

**EAST BUCHANAN COMMUNITY SCHOOL DISTRICT**  
**AGENDA - Regular School Board Meeting**  
**August 11, 2021 at 5:00 p.m. in Library - Middle School Entrance**

1. **CALL TO ORDER/MISSION STATEMENT** - To challenge students to think critically, communicate effectively, develop values and contribute to society.
2. **PUBLIC HEARING** - Athletic Complex improvements using SAVE funds
3. **PUBLIC FORUM** - During this time we welcome interested persons who may wish to present comments, suggestions, or concerns in regard to any programs operated by the school district. However, an item must be included on the Agenda before the Board can officially act upon it.
4. **APPROVE AGENDA**
5. **APPROVE CONSENT AGENDA**
  - a. Minutes from Regular Meeting on July 14, 2021
  - b. Personnel Changes
  - c. List of Bills
  - d. Financial Reports
6. **COMMUNITY/PROGRAM PRESENTATIONS**
  - a. FFA Parliamentary Procedure team
7. **ADMINISTRATIVE UPDATES & REPORTS**
  - a. Eric Dockstader - Secondary Update
  - b. Dan Fox - District/Elementary Update
  - c. Facilities Update
8. **AGENDA**
  - a. 21-22 Sharing Agreement with Independence for Buildings & Grounds Director
  - b. 21-22 Sharing Agreement with Independence for Human Resources Director
  - c. 21-22 Sharing Agreement with Alburnett for Transportation Director
  - d. 21-22 Sharing Agreement with North Linn for LMC Teacher
  - e. Legislative Priorities
  - f. Back to School Protocol
  - g. Board Policy Review - First Reading - 900 Series and 804.6
9. **BUCCANEER BRAG-ABOUT**
10. **STUDENT QUESTIONS**
11. **ADJOURN**

# **PUBLIC HEARING FOR USE OF SAVE FUNDS FOR ATHLETIC COMPLEX IMPROVEMENTS**

## **Policy 214:**

Public hearings may be held on school district matters at the discretion of the board. Public notice of a public hearing will be in the same manner as for a board meeting except that the notice will be given at least ten days before the hearing is to be held unless it is impossible or impractical to do so, or the law requires otherwise.

At public hearings, citizens of the district who register at the door will be allowed to speak on the issue for which the public hearing is being held. Others may be allowed to speak at the board's discretion. Speakers are asked to keep their remarks as brief as possible. Prior to the beginning of the hearing, speakers and spectators will be apprised of the rules of order to be followed regarding time limitations, questions, remarks and rebuttals. In no event will a speaker be allowed to take the time of another speaker.

The board will conduct public hearings in an orderly fashion. At the beginning of the hearing, statements, background materials and public hearing rules and procedures will be presented by the board president. The board president will recognize the speakers. A board member may ask questions of the speakers after receiving permission from the board president. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the board or the proceedings will be asked to leave.

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President calls for a motion to open public hearing

Motion to open public hearing by: \_\_\_\_\_ at \_\_\_\_\_ pm

- Information is provided as to plans for the athletic complex
- Comments from the public.

Motion to close public hearing by: \_\_\_\_\_ at \_\_\_\_\_ pm

**East Buchanan Community School District  
Regular Board Meeting Minutes – July 14, 2021**

**Call to Order:** President Greg Schmitt called the meeting to order at 5:00 pm. The board recited the East Buchanan Mission Statement. Board members present were Greg Schmitt, Scott Cooksley, Andy Sperflage, Heather Steffens, and Shawn Stone. Administration attending were Dan Fox, Superintendent/Elementary Principal and Teresa Knipper, Business Manager/Board Secretary. HS/MS Principal Eric Dockstader was absent. Several visitors attended the meeting.

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

**Approve Consent Agenda:** Motion to approve the Consent Agenda was made by Stone, second by Steffens. Motion carried with all ayes. Items included on the Consent Agenda: minutes from the regular meeting on June 9, 2021; expenditures listed; financial reports; hiring of Coleen Meissner as special education teacher; and hiring of Liam Fitzpatrick as MS teacher.

**Administrative Updates and Reports:** Dockstader reported that the guidance counselor is finishing up student scheduling for the next school year and that the first day of school will have a modified schedule so the students can meet their teachers and have fun activities outside to welcome everyone back to school. Fox reported that the elementary has been busy with summer school, presented ideas on how to update the school's website, and that EBTC wants to do a promotion at a football game. Kerkove reported that he is waiting on a lot of contractors to get work completed and that the summer cleaning crew is on schedule. Hesner reported on minor repairs needed to Chromebooks and Kindles for the extensive use this past year and updated the board on the progress of the phone system.

**21-22 Preschool Handbook and Policies & Procedures:** Fox explained where to find the handbook on the website and the changes that were made. Motion by Stone, second by Cooksley to approve the preschool handbook and policies & procedures as presented. Motion carried with all ayes.

**21-22 Elementary Handbook:** Fox explained the changes that were made to the handbook. Motion by Cooksley, second by Stone to approve the elementary handbook as presented. Motion carried with all ayes.

**21-22 HS/MS Handbook:** Dockstader explained the changes that were made to the handbook including the change in the dress code regarding hats. Motion by Stone, second by Steffens to approve the HS/MS handbook as presented. Motion carried with all ayes.

**Bus Bids** – Bids were received from Hoglund Bus Company and School Bus Sales for a 2023 bus. Motion by Sperflage, second by Stone to accept the bid from Hoglund Bus Company for the quoted price of \$102,899 for a 2023 IC CE - conventional. Motion carried with all ayes.

**Chevrolet Traverse Bids** – Bids were received from Bob Stephen Motors and Dunlap Motors for a 2022 Chevrolet Traverse. Motion by Steffens, second by Stone to accept the bid from Dunlap Motors for the quoted price of \$34,256.25 for a 2022 Chevrolet Traverse AWD. Motion carried with all ayes.

**Old Stage Remodel** – Fox explained plans and the progress in getting the wall designed/approved. He presented a professional services proposal from ISG.

**Ball field netting** – Fox explained options and costs for the netting. The board directed Fox on what options to get an official bid for. Motion by Steffens, second by Stone to schedule a public hearing on August 11, 2021 at 5:00 pm regarding the use of SAVE funds for athletic complex improvements. Motion carried with all ayes.

**East Buchanan Community School District  
Regular Board Meeting Minutes – July 14, 2021**

**21-22 Sharing Agreements with Independence for Buildings & Grounds Director and Human Resources Director** – Fox recommended to keep these agreements for another year. The board had questions regarding these agreements so they were tabled until the next meeting.

**21-22 Sharing Agreement with Independence for Food Services Director** – Motion by Stone, second by Sperfslage to approve the 21-22 Sharing Agreement with Independence for Food Services Director. Motion carried with all ayes.

**21-22 Sharing Agreement with Independence for Social Worker** – Fox explained the need for a social worker and that the first year would be funded using ESSER funds. Motion by Cooksley, second by Steffens to approve the 21-22 Sharing Agreement with Independence for Social Worker. Motion carried with all ayes.

**Buccaneer Brag-About:** It is good to see so many EB students at the county fair, the summer sports teams are doing well as they finish up the season, and it is great to see so many students participating in summer school.

**Adjourn** – Motion by Stone, second by Cooksley to adjourn the meeting at 6:30 pm. Motion carried with all ayes.

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

## East Buchanan CSD

### Personnel Changes

SB Mtg date	Employee	Type	Position	Notice Date	Effective Date	Salary Schedule
8/11/2021	Diane Ward	Resignation	Associate	8/2/2021		
8/11/2021	Abbey Thurn	Hire	District Leadership Team		start of 21-22 school year	
8/11/2021	Shana Wall	Hire	District Leadership Team		start of 21-22 school year	
8/11/2021	Mandi Smith	Hire	District Leadership Team		start of 21-22 school year	
8/11/2021	Michelle Cooksley	Hire	District Leadership Team		start of 21-22 school year	
8/11/2021	Nathan Reck	Hire	District Leadership Team		start of 21-22 school year	
8/11/2021	Tiffany Bowers	Hire	District Leadership Team		start of 21-22 school year	
8/11/2021	Lee White	Hire	District Leadership Team		start of 21-22 school year	
8/11/2021	Erin Kelchen	Hire	District Leadership Team		start of 21-22 school year	
8/11/2021	Kelsi Giese	Hire	Mentor Teacher		start of 21-22 school year	
8/11/2021	Lee White	Hire	Mentor Teacher		start of 21-22 school year	
8/11/2021	Teresa Snyder	Hire	Mentor Teacher		start of 21-22 school year	
8/11/2021	Chad Lamker	Hire	Mentor Teacher		start of 21-22 school year	
8/11/2021	Paula McGraw	Hire	Mentor Teacher		start of 21-22 school year	
8/11/2021	Christy Meyer	Hire	Mentor Teacher		start of 21-22 school year	
8/11/2021	Jena McElroy	Hire	Mentor Teacher		start of 21-22 school year	
8/11/2021	Aiy Franck	Hire	Mentor Teacher		start of 21-22 school year	
8/11/2021	Nathan Reck	Hire	Mentor Teacher		start of 21-22 school year	

East Buchanan Community School  
08/06/2021 11:42 AM

Vendor ID	Vendor Name
DHS	DHS CASHIER 1ST-FL
HOTLUNCH	HOT LUNCH PROGRAM
INDECS	INDEPENDENCE CSD
MARION	MARION INDEPENDENT CSD
MCELROYS	MCELROY'S FOOD MARKET
RADLSALES	Radloff Sales Co LLC
WATLCOMM	Waterloo Community Schools
WAVESHEL	WAVERLY-SHELL ROCK CSD
WESTDELA	WEST DELAWARE CSD

Invoice Listing - Summary (tk)  
Posted - All; Batch Description 3 Records Selected; Processing Month 06/2021 To 07/2021

Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
10132452	STATE MEDICAID MATCH	06/30/2021				8,114.29
20210729	Kitchen POS reimbursement	07/29/2021	07/29/2021	1	29428	1,780.38
20210803	TUITION IN BILLING	07/15/2021				116,654.64
2021-4	SUPPLEMENTARY WEIGHTING	06/30/2021				310.82
00601422	SUMMER SCHOOL SNACKS	07/26/2021	07/26/2021	1	29427	13.74
20210726	Trailer	07/26/2021	07/26/2021	3	1609	5,500.00
20210803	SPECIAL ED TUITION	07/14/2021				12,749.72
20210803	SPECIAL ED TUITION	07/15/2021				6,138.88
20210803	OPEN ENROLLMENT OUT	07/14/2021				56,829.30

Report Total:

208,091.77

Invoice Listing - Summary (tk)

Posted - Ali; Batch Description General/Etc-Aug 2021, FY21-Expensed-Recker; Fund Number 10

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Check Number	Invoice Amount
ADVELIGH	ADVENTURE LIGHTING	101400	ELECTRICAL SUPPLIES	07/14/2021			230.98
ADVELIGH	ADVENTURE LIGHTING	101790	ELECTRICAL SUPPLIES	08/03/2021			141.15
ALLIUTIL	ALLIANT ENERGY	20210804	GAS/ELECTRIC	07/19/2021			9,916.60
BLACKHAWK	BLACK HAWK WAST DISP, INC.	758698	GARBAGE	08/02/2021			250.00
CAMPSUPP	CAMPBEL SUPPLY CO	00255591	IND ARTS SUPPLIES	07/23/2021			316.22
CAROBIOI	CAROLINA BIOLOGICAL SUPPLY CO	51443984 RI	HS SCIENCE EQUIPMENT	07/12/2021			929.10
CDWG	CDW GOVERNMENT, INC	00187387	TECH PURCHASED SERVICE	07/15/2021			129.98
CDWG	CDW GOVERNMENT, INC	G803139	Label Ribbon	07/13/2021			26.52
CDWG	CDW GOVERNMENT, INC	H025685	TECHNOLOGY SUPPLIES	07/16/2021			902.40 ✖
CDWG	CDW GOVERNMENT, INC	H091323	TECHNOLOGY SUPPLIES	08/11/2021			25.08 ✖
CDWG	CDW GOVERNMENT, INC	H152905	TECHNOLOGY SUPPLIES	08/11/2021			1,542.53 ✖
CDWG	CDW GOVERNMENT, INC	H220236	TECH EQUIPMENT	07/21/2021			153.96
CDWG	CDW GOVERNMENT, INC	H406213	TECHNOLOGY SUPPLIES	07/26/2021			94.75 ✖
CRAEA	CENTRAL RIVERS AEA	212200064	SNACK/MILK TICKETS	07/22/2021			48.45 ✖
CHASCARD	CHASE CARD SERVICES	20210811	SALES TAX REFUND	08/11/2021			(11.90) ✖
CHASCARD	CHASE CARD SERVICES	20210811-0001	IND ARTS SUPPLIES	08/11/2021			29.98
CHASCARD	CHASE CARD SERVICES	20210811-0002	MS/HS Office Supplies	08/11/2021			225.61
CHASCARD	CHASE CARD SERVICES	20210811-0003	TRAVEL	08/04/2021			53.50
CHASCARD	CHASE CARD SERVICES	20210811-0004	SUMMER SCHOOL SNACKS	07/05/2021			115.21
CHASCARD	CHASE CARD SERVICES	AMAZON-0207	IND ARTS & ELEM PE SUPPLIES	07/01/2021			126.94
CHASCARD	CHASE CARD SERVICES	AMAZON-0207A	ELEM PE & IND ARTS SUPPLIES	07/07/2021			263.44
CHASCARD	CHASE CARD SERVICES	AMAZON-0260	PK SUPPLIES	08/11/2021			254.97
CHASCARD	CHASE CARD SERVICES	AMAZON-0686	ELEM PE SUPPLIES - AMAZON	08/11/2021			36.12
CHASCARD	CHASE CARD SERVICES	AMAZON-1041	KINDLE TABLET REPAIRS	07/13/2021			424.83
CHASCARD	CHASE CARD SERVICES	AMAZON-1450	Elementary PE	08/11/2021			140.65
CHASCARD	CHASE CARD SERVICES	AMAZON-2206	ELEM SUPPLIES	07/01/2021			194.95
CHASCARD	CHASE CARD SERVICES	AMAZON-2665	HEALTH OFFICE SUPPLIES	08/11/2021			11.58
CHASCARD	CHASE CARD SERVICES	AMAZON-3801	HEALTH OFFICE SUPPLIES	08/11/2021			59.15
CHASCARD	CHASE CARD SERVICES	AMAZON-4259	KINDLE REPAIRS	07/13/2021			111.51
CHASCARD	CHASE CARD SERVICES	AMAZON-5425	ELEM PE SUPPLIES	07/01/2021			439.68
CHASCARD	CHASE CARD SERVICES	AMAZON-5822	ELEM PE SUPPLIES - AMAZON	07/01/2021			65.97
CHASCARD	CHASE CARD SERVICES	AMAZON-5825	HS ENGLISH SUPPLIES	07/01/2021			100.35
CHASCARD	CHASE CARD SERVICES	AMAZON-7067	Office Supplies - Amazon.com	08/11/2021			61.26
CHASCARD	CHASE CARD SERVICES	AMAZON-7806	MS/HS Office Supplies	07/01/2021			119.15
CHASCARD	CHASE CARD SERVICES	AMAZON-8622	Taking Action: A Handbook for RTI books	07/06/2021			1,439.24
CHASCARD	CHASE CARD SERVICES	AMAZON-9005	HEALTH OFFICE SUPPLIES	07/22/2021			213.09
CHASCARD	CHASE CARD SERVICES	AMAZON-9456	ELEM PE SUPPLIES - AMAZON	08/11/2021			160.40

