

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
AGENDA - Regular School Board Meeting
October 14, 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 September 9, 2020
 - b. Minutes from Special Meeting on September 30, 2020
 - c. List of Bills
 - d. Financial Reports
 - e. Early Graduation Requests
 - f. Personnel Changes
6. **COMMUNITY/PROGRAM PRESENTATIONS**
 - a. Mike Becker, East Buchanan Telephone Cooperative
7. **ADMINISTRATIVE UPDATES & REPORTS**
 - a. Eric Dockstader - Secondary Update
 - b. Dan Fox - District/Elementary Update
 - c. Facilities Update
8. **ACTION ITEMS**
 - a. Accept and approve the FY2020 treasurer report
 - b. Accept and approve the FY2020 financial reports
 - c. Request for Allowable Growth and Supplemental Aid for negative special education balance of \$58,212.47
 - d. Trailer Bids
 - e. Board Policy Review - 2nd Reading - 605 Series: Instructional Materials
9. **BUCCANEER BRAG-ABOUT**
10. **STUDENT QUESTIONS**
11. **ADJOURN**

**East Buchanan Community School District
Regular Board Meeting Minutes – September 9, 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 Stone, second by Sperflage. Motion carried with all ayes.

Approve Consent Agenda: Motion to approve the Consent Agenda was made by Stone, second by Cooksley. Motion carried with all ayes. Items included on the Consent Agenda: minutes from the regular meeting on August 12, 2020; financial reports; expenditures listed; and personnel changes which included Justin Kress as MS football coach, Rachel Larson as associate, Carly Flexenhar as associate, Sarah Junk as associate, Andrea Ries as associate, Mandi Smith as MS volleyball coach, and Kelli Connolly as MS volleyball coach.

Administrative Updates and Reports: Dockstader explained that there is less passing time with the 6-period day. There are 33 students utilizing Edgenuity and those students are being monitored by 4 staff members to guide them through it. Fox reported that 19 K-5 students are using Edmentum in 4 subject areas. Teachers have been busy testing student reading levels and doing assessments. SeeSaw is working well and the students are figuring out how it works in case we have to go to online learning only. District update included options for parent-teacher conferences, cohort groups are working well, students are doing well with the masks, and the lunch setup is going well due to social distancing. Nurse Tracy Klendworth and health associate Rachel Larson are updating parents on covid symptoms when a student is sent home.

2020-2021 MS/HS Handbook: Dockstader explained the updates to the handbook that is posted on the district's website. Motion was made by Cooksley to approve the handbook with changes, second by Steffens. Ayes: Cooksley, Schmitt, Steffens, Stone. Nays: Sperflage.

Board Policy Review: Motion to approve the 1st reading with changes as discussed of the 605 Policy series was made by Sperflage, second by Stone. Motion carried with all ayes. Motion to approve the 2nd reading of policies 409.2E1, 409.2E2, and 907.R1 was made by Stone, second by Sperflage. Motion carried with all ayes.

Buccaneer Brag About: Buccaneer Brag About included the improvements in the lunch setup, working on SeeSaw with their child, and everyone is doing well with wearing the masks when social distancing is not possible. Speede Shop, State Farm, and Citizens State Bank have made donations towards the district which included food, care packages, and mask lanyards. Staff is working hard every day to make things work and to make everyone better.

Student Questions: Students asked questions about the minimum online learning time to participate in activities, how it will work if we go online only, and what happens if covid cases increase.

Exempt Session: Motion by Sperflage, second by Steffens to go into exempt session to discuss matters relating to employment conditions of employees not covered by the collective bargaining law was made at 6:35 pm. Ayes: Schmitt, Sperflage, Steffens, Stone. Nays: Cooksley. Motion by Stone, second by Steffens to return to open meeting was made at 6:46 pm. Motion carried with all ayes.

Exempt Session Decision: Motion by Stone, second by Cooksley to approve the recommendations stated in the exempt session. Motion carried with all ayes.

Adjourn – Motion was made by Sperflage, second by Stone to adjourn the meeting at 6:50 pm. Motion carried with all ayes.

Next regular meeting is scheduled for October 14, 2020 at 5:00 pm.

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

**East Buchanan Community School District
Special Board Meeting Minutes – September 30, 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; and Eric Dockstader, MS/HS Principal

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

Action Item: The board discussed new guidance from the state regarding the use of masks and when to quarantine. Motion to continue with plan that is already in place was made by Stone, second by Steffens. Ayes: Stone, Steffens, Sperflage. Nays: Cooksley, Schmitt. Motion carried.

Adjourn – Motion was made by Sperflage, second by Cooksley to adjourn the meeting at 6:20 pm. Motion carried with all ayes.

Next regular meeting is scheduled for October 14, 2020 at 5:00 pm.

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

East Buchanan Community School
10/14/2020 12:45 PM

Vendor ID Vendor Name
Batch Description: General/Etc Invoices-Oct 2020

Invoice Listing - Summary - by Fund
Unposted; Batch Description General/Etc Invoices-Oct 2020; Fund Description GENERAL FUND

Page: 1
User ID: TMK

Invoice Number	Description	Processing Month:	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
ACER	Acer Service Corp		10/05/2020				144.70
AGVAFS	AgVantage FS		08/31/2020				12.00
ALLIUTIL	ALLIANT ENERGY		10/06/2020				11,344.57
AUTOMUFF	AUTO-JET MUFFLER CORP		10/06/2020				183.52
BLACKHAWK	BLACK HAWK WAST DISP, INC.		10/06/2020				693.00
BODEIMPL	BODENSTEINER IMPLEMENT		09/28/2020				16.50
CARBIOL	CAROLINA BIOLOGICAL SUPPLY CO		10/06/2020				116.13
CDWG	CDW GOVERNMENT, INC		10/06/2020				9,047.50
CDWG	CDW GOVERNMENT, INC		09/15/2020				145.65
CENGAGE	CENGAGE LEARNING INC		10/06/2020				560.00
CRAEA	CENTRAL RIVERS AEA		10/06/2020				149.40
CRAEA	CENTRAL RIVERS AEA		09/24/2020				552.30
CHASCARD	CHASE CARD SERVICES		10/14/2020				57.54
CHASCARD	CHASE CARD SERVICES		10/14/2020				200.00
CHASCARD	CHASE CARD SERVICES		10/14/2020				111.18
CHASCARD	CHASE CARD SERVICES		10/01/2020				121.27
CHASCARD	CHASE CARD SERVICES		10/14/2020				496.14
CHASCARD	CHASE CARD SERVICES		10/14/2020				78.37
CHASCARD	CHASE CARD SERVICES		10/14/2020				(47.45)
CHASCARD	CHASE CARD SERVICES		10/14/2020				43.72
CITYLAUN	CITY LAUNDERING CO.		10/06/2020				727.35
CITYWINT	CITY OF WINTHROP		09/30/2020	10/07/2020	1	28905	326.02
COPYSYST	COPY SYSTEMS INC		10/02/2020				395.14
COPYSYST	COPY SYSTEMS INC		10/02/2020				375.00
CWCONS	CW Consulting		08/25/2020				550.00
DASSERV	DEPT OF ADMIN SERVICES		09/08/2020				167.97
DIDAX	Didax		09/17/2020				1,714.96
EBTELEPH	EAST BUCHANAN COOP TELEPHONE		10/06/2020				5,600.00
EDGEJUNTY	EDGEJUNTY INC.		09/30/2020				1,750.00
EDGEJUNTY	EDGEJUNTY INC.		10/06/2020				6,300.00
EDMENTUM	EDMENTUM		10/06/2020				60.20
EPSINSTRUC	EPS Instruction & Intervention		09/02/2020				231.40
NAPA	ESCHEN TARPY NAPA		09/09/2020				105.45
FLINSCIE	FLINN SCIENTIFIC		10/06/2020				240.41
GOPHER	GOPHER		10/06/2020				202.19
GRACNOTE	GraceNotes LLC		10/06/2020				100.00
HALFADAM	Halford, Adam		10/12/2020				

East Buchanan Community School
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Invoice Listing - Summary - by Fund
Unposted; Batch Description General/Etc Invoices-Oct 2020; Fund Description GENERAL FUND

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
HAWKALAR	HAWKEYE ALARM & SIGNAL COMPANY	82282	SERVICE CALL	10/06/2020				45.00
HEGGERTY	Heggerty	64859	EARLY LIT SUPPLIES	10/07/2020				777.50
HEINEMANN	HEINEMANN	7239237	EARLY LIT SUBSCRIPTION	10/07/2020				2,100.00
HEINEMANN	HEINEMANN	7240211	EARLY LIT BOOKS	10/07/2020				40.00
HEINEMANN	HEINEMANN	7249116	Leveled Literacy Implementation	10/07/2020				16,023.82
HIGGBRIA	Higgins, Brianna	20201014	MILEAGE	09/30/2020				339.84
HIGLEY	Higley	6904	HAND CLEANSER-COVID	09/29/2020				440.00
HOGLBUSMN	Hoglund Bus Company	895733	BUS PARTS	09/03/2020				521.83
HOTLUNCH	HOT LUNCH PROGRAM	20201006	PS MILK	10/06/2020				149.40
HOTLUNCH	HOT LUNCH PROGRAM	20201007	PS SNACKS	09/30/2020				195.02
IASBO	IA ASSOC OF SCH BUS OFFICIALS	200007529	VIRTUAL FALL CONFERENCE	09/28/2020				125.00
ICN	IOWA COMMUNICATIONS NETWORK	604789	ICN SERVICES	10/05/2020				436.40
KONEINC	KONE INC.	959675634	Elevator Service Provider	10/01/2020				190.20
LINNCOOP	LINN CO-OPERATIVE OIL CO	20201007	GAS/DIESEL	09/23/2020				1,884.36
LYNCR00F	LYNCH ROOFING & SIDING, INC	20201007	ROOF REPAIR	09/26/2020				350.00
MCELROYS	MCELROY'S FOOD MARKET	20201007	MS SCIENCE SUPPLIES	09/16/2020				4.78
MCELROYS	MCELROY'S FOOD MARKET	20201007-0001	FCS SUPPLIES	09/30/2020				491.36
MIDWCOMP	MIDWEST COMPUTER PRODUCTS	446375	Tech Budget Hardware	09/28/2020				422.20
THENEWS	NEWS, THE	25963	PUBLIC NOTICES/ADVERTISING	09/25/2020				302.29
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	20201007	NEW DRIVER TRAINING	09/30/2020				200.00
PRESTOX	PRESTO-X	8222476	KITCHEN-PEST SERVICE	09/24/2020				61.00
REALGOOD	REALLY GOOD STUFF	7409490	ELEM SUPPLIES	09/10/2020				7.98
REALGOOD	REALLY GOOD STUFF	7432116	1ST GRADE SUPPLIES	09/29/2020				41.94
SCHOSPEC	SCHOOL SPECIALTY INC	2081254587306-A	2ND GRADE SUPPLIES	10/07/2020				70.36
SCHOSPEC	SCHOOL SPECIALTY INC	208126163239	HS SCIENCE SUPPLIES	09/16/2020				8.30
SCHOSPEC	SCHOOL SPECIALTY INC	208126242588	art	09/25/2020				82.14
SCHOSPEC	SCHOOL SPECIALTY INC	208126254883	art	10/07/2020				18.97
SCHOSPEC	SCHOOL SPECIALTY INC	208126277963	art	10/07/2020				16.35
SCHOSPEC	SCHOOL SPECIALTY INC	308103629631	MS/HS office supplies	09/07/2020				70.55
SCHOSPEC	SCHOOL SPECIALTY INC	39.45	PRESCHOOL SUPPLIES	10/07/2020				39.45
SCHOOSYST	SchoolSystems, LLC	790	PT CONFERENCE PROGRAM	09/22/2020				200.00
SHERWILL	SHERWIN-WILLIAMS	1321-3	SANISPRAY-COVID	09/17/2020				3,692.00
SIRCHIE	Sirchie	0459356-IN	HS SCIENCE SUPPLIES	09/09/2020				23.90
SWISCOHR	SWISHER & COHRT	103364	LEGAL SERVICES	09/30/2020				462.50
TAYLCHRI	Taylor, Christine	20201007	DOT PHYSICAL REIMBURSEMENT	10/02/2020				100.00
TNTREPA	TNT REPAIR	26998	TIRE REPAIR	09/14/2020				25.83

