

**EAST BUCHANAN COMMUNITY SCHOOL DISTRICT**  
**AGENDA - Regular School Board Meeting**  
**July 13, 2022 at 5:00 p.m. in Library - Middle School Entrance**

1. **CALL TO ORDER/MISSION STATEMENT** - To challenge students to think critically, communicate effectively, develop values and contribute to society.
2. **PUBLIC 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.
3. **APPROVE AGENDA**
4. **APPROVE CONSENT AGENDA**
  - a. Minutes from Regular Meeting on June 8, 2022
  - b. Personnel Changes
  - c. List of Bills
  - d. Financial Reports
5. **COMMUNITY/PROGRAM PRESENTATIONS**
6. **ADMINISTRATIVE UPDATES & REPORTS**
  - a. Eric Dockstader - Secondary Update
  - b. Dan Fox - District/Elementary Update
  - c. Facilities Update
7. **AGENDA**
  - a. Approve East Buchanan College and Career Readiness Plan
  - b. Student and Employee Attendance Discussion
  - c. FY23 Milk Bids
  - d. FY23 Bread Bids
  - e. FY23 Food Services Fee Schedule
  - f. Board Policy Review - 2nd reading - 800 - 804.4
  - g. Board policy Review - 1st reading - 2022 Legislative Session
8. **#BUCPR1DE**
9. **STUDENT QUESTIONS**
10. **ADJOURN**

**East Buchanan Community School District  
Regular Board Meeting Minutes – June 8, 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, HS/MS Principal Eric Dockstader, and Business Manager/Board Secretary Teresa Knipper. Several visitors attended the meeting. Motion carried with all ayes unless otherwise noted.

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

**Approve Consent Agenda** - Motion to approve the Consent Agenda was made by Steffens, second by Recker. Items included on the Consent Agenda: minutes from the regular meeting on May 11, 2022; minutes from the special meeting on May 31, 2022; resignations of Elisa Brady as assistant volleyball coach, Jon Doese as MS football coach, and Bret Lau as JV football coach; hiring of Chad Lamker as MS softball coach and Holly Creveling as associate; expenditures listed; and financial reports.

**Administrative Updates and Reports** – Dockstader reported they are working on the 2022-2023 scheduling and that Tiffany Bowers is having summer school for 14 students. Fox reported that building leadership teams will have training for Leader in Me in June, summer school begins June 20<sup>th</sup>, the district may need to adjust director districts based on the 2020 census, the custodial staff is busy cleaning, and the sports complex improvement project is progressing.

**FY23 Technology Budget** – Kevin Hesner presented the FY23 technology budget to the board. Motion by Stone, second by Recker to approve the budget as presented.

**Girls Wrestling** – Fox presented that a coaching position will be added for MS/HS girls wrestling. Motion by Cooksley, second by Steffens to approve girls wrestling.

**Student and Employee Attendance Discussion** – The board discussed the need for a review of policies and handbooks regarding student and employee attendance. A subcommittee will be created.

**Hawkeye Community College Service Agreement** – Motion by Steffens, second by Recker to approve the Hawkeye Community College 2022 Summer Semester Service Agreement as presented.

**FY23 Shared Services Agreements with Independence CSD** – Motion by Cooksley, second by Stone to approve the food services director agreement as presented. Motion by Stone, second by Recker to approve the social worker agreement as presented. Motion by Recker, second by Steffens to approve the buildings and grounds manager as presented. There was no action on the human resources director agreement.

**FY23 Media Specialist Shared Services Agreement with North Linn CSD** – Motion by Steffens, second by Cooksley to approve the media special shared services agreement.

**FY23 Transportation Director** - Motion by Steffens, second by Stone to approve the FY23 transportation director shared services agreement with Alburnett.

**FY22 Activity Fund Interest Allocation** – Motion by Stone, second by Cooksley to allocate activity fund interest to the activities account.

**Class of 2022 Fund Balance Allocation** – Motion by Stone, second by Cooksley to allocate the remaining fund balance equally to the next four classes.

**Board Resolution to Transfer Funds for FY22 Athletic Safety and Protective Equipment** - Motion by Steffens, second by Recker to approve the resolution as follows: WHEREAS, Iowa Code provides school districts greater flexibility to transfer excess funds to other specified purposes; WHEREAS, the Board, in consultation with

**East Buchanan Community School District  
Regular Board Meeting Minutes – June 8, 2022**

its community has determined that funds of \$6,730.36 in the general fund shall be transferred to the student activity fund to purchase protective and safety equipment required for any extracurricular interscholastic athletic contest or competition that is sponsored or administered by an organization as currently defined by Iowa Code. Motion carried with all ayes.

**Buc Network Fund Balance Allocation** – The Buc Network has been discontinued with a fund balance of \$2,109.81. Motion by Steffens, second by Recker to allocate the remaining fund balance to the activities account.

**Board Resolution to Transfer Funds for EB Hoopsters Club and Lil Buc Basketball to Custodial Fund** – Motion by Stone, second by Recker to approve the resolution as presented: Whereas, the Board has the authority to direct an accounting correction from the Activity Fund which relates to the activity of the Custodial 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 Activity Fund to the District's Custodial 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 EB Hoopsters Club and Lil Buc B-Basketball activity from the Activity Fund to the Flex-Benefits Plan Fund and to record all future activity directly to the Custodial Fund.