Invoice Listing - Summary (tk)

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
CHASCARD	CHASE CARD SERVICES	AMAZON-FRANCK	SPECIAL ED SUPPLIES	08/11/2021				189.48 *
CHASCARD	CHASE CARD SERVICES	SAMAZON-1852	HEALTH OFFICE SUPPLIES	08/11/2021				23.11 *
CITYLAUN	CITY LAUNDERING CO.	1675685-00	TRANSPORTATION PURCHASED SERVICE	07/13/2021				36.94
CITYWINT	CITY OF WINTHROP	20210811	WATER/SEWER	07/22/2021				763.72 *
CLEANAGAIN	Clean Again Services	2042	BUILDING WASH	08/10/2021				1,325.00 *
COPYSYST	COPY SYSTEMS INC	IN417658	COPIER MAINTENANCE	07/20/2021				24.96
COPYSYST	COPY SYSTEMS INC	IN417659	COPIER MAINTENANCE	07/20/2021				254.80
COPYSYST	COPY SYSTEMS INC	IN419081	COPIER MAINTENANCE	08/04/2021				175.36
COPYSYST	COPY SYSTEMS INC	IN419082	COPIER MAINTENANCE	08/04/2021				275.16
DECOMOBIL	Decorah Mobile Glass, Inc.	079203	WINDOW REPAIR	08/06/2021				376.76 *
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	20210804	TELEPHONE	08/01/2021				1,718.32
EMSDETER	EMS DETERGENT SERVICES CO.	0108062102	FCS SUPPLIES	08/05/2021				53.45 *
NAPA	ESCHEN TARPY NAPA	919703	TRANSPORTATION PARTS	07/09/2021				118.58
NAPA	ESCHEN TARPY NAPA	919932	HVAC PARTS	07/13/2021				79.27
FLINSCIE	FLINN SCIENTIFIC	2577812	HS SCIENCE SUPPLIES	07/01/2021				29.30
HALFADAM	Halford, Adam	20210804	MILEAGE	07/26/2021				39.76
ICN	IOWA COMMUNICATIONS NETWORK	628526	ICN SERVICES	08/10/2021				791.09 *
IOWADIVI	IOWA DIVISION OF LABOR SERVICES	179225	BOILER INSPECTION	07/01/2021				1,080.00
ISFIS	ISFIS	16060	PURCHASED SERVICE	07/26/2021				1,000.00
JMC	JMC COMPUTER SERVICE INC	3857	SCHOOL INFORMATION SYSTEM	07/29/2021				8,323.40 *
JOHNSUPP	JOHNSTONE SUPPLY	1089038	MAINTENANCE SUPPLIES	07/13/2021				54.12
KAYCHAP	KAY L. CHAPMAN CPA PC	17448	CAR WORKSHOP	07/27/2021				125.00
LAKESHOR	LAKESHORE LEARNING MATERIALS	3349810721	ELEM SUPPLIES	07/08/2021				126.47
LINNCOOP	LINN CO-OPERATIVE OIL CO	855764	GAS/DIESEL	07/10/2021				1,282.35 *
LINNCOOP	LINN CO-OPERATIVE OIL CO	855765	GAS/DIESEL	07/10/2021				1,817.01 *
MARC	MARC	0736283-IN	B&G SUPPLIES	07/02/2021				713.16
MARC	MARC	736911-IN	B&G SUPPLIES	07/12/2021				1,273.86
MARC	MARC	736912a-in	GYM FLOOR MAINTENANCE	08/11/2021				5,497.70 *
MCGRCARPET	McGraw's Carpets	15653	FLOORING	08/02/2021				431.28
MCGRHILL	MCGRW-HILL SCHOOL EDUCATION HOLDINGS LL	118142399001	CONSUMABLES	07/13/2021				4,764.30
MCGRHILL	MCGRW-HILL SCHOOL EDUCATION HOLDINGS LL	11814704201	TEXTBOOKS	07/14/2021				1,021.53
MCGRHILL	MCGRW-HILL SCHOOL EDUCATION HOLDINGS LL	118149708001	TEXTBOOKS	07/02/2021				1,095.75
THENEWS	NEWS, THE	28852	PUBLIC NOTICES/ADVERTISING	07/30/2021				269.52
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	29711	BUS DRIVER TRAINING	08/05/2021				150.00 *
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	29712	BUS DRIVER TRAINING	08/05/2021				420.00 *



08/11/2021 12:21 PM

## Invoice Listing - Summary (tk)

Posted - All; Batch Description General/Etc-Aug 2021, FY21-Expensed-Recker, Fund Number 10

User ID: TMK

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
OELWPUBL	OELWEIN PUBLISHING COMPANY	20210805	ADVERTISING	07/31/2021				122.80
THEPAP	PAPER CORPORATION, THE	200169-00	PAPER	07/28/2021				3,587.68
PIONVALL	PIONEER VALLEY BOOKS	210774	INST SUPPLIES	07/09/2021				33.00
PRESTOX	PRESTO-X	3087799	KITCHEN-PEST SERVICE	07/22/2021				64.00
QUILCORP	QUILL CORPORATION	18173396	Office Supplies	07/20/2021				45.49
REALGOOD	REALLY GOOD STUFF	7637788	INSTRUCTIONAL SUPPLIES	07/21/2021				895.97
REALGOOD	REALLY GOOD STUFF	7641643	INSTRUCTIONAL SUPPLIES	07/22/2021				144.89
RECKTANA	Recker, Tena	20210811	GRAD HR REIMBURSEMENT	06/30/2021				500.00 *
ROCH100	ROCHESTER 100 INC	INV85898	ELEM SUPPLIES	07/13/2021				835.00
SAWAS	SAWAS LEARNING CO LLC	7027585618	TEXTBOOKS	07/21/2021				1,028.75 *
SCHOLMAG	SCHOLASTIC INC.	M7083975	CLASSROOM MAGAZINES	07/16/2021				1,688.63
SCHOSPEC	SCHOOL SPECIALTY LLC	308103784652	Teacher reading supplies	08/04/2021				1,376.75
SCHOSPEC	SCHOOL SPECIALTY LLC	308103791629		07/19/2021				308.57
SCHOSPEC	SCHOOL SPECIALTY LLC	308103797382	CLASSROOM SUPPLIES	07/26/2021				233.98
SCHOSPEC	SCHOOL SPECIALTY LLC	308103797424	CLASSROOM SUPPLIES	07/26/2021				141.73
SCHOOLMART	SchoolMar.	436892	INSTRUCTIONAL SUPPLIES	07/26/2021				3,942.42 *
STORKENW	STOREY KENWORTHY	921561	DRY ERASE BOARD	08/05/2021				319.02
SUPERGRIT	Supergrit.com	999225292	IND ART SUPPLIES	07/27/2021				142.25
SUPEWELD	SUPERIOR WELDING SUPPLY	997215	TRANSPORTATION SUPPLIES	07/14/2021				385.06
TEACDIRE	TEACHER DIRECT	2021-14905	CLASSROOM SUPPLIES	07/07/2021				118.32
TIMBBILL	TIMBERLINE BILLING SERVICE LLC	22296	MEDICAID PURCH SERVICE	07/30/2021				1,032.20
TNTREPA	TNT REPAIR	30754	TIRE REPAIRS	07/27/2021				109.99 *
TRUEVALU	TRUE VALUE	A146564	Bldgs & Grounds Electrical Supplies	07/14/2021				37.56 *
USCELL	US CELLULAR	0453718308	Cell Phones	07/28/2021				260.93 *
WEBEPAPE	WEBER PAPER COMPANY	W050649A	CUSTODIAL SUPPLIES	07/08/2021				90.42
WEBEPAPE	WEBER PAPER COMPANY	W050649B	B&G SUPPLIES	07/15/2021				75.76
WELLMARK	WELLMARK BLUE CROSS BLUE SHIELD	20210804	FSA PROCESSING FEES	07/31/2021				684.00
WINTBUIL	WINTHROP BUILDING SUPPLY	20210804	B&G SUPPLIES	08/02/2021				100.97
WOODCOMM	Woodward Community Media	07216565	HELP WANTED	07/21/2021				151.94

Report Total:

73,521.99

East Buchanan Community School  
08/11/2021 12:22 PM

Invoice Listing - Summary (tk)

Posted - All; Batch Description General/Etc-Aug 2021, FY21-Expensed-Recker; Fund Number 22

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
NEIBINSU	NEIGHBOR INSURANCE	3526	TRAILER INSURANCE	07/26/2021				92.00
Report Total:								92.00

Page: 1  
User ID: TMK

East Buchanan Community School  
08/11/2021 12:13 PM

Invoice Listing - Summary (tk)

Posted - All; Batch Description 6 Records Selected; Fund Number 36

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
APPLCOMP	APPLE, INC	20210804	Staff Computers	07/31/2021				19,318.00
CDWG	CDW GOVERNMENT, INC	760734	STAFF COMPUTERS	07/12/2021				4,242.56
CDWG	CDW GOVERNMENT, INC	H025685	TECHNOLOGY SUPPLIES	07/16/2021				1,643.13
CDWG	CDW GOVERNMENT, INC	H770103	Content Filtering Chromebooks and Manage	08/03/2021				10,920.00
ISG	ISG	74094	CONSTRUCTION DOCUMENTS	07/31/2021				1,266.25
MCGRCARPET	McGraw's Carpets	15626	FLOORING	07/07/2021				3,569.97
SADLPowe	SADLER POWER TRAIN	0410153492	JALTEST LICENSE	07/21/2021				1,695.00
WAVESHEL	WAVERLY-SHELL ROCK CSD	20210803	SPECIAL ED TUITION	07/15/2021				3,051.00
Report Total:								45,705.91

Page: 1  
User ID: TMK

East Buchanan Community School  
08/11/2021 12:13 PM

Invoice Listing - Summary (tk)

Posted - All; Batch Description 6 Records Selected; Fund Number 40

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
UMBBANK	UMB Bank, N.A.	873607	FINANCIAL FEES	07/09/2021	08/04/2021	3	1610	500.00
Report Total:								500.00

Page: 1  
User ID: TMK

Batch Description: Nutrition Invoices - August 2021

Vendor ID: CITIZENS CSB-CASH

Description: Change for Lunchroom

Sequence: 1 Check Type:

Chart of Account Number Detail Description

61 0000 3110 000 0030 618 Change for Lunchroom

Processing Month: 08/2021 Credit Card Vendor ID:

PO Number:

Invoice Date: 08/05/2021

Check Number:

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

30.00

N

Invoice Number: 821

Due Date: 08/11/2021

Status: A

Check Date:

End of Fiscal Year Expense Invoices:

Amount:

1099 Amount: 0.00

In Full

30.00

Vendor ID: EMSDETER EMS DETERGENT SERVICES CO.

Description: Detergent/Rinse/Sanitizer/Degreaser

Sequence: 1 Check Type:

Chart of Account Number Detail Description

61 0000 3110 000 0000 618 Detergent/Rinse/Sanitizer/Degreaser

PO Number:

Invoice Date: 08/05/2021

Check Number:

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

376.70

N

Invoice Number: 0608052101

Due Date: 08/11/2021

Status: A

Check Date:

Amount:

1099 Amount: 0.00

In Full

Batch 1099 Total:

0.00

Batch Total: 406.70

Report 1099 Total:

0.00

Report Total: 406.70

Batch Description: Activity Checks - August 2021

Processing Month: 08/2021 Credit Card Vendor ID:

End of Fiscal Year Expense Invoices:

Vendor ID: CHASCARD CHASE CARD SERVICES

PO Number: 22-0005

Invoice Number: 111-7162359-6903419

Amount: 524.98

Description: Books- amazon.com

Sequence: 1 Check Type:

Invoice Date: 07/07/2021 Due Date: 08/11/2021 Status: A 1099 Amount: 0.00

Chart of Account Number  
21 0000 1400 950 7018 618

Detail Description  
Books-amazon.com

Checking Account ID:  
Cost Center ID  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
524.98 N In Full Final

Vendor ID: CHASCARD CHASE CARD SERVICES

PO Number: 22-0071

Invoice Number: 345097

Amount: 343.90

Description: Books-Half Price Books

Sequence: 1 Check Type:

Invoice Date: 07/23/2021 Due Date: 08/11/2021 Status: A 1099 Amount: 0.00

Chart of Account Number  
21 0000 1400 950 7018 618

Detail Description  
Books - Half Price Books

Checking Account ID:  
Cost Center ID  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
343.90 0.00 N In Full Final

Vendor ID: CHASCARD CHASE CARD SERVICES

PO Number:

Invoice Number: GBT

Amount: (330.00)

Description: Deposit Refund

Sequence: 1 Check Type:

Invoice Date: 08/04/2021 Due Date: 08/11/2021 Status: A 1099 Amount: 0.00

Chart of Account Number  
21 0000 1400 910 6111 899

Detail Description  
Deposit Refund

Checking Account ID:  
Cost Center ID  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
(330.00) N In Full Final

Vendor ID: MONTSPOR MONTICELLO SPORTS

PO Number: 22-0072

Invoice Number: 080221-4

Amount: 520.00

Description: Volleyballs

Sequence: 1 Check Type:

Invoice Date: 08/02/2021 Due Date: 08/11/2021 Status: A 1099 Amount: 0.00

Chart of Account Number  
21 0000 1400 920 6630 739

Detail Description  
Volleyballs

Checking Account ID:  
Cost Center ID  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
520.00 N In Full Final

Vendor ID: RIDDELL RIDDELL ALL AMERICAN

PO Number:

Invoice Number: 951410702

Amount: (364.00)

Description: Return of Chinstraps

Sequence: 1 Check Type:

Invoice Date: 07/01/2021 Due Date: 08/11/2021 Status: A 1099 Amount: 0.00

Chart of Account Number  
21 0000 1400 920 6630 618

Detail Description  
Return of Chinstraps

Checking Account ID:  
Cost Center ID  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
(364.00) 0.00 N In Full Final

Vendor ID: RIDDELL RIDDELL ALL AMERICAN

PO Number: 21-0397

Invoice Number: 951412533

Amount: 1,019.08

Description: FB Jerseys

Sequence: 1 Check Type:

Invoice Date: 07/01/2021 Due Date: 08/11/2021 Status: A 1099 Amount: 0.00

Chart of Account Number  
21 0000 1400 920 6720 739

Detail Description  
White Replacement Jerseys

Checking Account ID:  
Cost Center ID  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
300.00 N In Full Final

21 0000 1400 920 6720 739

Red Replacement Jerseys

675.00 N In Full Final

21 0000 1400 920 6720 739

Freight

44.08 N In Full Final

Vendor ID: SIGNPRO SIGN PRO OF MUSCATINE COUNTY INC.

