

**EAST BUCHANAN COMMUNITY SCHOOL DISTRICT**  
**AGENDA - Regular School Board Meeting**  
**December 9, 2020 at 5:00 p.m. in Library - Middle School Entrance**

1. **CALL TO ORDER**
2. **MISSION STATEMENT** - To challenge students to think critically, communicate effectively, develop values and contribute to society.
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 November 11, 2020
  - b. Minutes from SIAC Meeting on November 12, 2020
  - c. List of Bills
  - d. Financial Reports
  - e. Personnel Changes
  - f. Early Graduation Requests
6. **COMMUNITY/PROGRAM PRESENTATIONS**
7. **ADMINISTRATIVE UPDATES & REPORTS**
  - a. Eric Dockstader - Secondary Update
  - b. Dan Fox - District/Elementary Update
  - c. Facilities Update
8. **AGENDA**
  - a. At Risk/Drop out Prevention application to SBRC
  - b. SIAC Member List
  - c. Covid-19 Guidelines
  - d. Board Policy Review - 1st Reading - 100 Series
9. **BUCCANEER BRAG-ABOUT**
10. **STUDENT QUESTIONS**
11. **ADJOURN**

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**East Buchanan Community School District  
Regular Board Meeting Minutes – November 11, 2020**

**Call to Order:** President Greg Schmitt called the meeting to order at 5:08 pm. The board recited the East Buchanan Mission Statement. 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 in person and via Zoom.

**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 Steffens. Motion carried with all ayes. Items included on the Consent Agenda: minutes from the regular meeting on October 14, 2020; financial reports; expenditures listed; personnel changes which included Suzanne Goeller as MS girls basketball coach and Raynae Zingg as associate; and inter-agency agreements with North Linn CSD, Waterloo CSD, Waverly-Shell Rock CSD, and Independence CSD for specialized education programming.

**Administrative Updates and Reports:** Dockstader reported the end of the 1<sup>st</sup> trimester is November 13<sup>th</sup> and that flexibility is needed. Fox reported that elementary conferences are on November 17<sup>th</sup> and November 23<sup>rd</sup> and will be held virtually.

**Organizational Meeting:** The superintendent presided over the meeting until a president was elected.

**Election of President:** The superintendent took nominations for president. Motion by Stone to nominate Schmitt. Sperflage motioned to cease nominations. Motion carried with all ayes to approve Schmitt as president. The oath of office was administered by the board secretary.

**Election of Vice-President:** Schmitt took nominations for vice-president. Motion by Stone to nominate Sperflage. Motion by Cooksley to nominate Steffens. Sperflage was elected vice-president with a vote of 4 to 1. The oath of office was administered by the president.

**Appoint Board Secretary:** Motion by Sperflage, second by Steffens to appoint Teresa Knipper as board secretary. Motion carried with all ayes. The oath of office was administered by the president.

**Appoint Board Treasurer:** Motion by Stone, second by Cooksley to appoint Marilyn Steinkamp as board treasurer. Motion carried with all ayes.

**Appoint Legal Counsel:** Motion by Stone, second by Sperflage to appoint Steve Weidner of Swisher and Cohrt as legal counsel. Motion carried with all ayes.

**Approve Official Depositories:** Motion by Stone, second by Sperflage to approve the official depositories and maximum deposits as: Citizens State Bank (\$10 million), UMB (\$2 million), and ISJIT (\$2 million). Motion carried with all ayes.

**Name Official Publication:** Motion by Sperflage, second by Steffens to approve The Winthrop News as official publication for the district. Motion carried with all ayes.

**Establish dates and times of school board meetings:** Motion by Stone, second by Cooksley to approve the second Wednesday of each month at 5:00 pm as the school board meeting date and time. Motion carried with all ayes.

**Covid-19 Guidelines:** Fox provided information on the positivity rate for the county and school as well as a summary of enhanced public health measures from the IDPH. Extensive discussion was held about the use of masks. Motion by Steffens, second by Cooksley to require masks if six feet can't be maintained on school property which includes all buildings, buses, and school events beginning November 12<sup>th</sup> with reevaluation at the January school board meeting. Motion carried. Aye: Cooksley, Schmitt, Sperflage, Steffens. Nay: Stone.

**River Hills Consortium SBRC Administrative Cost Request:** Motion by Cooksley, second by Stone to approve the application to the SBRC in the amount of \$1,918.00 for special education administrative costs associate with the River Hills Consortium program for the 2021-2022 school year. Motion carried with all ayes.

**Lied Center Consortium SBRC Administrative Cost Request:** Motion by Steffens, second by Cooksley to approve the application to the SBRC in the amount of \$1,736.39 for special education administrative costs associate with the Lied Center Consortium program for the 2021-2022 school year. Motion carried with all ayes.

**SBRC Application for Modified Supplement Amount:** Motion by Stone, second by Cooksley to approve the SBRC application for increased enrollment of \$7,752.80 and open enrollment out not in Fall 2019 of \$102,512.00 for a total of \$110,264.80 Motion carried with all ayes.

**Resolution to transfer remaining Fund 31 bank account balance:** Motion by Cooksley, second by Sperflage to approve the resolution to transfer \$6,347.91 from Fund 31 to Fund 40 debt service. Motion carried with all ayes for the resolution as follows: Whereas, the East Buchanan CSD has completed the projects approved by the voters and has \$6,347.91 remaining; and Whereas, pursuant to Iowa Code Section 298A.9 the District has principal and interest due on which the funds may be used; and Whereas, the Board of Directors finds it in the best interest of the district to transfer the funds to the debt service fund for payment of principal and interest.

**Snow Removal Bids:** One bid was received from Jeff Childers for snow removal at \$60.00 per hour. Motion by Stone, second by Steffens to approve the bid. Motion carried with all ayes.

**Appoint member to the Buchanan County Conference Board:** Motion by Stone, second by Cooksley to appoint Andy Sperflage to the Buchanan County Conference Board. Motion carried with all ayes.

**Annual Board Policy Review:** Motion by Cooksley, second by Steffens to approve policies 407.6 series Certified Personnel Retirement and 413.02 series Classified Employee Retirement as presented. Motion carried with all ayes.

**Buccaneer Brag About:** The board was recognized for their handling of covid concerns. The PTO is boosting morale. Veterans in the meeting were recognized for their service. A board member commented on how he saw a student helping another student with car problems – Buc Pr1de!

**Student Questions:** Several students asked about being eligible for activities when learning online, use of masks when no one is in the hall with them, use of microwave at lunch, and face gator use.

**Adjourn** – Motion by Sperflage, second by Steffens to adjourn the meeting at 6:40 pm. Motion carried with all ayes.

Next regular meeting is scheduled for December 9, 2020 at 5:00 pm.

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

## SIAC Minutes

Agenda – How the school has dealt with Covid this fall.

Talking points....

### Face-to-Face

- All classrooms, offices, and entrances have hand sanitizers dispensers.
- Extra cleaning measures are taking place to wipe down desks, door handles, highly used areas.
- Staff will be expected to wear a face shield or mask provided for them.
- It will be highly recommended for students to wear a mask throughout the day.
- Students and staff will be required to wear a facemask when they are not able to maintain six feet of social distancing between one another. This expectation is in effect for school property, school buildings, buses and school events.
- Students wash/sanitize hands as they enter and exit the classroom.
- East Buchanan schools cannot guarantee that physical distancing can be met in all school settings throughout the entire school day, during school activities, or with transportation. (discussion)
- Transportation-Buses are cleaned and disinfected before and after routes by drivers.
- Classrooms/buses will have seating charts for contact tracing purposes.
- East Buchanan is in continuous conversation with Buchanan County Department of Public Health

### Family Information

- Visitors are limited to essential purposes during the school day to preserve the safest possible learning environment for all students and staff.
- Families will be instructed to stay in their vehicles when dropping off and picking up students from school.
- Parent/Teacher Conferences (discussion)
- Parents are asked to please keep their student at home if for any reason they are not feeling well or showing signs of a fever higher than 100.4 degrees Fahrenheit, cough, shortness of breath, persistent pain or pressure in the chest, dry cough, new loss of taste or smell, congestion or runny nose, fatigue, muscle or body aches, sore throat, or headache.
- Students must be fever free without medication for 72 hours before coming back to school
- If students are showing signs of COVID-19, parents will be notified and students will need to be picked up as soon as possible
- A plan is being worked on to keep students not feeling well separate from those who need daily medications

Delivery

**Face-to-Face Learning**

All students are welcomed to come to the school.  
92% of our students are doing the Face-to-Face Learning

**Online Learning**

A parent or guardian can voluntarily select the remote learning opportunity  
6-12 Grade Online Users are using Edgenuity 10% of our MS/HS students using online learning  
PK-5 Grade Online Users are using Edmentum 7% of our Elem students using online learning

**District Wide Online Learning (Discussion)**

This would depend on County Wide Positivity Rates (15-20%)(22.7%) and Absenteeism rates(10%) in school (15%) Iowa Department of Education, in consultation with the Department of Public Health (Discussion of policies) (week, 2 weeks, multiple weeks)

**Hybrid Model (Discussion)**

TO BE DETERMINED IF NEEDED (50%)

School Protocol

We will continue to work directly with Buchanan County Public Health.  
Contact Tracing  
Families Notified  
Documentation  
1-10 students, <5 staff, <50 students Quarantined, <15 staff Quarantined  
When is enough enough? (Discussion)

Sports Protocol

If more than 25 people and indoors, all spectators over 2 years old must wear masks and maintain 6 feet distance from other spectators  
Only two spectators permitted for each youth athlete  
Athletes of any age can be closer than six feet and are not required to wear masks.

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East Buchanan Community School  
12/03/2020 1:40 PM

Vendor ID      Vendor Name  
NEWSELA      Newsela  
UMBBANK      UMB Bank, N.A.

