructional materials may be accepted if the gift meets existing criteria for library and instructional materials. The acceptance and placement of such gifts is within the discretion of the board.
  5. In order to provide a current, highly usable collection of materials, teacher-librarians will ensure constant and continuing renewal of the collection, not only the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet school district needs or find use. The process of weeding instructional materials will be done according to established and accepted standards for determining the relevance and value of materials in a given context.

## INSTRUCTIONAL MATERIALS INSPECTION

Parents and other members of the school district community may view the instructional materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

The instructional materials must be viewed on school district premises. Copies may be obtained according to board policy.

It is the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

***NOTE: This is a mandatory policy and reflects federal law on the subject of parental rights to inspect instructional materials. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1-August 31, 2007.***

## Legal Reference:

Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).

Iowa Code §§ 279.8; 280.3, .14; 301.

281 I.A.C. 12.3(12).

## Cross Reference:

602 Curriculum Development

605 Instructional Materials

901.1 Public Examination of School District Records

Approved January 9, 2008

Reviewed March 13, 2013

Revised \_\_\_\_\_

OBJECTION TO INSTRUCTIONAL MATERIALS

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

***NOTE: This is a mandatory policy. The board may edit the policy and regulation to reflect its philosophy, goals and practices. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1-August 31, 2007.***

Legal Reference:

Iowa Code §§ 279.8; 280.3, .14; 301.

281 I.A.C. 12.3(12).

Cross Reference:

213 Public Participation in Board Meetings

402.5 Public Complaints About Employees

602 Curriculum Development

605 Instructional Materials

Approved January 9, 2008

Reviewed March 13, 2013

Revised \_\_\_\_\_

## RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

A. A member of the school district community may raise an objection to instructional materials used in the school district's education program despite the fact that the individuals selecting such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.

1. The school official or employee receiving a complaint regarding instructional materials will try to resolve the issue informally. The materials generally will remain in use pending the outcome of the reconsideration procedure.
  - a. The school official or employee initially receiving a complaint will explain to the individual the board's selection procedure, criteria to be met by the instructional materials, and qualifications of those persons selecting the material.
  - b. The school official or employee initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use. In the alternative, the employee may refer the individual to the teacher-librarian who can identify and explain the use of the material.
2. The employee receiving the initial complaint will advise the building principal of the initial contact no later than the end of the school day following the discussion with the individual, whether or not the individual has been satisfied by the initial contact. A written record of the contact is maintained by the principal in charge of the attendance center. Each building principal shall inform employees of their obligation to report complaints.
3. In the event the individual making an objection to instructional materials is not satisfied with the initial explanation, the individual is referred to the principal or to the teacher-librarian of the attendance center. If, after consultation with the principal or teacher-librarian, the individual desires to file a formal complaint, the principal or teacher-librarian will assist in filling out a Reconsideration Request Form in full and filing it with the superintendent.

B. Request for Reconsideration

1. A member of the school district community may formally challenge instructional materials on the basis of appropriateness used in the school district's education program. This procedure is for the purpose of considering the opinions of those persons in the school district and the community who are not directly involved in the selection process.
2. Each attendance center and the school district's central administrative office will keep on hand and make available Reconsideration Request Forms. Formal objections to instructional materials must be made on this form.
3. The individual will state the specific reason the instructional material is being challenged. The Reconsideration Request Form is signed by the individual and filed with the superintendent.
4. The superintendent will promptly file the objection with the reconsideration committee for re-evaluation.

## RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

5. Generally, access to challenged instructional material will not be restricted during the reconsideration process. However, in unusual circumstances, the instructional material may be removed temporarily by following the provisions of Section B.6.d. of this rule.
6. The Reconsideration Committee
  - a. The reconsideration committee is made up of eight members.
    - (1) One licensed employee designated annually, as needed, by the superintendent.
    - (2) One teacher-librarian designated annually by the superintendent.
    - (3) One member of the administrative team designated annually by the superintendent.
    - (4) Three members of the community appointed annually, as needed, by the board.
    - (5) Two high school students, selected annually by the high school principal.
  - b. The committee will select their chairperson and secretary.
  - c. The committee will meet at the request of the superintendent.
  - d. Special meetings may be called by the board to consider temporary removal of materials in unusual circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee.
  - e. Notice of committee meetings is made public through appropriate publications and other communications methods.
  - f. The committee will receive the completed Reconsideration Request Form from the superintendent.
  - g. The committee will determine its agenda for the first meeting which may include the following:
    - (1) Distribution of copies of the completed Reconsideration Request Form.
    - (2) An opportunity for the individual or a group spokesperson to talk about or expand on the Reconsideration Request Form.
    - (3) Distribution of reputable, professionally prepared reviews of the challenged instructional material if available.
    - (4) Distribution of copies of the challenged instructional material as available.
  - h. The committee may review the selection process for the challenged instructional material and may, to its satisfaction, determine that the challenge is without merit and dismiss the challenge. The committee will notify the individual and the superintendent of its action.
  - i. At a subsequent meeting, if held, interested persons, including the individual filing the challenge, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.

## RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

- j. The individual filing the challenge is kept informed by the reconsideration committee secretary on the status of the Reconsideration Request Form throughout the reconsideration process. The individual filing the challenge and known interested parties is given appropriate notice of meetings.
- k. At the second or a subsequent meeting the committee will make its final recommendation. The committee's final recommendation may be to take no removal action, to remove the challenged material from the school environment, or to limit the educational use of the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The written final recommendation and its justification are forwarded to the board, the individual and the appropriate attendance centers. The superintendent may also make a recommendation but if so, it should be independent from the committee's.

Following the superintendent's decision with respect to the committee's recommendation, the individual or the chairperson of the reconsideration committee may appeal the decision to the board for review. Such appeal must be presented to the superintendent in writing within five days following the announcement of the superintendent's decision. The board will promptly determine whether to hear the appeal.

- l. A recommendation to sustain a challenge will not be interpreted as a judgment of irresponsibility on the part of the individuals involved in the original selection or use of the material.
- m. Requests to reconsider materials which have previously been reconsidered by the committee must receive approval of two-thirds of the committee members before the materials will again be reconsidered.
- n. If necessary or appropriate in the judgment of the committee, the committee may appoint a subcommittee of members or nonmembers to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee will approximate the representation of the full committee.
- o. Committee members directly associated with the selection, use, or challenger of the challenged material are excused from the committee during the deliberation of the challenged instructional materials. The superintendent may appoint a temporary replacement for the excused committee member, but the replacement must be of the same general qualifications as the member excused.
- p. Persons dissatisfied with the decision of the board may appeal to the Iowa Board of Education pursuant to state law.



## INSTRUCTIONS TO THE RECONSIDERATION COMMITTEE

The policy of this school district related to selection of learning materials states that any member of the school district community may formally challenge instructional materials used in the district's education program. This policy allows those persons in the school and the community who are not directly involved in the selection of materials to make their own opinions known. The task of the reconsideration committee is to provide an open forum for discussion of challenged materials and to make an informed recommendation on the challenge. The meetings of the committee may be subject to the open meetings law.

The most critical component of the reconsideration process is the establishment and maintenance of the committee's credibility in the community. For this purpose, the committee is composed of community members. The community should not, therefore, infer that the committee is biased or is obligated to uphold prior professional decisions. For this same reason, a community member will be selected to chair the committee.

The reconsideration process, the task of this committee, is just one part of the selection continuum. Material is purchased to meet a need. It is reviewed and examined, if possible, prior to purchase. It is periodically re-evaluated through updating, discarding, or re-examination. The committee must be ready to acknowledge that an error in selection may have been made despite this process. Librarians and school employees regularly read great numbers of reviews in the selection process, and occasional errors are possible.

In reconsidering challenged materials, the role of the committee, and particularly the chairperson, is to produce a climate for disagreement. The committee should begin by finding items of agreement, keeping in mind that the larger the group participating, the greater the amount of information available and, therefore, the greater the number of possible approaches to the problem.

If the complainant chooses, the complainant may make an oral presentation to the committee to expand and elaborate on the complaint. The committee will listen to the complainant, to those with special knowledge, and any other interested persons. In these discussions, the committee should be aware of relevant social pressures which are affecting the situation. Individuals who may try to dominate or impose a decision must not be allowed to do so. Minority viewpoints expressed by groups or individuals must be heard, and observers must be made to feel welcome. It is important that the committee create a calm, nonvolatile environment in which to deal with a potentially volatile situation. To this end, the complainant will be kept informed of the progress of the complaint.

The committee will listen to the views of all interested persons before making recommendations. In deliberating its recommendation, the committee should remember that the school system must be responsive to the needs, tastes, and opinions of the community it serves. Therefore, the committee must distinguish between broad community sentiment and attempts to impose personal standards. The deliberations should concentrate on the appropriateness of the material. The question to be answered by the committee is, "Is the material appropriate for its designated audience at this time?"