PO Number: 21-0406

Invoice Number: 24772

Amount: 390.46

Description: Football Helmet Decals

Sequence: 1 Check Type:

Invoice Date: 07/15/2021 Due Date: 08/11/2021 Status: A 1099 Amount: 0.00

Chart of Account Number  
21 0000 1400 920 6720 618

Detail Description  
Buckhead Decal

Checking Account ID:  
Cost Center ID  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
127.40 0.00 N In Full Final

21 0000 1400 920 6720 618

Multi-Striped Decal

124.80 N In Full Final

Invoice Listing - Detail

Activity Invoices - August 2021

21 0000 1400 920 6720 618      Number Decal  
21 0000 1400 920 6720 618      Shipping

117.60      0.00 N  
20.66      N

Batch 1099 Total:      0.00      Batch Total:      2,104.42

Batch Description: Activity Checks Expensed - 2021 - August 2021

Processing Month: 06/2021      Credit Card Vendor ID:

End of Fiscal Year Expense Invoices: X

Vendor ID: WBS      WINTHROP BUILDING SUPPLY

Description: White Striping Field Spray/Marble Dust

Sequence: 1      Check Type:

Checking Account ID:

Chart of Account Number      Detail Description

21 0000 1400 920 6500 618      White Striping Field Spray/Marble Dust

PO Number:      Invoice Number: 85519

Invoice Date: 06/09/2021      Due Date: 08/11/2021      Status: A      1099 Amount: 0.00      Amount: 154.84

Check Number:      Check Date:

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

154.84      N

Vendor ID: WBS      WINTHROP BUILDING SUPPLY

Description: Line Marking Marble Dust

Sequence: 1      Check Type:

Checking Account ID:

Chart of Account Number      Detail Description

21 0000 1400 920 6600 618      Line Marking Marble Dust

PO Number:      Invoice Number: 85681

Invoice Date: 06/14/2021      Due Date: 08/11/2021      Status: A      1099 Amount: 0.00      Amount: 89.94

Check Number:      Check Date:

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

89.94      N

Vendor ID: WBS      WINTHROP BUILDING SUPPLY

Description: Line Marking Marble Dust

Sequence: 1      Check Type:

Checking Account ID:

Chart of Account Number      Detail Description

21 0000 1400 920 6600 618      Line Marking Marble Dust

PO Number:      Invoice Number: 86280

Invoice Date: 06/28/2021      Due Date: 08/11/2021      Status: A      1099 Amount: 0.00      Amount: 29.98

Check Number:      Check Date:

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

29.98      0.00 N

Batch 1099 Total:      0.00      Batch Total:      274.76

Report 1099 Total:      0.00      Report Total:      2,379.18

Activity Fund Balance Report - Summary - Exclude Encumbrances  
07/2021 - 07/2021

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	10,779.79	0.00	0.00	0.00	10,779.79
21 6120 729 910	SPEECH	647.78	0.00	0.00	0.00	647.78
21 6210 729 910	MUSIC CLUB	911.33	0.00	0.00	0.00	911.33
21 6220 729 910	PEP BAND	1,000.87	0.00	0.00	0.00	1,000.87
21 6221 729 910	MUSIC TRIP	11,374.45	0.00	0.00	0.00	11,374.45
21 6222 729 910	COLOR GUARD	775.15	0.00	0.00	0.00	775.15
21 6600 729 920	ATHLETICS	7,937.74	2,922.45	463.00	0.00	5,478.29
21 6645 729 920	CROSS COUNTRY	14.50	0.00	0.00	0.00	14.50
21 6693 729 920	CHEERLEADING	900.89	0.00	0.00	0.00	900.89
21 6694 729 920	DANCE TEAM	2,055.24	0.00	0.00	0.00	2,055.24
21 6710 729 920	BOYS' BASKETBALL	1,378.72	0.00	0.00	0.00	1,378.72
21 6720 729 920	FOOTBALL	4,672.36	0.00	0.00	0.00	4,672.36
21 6730 729 920	BASEBALL	1,403.09	0.00	0.00	0.00	1,403.09
21 6740 729 920	BOYS' TRACK	376.59	0.00	0.00	0.00	376.59
21 6760 729 920	BOYS' GOLF	970.67	0.00	500.00	0.00	1,470.67
21 6790 729 920	WRESTLING	300.82	0.00	0.00	0.00	300.82
21 6810 729 920	GIRLS BASKETBALL	448.15	0.00	0.00	0.00	448.15
21 6815 729 920	VOLLEYBALL	2,936.41	0.00	0.00	0.00	2,936.41
21 6835 729 920	SOFTBALL	332.65	0.00	0.00	0.00	332.65
21 6840 729 920	GIRLS TRACK	412.27	0.00	0.00	0.00	412.27
21 6860 729 920	GIRLS' GOLF	216.93	0.00	0.00	0.00	216.93
21 7010 729 950	FBLA	4,393.25	0.00	0.00	0.00	4,393.25
21 7011 729 950	HS STUDENT COUNCIL	2,839.06	0.00	0.00	0.00	2,839.06
21 7012 729 950	SPANISH CLUB	1,687.45	0.00	0.00	0.00	1,687.45
21 7013 729 950	NHS	84.40	0.00	110.50	0.00	194.90
21 7015 729 950	FEED STORE	181.59	0.00	0.00	0.00	181.59
21 7016 729 950	FITNESS CLUB	37.55	0.00	0.00	0.00	37.55
21 7018 729 950	LIBRARY CLUB	1,350.24	0.00	0.00	0.00	1,350.24
21 7020 729 950	NEWSPAPER	1,736.84	0.00	0.00	0.00	1,736.84
21 7021 729 950	ROBOTICS CLUB	532.21	0.00	0.00	0.00	532.21
21 7025 729 950	TECHNOLOGY	906.97	0.00	0.00	0.00	906.97
21 7026 729 950	FFA	17,069.40	0.00	376.00	0.00	17,445.40
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	339.18	0.00	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	2,327.94	0.00	0.00	0.00	2,327.94
21 7043 729 950	LIL BUC B-BASKETBALL	763.91	0.00	0.00	0.00	763.91

Activity Fund Balance Report - Summary - Exclude Encumbrances  
07/2021 - 07/2021

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
21 7049 729 950	PBIS	5,458.49	0.00	0.00	0.00	5,458.49
21 7050 729 950	ELEM. ST. COUNCIL	2,903.12	0.00	0.00	0.00	2,903.12
21 7051 729 950	CAMP WAPSIE	7,603.05	0.00	0.00	0.00	7,603.05
21 7052 729 950	EB HOOPSTERS CLUB	2,330.66	0.00	0.00	0.00	2,330.66
21 7053 729 950	BREAKFAST CLUB	1,145.86	0.00	0.00	0.00	1,145.86
21 7077 729 950	CLASS OF 2022	1,613.48	0.00	0.00	0.00	1,613.48
21 7078 729 950	CLASS OF 2023	1,359.41	0.00	0.00	0.00	1,359.41
21 7079 729 950	CLASS OF 2024	1,339.41	0.00	0.00	0.00	1,339.41
21 7080 729 950	CLASS OF 2025	755.76	0.00	0.00	0.00	755.76
21 7081 729 950	CLASS OF 2026	465.00	0.00	0.00	0.00	465.00
21 8000 729 910	ANNUAL	7,403.42	0.00	0.00	0.00	7,403.42
21 8001 729 910	BUCCANEER CLUB	2,898.93	0.00	0.00	0.00	2,898.93
21 8002 729 910	THE BUCCANEER NETWORK	2,109.81	0.00	0.00	0.00	2,109.81
21 8004 729 910	INTEREST	0.00	0.00	87.23	0.00	87.23
Fund Total: 21		123,570.10	2,922.45	1,536.73	0.00	122,184.38

EAST BUCHANAN SCHOOL  
MILEAGE REPORT  
2021-2022

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	920	0	0	372	0	0	0	0	0	1,292
AUGUST	0	0	0	0	0	0	0	0	0	0
SEPTEMBER	0	0	0	0	0	0	0	0	0	0
OCTOBER	0	0	0	0	0	0	0	0	0	0
NOVEMBER	0	0	0	0	0	0	0	0	0	0
DECEMBER	0	0	0	0	0	0	0	0	0	0
JANUARY	0	0	0	0	0	0	0	0	0	0
FEBRUARY	0	0	0	0	0	0	0	0	0	0
MARCH	0	0	0	0	0	0	0	0	0	0
APRIL	0	0	0	0	0	0	0	0	0	0
MAY	0	0	0	0	0	0	0	0	0	0
JUNE	0	0	0	0	0	0	0	0	0	0
TOTAL	920	0	0	372	0	0	0	0	0	1,292



EAST BUCHANAN SCHOOL  
MILEAGE REPORT  
2021-2022

	VAN/CAR ROUTE	VAN/CAR ADMIN.	VAN/CAR SPECIAL ED.	VAN/CAR ACTIVITY	VAN/CAR CUSTODIAL	VAN/CAR TRANSP.	VAN/CAR DRIVERS ED	VAN/CAR OTHER	VAN/CAR MISC.	VAN/CAR TOTAL
MONTH	MILES	MILES	MILES	MILES	MILES	MILES	MILES	MILES	MILES	MILES
JULY	8	0	188	202	229	18	0	0	32	677
AUGUST	0	0	0	0	0	0	0	0	0	0
SEPTEMBER	0	0	0	0	0	0	0	0	0	0
OCTOBER	0	0	0	0	0	0	0	0	0	0
NOVEMBER	0	0	0	0	0	0	0	0	0	0
DECEMBER	0	0	0	0	0	0	0	0	0	0
JANUARY	0	0	0	0	0	0	0	0	0	0
FEBRUARY	0	0	0	0	0	0	0	0	0	0
MARCH	0	0	0	0	0	0	0	0	0	0
APRIL	0	0	0	0	0	0	0	0	0	0
MAY	0	0	0	0	0	0	0	0	0	0
JUNE	0	0	0	0	0	0	0	0	0	0
TOTAL	8	-	188	202	229	18	-	-	32	677
BUS/VAN TOTAL	928	-	188	574	229	18	-	-	32	1,969

# 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	-	\$ 2.559	\$ -	-	\$ 2.412	\$ -	\$ -	51.000	\$ 130.51	203.000	\$ 489.64	\$ 620.15
AUG.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
SEPT.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
OCT.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
NOV.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
DEC.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
JAN.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
FEB.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
MARCH	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
APR.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
MAY	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
JUNE	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
TOTALS	-		\$0.00	-		\$0.00	\$0.00	51.000	\$130.51	203.000	\$489.64	\$620.15

**RECEIPTS**

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$0.00	\$0.00	\$0.00
Student Lunch	\$0.00	\$0.00	\$0.00
Adult Breakfast	\$0.00	\$0.00	\$0.00
Adult Lunch	\$0.00	\$0.00	\$0.00
Carte	\$0.00	\$0.00	\$0.00
Snacks	\$0.00	\$0.00	\$0.00
Federal Breakfast	\$0.00	\$0.00	\$0.00
Federal Lunch	\$0.00	\$0.00	\$0.00
State Breakfast	\$148.07	\$0.00	\$148.07
State Lunch	\$455.85	\$0.00	\$455.85
SFSP	\$0.00	\$0.00	\$0.00
Other Revenues	\$1,780.38	\$0.00	\$1,780.38
Other Purchased Services	-\$0.40	\$0.00	-\$0.40
Rebate	\$0.00	\$0.00	\$0.00
Interest	\$82.81	\$0.00	\$82.81
<b>TOTAL INCOME</b>	<b>\$2,466.71</b>	<b>\$0.00</b>	<b>\$2,466.71</b>

**EXPENDITURES**

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$0.00	\$0.00	\$0.00
Commodities	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Shared Contract	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Other Expenses	\$0.00	\$0.00	\$0.00
Cooks Salaries	\$455.07	\$0.00	\$455.07
Benefits	\$785.76	\$0.00	\$785.76
<b>TOTAL EXPENDITURES</b>	<b>\$1,240.83</b>	<b>\$0.00</b>	<b>\$1,240.83</b>

**BALANCE**

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$129,985.33	\$129,985.33
Income	\$2,466.71	\$0.00	\$2,466.71
Expenditures	\$1,240.83	\$0.00	\$1,240.83
<b>FUND BALANCE</b>	<b>\$1,225.88</b>	<b>\$129,985.33</b>	<b>\$131,211.21</b>