**Invoice Listing - Summary - by Fund**

Posted - All; Batch Description General-Extra Invoices-Nov 2020; Processing Month 11/2020

<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>
13950	Annual Subscription	08/27/2020	11/19/2020	1	29005	2,000.00
797262	ADMIN FEE	11/09/2020	11/30/2020	3	1597	300.00
<b>Report Total:</b>						<b>2,300.00</b>

Vendor ID	Vendor Name	Invoice Number	Description	Processing Month:	Invoice Date	Checking Account ID	Check Number	Invoice Amount
Batch Description: General/Etc Invoices-Dec 2020								
* AGVAFS	AgVantage FS	59059	GREENHOUSE LP	12/2020	12/04/2020			451.76
ALLIUTIL	ALLIANT ENERGY	20201130	GAS/ELECTRIC		11/17/2020			11,607.14
BARDMATL	Bard Materials	444376	BUS LOT ROAD STONE		11/07/2020			209.66
BLACKHAWK	BLACK HAWK WAST DISP, INC.	727116	GARBAGE		12/01/2020			693.00
CAROBIO	CAROLINA BIOLOGICAL SUPPLY CO	51218713	HS SCIENCE SUPPLIES		11/17/2020			164.35
CDWG	CDW GOVERNMENT, INC	3966336	TECH SUPPLIES		11/09/2020			250.91
CDWG	CDW GOVERNMENT, INC	3966569	TECH EQUIPMENT		11/09/2020			732.37
CDWG	CDW GOVERNMENT, INC	4031241	PC Upgrade		12/04/2020			72.38
CDWG	CDW GOVERNMENT, INC	4052036	PC Upgrade		12/09/2020			272.40
* CDWG	CDW GOVERNMENT, INC	4052036-2	business office computers		11/11/2020			1,872.70
CDWG	CDW GOVERNMENT, INC	4155333	TECH SUPPLIES		11/12/2020			869.85
CDWG	CDW GOVERNMENT, INC	4304134	TECH SUPPLIES		11/17/2020			32.28
CDWG	CDW GOVERNMENT, INC	ZR00153596	AWS SERVICES		11/17/2020			145.64
CEDACSD	CEDAR RAPIDS CSD	34337	PURCHASED SERVICE		11/18/2020			114.66
ICEV	CEV Multimedia LTD	119250	ANNUAL LICENSE		11/13/2020			950.00
CITYLAUN	CITY LAUNDERING CO.	1606128	TRANSPORTATION PURCHASED SERVICE		11/03/2020			53.65
CITYWINT	CITY OF WINTHROP	20201130	WATER/SEWER		11/24/2020			727.35
C-JCOOP	C-J COOPER & ASSOCIATES, INC.	161736	SCREENING TESTS		11/19/2020			160.44
COPYSYST	COPY SYSTEMS INC	IN392996	COPIER REPAIR		11/04/2020			329.59
* COPYSYST	COPY SYSTEMS INC	IN395550	COPIER MAINTENANCE		12/02/2020			272.52
DHS	DHS CASHIER 1ST FL.	10129161	STATE MEDICAID MATCH		11/30/2020			2,630.81
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	20201203	TELEPHONE		12/01/2020			1,714.96
EDGEOL	Edgewood Oil, Inc.	37176	TRANSPORTATION SUPPLIES		11/13/2020			1,276.00
NAPA	ESCHEN TARPY NAPA	901801	PARTS		11/12/2020			233.53
NAPA	ESCHEN TARPY NAPA	902102	PARTS		11/17/2020			29.99
NAPA	ESCHEN TARPY NAPA	902187	PARTS		11/18/2020			33.48
HAWKCOMM	HAWKEYE COMMUNITY COLLEGE	001124084	CONCURRENT ENROLLMENT		11/17/2020			32,870.40
HIGBRRIA	Higgins, Brianna	20201203	MILEAGE		11/30/2020			127.44
HIGLEY	Higley	7044	COVID SUPPLIES		11/05/2020			880.00
HOGLBUSMN	Hoglund Bus Company	20201203	BUS PARTS		11/25/2020			671.96
HOTLUNCH	HOT LUNCH PROGRAM	20201201	PS SNACKS		12/01/2020			165.33
HOTLUNCH	HOT LUNCH PROGRAM	20201203	PS MILK		11/30/2020			94.80
INDECS	INDEPENDENCE CSD	20201130	SHARING AGREEMENT		11/30/2020			17,697.14
INDECS	INDEPENDENCE CSD	BG210	PURCHASED TRANSPORTATION SERVICE		11/10/2020			1,197.84
INDECS	INDEPENDENCE CSD	BG211	PURCHASED TRANSPORTATION SERVICE		11/10/2020			966.10
* ICN	IOWA COMMUNICATIONS NETWORK	608091	ICN SERVICES		12/04/2020			170.37

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Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
JOHNDEERE	JOHN DEERE FINANCIAL	20201204	ELECTRICAL SUPPLIES	11/13/2020				20.48
KERKMICH	Kerkove, Michael	594965	SCAFFOLD RENT	11/10/2020				125.00
LINNCOOP	LINN CO-OPERATIVE OIL CO	837091	GAS/DIESEL	11/04/2020				963.97
LINNCOOP	LINN CO-OPERATIVE OIL CO	837092	GAS/DIESEL	11/04/2020				1,014.68
MCELROYS	MCELROY'S FOOD MARKET	20201204	FCS SUPPLIES	11/30/2020				133.44
THENEWS	NEWS, THE	26150	PUBLIC NOTICES/ADVERTISING	11/27/2020				203.23
PITBOWINC	PITNEY BOWES, INC.	20201130	POSTAGE METER LEASE/SUPPLIES	11/25/2020				364.47
PRESTOX	PRESTO-X	8879582	KITCHEN-PEST SERVICE	11/19/2020				61.00
QUILCORP	QUILL CORPORATION	12434909	HS OFFICE SUPPLIES	11/20/2020				10.78
MNCTREAD	Regents of the Univ of Minnesota	02900055557	PRESS Intervention Manual	11/10/2020				62.67
SCHOBUSS	SCHOOL BUS SALES CO	20201209	VAN/BUS REPAIR	12/02/2020				112.01
SCHOSPEC	SCHOOL SPECIALTY INC	208126513681	elem supplies	11/09/2020				710.80
SCHOSPEC	SCHOOL SPECIALTY INC	208126578221	ELEM SUPPLIES	11/20/2020				33.24
STARMTONT	STARMTONT CSD	20201130	OPEN ENROLLMENT TUITION	11/30/2020				7,379.85
SWISCOHR	SWISHER & COHRT	103947	LEGAL SERVICES	11/30/2020				111.00
TIMBBILL	TIMBERLINE BILLING SERVICE LLC	20470	MEDICAID PURCH SERVICE	11/30/2020				334.66
USCELL	US CELLULAR	0408851677	Cell Phones	11/28/2020				282.18
WALMART	WALMART COMMUNITY BRC	20201130	ART SUPPLIES	11/15/2020				119.29
WALMART	WALMART COMMUNITY BRC	20201130-0001	FCS SUPPLIES	11/18/2020				56.49
WEBEPAPE	WEBER PAPER COMPANY	W045181C	CUSTODIAL/MAINTENANCE SUPPLIES	11/12/2020				407.76
WEBEPAPE	WEBER PAPER COMPANY	W046119A	CUSTODIAL/MAINTENANCE SUPPLIES	11/12/2020				12.40
WESTDELA	WEST DELAWARE CSD	20201130	OPEN ENROLLMENT	11/24/2020				10,819.86
WESTMUSI	WEST MUSIC COMPANY	S11946337	MS COVID MASKS/INSTRUMENT COVERS	11/13/2020				170.50
WINTBUIL	WINTHROP BUILDING SUPPLY	20201203	B&G/TRANSPORTATION SUPPLIES	11/30/2020				252.03
WINTBUIL	WINTHROP BUILDING SUPPLY	76997778168	IND TECH SUPPLIES	11/30/2020				37.86

Batch Total: 104,542.45  
Report Total: 104,542.45



East Buchanan Community School  
12/07/2020 8:45 AM

Vendor ID Vendor Name  
Batch Description: Credit Card Invoices-Dec 2020

**Invoice Listing - Summary - by Fund**  
Unposted; Batch Description Credit Card Invoices-Dec 2020

Page: 1  
User ID: TMK

Vendor ID	Vendor Name	Invoice Number	Description	Processing Month:	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
*AMAZON	Amazon	1282656	health supplies	12/2020	11/04/2020	12/10/2020		232048	103.87
*AMAZON	Amazon	1298635	B&G SUPPLIES		11/17/2020	12/10/2020		29006	36.98
*AMAZON	Amazon	5937035	ELEM SUPPLIES		11/06/2020	12/10/2020		58012	19.98
*AMAZON	Amazon	9029807	health supplies		11/04/2020	12/10/2020		29006	9.92
*CHASCARD	CHASE CARD SERVICES	0006840524-IN	sales tax refund		12/07/2020	12/10/2020		29006	(6.23)
*CRATBARR	Crate & Barrel	331170277	Perkins Funding CTE equipment		11/04/2020	12/10/2020		29006	379.99
*BOEE	Iowa Board of Educational Examiners	9226790	LICENSURE FEES		11/20/2020	12/10/2020		29006	88.00
*LEARAZ	Learning A-Z	8735674	EARLY LIT SUPPLIES		11/19/2020	12/10/2020		29006	346.35

Batch Total: 978.86

Report Total: 978.86

Batch Description: Nutrition Invoices - December 2020

Processing Month: 12/2020 Credit Card Vendor ID:

End of Fiscal Year Expense Invoices:

Vendor ID: BIMBAKE BIMBO BAKERIES USA

Invoice Number: 11302020 Amount: 447.72

Description: Bread

Invoice Date: 11/30/2020 Due Date: 12/09/2020 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Check Number: Check Date:

Chart of Account Number Detail Description

Detail Amount 1099 Detail Amount Asset/Asset Tag

61 0000 3140 000 0000 631 SFSP Food Purchased

447.72 N

Vendor ID: INDECSD INDEPENDENCE CSD

Invoice Number: 20-21-1 Amount: 13,458.30

Description: Sharing Agreement-Annette Harbaugh

Invoice Date: 12/01/2020 Due Date: 12/09/2020 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Check Number: Check Date:

Chart of Account Number Detail Description

Detail Amount 1099 Detail Amount Asset/Asset Tag

61 0000 3110 000 0000 591 SHARED CONTRACTS W/ANOTHER LEA/AEA

13,458.30 N

Vendor ID: MARTBROT MARTIN BROTHERS

Invoice Number: 11302020 Amount: 11,238.18

Description: Food/Supplies/Fees

Invoice Date: 11/30/2020 Due Date: 12/09/2020 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Check Number: Check Date:

