

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT  
AGENDA - Regular School Board Meeting  
May 11, 2022 at 5:00 p.m. in Library - Middle School Entrance

**SCHOOL BOARD APPRECIATION**

1. **Call To Order/Mission Statement** - To challenge students to think critically, communicate effectively, develop values and contribute to society.
2. **Public Hearing** - Proposed use of SAVE Revenue for an Athletic Facility Infrastructure Project
3. **Public Hearing** - Amend FY22 Certified Budget
4. **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.
5. **Approve Agenda**
6. **Approve Consent Agenda**
  - a. Minutes from Regular Meeting on April 13, 2022
  - b. Personnel Changes
  - c. List of Bills
  - d. Financial Reports
7. **Community/Program Presentations**
8. **Administrative Updates & Reports**
  - a. Secondary Update
  - b. District/Elementary Update
  - c. Facilities Update
9. **Action Agenda**
  - a. Approve list of 2022 graduates
  - b. Resolution Supporting the Proposed Use of SAVE Revenue for an Athletic Facility Infrastructure Project
  - c. FY22 Certified Budget Adjustment
  - d. Approve transfer of flex benefits funds from General Fund to Internal Service Fund
  - e. Athletic Complex Project
  - f. Playground Project
  - g. Board Policy Review - 2nd reading - 707 to 712 series
10. **Buccaneer Brag-About**
11. **Student Questions**
12. **Exempt Session** - Negotiating sessions, strategy meetings of public employers or employee organizations, mediation, and the deliberative process of arbitration per Iowa Code 20.17(3)
13. **Exempt Session Action**
14. **Exempt Session** - To discuss strategy in matters relating to employment conditions of employees not covered by a collective bargaining law per Iowa Code 20.9.
15. **Exempt Session Action**
16. **Closed Session** - To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session per Iowa Code 21.5(1)(i).
17. **Adjourn**

## **PUBLIC HEARING - Proposed Use of SAVE Revenue for an Athletic Facility Infrastructure Project**

### **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
- Comments from public
- Motion to close public hearing by: \_\_\_\_\_ at \_\_\_\_\_ pm

# PUBLIC HEARING TO AMEND CURRENT BUDGET

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NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET				
EAST BUCHANAN School District Fiscal Year July 1, 2021 - June 30, 2022				
The EAST BUCHANAN School District will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2022				
Meeting Date/Time: 5/11/2022 05:01 PM		Contact: Teresa Knipper	Phone: (319) 935-3660 ext: 2106	
Meeting Location: East Buchanan School 414 5th St N Winthrop IA 50682				
There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.				
EXPENDITURES	Total Budget as Certified or Last Amended	Amendment Increase	Total Budget After Current Amendment	Reason
Instruction	5,284,000	216,000	5,500,000	Pandemic related expenditures, teacher retention payment, technology purchases
Total Support Services	2,532,000	368,000	2,900,000	Staff retention payments, vehicle purchases, increased insurance rates, additional staff
Noninstructional Programs	345,000	20,000	365,000	Increased food/supply costs
Total Other Expenditures	1,426,492	0	1,426,492	
<b>Total</b>	<b>9,587,492</b>	<b>604,000</b>	<b>10,191,492</b>	

**East Buchanan Community School District  
Regular Board Meeting Minutes – April 13, 2022**

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

**Public Hearing** – Motion to open the public hearing regarding the 2022-2023 certified budget was made at 5:00 pm by Steffens, second by Cooksley. The proposed budget as published was presented. There were no comments from the public. Motion to close the public hearing was made at 5:02 pm by Stone.

**Approve Agenda** - Motion to approve the agenda was made by Cooksley, second by Stone.

**Approve Consent Agenda** - Motion to approve the Consent Agenda was made by Cooksley, second by Steffens. Items included on the Consent Agenda: minutes from the regular meeting on March 9, 2022; minutes from the special meeting on March 14, 2022; minutes from the special meeting on March 16, 2022; minutes from the special meeting on March 23, 2022; resignations of Nicole Reck as dance coach, Olivia Connolly as associate, Byron Reeder as junior class sponsor, Chad Lamker as HS boys basketball coach, Abby Taylor as cheer sponsor, Nathan Reck as summer maintenance; hiring of Julie Gile for food service; hiring of Kiersten Amos for cheer sponsor; rehire of Chad Lamker as MS track coach; expenditures listed; and financial reports.

**Administrative Updates and Reports** – Fox presented that ISASP testing is complete for grades 3-11 and that field trips, Day of Awesomeness, and Camp Wapsi are planned for next month. Fox also presented the progress report from the contractors for the sports complex and that the poles have been set for the ball field netting.

**Scholarship Committee Members** – The board appointed Sperflage and Steffens to the Carl Arnold Scholarship selection committee. Stone, Cooksley, and Recker were appointed to the Lowell and Agnes Davis Scholarship selection committee.

**Playground Project** – The board discussed placing the new playground to the west of the MS instead of on the vacant log. A proposal from Boland Recreation was presented. Motion by Steffens, second by Cooksley to approve the proposal with the rubber mulch option.

**Staff Retention Incentive Payment** – Motion by Stone that, due to systemic staff shortages in the state, staff vacancies in the district, in anticipation of continued shortages and additional responsibilities due to the pandemic, on-going pandemic mitigation, and to reinforce our desire to retain our employees, the board pay all active continuing staff at East Buchanan Community School District (excluding teachers that already received the Governor's retention payment, coaches, event center coordinator, board treasurer, and substitutes) that were under contract on October 1st and agree to fulfill the remainder of their 2021-2022 employment contract in its entirety, a one-time stipend of \$1,000 multiplied by their full-time equivalency as determined by the superintendent for a maximum \$1,000 funded by ESSER and Nutrition Fund reserves, as allowed. Motion was seconded by Recker.

**Approve FY21 Audit Report** – Motion by Cooksley, second by Stone to approve the FY21 audit report as presented.

**Set Public Hearing for FY22 Amended Budget** – Knipper presented that there is a need to amend the current year budget with exact amounts to be determined. Motion by Stone, second by Recker to set the public hearing for the purpose of amending the current school budget on May 11, 2022.

**Resolution Fixing the Date for Public Hearing on the Proposed Use of SAVE Revenue for an Athletic Facility Infrastructure Project** – Steffens introduced the resolution and moved its adoption. Recker seconded the motion to adopt. Roll was called and the vote was: Ayes: Stone, Recker, Steffens, Cooksley, Sperflage; Nays: none. President Sperflage declared the resolution adopted as follows:

**East Buchanan Community School District  
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**RESOLUTION FIXING THE DATE FOR A PUBLIC HEARING ON THE PROPOSED USE OF SAVE REVENUE FOR AN ATHLETIC FACILITY INFRASTRUCTURE PROJECT**

WHEREAS, the School District receives revenue from the State of Iowa Secure an Advanced Vision for Education Fund ("SAVE Revenue") pursuant to Iowa Code § 423F.2; and

WHEREAS, pursuant to Iowa Code chapter 423F and an election duly held in accordance therewith on September 9, 2008, the Board of Directors is currently entitled to spend SAVE Revenue for school infrastructure purposes, including the construction of an athletic facility infrastructure project; and

WHEREAS, the Board of Directors has considered potential uses of the District's SAVE Revenue including use for secure entries for the District's attendance centers and has determined that it is necessary and advisable for the District to use SAVE Revenue for the following athletic facility infrastructure project that is not physically attached to a student attendance center: to improve the athletic complex, including constructing, furnishing and equipping a new concession stand with bathrooms, a new storage building, softball field dugouts, baseball field bleachers, football field visiting spectator bleachers, all-weather four-lane track, pedestrian facilities and related site work; and

WHEREAS, the Board of Directors has complied with the provisions of Iowa Code § 423F.3(6A) by adopting a resolution setting forth the proposal for the athletic facility infrastructure project, and holding a public hearing on the proposed construction of the athletic facility

NOW, THEREFORE, it is resolved:

1. The Board of Directors hereby supports the proposed use of SAVE Revenue for the following athletic facility infrastructure project: to improve the athletic complex, including constructing, furnishing and equipping a new concession stand with bathrooms, a new storage building, softball field dugouts, baseball field bleachers, football field visiting spectator bleachers, all-weather four-lane track, pedestrian facilities and related site work. The estimated cost of the construction of this athletic facility infrastructure project is \$1,600,000.

2. Eligible electors of the school district have the right to file with the Board Secretary a petition pursuant to Iowa Code § 423F.4(2)(b), on or before close of business on May 25, 2022, for an election on the proposed use of SAVE Revenue. The petition must be signed by eligible electors equal in number to not less than one hundred or thirty percent of those voting at the last preceding election of school officials under Iowa Code § 277.1, whichever is greater.

3. In the event a petition containing the required number of valid signatures is filed with the Secretary of the Board on or before close of business on May 25, 2022, the President shall call a meeting of the Board to consider rescinding this Resolution supporting the proposed use of SAVE Revenue or directing that the question of the proposed use of SAVE Revenue be submitted to the qualified electors of the School District.

If the Board determines to submit the question to the electors, the proposition to be submitted shall be as follows:

Shall the Board of Directors of the East Buchanan Community School District in the County of Buchanan, State of Iowa, be authorized to use revenue from the State of Iowa Secure an Advanced Vision for Education Fund to improve the athletic complex, including constructing, furnishing and equipping a new concession stand with bathrooms, a new storage building, softball field dugouts, baseball field bleachers, football field visiting spectator bleachers, all-weather four-lane track, pedestrian facilities and related site work, with the estimated cost of construction being \$1,600,000?

**Prepayment Levy Resolution** – Cooksley introduced the following resolution and moved its adoption. Stone seconded the motion to adopt. Roll was called and the vote was: Ayes: Stone, Recker, Steffens, Cooksley, Sperflage; Nays: none. The President declared the Resolution adopted as follows:

**RESOLUTION AUTHORIZING THE REDEMPTION OF GENERAL OBLIGATION SCHOOL BONDS, SERIES 2017, DATED MAY 1, 2017, AND LEVYING A TAX FOR FISCAL YEAR 2023 FOR THE REDEMPTION OF GENERAL OBLIGATION SCHOOL BONDS, SERIES 2017, DATED MAY 1, 2017**

WHEREAS, the East Buchanan Community School District (the "District") issued \$6,500,000 General Obligation School Bonds, Series 2017, dated May 1, 2017 (the "Series 2017 Bonds"), of which \$5,485,000 are currently outstanding; of which \$90,000 were called for redemption on May 1, 2023 pursuant

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to a resolution adopted April 10, 2019; of which \$125,000 were called for redemption on May 1, 2023 pursuant to a resolution adopted April 8, 2020; of which \$125,000 were called for redemption on May 1, 2023 pursuant to a resolution adopted March 10, 2021; and of which \$210,000 are now being called for redemption on May 1, 2023, which are described in Schedule A attached to this Resolution (the "Redeemed Bonds"); and

WHEREAS, at this time, it is in the best interest of the District to levy a tax for the Fiscal Year ending June 30, 2023, which is sufficient to call and redeem the Redeemed Bonds on May 1, 2023; and

WHEREAS, the Series 2017 Bonds which mature after May 1, 2023 may be called in whole or in part on any date beginning on May 1, 2023, from any funds regardless of source, in any order of maturity and within annual maturity by lot by giving 30 days' written notice of redemption to the registered owner of the Bonds, the terms of redemption to be par plus accrued interest to the date of call, such notice to be deemed completed upon transmission to the owner of record of the Bond at the address shown on the books of the Registrar; and

WHEREAS, selection by lot will be necessary to select bonds to be called among mandatory redemption payment due May 1, 2036 of the Term Bond which matures on May 1, 2037; and

WHEREAS, it is in the best interest of the District to call and redeem the Redeemed Bonds.

NOW, THEREFORE, be it resolved:

Section 1. That the Redeemed Bonds are hereby redeemed as of May 1, 2023.

Section 2. UMB Bank, N.A., West Des Moines, Iowa (formerly known as Bankers Trust Company, Des Moines, Iowa), in its capacity as Registrar, Paying Agent and Transfer Agent, is hereby authorized and directed to cause notice of such redemption to be given not less than thirty (30) days prior to the date of redemption by written notice to the registered owner of the Redeemed Bonds in substantially the form set forth in Schedule B attached to this Resolution. Piper Sandler & Co., as Dissemination Agent for the District, is hereby authorized and directed to provide electronic notice of such redemption to the Municipal Securities Rulemaking Board at <http://emma.msrb.org/>. On or before May 1, 2023, the Treasurer shall deposit with the Paying Agent \$210,000 to call and redeem the Redeemed Bonds described in Schedule A attached to this Resolution, such call and redemption to be effective May 1, 2023 pursuant to the terms of the Series 2017 Bonds. All liability for interest on the Redeemed Bonds shall cease, terminate, and be completely discharged as of May 1, 2023 as provided in Section 6(b) of the Resolution Authorizing the Issuance of the Series 2017 Bonds.

Section 3. There is levied upon all the taxable property of the District for the fiscal year ending June 30, 2023, \$210,000 which when collected shall be deposited with the Paying Agent. The Paying Agent is authorized and directed to call and redeem the Redeemed Bonds on May 1, 2023.

PASSED AND APPROVED this 13th day of April, 2022.

**FY23 Budget Adjustment Resolution** – Motion by Recker, second by Cooksley that the board levy property taxes for the FY23 regular program budget adjustment as allowed under section 257.14, Code of Iowa. The president declared the resolution adopted as Resolved, that the Board of Directors of East Buchanan CSD, will levy property taxes for fiscal year 2022-2023 for the regular program budget adjustment as allowed under section 257.14, Code of Iowa.

**Approve FY23 Budget** – Knipper presented the budget and taxes to be adopted. Motion by Cooksley, second by Steffens to approve the budget and taxes as presented.

**Board Policy Review – 1<sup>st</sup> Reading** – Motion by Stone, second by Recker to approve the first reading of policies 707 to 712 with changes as discussed.

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**Buccaneer Brag-About** – The students tried very hard on ISASP tests and staff are proud of them. A student made cookies for all staff members. Kitchen staff has worked hard on keeping the lunch program going without a director. The musical was great.

**Student Questions** – A student asked if the old playground equipment would be removed. Fox explained that the new playground is more of a fitness playground.

**Exempt Session** – Motion by Cooksley, second by Steffens to go into exempt session at 6:13 pm per Iowa Code 20.17(3) and Iowa Code 20.9. Motion by Steffens, second by Stone to leave exempt session at 8:09 pm.