The committee's final recommendation will be (1) to remove the challenged material from the total school environment, (2) to take no removal action, or (3) to agree on a limitation of the educational use of the materials.

The committee chairperson will instruct the secretary to convey the committee's recommendation to the office of the superintendent. The recommendation should detail the rationale on which it was based. A letter will be sent to the complainant outlining the outcome.

RECONSIDERATION OF INSTRUCTIONAL MATERIALS

RECONSIDERATION REQUEST FORM

Request for re-evaluation of printed or multimedia material to be submitted to the superintendent.

REVIEW INITIATED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

School(s) in which item is used \_\_\_\_\_

Relationship to school (parent, student, citizen, etc.) \_\_\_\_\_

BOOK OR OTHER PRINTED MATERIAL IF APPLICABLE:

Author \_\_\_\_\_ Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Date of Publication \_\_\_\_\_

MULTIMEDIA MATERIAL IF APPLICABLE:

Title \_\_\_\_\_

Producer (if known) \_\_\_\_\_

Type of material (filmstrip, motion picture, etc.) \_\_\_\_\_

PERSON MAKING THE REQUEST REPRESENTS: (circle one)

Self \_\_\_\_\_ Group or Organization \_\_\_\_\_

Name of group \_\_\_\_\_

Address of Group \_\_\_\_\_

RECONSIDERATION OF INSTRUCTIONAL MATERIALS

1. What brought this item to your attention?

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2. To what in the item do you object? (please be specific; cite pages, or frames, etc.)

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3. In your opinion, what harmful effects upon students might result from use of this item?

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4. Do you perceive any instructional value in the use of this item?

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5. Did you review the entire item? If not, what sections did you review?

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6. Should the opinion of any additional experts in the field be considered?

yes                       no

If yes, please list specific suggestions: \_\_\_\_\_

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7. To replace this item, do you recommend other material which you consider to be of equal or superior quality for the purpose intended?

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RECONSIDERATION OF INSTRUCTIONAL MATERIALS

8. Do you wish to make an oral presentation to the Review Committee?

Yes (a) Please contact the Superintendent

(b) Please be prepared at this time to indicate the approximate length of time your presentation will require. Although this is no guarantee that you'll be allowed to present to the committee, or that you will get your requested amount of time.

\_\_\_\_\_ Minutes.

No

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature

SAMPLE LETTER TO INDIVIDUAL CHALLENGING INSTRUCTIONAL MATERIALS

Dear:

We recognize your concern about the use of \_\_\_\_\_ in our school district. The school district has developed procedures for selection of instructional materials but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the school district's:

1. Instructional goals and objectives,
2. Instructional Materials Selection policy statement, and
3. Procedure for reconsideration of instructional materials.

If you are still concerned after you review this material, please complete the Reconsideration Request Form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within one week, we will assume you no longer wish to file a formal complaint.

Sincerely,

TECHNOLOGY AND INSTRUCTIONAL MATERIALS

The board supports the use of innovative methods and the use of technology in the delivery of the education program. The board encourages employees to investigate economical ways to utilize multi-media, computers, and other technologies as a part of the curriculum.

It is the responsibility of the superintendent to develop a plan for the use of technology in the curriculum and to evaluate it annually. The superintendent will report the results of the evaluation and make a recommendation to the board annually regarding the use of technology in the curriculum.

*NOTE: This is a mandatory policy and reflects the educational standards. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1-August 31, 2007.*

Legal Reference: Iowa Code § 279.8.  
281 I.A.C. 12.3(12), 12.5(10), .5(4).

Cross Reference: 602 Curriculum Development  
605 Instructional Materials

Approved February 18, 2008 Reviewed March 13, 2013 Revised \_\_\_\_\_

SCHOOL LIBRARY

The school district will maintain a school library in each building for use by employees and by students during the school day.

Materials for the libraries will be acquired according to board policy, "Instructional Materials Selection."

It is the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the library.

It is the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the weeding of library and instructional materials, and for the handling of challenges to either library or classroom materials.

***NOTE: This is a mandatory policy and reflects the educational standards.***

Legal Reference: Iowa Code §§ 256.7(24); 279.8; 280.14; 301.  
281 I.A.C. 12.3(11), (12).

Cross Reference: 602 Curriculum Development  
605 Instructional Materials

Approved February 18, 2008

Reviewed March 13, 2013

Revised \_\_\_\_\_

## INTERNET - APPROPRIATE USE

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
  - safety on the Internet;
  - appropriate behavior while on online, on social networking Web sites, and
  - in chat rooms; and
  - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Legal References: Iowa Code § 279.8.