Chart of Account Number Detail Description

Detail Amount 1099 Detail Amount Asset/Asset Tag

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

10,637.60 N  
472.58 N  
128.00 N

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

Invoice Number: 113020 Amount: 2,119.43

Description: Milk

Invoice Date: 11/30/2020 Due Date: 12/09/2020 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Check Number: Check Date:

Chart of Account Number Detail Description

Detail Amount 1099 Detail Amount Asset/Asset Tag

61 0000 3140 000 0000 631 Milk

2,119.43 N

Vendor ID: SUBWAY SUBWAY

Invoice Number: 121620 Amount: 1,004.00

Description: Sandwiches/Cookies - Holiday Meal

Invoice Date: 12/16/2020 Due Date: 12/09/2020 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Check Number: Check Date:

Chart of Account Number Detail Description

Detail Amount 1099 Detail Amount Asset/Asset Tag

61 0000 3140 000 0000 631 SFSP Food Purchased

1,004.00 N

Batch 1099 Total: 0.00 Batch Total: 28,267.63

Report 1099 Total: 0.00 Report Total: 28,267.63

Batch Description: Activity Invoices - December 2020

Processing Month: 12/2020 Credit Card Vendor ID:

End of Fiscal Year Expense Invoices:

Vendor ID: CHASCARD CHASE CARD SERVICES

PO Number: 21-0200

Invoice Number: 113-0430978-44244235

Amount: 76.96

Description: Starter Plugs/Extension Cords

Invoice Date: 11/13/2020

Due Date: 12/03/2020

Status: A

1099 Amount: 0.00

Sequence: 1

Check Type:

Checking Account ID:

Check Number:

Cost Center ID

Chart of Account Number

Detail Amount

1099 Detail Amount

Asset/Asset Tag

Check Date:

In Full

21 0000 1400 950 7026 618

1" Rockwool Starter Plugs, 2 sheets of 1

33.96

0.00 N

Final

21 0000 1400 950 7026 618

6ft black extension cord

19.02

0.00 N

Final

21 0000 1400 950 7026 618

10ft black extension cord

23.98

0.00 N

Final

Vendor ID: CHASCARD CHASE CARD SERVICES

PO Number: 21-0200

Invoice Number: 113-5852792-6889014

Amount: 200.33

Description: Triple 10 liquid fertilizer

Invoice Date: 11/13/2020

Due Date: 12/03/2020

Status: A

1099 Amount: 0.00

Sequence: 1

Check Type:

Checking Account ID:

Check Number:

Cost Center ID

Chart of Account Number

Detail Amount

1099 Detail Amount

Asset/Asset Tag

Check Date:

In Full

21 0000 1400 950 7026 618

Triple 10 liquid fertilizer, 1 Gallon

112.48

0.00 N

Final

21 0000 1400 950 7026 899

Fertilizer Shipping

87.85

0.00 N

Final

\* Vendor ID: COTTPHIL COTTRELL, PHIL

PO Number: 21-0194

Invoice Number: 12420

Amount: 115.00

Description: Basketball Official - 12/4/20

Invoice Date: 12/04/2020

Due Date: 12/09/2020

Status: A

1099 Amount: 115.00

Sequence: 1

Check Type:

Checking Account ID:

Check Number:

Cost Center ID

Chart of Account Number

Detail Amount

1099 Detail Amount

Asset/Asset Tag

Check Date:

In Full

21 0000 1400 920 6600 345

Basketball Official 12/4/20

115.00

115.00 N

Final

Vendor ID: DAIRYQUEEN Dairy Queen

PO Number: 21-0194

Invoice Number: AAA83JQWACAT

Amount: 199.00

Description: DQ Blizzards Fundraiser

Invoice Date: 11/09/2020

Due Date: 12/09/2020

Status: A

1099 Amount: 0.00

Sequence: 1

Check Type:

Checking Account ID:

Check Number:

Cost Center ID

Chart of Account Number

Detail Amount

1099 Detail Amount

Asset/Asset Tag

Check Date:

In Full

21 0000 1400 950 7011 899

Mini-Blizzards

199.00

0.00 N

Final

Vendor ID: DESIUNLI DESIGNS UNLIMITED

PO Number: 21-0197

Invoice Number: 10971

Amount: 1,351.00

Description: MS Wrestling Shirts

Invoice Date: 11/09/2020

Due Date: 12/09/2020

Status: A

1099 Amount: 0.00

Sequence: 1

Check Type:

Checking Account ID:

Check Number:

Cost Center ID

Chart of Account Number

Detail Amount

1099 Detail Amount

Asset/Asset Tag

Check Date:

In Full

21 0000 1400 920 6790 618

T-Shirt Grey

140.00

0.00 N

Final

21 0000 1400 920 6790 618

Dry Mesh LS

153.00

0.00 N

Final

21 0000 1400 920 6790 618

Sweats

480.00

0.00 N

Final

21 0000 1400 920 6790 618

T-Shirt (2XL)

16.00

0.00 N

Final

21 0000 1400 920 6790 618

Sweats

198.00

0.00 N

Final

21 0000 1400 920 6790 618

Hoodie

330.00

0.00 N

Final

21 0000 1400 920 6790 618

Hoodie (2XL)

34.00

0.00 N

Final

Vendor ID: DESIUNLI DESIGNS UNLIMITED

PO Number: 21-0190

Invoice Number: 10992

Amount: 1,128.00

Description: MS G-Basketball Shirts

Invoice Date: 11/13/2020

Due Date: 12/09/2020

Status: A

1099 Amount: 0.00

Sequence: 1

Check Type:

Checking Account ID:

Check Number:

Cost Center ID

Chart of Account Number

Detail Amount

1099 Detail Amount

Asset/Asset Tag

Check Date:

In Full

21 0000 1400 920 6790 618

Detail Description

Detail Amount

Detail Amount

Asset/Asset Tag

Check Date:

In Full

21 0000 1400 920 6810 618 Short Sleeve Shirts  
21 0000 1400 920 6810 618 Long Sleeve (Small-XLarge) Shirt  
21 0000 1400 920 6810 618 Long Sleeve (2XL) Shirt  
21 0000 1400 920 6810 618 Crew Sweatshirt  
21 0000 1400 920 6810 618 Hooded Sweatshirt  
21 0000 1400 920 6810 618 Names on Back

Final  
Final  
Final  
Final  
Final  
Final

260.00  
221.00  
15.00  
80.00  
408.00  
144.00

\* Vendor ID: FITZMICH FITZGERALD, MICHAEL Invoice Number: 12420 Amount: 80.00  
Description: Basketball Official - 12/4/20 Invoice Date: 12/04/2020 Due Date: 12/09/2020 Status: A 1099 Amount: 80.00  
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number  
21 0000 1400 920 6600 345 Basketball Official - 12/4/20  
Detail Description  
Basketball Official - 12/4/20  
80.00  
80.00 N  
In Full

\* Vendor ID: FOLLSOFT FOLLETT SCHOOL SOLUTIONS, INC. Invoice Number: BF-00013866 Amount: 2,303.90  
Description: Follett Book Fair Invoice Date: 11/29/2020 Due Date: 12/09/2020 Status: A 1099 Amount: 0.00  
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number  
21 0000 1400 950 7018 618 Book Fair  
Detail Description  
Book Fair  
2,303.90  
N  
In Full

\* Vendor ID: GDTHEAT GABRIEL DESIGN, llc Invoice Number: EBHS120320 Amount: 845.00  
Description: Rental/Deposit/Shipping Invoice Date: 12/03/2020 Due Date: 12/09/2020 Status: A 1099 Amount: 0.00  
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number  
21 0000 1400 910 6111 618 Gingy/Exploding Bird  
21 0000 1400 910 6111 899 Shipping  
21 0000 1400 910 6111 899 Deposit  
395.00  
205.00  
245.00  
N  
N  
N  
In Full

\* Vendor ID: GLAWGENE GLAWE, GENE Invoice Number: 12420 Amount: 90.00  
Description: Basketball Official - 12/4/20 Invoice Date: 12/04/2020 Due Date: 12/09/2020 Status: A 1099 Amount: 90.00  
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number  
21 0000 1400 920 6600 345 Basketball Official - 12/4/20  
Detail Description  
Basketball Official - 12/4/20  
90.00  
90.00 N  
In Full

\* Vendor ID: HEISCHAN HEISLER, CHANDLER Invoice Number: 12420 Amount: 105.00  
Description: Basketball Official - 12/4/20 Invoice Date: 12/04/2020 Due Date: 12/09/2020 Status: A 1099 Amount: 105.00  
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number  
21 0000 1400 920 6600 345 Basketball Official 12/4/20  
Detail Description  
Basketball Official 12/4/20  
105.00  
105.00 N  
In Full

\* Vendor ID: HEISDOUG HEISLER, DOUG Invoice Number: 12420 Amount: 105.00  
Description: Basketball Official - 12/4/20 Invoice Date: 12/04/2020 Due Date: 12/09/2020 Status: A 1099 Amount: 105.00  
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

Chart of Account Number  
21 0000 1400 920 6600 345 Basketball Official - 12/4/20  
Detail Description  
Basketball Official - 12/4/20  
105.00  
105.00 N  
In Full