**Adjourn** – Motion by Recker, second by Steffens to adjourn the meeting at 8:10 pm.

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

**East Buchanan CSD**  
Personnel Changes

SB Mtg date	Employee	Type	Position	Notice Date	Effective Date	Salary Schedule
5/11/2022	Stephany DeLaCruz	Resignation	Associate	4/22/2022	4/22/2022	
5/11/2022	Colleen Meissner	Termination	Teacher		end of 21-22 school year	
5/11/2022	Jessica Lorey	Resignation	Teacher		end of 21-22 school year	
5/11/2022	Brody Galvin	Resignation	Teacher	5/10/2022	end of 21-22 school year	
5/11/2022	Andrea Cook	Hire	Dance Coach		22-23 school year	



GENERAL FUND

User ID: TMK  
Invoice Amount

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	
ACCELASER	ACCENT LASER SERVICE, INC.	TECH SUPPLIES	949.60 ✖
			<u>949.60</u>
ALLIUTIL	ALLIANT ENERGY	GAS/ELECTRIC	15,354.33
			<u>15,354.33</u>
BEATCHER	Beatty, Cheryl	MILEAGE	41.30 ✖
			<u>41.30</u>
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	831.60
			<u>831.60</u>
BOWETIFF	Bowers, Tiffany	MILEAGE	464.40
			<u>464.40</u>
CAPISANI	CAPITAL SANITARY SUPPLY CO, INC.	B&G SUPPLIES	51.57
CAPISANI	CAPITAL SANITARY SUPPLY CO, INC.	B&G SUPPLIES	73.80
CAPISANI	CAPITAL SANITARY SUPPLY CO, INC.	B&G SUPPLIES	88.97
CAPISANI	CAPITAL SANITARY SUPPLY CO, INC.	B&G SUPPLIES	7.98
CAPISANI	CAPITAL SANITARY SUPPLY CO, INC.	B&G SUPPLIES	15.05
CAPISANI	CAPITAL SANITARY SUPPLY CO, INC.	B&G SUPPLIES	33.72
CAPISANI	CAPITAL SANITARY SUPPLY CO, INC.	B&G SUPPLIES	168.00
CAPISANI	CAPITAL SANITARY SUPPLY CO, INC.	B&G SUPPLIES	72.98
CAPISANI	CAPITAL SANITARY SUPPLY CO, INC.	B&G SUPPLIES	17.34
			<u>529.41</u>
CDWG	CDW GOVERNMENT, INC	PURCHASED SERVICE	486.56
			<u>486.56</u>
CEDAFALL	CEDAR FALLS CSD	CONSORTIUM BILLING	12,073.86
			<u>12,073.86</u>
CRAEA	CENTRAL RIVERS AEA	READING RECOVERY	1,150.00
			<u>1,150.00</u>
CHASCARD	CHASE CARD SERVICES	AMAZON-health supplies	199.68
CHASCARD	CHASE CARD SERVICES	WALMART-FCS SUPPLIES	252.00
CHASCARD	CHASE CARD SERVICES	WALMART-PRESCHOOL SUPPLIES	68.38
CHASCARD	CHASE CARD SERVICES	WALMART-FCS SUPPLIES	79.16
CHASCARD	CHASE CARD SERVICES	AMAZON-SEL Supplies for Grant	4,655.29
CHASCARD	CHASE CARD SERVICES	SUBWAY-Staff meal for conferences	157.38
CHASCARD	CHASE CARD SERVICES	UPS-SHIPPING	31.51
CHASCARD	CHASE CARD SERVICES	UPS-SHIPPING	20.07
CHASCARD	CHASE CARD SERVICES	Amazon-Preschool Supplies	1,301.86
CHASCARD	CHASE CARD SERVICES	WALMART-Blenders for FCS classroom	49.92
			<u>6,815.25 ✖</u>
CHILJEFF	Childers, Jeff	SNOW REMOVAL	3,731.98
			<u>3,731.98</u>
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	39.42
			<u>39.42</u>

GENERAL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CITYWINT	CITY OF WINTHROP	WATER/SEWER	727.35
			<b>727.35</b>
COMELEC	COMELEC SERVICES, INC.	BUS RADIO REPAIR	112.50 *
			<b>112.50</b>
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	1,220.73
			<b>1,220.73 *</b>
DHS	DHS CASHIER 1ST FL.	STATE MEDICAID MATCH	5,768.98
			<b>5,768.98</b>
DOORSINC	DOORS INC	B&G PARTS	333.00
			<b>333.00</b>
EDGE OIL	Edgewood Oil, Inc.	Bus Lubricant	826.40
			<b>826.40</b>
NAPA	ESCHEN TARPY NAPA	TRANSPORTATION PARTS	30.64
NAPA	ESCHEN TARPY NAPA	TRANSPORTATION PARTS	37.27
NAPA	ESCHEN TARPY NAPA	TRANSPORTATION PARTS	(18.33)
			<b>49.58</b>
FOLLSOFT	FOLLETT SCHOOL SOLUTIONS, LLC	LMC SOFTWARE	1,060.35 *
			<b>1,060.35</b>
FPMUSIC	fp Music Academy LLC	PIANO TUNING	415.00 *
			<b>415.00</b>
HAWKCOMM	HAWKEYE COMMUNITY COLLEGE	CONCURRENT CLASSES	29,976.80 *
			<b>29,976.80</b>
HOGLBUSMN	Hoglund Bus Co Inc	BUS PARTS	49.74
			<b>49.74</b>
HOTLUNCH	HOT LUNCH PROGRAM	PS SNACKS	215.71
			<b>215.71</b>
JWPEPPER	J.W. PEPPER & SON, INC.	Judges score copies	21.99
JWPEPPER	J.W. PEPPER & SON, INC.	Judges score copies	24.00
JWPEPPER	J.W. PEPPER & SON, INC.	Judges score copies	20.00
			<b>65.99</b>
JOSTENS	JOSTEN'S	DIPLOMAS	216.15
			<b>216.15</b>
KONEINC	KONE INC.	Elevator Service Provider	202.89
			<b>202.89</b>
THELIBRA	LIBRARY STORE, INC, THE	LMC SUPPLIES	58.89
			<b>58.89</b>
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	842.95
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	2,990.94
			<b>3,833.89</b>

GENERAL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
MIDARESE	MID AMERICAN RESEARCH CHEMICAL	B&G SUPPLIES	426.00 *
			<b>426.00</b>
THENEWS	NEWS, THE	PUBLIC NOTICES/ADVERTISING	397.72
			<b>397.72</b>
OELWPUBL	OELWEIN PUBLISHING COMPANY	ADVERTISING	122.80
			<b>122.80</b>
PRESTOX	PRESTO-X	KITCHEN-PEST SERVICE	70.40
			<b>70.40</b>
SCHOBUSS	SCHOOL BUS SALES CO	TRANSPORTATION PARTS	33.26
			<b>33.26</b>
SOFTUNLIM	SOFTWARE UNLIMITED	ACCOUNTING SOFTWARE	7,850.00
			<b>7,850.00</b>
SUPEWELD	SUPERIOR WELDING SUPPLY	EQUIPMENT REPAIR	67.25
			<b>67.25</b>
SWISCOHR	SWISHER & COHRT	LEGAL SERVICES	1,736.50
			<b>1,736.50</b>
TIMBBILL	TIMBERLINE BILLING SERVICE LLC	MEDICAID PURCH SERVICE	747.17
			<b>747.17</b>
TNTREPA	TNT REPAIR & RECOVERY LLC	TIRE REPAIRS	49.75
TNTREPA	TNT REPAIR & RECOVERY LLC	TIRE REPAIRS	49.75
			<b>99.50</b>
USCELL	US CELLULAR	Cell Phones	269.17
			<b>269.17</b>
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	85.33
WALMART	WALMART COMMUNITY BRC	CONFERENCE SUPPLIES	47.04
WALMART	WALMART COMMUNITY BRC	HEALTH OFFICE SUPPLIES	5.60
			<b>137.97</b>
WAVESHEL	WAVERLY-SHELL ROCK CSD	LIED CENTER TUITION	5,381.51
			<b>5,381.51</b>
WINTBUIL	WINTHROP BUILDING SUPPLY	B&G SUPPLIES	28.35
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ARTS SUPPLIES	28.98
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ARTS SUPPLIES	67.93
WINTBUIL	WINTHROP BUILDING SUPPLY	RETURN	(7.99)
			<b>117.27</b>
WINTFOOD	WINTHROP FOODS	FCS SUPPLIES	11.37
WINTFOOD	WINTHROP FOODS	FCS SUPPLIES	8.76
WINTFOOD	WINTHROP FOODS	FCS SUPPLIES	9.27
			<b>29.40</b>
WOODCOMM	Woodward Community Media	ADVERTISING	216.00

East Buchanan Community School  
05/11/2022 12:18 PM

List of Bills - School Board Mtg  
GENERAL FUND

Page: 4

User ID: TMK

Vendor ID      Vendor Name

Description

Invoice Amount

**216.00**

Batch Total: 105,303.58

Report Total: 105,303.58

East Buchanan Community School  
05/11/2022 12:19 PM

List of Bills - School Board Mtg  
PPEL FUND

Page: 1

User ID: TMK

Vendor ID      Vendor Name

Description

Invoice Amount

CEDAFALL      CEDAR FALLS CSD

CONSORTIUM BILLING

2,022.46

**2,022.46**

Batch Total: 2,022.46

Report Total: 2,022.46

East Buchanan Community School  
05/11/2022 12:19 PM

List of Bills - School Board Mtg  
SAVE

Page: 1

User ID: TMK

Vendor ID      Vendor Name

Description

Invoice Amount

CRAWENGI      CRAWFORD ENGINEERING & SURVEYING ENGINEERING SERVICES  
INC

4,620.00

**4,620.00**

DAVECCI      DAVE'S COMPLETE CONSTRUCTION      ATHLETIC COMPLEX IMPROVEMENTS

277,786.67 \*

**277,786.67**

KWELECTRIC      KW Electric Inc      ATHLETIC COMPLEX

495.00 \*

**495.00**

Batch Total: 282,901.67

Report Total: 282,901.67

Activity Invoices - May 2022

User ID: KLG

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ALBURNETT	ALBURNETT HIGH SCHOOL	Conference MS G-Track Entry - 5/10/22	50.00
			<b>50.00</b>
CFGUNCLU	CEDAR FALLS GUN CLUB	HS Shoot Team Entry - 5/7/22	504.00 2
			<b>504.00</b>
CHASCARD	CHASE CARD SERVICES	UPS Return Shipping - KC Costume Co.	424.63
CHASCARD	CHASE CARD SERVICES	UPS Return Shipping - Music Theatre Int.	43.51
CHASCARD	CHASE CARD SERVICES	Keytags for Staff Appreciation - amazon	25.98
CHASCARD	CHASE CARD SERVICES	Rooms - State FFA	3,085.60
CHASCARD	CHASE CARD SERVICES	Feed Store Supplies - Walmart	35.92
CHASCARD	CHASE CARD SERVICES	Feed Store Supplies - Walmart	60.99
CHASCARD	CHASE CARD SERVICES	Feed Store Supplies-Walmart	27.80
CHASCARD	CHASE CARD SERVICES	Batting Cage Net/SB Tees - amazon	748.98
CHASCARD	CHASE CARD SERVICES	VB Training Equipment - amazon	966.96
CHASCARD	CHASE CARD SERVICES	Supplies for St Council Banquet Meal	194.05
CHASCARD	CHASE CARD SERVICES	Hobby Lobby Craft Supplies-Camp	59.24
			<b>5,673.66</b>
CLAYRIDG	CLAYTON RIDGE CSD	G-Golf Entry - 5/3/22	35.00 2
			<b>35.00</b>
* CRYSLAKE	CRYSTAL LAKE CAVE	3rd Grade Field Trip	212.00
			<b>212.00</b>
CITIZENS	CSB-CASH	Change for Plant Sale	200.00 2
CITIZENS	CSB-CASH	Change for Large Group Contest	200.00 2
			<b>400.00</b>
DESIUNLI	DESIGNS UNLIMITED	B-Golf Hats	36.00
DESIUNLI	DESIGNS UNLIMITED	Polo Shirt	35.00
			<b>71.00</b>
EDCO	EDGEWOOD COLESBURG SCHOOL	G-Track Entry - 5/4/22	85.00 2
			<b>85.00</b>
* HOYLPHOT	HOYLE PHOTOGRAPHY	Senior Composite	160.00
			<b>160.00</b>
* IHSMA	IA HIGH SCH MUSIC ASSOCIATION	Large Group Admissions	1,311.00
			<b>1,311.00</b>
IOWACHILD	IOWA CHILDREN'S MUSEUM	Kindergarten Field Trip-5/3/22	111.00 2
			<b>111.00</b>
* JESUPCSD	JESUP COMMUNITY SCHOOL DISTRICT	MS B/G Track Entry - 5/6/22	100.00
			<b>100.00</b>
* JOSTENS	JOSTEN'S	Graduation Caps/Tassels	614.40
			<b>614.40</b>
* LISBON	LISBON COMMUNITY SCHOOL	Conference B/G Track Entry - 5/5/22	100.00
			<b>100.00</b>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
MAQVALL	MAQUOKETA VALLEY CSD	Conference MS B-Track Entry - 5/10/22	50.00
MAQVALL	MAQUOKETA VALLEY CSD	MS B-Track Entry - 5/2/22	75.00 2
			<u>125.00</u>
* MEADOWVIEW	MEADOWVIEW GOLF & COUNTRY CLUB	Regional G-Golf Entry - 5/13/22	60.00
			<u>60.00</u>
MFL	MFL MARMAC SCHOOLS	B-Track Entry - 5/2/22	80.00 2
			<u>80.00</u>
* MNSCREATIV	MNS Creative LLC	Whatif Chapter Books	179.00
			<u>179.00</u>
MONTSPOR	MONTICELLO SPORTS	Softball Bases	345.00
MONTSPOR	MONTICELLO SPORTS	Softballs	375.00
			<u>720.00</u>
NATIFFA	NATIONAL FFA ORGANIZATION	Awards	1,272.50
			<u>1,272.50</u>
PEPSI	PEPSI-COLA	Pop/Water/Lemonade/Gatorade	631.08
			<u>631.08</u>
* PERFLEAR	PERFECTION LEARNING CORP	Iowa Award Books	358.74
			<u>358.74</u>
PITSANDPER	Pits & Perks BBQ	FFA Banquet Meal	975.00
			<u>975.00</u>
RIDDELL	RIDDELL ALL AMERICAN SPORTS CORP.	Recertification of FB Helmets	2,096.28
			<u>2,096.28</u>
THREELMS	THREE ELMS GOLF COURSE	G-Conference Golf Entry - 5/9/22	60.00 2
			<u>60.00</u>
WALMART	WALMART COMMUNITY BRC	Strawberries/Blueberries	7.46
			<u>7.46</u>
Batch Total:			<u>15,992.12</u>
Report Total:			<u>15,992.12</u>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>	
ALBURNETT	ALBURNETT HIGH SCHOOL	B/G Track Entries - 4/19/22	150.00	2
ALBURNETT	ALBURNETT HIGH SCHOOL	MS B/G Track Entry - 4/26/22	100.00	2
			<b>250.00</b>	
CLAYRIDG	CLAYTON RIDGE CSD	B-Golf Entry - 4/26/22	35.00	2
CLAYRIDG	CLAYTON RIDGE CSD	G-Track Entry - 4/26/22	70.00	2
			<b>105.00</b>	
EDCO	EDGEWOOD COLESBURG SCHOOL	MS B/G Track Entry - 4/21/22	120.00	2
			<b>120.00</b>	
JESUPCSD	JESUP COMMUNITY SCHOOL DISTRICT	B-Track Entry - 4/12/22	85.00	2
			<b>85.00</b>	
MFL	MFL MARMAC SCHOOLS	G-Track Entry - 4/28/22	80.00	2
			<b>80.00</b>	
MONTCSD	MONTICELLO CSD	B/G Track Entry - 4/21/22	180.00	2
			<b>180.00</b>	
SHOPSCRIP	SHOP WITH SCRIP	Scrip Cards	2,841.45	2
			<b>2,841.45</b>	
STARMONT	STARMONT CSD	MS G-Track Entry - 4/19/22	80.00	2
			<b>80.00</b>	
THREELMS	THREE ELMS GOLF COURSE	B-Conference Golf Entry - 5/2/22	60.00	2
			<b>60.00</b>	
WESTDELA	WEST DELAWARE CSD	MS B-Track Entry - 4/19/22	60.00	2
WESTDELA	WEST DELAWARE CSD	MS G-Track Entry - 4/12/22	60.00	2
			<b>120.00</b>	
Report Total:			<b>3,921.45</b>	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ANDEKESA	ANDEREGG, KELLY AND SALLY	Refund Lunch Account	57.75
			<b>57.75</b>
* BIMBBAKE	BIMBO BAKERIES USA	Bread	895.66
			<b>895.66</b>
* HACKJANE	BRAD AND JANET HACKETT	Refund Lunch Account	50.15
			<b>50.15</b>
* COOKAARO	COOK, AARON AND TRISH	Refund Lunch Account	6.90
			<b>6.90</b>
* COOKTRSU	COOK, TRAVIS AND SUSAN	Refund Lunch Account	30.35
			<b>30.35</b>
* DONLJASO	JASON AND DEB DONLEA	Refund Lunch Account	128.00
			<b>128.00</b>
* JOYCJAAL	JOYCE, JASON AND ALYNN	Refund Lunch Account	23.95
			<b>23.95</b>
MARTBROT	MARTIN BROTHERS	Food/Supplies/Fees	14,607.53
			<b>14,607.53</b>
PRAIFARM	PRAIRIE FARMS DAIRY, INC.	Dairy Products	3,495.48
			<b>3,495.48</b>
Batch Total:			19,295.77
Report Total:			19,295.77