**FY22 Outstanding Invoices** – Motion by Stone, second by Recker to approve the payment of outstanding FY22 invoices on June 30, 2022 for those invoices that were received by June 30, 2022.

**FY23 Activity Worker Wages** – Motion by Stone, second by Steffens to approve the activity worker wages as presented and being paid from the general fund. Ayes: Recker, Sperflage, Steffens, Stone Nays: Cooksley.

**FY23 Fee Schedule** – Motion by Cooksley, second by Steffens to approve the fee schedule except for food service fees to be reviewed at the next meeting.

**Board Policy Review – 1st Reading** – Motion by Cooksley, second by Stone to approve the first reading of policies 800 to 804.4 as presented.

**#BucPrIde** – The boys golf team placed 2<sup>nd</sup> at state golf with Ben Hesner placing 4<sup>th</sup>, FFA had a goat show, there are so many girls interested in wrestling, and that students are staying busy with athletics and summer jobs.

**Adjourn** – Motion by Steffens, second by Cooksley to adjourn the meeting at 7:05 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
7/13/2022	Marcy Fox	Resignation	Softball coach	7/7/2022	
7/13/2022	Deb Donlea	Resignation	Asst softball coach	7/7/2022	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>	
ADVELIGH	ADVENTURE LIGHTING	ELECTRICAL SUPPLIES	326.87	1
ADVELIGH	ADVENTURE LIGHTING	RETURN	(15.00)	1
			<b>311.87</b>	
AGVAFS	AgVantage FS	GREENHOUSE LP	672.12	1
			<b>672.12</b>	
ALLIUTIL	ALLIANT ENERGY	GAS/ELECTRIC	11,674.36	1
			<b>11,674.36</b>	
BERENTATE	Berens-Tate Consulting Group	PURCHASED SERVICE	2,500.00	3
			<b>2,500.00</b>	
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	BLDGS & GROUNDS SUPPLIES	23.96	1
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	BLDGS & GROUNDS SUPPLIES	604.60	1
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	BLDGS & GROUNDS SUPPLIES	2,615.73	1
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	570.35	1
			<b>3,814.64</b>	
CHOSVALL	Chosen Valley Testing	SPORTS COMPLEX PURC SERVICE	445.00	3
			<b>445.00</b>	
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	52.37	1
			<b>52.37</b>	
CITYWINT	CITY OF WINTHROP	WATER/SEWER	727.35	1
CITYWINT	CITY OF WINTHROP	SPORTS COMPLEX	741.79	3
			<b>1,469.14</b>	
CRAWENGI	CRAWFORD ENGINEERING & SURVEYING ENGINEERING SERVICES INC		1,637.84	3
			<b>1,637.84</b>	
DAVECCI	DAVE'S COMPLETE CONSTRUCTION	ATHLETIC COMPLEX IMPROVEMENTS	154,726.87	3
			<b>154,726.87</b>	
DONWALT	DON & WALT L.L.C.	PURCHASED SERVICE	128.68	1
			<b>128.68</b>	
EDGEOIL	Edgewood Oil, Inc.	TRANSPORTATION SUPPLIES	164.70	1
			<b>164.70</b>	
NAPA	ESCHEN TARPY NAPA	BLDGS & GROUNDS PARTS	10.01	1
NAPA	ESCHEN TARPY NAPA	TRANSPORTATION SUPPLIES	8.99	1
			<b>19.00</b>	
FOLDPART	Folding Partition Services Inc	PURCHASED SERVICE	356.00	1
			<b>356.00</b>	
FRANCOVE	Franklin Covey Client Sales Inc	PROFESSIONAL DEVELOPMENT	6,489.28	1
FRANCOVE	Franklin Covey Client Sales Inc	PROFESSIONAL DEVELOPMENT	4,491.68	1
			<b>10,980.96</b>	
GORDFLES	GORDON FLESCH COMPANY LLC	COPIER MAINTENANCE	579.00	1
			<b>579.00</b>	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>	
GREECLEA	GREENWOOD CLEANING SYSTEMS	BLDGS & GROUNDS SUPPLIES	2,472.10	1
			<b>2,472.10</b>	
INDECSD	INDEPENDENCE CSD	SHARING AGREEMENT MILEAGE	126.03	1
INDECSD	INDEPENDENCE CSD	PURCHASED SERVICE	540.67	1
			<b>666.70</b>	
IOWATEST	IOWA TESTING PROGRAMS	ISASP TESTING	1,360.50	1
			<b>1,360.50</b>	
JOHNDEERE	JOHN DEERE FINANCIAL	TRANSPORTATION SUPPLIES	100.85	1
			<b>100.85</b>	
MARC	MARC	BLDGS & GROUNDS SUPPLIES	3,820.50	1
			<b>3,820.50</b>	
MARION	MARION INDEPENDENT CSD	OPEN ENROLLMENT	8,866.67	1
			<b>8,866.67</b>	
MAVEPOWE	Maverick Powersports LLC	MOWER SUPPLIES	84.89	1
			<b>84.89</b>	
MUSCOLIGHT	Musco Sports Lighting LLC	LIGHT KEYS	40.27	1
			<b>40.27</b>	
NORTLINN	NORTH-LINN CSD	CONCURRENT ENROLLMENT	456.02	1
			<b>456.02</b>	
NUTRIEN	NUTRIEN AG SOLUTIONS	B&G-Upkeep of grounds	300.00	1
			<b>300.00</b>	
PIPEJAFF	Piper Sandler & Co.	ADMIN FEES	950.00	3
PIPEJAFF	Piper Sandler & Co.	ADMIN FEES	1,000.00	1
			<b>1,950.00</b>	
PRESTOX	PRESTO-X		70.40	1
			<b>70.40</b>	
TEKSUPP	TEKSUPPLY	GREENHOUSE EQUIPMENT	198.77	1
			<b>198.77</b>	
TIMBBILL	TIMBERLINE BILLING SERVICE LLC	MEDICAID PURCH SERVICE	4,082.60	1
			<b>4,082.60</b>	
TIMECLOCK	TimeClock Plus	PURCHASED SERVICE	1,360.80	1
			<b>1,360.80</b>	
WEEDSON	WEEDS ON FIRE	BLGS & GROUNDS MAINTENANCE	1,014.50	1
			<b>1,014.50</b>	