**Vendor ID: IHMSA IA HIGH SCH MUSIC ASSOCIATION**

Description: ALL-STATE Medal and Certificate

Sequence: 1 Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

10 0109 1100 112 0000 320

ALL-STATE Medal and Certificate

PO Number: 21-0199 Invoice Number: ALLSTATE

Invoice Date: 11/30/2020 Due Date: 12/09/2020 Status: A 1099 Amount: 0.00

Amount: 9.00

Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag

9.00 0.00 N In Full Final

**Vendor ID: MCELROY'S MCELROY'S FOOD MARKET**

Description: Supplies for Feed Store

Sequence: 1 Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

21 0000 1400 950 7015 618

Supplies for Feed Store

PO Number: 00562737 Invoice Number: 00562737

Invoice Date: 11/30/2020 Due Date: 12/09/2020 Status: A 1099 Amount: 0.00

Amount: 26.81

Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag

26.81 N In Full Final

**Vendor ID: MIDWIMPR MIDWEST IMPRESSIONS, INC.**

Description: SC Shirts/Sweatshirts

Sequence: 1 Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

21 0000 1400 950 7011 340

StuCo Shirts

21 0000 1400 950 7011 340

StuCo Long Sleeve

21 0000 1400 950 7011 340

StuCo Crew Sweatshirts

21 0000 1400 950 7011 340

StuCo Hooded Sweatshirts

21 0000 1400 950 7011 340

Bigger Sizes Upcharge

PO Number: 21-0189 Invoice Number: 69409

Invoice Date: 11/06/2020 Due Date: 12/09/2020 Status: A 1099 Amount: 0.00

Amount: 719.80

Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag

271.95 0.00 N In Full Final

59.80 0.00 N In Full Final

118.65 0.00 N In Full Final

263.40 0.00 N In Full Final

6.00 0.00 N In Full Final

**\* Vendor ID: MONTICELLO MONTICELLO CSD**

Description: Wrestling Tournament Entry - 12/5/20

Sequence: 1 Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

21 0000 1400 920 6600 810

Wrestling Tournament Entry Fee

PO Number: 12520 Invoice Number: 12520

Invoice Date: 12/05/2020 Due Date: 12/09/2020 Status: A 1099 Amount: 0.00

Amount: 90.00

Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag

90.00 N In Full Final

**Vendor ID: NATIFFA NATIONAL FFA ORGANIZATION**

Description: FFA Jacket/Tie, Greenhand Degree Pins

Sequence: 1 Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

21 0000 1400 950 7026 618

FFA Jacket

21 0000 1400 950 7026 618

FFA Tie

21 0000 1400 950 7026 618

Greenhand Degree Pins

21 0000 1400 950 7026 899

Shipping

PO Number: 21-0156 Invoice Number: MDS215208

Invoice Date: 12/03/2020 Due Date: 12/03/2020 Status: A 1099 Amount: 0.00

Amount: 150.00

Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag

98.00 0.00 N In Full Final

31.00 0.00 N In Full Final

7.00 0.00 N In Full Final

14.00 0.00 N In Full Final

**Vendor ID: NATIFFA NATIONAL FFA ORGANIZATION**

Description: FFA Jackets/Ties

Sequence: 1 Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

21 0000 1400 950 7026 618

Official FFA Jacket

21 0000 1400 950 7026 618

Official FFA Tie

21 0000 1400 950 7026 899

Shipping

PO Number: 21-0180 Invoice Number: MDS217006

Invoice Date: 11/17/2020 Due Date: 12/09/2020 Status: A 1099 Amount: 0.00

Amount: 233.50

Check Number: Check Date:

Detail Amount 1099 Detail Amount Asset/Asset Tag

165.00 N In Full Final

46.50 N In Full Final

22.00 N In Full Final

**Vendor ID: PIECPIPE**      **PIECES BY PIPER**

Description: Earning Fundraiser  
Sequence: 1      Check Type:  
Chart of Account Number      Detail Description  
21 0000 1400 910 6120 618      Earnings

**PO Number:**      **Invoice Number: 2020-1**

Invoice Date: 11/16/2020      Due Date: 12/09/2020      Status: A      1099 Amount: 0.00  
Check Number:      Check Date:

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

**Amount:**      **255.00**

**Vendor ID: PREFUND**      **PREFERRED FUNDRAISING**

Description: Cookie Dough Fundraiser  
Sequence: 1      Check Type:  
Chart of Account Number      Detail Description  
21 0000 1400 910 6221 618      Cookie Dough

**PO Number:**      **Invoice Number: 314**

Invoice Date: 11/17/2020      Due Date: 12/09/2020      Status: A      1099 Amount: 0.00  
Check Number:      Check Date:

Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
1,584.00      N

**Amount:**      **1,584.00**

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

Description: Gift Cards  
Sequence: 1      Check Type: Check  
Chart of Account Number      Detail Description  
21 0000 1400 950 7010 618      Gift Cards

**PO Number:**      **Invoice Number: I17217892**

Invoice Date: 12/07/2020      Due Date: 12/08/2020      Status: PP      1099 Amount: 0.00  
Check Number: 12642      Check Date: 12/08/2020

Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
1,902.99      N

**Amount:**      **1,902.99**

**Vendor ID: TROTTROP**      **TROTT TROPHIES**

Description: Football Awards  
Sequence: 1      Check Type:  
Chart of Account Number      Detail Description  
21 0000 1400 920 6720 618      MVP Award  
21 0000 1400 920 6720 618      Ind. Award  
21 0000 1400 920 6720 618      Weight room Letters

**PO Number:**      **Invoice Number: 29237**

Invoice Date: 12/02/2020      Due Date: 12/09/2020      Status: A      1099 Amount: 0.00  
Check Number:      Check Date:

Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
44.00      N  
104.00      N  
7.20      N

**Amount:**      **155.20**

**Vendor ID: WESTMUSCF**      **West Music**

Description: All-State Choir Music  
Sequence: 1      Check Type:  
Chart of Account Number      Detail Description  
21 0000 1400 910 6210 618      Student Music Packet  
21 0000 1400 910 6210 618      Shipping

**PO Number:**      **Invoice Number: S11951220**

Invoice Date: 11/30/2020      Due Date: 12/09/2020      Status: A      1099 Amount: 0.00  
Check Number:      Check Date:

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

**Amount:**      **38.20**

Batch 1099 Total:      495.00

Batch Total:      11,763.69

Report 1099 Total:      495.00

Report Total:      11,763.69

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	467.42	0.00	0.00	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	729.87	0.00	0.00	0.00	729.87
21 6221 729 910	MUSIC TRIP	1,363.35	0.00	3,097.00	0.00	4,460.35
21 6222 729 910	COLOR GUARD	775.15	0.00	0.00	0.00	775.15
21 6600 729 920	ATHLETICS	5,085.28	2,128.00	605.00	0.00	3,562.28
21 6645 729 920	CROSS COUNTRY	14.50	0.00	0.00	0.00	14.50
21 6693 729 920	CHEERLEADING	730.46	47.57	180.00	0.00	862.89
21 6694 729 920	DANCE TEAM	2,215.06	0.00	0.00	0.00	2,215.06
21 6710 729 920	BOYS' BASKETBALL	1,378.72	0.00	0.00	0.00	1,378.72
21 6720 729 920	FOOTBALL	5,575.33	224.00	0.00	0.00	5,351.33
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	51.50	1,351.00	0.00	1,695.82
21 6810 729 920	GIRLS BASKETBALL	422.15	0.00	1,154.00	0.00	1,576.15
21 6815 729 920	VOLLEYBALL	780.43	0.00	0.00	0.00	780.43
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	3,241.72	4,848.68	5,015.00	0.00	3,408.04
21 7011 729 950	HS STUDENT COUNCIL	3,579.11	567.20	1,016.00	0.00	4,027.91
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	194.40	0.00	0.00	84.40
21 7015 729 950	FEED STORE	577.86	21.51	0.00	0.00	556.35
21 7016 729 950	FITNESS CLUB	37.55	0.00	0.00	0.00	37.55
21 7018 729 950	LIBRARY CLUB	521.33	281.00	2,573.83	0.00	2,814.16
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	549.62	100.00	0.00	(60.17)
21 7025 729 950	TECHNOLOGY	906.97	0.00	0.00	0.00	906.97
21 7026 729 950	FFA	27,992.12	1,401.00	1,648.50	0.00	28,239.62
21 7027 729 950	ART CLUB	1,060.81	0.00	0.00	0.00	1,060.81
21 7040 729 950	MS STUDENT COUNCIL	506.18	167.00	0.00	0.00	339.18
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

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Activity Fund Balance Report - Summary - Exclude Encumbrances  
11/2020 - 11/2020

Fund: 21 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
21 7049 729 950	PBIS	4,060.14	101.62	0.00	0.00	3,958.52
21 7050 729 950	ELEM. ST. COUNCIL	4,217.01	0.00	68.80	0.00	4,285.81
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	1,835.00	1,347.00	0.00	746.72
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	6,633.42	0.00	70.00	0.00	6,703.42
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	1,809.81	0.00	0.00	0.00	1,809.81
21 8004 729 910	INTEREST	431.24	0.00	109.05	0.00	540.29
Fund Total: 21		119,359.66	12,418.10	18,335.18	0.00	125,276.74

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EAST BUCHANAN SCHOOL  
MILEAGE REPORT  
2020-2021

MONTH	BUS ROUTE MILES	BUS ADMIN. MILES	BUS SPECIAL ED. MILES	BUS ACTIVITY MILES	BUS CUSTODIAL MILES	BUS TRANSP. MILES	BUS DRIVERS ED MILES	BUS OTHER MILES	BUS MISC. MILES	BUS TOTAL MILES
JULY	0	0	0	644	0	0	0	0	0	644
AUGUST	2,230	0	0	332	0	0	0	0	60	2,622
SEPTEMBER	7,083	0	0	1,262	0	0	0	0	58	8,403
OCTOBER	7,083	0	0	1,262	0	0	0	0	58	8,403
NOVEMBER	6,075	0	0	169	0	0	0	0	0	6,244
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	22,471	-	-	3,669	-	-	-	-	176	26,316

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	0	0	1,589	25	139	36	0	0	0	0	0	0	0	0	139	0	0	1,928
AUGUST	0	294	0	0	1,998	0	178	0	0	0	0	0	0	0	0	0	471	0	0	2,941
SEPTEMBER	0	0	0	0	9,260	761	183	58	0	0	0	0	0	0	0	0	53	0	0	10,315
OCTOBER	0	0	0	0	9,283	1,289	166	15	0	0	0	0	0	0	0	0	78	0	0	10,831
NOVEMBER	0	0	0	0	7,343	194	217	0	0	0	0	0	0	0	0	0	0	0	0	7,754
DECEMBER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JANUARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FEBRUARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MARCH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
APRIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MAY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JUNE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	-	294	29,473	2,269	883	109	-	-	741	-	-	-	-	-	-	-	917	-	-	33,769
BUS/VAN TOTAL	22,471	294	29,473	5,938	883	109	-	-	917	-	-	-	-	-	-	-	917	-	-	60,085