Invoice Listing - Summary - by Fund

Unposted; Batch Description General/Etc Invoices-Oct 2020; Fund Description GENERAL FUND

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
TRUCKCENTE	Truck Center Companies	R101031597.01	BUS REPAIR	09/23/2020				1,445.18
UNIBUSINES	UNIVERSITY OF NORTHERN IOWA	38501770	PSEO Textbooks	10/07/2020				135.00
USCELL	US CELLULAR	0397831948	Cell Phones	09/28/2020				282.13
VANMETER	VAN METER ELECTRIC SUPPLY CO	S011262648.001	ELECTRICAL SUPPLIES	09/01/2020				72.80
WALMART	WALMART COMMUNITY BRC	20201007	FCS SUPPLIES/CAR SEAT/LMC SUPPLIES	10/07/2020				509.97
WEBEPAPE	WEBER PAPER COMPANY	20201007	CUSTODIAL/MAINTENANCE SUPPLIES	09/30/2020				181.82
WESTMUSI	WEST MUSIC COMPANY	SI1926482	BAND SUPPLIES/RESALE	09/22/2020				145.90
WILSSAW	WILSON'S WOODSHOP & SHARPNG	20201007	Saw Sharpening	09/30/2020				152.00
WINTBUIL	WINTHROP BUILDING SUPPLY	20201007	B&G SUPPLIES	10/07/2020				93.33
WINTBUIL	WINTHROP BUILDING SUPPLY	74312	TRANSPORTATION SUPPLIES	09/09/2020				17.98
WINTBUIL	WINTHROP BUILDING SUPPLY	74335	SHOP SUPPLIES	10/07/2020				156.01

Batch Total: 76,024.52

Report Total: 76,024.52

East Buchanan Community School
10/14/2020 12:40 PM

Vendor ID Vendor Name

Batch Description: Fund 22-Oct. 2020-retiree HRA

✱ AMERUNITED America United Life

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

<u>Invoice Number</u>	<u>Description</u>	<u>Processing Month:</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>Invoice Amount</u>
20201014	RETIREE HRA BENEFIT	10/2020	10/14/2020				68,177.60
Batch Total:							68,177.60
Report Total:							68,177.60

East Buchanan Community School
10/14/2020 12:40 PM

Vendor ID Vendor Name
Batch Description: General/Etc Invoices-Oct 2020

DONWALT DON & WALT L.L.C.
MIDWCOMP MIDWEST COMPUTER PRODUCTS
* MOOSEMECH Moose Mechanical

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

<u>Invoice Number</u>	<u>Description</u>	<u>Processing Month:</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>Invoice Amount</u>
77429	FCS ROOM RENOVATION	10/2020	09/21/2020				1,123.04
446375	Tech Budget Hardware		09/28/2020				7,339.00
2339	EQUIPMENT REPAIR/REPLACEMENT		08/30/2020				8,061.08

Batch Total: 16,523.12

Report Total: 16,523.12

East Buchanan Community School
09/30/2020 10:48 AM

Vendor ID
EBPPEL
H2I
JOHNDEERE

Vendor Name
East Buchanan CSD-PPEL Fund
H2I Group
JOHN DEERE FINANCIAL

Invoice Listing - Summary - by Fund
Posted - All; Batch Description General/PPEL-Extra-Sept 2020; Processing Month 09/2020

Page: 1
User ID: TMK

<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>Invoice Amount</u>
20200930	Tablets-Reimburse PPEL Fund	09/30/2020	09/30/2020	1	28903	18,434.13
203470	GYM FLOOR REFINISH	09/21/2020	09/21/2020	3	1590	18,300.00
2886723	IND ARTS SUPPLIES	08/31/2020	09/29/2020	1	28902	151.28
Report Total:						36,885.41

Invoice Listing - Detail
Nutrition Invoices - October 2020

Processing Month: 10/2020

Batch Description: Nutrition Invoices - October 2020
Vendor ID: BIMBAKE **BIMBO BAKERIES USA**

Description: Bread

Sequence: 1 Check Type:

Chart of Account Number
61 0000 3110 000 0000 631 Food Purchased
61 0000 3140 000 0000 631 SFSP Food Purchased

PO Number: Invoice Number: 93020

Invoice Date: 09/30/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00

Checking Account ID:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
123.00 N
597.40 N

Amount: 720.40

Vendor ID: EMSDETER **EMS DETERGENT SERVICES CO.**

Description: Sanitizer, Detergent and Floor Cleaner

Sequence: 1 Check Type:

Chart of Account Number
61 0000 3140 000 0000 618 SFSP General Supplies

PO Number: Invoice Number: 0609142012

Invoice Date: 09/14/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00

Checking Account ID:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
149.00 N

Amount: 149.00

Vendor ID: MARTBROT **MARTIN BROTHERS**

Description: Food/Supplies/Fees

Sequence: 1 Check Type:

Chart of Account Number
61 0000 3110 000 0000 631 Food Purchased
61 0000 3110 000 0000 618 General Supplies
61 0000 3110 000 0000 632 Other Expenses
61 0000 3140 000 0000 631 SFSP Food Purchased
61 0000 3140 000 0000 618 SFSP General Supplies
61 0000 3140 000 0000 632 SFSP Other Expenses

PO Number: Invoice Number: 93020

Invoice Date: 09/30/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00

Checking Account ID:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
5,855.57 N
49.30 N
86.00 N
7,960.30 N
302.99 N
143.50 N

Amount: 14,397.66

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

Description: Milk

Sequence: 1 Check Type:

Chart of Account Number
61 0000 3110 000 0000 631 Food Purchased
61 0000 3140 000 0000 631 SFSP Food Purchased

PO Number: Invoice Number: 93020

Invoice Date: 09/30/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00

Checking Account ID:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
907.72 N
1,634.93 N

Amount: 2,542.65

Batch 1099 Total: 0.00

Batch Total: 17,809.71

Report 1099 Total: 0.00

Report Total: 17,809.71

Detail Check Register
Activity Extra Invoices - September 2020

Checking Account: 2 Activity Fund

Invoice Number	Check Number	Invoice Date	Check Date	Check Type	PO Number	Vendor	Detail Description	Chart of Account Number	Check Total
91020	12550	09/10/2020	09/16/2020	Check		GUSTAMY	VB Official	21 0000 1400 920 6600 345	90.00
									<u>Detail Amount</u> 90.00
91020	12551	09/10/2020	09/16/2020	Check		LAMMILORI	VB Official	21 0000 1400 920 6600 345	110.00
									<u>Detail Amount</u> 110.00
91120	12552	09/11/2020	09/16/2020	Check		ELLIMICH	FB Medical Crew	21 0000 1400 920 6600 340	25.00
									<u>Detail Amount</u> 25.00
91120	12553	09/11/2020	09/16/2020	Check		FAWCJOHN	FB Medical Crew	21 0000 1400 920 6600 340	25.00
									<u>Detail Amount</u> 25.00
91120	12554	09/11/2020	09/16/2020	Check		FRANMITC	FB Security	21 0000 1400 920 6600 340	100.00
									<u>Detail Amount</u> 100.00
91120	12555	09/11/2020	09/16/2020	Check		MORGJOHN	FB Official	21 0000 1400 920 6600 345	180.00
									<u>Detail Amount</u> 180.00
91120	12556	09/11/2020	09/16/2020	Check		MURPJOEL	FB Official	21 0000 1400 920 6600 345	170.00
									<u>Detail Amount</u> 170.00
91120	12557	09/11/2020	09/16/2020	Check		PONDMIKE	FB Official	21 0000 1400 920 6600 345	170.00
									<u>Detail Amount</u> 170.00
91120	12558	09/11/2020	09/16/2020	Check		PONDDYLA	FB Official	21 0000 1400 920 6600 345	170.00
									<u>Detail Amount</u> 170.00
091120	12559	09/11/2020	09/16/2020	Check		TELEKYLE	FB Official	21 0000 1400 920 6600 345	170.00
									<u>Detail Amount</u> 170.00
91520	12560	09/15/2020	09/16/2020	Check		LAMKRACH	MS VB Official	21 0000 1400 920 6600 345	80.00
									<u>Detail Amount</u> 80.00
91520	12561	09/15/2020	09/16/2020	Check		STARMONT	Detail Description	21 0000 1400 920 6600 345	40.00
									<u>Detail Amount</u> 40.00

Detail Check Register

Activity Extra Invoices - September 2020

Checking Account: 2
91520

Activity Fund

09/15/2020

Check Number:	Invoice Number	Check Date	Check Type	Check	Vendor	Entry Fee	Check Total:	Detail Amount
12562	92220	09/22/2020	Check	CPU	B-Cross Country Entry Fee	21 0000 1400 920 6600 810	40.00	100.00
12563	91720	09/17/2020	Check	CENTSCHO	Cross Country Entry Fee	CENTRAL COMMUNITY SCHOOL DISTRICT	105.00	105.00
12564	91920	09/19/2020	Check	GLADREIN	Cross Country Entry Fee	GLADBROOK-REINBECK H.S.	80.00	80.00
12565	91720	09/17/2020	Check	DOWNJEFF	Cross Country Entry Fee	JEFFRY DOWNING	90.00	90.00
12566	91720	09/17/2020	Check	LOUGPATR	Cross Country Entry Fee	PATRICK LOUGHREN	80.00	80.00
12567	91720	09/17/2020	Check	TUCKBRAD	Cross Country Entry Fee	BRAD TUCKER	85.00	85.00
12568	91720	09/17/2020	Check	GUSTAMY	Cross Country Entry Fee	AMY GUSTAFSON	100.00	100.00
12569	91720	09/17/2020	Check	LAMMLORI	Cross Country Entry Fee	LORI LAMMERS	110.00	110.00
12570	92220	09/22/2020	Check	LAMKRACH	Cross Country Entry Fee	RACHEL LAMKER	80.00	80.00
12571	46	09/18/2020	Check	IHSMA	Cross Country Entry Fee	IA HIGH SCH MUSIC ASSOCIATION	17.00	17.00
12572	2879598	08/10/2020	Check	JOHNDEERE	Cross Country Entry Fee	JOHN DEERE FINANCIAL	37.98	37.98

Detail Check Register

Activity Extra Invoices - September 2020

Activity Fund

Checking Account: 2

Check Number:	Invoice Number	Invoice Date	Check Type:	Check Date:	Vendor:	Chart of Account Number	Check Total:
12573	92420	09/24/2020	Check	09/30/2020	FLECKJOSE	JOSEPH FLECKENSTEIN 21 0000 1400 920 6600 345	110.00
12574	92420	09/24/2020	Check	09/30/2020	NEVEMICK	MICK NEVERMAN 21 0000 1400 920 6600 345	110.00
12575	92420	09/24/2020	Check	09/30/2020	LAMKRACH	RACHEL LAMKER 21 0000 1400 920 6600 345	80.00
12576	92620	09/26/2020	Check	09/30/2020	INDECS	INDEPENDENCE CSD 21 0000 1400 920 6600 810	110.00
12577	92920	09/29/2020	Check	09/30/2020	JESUPCSD	JESUP COMMUNITY SCHOOL DISTRICT 21 0000 1400 920 6600 810	48.00