Report Total: 216,378.12

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	(317.60)
			<b>(317.60)</b>
CRAEA	CENTRAL RIVERS AEA	PURCHASED SERVICE	4,930.50 *
			<b>4,930.50</b>
CHASCARD	CHASE CARD SERVICES	ACTE conference registration	500.00
CHASCARD	CHASE CARD SERVICES	CONFERENCE LODGING	178.08
CHASCARD	CHASE CARD SERVICES	CONFERENCE LODGING	178.08
CHASCARD	CHASE CARD SERVICES	POWR-FLITE-B&G SUPPLIES	140.39
CHASCARD	CHASE CARD SERVICES	GAS	49.72
CHASCARD	CHASE CARD SERVICES	VAN FUEL	69.18
CHASCARD	CHASE CARD SERVICES	PROF DEV SUPPLIES	119.41
CHASCARD	CHASE CARD SERVICES	CONFERENCE REGISTRATION	290.00
CHASCARD	CHASE CARD SERVICES	SHIFFLER-B&G SUPPLIES	96.80
CHASCARD	CHASE CARD SERVICES	ZORO-B&G SUPPLIES	79.49
CHASCARD	CHASE CARD SERVICES	IAAE CONFERNECE LODGING	262.06
CHASCARD	CHASE CARD SERVICES	INSTRUCTIONAL SUPPLIES	80.07
CHASCARD	CHASE CARD SERVICES	INSTRUCTIONAL SUPPLIES	10.99
CHASCARD	CHASE CARD SERVICES	SHIPPING	20.56
			<b>2,074.83</b>
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	306.37
			<b>306.37</b>
DHS	DHS CASHIER 1ST FL.	STATE MEDICAID MATCH	31,523.02
			<b>31,523.02</b>
DUBUFIRE	DUBUQUE FIRE EQUIPMENT, INC.	FIRE EXTINGUISHER SERVICE	724.50 *
			<b>724.50</b>
IMAGLEAR	Imagine Learning	SUBSCRIPTION	200.00 *
			<b>200.00</b>
INDECSD	INDEPENDENCE CSD	OPEN ENROLLMENT	83,100.66 *
			<b>83,100.66</b>
MARC	MARC	TRANSPORTATION SUPPLIES	300.72 *
MARC	MARC	EVENTS GYM FLOOR	4,934.50
			<b>5,235.22</b>
THENEWS	NEWS, THE	PUBLIC NOTICES/ADVERTISING	206.66
			<b>206.66</b>
NORTLINN	NORTH-LINN CSD	SPECIAL ED BILLING	515.20 *
			<b>515.20</b>
TNTREPA	TNT REPAIR & RECOVERY LLC	TIRE REPAIR	322.13
			<b>322.13</b>
WINTBUIL	WINTHROP BUILDING SUPPLY	BLDG & GROUNDS SUPPLIES	100.96
WINTBUIL	WINTHROP BUILDING SUPPLY	TRANSPORTATION EQUIP	229.00
			<b>329.96</b>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
WINTSALE	WINTHROP SALES & SERVICE	BLDGS & GROUNDS SUPPLIES	7.20 *
WINTSALE	WINTHROP SALES & SERVICE	BLDGS & GROUNDS SUPPLIES	27.40 *
			<b>34.60</b>
Batch Total:			129,186.05
AQUAPHOENI	AquaPhoenix Scientific	A. Machacek Science- Quote Q22060466	3,940.00 *
			<b>3,940.00</b>
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	514.00
			<b>514.00</b>
BUILDREAD	Building a Reader	Guided Reading PD	1,580.00 *
			<b>1,580.00</b>
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	2,071.44 *
			<b>2,071.44</b>
CAPSTONE	CAPSTONE	LMC BOOKS	238.88 *
			<b>238.88</b>
CENTCIVIC	Center for Civic Education	GOVERNMENT TEXTBOOKS	435.13 *
			<b>435.13</b>
ICEV	CEV Multimedia LTD	AG INSTRUCTION SUBSCRIPTION	850.00 *
			<b>850.00</b>
CHASCARD	CHASE CARD SERVICES	Amazon-HS/MS supplies	169.68
CHASCARD	CHASE CARD SERVICES	General Supplies	30.52
CHASCARD	CHASE CARD SERVICES	FURNITURE	159.97
CHASCARD	CHASE CARD SERVICES	Reading Enhancement/Reading Recovery	19.14
CHASCARD	CHASE CARD SERVICES	ELEM SUPPLIES	4.99
CHASCARD	CHASE CARD SERVICES	PE SUPPLIES/EQUIPMENT	47.41
CHASCARD	CHASE CARD SERVICES	MS SUPPLIES	15.25
CHASCARD	CHASE CARD SERVICES	Leader in Me books for Book Study	533.40
			<b>980.36</b>
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	582.52
			<b>582.52</b>
CPI	CPI	ANNUAL MEMBERSHIP FEE	200.00
			<b>200.00</b>
DEMCO	DEMCO	LMC SUPPLIES	200.17 *
			<b>200.17</b>
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	TELEPHONE	2,368.27
			<b>2,368.27</b>
FLINSCIE	FLINN SCIENTIFIC	Lab Supplies	1,830.83 *
FLINSCIE	FLINN SCIENTIFIC	Lab Supplies	67.09 *
FLINSCIE	FLINN SCIENTIFIC	Lab Supplies	39.00 *
			<b>1,936.92</b>
FRANCOVE	Franklin Covey Client Sales Inc	LEADER IN ME	4,750.00 *