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**EAST BUCHANAN COMMUNITY SCHOOL  
GASOLINE/DIESEL EXPENSE REPORT**

2020-2021

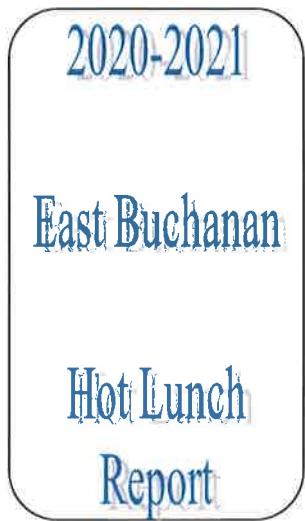
MONTH	GALS. GAS PURCH.	COST PER GAL.	COST GAS PURCH.	GALS. DIESEL PURCH.	COST PER GAL.	COST DIESEL PURCH.	TOTAL COST GAS/DIESEL PURCHASED	GALS. GAS CONS.	COST GAS CONS.	GALS. DIESEL CONS.	COST DIESEL CONS.	TOTAL COST GAS/DIESEL CONSUMED
JULY	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	95.000	\$ 118.18	100.000	\$ 106.40	\$ 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.	506.000	\$ 1.685	\$ 852.36	889.000	\$ 1.501	\$ 1,334.39	\$ 2,186.75	757.000	\$ 1,275.17	1,197.000	\$ 1,796.70	\$ 3,071.87
NOV.	630.000	\$ 1.611	\$ 1,014.68	640.000	\$ 1.506	\$ 963.97	\$ 1,978.65	488.000	\$ 785.97	666.000	\$ 1,003.13	\$ 1,789.10
DEC.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
JAN.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
FEB.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
MARCH	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
APR.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
MAY	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
JUNE	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
TOTALS	1,643.000		\$2,748.46	2,215.000		\$3,301.30	\$6,049.76	2,205.000	\$3,597.08	3,314.000	\$4,758.01	\$8,355.09

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**RECEIPTS**

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$0.00	\$656.90	\$656.90
Student Lunch	-\$1,245.68	\$10,459.88	\$9,214.20
Adult Breakfast	\$35.00	\$138.60	\$173.60
Adult Lunch	\$381.15	\$527.45	\$908.60
Carte	\$3,755.15	\$10,000.45	\$13,755.60
Snacks	\$1,347.63	\$3,884.37	\$5,232.00
Federal Breakfast	\$0.00	\$1,119.36	\$1,119.36
Federal Lunch	\$0.00	\$7,544.16	\$7,544.16
State Breakfast	\$0.00	\$0.00	\$0.00
State Lunch	\$0.00	\$0.00	\$0.00
SFSP	\$41,968.11	\$23,732.29	\$65,700.40
Other Revenues	\$101.62	\$0.00	\$101.62
Other Purchased Services	-\$86.89	-\$435.42	-\$522.31
Rebate	\$0.00	\$302.50	\$302.50
Interest	\$34.55	\$137.50	\$172.05
<b>TOTAL INCOME</b>	<b>\$46,290.64</b>	<b>\$58,068.04</b>	<b>\$104,358.68</b>



**EXPENDITURES**

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$18,365.65	\$22,309.26	\$40,674.91
Commodities	\$0.00	\$0.00	\$0.00
Supplies	\$566.10	\$923.86	\$1,489.96
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	\$243.25	\$383.10	\$626.35
Cooks Salaries	\$12,289.69	\$15,893.77	\$28,183.46
Benefits	\$3,930.63	\$9,367.77	\$13,298.40
<b>TOTAL EXPENDITURES</b>	<b>\$35,395.32</b>	<b>\$52,597.20</b>	<b>\$87,992.52</b>

**BALANCE**

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$38,067.87	\$38,067.87
Income	\$46,290.64	\$58,067.64	\$104,358.28
Expenditures	\$35,395.32	\$52,597.20	\$87,992.52
<b>FUND BALANCE</b>	<b>\$10,895.32</b>	<b>\$43,538.31</b>	<b>\$54,433.63</b>

DAYS MEALS SERVED	
July	0
August	6
September	20
October	21
November	17
December	0
January	0
February	0
March	0
April	0
May	0
June	0
<b>TOTALS</b>	<b>64</b>

**MEALS SERVED**

	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	0	448	448
Reduced Student Breakfasts	0	99	99
Free Student Breakfasts	0	346	346
Second Breakfasts	30	51	81
Adult Breakfasts	25	100	125
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
<b>TOTAL BREAKFASTS SERVED</b>	<b>55</b>	<b>1,044</b>	<b>1,099</b>

Paid Student Lunches	0	3,082	3,082
Reduced Student Lunches	0	439	439
Free Student Lunches	0	1,373	1,373
Second Lunches	0	5	5
Adult Lunches	106	135	241
Student Guest Lunches	0	0	0
Complimentary Lunches	0	0	0
<b>TOTAL LUNCHES SERVED</b>	<b>106</b>	<b>5,034</b>	<b>5,140</b>

SFSP Breakfasts Served	2,237	4,210	6,447
SFSP Lunches Served	6,592	13,414	20,006



Ed

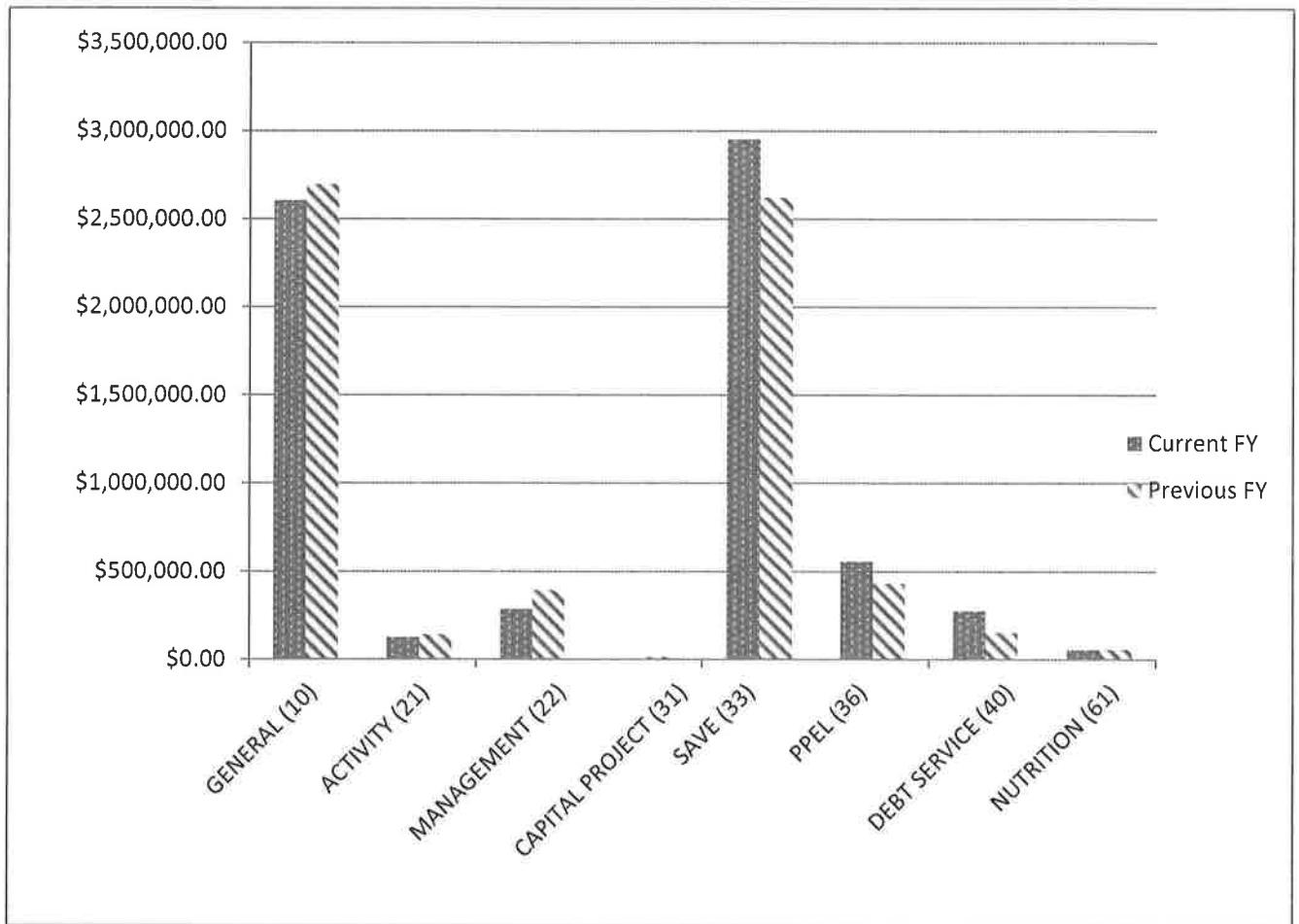
East Buchanan Community School District  
Cash Summary Report