*Denotes Expensed Invoice Item

Checking Account ID: 2

Total without Voids: 2,672.98

Invoice Listing - Detail
Activity Invoices - October 2020

Batch Description: Activity Invoices - October 2020

Processing Month: 10/2020

Vendor ID: BLANFLOW BLAND'S FLOWER SHOP

Description: Senior Night - Volleyball

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 920 6600 618 VB Senior Night Flowers

Invoice Number: 011044 Amount: 22.50

Invoice Date: 09/09/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

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

22.50 N

Vendor ID: BLOOFARM BLOOMSBURY FARM

Description: 1st Grade Field Trip

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 950 7050 899 1st Grade Field Trip

Invoice Number: 390 Amount: 160.00

Invoice Date: 09/09/2020 Due Date: 10/02/2020 Status: PP 1099 Amount: 0.00

Check Number: 12578 Check Date: 10/02/2020

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

160.00 N

Vendor ID: CHASCARD CHASE CARD SERVICES

Description: DT + Cheer uniform storage items

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 920 6694 899 Garment rack and garment rack cover

21 0000 1400 920 6694 899 50 pk hangars

21 0000 1400 920 6694 899 hangar clips

Invoice Number: 114-1598402-9221822 Amount: 165.22

Invoice Date: 09/09/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

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

92.97 N

36.88 N

35.37 N

Vendor ID: CHASCARD CHASE CARD SERVICES

Description: Desk Hanging Organizers-5th/6th Grade

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 950 7050 618 Desk Organizers-5th/6th Grade

21 0000 1400 950 7050 899 Shipping

Invoice Number: 114-9989930-3322618 Amount: 908.82

Invoice Date: 09/10/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

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

683.32 0.00 N

225.50 0.00 N

Vendor ID: RIMADENN DENNIS RIMA

Description: FB Official - 10/2/20

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 920 6600 345 FB Official

Invoice Number: 10220 Amount: 145.00

Invoice Date: 10/02/2020 Due Date: 10/07/2020 Status: PP 1099 Amount: 0.00

Check Number: 12589 Check Date: 10/07/2020

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

145.00 N

Vendor ID: DERLSCAL DERLEIN SCALE, INC

Description: Testing on Wrestling Scale

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 920 6600 340 Testing on Wrestling Scale

Invoice Number: 9982 Amount: 70.00

Invoice Date: 10/02/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

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

70.00 N

Vendor ID: DESIUNLI DESIGNS UNLIMITED

Description: Volleyball Shirts

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 920 6815 618 VB Shirts

Invoice Number: 10798 Amount: 1,000.00

Invoice Date: 09/02/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00

Check Number: Check Date:

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

1,000.00 N

Vendor ID: DESIUNLI **DESIGNS UNLIMITED**
Description: MS Volleyball Shirts
Sequence: 1 Check Type:
Chart of Account Number
21 0000 1400 920 6815 618 MS VB Shirts

PO Number: **Invoice Number: 10802**
Invoice Date: 09/02/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
641.00 N In Full
Checking Account ID:

Amount:
641.00

Vendor ID: DESIUNLI **DESIGNS UNLIMITED**
Description: MS Volleyball Shirts
Sequence: 1 Check Type:
Chart of Account Number
21 0000 1400 920 6815 618 MS VB Shirts

PO Number: **Invoice Number: 10810**
Invoice Date: 09/03/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
112.50 N In Full
Checking Account ID:

Amount:
112.50

*** Vendor ID: DESIUNLI** **DESIGNS UNLIMITED**
Description: FFA Member T-Shirts
Sequence: 1 Check Type:
Chart of Account Number
21 0000 1400 950 7026 618 FFA Member t-shirts.

PO Number: 21-0152 **Invoice Number: 10912**
Invoice Date: 10/09/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
390.50 N In Full
Checking Account ID:

Amount:
390.50

Vendor ID: DIAMVOGEL **DIAMOND VOGEL**
Description: Football Field Marking Paint
Sequence: 1 Check Type:
Chart of Account Number
21 0000 1400 920 6600 618 FB Field Marking Paint

PO Number: **Invoice Number: 210191562**
Invoice Date: 09/04/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
263.75 0.00 N In Full
Checking Account ID:

Amount:
263.75

Vendor ID: DIAMVOGEL **DIAMOND VOGEL**
Description: Football Field Marking Paint
Sequence: 1 Check Type:
Chart of Account Number
21 0000 1400 920 6600 618 FB Field Marking Paint

PO Number: **Invoice Number: 210192078**
Invoice Date: 09/24/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
189.40 N In Full
Checking Account ID:

Amount:
189.40

Vendor ID: DOWNJEFF **DOWNING, JEFFRY**
Description: MS FB Official - 10/1/20
Sequence: 1 Check Type: Check
Chart of Account Number
21 0000 1400 920 6600 345 MS FB Official

PO Number: **Invoice Number: 10120**
Invoice Date: 10/01/2020 Due Date: 10/07/2020 Status: PP 1099 Amount: 90.00
Check Number: 12580 Check Date: 10/07/2020
Detail Amount 1099 Detail Amount Asset/Asset Tag
90.00 90.00 N In Full
Checking Account ID:

Amount:
90.00

Vendor ID: ENTOYEAR **ENTOURAGE YEARBOOKS**
Description: 2021 Yearbook Project
Sequence: 1 Check Type:
Chart of Account Number
21 0000 1400 910 8000 618 2021 Yearbooks

PO Number: **Invoice Number: 1047838001**
Invoice Date: 09/17/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00
Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
1,607.25 N In Full
Checking Account ID:

Amount:
1,607.25

Vendor ID: FRAMMITC **FRANCK, MITCHELL**
Description: FB Security - 10/2/20
Sequence: 1 Check Type: Check

PO Number: **Invoice Number: 10220**
Invoice Date: 10/02/2020 Due Date: 10/07/2020 Status: PP 1099 Amount: 100.00
Check Number: 12583 Check Date: 10/07/2020
Detail Amount 1099 Detail Amount Asset/Asset Tag
100.00 N In Full
Checking Account ID:

Amount:
100.00

Invoice Listing - Detail
Activity Invoices - October 2020

Vendor ID: IHSADA IHSADA

Description: IHSADA Dues
Sequence: 1 Check Type: Detail Description
Chart of Account Number IHSADA Dues
21 0000 1400 920 6600 810

PO Number: 21-0143 Invoice Number: 2020-2021

Invoice Date: 10/01/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00
Check Number: Check Date:

Amount: 130.00

Checking Account ID:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
130.00 0.00 N In Full
Final

Vendor ID: JWPEPPER J.W. PEPPER & SON, INC.

Description: Pep Band Songs
Sequence: 1 Check Type: Detail Description
Chart of Account Number Music
21 0000 1400 910 6220 618
21 0000 1400 910 6220 899 PEP BAND OTHER EXPENSE

PO Number: 21-0136 Invoice Number: 362978635

Invoice Date: 09/25/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00
Check Number: Check Date:

Amount: 314.99

Checking Account ID:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
295.00 N In Full
19.99 N Final
Final

Vendor ID: KOOHMARY KOOHY, MARY

Description: FB Medical Crew - 10/2/20
Sequence: 1 Check Type: Check
Chart of Account Number Detail Description
21 0000 1400 920 6600 340 FB Medical Crew

PO Number: Invoice Number: 10220

Invoice Date: 10/02/2020 Due Date: 10/07/2020 Status: PP 1099 Amount: 25.00
Check Number: 12585 Check Date: 10/07/2020

Amount: 25.00

Checking Account ID:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
25.00 25.00 N In Full



Vendor ID: LOUGPATR LOUGHREN, PATRICK

Description: MS FB Official - 10/08/20
Sequence: 1 Check Type: Check
Chart of Account Number Detail Description
21 0000 1400 920 6600 345 MS FB Official

PO Number: Invoice Number: 10820

Invoice Date: 10/08/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 80.00
Check Number: Check Date:

Amount: 80.00

Checking Account ID:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
80.00 80.00 N In Full

Vendor ID: WILEMARK MARK WILEY

Description: FB Official - 10/2/20
Sequence: 1 Check Type: Check
Chart of Account Number Detail Description
21 0000 1400 920 6600 345 FB Official

PO Number: Invoice Number: 10220

Invoice Date: 10/02/2020 Due Date: 10/07/2020 Status: PP 1099 Amount: 145.00
Check Number: 12590 Check Date: 10/07/2020

Amount: 145.00

Checking Account ID:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
145.00 145.00 N In Full

Vendor ID: MESCRAND MESCHER, RANDALL

Description: FB Official - 10/2/20
Sequence: 1 Check Type: Check
Chart of Account Number Detail Description
21 0000 1400 920 6600 345 FB Official

PO Number: Invoice Number: 10220

Invoice Date: 10/02/2020 Due Date: 10/07/2020 Status: PP 1099 Amount: 145.00
Check Number: 12587 Check Date: 10/07/2020

Amount: 145.00

Checking Account ID:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
145.00 145.00 N In Full



Vendor ID: MONTDORE MONTGOMERY, DOREN

Description: MS FB Official - 10/08/20
Sequence: 1 Check Type: Check
Chart of Account Number Detail Description
21 0000 1400 920 6600 345 MS FB Official

PO Number: Invoice Number: 10820

Invoice Date: 10/08/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 90.00
Check Number: Check Date:

Amount: 90.00

Checking Account ID:

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

Vendor ID: MONTSPOR MONTICELLO SPORTS

Description: MS Volleyball Jerseys

PO Number: 21-0089 Invoice Number: 092920-5

Invoice Date: 09/29/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00

Amount: 1,950.00

Checking Account ID:

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
0.00 0.00 N In Full

Sequence: 1 Check Type:
Chart of Account Number
21 0000 1400 920 6815 618 MS VB Jerseys

Checking Account ID:

Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
1,950.00 N

In Full
Incomplete

Vendor ID: NASSPNHS NASSP/NHS
Description: NHS Membership

PO Number: 21-0099 Invoice Number: 9001320661
Invoice Date: 03/03/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00 Amount: 385.00

Sequence: 1 Check Type:
Chart of Account Number
21 0000 1400 950 7013 899 NHS Chapter Membership

Checking Account ID:

Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
385.00 N

In Full
Incomplete

* **Vendor ID: NATIFFA** NATIONAL FFA ORGANIZATION
Description: FFA Clothing

PO Number: 21-0142 Invoice Number: MDS213334
Invoice Date: 10/12/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00 Amount: 68.50

Sequence: 1 Check Type:
Chart of Account Number Detail Description
21 0000 1400 950 7026 618 Personalized FFA jacket
21 0000 1400 950 7026 618 FFA Womens Scarf
21 0000 1400 950 7026 899 Shipping

Checking Account ID:

Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
49.00 N
12.50 N
7.00 N

In Full
Final
Final
Final

Vendor ID: PIERASHL PIERCE, ASHLEY
Description: Volleyball Official - 10/06/20

PO Number: Invoice Number: 100620
Invoice Date: 10/06/2020 Due Date: 10/07/2020 Status: PP 1099 Amount: 107.50 Amount: 107.50

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

Checking Account ID:

Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
107.50 107.50 N

In Full

Vendor ID: RIDDELL RIDDELL ALL AMERICAN
Description: Football Jerseys

PO Number: 21-0007 Invoice Number: 951258167/951258168
Invoice Date: 09/08/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00 Amount: 790.15

Sequence: 1 Check Type:
Chart of Account Number Detail Description
21 0000 1400 920 6720 739 Red Football Jerseys
21 0000 1400 920 6720 739 White Football Jerseys
21 0000 1400 920 6720 899 Freight
21 0000 1400 920 6600 739 Red Football Jerseys
21 0000 1400 920 6720 739 White Football Jerseys
21 0000 1400 920 6600 899 Freight