Activity Fund Balance Report - Summary - Exclude Encumbrances  
04/2022 - 04/2022

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	19,821.54	8,580.21	4,005.95	0.00	15,247.28
21 6120 729 910	SPEECH	1,207.78	784.72	0.00	0.00	423.06
21 6210 729 910	MUSIC CLUB	1,189.38	86.39	0.00	0.00	1,102.99
21 6220 729 910	PEP BAND	1,832.28	0.00	0.00	0.00	1,832.28
21 6221 729 910	MUSIC TRIP	2,320.15	220.00	0.00	0.00	2,100.15
21 6222 729 910	COLOR GUARD	775.15	0.00	0.00	0.00	775.15
21 6600 729 920	ATHLETICS	13,462.77	6,053.67	125.00	0.00	7,534.10
21 6645 729 920	CROSS COUNTRY	14.50	0.00	0.00	0.00	14.50
21 6693 729 920	CHEERLEADING	2,945.89	20.00	0.00	0.00	2,925.89
21 6694 729 920	DANCE TEAM	2,362.69	0.00	0.00	0.00	2,362.69
21 6710 729 920	BOYS' BASKETBALL	1,378.72	0.00	0.00	0.00	1,378.72
21 6720 729 920	FOOTBALL	5,511.02	0.00	0.00	0.00	5,511.02
21 6730 729 920	BASEBALL	1,403.09	499.00	324.00	0.00	1,228.09
21 6740 729 920	BOYS' TRACK	376.59	0.00	0.00	0.00	376.59
21 6760 729 920	BOYS' GOLF	1,470.67	0.00	0.00	0.00	1,470.67
21 6790 729 920	WRESTLING	350.82	0.00	0.00	0.00	350.82
21 6810 729 920	GIRLS BASKETBALL	493.15	0.00	0.00	0.00	493.15
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	6,714.14	3,942.56	0.00	0.00	2,771.58
21 7011 729 950	HS STUDENT COUNCIL	3,667.88	1,648.29	1,400.16	0.00	3,419.75
21 7012 729 950	SPANISH CLUB	1,823.45	0.00	0.00	0.00	1,823.45
21 7013 729 950	NHS	131.07	0.00	0.00	0.00	131.07
21 7015 729 950	FEED STORE	303.15	220.88	0.00	0.00	82.27
21 7016 729 950	FITNESS CLUB	37.55	0.00	0.00	0.00	37.55
21 7018 729 950	LIBRARY CLUB	710.36	0.00	37.00	0.00	747.36
21 7020 729 950	NEWSPAPER	1,936.84	0.00	0.00	0.00	1,936.84
21 7021 729 950	ROBOTICS CLUB	905.71	0.00	0.00	0.00	905.71
21 7025 729 950	TECHNOLOGY	906.97	0.00	0.00	0.00	906.97
21 7026 729 950	FFA	17,666.25	1,868.42	400.00	0.00	16,197.83
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	19.32	0.00	0.00	0.00	19.32
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

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
21 7049 729 950	PBIS	3,266.22	0.00	395.00	0.00	3,661.22
21 7050 729 950	ELEM. ST. COUNCIL	1,456.72	722.59	54.00	0.00	788.13
21 7051 729 950	CAMP WAPSIE	7,320.90	0.00	0.00	0.00	7,320.90
21 7052 729 950	EB HOOPSTERS CLUB	1,420.66	0.00	0.00	0.00	1,420.66
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	1,543.60	0.00	0.00	0.00	1,543.60
21 7078 729 950	CLASS OF 2023	1,257.25	576.38	1,446.69	0.00	2,127.56
21 7079 729 950	CLASS OF 2024	1,379.41	0.00	0.00	0.00	1,379.41
21 7080 729 950	CLASS OF 2025	755.76	0.00	0.00	0.00	755.76
21 7081 729 950	CLASS OF 2026	545.00	0.00	0.00	0.00	545.00
21 7082 729 950	CLASS OF 2027	95.00	0.00	0.00	0.00	95.00
21 8000 729 910	ANNUAL	7,968.42	0.00	0.00	0.00	7,968.42
21 8001 729 910	BUCCANEER CLUB	1,986.93	99.00	0.00	0.00	1,887.93
21 8002 729 910	THE BUCCANEER NETWORK	2,109.81	0.00	0.00	0.00	2,109.81
21 8004 729 910	INTEREST	771.21	0.00	81.65	0.00	852.86
Fund Total: 21		133,839.05	25,322.11	8,269.45	0.00	116,786.39

**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	2,869	0	0	243	0	52	0	0	0	3,164
SEPTEMBER	7,927	0	0	1,214	0	67	0	0	62	9,270
OCTOBER	7,726	0	0	995	0	0	0	0	0	8,721
NOVEMBER	6,785	0	0	1,153	0	0	0	0	0	7,938
DECEMBER	6,067	0	0	1,071	0	0	0	0	0	7,138
JANUARY	6,046	0	0	1,135	0	59	0	0	0	7,240
FEBRUARY	6,451	0	0	1,168	0	29	0	0	0	7,648
MARCH	7,848	0	0	605	0	0	0	0	0	8,453
APRIL	6,796	0	0	1,950	0	0	0	0	0	8,746
MAY	0	0	0	0	0	0	0	0	0	0
JUNE	0	0	0	0	0	0	0	0	0	0
TOTAL	59,435	-	-	9,906	-	207	-	-	62	69,610

EAST BUCHANAN SCHOOL  
MILEAGE REPORT  
2021-2022

MONTH	VAN/CAR ROUTE MILES	VAN/CAR ADMIN. MILES	VAN/CAR SPECIAL ED. MILES	VAN/CAR ACTIVITY MILES	VAN/CAR CUSTODIAL MILES	VAN/CAR TRANSP. MILES	VAN/CAR DRIVERS ED MILES	VAN/CAR OTHER MILES	VAN/CAR MISC. MILES	VAN/CAR TOTAL MILES
JULY	8	0	188	202	229	18	0	0	32	677
AUGUST	0	70	1,013	1,895	315	0	0	0	28	3,321
SEPTEMBER	0	187	3,089	1,391	210	194	0	0	59	5,130
OCTOBER	0	503	4,410	3,937	323	311	0	0	0	9,484
NOVEMBER	0	702	3,803	1,249	164	165	0	0	0	6,083
DECEMBER	0	125	4,354	526	182	163	0	0	0	5,350
JANUARY	0	179	4,433	1,590	203	213	0	0	0	6,618
FEBRUARY	0	171	5,587	1,871	161	57	0	0	0	7,847
MARCH	0	874	5,826	1,547	246	0	0	0	0	8,493
APRIL	0	321	5,488	1,903	56	78	0	0	0	7,846
MAY	0	0	0	0	0	0	0	0	0	0
JUNE	0	0	0	0	0	0	0	0	0	0
TOTAL	8	3,132	38,191	16,111	2,089	1,199	-	-	119	60,849
BUS/VAN TOTAL	59,443	3,132	38,191	26,017	2,089	1,406	-	-	181	130,459

# 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	484.000	\$ 2.650	\$ 1,282.35	747.000	\$ 2.432	\$ -	\$ 3,099.36	51.000	\$ 135.12	203.000	\$ 493.78	\$ 628.90
AUG.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	268.000	\$ 710.07	303.000	\$ 730.84	\$ 1,440.91
SEPT.	499.000	\$ 2.670	\$ 1,332.18	751.000	\$ 2.546	\$ 1,912.05	\$ 3,244.23	469.000	\$ 1,252.09	1,157.000	\$ 1,912.05	\$ 3,164.14
OCT.	346.000	\$ 2.886	\$ 998.39	552.000	\$ 2.891	\$ 1,595.89	\$ 2,594.28	635.000	\$ 1,832.29	1,107.000	\$ 3,200.45	\$ 5,032.74
NOV.	454.000	\$ 2.886	\$ 1,310.06	872.000	\$ 2.771	\$ 2,416.40	\$ 3,726.46	468.000	\$ 1,350.46	1,111.000	\$ 3,078.69	\$ 4,429.15
DEC.	621.000	\$ 2.744	\$ 1,704.15	1,479.000	\$ 2.661	\$ 3,935.23	\$ 5,639.38	453.000	\$ 1,243.03	1,180.000	\$ 3,139.98	\$ 4,383.01
JAN.	407.000	\$ 2.797	\$ 1,138.50	1,185.000	\$ 3.047	\$ 3,610.72	\$ 4,749.22	672.000	\$ 1,879.79	1,141.000	\$ 3,476.63	\$ 5,356.42
FEB.	531.000	\$ 3.040	\$ 1,614.24	659.000	\$ 3.233	\$ 2,130.68	\$ 3,744.92	572.000	\$ 1,738.88	1,018.000	\$ 3,291.40	\$ 5,030.28
MARCH	865.000	\$ 3.623	\$ 3,133.84	1,363.000	\$ 4.014	\$ 5,470.56	\$ 8,604.40	548.000	\$ 1,985.40	1,152.000	\$ 4,624.13	\$ 6,609.53
APR.	248.000	\$ 3.399	\$ 842.95	771.000	\$ 3.879	\$ 2,990.94	\$ 3,833.89	560.000	\$ 1,903.44	1,168.000	\$ 4,531.02	\$ 6,434.46
MAY	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
JUNE	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	\$ -
TOTALS	4,455.000		\$13,356.66	8,379.000		\$24,062.47	\$39,236.14	4,696.000	\$14,030.57	9,540.000	\$28,478.97	\$42,509.54

**RECEIPTS**

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$0.00	\$0.00	\$0.00
Student Lunch	-\$695.15	\$140.01	-\$555.14
Adult Breakfast	\$19.50	\$135.00	\$154.50
Adult Lunch	\$466.10	\$3,179.75	\$3,645.85
Cafeteria	\$4,593.60	\$33,056.85	\$37,650.45
Snacks	\$1,292.84	\$12,289.11	\$13,581.95
Federal Breakfast	\$8,768.43	\$43,051.70	\$51,820.13
Federal Lunch	\$42,663.93	\$218,970.27	\$261,634.20
State Breakfast	\$105.34	\$455.74	\$561.08
State Lunch	\$358.15	\$1,297.21	\$1,655.36
ECO Grant	\$0.00	\$1,553.98	\$1,553.98
Other Revenues	\$34.38	\$2,428.71	\$2,463.09
Other Purchased Services	-\$74.35	-\$542.93	-\$617.28
Rebate	\$0.00	\$792.57	\$792.57
Interest	\$127.69	\$847.68	\$975.37
<b>TOTAL INCOME</b>	<b>\$57,660.46</b>	<b>\$317,655.65</b>	<b>\$375,316.11</b>