**MEALS SERVED**

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

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

SSO Breakfasts Served	0	0	0
SSO Lunches Served	0	0	0

2021-2022

East Buchanan

Hot Lunch  
Report**DAYS MEALS SERVED**

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

July 31, 2021

East Buchanan Community School District  
Cash Summary Report

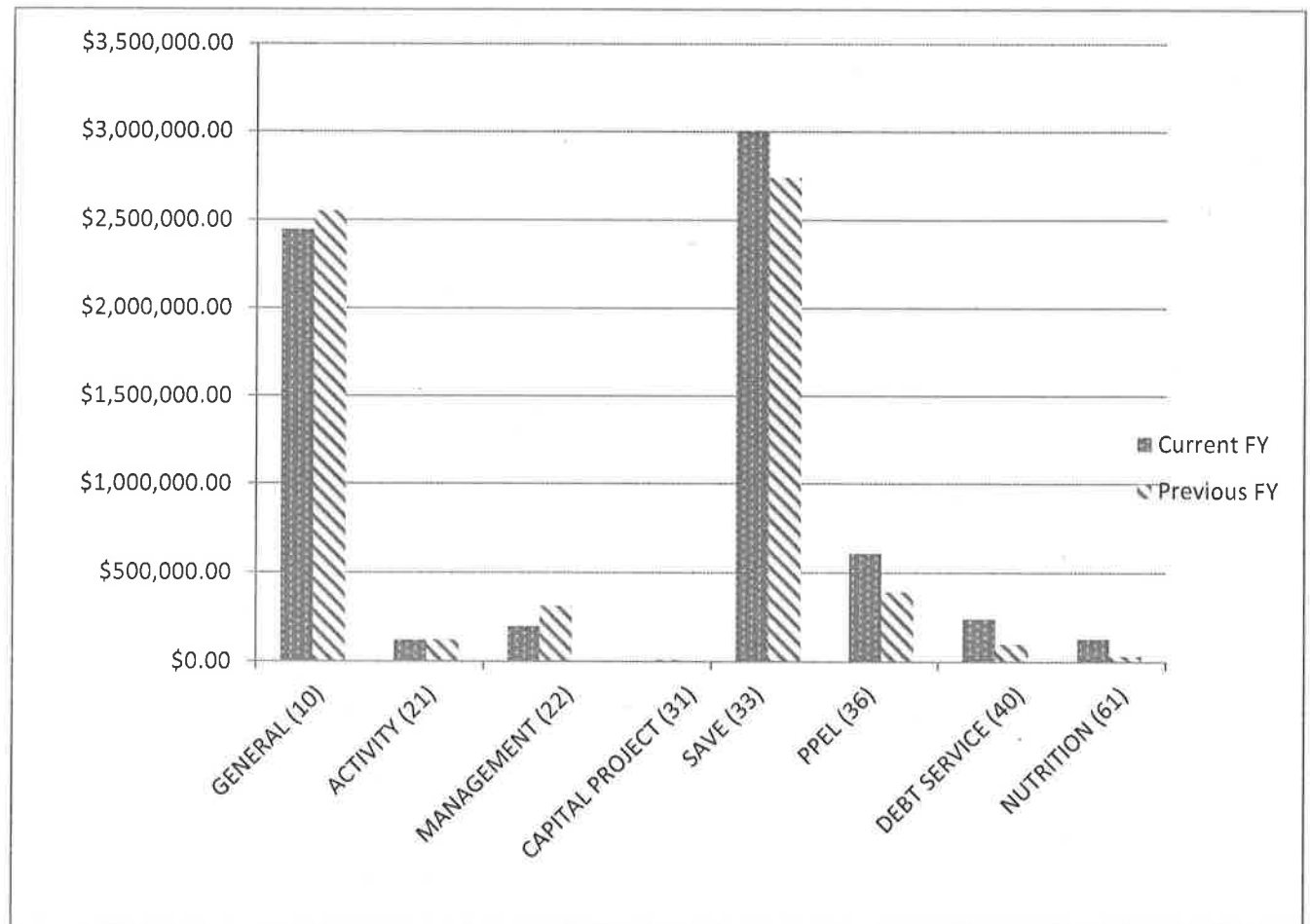
Jul-21

10-GENERAL FUND	
Beginning Balance	2,950,610.76
Revenue	81,773.40
Expenditures	584,087.22
Ending Balance	2,448,296.94
21-ACTIVITY FUND	
Beginning Balance	136,915.26
Revenue	1,536.73
Expenditures	16,267.61
Ending Balance	122,184.38
22-MANAGEMENT FUND	
Beginning Balance	319,600.48
Revenue	1,218.24
Expenditures	121,493.90
Ending Balance	199,324.82
33-SAVE	
Beginning Balance	3,161,229.02
Revenue	233,048.29
Expenditures	388,060.00
Ending Balance	3,006,217.31
36-PPEL	
Beginning Balance	617,863.38
Revenue	5,026.96
Expenditures	13,253.10
Ending Balance	609,637.24
40-DEBT SERVICE	
Beginning Balance	236,982.41
Revenue	596,117.25
Expenditures	591,334.24
Ending Balance	241,765.42
less: Escrow Acct	215,000.00
	26,765.42
61-NUTRITION FUND	
Beginning Balance	129,985.33
Revenue	3,707.94
Expenditures	2,482.06
Ending Balance	131,211.21
less: Received on Acct	6,735.72
	124,475.49
EMPLOYER'S PAYROLL EXPENSE	
Gross Wages-hourly	45,842.88
Gross Wages-contract	289,623.24
	335,466.12
Employer paid deductions	47,964.48
Employer paid IPERS	30,809.03
Employer paid FICA	25,939.04
	104,712.55
TOTAL	440,178.67

# CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL

**July 2021**

Fund Description	Beginning	Revenues	Expenditures	FY22 Ending	FY21 End Balance	Difference
GENERAL (10)	\$2,950,610.76	\$81,773.40	\$584,087.22	\$2,448,296.94	\$2,551,146.53	(\$102,849.59)
ACTIVITY (21)	\$136,915.26	\$1,536.73	\$16,267.61	\$122,184.38	\$121,421.98	\$762.40
MANAGEMENT (22)	\$319,600.48	\$1,218.24	\$121,493.90	\$199,324.82	\$313,445.76	(\$114,120.94)
CAPITAL PROJECT (31)	\$0.00	\$0.00	\$0.00	\$0.00	\$10,653.34	(\$10,653.34)
SAVE (33)	\$3,161,229.02	\$233,048.29	\$388,060.00	\$3,006,217.31	\$2,739,739.35	\$266,477.96
PPEL (36)	\$617,863.38	\$5,026.96	\$13,253.10	\$609,637.24	\$393,850.90	\$215,786.34
DEBT SERVICE (40)	\$236,982.41	\$596,117.25	\$591,334.24	\$241,765.42	\$101,085.44	\$140,679.98
NUTRITION (61)	\$129,985.33	\$3,707.94	\$2,482.06	\$131,211.21	\$33,271.67	\$97,939.54
			TOTAL	\$6,758,637.32	\$6,264,614.97	\$494,022.35



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>	<u>Dec-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	2,607,116.71
Revenue	75,623.87	184,549.91	572,539.58	1,129,664.42	573,549.00	695,632.05
Expenditures	434,227.42	729,585.53	541,955.14	579,728.49	553,020.32	597,121.63
Ending Balance	2,551,103.28	2,006,067.66	2,036,652.10	2,586,588.03	2,607,116.71	2,705,627.13
<b>21-ACTIVITY FUND</b>						
Beginning Balance	120,841.93	121,421.98	116,447.40	117,515.36	119,359.66	125,276.74
Revenue	1,030.05	4,759.54	11,240.56	17,927.20	18,340.18	25,781.87
Expenditures	450.00	9,734.12	10,172.60	16,082.90	12,423.10	14,124.43
Ending Balance	121,421.98	116,447.40	117,515.36	119,359.66	125,276.74	136,934.18
<b>22-MANAGEMENT FUND</b>						
Beginning Balance	412,941.11	313,445.76	309,036.44	316,610.51	281,694.32	286,556.56
Revenue	1,267.69	1,757.68	8,574.07	34,261.41	11,371.91	2,412.37
Expenditures	100,763.04	6,167.00	1,000.00	69,177.60	6,509.67	1,000.00
Ending Balance	313,445.76	309,036.44	316,610.51	281,694.32	286,556.56	287,968.93
<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	2,951,983.99
Revenue	52,447.26	48,598.02	48,543.73	48,673.49	66,429.40	67,791.12
Expenditures	199,950.00	0.00	0.00	0.00	0.00	36,774.18
Ending Balance	2,739,739.35	2,788,337.37	2,836,881.10	2,885,554.59	2,951,983.99	2,983,000.93
<b>36-PPEL</b>						
Beginning Balance	421,599.20	393,850.90	393,169.78	392,659.51	497,965.31	557,666.18
Revenue	4,031.78	6,736.90	55,412.78	121,828.92	61,530.49	10,412.28
Expenditures	31,780.08	7,418.02	55,923.05	16,523.12	1,829.62	97,064.73
Ending Balance	393,850.90	393,169.78	392,659.51	497,965.31	557,666.18	471,013.73
<b>40-DEBT SERVICE</b>						
Beginning Balance	96,455.14	101,085.44	109,011.59	150,081.82	225,212.00	275,078.16
Revenue	4,643.06	8,426.15	41,070.23	164,023.93	50,166.16	29,920.86
Expenditures	12.76	500.00	0.00	88,893.75	300.00	18,221.46
Ending Balance	101,085.44	109,011.59	150,081.82	225,212.00	275,078.16	286,777.56
less: Escrow Acct	90,000.00	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	196,777.56
<b>61-NUTRITION FUND</b>						
Beginning Balance	38,067.87	33,271.67	42,639.12	38,725.98	43,538.31	54,433.63
Revenue	342.46	10,862.37	8,287.54	39,655.64	48,297.37	52,025.04
Expenditures	5,138.66	1,494.92	12,200.68	34,843.31	37,402.05	56,166.21
Ending Balance	33,271.67	42,639.12	38,725.98	43,538.31	54,433.63	50,292.46
less: Received on Acct	7,940.24	15,420.02	11,890.97	11,175.27	10,134.34	9,273.09
	25,331.43	27,219.10	26,835.01	32,363.04	44,299.29	41,019.37
<b>EMPLOYER'S PAYROLL EXPENSE:</b>						
Gross Wages-hourly	17,204.78	14,702.99	36,413.50	78,940.63	84,453.02	82,630.42
Gross Wages-contract	285,337.96	285,673.25	305,073.86	308,027.08	310,429.08	302,264.61
	302,542.74	300,376.24	341,487.36	386,967.71	394,882.10	384,895.03
Employer paid deductions	42,787.71	42,244.15	50,887.20	49,758.30	51,595.91	50,474.85
Employer paid IPERS	27,911.18	27,848.72	31,367.52	35,475.29	35,952.22	34,890.56
Employer paid FICA	22,043.98	22,099.27	25,060.76	28,584.29	29,173.41	28,299.60
	92,742.87	92,192.14	107,315.48	113,817.88	116,721.54	113,665.01
<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>	<b>498,560.04</b>

East Buchanan Community School District  
Cash Summary Report

	<u>Jan-21</u>	<u>Feb-21</u>	<u>Mar-21</u>	<u>Apr-21</u>	<u>May-21</u>	<u>Jun-21</u>	<u>FY21 Ending</u>
<b>10-GENERAL FUND</b>							
Beginning Balance	2,705,627.13	2,756,442.04	2,565,890.45	2,497,403.23	2,992,088.75	3,134,885.04	2,909,706.83
Revenue	576,668.58	525,449.09	555,558.25	1,100,772.14	751,184.45	481,127.08	7,222,318.42
Expenditures	525,853.67	716,000.68	624,045.47	606,086.62	608,388.16	665,401.36	7,181,414.49
Ending Balance	2,756,442.04	2,565,890.45	2,497,403.23	2,992,088.75	3,134,885.04	2,950,610.76	2,950,610.76
<b>21-ACTIVITY FUND</b>							
Beginning Balance	136,934.18	123,280.74	130,925.31	123,735.44	116,380.02	122,839.98	120,841.93
Revenue	12,094.07	14,041.10	11,144.02	8,921.01	21,054.82	29,642.50	175,976.92
Expenditures	25,747.51	6,396.53	18,333.89	16,276.43	14,594.86	15,567.22	159,903.59
Ending Balance	123,280.74	130,925.31	123,735.44	116,380.02	122,839.98	136,915.26	136,915.26
<b>22-MANAGEMENT FUND</b>							
Beginning Balance	287,968.93	288,774.98	281,804.34	283,273.23	314,876.75	319,177.69	412,941.11
Revenue	2,253.05	502.46	2,468.89	32,603.52	5,300.94	1,422.79	104,196.78
Expenditures	1,447.00	7,473.10	1,000.00	1,000.00	1,000.00	1,000.00	197,537.41
Ending Balance	288,774.98	281,804.34	283,273.23	314,876.75	319,177.69	319,600.48	319,600.48
<b>33-SAVE</b>							
Beginning Balance	2,983,000.93	3,032,037.56	3,034,130.40	3,113,850.85	3,065,114.16	3,113,228.33	2,887,242.09
Revenue	49,036.63	2,092.84	80,720.45	41,263.31	48,114.17	48,000.69	601,711.11
Expenditures	0.00	0.00	1,000.00	90,000.00	0.00	0.00	327,724.18
Ending Balance	3,032,037.56	3,034,130.40	3,113,850.85	3,065,114.16	3,113,228.33	3,161,229.02	3,161,229.02
<b>36-PPEL</b>							
Beginning Balance	471,013.73	477,963.66	480,074.55	480,872.05	597,923.12	610,877.94	421,599.20
Revenue	8,344.93	2,110.89	9,065.06	118,676.07	19,166.22	6,985.44	424,301.76
Expenditures	1,395.00	0.00	8,267.56	1,625.00	6,211.40	0.00	228,037.58
Ending Balance	477,963.66	480,074.55	480,872.05	597,923.12	610,877.94	617,863.38	617,863.38
<b>40-DEBT SERVICE</b>							
Beginning Balance	286,777.56	297,713.69	299,868.13	312,826.46	204,983.80	230,352.21	96,455.14
Revenue	10,936.13	2,654.44	13,958.33	599,944.84	150,368.41	6,930.20	1,083,042.74
Expenditures	0.00	500.00	1,000.00	707,787.50	125,000.00	300.00	942,515.47
Ending Balance	297,713.69	299,868.13	312,826.46	204,983.80	230,352.21	236,982.41	236,982.41
less: Escrow Acct	90,000.00	90,000.00	90,106.24	90,106.24	215,106.24	215,214.24	215,214.24
	207,713.69	209,868.13	222,720.22	114,877.56	15,245.97	21,768.17	21,768.17
<b>61-NUTRITION FUND</b>							
Beginning Balance	50,292.46	61,353.42	69,680.19	78,617.79	98,925.37	110,503.86	38,067.87
Revenue	48,524.94	55,039.02	46,964.49	66,113.66	46,591.61	47,712.90	470,417.04
Expenditures	37,463.98	46,712.25	38,026.89	45,806.08	35,013.12	28,231.43	378,499.58
Ending Balance	61,353.42	69,680.19	78,617.79	98,925.37	110,503.86	129,985.33	129,985.33
less: Received on Acct	9,514.74	9,193.17	8,190.42	7,593.82	6,702.57	6,731.87	6,731.87
	51,838.68	60,487.02	70,427.37	91,331.55	103,801.29	123,253.46	123,253.46
<b>EMPLOYER'S PAYROLL EXPENSE</b>							
Gross Wages-hourly	78,061.81	96,080.25	71,517.27	93,038.91	83,906.24	135,400.68	872,350.50
Gross Wages-contract	302,229.27	297,734.13	293,701.50	295,349.29	299,111.78	308,876.91	3,593,808.72
	380,291.08	393,814.38	365,218.77	388,388.20	383,018.02	444,277.59	4,466,159.22
Employer paid deductions	49,941.75	48,572.71	47,976.75	48,618.97	49,297.46	48,213.05	580,368.81
Employer paid IPERS	34,530.82	34,832.31	32,665.57	35,008.21	34,990.57	39,359.68	404,832.65
Employer paid FICA	28,090.85	29,138.19	26,979.05	28,724.01	28,334.48	33,000.26	329,528.15
	112,563.42	112,543.21	107,621.37	112,351.19	112,622.51	120,572.99	1,314,729.61
<b>TOTAL</b>	<b>492,854.50</b>	<b>506,357.59</b>	<b>472,840.14</b>	<b>500,739.39</b>	<b>495,640.53</b>	<b>564,850.58</b>	<b>5,780,888.83</b>