Checking Account ID:

Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
186.00 0.00 N
186.00 0.00 N
23.08 0.00 N
186.00 N
186.00 N
23.07 N

In Full
Final
Final
Final
Final

* **Vendor ID: SCHOHEAL** SCHOOL HEALTH CORPORATION
Description: Athletic Tape

PO Number: 21-0144 Invoice Number: 3838033-00
Invoice Date: 10/05/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00 Amount: 397.36

Sequence: 1 Check Type:
Chart of Account Number Detail Description
21 0000 1400 920 6600 618 Athletic Tape
21 0000 1400 920 6600 618 Prewrap

Checking Account ID:

Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
315.60 N
81.76 N

In Full
Final
Final

Vendor ID: MINETOM TOM MINER
Description: FB Official - 10/2/20

PO Number: Invoice Number: 10220
Invoice Date: 10/02/2020 Due Date: 10/07/2020 Status: PP 1099 Amount: 145.00 Amount: 145.00

Sequence: 1 Check Type:
Chart of Account Number Detail Description
21 0000 1400 920 6600 618 Athletic Tape
21 0000 1400 920 6600 618 Prewrap

Checking Account ID:

Check Number:
Detail Amount 1099 Detail Amount Asset/Asset Tag
145.00 145.00 N

In Full

Chart of Account Number
21 0000 1400 920 6600 345
Detail Description
FB Official

Vendor ID: TRENDYTULI Trendy Tulip
Description: Homecoming Flowers
Sequence: 1 Check Type: Check
Chart of Account Number
21 0000 1400 950 7011 618
Detail Description
Homecoming Court Flowers

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
145.00 145.00 N

PO Number: 21-0131 Invoice Number: 58 Amount: 135.00
Invoice Date: 09/11/2020 Due Date: 10/14/2020 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
135.00 0.00 N

Vendor ID: TUCKBRAD TUCKER, BRAD
Description: MS FB Official - 10/1/20
Sequence: 1 Check Type: Check
Chart of Account Number
21 0000 1400 920 6600 345
Detail Description
MS FB Official

PO Number: Invoice Number: 10120 Amount: 85.00
Invoice Date: 10/01/2020 Due Date: 10/07/2020 Status: PP 1099 Amount: 85.00
Check Number: 12581 Check Date: 10/07/2020
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
85.00 85.00 N

Vendor ID: UTTEBILL UTTERBACK, BILL
Description: MS FB Official - 10/1/20
Sequence: 1 Check Type: Check
Chart of Account Number
21 0000 1400 920 6600 345
Detail Description
MS FB Official

PO Number: Invoice Number: 10120 Amount: 90.00
Invoice Date: 10/01/2020 Due Date: 10/07/2020 Status: PP 1099 Amount: 90.00
Check Number: 12582 Check Date: 10/07/2020
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
90.00 90.00 N

Vendor ID: CUSIWAYN WAYNE CUSICK
Description: FB Official - 10/2/20
Sequence: 1 Check Type: Check
Chart of Account Number
21 0000 1400 920 6600 345
Detail Description
FB Official

PO Number: Invoice Number: 10220 Amount: 145.00
Invoice Date: 10/02/2020 Due Date: 10/07/2020 Status: PP 1099 Amount: 0.00
Check Number: 12586 Check Date: 10/07/2020
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
145.00 N

Vendor ID: WESTDELA WEST DELAWARE CSD
Description: B-Cross Country Entry Fee - 10/06/20
Sequence: 1 Check Type: Check
Chart of Account Number
21 0000 1400 920 6600 810
Detail Description
B-Cross Country Entry Fee

PO Number: Invoice Number: 100620 Amount: 50.00
Invoice Date: 10/06/2020 Due Date: 10/07/2020 Status: PP 1099 Amount: 0.00
Check Number: 12594 Check Date: 10/07/2020
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
50.00 N

Vendor ID: WDELMS WEST DELAWARE MIDDLE SCHOOL
Description: MS Cross Country Entry Fee - 10/06/20
Sequence: 1 Check Type: Check
Chart of Account Number
21 0000 1400 920 6600 810
Detail Description
MS Cross Country Entry Fee

PO Number: Invoice Number: 100620 Amount: 21.00
Invoice Date: 10/06/2020 Due Date: 10/07/2020 Status: PP 1099 Amount: 0.00
Check Number: 12595 Check Date: 10/07/2020
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
21.00 N

Batch 1099 Total: 1,317.50

Batch Total: 13,629.44

Report 1099 Total: 1,317.50

Report Total: 13,629.44

Fund: 21 ACTIVITY FUND

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	50.00	20.00	0.00	467.42
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	17.00	0.00	0.00	1,044.86
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	4,562.03	4,375.03	4,696.36	0.00	4,883.36
21 6645 729 920	CROSS COUNTRY	0.00	390.50	405.00	0.00	14.50
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	165.22	0.00	2,380.28
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	284.00	0.00	0.00	5,970.41
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	1,950.00	0.00	4,483.93
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	7,038.50	4,353.32	850.00	0.00	3,535.18
21 7011 729 950	HS STUDENT COUNCIL	3,086.63	111.52	0.00	0.00	2,975.11
21 7012 729 950	SPANISH CLUB	1,664.45	0.00	0.00	0.00	1,664.45
21 7013 729 950	NHS	278.80	0.00	385.00	0.00	663.80
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	444.33	0.00	40.00	0.00	484.33
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	19,036.62	100.00	521.50	0.00	19,458.12
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

Fund: 21 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
21 7049 729 950	PBIS	4,020.14	35.20	0.00	0.00	3,984.94
21 7050 729 950	ELEM. ST. COUNCIL	4,379.88	94.05	1,000.00	0.00	5,285.83
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	7,365.67	0.00	665.00	0.00	8,030.67
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	324.00	400.00	0.00	1,809.81
21 8004 729 910	INTEREST	219.14	0.00	104.50	0.00	323.64
Fund Total: 21		116,447.40	10,134.62	11,202.58	0.00	117,515.36

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	7,083	0	0	1,262	0	0	0	0	58	8,403
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	9,313	-	-	2,238	-	-	-	-	118	11,669

**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	1,998	0	178	0	0	0	471	2,941
SEPTEMBER	0	0	9,260	761	183	58	0	0	53	10,315
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	12,847	786	500	94	-	-	663	15,184
BUS/VAN TOTAL	9,313	294	12,847	3,024	500	94	-	-	781	26,853

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.	507.000	\$ 1.739	\$ 881.42	686.000	\$ 1.462	\$ 1,002.94	\$ 1,884.36	691.000	\$ 1,201.30	1,041.000	\$ 1,521.94	\$ 2,723.24
OCT.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
NOV.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
DEC.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
JAN.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
FEB.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
MARCH	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
APR.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
MAY	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
JUNE	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
TOTALS	507.000		\$881.42	686.000		\$1,002.94	\$1,884.36	960.000	\$1,535.94	1,451.000	\$1,958.18	\$3,494.12

RECEIPTS

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$426.00	\$230.90	\$656.90
Student Lunch	\$1,340.45	\$9,763.98	\$11,104.43
Adult Breakfast	\$53.20	\$15.40	\$68.60
Adult Lunch	\$211.75	\$19.25	\$231.00
Alacarte	\$4,588.35	\$457.70	\$5,046.05
Snacks	\$1,630.95	\$348.00	\$1,978.95
Federal Breakfast	\$0.00	\$0.00	\$0.00
Federal Lunch	\$0.00	\$0.00	\$0.00
State Breakfast	\$0.00	\$0.00	\$0.00
State Lunch	\$0.00	\$0.00	\$0.00
SFSP	\$0.00	\$0.00	\$0.00
Other Revenues	\$0.00	\$0.00	\$0.00
Other Purchased Services	-\$316.86	\$0.20	-\$316.66
Rebate	\$0.00	\$302.50	\$302.50
Interest	\$36.84	\$67.10	\$103.94
TOTAL INCOME	\$7,970.68	\$11,205.03	\$19,175.71

EXPENDITURES

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$5,230.34	\$0.00	\$5,230.34
Commodities	\$0.00	\$0.00	\$0.00
Supplies	\$422.57	\$0.00	\$422.57
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	\$123.60	\$30.00	\$153.60
Cooks Salaries	\$3,558.75	\$0.00	\$3,558.75
Benefits	\$2,548.56	\$2,883.94	\$5,432.50
TOTAL EXPENDITURES	\$11,883.82	\$6,633.38	\$18,517.20

BALANCE

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$38,067.87	\$38,067.87
Income	\$7,970.68	\$11,204.63	\$19,175.31
Expenditures	\$11,883.82	\$6,633.38	\$18,517.20
FUND BALANCE	-\$3,913.14	\$42,639.12	\$38,725.98

MEALS SERVED

	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	291	157	448
Reduced Student Breakfasts	62	37	99
Free Student Breakfasts	235	111	346
Second Breakfasts	10	5	15
Adult Breakfasts	38	11	49
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
TOTAL BREAKFASTS SERVED	636	321	957
Paid Student Lunches	1,949	1,133	3,082
Reduced Student Lunches	284	155	439
Free Student Lunches	817	556	1,373
Second Lunches	2	0	2
Adult Lunches	56	5	61
Student Guest Lunches	0	0	0
Complimentary Lunches	0	0	0
TOTAL LUNCHES SERVED	3,108	1,849	4,957
SFSP Breakfasts Served	1,455	0	1,455
SFSP Lunches Served	4,883	0	4,883

PAID
367

FREE
170

REDUCED
58

TOTAL
595

2020-2021

East Buchanan

Hot Lunch
Report**DAYS MEALS SERVED**

July	0
August	6
September	20
October	0
November	0
December	0
January	0
February	0
March	0
April	0
May	0
June	0
TOTALS	26