**EXPENDITURES**

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$25,851.66	\$148,050.26	\$173,901.92
Commodities	\$0.00	\$0.00	\$0.00
Supplies	\$1,013.24	\$6,889.56	\$7,902.80
Shared Contract	\$0.00	\$14,085.28	\$14,085.28
Purchased Services	\$309.00	\$933.75	\$1,242.75
Equipment	\$0.00	\$1,212.43	\$1,212.43
Travel	\$0.00	\$0.00	\$0.00
Other Expenses	\$345.20	\$1,579.98	\$1,925.18
Cooks Salaries	\$17,503.19	\$39,854.85	\$57,358.04
Benefits	\$4,970.22	\$15,805.51	\$20,775.73
<b>TOTAL EXPENDITURES</b>	<b>\$49,992.51</b>	<b>\$228,411.62</b>	<b>\$278,404.13</b>

**BALANCE**

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$129,985.33	\$129,985.33
Income	\$57,660.46	\$317,655.65	\$375,316.11
Expenditures	\$49,992.51	\$228,411.62	\$278,404.13
<b>FUND BALANCE</b>	<b>\$7,667.95</b>	<b>\$219,229.36</b>	<b>\$226,897.31</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	39	392	431
Adult Breakfasts	14	94	108
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
<b>TOTAL BREAKFASTS SERVED</b>	<b>53</b>	<b>486</b>	<b>539</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	128	838	966
Student Guest Lunches	0	0	0
Complimentary Lunches	0	1	1
<b>TOTAL LUNCHES SERVED</b>	<b>128</b>	<b>839</b>	<b>967</b>

SSO Breakfasts Served	3,080	20,603	23,683
SSO Lunches Served	7,935	59,249	67,184

2021-2022

East Buchanan

Hot Lunch  
Report**DAYS MEALS SERVED**

July	0
August	7
September	20
October	20
November	18
December	16
January	16
February	17
March	21
April	18
May	0
June	0
<b>TOTALS</b>	<b>153</b>

April, 2022

East Buchanan Community School District  
Cash Summary Report

	<u>Jul-21</u>	<u>Aug-21</u>	<u>Sep-21</u>	<u>Oct-21</u>	<u>Nov-21</u>
<b>10-GENERAL FUND</b>					
Beginning Balance	2,950,610.76	2,448,296.94	1,895,154.69	1,785,715.27	2,555,393.19
Revenue	81,773.40	170,952.28	445,736.85	1,353,982.72	584,114.21
Expenditures	584,087.22	724,094.53	555,176.27	584,304.80	647,976.59
Ending Balance	2,448,296.94	1,895,154.69	1,785,715.27	2,555,393.19	2,491,530.81
<b>21-ACTIVITY FUND</b>					
Beginning Balance	136,915.26	122,184.38	130,840.99	140,911.50	136,580.80
Revenue	1,536.73	14,424.03	20,871.38	83,774.79	18,901.64
Expenditures	16,267.61	5,767.42	10,800.87	88,105.49	21,877.65
Ending Balance	122,184.38	130,840.99	140,911.50	136,580.80	133,604.79
<b>22-MANAGEMENT FUND</b>					
Beginning Balance	319,600.48	199,324.82	197,952.92	197,663.14	219,601.31
Revenue	1,218.24	0.00	710.22	23,340.02	4,411.01
Expenditures	121,493.90	1,371.90	1,000.00	1,401.85	5,885.00
Ending Balance	199,324.82	197,952.92	197,663.14	219,601.31	218,127.32
<b>33-SAVE</b>					
Beginning Balance	3,161,229.02	3,006,217.31	3,058,474.79	3,110,693.49	3,151,960.02
Revenue	233,048.29	52,257.48	52,218.70	52,297.53	131,587.85
Expenditures	388,060.00	0.00	0.00	11,031.00	0.00
Ending Balance	3,006,217.31	3,058,474.79	3,110,693.49	3,151,960.02	3,283,547.87
<b>36-PPEL</b>					
Beginning Balance	617,863.38	609,637.24	564,299.81	543,531.45	661,820.94
Revenue	5,026.96	368.48	6,718.18	160,447.49	40,632.09
Expenditures	13,253.10	45,705.91	27,486.54	42,158.00	65,019.01
Ending Balance	609,637.24	564,299.81	543,531.45	661,820.94	637,434.02
<b>40-DEBT SERVICE</b>					
Beginning Balance	236,982.41	241,765.42	241,282.58	248,089.80	374,676.50
Revenue	596,117.25	17.16	6,807.22	210,180.45	38,123.84
Expenditures	591,334.24	500.00	0.00	83,593.75	300.00
Ending Balance	241,765.42	241,282.58	248,089.80	374,676.50	412,500.34
less: Escrow Acct	215,000.00	215,000.00	215,000.00	215,000.00	215,179.09
	26,765.42	26,282.58	33,089.80	159,676.50	197,321.25
<b>61-NUTRITION FUND</b>					
Beginning Balance	129,985.33	131,211.21	138,589.96	125,563.27	152,471.06
Revenue	3,707.94	7,876.81	13,535.83	80,021.89	16,616.42
Expenditures	2,482.06	498.06	26,562.52	53,114.10	51,566.02
Ending Balance	131,211.21	138,589.96	125,563.27	152,471.06	117,521.46
less: Received on Acct	6,735.72	12,604.12	11,277.82	9,492.37	8,923.08
	124,475.49	125,985.84	114,285.45	142,978.69	108,598.38
<b>EMPLOYER'S PAYROLL EXPENSE</b>					
Gross Wages-hourly	45,842.88	35,196.48	39,455.83	96,593.41	98,140.31
Gross Wages-retention	0.00	0.00	0.00	0.00	0.00
Gross Wages-contract	289,623.24	290,390.02	322,384.59	323,356.53	327,647.50
	335,466.12	325,586.50	361,840.42	419,949.94	425,787.81
Employer paid deductions	47,964.48	46,670.85	59,972.02	54,647.37	52,447.91
Employer paid IPERS	30,809.03	29,295.13	33,303.46	38,814.49	39,401.11
Employer paid FICA	25,939.04	22,765.01	26,453.43	31,134.18	31,577.13
	104,712.55	98,730.99	119,728.91	124,596.04	123,426.15
<b>TOTAL</b>	<b>440,178.67</b>	<b>424,317.49</b>	<b>481,569.33</b>	<b>544,545.98</b>	<b>549,213.96</b>

# East Buchanan Community School District Cash Summary Report

	<u>Dec-21</u>	<u>Jan-22</u>	<u>Feb-22</u>	<u>Mar-22</u>	<u>Apr-22</u>
<b>10-GENERAL FUND</b>					
Beginning Balance	2,491,530.81	2,479,074.77	2,500,141.40	2,438,178.31	2,258,688.72
Revenue	591,644.61	735,474.16	601,409.50	508,511.89	1,142,223.76
Expenditures	604,100.65	714,407.53	663,372.59	688,001.48	609,076.65
Ending Balance	2,479,074.77	2,500,141.40	2,438,178.31	2,258,688.72	2,791,835.83
<b>21-ACTIVITY FUND</b>					
Beginning Balance	133,604.79	130,557.96	129,920.10	128,143.85	133,839.05
Revenue	15,033.96	9,426.86	12,295.85	21,556.07	8,269.45
Expenditures	18,080.79	10,064.72	14,072.10	15,860.87	25,322.11
Ending Balance	130,557.96	129,920.10	128,143.85	133,839.05	116,786.39
<b>22-MANAGEMENT FUND</b>					
Beginning Balance	218,127.32	218,057.36	218,424.56	217,856.78	217,885.56
Revenue	1,281.04	1,367.20	432.22	1,404.78	20,446.57
Expenditures	1,351.00	1,000.00	1,000.00	1,376.00	1,580.00
Ending Balance	218,057.36	218,424.56	217,856.78	217,885.56	236,752.13
<b>33-SAVE</b>					
Beginning Balance	3,283,547.87	3,319,794.26	3,351,795.81	3,353,717.53	3,452,330.45
Revenue	68,481.39	55,912.55	12,131.72	133,154.92	50,361.99
Expenditures	32,235.00	23,911.00	10,210.00	34,542.00	90,000.00
Ending Balance	3,319,794.26	3,351,795.81	3,353,717.53	3,452,330.45	3,412,692.44
<b>36-PPEL</b>					
Beginning Balance	637,434.02	643,757.11	551,568.70	541,339.40	504,250.66
Revenue	12,748.12	23,821.89	3,467.40	10,581.87	117,658.63
Expenditures	6,425.03	116,010.30	13,696.70	47,670.61	83,741.00
Ending Balance	643,757.11	551,568.70	541,339.40	504,250.66	538,168.29
<b>40-DEBT SERVICE</b>					
Beginning Balance	412,500.34	424,875.83	438,093.40	441,854.72	455,433.19
Revenue	44,610.49	13,217.57	4,261.32	13,585.66	602,585.60
Expenditures	32,235.00	0.00	500.00	7.19	717,187.50
Ending Balance	424,875.83	438,093.40	441,854.72	455,433.19	340,831.29
less: Escrow Acct	215,179.09	215,179.09	215,179.09	215,179.09	215,179.09
	209,696.74	222,914.31	226,675.63	240,254.10	125,652.20
<b>61-NUTRITION FUND</b>					
Beginning Balance	117,521.46	169,936.70	185,801.10	193,877.45	209,392.83
Revenue	105,652.23	51,197.48	52,200.56	48,574.72	80,903.37
Expenditures	53,236.99	35,333.08	44,124.21	33,059.34	63,398.89
Ending Balance	169,936.70	185,801.10	193,877.45	209,392.83	226,897.31
less: Received on Acct	8,594.63	8,231.33	8,069.38	6,873.48	6,213.33
	161,342.07	177,569.77	185,808.07	202,519.35	220,683.98
<b>EMPLOYER'S PAYROLL EXPENSE</b>					
Gross Wages-hourly	92,218.19	84,423.16	77,259.87	77,100.32	91,136.51
Gross Wages-retention	0.00	0.00	0.00	45,000.00	16,837.80
Gross Wages-contract	318,544.68	315,733.04	316,670.23	314,884.14	319,182.75
	410,762.87	400,156.20	393,930.10	436,984.46	427,157.06
Employer paid deductions	51,207.87	51,429.11	51,975.00	51,586.64	51,313.75
Employer paid IPERS	37,458.69	36,377.52	36,141.60	35,471.75	37,803.50
Employer paid FICA	30,370.94	29,623.84	29,150.70	32,418.40	31,641.74
	119,037.50	117,430.47	117,267.30	119,476.79	120,758.99
<b>TOTAL</b>	<b>529,800.37</b>	<b>517,586.67</b>	<b>511,197.40</b>	<b>556,461.25</b>	<b>547,916.05</b>

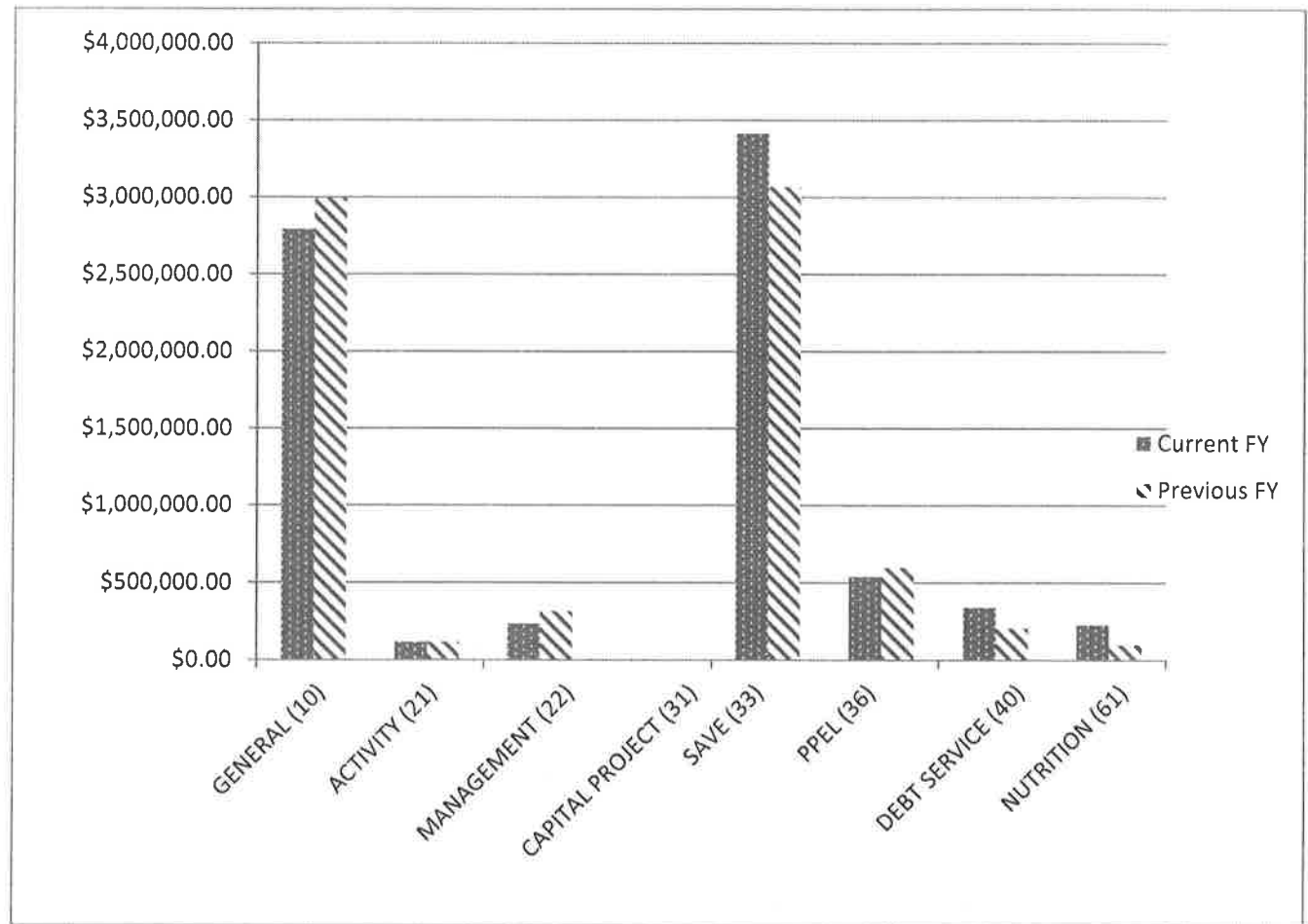


# CASH SUMMARY REPORT

## EAST BUCHANAN COMMUNITY SCHOOL

### April 2022

Fund Description	Beginning	Revenues	Expenditures	FY22 Ending	FY21 End Balance	Difference
GENERAL (10)	\$2,258,688.72	\$1,142,223.76	\$609,076.65	\$2,791,835.83	\$2,992,088.75	(\$200,252.92)
ACTIVITY (21)	\$133,839.05	\$8,269.45	\$25,322.11	\$116,786.39	\$116,380.02	\$406.37
MANAGEMENT (22)	\$217,885.56	\$20,446.57	\$1,580.00	\$236,752.13	\$314,876.75	(\$78,124.62)
CAPITAL PROJECT (31)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SAVE (33)	\$3,452,330.45	\$50,361.99	\$90,000.00	\$3,412,692.44	\$3,065,114.16	\$347,578.28
PPEL (36)	\$504,250.66	\$117,658.63	\$83,741.00	\$538,168.29	\$597,923.12	(\$59,754.83)
DEBT SERVICE (40)	\$455,433.19	\$602,585.60	\$717,187.50	\$340,831.29	\$204,983.80	\$135,847.49
NUTRITION (61)	\$209,392.83	\$80,903.37	\$63,398.89	\$226,897.31	\$98,925.37	\$127,971.94
TOTAL				\$7,663,963.68	\$7,390,291.97	\$273,671.71