	<u>Jul-20</u>	<u>Aug-20</u>	<u>Sep-20</u>	<u>Oct-20</u>	<u>Nov-20</u>
<b>10-GENERAL FUND</b>					
Beginning Balance	2,909,706.83	2,551,103.28	2,006,067.66	2,036,652.10	2,586,588.03
Revenue	75,623.87	184,549.91	572,539.58	1,129,664.42	573,549.00
Expenditures	434,227.42	729,585.53	541,955.14	579,728.49	553,020.32
Ending Balance	2,551,103.28	2,006,067.66	2,036,652.10	2,586,588.03	2,607,116.71
<b>21-ACTIVITY FUND</b>					
Beginning Balance	120,841.93	121,421.98	116,447.40	117,515.36	119,359.66
Revenue	1,030.05	4,759.54	11,240.56	17,927.20	18,340.18
Expenditures	450.00	9,734.12	10,172.60	16,082.90	12,423.10
Ending Balance	121,421.98	116,447.40	117,515.36	119,359.66	125,276.74
<b>22-MANAGEMENT FUND</b>					
Beginning Balance	412,941.11	313,445.76	309,036.44	316,610.51	281,694.32
Revenue	1,267.69	1,757.68	8,574.07	34,261.41	11,371.91
Expenditures	100,763.04	6,167.00	1,000.00	69,177.60	6,509.67
Ending Balance	313,445.76	309,036.44	316,610.51	281,694.32	286,556.56
<b>31-GO BONDS</b>					
Beginning Balance	10,651.12	10,653.34	6,343.52	6,345.68	6,347.91
Revenue	2.22	2.23	2.16	2.23	2,736.06
Expenditures	0.00	4,312.05	0.00	0.00	9,083.97
Ending Balance	10,653.34	6,343.52	6,345.68	6,347.91	0.00
<b>33-SAVE</b>					
Beginning Balance	2,887,242.09	2,739,739.35	2,788,337.37	2,836,881.10	2,885,554.59
Revenue	52,447.26	48,598.02	48,543.73	48,673.49	66,429.40
Expenditures	199,950.00	0.00	0.00	0.00	0.00
Ending Balance	2,739,739.35	2,788,337.37	2,836,881.10	2,885,554.59	2,951,983.99
<b>36-PPEL</b>					
Beginning Balance	421,599.20	393,850.90	393,169.78	392,659.51	497,965.31
Revenue	4,031.78	6,736.90	55,412.78	121,828.92	61,530.49
Expenditures	31,780.08	7,418.02	55,923.05	16,523.12	1,829.62
Ending Balance	393,850.90	393,169.78	392,659.51	497,965.31	557,666.18
<b>40-DEBT SERVICE</b>					
Beginning Balance	96,455.14	101,085.44	109,011.59	150,081.82	225,212.00
Revenue	4,643.06	8,426.15	41,070.23	164,023.93	50,166.16
Expenditures	12.76	500.00	0.00	88,893.75	300.00
Ending Balance	101,085.44	109,011.59	150,081.82	225,212.00	275,078.16
less: Escrow Acct	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00
	11,085.44	19,011.59	60,081.82	135,212.00	185,078.16
<b>61-NUTRITION FUND</b>					
Beginning Balance	38,067.87	33,271.67	42,639.12	38,725.98	43,538.31
Revenue	342.46	10,862.37	8,287.54	39,655.64	48,297.37
Expenditures	5,138.66	1,494.92	12,200.68	34,843.31	37,402.05
Ending Balance	33,271.67	42,639.12	38,725.98	43,538.31	54,433.63
less: Received on Acct	7,940.24	15,420.02	11,890.97	11,175.27	10,134.34
	25,331.43	27,219.10	26,835.01	32,363.04	44,299.29
<b>EMPLOYER'S PAYROLL EXPENSE:</b>					
Gross Wages-hourly	17,204.78	14,702.99	36,413.50	78,940.63	84,453.02
Gross Wages-contract	285,337.96	285,673.25	305,073.86	308,027.08	310,429.08
	302,542.74	300,376.24	341,487.36	386,967.71	394,882.10
Employer paid deductions	42,787.71	42,244.15	50,887.20	49,758.30	51,595.91
Employer paid IPERS	27,911.18	27,848.72	31,367.52	35,475.29	35,952.22
Employer paid FICA	22,043.98	22,099.27	25,060.76	28,584.29	29,173.41
	92,742.87	92,192.14	107,315.48	113,817.88	116,721.54
<b>TOTAL</b>	<b>395,285.61</b>	<b>392,568.38</b>	<b>448,802.84</b>	<b>500,785.59</b>	<b>511,603.64</b>

## CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL

**November 2020**

Fund Description	Beginning	Revenues	Expenditures	FY21 Ending	FY20 End Balance	Difference
GENERAL (10)	\$2,586,588.03	\$573,549.00	\$553,020.32	\$2,607,116.71	\$2,695,732.88	(\$88,616.17)
ACTIVITY (21)	\$119,359.66	\$18,340.18	\$12,423.10	\$125,276.74	\$139,694.26	(\$14,417.52)
MANAGEMENT (22)	\$281,694.32	\$11,371.91	\$6,509.67	\$286,556.56	\$392,984.31	(\$106,427.75)
CAPITAL PROJECT (31)	\$6,347.91	\$2,736.06	\$9,083.97	\$0.00	\$13,388.80	(\$13,388.80)
SAVE (33)	\$2,885,554.59	\$66,429.40	\$0.00	\$2,951,983.99	\$2,621,900.23	\$330,083.76
PPEL (36)	\$497,965.31	\$61,530.49	\$1,829.62	\$557,666.18	\$432,846.21	\$124,819.97
DEBT SERVICE (40)	\$225,212.00	\$50,166.16	\$300.00	\$275,078.16	\$152,697.30	\$122,380.86
NUTRITION (61)	\$43,538.31	\$48,297.37	\$37,402.05	\$54,433.63	\$57,104.30	(\$2,670.67)
<b>TOTAL</b>				<b>\$6,858,111.97</b>	<b>\$6,506,348.29</b>	<b>\$351,763.68</b>



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

		FY21 Certified Budget	thru 11/30/2020	over / (under) budget	
Taxes Levied on Property	1	\$ 2,888,696.00	\$ 1,471,091.35		
Utility Replacement Excise Tax	2	\$ 51,316.00	\$ 91,014.28		
Income Surtaxes	3	\$ 142,295.00	\$ -		
Tuition\Transportation Received	4	\$ 633,000.00	\$ 5,232.24		
Earnings on Investments	5	\$ 81,900.00	\$ 29,230.67		
Nutrition Program Sales	6	\$ 180,000.00	\$ 29,933.55		
Student Activities and Sales	7	\$ 196,000.00	\$ 48,957.54		
Other Revenues from Local Sources	8	\$ 117,000.00	\$ 99,666.85		
Revenue from Intermediary Sources	9	\$ -	\$ -		
State Foundation Aid	10	\$ 3,952,334.00	\$ 1,179,755.40		
Instructional Support State Aid	11	\$ 15,007.00	\$ -		
Other State Sources	12	\$ 587,620.00	\$ 239,298.17		
Commercial & Industrial State Replacement	13	\$ 21,091.00	\$ 8,635.43		
Title I Grants	14	\$ 70,000.00	\$ -		
IDEA and Other Federal Sources	15	\$ 300,000.00	\$ 129,884.24		
<b>Total Revenues</b>	<b>16</b>	<b>\$ 9,236,259.00</b>	<b>\$ 3,332,699.72</b>		
General Long-Term Debt Proceeds	17	\$ -	\$ -		
Transfers In	18	\$ 311,010.00	\$ 206,297.91		
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ -		
Special Items/Upward Adjustments	20	\$ -	\$ 891.04		
<b>Total Revenues &amp; Other Sources</b>	<b>21</b>	<b>\$ 9,547,269.00</b>	<b>\$ 3,539,888.67</b>		
Beginning Fund Balance	22	\$ 6,100,102.84	\$ 6,100,102.84		
<b>Total Resources</b>	<b>23</b>	<b>\$ 15,647,371.84</b>	<b>\$ 9,639,991.51</b>		
<b>*Instruction</b>	<b>24</b>	<b>\$ 5,345,000.00</b>	<b>\$ 1,193,240.42</b>	<b>\$ (4,151,759.58)</b>	<b>22%</b>
Student Support Services	25	\$ 222,500.00	\$ 72,944.10		
Instructional Staff Support Services	26	\$ 480,000.00	\$ 184,832.58		
General Administration	27	\$ 265,000.00	\$ 113,827.08		
School/Building Administration	28	\$ 410,000.00	\$ 127,685.00		
Business & Central Administration	29	\$ 125,000.00	\$ 45,278.35		
Plant Operation and Maintenance	30	\$ 643,000.00	\$ 283,825.76		
Student Transportation	31	\$ 540,000.00	\$ 146,222.61		
This row is intentionally left blank	32	\$ -	\$ -		
<b>*Total Support Services (lines 25-32)</b>	<b>32A</b>	<b>\$ 2,685,500.00</b>	<b>\$ 974,615.48</b>	<b>\$ (1,710,884.52)</b>	<b>36%</b>
<b>*Noninstructional Programs</b>	<b>33</b>	<b>\$ 375,000.00</b>	<b>\$ 83,647.69</b>	<b>\$ (291,352.31)</b>	<b>22%</b>
Facilities Acquisition and Construction	34	\$ 300,000.00	\$ 13,242.13		
Debt Service	35	\$ 662,398.00	\$ 289,143.75		
AEA Support - Direct to AEA	36	\$ 287,251.00	\$ 80,429.40		
<b>*Total Other Expenditures (lines 34-36)</b>	<b>36A</b>	<b>\$ 1,249,649.00</b>	<b>\$ 382,815.28</b>	<b>\$ (866,833.72)</b>	<b>31%</b>
<b>Total Expenditures</b>	<b>37</b>	<b>\$ 9,655,149.00</b>	<b>\$ 2,634,318.87</b>		
Transfers Out	38	\$ 311,010.00	\$ 206,297.91		
<b>Total Expenditures &amp; Other Uses</b>	<b>39</b>	<b>\$ 9,966,159.00</b>	<b>\$ 2,840,616.78</b>		
Ending Fund Balance	40	\$ 5,681,212.84	\$ 6,799,374.73		
<b>Total Requirements</b>	<b>41</b>	<b>\$ 15,647,371.84</b>	<b>\$ 9,639,991.51</b>		

This report shows the district's progress towards staying on budget according to the certified budget published and approved. The expenditures with \* must stay below the budgeted amount to avoid having to revise the budget by May 31st of each fiscal year. Revenues and expenses will continue for the fiscal year until the Certified Annual Report (CAR) is completed in September.

**East Buchanan CSD**

Personnel Changes

SB Mtg date	Employee	Type	Position	Notice Date	Effective Date	Salary Schedule
12/9/2020	Keira Hellenthal	Hire	Van Associate			



# EAST BUCHANAN COMMUNITY SCHOOLS

## ADMINISTRATION

Daniel J. Fox  
*Superintendent*  
 Eric Dockstader  
*Secondary Principal*  
 Daniel J. Fox  
*Elementary Principal*  
 Teresa Knipper  
*Board Secretary/Business Manager*



414 5TH STREET NORTH  
 WINTHROP, IOWA 50682

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 FAX: (319) 935-3749

<http://www.eastbuchananschools.com>  
 @EB\_Bucs #BucPride



## BOARD OF EDUCATION

Greg Schmitt  
*President*  
 Shawn Stone  
*Vice President*  
 Scott Cooksley  
 Andy Sperfslage

Heather Steffens

December 7, 2020

### Early Graduation Applicants

The seniors listed below have applied for early graduation. They will graduate on February 24, 2021, at the end of trimester 2 if they have earned the required credits, reached the necessary 70 credits and their request is approved by the East Buchanan School Board.

- Emma Baker
- Cole Bowden
- Carmella Coleman
- Kooper Erickson
- Tate Fults
- Brianna Higgins
- Corissa Knutson
- Tristan Lau
- Shaelynn McVay
- Jasmyne Riniker
- Cheyenne Syhlman

Thank you.