September 30, 2020

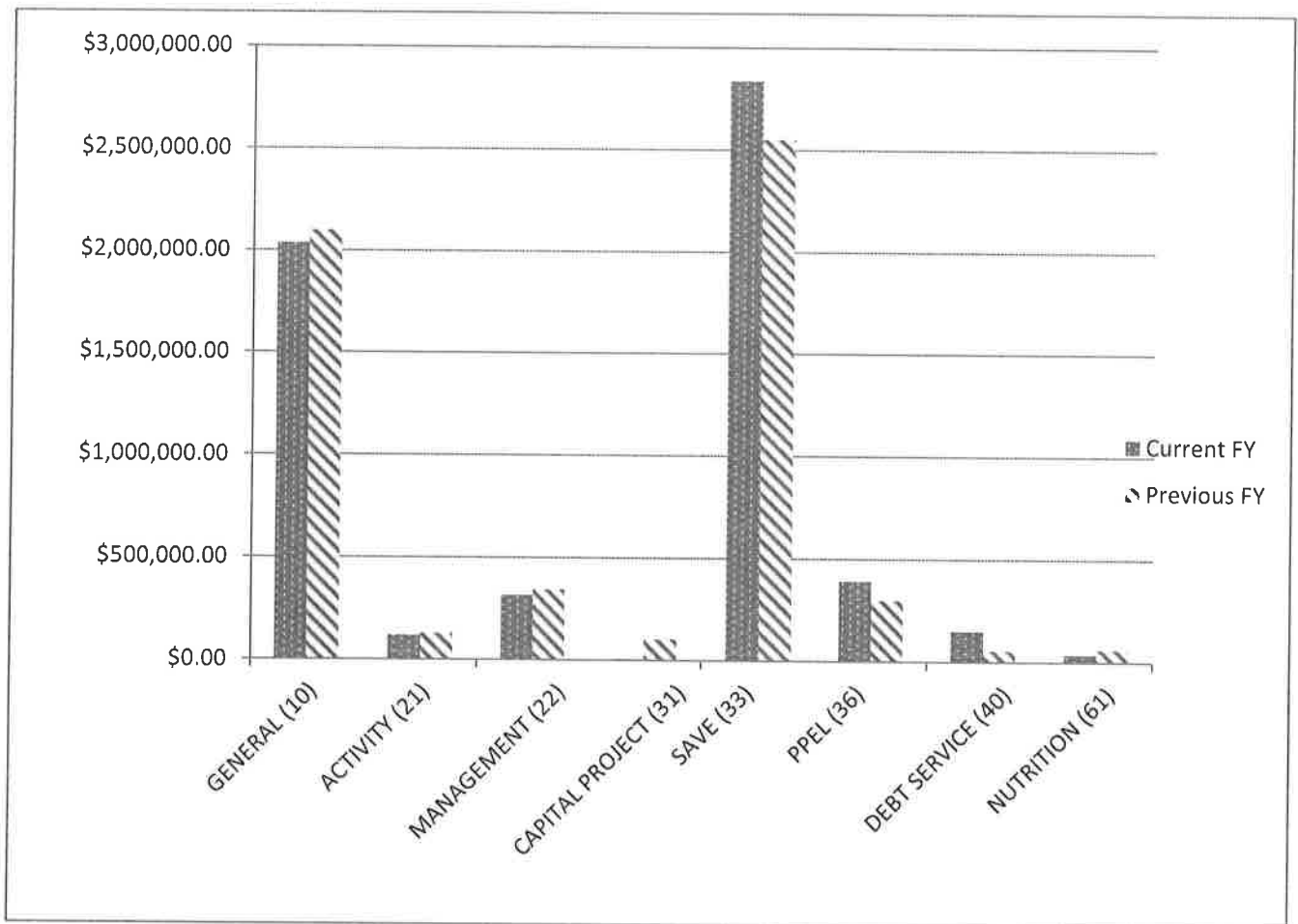
East Buchanan Community School District
Cash Summary Report

	<u>Jul-20</u>	<u>Aug-20</u>	<u>Sep-20</u>	
10-GENERAL FUND				
Beginning Balance	2,909,706.83	2,551,103.28	2,006,067.66	
Revenue	75,623.87	184,549.91	572,539.58	Property taxes, state aid, grants, interest, tuition, fees
Expenditures	434,227.42	729,585.53	541,955.14	Salary, benefits, supplies, etc
Ending Balance	<u>2,551,103.28</u>	<u>2,006,067.66</u>	<u>2,036,652.10</u>	Bank Account Name: General Fund
21-ACTIVITY FUND				
Beginning Balance	120,841.93	121,421.98	116,447.40	
Revenue	1,030.05	4,759.54	11,240.56	gate receipts, donations, activity fees, interest
Expenditures	450.00	9,734.12	10,172.60	activity fund eligible expenditures
Ending Balance	<u>121,421.98</u>	<u>116,447.40</u>	<u>117,515.36</u>	Bank Account Name: Activity Fund
22-MANAGEMENT FUND				
Beginning Balance	412,941.11	313,445.76	309,036.44	
Revenue	1,267.69	1,757.68	8,574.07	property taxes
Expenditures	100,763.04	6,167.00	1,000.00	retiree insurance (district paid), retiree benefits, liability insurance
Ending Balance	<u>313,445.76</u>	<u>309,036.44</u>	<u>316,610.51</u>	Bank Account Name: General Fund
31-GO BONDS				
Beginning Balance	10,651.12	10,653.34	6,343.52	
Revenue	2.22	2.23	2.16	interest, rebates, refunds
Expenditures	0.00	4,312.05	0.00	building construction
Ending Balance	<u>10,653.34</u>	<u>6,343.52</u>	<u>6,345.68</u>	Bank Account Names: Capital Projects and High School Project
33-SAVE				
Beginning Balance	2,887,242.09	2,739,739.35	2,788,337.37	
Revenue	52,447.26	48,598.02	48,543.73	property taxes, donations, rebates
Expenditures	199,950.00	0.00	0.00	SAVE eligible expenditures
Ending Balance	<u>2,739,739.35</u>	<u>2,788,337.37</u>	<u>2,836,881.10</u>	Bank Account Names: School House Fund and Elementary Project
36-PPEL				
Beginning Balance	421,599.20	393,850.90	393,169.78	
Revenue	4,031.78	6,736.90	55,412.78	property taxes, donations, rebates
Expenditures	31,780.08	7,418.02	55,923.05	PPEI eligible expenditures
Ending Balance	<u>393,850.90</u>	<u>393,169.78</u>	<u>392,659.51</u>	Bank Account Name: School House Fund
40-DEBT SERVICE				
Beginning Balance	96,455.14	101,085.44	109,011.59	
Revenue	4,643.06	8,426.15	41,070.23	property taxes, interfund transfer from SAVE for revenue bonds
Expenditures	12.76	500.00	0.00	financial fees, interest, principal on GO & revenue bonds
Ending Balance	<u>101,085.44</u>	<u>109,011.59</u>	<u>150,081.82</u>	
less: Escrow Acct	90,000.00	90,000.00	90,000.00	prepayment levy balance
	<u>11,085.44</u>	<u>19,011.59</u>	<u>60,081.82</u>	Bank Account Name: School House Fund
61-NUTRITION FUND				
Beginning Balance	38,067.87	33,271.67	42,639.12	
Revenue	342.46	10,862.37	8,287.54	sales, interest, federal/state program revenue
Expenditures	5,138.66	1,494.92	12,200.68	salary, benefits, food, supplies
Ending Balance	<u>33,271.67</u>	<u>42,639.12</u>	<u>38,725.98</u>	Bank Account Name: Lunch Program
less: Received on Acct	7,940.24	15,420.02	11,890.97	student/family/employee lunch account balance
	<u>25,331.43</u>	<u>27,219.10</u>	<u>26,835.01</u>	
EMPLOYER'S PAYROLL EXPENSE:				
Gross Wages-hourly	17,204.78	14,702.99	36,413.50	
Gross Wages-contract	285,337.96	285,673.25	305,073.86	
	<u>302,542.74</u>	<u>300,376.24</u>	<u>341,487.36</u>	
Employer paid deductions	42,787.71	42,244.15	50,887.20	
Employer paid IPERS	27,911.18	27,848.72	31,367.52	
Employer paid FICA	22,043.98	22,099.27	25,060.76	
	<u>92,742.87</u>	<u>92,192.14</u>	<u>107,315.48</u>	
TOTAL	<u>395,285.61</u>	<u>392,568.38</u>	<u>448,802.84</u>	

CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL

September 2020

Fund Description	Beginning	Revenues	Expenditures	FY21 Ending	FY20 End Balance	Difference
GENERAL (10)	\$2,006,067.56	\$572,539.58	\$541,955.14	\$2,036,652.00	\$2,098,409.93	(\$61,757.93)
ACTIVITY (21)	\$116,447.40	\$11,240.56	\$10,172.60	\$117,515.36	\$128,996.62	(\$11,481.26)
MANAGEMENT (22)	\$309,036.44	\$8,574.07	\$1,000.00	\$316,610.51	\$344,158.78	(\$27,548.27)
CAPITAL PROJECT (31)	\$6,343.52	\$2.16	\$0.00	\$6,345.68	\$103,336.33	(\$96,990.65)
SAVE (33)	\$2,788,337.37	\$48,543.73	\$0.00	\$2,836,881.10	\$2,551,599.00	\$285,282.10
PPEL (36)	\$393,169.78	\$55,412.78	\$55,923.05	\$392,659.51	\$297,712.89	\$94,946.62
DEBT SERVICE (40)	\$109,011.59	\$41,070.23	\$0.00	\$150,081.82	\$54,171.87	\$95,909.95
NUTRITION (61)	\$42,639.12	\$8,287.54	\$12,200.68	\$38,725.98	\$60,472.28	(\$21,746.30)
TOTAL				\$5,895,471.96	\$5,638,857.70	\$256,614.26



PPEL/VPPEL Report

<u>DATE</u>	<u>VENDOR NAME</u>	<u>EXPENSE (DR) RECEIPT (CR)</u>		<u>TOTAL</u>
FY 20-21	Balance forward			\$ 421,599.20
7/17/20	Property Taxes	\$ -	\$ 3,649.00	\$ 425,248.20
7/31/20	Interest	\$ -	\$ 372.70	\$ 425,620.90
7/9/20	Mower purchase-Maverick PowerSports	\$ 10,799.00	\$ -	\$ 414,821.90
7/17/20	Van purchase-Runde Auto Group	\$ 20,971.00	\$ -	\$ 393,850.90
8/15/20	Property Taxes	\$ -	\$ 5,396.82	\$ 399,247.72
8/15/20	Receivable Property Taxes			\$ 400,077.72
8/13/20	Amazon - tablets	\$ 391.72	\$ -	\$ 399,686.00
8/13/20	Sadler Power Train - Jaltest	\$ 6,625.00	\$ -	\$ 393,061.00
8/15/20	Accts Payable	\$ 257.65	\$ -	\$ 392,803.35
8/31/20	Interest	\$ -	\$ 366.43	\$ 393,169.78
9/15/20	Property Taxes	\$ -	\$ 30,374.80	\$ 423,544.58
9/10/20	CDWG-printer	\$ 2,000.96	\$ -	\$ 421,543.62
9/10/20	Amazon - tablets	\$ 47.45	\$ -	\$ 421,496.17
9/10/20	CDWG - google chrome mgmt console	\$ 2,250.00	\$ -	\$ 419,246.17
9/21/20	H2I group - gym floor refinish	\$ 18,300.00	\$ -	\$ 400,946.17
9/10/20	VIPS - tables	\$ 1,630.00	\$ -	\$ 399,316.17
9/10/20	FCS room	\$ 6,596.51	\$ -	\$ 392,719.66
9/10/20	washer	\$ 5,795.00	\$ -	\$ 386,924.66
9/30/20	Sale - 2008 Ch Uplander	\$ -	\$ 750.00	\$ 387,674.66
9/30/20	Sale - 2008 Ch Uplander	\$ -	\$ 500.00	\$ 388,174.66
9/10/20	Washing machine	\$ 869.00	\$ -	\$ 387,305.66
9/30/20	Transfer from General Fund	\$ -	\$ 5,005.23	\$ 392,310.89
9/30/20	interest	\$ -	\$ 348.62	\$ 392,659.51

East Buchanan CSD

Personnel Changes

SB Mtg date	Employee	Type	Position	Notice Date	Effective Date	Salary Schedule
10/14/2020	Lee White	Hire	MS Football Coach			
10/14/2020	Dave Sattgast	Hire	Robotics Coach			

EAST BUCHANAN SCHOOL
BANK RECONCILIATION
ANNUAL REPORTS
2019-2020



Provided by:
Marilyn Steinkamp, Treasurer

2019-20 ANNUAL REPORT
GENERAL FUND-EAST BUCHANAN SCHOOL

--CITIZENS STATE BANK IN WINTHROP, IA
 OUTSTANDING CHECK REGISTER--General Fund

(104 22)