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

		FY21 Certified Budget	thru 7/31/21	over / (under) budget	
Taxes Levied on Property	1	\$ 2,888,696.00	\$ 2,910,452.63		
Utility Replacement Excise Tax	2	\$ 51,316.00	\$ 51,503.45		
Income Surtaxes	3	\$ 142,295.00	\$ 152,971.00		
Tuition\Transportation Received	4	\$ 633,000.00	\$ 540,001.14		
Earnings on Investments	5	\$ 81,900.00	\$ 61,904.05		
Nutrition Program Sales	6	\$ 180,000.00	\$ 58,574.34		
Student Activities and Sales	7	\$ 196,000.00	\$ 138,089.30		
Other Revenues from Local Sources	8	\$ 117,000.00	\$ 167,517.62		
Revenue from Intermediary Sources	9	\$ -	\$ -		
State Foundation Aid	10	\$ 3,952,334.00	\$ 3,918,991.00		
Instructional Support State Aid	11	\$ 15,007.00	\$ -		
Other State Sources	12	\$ 587,620.00	\$ 641,852.48		
Commercial & Industrial State Replacement	13	\$ 21,091.00	\$ 17,270.87		
Title 1 Grants	14	\$ 70,000.00	\$ 48,460.39		
IDEA and Other Federal Sources	15	\$ 300,000.00	\$ 669,019.03		
Total Revenues	16	\$ 9,236,259.00	\$ 9,376,607.30		
General Long-Term Debt Proceeds	17	\$ -	\$ -		
Transfers In	18	\$ 311,010.00	\$ 326,190.57		
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ -		
Special Items/Upward Adjustments	20	\$ -	\$ 15,601.50		
Total Revenues & Other Sources	21	\$ 9,547,269.00	\$ 9,718,399.37		
Beginning Fund Balance	22	\$ 6,100,102.84	\$ 6,100,102.84		
<b>Total Resources</b>	23	\$ 15,647,371.84	\$ 15,818,502.21		
<b>*Instruction</b>	24	\$ 5,445,000.00	\$ 4,957,090.82	\$ (487,909.18)	91%
Student Support Services	25	\$ 322,500.00	\$ 243,572.90		
Instructional Staff Support Services	26	\$ 480,000.00	\$ 524,243.44		
General Administration	27	\$ 265,000.00	\$ 243,352.85		
School/Building Administration	28	\$ 410,000.00	\$ 358,892.13		
Business & Central Administration	29	\$ 125,000.00	\$ 151,658.35		
Plant Operation and Maintenance	30	\$ 643,000.00	\$ 668,405.08		
Student Transportation	31	\$ 540,000.00	\$ 478,832.99		
This row is intentionally left blank	32	\$ -	\$ -		
<b>*Total Support Services (lines 25-32)</b>	32A	\$ 2,785,500.00	\$ 2,668,957.74	\$ (116,542.26)	96%
<b>*Noninstructional Programs</b>	33	\$ 375,000.00	\$ 295,909.71	\$ (79,090.29)	79%
Facilities Acquisition and Construction	34	\$ 300,000.00	\$ 29,828.13		
Debt Service	35	\$ 662,398.00	\$ 661,897.50		
AEA Support - Direct to AEA	36	\$ 287,251.00	\$ 268,098.00		
<b>*Total Other Expenditures (lines 34-36)</b>	36A	\$ 1,249,649.00	\$ 959,823.63	\$ (289,825.37)	77%
Total Expenditures	37	\$ 9,855,149.00	\$ 8,881,781.90		
Transfers Out	38	\$ 311,010.00	\$ 326,190.57		
Other Uses	39	\$ -	\$ 779.34		
Total Expenditures & Other Uses	40	\$ 10,166,159.00	\$ 9,208,751.81		
Ending Fund Balance	41	\$ 5,481,212.84	\$ 6,609,750.40		
<b>Total Requirements</b>	42	\$ 15,647,371.84	\$ 15,818,502.21		

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.



## **BUILDINGS & GROUNDS MANAGER SHARED SERVICES AGREEMENT**

The Independence Community School District agrees to provide and the East Buchanan Community School District (hereinafter "EBCSD") agrees to pay compensation for, the services of a Building & Grounds Manager, upon the following terms and conditions:

1. The period of this agreement shall be the 2021-2022 school year, commencing on July 1, 2021 and ending June 30, 2022. This agreement shall be extended to the following school year(s) unless written notice of termination is given by either party no later than March 15<sup>th</sup> of each year preceding the extension. In the event of extension, payment and other terms may be modified by mutual agreement of the parties, which modification shall be agreed upon no later than April 1st of each year preceding the extension. If no modification of terms is agreed upon by March 1st, the Agreement shall be deemed terminated at the end of that contract year.
2. In consideration of services provided, EBCSD shall pay ICSD the sum of **\$22,834.19**. Payments of **\$11,417.10** due semi-annually in December 2021 and May 2022.
3. The Building & Grounds Manager shall be, at all times, an employee of the ICSD and nothing herein shall be construed to create an employer-employee relationship between the Building & Grounds Manager and EBCSD. All employment matters affecting the Building & Grounds Manager shall be the responsibility of ICSD. ICSD may seek input from EBCSD in matters such as evaluation and discipline of the Building & Grounds Manager. The Building & Grounds Manager will devote 20% (twenty percent) contracted time to EBCSD. Thus, it is contemplated that the Building & Grounds Manager will be at EBCSD 20% of full time equivalent and at ICSD 80% (eighty percent) of full time equivalent.
4. All costs for training, dues, travel and other job-related expenses will be split on the same percentages between the districts.
5. Early Dismissal and Late Start decisions will remain the discretion of each district.
6. In the event of death, long-term disability, or termination of the Building & Grounds Manager for cause during the school year, ICSD shall supply a qualified replacement Building & Grounds Manager at no additional charge to EBCSD. Absences due to illness, inclement weather, personal days, or other short-term absences shall be the responsibility of ICSD to provide services to EBCSD during this time.
7. The Building & Grounds Manager shall be provided sufficient work space and necessary materials to complete the services requested while at EBCSD.
8. The Building & Grounds Manager will follow the mutually agreed upon job description between ICSD and EBCSD.

BoG

9. This agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

10. This Agreement shall not be assigned by either school district without mutual written consent.

11. Modification of this Agreement shall be in writing, signed by an authorized representative of each school district.

12. This Agreement contains all the understandings and representations between the parties hereto and supersedes all undertakings and agreements, whether oral or in writing, previously entered into by them with respect to the subject matter of this Agreement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021

INDEPENDENCE COMMUNITY  
SCHOOL DISTRICT

By: \_\_\_\_\_  
Eric Smith, Board President

EAST BUCHANAN COMMUNITY  
SCHOOL DISTRICT

By: \_\_\_\_\_  
Board President

## **HUMAN RESOURCE DIRECTOR SHARED SERVICES AGREEMENT**

The Independence Community School District agrees to provide and the East Buchanan Community School District (hereinafter "EBCSD") agrees to pay compensation for, the services of a Human Resource Director, upon the following terms and conditions:

1. The period of this agreement shall be the 2021-2022 school year, commencing on July 1, 2021 and ending June 30, 2022. This agreement shall be extended to the following school year(s) unless written notice of termination is given by either party no later than March 15<sup>th</sup> of each year preceding the extension. In the event of extension, payment and other terms may be modified by mutual agreement of the parties, which modification shall be agreed upon no later than April 1st of each year preceding the extension. If no modification of terms is agreed upon by March 1st, the Agreement shall be deemed terminated at the end of that contract year.
2. In consideration of services provided, EBCSD shall pay ICSD the sum of **\$13,986.74** Payments of **\$6,993.37** due semi-annually in December 2021 and May 2022.
3. The Human Resource Director shall be, at all times, an employee of the ICSD and nothing herein shall be construed to create an employer-employee relationship between the Human Resource Director and EBCSD. All employment matters affecting the Human Resource Director shall be the responsibility of ICSD. ICSD may seek input from EBCSD in matters such as evaluation and discipline of the Human Resource Director. The Human Resource Director will devote 20% (twenty percent) contracted time to EBCSD. Thus, it is contemplated that the Human Resource Director will be at EBCSD 20% of full time equivalent and at ICSD 80% (eighty percent) of full time equivalent.
4. All costs for training, dues, travel and other job-related expenses will be split on the same percentages between the districts.
5. Early Dismissal and Late Start decisions will remain the discretion of each district.
6. In the event of death, long-term disability, or termination of the Human Resource Director for cause during the school year, ICSD shall supply a qualified replacement Human Resource Director at no additional charge to EBCSD. Absences due to illness, inclement weather, personal days, or other short-term absences shall be the responsibility of ICSD to provide services to EBCSD during this time.
7. The Human Resource Director shall be provided sufficient work space and necessary materials to complete the services requested while at EBCSD.
8. The Human Resource Director will follow the mutually agreed upon job description between ICSD and EBCSD.

HR

9. This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

10. This Agreement shall not be assigned by either school district without mutual written consent.

11. Modification of this Agreement shall be in writing, signed by an authorized representative of each school district.

12. This Agreement contains all the understandings and representations between the parties hereto and supersedes all undertakings and agreements, whether oral or in writing, previously entered into by them with respect to the subject matter of this Agreement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021

INDEPENDENCE COMMUNITY  
SCHOOL DISTRICT

By: \_\_\_\_\_  
Eric Smith, Board President

EAST BUCHANAN COMMUNITY  
SCHOOL DISTRICT

By: \_\_\_\_\_  
Board President

## 2021– 2022 JOINT SHARING AGREEMENT

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

1. **PURPOSE OF THE AGREEMENT:** This agreement is to employ one Director of Transportation for both East Buchanan and Alburnett.
2. **AUTHORITY:** This agreement is entered into under the authority of the Iowa Code 28E and section 280.15 (2003). This joint undertaking shall be administered by the Superintendents and respective School Board Secretaries (where appropriate) in compliance with Iowa Code 28E (6) and at the direction of the two Boards.
3. **TERM:** This agreement is for the period commencing July 1, 2021, and terminating June 30, 2022. This Agreement can be dissolved by either party in writing by April 30<sup>th</sup> of the current contracted year and as set forth in paragraph 11.
4. **APPOINTMENT:** The Director of Transportation, pursuant to this Agreement shall be the current Director of Transportation of East Buchanan.
5. **COMPENSATION/EXPENSE REIMBURSEMENT:**
  - a) Alburnett shall reimburse East Buchanan 20% of the annual salary and benefit package for the Director of Transportation service during each year of the term of this Agreement including salary and benefit package consisting of FICA; IPERS; life, health, disability insurance premiums; physical examination; annuity; and professional dues. The actual final expense incurred in paying the Director of Transportation’s salary and benefit package for each year of this Agreement will be certified by East Buchanan and Alburnett by June 1, said year. By June 30, same year Alburnett will pay any amount owed for its share in its 20%.
  - b) East Buchanan will advance all training registration fees and related expenses and other memberships/subscriptions maintained by the Director of Transportation throughout the term of the agreement. East Buchanan will submit a bill to Alburnett monthly during the term of this Agreement. No later than June 1, of each contract year a final bill for reimbursement of 20% of the cost of these expenditures should be presented to close out the year. Payment by East Buchanan will be due at the end of each month with a final payment of all outstanding certified expenditures by June 30.
  - c) The parties will share the related expenses of the Director of Transportation pursuant to the terms of this Agreement unless the expenses benefit only one school

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

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

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

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

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

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

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT

BY: \_\_\_\_\_  
BOARD PRESIDENT

DATE: \_\_\_\_\_

ALBURNETT COMMUNITY SCHOOL DISTRICT

BY: \_\_\_\_\_  
BOARD PRESIDENT

DATE: \_\_\_\_\_

SHARED PERSONNEL AGREEMENT BETWEEN EAST BUCHANAN COMMUNITY SCHOOL DISTRICT AND NORTH LINN COMMUNITY SCHOOL DISTRICT

This Agreement made and entered into the 23<sup>rd</sup> day of August 2021 between the East Buchanan Community School District (EB) and North Linn Community School District (NL):

WHEREAS, EB and NL seek a cooperative arrangement to share the services of a Media Specialist; and

WHEREAS, EB and NL, are public school districts organized and existing under laws of the State of Iowa, and

WHEREAS, two or more public school districts may jointly employ and share the services of school personnel pursuant to Iowa Code section 280.15; and

WHEREAS, EB and NL believe that an agreement pursuant to Iowa Code section 280.15 should be entered into with regard to the sharing of a Media Specialist and such agreement will be to their mutual advantage.

NOW, THEREFORE, EB's superintendent and NL superintendent agree as follows:

Cheryl Beatty (Cheryl) will provide services as a Media Specialist during the 2021-2022 school year. Cheryl's current salary is \$73,251.15 for 196 days of service. This comes up to \$373.73 per day or \$46.72 per hour. This salary will be renegotiated each with the EBEA and the EB Board of Directors.

- 1) Cheryl will do 4 days in the NL school district – 1 day per quarter (total \$1,495.04). Cheryl and Brittany can work together to determine these days. This would be over and beyond her contract at East Buchanan.
- 2) North Linn will reimburse the East Buchanan CSD \$110 per day for substitutes while Cheryl is at North Linn (total \$440).
- 3) Transportation – pending if Cheryl takes her own vehicle or a school vehicle – mileage will be reimbursed to Cheryl or East Buchanan Community School at the IRS mileage rate based on a 35 mile round trip.
- 4) Brittany will have the opportunity to come to East Buchanan and shadow Cheryl once a semester twice a year. This will be at North Linn's cost. Cheryl and Brittany can work together to determine these days.
- 5) Cheryl will keep track of hours that it takes for emails, planning etc while working with North Linn/Brittany. No more than 10 hours will be paid out for the year at the hourly rate (max \$467.20). Cheryl will log her hours.
- 6) This Agreement should be effective August 23<sup>rd</sup>, 2021, and shall continue for one calendar school year. This Agreement will automatically continue for additional one-year terms thereafter unless either Party affirmatively notifies the other, in writing, on or before April 1 preceding any year of renewal that it wishes to terminate the Agreement, effective the end of the current term. The Parties may mutually agree to terminate this Agreement at an earlier date.
- 7) This agreement contains the entire understanding between the EB and NL and can only be amended or terminated by a written agreement signed by EB and NL.