Cross References: 104 Anti-Bullying/Harassment  
 502 Student Rights and Responsibilities  
 506 Student Records  
 605.5 School Library

Approved February 18, 2008

Reviewed March 13, 2013

Revised \_\_\_\_\_



## INTERNET - APPROPRIATE USE REGULATION

### I. Responsibility for Internet Appropriate Use.

- A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees.
- B. Instruction in the proper use of the Internet will be available to employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

### II. Internet Access.

- A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
- B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students at this time.
  - 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
  - 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
  - 3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
  - 4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
  - 5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
  - 6. System users will perform a virus check on downloaded files to avoid spreading computer viruses.
  - 7. The school district makes no guarantees as to the accuracy of information received on the Internet.

### III. Permission to Use Internet - Annually, parents will grant permission for their student to use the Internet using the prescribed form.

### IV. Student Use of Internet.

- A. Equal Opportunity - The Internet is available to all students within the school district through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.
- B. On-line Etiquette.
  - 1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

## INTERNET - APPROPRIATE USE REGULATION

2. Students should adhere to on-line protocol:
    - a. Respect all copyright and license agreements.
    - b. Cite all quotes, references and sources.
    - c. Remain on the system long enough to get needed information, then exit the system.
    - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
  3. Student access for electronic mail will be through the supervising teacher's account. Students should adhere to the following guidelines:
    - a. Others may be able to read or access the mail so private messages should not be sent.
    - b. Delete unwanted messages immediately.
    - c. Use of objectionable language is prohibited.
    - d. Always sign messages.
    - e. Always acknowledge receipt of a document or file.
- C. Restricted Material - Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- D. Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

## V. Student Violations--Consequences and Notifications.

Students who access restricted items on the Internet are subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of **three weeks** at the discretion of the **supervising teacher** ~~building principal~~. A copy of the notice will be mailed to the student's parent **and a copy provided to the building principal.**
2. Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of **twelve weeks.**
3. Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for **a period of one calendar year or the balance of the school year.**

## INTERNET ACCESS PERMISSION LETTER TO PARENTS

Your child has access to the Internet. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not may be issued to students at this time. If a student already has an electronic mail address, he/she may, with permission of the supervising teacher be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Student access for electronic mail will be through the supervising teacher's account. Students should adhere to the following guidelines:
  - Others may be able to read or access the mail, so private messages should not be sent.
  - Delete unwanted messages immediately.
  - Use of objectionable language is prohibited.
  - Always sign messages.
  - Always acknowledge receipt of a document or file.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

Please sign the form if you would like your child to be granted Internet access and return the permission form to your child's school.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
(Parent or guardian's signature)

If you have granted your child Internet access, please have them respond to the following:

I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet privileges.

I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

\_\_\_\_\_  
(Student signature)

INTERNET APPROPRIATE USE VIOLATION NOTICE

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

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

Students who access restricted items on the Internet are subject to the appropriate action described in the school's discipline policy or student handbook or to the following consequences:

\_\_\_\_\_ First Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material. He/she may lose Internet access for up to **three weeks** at the discretion of the **supervising teacher building principal**. A second offense will result in the student losing Internet access for a period of **twelve weeks**.

\_\_\_\_\_ Second Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material for a second time. As a consequence of this violation the above student has lost Internet access for a period of **twelve weeks**.

\_\_\_\_\_ Third Offense:

The above student has violated the Student Internet Policy by intentionally accessing restricted material for a third time. As a consequence of this violation the above student has forfeited all Internet privileges for a period of **one calendar year or the balance of the school year**.

Note: Must match  
605.6R1, page 2

Approved February 18, 2008 Reviewed March 13, 2013 Revised \_\_\_\_\_

## USE OF INFORMATION RESOURCES

In order for students to experience a diverse curriculum, the board encourages employees to supplement their regular curricular materials with other resources. In so doing, the board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met.

While the school district encourages employees to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of employees to abide by the school district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for school district staff to violate copyright requirements in order to perform their duties properly. The school district will not be responsible for any violations of the copyright law by employees or students. Violation of the copyright law by employees may result in discipline up to, and including, termination. Violation of the copyright law by students may result in discipline, up to and including, suspension or expulsion.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the school district received permission to perform a copyrighted work does not mean outsiders can copy it and re-play it. Those who wish to do so should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The school district is not responsible for outsiders violating the copyright law or this policy.

Any employee or student who is uncertain as to whether reproducing or using copyrighted material complies with the school district's procedures or is permissible under the law should contact the principal, teacher or teacher-librarian who will also assist employees and students in obtaining proper authorization to copy or use protected material when such authorization is required.