MONTI	CHECK NO.	VENDOR	CHECK DATE	CHECK AMT.	CLEARED	CLEARED DATE
JUNE	28653	AQUA TECH OF IA	5/14/2020	\$1,045.94	X	6/1/2020
	28670	CHELSI KLEIN	5/14/2020	\$380.00	X	6/4/2020
	28681	WEST DELAWARE CSD	5/14/2020	\$1,409.32	X	6/1/2020
	10622	ISEBA	6/19/2020	\$128.84		
	10623	MADISON NAT. LIFE	6/19/2020	\$22.02		
	10624	WELLMARK	6/19/2020	\$1,369.04		
	10627	SUE HOEFER	6/19/2020	\$133.95		
	10628	SHARON HOLT	6/19/2020	\$93.07		
	28688	CHERYL BEATTY	6/11/2020	\$175.00		
	28726	ALLIANT ENERGY	6/30/2020	\$4,451.27		
	28727	KELLY ANDEREGG	6/30/2020	\$150.00		
	28728	BODENSTEINER IMP	6/30/2020	61.36		
	28729	CDW GOVT	6/30/2020	\$145.66		
	28730	COLLEGE BOARD	6/30/2020	\$125.00		
	28731	GORDON FLESH CO	6/30/2020	\$473.40		
	28732	INDEPENDENCE CSD	6/30/2020	\$25,621.74		
	28733	MARC	6/30/2020	\$1,983.40		
	28734	MARION INDEP CSD	6/30/2020	\$4,590.63		
	28735	THE NEWS	6/30/2020	\$183.55		
	28736	NUTRIEN AG SOLUTIONS	6/30/2020	\$91.25		
	28737	PERFECTION LEARNING	6/30/2020	\$308.70		
	28738	PRESTO-X	6/30/2020	\$61.00		
	28739	CRAIG WILGENBUSCH	6/30/2020	\$150.00		
		WIRE FEE	6/30/2020	\$15.00		

June Bank Balance	\$3,362,085.07
Less Outstanding Checks	\$40,333.88
SECRETARY BALANCE	\$3,321,751.19
Treasurer's balance	\$3,321,751.19

**ANNUAL REPORT 2019-2020
EAST BUCHANAN COMMUNITY SCHOOL**

2020 OUTSTANDING CHECK REGISTER--STUDENT ACTIVITY-- (21)

JUNE

CHECK NO.	VENDOR	CHECK DATE	CHECK AMT	CLEARED	CLEARED DATE
12424	NORTHEAST IA CHORAL DIR	3/11/2020	109.00	VOID	VOID
12445	IOWA FBLA	4/30/2020	120.00	X	6/12/2020
12492	VOID PRINTER ERROR			VOID	VOID
12336	WARTBURG COL HONOR BAND	1/21/2020	168.00		
12365	AMERICAN CANCER SOC.	2/12/2020	1691.75		
12466	DOUG & JEANNE LENTZ	6/10/2020	181.80		
12471	TIM & KRISTY RECKER	6/10/2020	417.4		
12472	BRUCE & JEANETTE RINIKER	6/10/2020	1463.00		
12473	WARTBURG DANCE	6/10/2020	605		
12476	BEN DUFF	6/23/2020	120.00		
12478	DAN CARRIKER	6/23/2020	115		
12479	ROBERT GOEDKEN	6/23/2020	105.00		
12480	DAN CARRIKER	6/25/2020	120		
12481	PAUL PRESSON	6/25/2020	135.00		
12482	TOM BARNES	6/25/2020	115		
12483	ROBERT BERGMAN	6/25/2020	115.00		
12484	CHASE CARD SERVICES	6/30/2020	133.04		
12485	ISBA	6/30/2020	175.00		
12486	ISU	6/30/2020	80		
12487	CHASE CARD SERVICES	6/30/2020	109.90		
12488	ALAN HERMSEN	6/30/2020	110		
12489	GLEN SNYDER	6/30/2020	112.50		
12490	MARK TROENDLE	6/30/2020	120		
12491	BILL YUSKA	6/30/2020	110.00		
12492	BSN SPORTS	6/30/2020	880		
TOTAL OUTSTANDING CHECKS			7182.39		
JUNE BANK BALANCE			\$128,024.32		
LESS OUTSTANDING CHECKS			7182.39		
SECRETARY'S BALANCE			\$120,841.93		
TREAS. BALANCE			\$120,841.93		
DIFFERENCE			0		

**2019-20 ANNUAL REPORT
EAST BUCHANAN SCHOOL
CAPITAL PROJECTS-BOND (31)
OUTSTANDING CHECK REGISTER**

2020					
MONTH	CHECK #	CK. DATE	CHECK AMT.	CLEARED	CLEARED DATE
JUNE					
JUNE BANK BALANCE			\$ 7,923.90		
LESS OUTSTANDING CH.			\$ -		
TREAS. BALANCE			\$ 7,923.90		
SEC. BALANCE			\$ 7,923.90		

2019-2020 ANNUAL REPORT
EAST BUCHANAN COMMUNITY SCHOOL
2020 SCHOOL HOUSE FUND--PPEL-- 33|36|40

CHECK NO.	CHECK DATE	VENDOR	CHECK AMT.	CLEARED	CLEARED DATE
JUNE BANK STATEMENT BALANCE			\$1,188,380.83		
LESS OUTSTANDING CKS					
CHECK # 1576		AERCOR WIRELESS	\$13,775.80		
SECRETARY'S BALANCE			\$1,174,605.03		
TREASURERS BALANCE			\$1,174,605.03		
DIFFERENCE			\$0.00		

**ANNUAL REPORT 2019-2020
 EAST BUCHANAN COMMUNITY SCHOOLS
 OUTSTANDING CHECK REGISTER--NUTRITION-- (61)**

2020 CHECK NO.	VENDOR	CHECK DATE	CHECK AMT	CLEARED DATE	CLEARED DATE
MONTH					
JUNE	JUNE BANK BALANCE				\$49,508.07
	LESS OUTSTANDING CHECKS				
	1750 ROB & JANET DUDLEY	6/10/2020	\$31.85		
	1756 JEFF & KATE KRESS	6/10/2020	\$11.55		
	1757 DOUG LENTZ	6/10/2020	\$54.01		
	1760 BRUCE RINIKER	6/10/2020	\$2.65		
	1762 MICHELLE THOMPSON	6/10/2020	\$9.00		
	1767 INDEP. CSD	6/25/2020	\$2,081.28		
	1769 INDEP. CSD	6/26/2020	\$9,249.86		
	TOTAL OUTSTANDING CHECKS				\$11,440.20
	TREASURERS BALANCE				\$38,067.87
	SECRETARYS BALANCE				\$38,067.87
	DIFFERENCE				\$0.00

East Buchanan CSD

FY20 Financial Summary

By September 15th of each year, the district is required to certify the transportation report, special education supplement, and the certified annual report (CAR). The district uploads a file from our accounting software to the Iowa Department of Education via the Iowa Education Portal. The file is immediately reviewed and we get an edit report with 4 edit stages that must be cleared to certify the report. Warnings are given to accounts that need to be reviewed but are not required to be cleared to certify the report because there may not have been any activity on them during the fiscal year.

ANNUAL TRANSPORTATION REPORT (ATR) – This report is based on the upload and information Kelly enters in the Transportation Applications on the portal throughout the year. The information may be used to determine what to charge for non-district use of transportation.

SPECIAL EDUCATION SUPPLEMENT (SES) – This report is based on the upload, tuition-in billing, and information entered specific to this report. It calculates the amount the district can request for allowable growth and supplemental aid to help offset a negative special education balance. This is done by the board approving the request at tonight's school board meeting.

CERTIFIED ANNUAL REPORT (CAR) – This report is based on the upload.

- Negative fund balance for Nutrition Fund – The Nutrition Fund is an enterprise fund so the district has to report pension and depreciation expense in that fund. These are not cash transactions so the district does not have a negative cash balance.

CERTIFIED BUDGET – 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. This is preliminary until the audit fieldwork is complete.

CASH SUMMARY REPORT – This report is a summary by fund. If comparing to the report from the bank, keep in mind that some accounts have more than one fund tied to them and one fund may be in two different bank accounts.

UNSPENT AUTHORIZED BUDGET (UAB) WORKSHEET – This worksheet calculates the legal limit on general fund spending and the district's UAB ratio. The goal is to have it in the 15-20% range. The information provided on this sheet is from the Iowa Department of Management. Lines 17-20 and line 30 amounts were added based on the CAR or provided by the auditor. UAB is also known as unspent spending authority. This is preliminary until the audit fieldwork is complete.

ANNUAL TRANSPORTATION REPORT (ATR) SUMMARY

	FY18	FY19	FY20
MILEAGE			
Cost/mile (IRS rate)	\$ 0.545	\$ 0.58	\$ 0.58
School Bus			
Regular route miles traveled	68,942	66,202	48,394
Miscellaneous miles traveled	207	150	213
Activity and educational trip miles	16,267	15,496	8,276
Other person/group miles			213
Auto/Van			
Regular route miles traveled	0	0	0
Miscellaneous miles traveled	192	71	548
Special education miles	49,768	42,540	21,188
Activity and educational trip miles	20,908	17,232	16,191
Other person/group miles	140	357	548
Staff miles including drivers ed	16,932	7,166	4,745
STUDENT COUNT			
Number of days buses operated	174	174	126
Average number of students transported	326.90	316.60	331.43
Transportation required by law:			
Elementary students 2+ miles	206	172	240
High school students 3+ miles	112	122	68
Transportation not required by law:			
Elementary students less than 2 miles	14	19	28
High school students less than 3 miles	6	7	5
OPERATING COSTS/REVENUES			
Transportation Costs			
Cost of fuel	\$ 53,217.21	\$ 49,048.74	\$ 28,143.37
Fuel tank spill-monitoring devices/systems, etc.	\$ -	\$ 421.93	\$ -
Vehicle depreciation	\$ 12,386.14	\$ 12,386.14	\$ 18,443.28
Salaries	\$ 173,851.70	\$ 175,321.67	\$ 163,159.19
Benefits	\$ 36,309.59	\$ 37,734.41	\$ 39,053.97
Supplies and parts	\$ 11,337.04	\$ 29,530.11	\$ 8,667.08
Repairs, maintenance, and inspection fees	\$ 14,278.80	\$ 9,829.87	\$ 17,604.99
Vehicle insurance costs	\$ 7,844.00	\$ 9,482.00	\$ 9,934.00
Drug/Alcohol testing	\$ 1,040.00	\$ 790.00	\$ 1,516.50
Transportation provided by non-district personnel	\$ 3,528.74	\$ 13,860.17	\$ -
Other expenditures	\$ 28,793.41	\$ 23,217.65	\$ 20,860.85
Total Operating Costs	\$ 342,586.63	\$ 361,622.69	\$ 307,383.23
Transportation Revenues			
Nonpublic transportation reimbursement	\$ 1,763.54	\$ -	\$ 1,365.80
Transportation fees received			\$ 4,221.96
Total Transportation Revenues	\$ 1,763.54	\$ -	\$ 5,587.76
Adjustments			
Admin/teacher/custodial & drivers ed cost adj (auto/van)	\$ 9,227.94	\$ 4,156.28	\$ 2,752.10
Special education SES adj	\$ 27,123.56	\$ 24,673.20	\$ 12,289.04
Activity & educational trip adj (auto/van)	\$ 11,394.86	\$ 9,994.56	\$ 9,390.78
Other persons & group mileage adj (auto/van)	\$ 76.30	\$ 207.06	\$ 317.84
Total Adjustments	\$ 47,822.66	\$ 39,031.10	\$ 24,749.76
Net Transportation Costs	\$ 293,000.43	\$ 322,591.59	\$ 277,045.71
MISCELLANEOUS			
Route/misc miles traveled	69,341	66,423	49,155
Non-route miles traveled	16,267	15,496	8,489
Total route/misc & non-route miles traveled	85,608	81,919	57,644
Average cost/mile traveled	\$ 3.42	\$ 3.94	\$ 4.81
Net operating cost			
Non-route operating costs	\$ 55,633.14	\$ 61,054.24	\$ 40,832.09
Net operating cost	\$ 237,367.29	\$ 261,537.35	\$ 236,213.62
Average cost/pupil transported	\$ 726.12	\$ 826.08	\$ 712.71