IN WITNESS WHEREOF, this instrument is executed by EB and NL respective superintendents on the dates as hereinafter stated.

\_\_\_\_\_  
East Buchanan Community School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
North Linn Community School District

\_\_\_\_\_  
Date



## 2021 IASB Legislative Resolutions

Select four legislative priorities for our district. (\* indicates 2021 IASB Legislative Priorities)

\*\*\*\*\*

### STUDENT ACHIEVEMENT & ACCOUNTABILITY

Research-Based Initiatives  
Standards & Accountability  
\*Preschool  
Early Literacy  
English Learners  
\*COVID-19 Remediation  
Dropout/At Risk  
\*Mental Health  
Special Education - State  
Special Education - Federal  
Area Education Agencies  
School Calendars

### FISCAL RESPONSIBILITY & STEWARDSHIP

\*School Funding Policy  
\*Supplemental State Aid  
Budget Guarantee  
Property Taxes  
Bond Issues  
Special Levy Funds  
Tax Base  
Franchise Fees  
Unfunded Mandates

### EDUCATOR QUALITY

Teacher Leadership & Development  
Market-Competitive Wages  
Benefits  
Teacher Recruitment & Licensure  
Staff Reductions  
Labor/Employment Laws

### GOVERNANCE

Local Accountability and Decision-Making  
Expanding Educational Opportunities  
Elections  
Sharing and Reorganization  
Home School Reporting

# 2021 IASB Legislative Resolutions

up to 4 priority  
issues

## STUDENT ACHIEVEMENT AND ACCOUNTABILITY

### RESEARCH-BASED INITIATIVES

Supports implementation of initiatives in Iowa's PK-12 education system that:

- Are research-based;
- Are focused on student achievement; and
- Do not "re-purpose" existing education funds.

### STANDARDS AND ACCOUNTABILITY

Supports continued progress in the development of rigorous content standards and benchmarks that reflect the real-world knowledge and skills students need to graduate from high school prepared for college or to enter the workforce, including the following state actions:

- Provide and fund technical assistance to help school districts fully implement the Iowa Core Content Standards which define what students should know and be able to do in math, science, literacy, social studies, and 21st Century skills in areas such as financial and technological literacy;
- Continue to improve the implementation of the statewide assessment to ensure alignment to the Iowa Core Content standards and provide the necessary funding and technological capacity for every student to successfully complete the assessment;
- Support research-based professional development that provides educators with training, support and time to work together so that they can successfully teach a rigorous curriculum to all students. Ensure that curriculum decisions about how to teach remain in the hands of local schools and teachers; and
- Include and fund all the components of successful standards systems: assessments aligned to high expectations, improved and aligned instruction and quality professional development.

IASB supports development of model content standards, recommended assessments and professional development supports in additional content areas but opposes expanding accountability, reporting and accreditation requirements in these areas.

### PRESCHOOL

Supports continued funding to ensure that all 4 and 5-year-olds have access to the Statewide Voluntary Preschool Program.

Supports an increase in funding from the current weighting of 0.5 to 1.0 full-time equivalent to increase the ability of districts to provide services such as full-day programming and transportation to ensure that all 4 and 5-year-olds have the ability to attend the Statewide Voluntary Preschool Program.

Districts should be given maximum flexibility to assign costs to the program.

### EARLY LITERACY

Supports the continued development of and funding for research on best practices for improving proficiency in early literacy strategies.

Supports continued funding for professional development and classroom intervention strategies focused on implementing best practices for early literacy in grades PK-3.

Supports the continuation of programs currently funded by the early intervention block grant program with flexibility to use those funds for other K-3 literacy programs if approved by the school board.

Supports additional funding for programs designed to ensure that all students meet literacy expectations by the end of 3<sup>rd</sup> grade.

# 2021 IASB Legislative Resolutions

## ENGLISH LEARNERS

Supports sufficient and on-time funding for English-learners (EL) until the students reach proficiency.

## COVID-19 REMEDIATION

Supports additional resources to school districts and AEAs to:

- Identify achievement gaps among individual students that have occurred as a result of COVID-19 breaks in instruction; and
- Provide remediation for all students impacted negatively by loss of instruction due to COVID-19 school closings.

## DROPOUT/AT RISK

Supports the inclusion of dropout prevention and funding for at-risk students in the foundation formula and the inclusion of socio-economic status as a factor in determining a student's at-risk status. Supports allowing districts to request additional dropout prevention modified supplemental amount up to the 5% maximum cap. Opposes changes to the compulsory age of attendance unless sufficient funds are provided to implement strategies to retain those students.

## MENTAL HEALTH

Supports efforts to establish comprehensive community mental health systems to offer preventative and treatment services and comprehensive school mental health programs that include:

- Increased access for in-school and telehealth services;
- Increased access to mental health professionals via in-person or telehealth visits;
- Creation of a categorical funding stream designated for mental health professionals serving students and ongoing teacher, administrator, and support staff mental health training;
- Equitable reimbursement by Medicaid and private insurers for in-school services;
- Ongoing teacher, administrator, and support staff training to improve the awareness and understanding of child emotional and mental health needs;
- Integration of suicide prevention and coping skills into existing curriculum;
- Expanding state-funded loan forgiveness programs to include mental health professionals who agree to provide services to schools;
- An ongoing mental health resources clearinghouse for schools and community providers; and
- Trainings that include a referral plan for continuing action provided by mental health professionals outside of the school district.

## SPECIAL EDUCATION—STATE

Supports predictable and timely state funding to serve students receiving special education services at a level that reflects the actual cost including educational programming and health care costs.

## SPECIAL EDUCATION—FEDERAL

Supports federal commitment to fund 40% of the cost of educating students receiving special education services through the Individuals with Disabilities Education Act (IDEA). We urge the federal government to modernize and fully fund IDEA by emphasizing improved outcomes for students with disabilities.

## AREA EDUCATION AGENCIES

Supports full funding of the area education agencies to provide essential services in a cost-effective manner to school districts including, but not limited to:

- Special education;
- Technology;
- Professional development;
- Curriculum assessment;

# 2021 IASB Legislative Resolutions

- Student assessment data analysis
- Teacher training on social-emotional learning and services for students in schools; and
- Creating and maintaining an online platform for students for remote learning.

## **SCHOOL CALENDARS**

Supports the authority of locally elected school boards to determine the school calendar to best meet student needs, including start dates, year-round schools, and other innovations.

## **EDUCATOR QUALITY**

### **TEACHER LEADERSHIP AND DEVELOPMENT**

Supports adequate resources for research-based programs and strong instructional leadership, including:

- Teacher leadership and development;
- Beginning teacher mentoring programs;
- Quality professional development programs, including those that prepare teachers for online or remote learning strategies; and
- Ongoing and additional cultural competency training.

### **MARKET-COMPETITIVE WAGES**

Supports providing school districts with incentives and the flexibility to pay market competitive wages for shortage area positions, especially in the areas required to meet graduation and Iowa content standards.

### **BENEFITS**

Supports allowing school districts to voluntarily enroll their employees in the state's health, dental and life/long-term disability insurance pools.

### **TEACHER RECRUITMENT & LICENSURE**

Supports additional tools to attract individuals to the teaching profession, especially for teacher shortage areas including:

- Alternative teacher licensure upon completion of research-based teaching pedagogy training in addition to content knowledge in a curricular area;
- Pathways for individuals with non-traditional educational backgrounds to meet licensure qualifications;
- Reciprocity agreements with other states with high-quality education programs so as to increase diversity among our certified teachers and administrators;
- Expansion of programs such as: Teach Iowa Scholar, Troops to Teachers, Teacher Intern Program, and others as approved by the Board of Educational Examiners;
- Programs designed to recruit teachers that will better match the demographic makeup of our student population; and
- Advocate for funding of loan forgiveness programs and grants that will make education careers a viable option.

### **STAFF REDUCTIONS**

Supports giving school districts and AEAs the option to waive the termination requirements in *Iowa Code* Section 279.13 to reduce staff in response to reductions in funding.

### **LABOR/EMPLOYMENT LAWS**

Supports labor and employment laws that balance the rights of the employees with the rights of management, with an emphasis on student achievement and student safety.

# 2021 IASB Legislative Resolutions

## **FISCAL RESPONSIBILITY AND STEWARDSHIP**

### **SCHOOL FUNDING POLICY**

Supports a school foundation formula that:

- Provides sufficient and timely funding to meet education goals;
- Equalizes per pupil funding;
- Provides a funding mechanism for transportation costs that reduces the pressure on the general fund and addresses inequities between school districts;
- Includes factors based on changes in demographics including socio-economic status, remedial programming, and enrollment challenges;
- Reflects actual costs for special education services;
- Incorporates categorical funding in the formula within three years; and
- Includes a mix of state aid and property taxes.

### **SUPPLEMENTAL STATE AID**

Supports setting supplemental state aid:

- At a rate that sufficiently supports local districts' efforts to plan, create and sustain world-class schools;
- For FY 2022, by January 29, 2022; and
- For FY 2023 and future budget years, at least 14 months prior to the certification of the school's district budgets.

Setting supplemental state aid within the statutory requirements allows districts to make sound financial decisions on programs and staffing levels in order to provide the best possible education to all students.

IASB supports a formula driven method for establishing the supplemental state aid growth rate if it is not set within the statutory requirements.

### **BUDGET GUARANTEE**

Supports increasing the budget guarantee amount to 3% to provide additional stability to school districts with declining enrollment.

### **PROPERTY TAXES**

Supports holding school districts harmless in property tax restructuring. Supports efforts to minimize property tax disparities created by the additional levy rate without compromising additional resources to school districts. Supports improved transparency and limits on the use of Tax Increment Financing (TIF) including the following requirements:

- To receive input from all affected taxing bodies before creation of a TIF district; and
- To limit the duration of all TIF districts.

### **BOND ISSUES**

Supports allowing school bond issues to be passed by a simple majority vote.

Supports the authority to levy a combination of property taxes and income surtaxes to pay the indebtedness.

Supports legislation to clarify that revenue bonds do not count toward a 5% statutory debt limit.

### **SPECIAL LEVY FUNDS**

Supports flexibility in the use of special levy funds.

# 2021 IASB Legislative Resolutions

## **TAX BASE**

Supports an independent, bi-annual cost-benefit analysis of all income, sales or property tax exemptions, credits or deductions. Creation of a new tax credit must undergo an independent cost-benefit analysis. IASB supports elimination of any tax credits that are deemed not effective and redirect any revenue increases from the elimination of those credits to enhance funding for public education.

Supports the legislature having sole authority to make revisions to definitions that impact taxes, restrict future tax bases or provide additional tax breaks that decrease revenue to the state and either directly or indirectly impact tax revenue for schools.

Opposes a constitutional amendment or statewide voter referendum that would limit taxes, spending or local control impacting education.

## **FRANCHISE FEES**

Opposes the imposition of franchise fees on school corporations unless the board of directors agrees to such a fee.

## **UNFUNDED MANDATES**

Opposes mandates that do not provide adequate and direct funding for successful implementation.

## **GOVERNANCE**

### **LOCAL ACCOUNTABILITY AND DECISION-MAKING**

Supports providing local school boards with decision-making authority regarding methods to accomplish desired educational outcomes. IASB opposes overly restrictive or inefficient limitations which inhibit innovation, efficiency, and the ability of school boards to meet local needs. Local accountability and decision-making includes:

- Student Achievement: As locally elected officials, school boards should have the ability to set priorities, customize programming, and maximize community strengths to improve outcomes for all students;
- Accountability & Reporting: Data collection for state accountability should enhance the ability of school boards to focus on student learning and school improvement. IASB supports streamlining state-level reporting on management operations and eliminating duplicative or inefficient reporting processes;
- Funding flexibility: School boards should have the ability to maximize existing resources to meet local needs;
- Transparency: School boards should have flexibility to provide public access to records in ways that promote transparency for citizens while balancing the cost to taxpayers; and
- Flexibility on Health and Safety Emergencies: School boards should have the ability to make decisions, in partnership with local health officials, regarding the health and safety needs of students, staff, families and the community.

### **EXPANDING EDUCATIONAL OPPORTUNITIES**

Supports providing the flexibility to expand educational opportunities and choices for students and families. Educational options must remain under the sole authority of locally elected school boards charged with representing community interests and accountability. IASB supports efforts including:

- Investment in magnet and innovation schools; expansion in flexible program offerings; and greater partnerships among schools and community organizations;
- Establishment of charter schools under the direction of the locally elected public school board; and
- Establishment or use of online schools or classes while maintaining per pupil funding.

# 2021 IASB Legislative Resolutions

Supports opportunities for continued collaboration between public and nonpublic schools; however, the association opposes the use of additional taxpayer funds for the creation of vouchers or educational savings accounts or an increase in tax credits or deductions directed toward nonpublic schools.

## **ELECTIONS**

Supports a minimum of four special election dates per calendar year for bond referendums, votes on levies and revenue purpose statements and filling school board vacancies.

## **SHARING AND REORGANIZATION**

Supports continuation of sufficient incentives and assistance to encourage sharing or reorganization between school districts including the establishment of regional schools. Supports expanding the positions eligible for operational sharing incentives.

## **HOME SCHOOL REPORTING**

Supports requiring parents/guardians home schooling their children without the support of a certified teacher to register with their public school attendance centers.

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



## PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

Successful education programs require the support of the school district community. The board addresses the importance of the role of the school district community in the school district in this series of the policy manual. The board recognizes this support is dependent on the school district community's understanding of participation in the efforts, goals, problems and programs of the school district.

In this section, the board sets out its policies defining its relationship with the school district community. In striving to obtain the support of the school district community, the board will:

- Provide access to school district records;
- Inform the school district community of the school district's goals, objectives, achievements, and needs;
- Invite the input of the school district community; and,
- Encourage cooperation between the school district and the school district community.

## PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copies of public records by telephone or in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

*NOTE: This is a mandatory policy and is consistent with the Iowa public records law regarding access to, copying of and charging for copies of public records. By law, individuals have a right to access public records during the hours of 9:00 a.m. - 12:00 p.m. and 1:00 p.m.- 4:00 p.m. unless the board sets other hours. IASB recommends that the board establish specific hours in board policy, and blanks are provided in the first paragraph for that purpose. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 19 #6- June 23, 2006.*

*Iowa law requires boards to specify what emergency preparedness items need to be confidential in order to protect the safety of individuals or property. A short list is provided but should be added to by the board, if needed.*

Legal Reference: Iowa Code §§ 21.4; 22; 291.6

Cross Reference: 215 Board of Directors' Records  
 401.5 Employee Records  
 506 Student Records  
 708 Care, Maintenance, and Disposal of School District Records  
 902.1 News Media Relations

Approved February 11, 2009

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## NEWS MEDIA RELATIONS

The board recognizes the value of and supports open, fair and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Members of the news media seeking information about the school district will direct their inquiries to the superintendent. The superintendent will accurately and objectively provide the facts and board positions in response to inquiries from the news media about the school district.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8

Cross Reference: 902 Press, Radio and Television News Media

Approved February 11, 2009

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## NEWS CONFERENCES AND INTERVIEWS

The superintendent, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media.

The superintendent will respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.

News conferences and interviews planned or pre-arranged for school district activities will include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It is within the discretion of the superintendent to determine whether a news conference or interview is held to provide an immediate response to an issue.

It is the responsibility of the superintendent to keep the board apprised of news conferences and interviews.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8

Cross Reference: 902 Press, Radio and Television News Media

Approved February 11, 2009

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## NEWS RELEASES

The superintendent will determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent will strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent will strive to create and maintain a positive image for the school district. It is the responsibility of the superintendent to approve news releases originating within the school district prior to their release.

News releases will be prepared and disseminated to news media in the school district community. Questions about news releases will be directed to the superintendent.

Legal Reference: Widmer v. Reitzler, 182 N.W.2d 177 (Iowa 1970).  
Dobrovolny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).  
Iowa Code §§ 21.4; 22.2

Cross Reference: 902 Press, Radio and Television News Media

Approved February 11, 2009

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## LIVE BROADCAST OR VIDEOTAPING

Individuals may broadcast or videotape public school district events, including open board meetings, as long as it does not interfere with, or disrupt, the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

It is within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the school district event.

~~Videotaping~~ **Recording** of classroom activities will be allowed at the discretion of the superintendent. Parents will be notified prior to ~~videotaping~~ **recording** of classroom activities.

It is the responsibility of the superintendent to develop administrative regulations outlining the procedures for making the request and the rules for operation if the request is granted.

NOTE: This policy states that prior to recording of classroom activities, parents will be notified but does not require parental permission. Notification is not a legal requirement, but it is recommended. The policy gives the school district the flexibility to have one notice to cover the entire year and can be placed in the student directory info policy, a parent newsletter or handbook.

Legal Reference: Iowa Code §§ 21.4, .7; 22; 279.8

Cross Reference: 506.2 Student Directory Information  
902.1 News Media Relations  
903.3 Visitors to School District Buildings and Sites

Approved February 11, 2009

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## SCHOOL - COMMUNITY GROUPS

The board values the participation and the support of school district-community groups, including, but not limited to, the booster club and parent-teacher organizations, which strive for the betterment of the school district and the education program. The board will work closely with these groups.

Prior to any purchase of, or fund raising for the purchase of goods or services for the school district, the group will confer with the superintendent to assist the group in purchasing goods or services to meet the school district's needs.

~~Funds raised by these groups for the school district may be kept as part of the accounts of the school district.~~

*[Funds raised by these groups for the school district are separate from the accounts of the school district.]*

*Or*

*[Funds raised by these groups for the school district will be held by the district within a custodial fund account.]*

It is the responsibility of the building principal to be the liaison with the school district-community groups affiliated with the building principal's attendance center.

NOTE: Boards may want to personalize this policy to reflect the actual groups, organizations and associations within the school district. Districts should clarify whether school-community group funds are going to be kept separate from the school district, or whether these funds will be held in custodial funds accounts, then eliminate the bracketed language that does not apply.

Legal Reference: Iowa Code §§ 279.8; 291.13

Cross Reference: 903 Public Participation in the School District

Approved April 14, 2009

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers is the responsibility of the superintendent.

**Volunteers within the district are held to the same high standards of behavior as school employees and will be subject to background checks prior to interacting with the students in a volunteer capacity. It is the responsibility of the superintendent or the superintendent's designee to create regulations necessary to carry out this policy.**

Legal Reference: Iowa Code §§ 279.8; 670

Cross Reference: 603.1 Basic Instruction Program  
903.3 Visitors to School District Buildings and Sites

Approved April 14, 2009

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_



VOLUNTEER APPLICATION FORM  
EAST BUCHANAN COMMUNITY SCHOOL

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

VOLUNTEER POSITION APPLIED FOR \_\_\_\_\_

COACH/TEACHER/SUPERVISOR \_\_\_\_\_

REFERENCES: NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Please complete Background Check form attached. Thank you.

\*\*\*\*\*

Approved: Teacher \_\_\_\_\_ Coach \_\_\_\_\_

Activities Director \_\_\_\_\_

Administrator \_\_\_\_\_

DATE \_\_\_\_\_

**NONDISCRIMINATION POLICY**

It is the policy of the East Buchanan Community School District not to illegally discriminate on the basis of race, color, national origin, gender, 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. Individuals shall use the policy complaint form for policy number 102.E1. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Daniel Fox, Superintendent, East Buchanan Community School, 414 5<sup>th</sup> St. N., Winthrop, IA 50682, 319-935-3767, dfox@east-buc.k12.ia.us.

## VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the inappropriate conduct.

Legal Reference: Iowa Code §§ 279.8; 716.7

Cross Reference: 902 Press, Radio and Television News Media  
903.2 Community Resource Persons and Volunteers

Approved April 14, 2009

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## PUBLIC CONDUCT ON SCHOOL PREMISES

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

**NOTE:** This policy reflects the Iowa civility and trespass law, and outlines a school district's authority to enforce the law. The first paragraph of the policy addressing civility is mandatory, but the remaining portions are optional. Boards can amend the language as needed to fit their individual needs. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #2- September 13, 2007.

Legal Reference:	Iowa Code §§ 279.8, .66; 716.7
Cross Reference:	205 Board Member Liability
	504 Student Activities
	802.6 Vandalism
	903 Public Participation in the School District

## DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

It is the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

NOTE: The regulation accompanying this policy has been approved by the 8th Circuit Court of Appeals in *Bystrom v. Fridley High School*, 822 F.2d 747 (8th Cir. 1987). Amendments to or deviation from this regulation should be addressed to local counsel prior to adoption.

Legal Reference: U.S. Const. amend. I.  
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).  
Bethel School District v. Fraser, 478 U.S. 675 (1986).  
New Jersey v. T.L.O., 469 U.S. 325 (1985).  
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).  
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).  
 Iowa Code §§ 279.8; 280.22

Cross References: 502.3 Freedom of Expression  
 503.1 Student Conduct  
 504 Student Activities  
 603.9 Academic Freedom

Approved April 14, 2009

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## DISTRIBUTION OF MATERIALS REGULATION

### I. Guidelines.

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

### II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either, the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

## DISTRIBUTION OF MATERIALS REGULATION

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either, the school district, the board, the administration or the individual reviewing the material submitted.

### III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

### IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
  - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
  - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.

## DISTRIBUTION OF MATERIALS REGULATION

3. "Material and substantial disruption" of a normal school activity is defined as follows:
  - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
  - (c) In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

### V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

### VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

## TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district. ~~Private vehicles will be used only when:~~ **Prior to transporting students in private vehicles, the district may require the following:**

- The vehicle **used to transport the student(s)** is in good condition and meets all applicable safety requirements;
- The driver **transporting the student(s)** possesses a valid drivers' license;
- Proof of insurance has been supplied to the superintendent and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa; and
- When the parents of the students to be transported have given written permission to the Superintendent.

The school district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for school purposes. If transportation is not provided by the school district, or if transportation provided by the school district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and parent/guardian.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. The superintendent may develop administrative an administrative process to implement this policy.

NOTE: It is important for districts to remember that if language is included in the policy, it needs to be followed in practice. For example, if the district requires written permission as stated above, the district needs to make sure that this is in fact being required for every student, every time. If the district finds a requirement to be impractical, then it should not be included in the policy.

Legal Reference: Iowa Code §§ 279.8; 285; 321  
281 I.A.C. 43.

Cross Reference: 401.6 Transporting of Students by Employees  
401.7 Employee Travel Compensation  
711 Transportation

Approved April 14, 2009

Reviewed March 9, 2016

Revised \_\_\_\_\_



## ADVERTISING AND PROMOTION

The use of students, the school district name, or its buildings and sites for advertising and promoting products and/or services of entities and organizations operating for a profit is not allowed except with prior board approval. Nonprofit entities and organizations may be allowed to use students, the school district name, or its buildings and sites if the purpose is educationally related and prior approval has been obtained from the board.

Legal Reference: Iowa Code § 279.8

Cross Reference: 504.5 Student Fund Raising  
904 Community Activities Involving Students

Approved April 14, 2009

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

School district facilities and equipment will be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" will include organizations, groups and individuals and their agents. Any district employee using district-owned property or facilities for use outside their duties as an employee is doing so as a community member, and not as a district employee. Prior to using district resources for activities outside the scope of their job duties, employees must meet the requirements to be considered a qualifying entity. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district facilities and equipment. The board reserves the right to deny use of the facilities and equipment to an entity. It is within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays.

Entities that wish to use school district facilities or equipment must apply at the central office. It is the responsibility of the board secretary or superintendent to determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It is the responsibility of the superintendent and board secretary to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment.

Use of school district facilities and equipment by entities will be supervised by a school district employee unless special prior arrangements are made with the superintendent. The school district employee will not accept a fee from the entity using school district facilities and equipment. If appropriate, the school district employee may be paid by the school district.

Entities that use school district buildings, or equipment, or sites must leave the building or site in the same condition it was in prior to its use. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities or equipment in the future.

~~(The school district will sponsor education related organizations' use of the ICN upon approval of the superintendent.) Sponsored ICN user's mission must be consistent with the mission of the school district. Costs associated with the use of the ICN will be passed on by the school district to the sponsored user.~~

~~Authorized users of the ICN will ensure their use of the ICN is consistent with their written mission. The ICN will not be used for profit making ventures. Authorized users may not resell time on the ICN. Entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming must follow the state scheduling requirements. It is recommended that entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming, contact the school district's ICN scheduler's office to inform them of their needs.~~

~~It is the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The school district assumes no responsibility or liability for entities using the ICN classroom in violation of the law, the authorized user's mission or school district policy and its supporting administrative regulations. The school district reserves the right to charge all costs, including attorney fees, that may arise to the entity for the entity's failure to comply with the law or school district policy and its supporting administrative regulations.~~

The board may allow entities, such as the Boy and Girl Scouts and 4-H, to use the school district facilities and equipment without charge. While such entities may use the facilities and equipment without charge, they may be required to pay a custodial fee.

## COMMUNITY USE OF SCHOOL DISTRICT FACILITIES &amp; EQUIPMENT

It is the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

NOTE: This policy requires that all users of school district facilities provide proof of insurance. This is not a legal requirement. It is there for the protection of the school district. Prior to waiving insurance requirements for groups, a school district should check with its insurance carrier to clarify coverage.

This policy also addresses use of the school district's ICN classroom. Language in brackets and italics should be used only if the district maintains an ICN classroom. Otherwise, remove this language and DO NOT USE 905.1R1, 905.1R2, 905.1E1 and 905.1E2. The language the fifth paragraph addresses the school district's sponsorship of outside groups use of the ICN. Boards can limit their sponsorship if they choose. The policy is also written to pass on the ICN costs to the sponsored group.

The language in the sixth paragraph represents mandatory policy language. The seventh paragraph is language that is recommended but is not mandatory. The supporting administrative regulations address matters specific to ICN classroom use for the board's consideration. The new ICN regulation is at 905.1R2.

Legal Reference: Iowa Code §§ 8D; 123.46; 276; 278.1(4); 279.8; 297.9-.11  
1982 Op. Att'y Gen. 561.  
1940 Op. Att'y Gen. 232.  
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

Approved: April 14, 2009

Reviewed:

Revised: May 14, 2019

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT REGULATION

1. Alcoholic beverages will not be brought to or consumed on school grounds.
2. Smoking is prohibited in school district facilities and on school district grounds, including in private vehicles.
3. A school district employee must be present while the school district facility or equipment is being used by an entity.
4. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment to the condition it was in prior to its use, will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility, site, or equipment will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site, or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
6. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time will be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.

# COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT FEES SCHEDULE

## Rates for Use of Buildings and Sites

Elementary school gym (first two hours)  
 Elementary school gym with kitchen (first two hours)  
 Middle school gym (first two hours)  
 Middle school kitchen and lunch room (two hours)  
 High school gym (two hours)  
 High school auditorium  
 High school lunch room  
*[Add other items]*

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## Add to above:

For each additional hour or fraction thereof  
 For providing chairs and/or tables for meetings  
 Custodial charges  
*[Add other items]*

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ICN classroom per hour  
 (maximum \$12.50 per hour)

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In addition to paying the above fees, other than entities using the ICN classroom, each entity must make arrangements with the school district to have adequate custodial and supervisory services. Buildings will not be available unless a contract is signed by the entity and the school district well in advance of scheduled usage.

## Rates for Use of Equipment

VCR (one-half day)  
 Overhead projector (one-half day)  
*[Add other items]*

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## Add to above:

For each additional hour or fraction thereof  
*[Add other items]*

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## ICN ROOM USE REGULATION

The ICN is a statewide telecommunications network designed primarily to enhance learning opportunities for students, employees and board members. The school district recognizes that it is not the only authorized user of the ICN and other users will frequently be using the school district's ICN facilities. Sponsored and authorized users of the ICN must comply with state and federal law in using the ICN.

The central office is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for the educational program are filed with the central office.

It is the responsibility of the entity using the ICN classroom to comply with the requirements of the law and school district policy and its supporting administrative regulations.