Paula McGraw, Counselor  
 Eric Dockstader, MS/HS Principal

# SBRC Application for MSA for Dropout Prevention Program

## SBRC Application for MSA for Dropout Prevention Program

### MODIFIED SUPPLEMENTAL AMOUNT

#	Description	Amount
1	District cost per pupil	\$7,046
2	Certified enrollment (October 1, current school year) Certified enrollment was found and certified on 10/15/2020 2:41:44 PM.	553.4
3	Maximum modified supplemental amount possible (0.033 x line 1 x line 2)	\$128,712
4	Previous FY Carry-forward from CAR Project 1116 Carry-forward: \$0 Project 1119 Carry-forward: \$0	50
5	Requested modified supplemental amount Enter an amount equal to, or less than (Ln3 - Ln4): \$128,712	128712
<i>"Requested MSA and required match (and the associated spending authority) is solely for the purpose of implementing the district's board-adopted At-Risk/Dropout program."</i>		
6	Required local match (Total Project Cost(Ln3 / 0.75) X 0.25)	\$42,904
7	Enter the number of enrolled students in the budget year identified as returning dropouts and potential dropouts.	92

The amount is calculated based on the finalized Fall Certified Enrollment numbers. We are requesting the full amount which will increase our spending authority only. There will be no increase in taxes and we do not receive more money from the state.

### *Motion to approve:*

*I move that the Board of Directors of the East Buchanan Community School District approve the application to the School Budget Review Committee in the amount of \$ 128,712.00 for At-Risk/Dropout Prevention for the 2021-22 school year.*

## SIAC Members 2020-2021

First Name	Last Name	Position
Dan	Fox	Administration
Eric	Dockstader	Administration
Stacy	Marcus	School Improvement
Tracy	Klendworth	School Nurse
Jeff	Nelson	Parent - Elem,MS, HS
Nicole	Vanous	Parent - Elem
Barb	Bullerman	Parent - HS/Fine Arts
Spencer	Sperfslage	Parent - PK
Trisha	Kress	Parent - Elem
Chad	Lamker	Parent - PK/MS, Teacher/ AD/Coach
Jennifer	Aldrich	Parent - Elem/MS
Shawn	Stone	Parent - Elem/HS, Board Member
Andrew	Maas	Parent - Elem
Cheryl	Beatty	Teacher - LMC
Sally	Manson	Grandparent - Elem/MS
Laura	Crawford	Parent - Elem
Allison	Berns	Parent - Elem/Special Needs
Amanda	Fisher	Teacher - HS
Lee	White	Teacher - HS, StuCo/Coach
Marilyn	Steinkamp	Retired Teacher, Sub Teacher, Grandparent
Danielle	Reedy	Parent - HS
Susan	Thimmesch	Grandparent - MS/HS
Heather	Thimmesch	Parent - MS/HS
Pamela	Campbell	Grandparent - MS/HS
Bailey	Dudley	Parent - Elem/MS
Christine	Franzen	Parent - HS/Local Newspaper

# COVID-19 GUIDELINES

# POLICY REVIEW

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

\*\*\*\*\*

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

Wording to be removed is ~~crossed out~~

Additions are in **bold and underlined**

Decisions to be made are **highlighted**

Optional wording is in *[italics and brackets]*

\*\*\*\*\*

### Policy Code Signs & Symbols:

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

LEGAL STATUS OF THE SCHOOL DISTRICT

Iowa law authorizes the creation of a Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Iowa law. This school district is known as the East Buchanan Community School District.

This school corporation is located in Buchanan County, and its affairs are conducted by elected school officials, the East Buchanan Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in the territory of the school district.

Legal Reference: Iowa Code §§ 274.1, .2, .6, .7; 279.8; 594A.

Cross Reference: 200 Legal Status of the Board of Directors

Approved: April 11, 2001

Reviewed: February 11, 2004; January 16, 2010; March 9, 2015; January 8, 2020

## EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

As a school corporation of Iowa, the East Buchanan Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. The board's ability may be limited by the school district's ability and willingness to furnish financial support in cooperation with student's parents and school district community. The board is also dedicated to providing the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors, through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. ~~Effective communication,~~ Critical thinking and problem solving skills that will assist the students' preparation for life is instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

Legal Reference: Iowa Code §§ 256.11, .11A

Cross Reference: 102 Equal Educational Opportunity  
 103 Long-Range Needs Assessment  
 209 Board of Directors' Management Procedures  
 600 Goals and Objectives of the Education Program  
 602 Curriculum Development

Approved: March 10, 2004

Reviewed: January 16, 2010; March 9, 2015

## EQUAL EDUCATIONAL OPPORTUNITY

**It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.**

It is the policy of The East Buchanan Community School District **does** not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. **The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.** There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

*Eric Dockstader, 414 E. Fifth Street, North, Winthrop, Iowa 50682; edockstader@east-buc.k12.ia.us.*

**Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.**

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

**Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, East Buchanan Community School District, Winthrop, Iowa 50682; or by telephoning 319-935-3367.**

**Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.**

*This is a mandatory policy.*

***NOTE: A school district may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email address for each coordinator.***



**NOTE: The language utilized above is consistent with Iowa Department of Education guidance released in the School Leader Update on September 1, 2015. The classes listed are all mandatory.**

**NOTE: Some conduct that falls under a school's equal educational opportunity policy also may trigger responsibilities under the state's anti-bullying/anti-harassment laws. By limiting the response to a specific application of its equal educational opportunity policy and the accompanying grievance procedures, a school may fail to properly consider whether the alleged conduct also results in bullying and/or harassment.**

Legal Reference: 20 U.S.C. §§ 1221 *et seq.*  
20 U.S.C. §§ 1681 *et seq.*  
20 U.S.C. §§ 1701 *et seq.*  
29 U.S.C. §206 *et seq.*  
29 U.S.C. § 794  
42 U.S.C. §§ 2000d and 2000e.  
42 U.S.C. §§12101 *et seq.*  
34 C.F.R. Pt. 100  
34 C.F.R. Pt. 104  
Iowa Code §§ 216.6; 216.9; 256.11, 280.3  
281 I.A.C. 12.

Cross Reference: 101 Educational Philosophy of the School District  
401.1 Equal Employment Opportunity  
500 Objectives for Equal Educational Opportunities for Students  
506.1 Student Records

Approved: March 10, 2004  
Reviewed: January 16, 2010; March 9, 2015  
Revised: July 15, 2016

## GRIEVANCE PROCEDURE

It is the policy of the East Buchanan Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs) sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

Chad Lamker, 414-5<sup>th</sup> Street, North, Winthrop, IA 50682; clamker@east-buc.k12.ia.us

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

### **Investigation**

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

**The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.**

### **Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

*NOTE: A school district may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email address for each coordinator.*

*NOTE: The sample grievance procedures include an appeal process that ends with the superintendent. If the board chooses to have a different practice that involves the board in these grievance procedures, the procedures should be updated to reflect this practice.*

*NOTE: The Office for Civil Rights requires that the procedures must designate reasonably prompt time frames for the major stages of the complaint process. The number listed in the italic brackets for each stage includes suggested time frames based on guidance from both the United States Office for Civil Rights and the Iowa Department of Education. Districts should ensure that the time frames selected are reasonable for the individual district.*

*NOTE: Some conduct that falls under a school's equal educational opportunity policy also may trigger responsibilities under the state's anti-bullying/anti-harassment laws. By limiting the response to a specific application of its equal educational opportunity policy and the accompanying grievance procedures, a school may fail to properly consider whether the alleged conduct also results in bullying and/or harassment.*

ANNUAL NOTICE OF NONDISCRIMINATION

The East Buchanan Community School offers career and technical programs in the following areas of study:

Family Consumer Science; Industrial Technology; Business Education, Agricultural Education

It is the policy of the East Buchanan Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

Eric Dockstader  
414 Fifth Street, North  
Winthrop, Iowa 50682  
(319) 935-3367

*NOTE: A school district may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email address for each coordinator.*

Approved: July 15, 2016  
Reviewed:

CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the East Buchanan Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

Eric Dockstader  
414 Fifth Street, North  
Winthrop, Iowa 50682  
(319) 935-3367  
[edockstader@east-buc.k12.ia.us](mailto:edockstader@east-buc.k12.ia.us)

Approved: July 15, 2016

Reviewed:

NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS

The East Buchanan Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of East Buchanan Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

Dan Fox, Superintendent of Schools, 414 5<sup>th</sup> St N, Winthrop IA 50682 319-935-3767

Approved: July 15, 2016

Reviewed:

**COMPLAINT FORM**  
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?

Date and place of alleged incident(s): \_\_\_\_\_

Names of any witnesses (if any): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

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

## WITNESS DISCLOSURE FORM

Name of Witness: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee):  
\_\_\_\_\_  
\_\_\_\_\_Date and place of alleged incident(s):  
\_\_\_\_\_  
\_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of incident witnessed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

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



## DISPOSITION OF COMPLAINT FORM

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

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee):  
\_\_\_\_\_  
\_\_\_\_\_Date and place of alleged incident(s):  
\_\_\_\_\_  
\_\_\_\_\_Name of Respondent (include whether the Respondent is a student or employee):  
\_\_\_\_\_  
\_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Summary of Investigation: \_\_\_\_\_

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

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

## LONG-RANGE NEEDS ASSESSMENT

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectation of students and determine how well students are meeting student learning **goals**. The board will conduct ongoing and in-depth needs assessment, soliciting information from business, labor, industry, higher education and community members, regarding their expectations for adequate student preparation.

In conjunction with the in-depth needs assessment of the school district, the board will authorize the appointment of a committee, representing administrators, employees, parents, students and community members, to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skills areas of the education program.

The district will provide opportunities for local feedback on an ongoing basis. Opportunities include: parent advisory committees; district task forces; district and building-level committees; and the District Advisory Committee.

It is the responsibility of the superintendent to ensure the school district community is informed of students' progress on state and locally determined indicators. The superintendent will report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board will determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Iowa Department of Education.