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

***Note: This is a mandatory policy. The policy is based upon federal law. It is strongly recommended the board seek legal counsel prior to making substantive edits to the policy and sample regulation.***

Legal References: 17 U.S. Code Sec. 101 et al.  
281 I.A.C. 12.3(12).

Cross References: 605.6 Internet Appropriate Use

Approved February 18, 2008

Reviewed March 13, 2013

Revised \_\_\_\_\_

## USE OF INFORMATION RESOURCES REGULATION

Employees and students may make copies of copyrighted materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the publisher or producer with the assistance of the principal, teacher or teacher-librarian. Employees and students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline by the board.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

### **Authorized Reproduction and Use of Copyrighted Material Reminders:**

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of:

- A chapter from a book;
- An article from a newspaper or periodical;
- A short story, short essay or short poem; or,
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

A teacher may make multiple copies not exceeding more than one per pupil, for classroom use or discussion, if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

- Brevity
  - A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words;
  - Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less may be copied; in any event, the minimum is 500 words;
  - Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph;

## USE OF INFORMATION RESOURCES REGULATION

- One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. “Special” works cannot be reproduced in full; this includes children's books combining poetry, prose or poetic prose. Short special works may be copied up to two published pages containing not more than 10 percent of the work.
- Spontaneity – Should be at the “instance and inspiration” of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.
- Cumulative Effect – Teachers are limited to using copied material for only one course for which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.

### Copying Limitations

Circumstances will arise when employees are uncertain whether or not copying is prohibited. In those circumstances, the principal, teacher or teacher-librarian should be contacted. The following prohibitions have been expressly stated in federal guidelines:

- Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
- Unless expressly permitted by agreement with the publisher and authorized by school district action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets and the like.
- Employees shall not:
  - Use copies to substitute for the purchase of books, periodicals, music recordings, consumable works such as workbooks, computer software or other copyrighted material. Copy or use the same item from term to term without the copyright owner's permission;
  - Copy or use more than nine instances of multiple copying of protected material in any one term;
  - Copy or use more than one short work or two excerpts from works of the same author in any one term;
  - Copy or use protected material without including a notice of copyright. The following is a satisfactory notice: NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.
  - Reproduce or use copyrighted material at the direction of someone in higher authority or copy or use such material in emulation of some other teacher's use of copyrighted material without permission of the copyright owner.
  - Require other employees or students to violate the copyright law or fair use guidelines.

### Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy or three digital copies of:

- An unpublished work in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

## USE OF INFORMATION RESOURCES REGULATION

A library may provide a single copy of copyrighted material to a student or employee at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

### **Authorized Reproduction and Use of Copyrighted Music or Dramatic Works**

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

### **Recording of Copyrighted Programs**

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the principal, teacher or teacher-librarian or the subscription database, e.g. unitedstreaming.



## USE OF INFORMATION RESOURCES REGULATION

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45 calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10 day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

### **Authorized Reproduction and Use of Copyrighted Computer Software**

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
- A copy of the software license agreement shall be retained by the, board secretary, technology director or teacher-librarian; and,
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

### **Fair Use Guidelines for Educational Multimedia**

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

## USE OF INFORMATION RESOURCES REGULATION

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more that five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

**Notices – Before including this section, make sure employees are ready to comply with it and notices are posted.**

**The [superintendent, principal, teacher, teacher-librarian, choose all that apply or add others] is responsible for ensuring that appropriate warning devices are posted. The warnings are to educate and warn individuals using school district equipment of the copyright law. Warning notices must be posted:**

- On or near copiers;
- On forms used to request copying services;
- On video recorders;
- On computers; and,
- At the library and other places where interlibrary loan orders for copies of materials are accepted.

**NOTE: For copyright notices and more information, please go to Heartland AEA website:**

<http://www.iowaonline.org/vnews/display.v/SEC/Educators%7CCopyright%3E%3EStudents>

# 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.

**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

**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 ⅓ 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:

- |   |   |
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| <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> |
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### ► 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~~ **coverings** are encouraged to be worn by all individuals on school grounds, including students, employees and volunteers. ~~Masks~~ **Face coverings** will be provided to individuals who request them. Reusable ~~masks~~ **face coverings** 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~~ **should** 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.~~

~~for~~

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



**Exempt Meeting**

*"I move that we 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."*

Time: \_\_\_\_\_

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

**Return to Open Meeting**

Time: \_\_\_\_\_

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

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Motion to approve the recommendations as discussed in the exempt session.

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_