<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
FRANCOVE	Franklin Covey Client Sales Inc	LEADER IN ME	4,750.00 *
			<b>9,500.00</b>
GREECLEA	GREENWOOD CLEANING SYSTEMS	Custodial Supplies	983.96
			<b>983.96</b>
IASBO	IA ASSOC OF SCH BUS OFFICIALS	MEMBERSHIP	175.00 *
			<b>175.00</b>
IMAGLEAR	Imagine Learning	2022-2023 Edgenuity Subscription	4,000.00
			<b>4,000.00</b>
IASB	IOWA ASSOC OF SCHOOL BOARDS	MEMBERSHIP	2,344.00 *
IASB	IOWA ASSOC OF SCHOOL BOARDS	POLICIES SUBSCRIPTION	775.00 *
			<b>3,119.00</b>
ISFIS	ISFIS	PURCHASED SERVICE	1,368.00 *
			<b>1,368.00</b>
LAKESHOR	LAKESHORE LEARNING MATERIALS	INSTRUCTIONAL SUPPLIES	133.35 *
			<b>133.35</b>
THELIBRA	LIBRARY STORE, INC, THE	LMC SUPPLIES	203.02 *
			<b>203.02</b>
PLANROAD	PLANK ROAD PUBLISHING, INC	ELEM MUSIC	127.45 *
			<b>127.45</b>
QUILCORP	QUILL CORPORATION	Elem. Lit consumables	(9.85) *
QUILCORP	QUILL CORPORATION	Elem. Lit consumables	35.98 *
QUILCORP	QUILL CORPORATION	Elem. Lit consumables	968.10 *
QUILCORP	QUILL CORPORATION	SUPPLIES	56.58
			<b>1,050.81</b>
REALGOOD	REALLY GOOD STUFF	ELEM SUPPLIES	209.23 *
REALGOOD	REALLY GOOD STUFF	ELEM INST SUPPLIES	609.28 *
			<b>818.51</b>
SAI	SAI	ANNUAL MEETING	200.00 *
SAI	SAI	MEMBERSHIP	584.00 *
			<b>784.00</b>
SCHMJANI	SCHMITZ JANITORIAL SUPPLY	BLDG & GROUNDS SUPPLIES	168.80
			<b>168.80</b>
SCHOLMAG	SCHOLASTIC INC.	CLASSROOM MAGAZINES	1,538.09 *
			<b>1,538.09</b>
SCHOSPEC	SCHOOL SPECIALTY LLC	INSTRUCTIONAL SUPPLIES	113.15 *
			<b>113.15</b>
MUSICPLAY	Themes & Variations Inc	Music online teaching resource	174.95 *
			<b>174.95</b>
THOMELEC	THOMAS ELECTRIC MOTOR SERVICE	EQUIPMENT REPAIR	24.50 *

East Buchanan Community School  
07/13/2022 3:15 PM

**List of Bills - School Board Mtg**  
Unposted; Fund Description GENERAL FUND

Page: 4

User ID: TMK

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			<b>24.50</b>
USCELL	US CELLULAR	Cell Phones	357.82 *
			<b>357.82</b>
WEEDSON	WEEDS ON FIRE	UPKEEP OF BLDGS & GROUNDS	1,283.00 *
			<b>1,283.00</b>
		Batch Total:	41,821.10
		Report Total:	171,007.15

East Buchanan Community School  
07/13/2022 3:07 PM

**List of Bills - School Board Mtg**  
Unposted; Fund Description MANAGEMENT FUND

Page: 1

User ID: TMK

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
NEIBINSU	NEIGHBOR INSURANCE	INSURANCE	141,689.57 *
			<b>141,689.57</b>
		Batch Total:	141,689.57
		Report Total:	141,689.57