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

		FY22 Certified Budget	as of 4/30/2022	over / (under) budget	
Taxes Levied on Property	1	\$ 2,907,753.00	\$ 2,735,369.00		
Utility Replacement Excise Tax	2	\$ 46,274.00	\$ 36,943.78		
Income Surtaxes	3	\$ 158,455.00	\$ 150,916.00		
Tuition\Transportation Received	4	\$ 575,000.00	\$ 332,460.78		
Earnings on Investments	5	\$ 81,500.00	\$ 43,450.21		
Nutrition Program Sales	6	\$ 165,000.00	\$ 54,477.61		
Student Activities and Sales	7	\$ 189,000.00	\$ 145,783.14		
Other Revenues from Local Sources	8	\$ 91,000.00	\$ 123,008.10		
Revenue from Intermediary Sources	9	\$ -	\$ -		
State Foundation Aid	10	\$ 4,059,983.00	\$ 3,211,626.80		
Instructional Support State Aid	11	\$ 15,336.00	\$ -		
Other State Sources	12	\$ 581,350.00	\$ 628,313.37		
Commercial & Industrial State Replacement	13	\$ 20,453.00	\$ 16,381.87		
Title I Grants	14	\$ 70,000.00	\$ 35,311.48		
IDEA and Other Federal Sources	15	\$ 320,000.00	\$ 576,375.33		
Total Revenues	16	\$ 9,281,104.00	\$ 8,090,417.47		
General Long-Term Debt Proceeds	17	\$ -	\$ -		
Transfers In	18	\$ 313,178.00	\$ 309,177.50		
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ -		
Special Items/Upward Adjustments	20	\$ -	\$ (4,557.41)		
Total Revenues & Other Sources	21	\$ 9,594,282.00	\$ 8,395,037.56		
Beginning Fund Balance	22	\$ 6,697,739.27	\$ 6,697,739.27		
<b>Total Resources</b>	23	\$ 16,292,021.27	\$ 15,092,776.83		
<b>*Instruction</b>	24	\$ 5,284,000.00	\$ 3,634,925.68	\$ (1,649,074.32)	69%
Student Support Services	25	\$ 207,500.00	\$ 160,138.15		
Instructional Staff Support Services	26	\$ 483,000.00	\$ 446,338.81		
General Administration	27	\$ 266,500.00	\$ 199,941.74		
School/Building Administration	28	\$ 375,000.00	\$ 314,828.56		
Business & Central Administration	29	\$ 120,000.00	\$ 123,876.87		
Plant Operation and Maintenance	30	\$ 627,000.00	\$ 573,088.91		
Student Transportation	31	\$ 453,000.00	\$ 496,124.33		
This row is intentionally left blank	32	\$ -			
<b>*Total Support Services (lines 25-32)</b>	32A	\$ 2,532,000.00	\$ 2,314,337.37	\$ (217,662.63)	91%
<b>*Noninstructional Programs</b>	33	\$ 345,000.00	\$ 277,730.95	\$ (67,269.05)	81%
Facilities Acquisition and Construction	34	\$ 468,044.00	\$ 96,488.84		
Debt Service	35	\$ 662,965.00	\$ 662,665.00		
AEA Support - Direct to AEA	36	\$ 295,483.00	\$ 209,120.80		
<b>*Total Other Expenditures (lines 34-36)</b>	36A	\$ 1,426,492.00	\$ 968,274.64	\$ (458,217.36)	68%
Total Expenditures	37	\$ 9,587,492.00	\$ 7,195,268.64		
Transfers Out	38	\$ 313,178.00	\$ 309,177.50		
Other Uses	39	\$ -	\$ -		
Total Expenditures & Other Uses	40	\$ 9,900,670.00	\$ 7,504,446.14		
Ending Fund Balance	41	\$ 6,391,351.27	\$ 7,588,330.69		
<b>Total Requirements</b>	42	\$ 16,292,021.27	\$ 15,092,776.83		

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.

# **ADMINISTRATIVE UPDATES & REPORTS**



*Dave's Complete Construction, Inc.*

**East Buchanan CSD Sports Complex Improvements**

Progress Report

04/12/2022

- Dugouts have been removed
- Electrical panels have been temporarily relocated
- Concession building has been removed
- Dugout foundation excavation is complete
- Dugout spread footings have been poured
- East dugout foundation walls have been set and is planned to pour today, weather permitting
- Dugout foundation back fill is planned for Thursday, 4/14/22
- Civil work is planned for Wednesday, 4/13/22, weather permitting

04/19/2022

- Concrete work on the dugouts is complete
- Block layers are working on the visitors' dugout
- Surface drain tile is about half complete
- Concession building foundation excavation begins, rock subgrade is being discussed
- Dugout masonry electrical in wall piping is being assembled
- Visitors' dugout masonry is planned to be completed this week, weather permitting
- Concession building spread footings are planned for Wednesday, 4/20

04/26/2022

- Home dugout masonry is completed
- Concession building foundation walls have been poured and form are being stripped
- Baseball bleacher pad will be poured today, 4/26/2022
- Trees have been removed and fill area is ready to salvage top soil and begin placing fill material
- Concession building backfill begins Monday, 5/2/2022
- French drain tile work continues today

05/03/2022

- Dugout carpentry work continues, roof sheeting is installed
- Fill material had begun to be placed
- Rainy weather is delaying dirt work
- Rained out again today
- Concession building backfill is planned for Wednesday, 5/4, with imported rock

05/10/2022

- Dugouts are completed and we will hang temporary doors and locks on the storage rooms until the galvanized doors are delivered
- Softball fencing is reinstalled
- Softball and pull pen field work has been completed
- Concession building under floor electrical rough in is completed and mechanical rough in will be completed by the end of day
- Clean rock sub grade will be placed Wednesday 5/11
- Concession building floor pour is planned for Thursday 5/12
- Site work continues

## MOTION TO APPROVE THE LIST OF GRADUATES

	FirstName	MiddleName	LastName
1	Cole	Willis	Allsup
2	Lacy	Ann	Anderegg
3	Yhair	Primitivo	Avianeda Blanco
4	Victoria	Dawn	Boeckenstedt
5	Jose	Antonio	Castillo
6	Abigail	Jean	Cook
7	Aiden	Alan	Cook
8	Ella	Joy	Cook
9	Kirby	William	Cook
10	Ethan	Christopher	Crow
11	Lauren	Constance	Donlea
12	Lara	Ann	Fox
13	Alayna	Rae	Gallery
14	Crealeigh	Jo	Griswold
15	Adam	Joseph	Hackett
16	Cavon	Reck	Hazen
17	Hunter	David	Hitchcock
18	Carson	William	James
19	Jeremiah		Jarrett
20	Ally	Elizabeth	Joyce
21	Keaton	John	Kelly
22	Cameron	Joseph	Kress
23	McKenna	Rose	Lehs
24	Lexie	Kay	Mundschenk
25	Morgan	Skye	Newman
26	Kyara	Quinn	Pals
27	Shania	Jean Marie	Rasmussen
28	Kenneth	Tristan	Richmond
29	Taylor	Allyson	Russell
30	Bailey	Dean	Thorpe
31	Samantha	Josephine	Valenzuela
32	Hayden	Kirk	Weber
33	Connor	Michael	Williams

\*\*\*\*\*

*"I move that the board approve the list of graduates as presented."*

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

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

# **RESOLUTION SUPPORTING THE PROPOSED USE OF SAVE REVENUE FOR AN ATHLETIC FACILITY INFRASTRUCTURE PROJECT**

Director \_\_\_\_\_ introduced the following Resolution and moved its adoption. Director \_\_\_\_\_ seconded the motion to adopt. The roll was called, and the vote was:

The President declared the Resolution adopted as follows:

## **RESOLUTION SUPPORTING THE PROPOSED USE OF SAVE REVENUE FOR AN ATHLETIC FACILITY INFRASTRUCTURE PROJECT**

WHEREAS, the School District receives revenue from the State of Iowa Secure an Advanced Vision for Education Fund ("SAVE Revenue") pursuant to Iowa Code § 423F.2; and

WHEREAS, pursuant to Iowa Code chapter 423F and an election duly held in accordance therewith on September 9, 2008, the Board of Directors is currently entitled to spend SAVE Revenue for school infrastructure purposes, including the construction of an athletic facility infrastructure project; and

WHEREAS, the Board of Directors has considered potential uses of the District's SAVE Revenue including use for secure entries for the District's attendance centers and has determined that it is necessary and advisable for the District to use SAVE Revenue for the following athletic facility infrastructure project that is not physically attached to a student attendance center: to improve the athletic complex, including constructing, furnishing and equipping a new concession stand with bathrooms, a new storage building, softball field dugouts, baseball field bleachers, football field visiting spectator bleachers, all-weather four-lane track, pedestrian facilities and related site work; and

WHEREAS, the Board of Directors has complied with the provisions of Iowa Code § 423F.3(6A) by adopting a resolution setting forth the proposal for the athletic facility infrastructure project, and holding a public hearing on the proposed construction of the athletic facility:

NOW, THEREFORE, it is resolved:

1. The Board of Directors hereby supports the proposed use of SAVE Revenue for the following athletic facility infrastructure project: to improve the athletic complex, including constructing, furnishing and equipping a new concession stand with bathrooms, a new storage building, softball field dugouts, baseball field bleachers, football field visiting spectator bleachers, all-weather four-lane track, pedestrian facilities and related site work. The estimated cost of the construction of this athletic facility infrastructure project is \$1,600,000.
2. Eligible electors of the school district have the right to file with the Board Secretary a petition pursuant to Iowa Code § 423F.4(2)(b), on or before close of business on May 25, 2022, for an election on the proposed use of SAVE Revenue. The petition must be signed by eligible electors equal in number to not less than one hundred or thirty percent of those voting at the last preceding election of school officials under Iowa Code § 277.1, whichever is greater.
3. In the event a petition containing the required number of valid signatures is filed with the Secretary of the Board on or before close of business on May 25, 2022, the President shall call a meeting of the Board to consider rescinding this Resolution supporting the proposed use of SAVE Revenue or directing that the question of the proposed use of SAVE Revenue be submitted to the qualified electors of the School District.

If the Board determines to submit the question to the electors, the proposition to be submitted shall be as follows:

Shall the Board of Directors of the East Buchanan Community School District in the County of Buchanan, State of Iowa, be authorized to use revenue from the State of Iowa Secure an Advanced Vision for Education Fund to improve the athletic complex, including constructing, furnishing and equipping a new concession stand with bathrooms, a new storage building, softball field dugouts, baseball field bleachers, football field visiting spectator bleachers, all-weather four-lane track, pedestrian facilities and related site work, with the estimated cost of construction being \$1,600,000?

PASSED AND APPROVED this 11th day of May, 2022.

\_\_\_\_\_  
Board President

ATTEST:

\_\_\_\_\_  
Board Secretary

\*\*\*\*\*

*"I move that the board approve the resolution supporting the proposed use of SAVE revenue for an athletic facility infrastructure project as presented."*

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

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

Roll Call: \_\_\_\_\_

# MOTION TO APPROVE AMENDING THE CURRENT YEAR BUDGET

## Policy 703.1

The board may amend the budget for the fiscal year in the event of unforeseen circumstances. The amendment procedures will follow the procedures for public review and adoption of the original budget by the board outlined in these policies.

It is the responsibility of the superintendent and the board secretary to bring any budget amendments necessary to the attention of the board to allow sufficient time to file the amendment with the county auditor no later than May 31 of each year.

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET				
EAST BUCHANAN School District Fiscal Year July 1, 2021 - June 30, 2022				
The EAST BUCHANAN School District will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2022				
Meeting Date/Time: 5/11/2022 05:01 PM		Contact: Teresa Knipper	Phone: (319) 935-3660 ext: 2106	
Meeting Location: East Buchanan School 414 5th St N Winthrop IA 50682				
There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.				
EXPENDITURES	Total Budget as Certified or Last Amended	Amendment Increase	Total Budget After Current Amendment	Reason
Instruction	5,284,000	216,000	5,500,000	Pandemic related expenditures, teacher retention payment, technology purchases
Total Support Services	2,532,000	368,000	2,900,000	Staff retention payments, vehicle purchases, increased insurance rates, additional staff
Noninstructional Programs	345,000	20,000	365,000	Increased food/supply costs
Total Other Expenditures	1,426,492	0	1,426,492	
<b>Total</b>	<b>9,587,492</b>	<b>604,000</b>	<b>10,191,492</b>	

\*\*\*\*\*

*"I move that the board amend the current year budget as presented."*

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

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

\_\_\_\_ county auditor  
\_\_\_\_ DoMgmt



**RESOLUTION APPROVING THE CORRECTION OF FLEX-BENEFIT ACTIVITY FROM THE  
GENERAL FUND TO THE FLEX-BENEFITS PLAN FUND**

The district offers employees the option to enroll in a flex benefits account to have contributions to their account deducted from their pay on a pre-tax basis for dependent care and/or eligible medical expenses. The employee then submits a claim to be reimbursed for qualifying expenses.

Contributions to and reimbursements from these accounts are currently recorded in the General Fund. According to Uniform Financial Accounting (UFA) guidance provided by the Iowa Department of Education, these funds should be recorded in the Internal Service Fund.