SPECIAL EDUCATION SUPPLEMENT (SES) SUMMARY REPORT

	FY18	FY19	FY20
REVENUE			
Special Ed Receipts	\$ 1,149,007.00	\$ 1,182,371.00	\$ 1,198,358.00
Tuition In Receipts	\$ 73,854.54	\$ 64,885.13	\$ 73,619.45
MEDICAID Reimbursement	\$ 18,967.95	\$ 73,427.31	\$ 55,216.57
Part B Receipts	\$ 27,291.00	\$ 26,534.00	\$ 25,604.00
Teacher Quality	\$ 44,822.72	\$ 45,383.05	\$ 48,796.34
Foster Care/High Cost Fund/Termination of Rights Claims	\$ 6,333.66	\$ 8,022.41	\$ 19,824.44
Other Revenue	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 1,320,276.87	\$ 1,400,622.90	\$ 1,421,418.80
EXPENDITURES			
Salaries	\$ 479,396.88	\$ 481,892.75	\$ 506,167.98
Benefits	\$ 123,835.48	\$ 146,448.01	\$ 149,990.08
Employee Travel	\$ 17.46	\$ 28.41	\$ 9.48
Supplies	\$ 17,765.62	\$ 1,083.04	\$ 2,193.56
Total Contract Services	\$ 43,366.22	\$ 45,282.63	\$ 40,210.87
Transportation	\$ 67,864.54	\$ 84,237.42	\$ 45,421.58
Equipment	\$ 25.22	\$ 99.23	\$ 446.44
Subtotal Special Education	\$ 732,271.42	\$ 759,071.49	\$ 744,439.99
General Program Expenditures (1.0 Funds)	\$ 345,995.00	\$ 320,567.00	\$ 316,067.00
Tuition Out totals	\$ 331,552.96	\$ 404,506.27	\$ 419,124.28
TOTAL SPECIAL ED EXPENDITURES	\$ 1,409,819.38	\$ 1,484,144.76	\$ 1,479,631.27
Total Special Ed Revenue	\$ 1,320,276.87	\$ 1,400,622.90	\$ 1,421,418.80
Total Special Ed Expenditures	\$ 1,409,819.38	\$ 1,484,144.76	\$ 1,479,631.27
Net Revenue (over/under)	\$ (89,542.51)	\$ (83,521.86)	\$ (58,212.47)
Previous Year Carryover	\$ -	\$ -	\$ -
If negative - amount to request for allowable growth & supplemental aid*	\$ (89,542.51)	\$ (83,521.86)	\$ (58,212.47)
Weighted Receipts (Screen 4)	\$ 609,223.00	\$ 650,226.00	\$ 661,718.00
Carryover Allowed (10% of wgt rev) **	\$ 60,922.30	\$ 65,022.60	\$ 66,171.80

* A district may request allowable growth and supplement aid for a negative special education balance for the current school year. The supplemental aid payment will be calculated by the Department of Management after all special education balances have been finalized. The district's board needs to approve seeking allowable growth and supplemental aid for the negative special education balance.

** Carryover is not allowed if there is a negative special education balance.

CERTIFIED ANNUAL REPORT (CAR) SUMMARY

2019-2020 FUND BALANCES	GENERAL FUND (10)	ACTIVITY FUND (21)	MGMT FUND (22)	SAVE FUND (33)	VPPEL/PPPEL FUND (36)	CAPITAL PROJ (31)	DEBT SERVICE (40)	NUTRITION FUND (61)	TRUST FUND (81)	DISTRICT TOTALS
BEGINNING FUND BALANCE	2,207,442.60	127,281.21	385,714.18	2,699,257.48	427,389.90	143,028.97	10,164.47	(24,712.53)	40,956.66	6,016,522.94
Revenues	6,945,519.75	224,919.32	141,245.67	613,516.07	363,641.12	443.61	758,408.77	338,825.44	32,983.00	9,419,502.75
TOTAL FUNDS AVAILABLE	9,152,962.35	352,200.53	526,959.85	3,312,773.55	791,031.02	143,472.58	768,573.24	314,112.91	73,939.66	15,436,025.69
Expenditures	7,060,118.18	231,358.60	112,537.50	375,692.53	360,205.24	132,821.46	666,877.50	322,372.18	40,792.36	9,302,775.55
ENDING FUND BALANCE	2,092,844.17	120,841.93	414,422.35	2,937,081.02	430,825.78	10,651.12	101,695.74	(8,259.27)	33,147.30	6,133,250.14
FUND BALANCE CHANGE	(114,598.43)	(6,439.28)	28,708.17	237,823.54	3,435.88	(132,377.85)	91,531.27	16,453.26	(7,809.36)	116,727.20
ASSETS										
Current Asset - Cash & Investments	2,909,706.83	120,841.93	412,941.11	2,887,242.09	421,599.20	10,651.12	96,455.14	38,067.87	33,147.30	6,930,652.59
Current Asset - Taxes Receivable	2,032,940.55		101,465.80	328,687.75	5,005.23		484,048.94			2,947,143.04
Current Asset - Interfund Receivables										5,005.23
Current Asset - Intergovernmental Receivables	280,835.66		16.44	49,838.93	58.25		78.66	302.50		331,130.44
Current Asset - Other Receivables	21,868.85							7.35		21,876.20
Current Asset - Inventories	0.00							12,231.11		12,231.11
Current Asset - Other Current Assets	0.00									0.00
Long-Term Assets	0.00							27,352.94		27,352.94
TOTAL ASSETS	5,245,351.89	120,841.93	514,423.35	2,937,081.02	755,350.43	10,651.12	580,582.74	77,961.77	33,147.30	10,275,391.55
DEFERRED OUTFLOWS OF RESOURCES										
Deferred Outflows of Resources per IPERS										28,224.00
TOTAL ASSETS & DEFERRED OUTFLOWS OF RESOURCES	5,245,351.89	120,841.93	514,423.35	2,937,081.02	755,350.43	10,651.12	580,582.74	106,185.77	33,147.30	10,303,615.55
CURRENT LIABILITIES										
Interfund Payables	5,005.23									5,005.23
Intergovernment Payable										0.00
Other Payables	310,072.44				257.65		500.00	3,719.44		314,549.53
Accrued Expenses	505,393.23									505,393.23
Payroll Deductions/WH payables	139,547.98							1,450.60		140,998.58
Advances of Federal Grants/ Unused Revenues	42,797.84									42,797.84
Other Current Liabilities										0.00
Net Pension Liabilities (IPERS)								56,086.00		56,086.00
Long-Term Liabilities										0.00
TOTAL CURRENT LIABILITIES	1,002,816.72	0.00	0.00	0.00	257.65	0.00	500.00	61,256.04	0.00	1,064,830.41
DEFERRED INFLOWS FO RESOURCES										
Deferred Inflows	2,007,396.00		100,001.00		324,267.00		478,387.00			2,910,051.00
Deferred Inflows-Income Surtax	142,295.00									142,295.00
Deferred Inflows-Pensions								53,189.00		53,189.00
TOTAL DEFERRED INFLOWS	2,149,691.00	0.00	100,001.00	0.00	324,267.00	0.00	478,387.00	53,189.00	0.00	3,105,535.00
EQUITY										
Investments in Capital Assets, Net										27,352.94
Restricted Fund Balance/Net Position	261,371.36	120,841.93	414,422.35	2,937,081.02	430,825.78	10,651.12	101,695.74	7,055.84	33,147.30	4,317,092.44
Unassigned Fund Balance/Net Position	1,831,472.81							(42,668.05)		1,788,804.76
TOTAL EQUITY	2,092,844.17	120,841.93	414,422.35	2,937,081.02	430,825.78	10,651.12	101,695.74	(8,259.27)	33,147.30	6,133,250.14
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES & FUND EQUITY	5,245,351.89	120,841.93	514,423.35	2,937,081.02	755,350.43	10,651.12	580,582.74	106,185.77	33,147.30	10,303,615.55

Certified Budget compared to Actual Revenues/Expenditures - All Funds

		FY20 Certified Budget	thru 6/30/20 as of 9/25/2020	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	\$ 92,194.03		
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	\$ 321,767.86		
Total Revenues	16	\$ 8,953,144.00	\$ 9,031,262.70		
General Long-Term Debt Proceeds	17	\$ -	\$ -		
Transfers In	18	\$ 311,790.00	\$ 355,257.05		
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ -		
Total Revenues & Other Sources	20	\$ 9,264,934.00	\$ 9,386,519.75		
Beginning Fund Balance	21	\$ 5,975,566.28	\$ 5,975,566.28		
Total Resources	22	\$ 15,240,500.28	\$ 15,362,086.03		
*Instruction	23	\$ 5,352,000.00	\$ 5,028,296.46	\$ (323,703.54)	94%
Student Support Services	24	\$ 222,500.00	\$ 195,963.54		
Instructional Staff Support Services	25	\$ 480,000.00	\$ 466,853.89		
General Administration	26	\$ 323,000.00	\$ 245,003.46		
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	\$ 570,413.24		
Student Transportation	30	\$ 435,000.00	\$ 377,003.75		
This row is intentionally left blank	31	\$ -	\$ -		
*Total Support Services (lines 24-31)	31A	\$ 2,752,500.00	\$ 2,366,049.73	\$ (386,450.27)	86%
*Noninstructional Programs	32	\$ 355,000.00	\$ 322,372.18	\$ (32,627.82)	91%
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		
*Total Other Expenditures (lines 33-35)	35A	\$ 1,426,973.00	\$ 1,164,033.49	\$ (262,939.51)	82%
Total Expenditures	36	\$ 9,886,473.00	\$ 8,880,751.86		
Transfers Out	37	\$ 311,790.00	\$ 381,231.33		
Total Expenditures & Other Uses	38	\$ 10,198,263.00	\$ 9,261,983.19		
Ending Fund Balance	39	\$ 5,042,237.28	\$ 6,100,102.84		
Total Requirements	40	\$ 15,240,500.28	\$ 15,362,086.03		

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 Community School District
Cash Summary Report

FY20 Ending

10-GENERAL FUND	
Beginning Balance	2,960,854.33
Revenue	8,157,031.70 Property taxes, state aid, grants, interest, tuition, fees
Expenditures	8,208,179.20 Salary, benefits, supplies, etc
Ending Balance	<u>2,909,706.83</u> Bank Account Name: General Fund
21-ACTIVITY FUND	
Beginning Balance	127,281.21
Revenue	236,822.57 gate receipts, donations, activity fees, interest
Expenditures	243,261.85 activity fund eligible expenditures
Ending Balance	<u>120,841.93</u> Bank Account Name: Activity Fund
22-MANAGEMENT FUND	
Beginning Balance	389,427.50
Revenue	164,301.52 property taxes
Expenditures	140,787.91 retiree insurance (district paid), retiree benefits, liability insurance
Ending Balance	<u>412,941.11</u> Bank Account Name: General Fund
31-GO BONDS	
Beginning Balance	208,028.97
Revenue	433,812.98 interest, rebates, refunds
Expenditures	631,190.83 building construction
Ending Balance	<u>10,651.12</u> Bank Account Names: Capital Projects and High School Project
33-SAVE	
Beginning Balance	2,607,432.26
Revenue	1,011,216.73 property taxes, donations, rebates
Expenditures	731,406.90 SAVE eligible expenditures
Ending Balance	<u>2,887,242.09</u> Bank Account Names: School House Fund and Elementary Project
36-PPEL	
Beginning Balance	431,210.20
Revenue	366,043.20 property taxes, donations, rebates
Expenditures	375,654.20 PPEL eligible expenditures
Ending Balance	<u>421,599.20</u> Bank Account Name: School House Fund
40-DEBT SERVICE	
Beginning Balance	9,256.64
Revenue	842,686.00 property taxes, interfund transfer from SAVE for revenue bonds
Expenditures	755,487.50 financial fees, interest, principal on GO & revenue bonds
Ending Balance	<u>96,455.14</u>
less: Escrow Acct	90,000.00 prepayment levy balance
	<u>6,455.14</u> Bank Account Name: School House Fund
61-NUTRITION FUND	
Beginning Balance	41,083.78
Revenue	390,916.67 sales, interest, federal/state program revenue
Expenditures	393,932.58 salary, benefits, food, supplies
Ending Balance	<u>38,067.87</u> Bank Account Name: Lunch Program
less: Received on Acct	7,940.24 student/family/employee lunch account balance
	<u>30,127.63</u>
EMPLOYER'S PAYROLL EXPENSE:	
Gross Wages-hourly	662,042.95
Gross Wages-contract	3,701,200.36
	<u>4,363,243.31</u>
Employer paid deductions	531,372.59
Employer paid IPERS	395,805.59
Employer paid FICA	319,996.70
	<u>1,247,174.88</u>
TOTAL	<u>5,610,418.19</u>