East Buchanan Community School  
07/13/2022 3:08 PM

**List of Bills - School Board Mtg**  
Unposted; Fund Description PPEL FUND

Page: 1

User ID: TMK

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
MOOSEMECH	Moose Mechanical	HVAC	72,000.00
			<b>72,000.00</b>
		Batch Total:	72,000.00
		Report Total:	72,000.00

East Buchanan Community School  
07/13/2022 3:05 PM

**List of Bills - School Board Mtg**  
Unposted; Batch Description FY22 Expensed-July 13 mtg; Fund Description SAVE

Page: 1

User ID: TMK

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
DNFENCE	D & N FENCE CO	BASEBALL NETTING POSTS	9,490.00 *
			<b>9,490.00</b>
		Batch Total:	9,490.00
		Report Total:	9,490.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
MONTSPOR	MONTICELLO SPORTS	Volleyballs	660.00
			<b>660.00</b>

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Batch Total:	<u>660.00</u>
Report Total:	<u>660.00</u>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ANAMOSA	ANAMOSA SCHOOL DISTRICT	SB Tournament Entry - 6/12/22	100.00 2
			<b>100.00</b>
BARNTOM	BARNES, TOM	SB Official - 6/17/22	110.00 2
BARNTOM	BARNES, TOM	SB Official - 6/23/22	120.00 2
BARNTOM	BARNES, TOM	JV SB Official - 6/28/22	100.00 2
BARNTOM	BARNES, TOM	MS SB Official - 6/30/22	130.00 2
			<b>460.00</b>
BLANFLOW	BLAND'S FLOWER SHOP	BB/SB Senior Night Flowers	15.00 2
			<b>15.00</b>
DONBOSCO	DON BOSCO HIGH SCHOOL	SB Tournament - 6/24/22	90.00 2
			<b>90.00</b>
ENTOYEAR	ENTOURAGE YEARBOOKS	2022 Yearbooks	1,573.25 2
			<b>1,573.25</b>
GALLKAYL	Gallup, Kayla	Supplies-Winthrop Days Meal Fundraiser	654.68 2
			<b>654.68</b>
GENFUND	GENERAL FUND	FICA on Employee Officials	113.64 2
			<b>113.64</b>
GIBBJOE	GIBBS, JOE	JV SB Official - 6/28/22	100.00 2
			<b>100.00</b>
GRAWROBE	GRAWE, ROBERT	BB Official - 6/16/22	130.00 2
GRAWROBE	GRAWE, ROBERT	BB Official - 6/23/22	130.00 2
			<b>260.00</b>
HOLSWILL	HOLSTUN, WILLIAM	BB Official - 6/23/22	135.00 2
			<b>135.00</b>
MEISRICK	Meisner, Rick	SB Official - 6/16/22	125.00 2
			<b>125.00</b>
NASSP	NASSP	National St. Council Membership	95.00 2
			<b>95.00</b>
PIONMANU	PIONEER MANUFACURING CO,	White/Red FB Field Paint	1,688.00 2
			<b>1,688.00</b>
RIMADAVE	RIMA, DAVE	MS BB Official - 6/23/22	135.00 2
RIMADAVE	RIMA, DAVE	MS Baseball Official - 6/9/22	135.00 2
			<b>270.00</b>
RODEJAMI	RODENBURG, JAMIE	SB Official - 6/16/22	125.00 2
			<b>125.00</b>
SCHNWAYN	SCHNIER, WAYNE	BB Official - 6/16/22	130.00 2
			<b>130.00</b>
SNYDTINA	Snyder, Katina	Supplies for Smores - 6th Grade Camp	30.38 2

List of Bills - School Board Mtg  
Activity Extra Invoices - June 2022

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			<b>30.38</b>
STEFPHIL	Steffen, Philip	MS SB Official - 6/20/22	125.00 2
STEFPHIL	Steffen, Philip	MS SB Official - 6/23/22	125.00 2
STEFPHIL	Steffen, Philip	MS Softball Official - 6/9/22	125.00 2
			<b>375.00</b>
VIERTEL	VIERTEL, DAVID	SB Official - 6/17/22	120.00 2
VIERTEL	VIERTEL, DAVID	SB Official - 6/23/22	110.00 2
			<b>230.00</b>
		Batch Total:	<u>6,569.95</u>
		Report Total:	<u>6,569.95</u>

List of Bills - School Board Mtg

Nutrition Extra Invoices - June 2022

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
EMSDETER	EMS DETERGENT SERVICES CO.	Parts	139.50
			<u>139.50</u>
INDECSD	INDEPENDENCE CSD	Mileage-Shared Food Service Director	539.26
			<u>539.26</u>
		Batch Total:	<u>678.76</u>
		Report Total:	<u>678.76</u>