- \_\_\_\_\_ 1. The ICN is a limited access network and sponsored or authorized users cannot use the system for profit making ventures.
- \_\_\_\_\_ 2. The use must be consistent with the mission of the sponsored or authorized user.
- \_\_\_\_\_ 3. Users cannot resell time on the ICN.
- \_\_\_\_\_ 4. Sponsored and authorized users are responsible for compliance with the Americans with Disabilities Act and Iowa Civil Rights Act. Sponsored and authorized users are responsible for making the necessary accommodations and are responsible for obtaining and paying for needed interpreters or interpretive equipment.
- \_\_\_\_\_ 5. Sponsored and authorized users are required to stay within the ICN classroom and use the most direct route to the ICN classroom. Other school district facilities, sites, areas in the school district building or equipment are off limits to the authorized users.\*
- \_\_\_\_\_ 6. The charge for use of the ICN room is \_\_\_\_\_. **(The maximum hourly rate school districts can charge for use of the facilities is \$12.50 per hour. This is for use of the room, not the ICN. This cost reimburses the school district for its administrative, custodial, etc. costs for the room's usage.)**
- \_\_\_\_\_ 7. The ICN will be available \_\_\_\_\_. **(The minimum hours the facility must be available is Monday through Friday, 7:00 a.m. to 10:30 p.m. and Saturday, 8:00 a.m. to 4:00 p.m.)**
- \_\_\_\_\_ 8. The sponsored or authorized user is responsible for all site and site usage charges.
- \_\_\_\_\_ 9. A school district employee will be present in the school district facility while the ICN is in use.\*
- \_\_\_\_\_ 10. Food and drink are not permitted in the ICN room.\*
- \_\_\_\_\_ 11. First time use of the ICN will require prior training and should be organized through the school district ICN scheduler at \_\_\_\_\_.\*

## ICN ROOM USE REGULATION

- 12. Use or transmission of copyrighted material, without prior approval of the copyright holder, is strictly prohibited. Appropriate use of the copyrighted material is the responsibility of the sponsored or authorized user, not the school district.\*
- 13. The school district reserves the right to amend these rules as necessary to reflect the ICN's usage and changes at the state or federal level.\*
- 14. The school district reserves the right to charge all costs, including attorneys' fees, that may arise to the authorized user for the sponsored or authorized user's failure to comply with the law, board policy and administrative regulations.\*

\*Items with an asterisk are not legal requirements but are items that should be considered when writing an ICN room usage regulation.

## COMMUNITY USE OF SCHOOL DISTRICT FACILITIES &amp; EQUIPMENT APPLICATION FORM

The undersigned entity makes application for the use of the school district facility or equipment as designated below. The entity will provide police protection at its own expense, if necessary, to maintain order and to properly protect the building, site, or equipment. Police protection is required when admission is charged.

Please refer to Policy 905.1 to determine the proper use of school facilities and equipment. The entity is responsible for complying with the law, board policy and the administrative regulations.

The entity must provide an Indemnity and Liability Insurance Agreement, Policy 905.1E2, prior to the use of school district buildings, sites, or equipment

Building/Site/Equipment \_\_\_\_\_ Date \_\_\_\_\_  
 Purpose \_\_\_\_\_ Hours \_\_\_\_\_

Auditorium

Seating requirements on stage \_\_\_\_\_  
 Tables required on stage \_\_\_\_\_  
 Stage curtain and attendant \_\_\_\_\_  
 Spotlights \_\_\_\_\_  
 Microphones \_\_\_\_\_  
 Podium Stand \_\_\_\_\_  
 Table \_\_\_\_\_ Stand in audience \_\_\_\_\_  
 Other equipment \_\_\_\_\_

Gymnasium

Seating \_\_\_\_\_ Scoreboard \_\_\_\_\_  
 Public address system \_\_\_\_\_  
 Employee \_\_\_\_\_

Classroom

ICN \_\_\_\_\_  
 Computer lab \_\_\_\_\_  
 Other \_\_\_\_\_

Total Fee \$ \_\_\_\_\_

Name of entity making application: \_\_\_\_\_

Name of person making application: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Applicant)

\_\_\_\_\_  
 (Date)



COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT  
INDEMNITY AND LIABILITY INSURANCE AGREEMENT

The undersigned, hereafter referred to as "entity," states that it will hold the East Buchanan Community School District, hereafter referred to as "school district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity will assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by the school district such bodily injury and property damage liability insurance as will protect the entity and the school district from claims or damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity's use of the school district's facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity.

The entity will furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before the contract is issued.

Dated at \_\_\_\_\_, Iowa, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Entity) \_\_\_\_\_ School District

By \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_  
Superintendent

By \_\_\_\_\_  
Secretary

## TOBACCO/NICOTINE-FREE ENVIRONMENT

~~School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine.~~ **Tobacco and nicotine use is prohibited on school district facilities and grounds, including school vehicles.** This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

*NOTE: According to Iowa law, all school grounds are smoke free. Boards have the authority to expand the policy to make the school facilities and grounds tobacco or nicotine free as well. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 22 #6-June 19, 2013 and Vol. 20 #5-July 28, 2008.*

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).  
House File 2212, Iowa General Assembly (2008)  
Iowa Code §§ 142D; 279.8, .9; 297 (2013).

Cross Reference: 903.4 Public Conduct on School Premises  
905.1 Community Use of School District Buildings & Sites & Equipment

Approved April 14, 2009 Reviewed July 8, 2014 Reviewed November 15, 2017 Revised \_\_\_\_\_

## WEAPONS IN THE SCHOOL DISTRICT

The board believes weapons, other dangerous objects and look-a-likes in school district facilities and at school district-approved events cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

All weapons, dangerous objects and look-a-likes are prohibited to be carried, possessed, transported or otherwise stored on school district property and to school district-approved events. Exceptions to this policy include weapons carried by the following individuals in performance of their official duties:

- law enforcement;
- military personnel;
- corrections officers;
- individuals approved in writing by the Superintendent, and;
- students and individuals approved in writing by the Superintendent who are actively engaging in a school district approved firearms safety course, hunter education course or shooting sports activity.

Individuals found to be in violation of this district policy will be required to immediately remove the weapon, dangerous object or look-a-likes from the school district property or event. Students found to be in violation of this policy or any other board policies related to weapons will be subject to disciplinary proceedings.

*Note: In 2021, the legislature made changes to decriminalize the carrying of firearms on campus by certain individuals if certain circumstances are met. However, much like creating tobacco-free campuses, schools maintain the authority to choose whether to place additional limitations on the carrying of firearms on district property as needed to protect the health and safety of students and staff.*

Legal Reference: 18 U.S.C. § 921  
Iowa Code §§ 279.8; 280.21B; 483A.27(11), 724  
281 I.A.C. 12.3(6)

Cross Reference: 502 Student Rights and Responsibilities  
503 Student Discipline  
507 Student Health and Well-Being

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## UNMANNED AIRCRAFTS – DRONES

The following policy applies to the extent not preempted by federal or state regulatory jurisdiction regarding unmanned aircrafts. For purposes of this policy, the term “unmanned aircraft” means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

The East Buchanan CSD believes in maintaining the safety, security, and privacy of students, employees, and visitors. In keeping with this belief, the use or possession of unmanned aircrafts is prohibited on district property or in the space above the property that reasonably can be considered part of the district property.

The superintendent may make an exception to this policy in specific cases where the circumstances warrant such exception. In such situations and prior to approval, unmanned aircraft operators shall:

- Supply proof of insurance meeting liability limits established by the district;
- Present appropriate registration and authorization issued by the Federal Aviation Administration (FAA);
- Sign an agreement holding the district harmless from any claims of harm to individuals or damage to property; and
- Meet additional requirements as determined appropriate by the district.

If the unmanned aircrafts are operated as part of the district curriculum, prior to adoption into the curriculum, district employees shall work with district administration to ensure the appropriate insurance, registration, and authorizations are in place.

Unmanned aircrafts shall be operated in accordance with Iowa High School Athletic Association and Iowa Girls High School Athletic Union policy.

Failure to abide by this policy may result in local, state, and federal penalties if applicable.

***NOTE: The use of unmanned aircrafts is an unsettled area of the law. There is overlap with federal and state regulations and as such, there is the potential for challenge associated with the enforcement of the policy. Districts should, as with the adoption of any new policy, work with the district's legal counsel to determine whether, when, and to what extent a policy on unmanned aircraft should be adopted at the local level.***

***NOTE: Districts who wish to approve the use of drones on school property, as part of the curriculum or for other purposes, should consult with the district's insurance carrier prior to approval and operation. Most general liability policies have an exclusion for aircraft liability and the district would likely need additional liability coverage for the operation of drones. If you are a member of the IASB Safety Group, effective July 1, 2016, your policy with EMC automatically includes liability coverage for bodily injury and property damage caused by drones. However, coverage is not currently available for claims related to violation of privacy.***

***NOTE: Districts should be aware of the FAA unmanned aircraft safety guidelines, which include guidelines such as flying below 400 feet and not flying within 5 miles of an airport unless the airport and control tower have been contacted prior to flying. For a complete list of the guidelines, please visit the “Model Aircraft Operations” section of the FAA website, located at [http://www.faa.gov/uas/model\\_aircraft/](http://www.faa.gov/uas/model_aircraft/).***

Legal Reference: FAA Modernization and Reform Act of 2012, P.L. 112-95, Title III, Subtitle B, Model Aircraft Operating Standards, FFA AC No. 91-57A (Sept. 2, 2015).  
OFFICE OF CHIEF COUNSEL, FED. AVIATION ADMIN., State and Local Regulation of Unmanned Aircraft Systems (UAS) Fact Sheet (Dec. 17, 2015).  
Iowa Code § 279.8  
IHSAA Drone Policy

Cross Reference: 602.1 Curriculum Development

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## DISTRICT OPERATION DURING PUBLIC EMERGENCIES

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

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

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

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

Legal Reference: Senate File 2310  
Iowa Code ch. 279.8

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

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

## DISTRICT OPERATIONS DURING A PUBLIC HEALTH EMERGENCY REGULATION

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

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

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

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

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

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

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

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

New

## USE OF RECORDING DEVICES ON SCHOOL PROPERTY

### District-Generated Recordings

The district believes in the importance of providing a safe and enriching learning environment possible for its students. The district uses digital recording devices on school property including school transportation vehicles to help protect the safety of district students, employees and community members; and to safeguard district property which is funded using public resources. Additionally, district-generated recordings of students engaging in the district's educational and extracurricular programs can be essential to engage positively with the school community and promote the value of public education.

In order to balance privacy and safety interests, no recording devices will be utilized on district property where individuals maintain a reasonable expectation of privacy. These areas include but are not limited to: the school nurse's office, restrooms, locker rooms, changing areas, lactation spaces and employee break areas.

Recordings of students have the potential to be considered education records. Any recordings will be maintained and accessed in compliance with the requirements of the Family Education Rights and Privacy Act and the district's policy on student records.

Recordings will be digitally maintained and stored for an appropriate amount of time to maintain the safety of the educational environment and to safeguard district property, after which they will be destroyed. The superintendent or superintendent's designee will establish any necessary regulations related to the secure storage, maintenance, viewing and destruction of digital recordings.

### Non-District Generated Recordings

The use of non-district owned recording devices on school property and at school events will be regulated. Students, parents and community members will not be permitted to take recordings of other students or employees during school hours unless the recording is authorized in advance by building administration. Students and employees found to violate this policy will be subject to disciplinary measures consistent with board policy and applicable student and employee handbooks. This policy will not be construed or enforced in a way that infringes on employee activity otherwise protected by law.

It is important to foster a community spirit and sense of unity within the district. However, the district acknowledges that not every student or staff member feels comfortable or safe being recorded. At district-sponsored extracurricular events and activities, the use of non-district owned recording devices by the public may be monitored by administration if a concern is made known to district administration by a student, employee or parent. Any individuals determined to be making recordings considered bothersome to students or staff may be asked to stop or destroy their recording and may be asked to leave the event.

**New 804.6 - Use of Recording Devices on School Property** - This new IASB sample policy covers recording devices on all district property. This policy language is intended to provide guidance to districts on two separate categories of recordings: those generated by the district either for security or educational purposes, and those not generated by the district. This is an optional policy for districts utilizing recording devices and can be adapted to reflect current practices.

Legal Reference: 20 USC 1232

Iowa Code §§ 279.8

Cross Reference: 506.1 Student Records

711.2R2 Use of Recording Devices on School Buses

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_



## USE OF DISTRICT OWNED RECORDING DEVICES ON DISTRICT PROPERTY REGULATION

The board supports the use of recording devices on district property as a means to monitor and maintain a safe environment for students and employees. District property includes district-owned land, buildings, vehicles, buses and any other property as needed. The contents of the recordings may be used as evidence in a student or employee disciplinary proceeding.

### Student Records

The content of the recordings may be a student record subject to federal and state law, board policy and administrative regulations regarding confidential student records. Generally, surveillance video that does not capture any specific incident is not a student record or personnel record and may be disclosed as a public record upon request. Only those persons with a legal basis or legitimate educational purpose may view the recordings. In most instances, individuals with a legitimate educational purpose may be the superintendent, building principal, classroom teacher, transportation director, bus driver, HR director and special education staffing team. A parent may inspect, review or be informed of the content of the recording without consent from any student or parent of a minor student also shown in the recording, whether the student is a bystander to an incident or directly involved. The district may, but is not obligated by law to provide a copy of a recording to a parent or student upon request.

A recording during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the recording becomes the subject of a student disciplinary proceeding, it will be treated like other evidence in the proceeding.

### Notice

The school district will annually provide the following notice to students, employees, and parents:

The East Buchanan Community School District Board of Directors has authorized the use of recording devices on school district owned property. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

The following notice will also be placed on all school buses equipped with recording devices:

This building/bus is equipped with a recording /audio monitoring system.

New

## USE OF DISTRICT OWNED RECORDING DEVICES ON DISTRICT PROPERTY REGULATION

### Review of Recording Devices

The school district will review the recordings (choose one of the following):

\_\_\_ Option 1--when necessary, as a result of an incident reported by an employee or student. The recordings may be re-circulated for erasure after \_\_\_ days.

\_\_\_ Option 2--at least (*weekly, monthly, etc.*). The recordings may be re-circulated for erasure after \_\_\_ days. **Note: Recordings should be kept for a minimum of two weeks.**

\_\_\_ Option 3--randomly. The recordings may be re-circulated for erasure after \_\_\_ days.

If not public records, the viewing of the recordings is limited to the individuals having a legitimate educational purpose. A written log, as appropriate, may be kept of those individuals viewing the recordings stating the time, name of individual viewing and the date the recordings was viewed.

### Student Conduct

Students are prohibited from tampering with the recording devices on the school property. Students found in violation of this regulation will be disciplined in accordance with the school district discipline policy and Good Conduct Rule and will reimburse the school district for any repairs or replacement necessary as a result of the tampering.

### Employee Conduct

District-generated recordings may be used as evidence in employee disciplinary matters, as appropriate. Employees are prohibited from tampering with recording devices on school property. Employees found to be in violation of this regulation will be subject to disciplinary action as outlined in the employee handbook and relevant board policies.

### **New 804.6R1 - Use of District Owned Recording Devices on District Property Regulation**

This regulation has been moved from 711.2R2—***Use of Recording Devices on Student Transportation*** and expanded to apply to all district-generated recordings. It provides administration with guidance on how to classify and when to disclose recordings of students.