CITIZENS STATE BANK

117 WEST FIRST STREET • P.O. Box 517
 MONTICELLO, IOWA 52310
 PHONE 319-465-5921 • FAX 319-465-5926
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<u>Account Name</u>	<u>Balance 06/30/2020</u>
East Buchanan General Fund	\$3,362,085.07
East Buchanan Activity Fund	\$128,024.32
East Buchanan Lunch Program	\$49,508.07
East Buchanan School House Fund	\$1,188,380.83
East Buchanan Elementary Project	\$1,940,741.40
East Buchanan Scholarship Fund	\$33,121.95
East Buchanan Capital Projects	\$7,923.90
East Buchanan High School Project	\$2727.22
East Buchanan Scholarship Fund	\$25.35

OFFICES AT —

103 1ST STREET SW
 P.O. Box 10
 HOPKINTON, IOWA 52237
 PHONE 563-926-2250
 FAX 563-926-2419

1218 WEST MAIN STREET
 MANCHESTER, IOWA 52057
 PHONE 563-927-8019
 FAX 563-927-4455

7274 COLUMBUS STREET
 P.O. Box 50
 NEW VIENNA, IOWA 52065
 PHONE 563-921-2455
 FAX 563-921-2725

204 MAIN STREET
 P.O. Box 9
 RYAN, IOWA 52330
 PHONE 563-932-2561
 FAX 563-932-2832

102 EAST MISSION
 P.O. Box 4
 STRAWBERRY POINT, IOWA 52076
 PHONE 563-933-2213
 FAX 563-933-6300

101 MADISON STREET
 P.O. Box 10
 WINTHROP, IOWA 50682
 PHONE 319-935-3364
 FAX 319-935-3846

(Line 32 = Legal Limit on General Fund Spending)

Authority	Data Source	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	if get SpEdMISA 2020
1 Formula	Aidlevy 4.3/5.1	\$ 3,629,098	\$ 3,543,322	\$ 3,882,446	\$ 3,825,374	\$ 3,841,104	\$ 3,841,104
2 Formula	Aidlevy 4.8/5.2	\$ -	\$ 122,067	\$ -	\$ 95,896	\$ 22,524	\$ 22,524
3 Formula	Aidlevy 4.11/5.3	\$ 63,126	\$ 65,468	\$ 66,580	\$ 68,869	\$ 71,875	\$ 71,875
4 Formula	Aidlevy 4.14/5.4	\$ 571,051	\$ 536,969	\$ 609,223	\$ 650,226	\$ 661,718	\$ 661,718
5 Formula	Aidlevy 4.22/5.5	\$ 345,873	\$ 345,873	\$ 368,867	\$ 368,867	\$ 363,358	\$ 363,358
6 Formula	Aidlevy 4.30/5.6	\$ 34,484	\$ 34,484	\$ 36,925	\$ 36,925	\$ 36,502	\$ 36,502
7 Formula	Aidlevy 4.38/5.7	\$ 36,184	\$ 36,184	\$ 38,795	\$ 38,795	\$ 38,394	\$ 38,394
8 Formula	Aidlevy 4.46/5.8	\$ -	\$ -	\$ 188,337	\$ 188,337	\$ 186,042	\$ 186,042
9 Formula	Aidlevy 4.49/5.9	\$ 186,804	\$ 181,425	\$ 199,692	\$ 198,797	\$ 199,806	\$ 199,806
10 Formula	Aidlevy 4.54/5.10	\$ 1,734	\$ 7,113	\$ -	\$ 895	\$ -	\$ -
11 Formula	Aidlevy 4.60/5.11	\$ 30,233	\$ 29,555	\$ 32,350	\$ 31,788	\$ 31,877	\$ 31,877
12 Formula	Aidlevy 4.63/5.12	\$ 33,773	\$ 33,005	\$ 36,120	\$ 35,485	\$ 35,571	\$ 35,571
13 Formula	Aidlevy 4.66/5.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14 Formula	Aidlevy 4.74/5.14	\$ 24,067	\$ 23,790	\$ 25,269	\$ 25,269	\$ 25,145	\$ 25,145
15 Formula	Aidlevy 4.82/5.15	\$ 2,763	\$ 2,730	\$ 2,905	\$ 2,905	\$ 2,893	\$ 2,893
16 Board/SBRC	Aidlevy 5.17	\$ 109,795	\$ 114,357	\$ 126,717	\$ 124,888	\$ 124,103	\$ 124,103
17 Board/SBRC	SBRC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18 Board/SBRC	SBRC	\$ 46,472	\$ 296,595	\$ 69,206	\$ 53,312	\$ 40,416	\$ 40,416
19 SBRC	SBRC/DE	\$ -	\$ 12,105	\$ 89,543	\$ 83,522	\$ -	\$ -
20 SBRC	SBRC/DE	\$ 35,909	\$ -	\$ -	\$ -	\$ -	\$ -
21 Board/SBRC	SBRC/DE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22 Board/SBRC	SBRC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23 SBRC	SBRC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24 Auditor	Aidlevy 5.18	\$ 12,732	\$ (6,446)	\$ -	\$ (8,163)	\$ 2,964	\$ 2,964
25 Calculated	Aidlevy 5.16	\$ 28,849	\$ 33,637	\$ 28,849	\$ 28,849	\$ 28,849	\$ 28,849
26 Calculated	Calculated	\$ 5,063,431	\$ 5,344,959	\$ 5,744,126	\$ 5,793,138	\$ 5,655,443	\$ 5,713,655
27 Board/Vote	Aidlevy 7.35	\$ 109,582	\$ 131,820	\$ 96,628	\$ 114,512	\$ 99,760	\$ 99,760
28 Board/Vote	Aidlevy 10.27	\$ 277,336	\$ 285,827	\$ 294,833	\$ 298,291	\$ 293,868	\$ 293,868
29 Board	Aidlevy 11.3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30 Board	See Note 1	\$ 935,725	\$ 1,204,949	\$ 976,769	\$ 1,162,645	\$ 948,955	\$ 948,955
31 Calculated	Calculated	\$ 1,082,748	\$ 1,069,743	\$ 1,343,488	\$ 1,567,362	\$ 1,981,994	\$ 1,981,994
32 Calculated	Calculated	\$ 7,468,822	\$ 8,037,298	\$ 8,455,844	\$ 8,935,948	\$ 8,980,020	\$ 9,038,232
33 Board	See Note 2	\$ 6,399,079	\$ 6,693,810	\$ 6,888,482	\$ 6,953,954	\$ 7,060,118	\$ 7,060,118
34 Calculated	Calculated	\$ 1,069,743	\$ 1,343,488	\$ 1,567,362	\$ 1,981,994	\$ 1,919,902	\$ 1,978,114
UAB Ratio (Line 34/Line 32) (goal is 15-20%)		14.32%	16.72%	18.54%	22.18%	21.38%	21.89%

Request for Allowable Growth and Supplemental Aid

The amount is calculated on the Special Education Supplement that is part of the fiscal year end reporting process as shown below.

A district may request allowable growth and supplement aid for a negative special education balance for the current school year. The supplemental aid payment will be calculated by the Department of Management after all special education balances have been finalized. If a district has a positive special education balance, they do not have the ability to request allowable growth and supplemental aid. The date listed below indicates when the district's board approved seeking allowable growth and supplemental aid for a negative special education balance.

Our Board approved this action on

Upload your minutes (PDF or Word): Browse... | No file selected.

Upload Minutes

Previous Year Carryover (Screen 4)

\$0.00

Total Special Education Revenue

\$1,421,418.80

Total Special Education Expenditures

\$1,479,631.27

Special Education Balance in Current Year

(\$58,212.47)

Weighted Receipts (Screen 4)

\$661,718.00

Carryover Allowed in Current Year (10% of Weighted Receipts)

\$66,171.80

Amount to be Redistributed to Districts with a Negative Balance

\$0.00

Amount of Allowable Growth Request

\$58,212.47

A motion is needed to:

- approve the request for allowable growth and supplemental aid for the negative special education balance of \$58,212.47.

Motion by:

Second by:

For Sale - Trailer

message

east-buc@onlinejmc.com <east-buc@onlinejmc.com>

Fri, Oct 2, 2020 at 1:04 PM

Reply-To: dfox@east-buc.k12.ia.us

To: tknipper@east-buc.k12.ia.us

For Sale: Cross Trailer, 8x26, slight beaver tale, 77" door height. Will take sealed bids only. Bids will be opened at the Board Meeting on Wednesday, October 14, at 5 pm. Meeting will be in the LMC. Will take bids up to 4:00 pm on Wednesday, October 14. Minimum bid of \$4,000 - any bid lower will be a no sale. If you would like to look at the trailer or have questions - 319-935-3767 ask for Dan Fox or Mike Kerkove - email - dfox@east-buc.k12.ia.us or mkerkove@east-buc.k12.ia.us

4 attachments



IMG951896001.jpg
25K



IMG951889001.jpg
40K



IMG951890001.jpg
32K

IMG951897001.jpg
28K

POLICY REVIEW

2nd Reading

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

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

Additions are in **bold and underlined**

Decisions to be made are **highlighted**

Optional wording is in *[italics and brackets]*

Policy Code Signs & Symbols:

- R This symbol following a policy code number indicates the statement is an 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.

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; October 14, 2020

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.

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; October, 14, 2020

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.

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; October 14, 2020

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?

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

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

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

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

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

_____ yes _____ no

If yes, please list specific suggestions: _____

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

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.

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; October 14, 2020
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.

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; October 14, 2020
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; October 14, 2020

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~~ **school device** 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~~ **the school device** 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~~ **school device** privileges ~~for a minimum period of~~ **up to** twelve weeks **and lose the privilege of taking a school device home.**
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~~ **school device** 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~~ **school device** access for ~~up to a period of~~ **three weeks** at the discretion of the ~~supervising teacher~~ building principal. A second offense will result in the student losing ~~Internet~~ **school device** access for a period of **up to** 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~~ **school device** access for a period of **up to** twelve weeks **and lose any privilege of taking a school device home.**

_____ 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~~ **student device** privileges for a period of one calendar year **or the balance of the school year.**

Note: Must match
605.6 R1, page 2

Approved February 18, 2008 Reviewed March 13, 2013 Revised October 14, 2020

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.

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; October 14, 2020
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 than 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.iowaeeaonline.org/vnews/display.v/SEC/Educators%7CCopyright%3E%3EStudents>

BUCCANEER BRAG-ABOUT