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
21 0000 729 000	Fund Balance	0.00	0.00	0.00	0.00	0.00
21 6111 729 910	DRAMA	18,040.28	(8.05)	0.00	0.00	18,048.33
21 6120 729 910	SPEECH	423.06	98.38	0.00	0.00	324.68
21 6210 729 910	MUSIC CLUB	1,400.49	270.82	0.00	0.00	1,129.67
21 6220 729 910	PEP BAND	1,832.28	0.00	0.00	0.00	1,832.28
21 6221 729 910	MUSIC TRIP	2,300.15	0.00	0.00	0.00	2,300.15
21 6222 729 910	COLOR GUARD	775.15	0.00	0.00	0.00	775.15
21 6600 729 920	ATHLETICS	7,551.32	11,938.60	11,705.12	0.00	7,317.84
21 6645 729 920	CROSS COUNTRY	14.50	0.00	0.00	0.00	14.50
21 6693 729 920	CHEERLEADING	2,925.89	0.00	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	468.58	0.00	0.00	5,042.44
21 6730 729 920	BASEBALL	659.11	70.43	0.00	0.00	588.68
21 6740 729 920	BOYS' TRACK	376.59	0.00	0.00	0.00	376.59
21 6760 729 920	BOYS' GOLF	1,434.67	120.00	0.00	0.00	1,314.67
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	2,868.45	0.00	0.00	0.00	2,868.45
21 6835 729 920	SOFTBALL	242.65	0.00	0.00	0.00	242.65
21 6840 729 920	GIRLS TRACK	412.27	0.00	0.00	0.00	412.27
21 6860 729 920	GIRLS' GOLF	216.93	60.00	0.00	0.00	156.93
21 7010 729 950	FBLA	4,235.94	0.00	0.00	0.00	4,235.94
21 7011 729 950	HS STUDENT COUNCIL	4,104.39	422.34	933.50	0.00	4,615.55
21 7012 729 950	SPANISH CLUB	1,847.45	0.00	0.00	0.00	1,847.45
21 7013 729 950	NHS	131.07	327.34	933.50	0.00	737.23
21 7015 729 950	FEED STORE	290.52	284.54	0.00	0.00	5.98
21 7016 729 950	FITNESS CLUB	37.55	0.00	0.00	0.00	37.55
21 7018 729 950	LIBRARY CLUB	209.62	0.00	0.00	0.00	209.62
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	14,465.33	291.46	169.00	0.00	14,342.87
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	1,823.94	0.00	0.00	0.00	1,823.94
21 7043 729 950	LIL BUC B-BASKETBALL	763.91	0.00	0.00	0.00	763.91

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
21 7049 729 950	PBIS	4,021.22	0.00	0.00	0.00	4,021.22
21 7050 729 950	ELEM. ST. COUNCIL	483.13	0.00	0.00	0.00	483.13
21 7051 729 950	CAMP WAPSIE	7,711.66	2,551.23	0.00	0.00	5,160.43
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	769.20	218.00	(551.20)	0.00	0.00
21 7078 729 950	CLASS OF 2023	2,127.56	0.00	137.80	0.00	2,265.36
21 7079 729 950	CLASS OF 2024	1,379.41	0.00	137.80	0.00	1,517.21
21 7080 729 950	CLASS OF 2025	755.76	0.00	137.80	0.00	893.56
21 7081 729 950	CLASS OF 2026	885.25	642.00	137.80	0.00	381.05
21 7082 729 950	CLASS OF 2027	123.00	0.00	0.00	0.00	123.00
21 8000 729 910	ANNUAL	8,353.42	1,573.25	0.00	0.00	6,780.17
21 8001 729 910	BUCCANEER CLUB	1,887.93	0.00	0.00	0.00	1,887.93
21 8002 729 910	THE BUCCANEER NETWORK	2,109.81	0.00	0.00	(2,109.81)	0.00
21 8004 729 910	INTEREST	930.73	0.00	(930.73)	0.00	0.00
Fund Total: 21		119,440.66	19,328.92	12,810.39	(2,109.81)	110,812.32



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	6,811	0	0	1,762	0	0	0	0	60	8,633
JUNE	899	0	0	1,147	0	92	0	0	0	2,188
TOTAL	67,145	-	-	12,815	-	299	-	50	122	80,431

EAST BUCHANAN SCHOOL  
MILEAGE REPORT  
2021-2022

MONTH	VAN/CAR ROUTE		VAN/CAR ADMIN.		VAN/CAR SPECIAL ED.		VAN/CAR ACTIVITY		VAN/CAR CUSTODIAL		VAN/CAR TRANSP.		VAN/CAR DRIVERS ED		VAN/CAR OTHER		VAN/CAR MISC.		VAN/CAR TOTAL		
	MILES		MILES		MILES		MILES		MILES		MILES		MILES		MILES		MILES		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		335		5,337		3,088		261		18		0		0		101				9,140
JUNE	545		1,037		258		74		259		20		0		0		59				2,252
TOTAL	553		4,504		43,786		19,273		2,609		1,237		-		50		279				72,241
BUS/VAN TOTAL	67,698		4,504		43,786		32,088		2,609		1,536		-		50		401				152,672

**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	\$ 1,817.01	\$ 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	817.000	\$ 3.723	\$ 3,041.98	1,402.000	\$ 4.464	\$ 6,257.83	\$ 9,299.81	602.000	\$ 2,241.25	1,328.000	\$ 5,71.39	\$ 2,812.64
JUNE	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	108.000	\$ 402.08	255.000	\$ 1,138.32	\$ 1,540.40
TOTALS	5,272.000		\$16,398.64	9,781.000		\$32,137.31	\$48,535.95	5,406.000	\$16,673.90	11,123.000	\$30,188.68	\$46,862.58