The board is being asked to approve the resolution below to correct the fund being used. This would allow the fund balance to be carried forward year to year.

Whereas, the Board has the authority to direct an accounting correction from the General Fund which relates to the flex-benefit activity to the Flex-Benefits Plan Fund as defined under the Uniform Financial Accounting Manual and Iowa Chart of Accounts Coding; and

Whereas, it is in the best interest of the District to make this correction from the District's General Fund to the District's Flex-Benefits Plan Fund as allowed.

NOW, THEREFORE, be it resolved:

The Board of Directors hereby authorizes the Business Manager of the School District to make an accounting correction for the flex-benefit activity from the General Fund to the Flex-Benefits Plan Fund and to record all future flex benefit activity directly to the Flex-Benefits Plan Fund.

PASSED AND APPROVED this 11th day of May, 2022.

\*\*\*\*\*

"I move that the board approve the resolution as presented."

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

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

# POLICY REVIEW

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

\*\*\*\*\*

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

Wording to be removed is ~~crossed out~~

Additions are in **bold and underlined**

Decisions to be made are **highlighted**

Optional wording is in *[italics and brackets]*

\*\*\*\*\*

### Policy Code Signs & Symbols:

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

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

Legal Reference      This sign indicates the legal references. They tell the user where they may find the statutes, case law, attorney general opinions, or administrative rules that give authority to a policy.

Cross Reference      Many policies in the manual relate to other policies in the manual. Cross references are provided to assist the user in finding all of the related policies.

## SECRETARY'S REPORTS

The board secretary will report to the board each month about the receipts, disbursements and balances of the various funds. This report will be in written form and sent to the board with the agenda for the board meeting.

Legal Reference: Iowa Code §§ 279.8; 291.7.

Cross Reference: 206.3 Secretary  
210.1 Annual Meeting  
707 Fiscal Reports

Approved March 12, 2008

Reviewed Jan 13, 2016; May 11, 2022

## TREASURER'S ANNUAL REPORT

At the annual meeting, the treasurer will give the annual report stating the amount held over, received, paid out, and on hand in the general and ~~schoolhouse~~ all other funds. This report is in written form and sent to the board with the agenda for the board meeting. The treasurer will also furnish the board with a sworn statement from each depository showing the balance then on deposit.

It is the responsibility of the treasurer to submit this report to the board annually.

***NOTE: The sentence regarding the sworn statement from the depository bank is a legal requirement.***

Legal Reference: Iowa Code §§ 279.31, .33.

Cross Reference: 206.4 Treasurer [or 206.3, Secretary-Treasurer]  
210.1 Annual Meeting  
707 Fiscal Reports

Approved: March 12, 2008

Reviewed: Jan 13, 2016

Revised: May 11, 2022

## PUBLICATION OF FINANCIAL REPORTS

Each month the schedule of bills allowed by the board is published in a newspaper designated as a newspaper for official publication. Annually, the total salaries paid to employees regularly employed by the school district will also be published in a newspaper designated as a newspaper for official publication.

It is the responsibility of the board secretary to publish these reports in a timely manner.

***NOTE: This policy reflects the legal requirements for school district publications.***

Legal Reference: Iowa Code §§ 279.35, .36; 618.  
1952 Op. Att'y Gen. 133.

Cross Reference: 206.3 Secretary [*or Secretary-Treasurer*]

Approved: March 12, 2008

Reviewed: January 13, 2016; May 11, 2022

## AUDIT

**In accordance with state law,** to review the funds and accounts of the school district, the board will employ an **independent** auditor to perform an annual audit of the financial affairs of the school district. The superintendent will use a request for proposal procedure in selecting an auditor. The administration will cooperate with the auditors. **Annual audit reports shall remain on file as permanent records of the school district.**

Legal Reference: Iowa Code § 11.6.

Cross Reference: 701 Financial Accounting System  
707 Fiscal Reports

Approved: March 12, 2008  
Reviewed: January 13, 2016  
Revised: May 11, 2022

## INTERNAL CONTROLS

The board expects all board members, employees, volunteers, consultants, vendors, contractors, students and other parties maintaining any relationship with the school district to act with integrity, due diligence, and in accordance with all laws in their duties involving the school district's resources. The board is entrusted with public dollars and no one connected with the school district should do anything to erode that trust.

**Internal controls are used to help ensure the integrity of district financial and accounting information.**

**Adherence to district-established** internal control **procedures** is the responsibility of all employees of the school district. The superintendent, business manager and board secretary shall be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the school district subject to review and approval by the board. Administrators shall be alert for any indication of fraud, financial impropriety, or irregularity within the administrator's area of responsibility.

More specifically the following shall be integrated as part of the daily internal control procedures by the secretarial staff:

1. ~~All payables shall be reviewed by a secondary party, signed and dated before the actual check is written;~~
2. ~~All deposits shall be reviewed by a secondary party, signed and dated before the actual deposit is made at the financial institution;~~
3. ~~All transfers made via online shall be reviewed by a secondary party, signed and dated before the actual transfer is made at the financial institution;~~
4. ~~All money received for an activity shall be counted by the responsible party the night of the event, dated and signed and given to a member of the administration team to be placed in the vault the night of the event. No monies are to be taken off the premises over night.~~
5. ~~All money received for an activity shall be counted, reviewed, signed and dated by a secondary party before deposit is made at the financial institution so that the funds have been counted twice each time from a different party.~~
6. ~~All deposits are to be made on a daily basis with no monies to be held overnight.~~

~~The above procedures have been initiated for the sole purpose of preventing fraud and theft and to form stable financial procedures within the offices so as to prevent any indication of fraud, financial impropriety or irregularity within the administrator's area of responsibility.~~

Any employee who suspects fraud, impropriety, or irregularity shall report their suspicions immediately to his/her immediate supervisor, the superintendent, ~~and/or an audit committee member~~ **and the board president**. The superintendent **and the board president** ~~and/or an audit committee member~~ shall have primary responsibility for any necessary investigations and shall coordinate investigative efforts with the board's legal counsel, auditing firm, **the Auditor of State's office** and other internal or external departments and agencies, including law enforcement officials, as the superintendent **and the board president** ~~and/or an audit committee member~~ may deem appropriate.

Employees bringing forth a legitimate concern about a potential impropriety will not be retaliated against and those who do retaliate against such an employee will be subject to disciplinary action up to, and including, discharge.

In the event the concern or complaint involves the superintendent, the concern shall be brought to the attention of the board **president or** vice-president ~~and/or an audit committee member~~ **and the board president** who shall be empowered to contact the board's legal counsel, **Auditor of State's office**, insurance agent, auditing firm, and any other agency to investigate the concern or complaint.

Upon approval of the board, the superintendent and/or an audit committee member may contact the State Auditor or elect to employ the school district's auditing firm or State Auditor to conduct a complete or partial forensic/internal control/SAS99 audit annually or otherwise as often as deemed necessary. The superintendent is authorized to order a complete forensic audit if, in the superintendent's judgment, such an audit would be useful and beneficial to the school district. The superintendent and/or an audit committee member or board president shall ensure the Auditor of State's office Auditor is notified as required by law of any suspected embezzlement, ~~or theft, or other financial irregularity~~ pursuant to Iowa law. The superintendent and/or board president in coordination with the Auditor of State's office, will determine whether to conduct a complete or partial audit. The superintendent is authorized to order a complete forensic audit if, in the superintendent's judgment, such an audit would be useful and beneficial to the school district. In the event there is an investigation, records will be maintained for use in the investigation. ~~In the event, there is an investigation, records will be maintained for use in the investigation.~~ Individuals found to have altered or destroyed records will be subject to disciplinary action, up to, and including termination.

Legal References: American Competitiveness and Corporate Accountability Act of 2002, Pub. L. No. 107-204.  
Iowa Code Ch. 11, 279.8.

Cross References: 401.12 Employee Use of Cell Phones  
707.6 Audit Committee

Approved: March 12, 2008  
Reviewed: December 8, 2010; January 13, 2016  
Revised: November 10, 2010; May 14, 2019; May 11, 2022



## INTERNAL CONTROLS PROCEDURES

Fraud, financial improprieties, or fiscal irregularities include, but are not limited to:

- Forgery or unauthorized alteration of any document or account belonging to the district.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other assets.
- Impropriety in the handling of money or reporting of financial transactions.
- Profiteering because of "insider" information of district information or activities.
- Disclosing confidential and/or proprietary information to outside parties.
- Accepting or seeking anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the district.
- Destroying, removing, or inappropriately using district records, furniture, fixtures, or equipment.
- Failing to provide financial records to authorized state or local entities.
- Failure to cooperate fully with any financial auditors, investigators or law enforcement.
- Any other dishonest or fraudulent act involving district monies or resources.
- Acting for purposes of personal financial gain, rather than in the best interests of the district.
- Providing false, inaccurate, or misleading financial information to district administrators or the board of directors.

The superintendent and/or board president shall **notify the State Auditor's office of any suspected fraud, embezzlement or financial irregularities as required by law. The district will comply with all investigation procedures and scope as directed by the State Auditor's office.** ~~investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts.~~ All employees involved in the investigation shall be advised to keep information about the investigation confidential. The superintendent and/or the board president may engage qualified independent auditors to assist in the investigation.

If an investigation substantiates the occurrence of a fraudulent activity, the superintendent and/or the board president, or board vice-president if the investigation centers on the superintendent, shall issue a report to the board and appropriate personnel. ~~The final disposition of the matter and any decision to file or not file a criminal complaint or to refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with district legal counsel.~~ The results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know until the results are made public.

## AUDIT COMMITTEE

The board recognizes that it is charged with raising tax revenues and related expenditures to maintain the educational program for the school district. Public funds are held in trust by the board to be spent appropriately on the educational program. To further ensure funds are spent appropriately, the board establishes an audit committee to assist the board on internal financial matters and with the annual audit.

The audit committee is comprised of: 1 board member, 2 administrators, and 3 public members.

The audit committee chair is selected by the audit committee.

The major responsibilities of the audit committee are to:

- Recommend an auditor to the board every three years.
- Oversee the selection of the independent auditor and the resolution of audit findings including compliance with the mandatory request for proposal process.
- Act as a liaison between the board and the auditor during the audit process.
- Annually report to the board about the annual audit.
- Recommend internal changes that may need to be made to ensure appropriate internal controls are being implemented.

The audit committee will meet as directed by its chair. The audit committee is subject to the open meetings law.

We don't have an audit committee.

Legal References: American Competitiveness and Corporate Accountability Act of 2002, Pub. L. No. 107-204.  
Iowa Code ch. 11, 279.8.

Cross References: 208 Ad Hoc Committees  
707.5 Internal Controls

Approved: March 12, 2008  
Reviewed: January 13, 2016; May 11, 2022

## CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

School district records are housed in the central administration office of the school district. It is the responsibility of the superintendent **and board secretary** to oversee the maintenance and accuracy of the records. The following records are kept and preserved according to the schedule below:

- Secretary's financial records ..... Permanently
- Treasurer's financial records ..... Permanently
- Open meeting minutes of the Board of Directors ..... Permanently
- Annual audit reports ..... Permanently
- Annual budget..... Permanently
- Permanent record of individual pupil ..... Permanently
- School election results..... Permanently
- Real property records (e.g., deeds, abstracts)..... Permanently
- Records of payment of judgments against  
the school district..... 20 years
- Bonds and bond coupons..... 11 years after maturity,  
cancellation, transfer redemption and/or replacement
- Written contracts..... 10 years
- Cancelled warrants, check stubs, bank  
statements, bills, invoices, and  
related records..... 5 years
- Recordings and minutes closed meetings ..... 1 year
- Program grants..... As determined by the  
grant
- Nonpayroll personnel records..... 10 years after leaving  
district
- Employment applications ..... 2 years
- Payroll records..... 3 years
- School meal programs..... 3 years after submission of the final claim for  
Accounts/records reimbursement

In the event that any federal or state agency requires a record be retained for a period of time longer than that listed above for audit purposes or otherwise, the record shall be retained beyond the listed period as long as is required for the resolution of the issue by the federal or state agency.

Employees' records are housed in the central administration office of the school district. The employees' records are maintained by the superintendent, the building administrator, the employee's immediate supervisor, and the board secretary.

An inventory of the furniture, equipment, and other nonconsumable items other than real property of the school district is conducted annually under the supervision of the superintendent. This report is filed with the board secretary.

The permanent and cumulative records of students currently enrolled in the school district are housed in the central administration office of the attendance center where the student attends. Permanent records must be housed in a fire resistant safe or vault or electronically with a secure backup file. The building administrator is responsible for keeping these records current. Permanent records of students who have

## CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS

graduated or are no longer enrolled in the school district are housed in the high school vault and will be retained permanently. These records will be maintained by the superintendent. Special education records shall be maintained in accordance with law.

The superintendent may digitize or otherwise electronically retain school district records and may destroy paper copies of the records ~~if they are more than three years old~~. An electronic record which accurately reflects the information set forth in the paper record after it was first generated in its final form as an electronic record, and which remains accessible for later reference meets the same legal requirements for retention as the original paper record.

***NOTE: Most of the time limits listed in this policy are legal requirements. Where the law is silent, best practice time limits have been developed. Prior to changing any of the time limits listed, it is recommended that local counsel be contacted.***

Legal Reference: 7 C.F.R. § 210.23(c).  
Iowa Code §§ 22.3; 22.7; 91A.6; 279.8; 291.6; 554D.114; 554D.119;  
614.1(13).  
281 I.A.C. 12.3(4); 41.624.  
*City of Sioux City v. Greater Sioux City Press Club*, 421 N.W.2d 895 (Iowa 1988).

Cross Reference: 206.3 Secretary  
215 Board of Directors' Records  
401.5 Employee Records  
506 Student Records  
901 Public Examination of School District Records

Approved: April 9, 2008  
Reviewed: January 13, 2016  
Revised: May 11, 2022

## INSURANCE PROGRAM

The board will maintain a comprehensive insurance program to provide adequate coverage against major types of risk, loss, or damage, as well as legal liability. The board will purchase insurance at replacement values, when possible, after reviewing the costs and availability of such insurance. The comprehensive insurance program is reviewed once every three years. Insurance will only be purchased through legally licensed Iowa insurance agents.

The school district will assume the risk of property damage, legal liability, and dishonesty in cases in which the exposure is so small or dispersed that a loss does not significantly affect the operation of the education program or financial condition of the school district.