The superintendent will develop a process for long range needs assessment. ~~The process needs to include three items:~~ **The school district's long range needs assessment process includes these items:**

- ◆ provisions for collecting, analyzing and reporting information derived from local, state and national sources;
- ◆ provisions for reviewing information acquired on the following:
  - state indicators and other locally determined indicators,
  - locally established student learning goals,
  - specific data collection required by state and federal programs;
- ◆ provisions for collecting and analyzing assessment data on the following:
  - state indicators,
  - locally determined indicators,
  - locally established student learning goals

*NOTE: This is a mandatory policy. Boards should add their local process in the third paragraph. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 13 #1 - February 15, 2000.*

*Note: The long-range needs assessment process is mandatory but it does not need to be an administrative regulation supporting the long-range needs assessment policy. It is, however, recommended that it become an administrative regulation to support the policy to ensure completeness and consistency.*

Legal Reference: Iowa Code §§ 21; 256.7; 280.12  
281 I.A.C. 12.8(1)(b).

Cross Reference: 101 Educational Philosophy of the School District  
200 Legal Status of the Board of Directors  
208 Committees of the Board of Directors  
603.1 Basic Instruction Program  
801.1 Buildings and Sites Long Range Planning  
801.2 Buildings and Sites Surveys

Approved March 10, 2004

Reviewed January 16, 2010

Reviewed March 9, 2015

## ANTI-BULLYING/ANTI-HARASSMENT POLICY

The East Buchanan Community School District is committed to providing all students, **employees, and volunteers** with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Therefore, it is the policy of the state and the school district that **Accordingly**, school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity. **while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.**

**Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.**

**A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.**

### **Retaliation Prohibited**

**Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.**

**Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.**

### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" shall mean **any repeated or potentially repeated** electronic, written, verbal, or physical act or **other ongoing** conduct toward a student **an individual** based on the individual's actual or perceived age, color, creed,

national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and **any trait or characteristic of the individual** which creates an objectively hostile school environment that meets one or more of the following conditions:

- (1) Places the **individual** student in reasonable fear of harm to the student's **individual's** person or property.
  - (2) Has a substantial detrimental effect on the student's **individual's** physical or mental health.
  - (3) Has the effect of substantially interfering with a student's **the individual's** academic **or career** performance. Has the effect of substantially interfering with the student's **individual's** ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the **student individual**" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
  - "Volunteer" means an individual who has regular, significant contact with students.

#### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within *180 days* of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

#### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The *superintendent* (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

- *The superintendent is responsible for developing procedures for reporting acts of bullying and harassing behavior (see IASB sample regulation 104.R1).*
- *The superintendent also is responsible for organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and*
- *The superintendent will also develop a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.*

#### **Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

~~Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.~~

### Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- Inclusion in the school district newsletter publications and a copy shall be made to any person at the central administrative office at 414 5<sup>th</sup> Street, North, Winthrop, IA 50682.

***NOTE: This is a mandatory policy. School districts are required to integrate the anti-bullying and anti-harassment policy into the comprehensive school improvement plan and shall collect and report data regarding instances of bullying and harassment as required by law.***

***NOTE: Some conduct that falls under a school's anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.***

Filing a complaint, investigation, and decision sections are moved to 104R.1 Regulation.

Legal References: 20 U.S.C. §§ 1221-1234i.  
 29 U.S.C. § 794.  
 42 U.S.C. §§ 2000d-2000d-7.  
 42 U.S.C. §§ 12001 *et. seq.*  
 Iowa Code §§ 216.9; 280.28; 280.3.  
 281 I.A.C. 12.3(6).  
*Morse v. Frederick*, 551 U.S. 393 (2007)

Cross References: 102 Equal Educational Opportunity  
 502 Student Rights and Responsibilities  
 503 Student Discipline  
 506 Student Records

Approved February 18, 2008  
 Reviewed January 16, 2010; March 9, 2015  
 Revised June 15, 2016

## ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES

The *East Buchanan Community School District* is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) — Places the student in reasonable fear of harm to the student’s person or property.
  - (2) — Has a substantial detrimental effect on the student’s physical or mental health.
  - (3) — Has the effect of substantially interfering with a student’s academic performance.
  - (4) — Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing **An individual who believes that the individual has been harassed or bullied may file** a complaint with the superintendent or superintendent’s designee. **The complaint form is available [link to form on website or designate location such as building office].** An alternate **investigator** will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged **discrimination bullying or harassment** or some other conflict of interest exists. Complaints shall be filed within **180 days** of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment **upon receipt of a written complaint**. The **[superintendent or the superintendent’s designee or name the**

ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES

position if not the superintendent] (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

If the Complainant is under 18 years of age, the Investigator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy.

*The investigation may include, but is not limited to the following:*

- Interviews with the Complainant and the individual named in the complaint ("Respondent")
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment **as defined in Board policy**. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, **and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal.**

**The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.**

*Additional suggestions for administrative procedures regarding this policy include:*

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

**Decision**

**The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation.** If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.



ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

***NOTE: School districts must include a number of requirements in the district anti-bullying/anti-harassment policy. This regulation builds on the requirements addressed in IASB sample policy 104 by more specifically detailing sample investigation procedures. Districts should ensure that the district's practice is reflective of the policy and regulations that the district's leadership team has established. Please remember that the procedures outlined here should be consistent with the policy.***

***NOTE: Some conduct that falls under a school's anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.***

Approved: July 15, 2016

Reviewed: \_\_\_\_\_

Revised:

COMPLAINT FORM  
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):  
\_\_\_\_\_  
\_\_\_\_\_

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?  
\_\_\_\_\_

Date and place of alleged incident(s):  
\_\_\_\_\_  
\_\_\_\_\_

Names of any witnesses (if any): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

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

WITNESS DISCLOSURE FORM

Name of Witness: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee):  
 \_\_\_\_\_  
 \_\_\_\_\_

Date and place of alleged incident(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of incident witnessed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

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

DISPOSITION OF COMPLAINT FORM

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

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee):  
 \_\_\_\_\_  
 \_\_\_\_\_

Date and place of alleged incident(s):  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of Respondent (include whether the Respondent is a student or employee):  
 \_\_\_\_\_  
 \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Summary of Investigation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

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

## ASSISTANCE ANIMALS

It is the policy of East Buchanan Community School District to foster an equal education environment for all students, employees and community members within the district. The purpose of this policy is to provide guidance to the district on the proper use of assistance animals while on district property. The district shall allow the use of qualified service animals and assistive animals to accompany individuals with disabilities in all areas of district buildings where the public is normally allowed to go. This can include classrooms, cafeteria and school buses. Individuals with disabilities are people who have a physical or mental impairment that substantially limits one or more major life activities. Service animals are dogs and in some instances miniature horses trained to do work or perform tasks for individuals with disabilities. Assistive animals are simians or any other animal specially trained or in the process of being trained to assist a person with a disability.

Service animals and assistive animals must be current on all required vaccinations. Service animals and assistive animals also must be under control while on district grounds. The animal may be under control by either the individual with a disability, or a handler of the service or assistive animal. Under control means harnessed, leashed or tethered, unless these devices interfere with the animal's work, in which case under voice or other directive control.

### **Miniature Horses as Service Animals**

Miniature horses shall be allowed as service animals within the district whenever it is reasonable to allow them. Factors to consider when determining reasonableness include: whether the miniature horse is house broken; whether the miniature horse is under the owner's control; whether the facility can accommodate the miniature horse's type, size and weight; and whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

### **Establishing the Need for a Service Animal**

When no prior notice is given to the district of the use of a service or assistive animal, the Superintendent and/or school administrators are permitted to ask the following questions:

*"Do you need/require this animal because of a disability?"*

If the animal's trained tasks are not readily apparent, the administrator may ask:

*"What work or task has the animal been trained to perform?"*

### **Service and Assistive Animals in training**

Assuming the handler and animal are otherwise allowed, individuals who train service and/or assistive animals will also be allowed access with their service animal in training to public areas of district buildings and property. The service or assistive animal in training is expected to abide by the same requirements as a service or assistive animal.

### **Exclusion of Service and Assistive Animals**

In certain limited circumstances, it may be reasonable to exclude the use of a service or assistive animal from district property. The Superintendent is permitted to exclude service and assistive animals from district buildings and property in the following circumstances: The presence of the animal poses a direct threat to the health and safety of others; the owner or handler is unable to control the animal; the animal is not house broken; the presence of the animal significantly disrupts or interferes with the educational process; or the presence of the animal would require a fundamental alteration to the program. If a service animal is properly excluded from district property, the district shall provide the

ASSISTANCE ANIMALS

student served by the animal the opportunity to participate in the program, service or activity without having the service animal on district property.

***Emotional Support Animals and Therapy Animals [Optional section as these animals are not commonly required to be accommodated]***

*Emotional support animals are medically prescribed to provide therapeutic benefit through dedicated companionship. Emotional support animals' sole function is to provide emotional support or comfort. Therapy animals are involved in an animal-assisted therapy program involving animals as a form of treatment.*

*Emotional support animals and therapy animals do not meet the definition of service or assistive animals. However, the district recognizes their value in our community. The superintendent shall evaluate the use of emotional support animals and therapy animals on a case-by-case basis. District employees may use therapy animals in the course of their regular duties only after receiving permission from the superintendent.*

***Student use of Emotional Support Animals and Therapy Animals***

*Factors the superintendent should consider in making the determination include but are not limited to:*

- a. Whether the animal is housebroken*
- b. Whether the animal has a current vaccination certificate*
- c. Whether the animal has been recommended through an individual education plan (IEP) or a 504 plan as necessary for the student to receive free access to public education*
- d. Whether the facility can accommodate the animal's type size and weight, and*
- e. Whether the animal's presence will not compromise legitimate safety requirements necessary for safe operation of the facility*

***Employee use of Therapy Animals as part of Education Environment***

*Before permission to use therapy animals is granted, staff members must provide:*

- 1. Proof that the animal is certified to be a therapy animal;*
- 2. An explanation of how the animal will be used, including research supporting the use of therapy animals;*
- 3. A plan for how the staff member will provide for the care and control of the animal;*
- 4. A plan for how the staff member will accommodate students with allergies to the animal; and*
- 5. A current vaccination certificate for the animal.*

Legal References:      29 U.S.C. §794  
                                  42 U.S.C. §12132  
                                  28 C.F.R. 35  
                                  Iowa Code §216C

Cross References:      606.3    Animals in the Classroom

*NOTE: The use of service and assistive animals is a civil right established by federal and state laws. However, the use of emotional support and therapy animals does not necessarily have the same legal protections. The portion of this policy in italics reflects optional language for your district to consider.*

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

# BUCCANEER BRAG-ABOUT