**RECEIPTS**

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$0.00	\$0.00	\$0.00
Student Lunch	\$395.65	-\$901.67	-\$506.02
Adult Breakfast	\$0.00	\$166.50	\$166.50
Adult Lunch	\$0.00	\$4,005.30	\$4,005.30
Alacarte	\$0.00	\$41,176.00	\$41,176.00
Snacks	\$207.44	\$14,382.96	\$14,590.40
Federal Breakfast	\$7,689.96	\$59,843.53	\$67,533.49
Federal Lunch	\$31,983.12	\$297,837.63	\$329,820.75
State Breakfast	\$0.00	\$561.08	\$561.08
State Lunch	\$0.00	\$1,655.36	\$1,655.36
ECO Grant	\$0.00	\$1,553.98	\$1,553.98
Other Revenues	\$30.00	\$2,463.09	\$2,493.09
Other Purchased Services	-\$50.99	-\$662.87	-\$713.86
Rebate	\$0.00	\$792.57	\$792.57
Interest	\$148.14	\$1,119.52	\$1,267.66
<b>TOTAL INCOME</b>	<b>\$40,403.32</b>	<b>\$423,992.98</b>	<b>\$464,396.30</b>

**EXPENDITURES**

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$12,805.96	\$191,798.99	\$204,604.95
Commodities	\$0.00	\$0.00	\$0.00
Supplies	\$116.82	\$8,810.60	\$8,927.42
Shared Contract	\$12,276.99	\$14,085.28	\$26,362.27
Purchased Services	\$0.00	\$1,242.75	\$1,242.75
Equipment	\$139.50	\$1,212.43	\$1,351.93
Travel	\$0.00	\$0.00	\$0.00
Other Expenses	\$134.10	\$2,416.08	\$2,550.18
Cooks Salaries	\$13,632.83	\$66,596.15	\$80,228.98
Benefits	\$3,393.59	\$23,756.22	\$27,149.81
<b>TOTAL EXPENDITURES</b>	<b>\$42,499.79</b>	<b>\$309,918.50</b>	<b>\$352,418.29</b>

**BALANCE**

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$129,985.33	\$129,985.33
Income	\$40,403.32	\$423,992.98	\$464,396.30
Expenditures	\$42,499.79	\$309,918.50	\$352,418.29
<b>FUND BALANCE</b>	<b>-\$2,096.47</b>	<b>\$244,059.81</b>	<b>\$241,963.34</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	28	431	459
Adult Breakfasts	8	108	116
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
<b>TOTAL BREAKFASTS SERVED</b>	<b>36</b>	<b>539</b>	<b>575</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	133	966	1,099
Student Guest Lunches	3	0	3
Complimentary Lunches	0	1	1
<b>TOTAL LUNCHES SERVED</b>	<b>136</b>	<b>967</b>	<b>1,103</b>

SSO Breakfasts Served	2,952	23,683	26,635
SSO Lunches Served	7,010	67,184	74,194

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	18
June	0
<b>TOTALS</b>	<b>171</b>