Insurance of buildings, structures, or property in the open will not generally be purchased to cover loss exposures below \$1,000 unless such insurance is required by statute or contract.

The board may retain a private organization for fixed assets management services.

Administration of the insurance program, making recommendations for additional insurance coverage, placing the insurance coverage and loss prevention activities is the responsibility of the superintendent. The superintendent/fixed assets manager is responsible for maintaining the ~~fixed~~ capital assets management system, processing claims and maintaining loss records.

***NOTE: The board may choose the amount of its deductible in paragraph three. Since significant cost savings in insurance premiums can be generated with higher deductibles, it is suggested the board give careful thought before subscribing to a deductible below \$5,000. Maintaining the replacement cost in the school district's fixed assets management system allows the school district to ensure insurance coverage is at the appropriate level.***

Legal Reference: Iowa Code §§ 20.9; 85.2; 279.12, .28; 285.5(6), .10(6); 296.7; 298A; 517A.1; 670.7.

Cross Reference: 205 Board Member Liability  
804 Safety Program

Approved: April 9, 2008

Reviewed: January 13, 2016

Revised: May 11, 2022

## SCHOOL NUTRITION PROGRAM

The school district will operate a school nutrition program in each attendance center. The school nutrition program will include meals through participation in the National School Lunch Program. Students may bring their lunches from home and purchase milk and other incidental items.

School nutrition program facilities are provided to serve students and employees when school is in session and during school-related activities. They may also be used under the supervision of the Food Service Director for food service to employee groups, parent-teacher meetings, civic organizations meeting for the purpose of better understanding the schools, and senior citizens in accordance with law and board policy.

The school nutrition program is operated on a nonprofit basis. The revenues of the school nutrition program will be used only for the operation or improvement of such programs. Supplies of the school nutrition program will only be used for the school nutrition program.

The board will set, and annually review, the prices for school nutrition programs. It is the responsibility of the superintendent to make a recommendation regarding the prices of the school nutrition programs, in accordance with federal and state law.

It is the responsibility of Food Service Director to administer the program and to cooperate with the superintendent and appropriate personnel for the proper functioning of the school nutrition program.

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

***NOTE: This is a mandatory policy.***

***NOTE: Superintendents will make the annual recommendation to the board after they have completed the Paid Lunch Equity (PLE) tool. For additional information, please visit the "Nutrition Programs" section of the Iowa Department of Education's [website](#).***

Legal Reference: 42 U.S.C. §§ 1751 *et seq.*,  
7 C.F.R. Pt. 210 *et seq.*,  
Iowa Code ch. 283A,  
281 I.A.C. 58.

Cross Reference: 710.2 Free or Reduced Cost Meals Eligibility  
710.3 Vending Machines  
710.4 Meal Charge Policy  
905 Use of School District Facilities and Equipment

Approved: April 9, 2008  
Reviewed: June 14, 2017  
Revised: May 11, 2022

## FREE OR REDUCED COST MEALS ELIGIBILITY

Students enrolled and attending school in the school district who meet USDA eligibility guidelines will be provided the school nutrition program services at no cost or at a reduced price. The school district will make ~~every effort to eliminate any social stigma attached to,~~ and reasonable efforts to prevent the overt identification of, students who are eligible for free and reduced price meals.

The district shall at least twice annually notify all families of the availability, eligibility criteria, and application procedures for free or reduced price meals in accordance with state and federal law.

It is the responsibility of the Superintendent Secretary to determine the eligibility of students for free or reduced price school nutrition programs, in accordance with criteria established by state and federal law. If school personnel have knowledge of a student who is in need of free or reduced-price meals, school personnel shall contact the Superintendent Secretary.

**If a student owes money for five or more meals, the superintendent's secretary may contact the student's parent or guardian to provide information regarding the application for free or reduced price meals. The school is encouraged to provide reimbursable meals to students who request reimbursable meals unless the students' parent or guardian has specifically provided written direction to the school to withhold a meal from the student.**

Employees, ~~students not qualified for free meals and others~~ will be required to pay for meals consumed.

It is the responsibility of the superintendent to develop administrative regulations for implementing this policy.

***NOTE: There are three places in the policy where the board must identify the positions that will be responsible for determining free or reduced cost meal eligibility for the school nutrition programs. The board should ensure that the positions identified are authorized by applicable law to process information as designated in the National School Lunch program annual application.***

Legal Reference: 42 U.S.C. §§ 1751 *et seq.*,  
7 C.F.R. §§ 210 *et seq.*,  
Iowa Code § 283A.  
281 I.A.C. 58.

Cross Reference: 710.1 School Nutrition Program  
710.3 Vending Machines  
710.4 Meal Charge Policy

Approved: April 9, 2008  
Reviewed: June 14, 2017  
Revised: May 11, 2022

## VENDING MACHINES

Food served or purchased by students during the school day and food served or purchased for other than special circumstances is approved by the superintendent. Vending machines in the school building are the responsibility of the building principal. Purchases from the vending machines, will reflect the guidelines in the Wellness policy 507.9.

It is the responsibility of the superintendent to develop administrative regulations for the use of vending machines and other sales of food to students.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.*  
7 C.F.R. Pt. 210 *et seq.*  
Iowa Code ch. 283A  
281 I.A.C. 58.

Cross Reference: 504.5 Student Fund Raising  
710 School Food Services

Approved April 9, 2008

Reviewed Jan 13, 2016; May 11, 2022



## MEAL CHARGES

In accordance with state and federal law, the East Buchanan Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### **Payment of Meals**

All meal purchases are to be prepaid before meal service begins. Families may add money to student accounts via electronic payment options, pay at the school office, etc. Students who do not have sufficient funds shall not be allowed to charge meals or a la carte items until additional money is deposited in the student account.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Schools are encouraged to provide a reimbursable meal to students with outstanding meal charge debt. If an alternate meal is provided, the meal must be the same meal presented in the same manner to any student requesting an alternate meal. ~~Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.~~

Employees may use a charge account for meals, but may charge no more than **\$0.00** to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

### **Negative Account Balances**

The school district will make reasonable efforts to notify parents or guardians when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. ~~Families~~ Parents or guardians will be notified of an outstanding negative balance once the negative balance reaches **\$0.00**. ~~Families~~ Parents or guardians will be notified by an automated e-mail notification system, letters sent by mail to the home. Negative balances of more than **\$0.00, not paid prior to the end of the month** will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

### **Unpaid Student Meals Account**

The district will establish an unpaid student meals account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.

### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

It is the responsibility of the superintendent ~~may to~~ develop an administrative process to implement this policy.

***NOTE: The IASB sample policy is drafted to be consistent for all grade levels. However, local boards may vary the meal charge policy for elementary, middle, and high schools. Districts should update the policy accordingly if they wish to delineate meal charge practices based on the grade level of students.***

***NOTE: If the district elects to provide alternate meals for students, the alternate meal must contain components available to all students and be provided in the same manner as meals are provided to other students. Additionally, the district is expected to accommodate special dietary needs when a child's disability restricts their diet.***

***NOTE: The Iowa Department of Education has tools and resources available to help districts with the school nutrition program and meal charge policy implementation and review. Please visit the "School Meals" section of the Iowa Department of Education's website.***

***NOTE: School districts must follow appropriate debt collection practices when trying to recover unpaid meal charges.***

Legal Reference: 42 U.S.C. §§ 1751 *et seq.*  
7 C.F.R. §§ 210 *et seq.*  
U.S. DEP'T OF AGRIC., SP 46-2016, UNPAID MEAL CHARGES: LOCAL MEAL CHARGE POLICIES (2016).  
U.S. DEP'T OF AGRIC., SP 47-2016, UNPAID MEAL CHARGES: CLARIFICATION ON COLLECTION OF DELINQUENT MEAL PAYMENTS (2016).  
U.S. DEP'T OF AGRIC., SP 57-2016, UNPAID MEAL CHARGES: GUIDANCE AND Q&A (2016).  
Iowa Code 283A.  
281 I.A.C. 58.

Cross Reference: 710.1 School Food Program  
710.2 Free or Reduced Cost Meals Eligibility  
710.3 Vending Machine

Approved: April 9, 2008

Reviewed: June 14, 2017

Revised: June 14, 2017; May 11, 2022

*Board Policy East Buchanan Community*

## STUDENT SCHOOL TRANSPORTATION ELIGIBILITY

Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district. It shall be within the sole discretion of the Board to provide transportation without charge to students living less than the prescribed miles from their attendance center.

Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan.

Transportation of a student to and from a special education support service is a function of that service, and is specified in the individualized education program (IEP) or the individualized family service plan (IFSP). When the IEP or IFSP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:

- Transportation from the student's residence to the location of the special education and back to the student's residence, or child care placement for students below the age of six.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education.

The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of agency-provided transportation.

A student may be required, at the board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It is within the discretion of the board to determine such conditions. Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parents, who transport their children at the expense of the school district, are reimbursed at the rate per mile set by the state.

Transportation arrangements made by agreement with a neighboring school district will follow the terms of the agreement. Students, who choose to attend a school in a school district other than their resident school district, will provide transportation to and from the school at their own expense.

***NOTE: This policy reflects the legal requirements of transportation. Boards may expand transportation eligibility and, if so, the school district's practice should be reflected in board policy.***

Legal Reference: 20 U.S.C. §§ 1401, 1701 *et seq.*  
 34 C.F.R. Pt. 300 *et seq.*  
 Iowa Code §§ 256B.4; 285; 321  
 281 I.A.C. 41.412.

Cross Reference: 501.16 Homeless Children and Youth  
 507.8 Student Special Health Services  
 603.3 Special Education  
 711 Transportation

Approved April 9, 2008

Reviewed Jan 13, 2016; May 11, 2022

*Board Policy East Buchanan Community Schools*

## STUDENT CONDUCT ON SCHOOL TRANSPORTATION

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the building administrator.

The board supports the use of ~~video cameras~~ **recording devices** on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The ~~video cameras~~ **recording devices** will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The ~~videotapes~~ **recordings** are student records subject to school district confidentiality, board policy and administrative regulations.

~~After \_\_\_\_\_ warnings for bad conduct, The building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline.~~

~~The superintendent and/or building principal shall have the authority to suspend transportation privileges of the student or impose other appropriate discipline.~~

It is the responsibility of the superintendent, in conjunction with the building principal, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

***NOTE: This policy reflects the practice of recording devices use on school buses. If a school district does not use recording devices, the third paragraph should be eliminated.***

Legal Reference: Iowa Code §§ 279.8; 285; 321.

Cross Reference: 503 Student Discipline  
506 Student Records  
804.6 Use of Recording Devices on School Property

Approved April 9, 2008

Reviewed January 13, 2016

Revised May 11, 2022

## STUDENT CONDUCT ON SCHOOL TRANSPORTATION REGULATION

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

1. Bus riders will be at the designated loading point before the bus arrival time.
2. Bus riders will wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders will load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all buses for bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
14. Students will assist in looking after the safety and comfort of younger students.
15. A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
16. Students will not throw objects about the vehicle nor out through the windows.
17. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
18. Students will keep feet off the seats.
19. Roughhousing in the vehicle is prohibited.
20. Students will refrain from crowding or pushing.
- ~~21. Riders waiting for a shuttle bus may not leave the school grounds for any reason.~~
- ~~22. All eating and pop drinking on route and shuttle buses is prohibited and normally prohibited on activity trip buses unless special permission is arranged in advance by a sponsor with the driver.~~
23. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
24. The Good Conduct Rule is in effect.

Approved April 9, 2008Reviewed Jan 13, 2016Revised May 11, 2022

## USE OF RECORDING DEVICES ON SCHOOL BUSES REGULATION

The board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

### Student Records

The content of the videotapes is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videotapes. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team. A parent may view the video without consent from any student or parent also shown in the video if the other students are just bystanders. But if there is an altercation between multiple students, then all parents must give consent in order for the video to be viewed by the parents.

A videotape recorded 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 videotape 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 and parents:

The East Buchanan Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

The following notice will also be placed on all school buses equipped with a video camera:

This bus is equipped with a video/audio monitoring system.

### Review of Videotapes

The school district will review videotapes when necessary as a result of an incident reported by a bus driver or student. The videotapes may be re-circulated for erasure after five (5) days. Tapes kept for disciplinary action will be erased following the conclusion of the review and after final action is taken.

Viewing of the recordings is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the videotapes stating the time, name of individual viewing and the date the recordings was viewed.

### Recording Monitoring System

Recording devices may be used on all school district buses. Recording devices will be rotated randomly on school district buses.

Determination of how recording devices will be used and which school buses will be equipped with recording equipment will be made by the superintendent in consultation with the building principals and transportation director.

## USE OF RECORDING DEVICES ON SCHOOL BUSES REGULATION

### Student Conduct

Students are prohibited from tampering with the recording devices on the school buses. 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.

Approved January 11, 2012

Reviewed Jan 13, 2016; May 11, 2022

## STUDENT TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES

The board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events.

Students participating or attending extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the superintendent.

Students, who are provided transportation in school district transportation vehicles for extracurricular events, will ride both to and from the event in the school vehicle unless arrangements have been made with the building principal prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle.

It is the responsibility of the superintendent to make a recommendation to the board as to whether the school district will provide the transportation authorized in this policy. In making the recommendation to the board, the superintendent will consider the financial condition of the school district, the number of students who would qualify for such transportation, and other factors the board or superintendent deem relevant.

Legal Reference: Iowa Code §§ 256B.4; 285.1-.4; 321.  
281 I.A.C. 41.412

Cross Reference: 504 Student Activities  
711 Transportation

Approved April 9, 2008

Reviewed Jan 13, 2016; May 11, 2022

Revised \_\_\_\_\_



## SUMMER SCHOOL PROGRAM TRANSPORTATION SERVICE

The school district may use school vehicles for transportation to and from summer extracurricular activities. The superintendent will make a recommendation to the board annually regarding their use.

Transportation to and from the student's attendance center for summer school instructional programs is within the discretion of the board. It is the responsibility of the superintendent to make a recommendation regarding transportation of students in summer school instructional programs at the expense of the school district. In making the recommendation to the board, the superintendent will consider the financial condition of the school district, the number of students involved in summer school programs, and other factors deemed relevant by the board or the superintendent.

Legal Reference: Iowa Code § 285.10.  
281 I.A.C. 43.10, 412

Cross Reference: 603.2 Summer School Instruction  
711 Transportation

Approved April 9, 2008

Reviewed Jan 13, 2016; May 11, 2022

## TRANSPORTATION OF NONRESIDENT AND NONPUBLIC SCHOOL STUDENTS

The board has sole discretion to determine the method to be utilized for transporting nonresident and nonpublic students. Nonresident students paying tuition may be, and resident students attending a nonpublic school accredited by the State Department of Education, will be transported on an established public school vehicle route as long as such transportation does not interfere with resident public students' transportation. Nonresident and nonpublic school students will obtain the permission of the superintendent prior to being transported by the school district.

Parents of resident students who provide transportation for their children attending a nonpublic school accredited by the Iowa Department of Education will be reimbursed at the established state rate. This reimbursement is paid only if the school district receives the funds from the state. If less than the amount of funds necessary to fully reimburse parents of the nonpublic students is received by the school district, the funds will be prorated.

The charge to the nonresident students is determined based on the students' pro rata share of the actual costs for transportation. The parents of these students are billed for the student's share of the actual costs of transportation. The billing is according to the schedule developed by the superintendent. It is the responsibility of the superintendent to determine the amount to be charged and report it to the board secretary for billing.

Continued transportation of nonresident and nonpublic school students on a public school vehicle route will be subject to resident public school students' transportation needs. The superintendent will make a recommendation annually to the board regarding the method to be used. In making a recommendation to the board, the superintendent will consider the number of students to be transported, the capacity of the school vehicles, the financial condition of the school district and other factors deemed relevant by the board or the superintendent.

Nonresident and nonpublic school students are subject to the same conduct regulations as resident public students as prescribed by board policy, and to other policies, rules, or regulations developed by the school district regarding transportation of students by the school district.

Legal Reference: Iowa Code §§ 285.1-2, .10, .16.

Cross Reference: 711 Transportation

Approved: April 9, 2008

Reviewed: January 13, 2016; May 11, 2022

## TRANSPORTATION OF NONSCHOOL GROUPS

School district vehicles may be available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities for transporting to and from nonschool-sponsored activities within the state as long as the transportation does not interfere with or disrupt the education program of the school district and does not interfere with or delay the transportation of students. The local nonprofit entity must pay the cost of using the school district vehicle as determined by the superintendent. Prior to making the school district transportation vehicle available to the local nonprofit entity, the "school bus" signs will be covered and the flashing warning lamps and the stop arm made inoperable.

It is the responsibility of the superintendent to develop administrative regulations for use of school district transportation vehicles to transport students and others to school-sponsored events within the state and for application for, use of, and payment for using the school district transportation vehicles by local nonprofit entities for a nonschool-sponsored activity.

Legal Reference: Iowa Code §§ 285.1(21), .10(9), (10).  
281 I.A.C. 43.10.

Cross Reference: 711 Transportation  
900 Principles and Objectives for Community Relations

Approved: April 9, 2008

Reviewed: January 13, 2016; May 11, 2022

## SCHOOL BUS SAFETY INSTRUCTION

The school district will conduct school bus safe riding practices instruction and emergency safety drills at least twice during the school year, once in the fall and once in the spring, for students who utilize school district transportation. Documentation of these safety drills will be maintained by the district for five years and made available upon request.

Each school bus vehicle will have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This will include, but not be limited to, students with disabilities.

Employees are responsible for instructing the proper techniques to be followed during an emergency, as well as safe riding practices. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8; 321.4  
281 I.A.C. 43.40.

Cross Reference: 503 Student Discipline  
507 Student Health and Well-Being  
804.2 Warning Systems and Emergency Plans

Approved: April 9, 2008  
Reviewed: January 13, 2016; May 11, 2022  
Revised: January 8, 2020

## TRANSPORTATION IN INCLEMENT WEATHER

The East Buchanan Board of Directors recognizes that there will be times when fog, rain, snow, ice or other natural conditions may hinder operation of the East Buchanan Community School District buses. Accordingly, the following procedures will be utilized:

1. It will be the responsibility of the Superintendent of Schools or designee to make the final decision as to when the East Buchanan Schools will be closed due to adverse weather conditions. If it is necessary to close any school within the East Buchanan School District due to adverse weather conditions, then all attendance centers within the East Buchanan Community School District will be closed.
2. The superintendent or designee, after conferring with individual bus drivers and the transportation director, will designate alternative drop and pick up points for each bus route in the event that adverse conditions exist along the regular route.
3. A list of the alternative drop or pick up points as determined in (2) above will be provided to each family utilizing school transportation for the route affected. The decision as to when to utilize the alternative drop or pick up schedule rests with the regular driver of the affected route.
4. If time permits, the regular driver of the route affected by adverse weather conditions will notify the parents, by telephone or "telephone tree" when the alternative drop pick up schedule is to be used unless the adverse weather conditions are general throughout the District. If adverse weather conditions exist throughout the district and an alternative drop pick up schedule is to be used, the school district will notify all parents by radio and television announcements.
5. In the event a bus driver at any point during his or her assigned route determines that existing conditions prevent the driver from continuing his or her route, the driver shall, at the earliest opportunity, contact the director of transportation. Upon receipt of this notice, parents of the affected riders shall be notified in a manner best suited to the situation, and plans shall be made for the temporary management of all students involved until conditions are sufficiently improved to allow the driver to continue.
6. When adverse conditions exist prior to the beginning of a school day, and either a temporary delay appears necessary or it has been determined to cancel school for that day, students and parents shall be notified by commercial radio and television stations as early as possible on that day.
7. Should adverse weather conditions develop during a school day and it has been determined that school shall be dismissed early, students and parents will be notified by commercial radio and television.

School district buses will not operate when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. Because weather conditions may vary around the school district and may change quickly, the best judgment possible will be used with the information available.

The final judgment as to when conditions are unsafe to operate will be made by the superintendent. The superintendent will be assisted by the actual "on location" reports of the drivers.

Several drivers each year will be specially designated to report weather and road conditions by bus radio when requested to do so. Other employees and students will be notified by commercial radio when school is cancelled or temporarily delayed. When school is cancelled because of weather anywhere in the school district, all schools will be closed.

When weather conditions deteriorate during the day after school has begun, cancellation notices will be announced by commercial radio. Students will be returned to their regular drop-off sites unless weather conditions prevent it. In that case, students will be kept at or returned to school until they are picked up by the parents.

*Note: This is a mandatory policy, but the content isn't. Boards should amend the policy if necessary to reflect their practices.*

Legal Reference: Iowa Code § 279.8

Cross Reference: 601.2 School Day

Approved: May 9, 2001

Reviewed: Jan 13, 2016

Revised: April 9, 2008; May 11, 2022

## DISTRICT VEHICLE IDLING

The board recognizes that it has a role in reducing environmental pollutants and in assisting students and others be free from pollutants that may impact their respiratory health. Unnecessary vehicle idling emits pollutants and wastes fuel. The board directs the superintendent, in conjunction with the Director of Transportation, to work on administrative regulations to implement this policy and reduce school vehicle idling time.

Legal References: Iowa Code §279.8.

Cross References: 403 Employee Health and Well-Being  
507 Student Health and Well-Being  
711 Transportation

Approved April 9, 2008

Reviewed Jan 13, 2016; May 11, 2022

SCHOOL BUS PASSENGER RESTRAINTS

The district shall utilize three-point lap-shoulder belts on district school buses as required by state law. All three-point lap-shoulder belts available on district buses will be used by passengers when the vehicle is in any non-stationary gear.

Note: All Iowa school districts utilizing school buses must have a policy in place on this topic. This policy applies even to districts who contract out their bussing services with a third party.

Legal Reference: 281 I.A.C. 43.10(6)

Cross Reference: 711.7 School Bus Safety Instruction

Approved: January 8, 2020

Reviewed: May 11, 2022



SPECIAL CONVENIENCE BUS STOPS

No bus shall leave the public highway to receive or discharge students unless their safety is ensured and the private road is maintained in the same manner as the public highway.

Cross Reference: 507 Student Health and Well-being  
711 Transportation

Approved: April 9, 2008  
Reviewed: January 13, 2016; May 11, 2022  
Revised: January 8, 2020

## TECHNOLOGY AND DATA SECURITY

The East Buchanan CSD recognizes the increasingly vital role technology plays in society. It is the goal of the district to embrace technology as a resource to further educate our students, and better prepare students for the future. It is the intent of the district to support secure data systems in the district, including security for all personally identifiable information (PII) that is stored digitally on district-maintained devices, computers and networks. Technology also has incredible potential to support increased efficiency, communication and growth through collaboration among administration, students, staff, employees and volunteers.

However, with this growth opportunity comes increased potential for valuable sensitive data to become public. The district takes seriously its responsibility to protect private data. The purpose of this policy is to ensure the secure use and handling of all district data, computer systems, devices and technology equipment by district students, employees, and data users.

The district supports the use of third-party vendors to perform necessary education functions for the district. Utilizing third party vendors to outsource functions the district would traditionally perform provides a cost-effective means to deliver high quality educational opportunities to all students. However, it is paramount that third party vendors with access to sensitive data and PII of district students, employees and data users be held to the highest standards of data privacy and security.

The selection of third-party vendors shall be in accordance with appropriate law and policy. Third-party vendors with access to PII shall meet all qualifications to be designated as a School Official under the Family Educational Rights and Privacy Act (FERPA). The board shall ensure that any approved contract with a third-party vendor will require that the vendor comply with all applicable state and federal laws, rules, or regulations, regarding the privacy of PII.

It is the responsibility of the superintendent to develop procedures for the district to enhance the security of data and the learning environment. The procedures shall address, but not be limited to, the following topics:

**Access Control** –Access control governs who may access what information within the district and the way users may access the information. Increased access to secure networks and data will inevitably increase the risk of security compromise to those networks and data. It is the responsibility of the superintendent to develop procedures for determining which individuals will have access to district networks, devices and data; and to what extent such access will be granted. System and network access will be granted based upon a need-to-have requirement, with the least amount of access to data and programs by the user as possible.

**Security Management** –Security management addresses protections and security measures used to protect digital data. These include measures related to audits and remediation, as well as security plans for responding to, reporting and remediating security incidents. It is the responsibility of the superintendent to develop procedures to govern the secure creation, storage and transmission of any sensitive data and personally identifiable information (PII). The superintendent or designee shall implement network perimeter controls to regulate data moving between trusted internal resources to external entities.

**Technology and Data Use Training** –Technology and data use training addresses acceptable use best practices to safeguard data for students, employees and staff. It is the responsibility of the superintendent to develop procedures for creating and administering a training program on proper data and technology use. The training shall address the proper use and security of all district owned or controlled technology, devices, media and data. Training should be administered to all district data users. The training program should be updated and presented to the school board for approval on an annual basis.

In furtherance of this policy, the superintendent or designee shall be responsible for overseeing district-wide data and technology security, to include development of standards and procedures and adherence to the administrative procedures defined in this document.

*Note: This policy and accompanying regulation are not mandatory for districts. This policy is intended as guidance for districts. Data and technology security are very broad topic areas, and the purpose of this policy is to attempt to break down this subject into more manageable topics for districts. In deciding how and when to implement data safeguards, districts should balance the already existing need to safeguard data with the resources they have available.*

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

Cross References: 401.13 Staff Technology Use/Social Networking  
506.1 Student Records  
605.4 Technology in the Classroom

Approved May 11, 2022

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## SECURITY REQUIREMENTS OF THIRD-PARTY VENDORS REGULATION

The District must ensure proper safeguards and procedures exist to use third-party vendors as a resource to further educational functions. The following procedures shall be used to investigate and contract only with qualifying third-party vendors for the performance of necessary educational functions of the district; and to ensure that third-party vendors meet the required standards to be designated under the Family Educational Rights and Privacy Act (FERPA) as a School Official to handle personally identifiable information (PII) within the district.

Third-party vendors may be designated by the district as a School Official when the vendor:

1. Performs an institutional service or function for which the school or district would otherwise use its own employees;
2. Has met the criteria set forth in the district's annual notification of FERPA rights for being a school official with a legitimate educational interest in the education records;
3. Is under the direct control of the district regarding the use and maintenance of education records; and
4. Uses education records only for authorized purposes and may not re-disclose PII from education records to other parties (unless the provider has specific authorization from the district to do so and is otherwise permitted by FERPA).

Third party vendor data use requirements shall include, but not be limited to the following:

1. The vendor implement and maintain security procedures and practices consistent with current industry standards; and
2. The vendor be prohibited from collecting and using PII for:
  - a. Targeted advertising;
  - b. Amassing a profile about a student or students except in furtherance of educational purposes;
  - c. Selling or renting PII for any purpose other than those expressly permitted by law; and
  - d. Disclosing PII for any purposes other than those expressly permitted by law.

# BUCCANEER BRAG-ABOUT



**Exempt Meeting - Iowa Code 20.17(3)**

*"I move that we hold an exempt session as authorized by Iowa Code Section 20.17(3) for negotiating sessions, strategy meetings of public employers or employee organizations, mediation and the deliberative process of arbitration."*

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

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

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

**Return to Open Meeting**

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

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**Exempt Session Action**

- **Master Contract**

**Exempt Meeting - Iowa Code 20.9**

*"I move that we hold an exempt session as authorized by Iowa Code Section 20.9 to discuss matters relating to employment conditions of employees not covered by the collective bargaining law."*

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

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

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

**Return to Open Meeting**

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

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**Exempt Session Action**

- **Non-Master Compensation**

## Motion for Closed Meeting - Professional Evaluation

*East Buchanan School Board Policy 212 - Closed sessions take place as part of an open meeting. The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. A minimum of two-thirds of the board, or all of the board members present, must vote in favor of the motion on a roll call vote. Closed sessions will be tape recorded and have detailed minutes kept by the board secretary. Final action on matters discussed in the closed session will be taken in an open meeting.*

*The minutes and the tape recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The tape recordings and the written minutes will be kept for one year from the date of the meeting. Real estate related minutes and tapes will be made public after the real estate transaction is completed.*

*The detailed minutes and tape recording will be sealed and will not be public records open to public inspection. The minutes and tape recording will only be available to board members, or opened upon court order in an action to enforce the requirements of the open meetings law. The board has complete discretion as to whom may be present at a closed session.*

\*\*\*\*\*

*"I move that we hold a closed session as authorized by Iowa Code Section 21.5(1)(i) of the open meetings law to evaluate the professional competency of an individual as authorized by Iowa Code Section 21.5(1)(i).*

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

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

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

Roll Call vote to go into closed session:

Aye: \_\_\_\_\_

Nay: \_\_\_\_\_

### Return to Open Meeting

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