June, 2022

East Buchanan Community School District  
Cash Summary Report

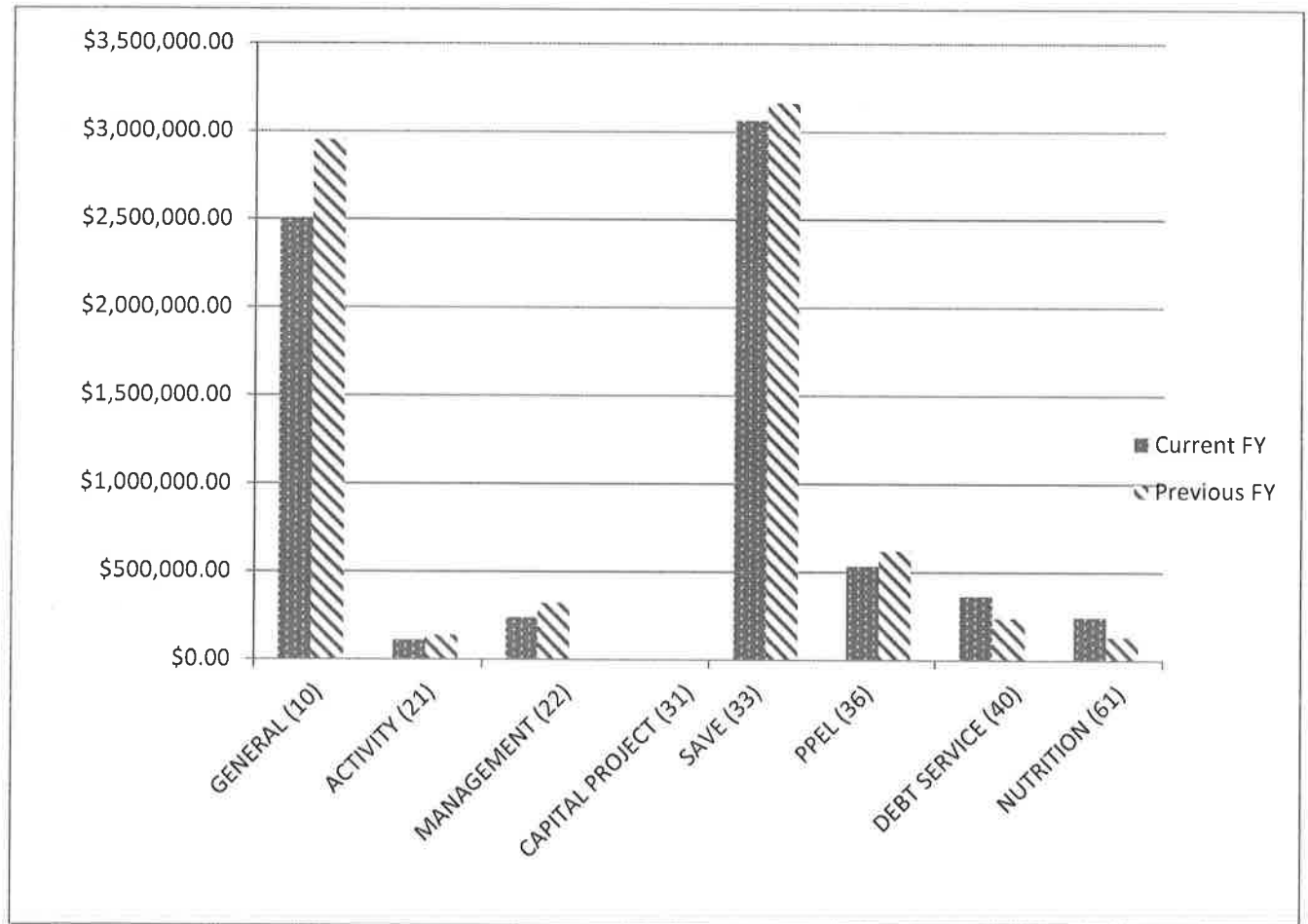
	<u>Jul-21</u>	<u>Aug-21</u>	<u>Sep-21</u>	<u>Oct-21</u>	<u>Nov-21</u>	<u>Dec-21</u>
<b>10-GENERAL FUND</b>						
Beginning Balance	2,950,610.76	2,448,296.94	1,895,154.69	1,785,715.27	2,555,393.19	2,491,530.81
Revenue	81,773.40	170,952.28	445,736.85	1,353,982.72	584,114.21	591,644.61
Expenditures	584,087.22	724,094.53	555,176.27	584,304.80	647,976.59	604,100.65
Ending Balance	2,448,296.94	1,895,154.69	1,785,715.27	2,555,393.19	2,491,530.81	2,479,074.77
<b>21-ACTIVITY FUND</b>						
Beginning Balance	136,915.26	122,184.38	130,840.99	140,911.50	136,580.80	133,604.79
Revenue	1,536.73	14,424.03	20,871.38	83,774.79	18,901.64	15,033.96
Expenditures	16,267.61	5,767.42	10,800.87	88,105.49	21,877.65	18,080.79
Ending Balance	122,184.38	130,840.99	140,911.50	136,580.80	133,604.79	130,557.96
<b>22-MANAGEMENT FUND</b>						
Beginning Balance	319,600.48	199,324.82	197,952.92	197,663.14	219,601.31	218,127.32
Revenue	1,218.24	0.00	710.22	23,340.02	4,411.01	1,281.04
Expenditures	121,493.90	1,371.90	1,000.00	1,401.85	5,885.00	1,351.00
Ending Balance	199,324.82	197,952.92	197,663.14	219,601.31	218,127.32	218,057.36
<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	3,283,547.87
Revenue	233,048.29	52,257.48	52,218.70	52,297.53	131,587.85	68,481.39
Expenditures	388,060.00	0.00	0.00	11,031.00	0.00	32,235.00
Ending Balance	3,006,217.31	3,058,474.79	3,110,693.49	3,151,960.02	3,283,547.87	3,319,794.26
<b>36-PPEL</b>						
Beginning Balance	617,863.38	609,637.24	564,299.81	543,531.45	661,820.94	637,434.02
Revenue	5,026.96	368.48	6,718.18	160,447.49	40,632.09	12,748.12
Expenditures	13,253.10	45,705.91	27,486.54	42,158.00	65,019.01	6,425.03
Ending Balance	609,637.24	564,299.81	543,531.45	661,820.94	637,434.02	643,757.11
<b>40-DEBT SERVICE</b>						
Beginning Balance	236,982.41	241,765.42	241,282.58	248,089.80	374,676.50	412,500.34
Revenue	596,117.25	17.16	6,807.22	210,180.45	38,123.84	44,610.49
Expenditures	591,334.24	500.00	0.00	83,593.75	300.00	32,235.00
Ending Balance	241,765.42	241,282.58	248,089.80	374,676.50	412,500.34	424,875.83
less: Escrow Acct	215,000.00	215,000.00	215,000.00	215,000.00	215,179.09	215,179.09
	26,765.42	26,282.58	33,089.80	159,676.50	197,321.25	209,696.74
<b>61-NUTRITION FUND</b>						
Beginning Balance	129,985.33	131,211.21	138,589.96	125,563.27	152,471.06	117,521.46
Revenue	3,707.94	7,876.81	13,535.83	80,021.89	16,616.42	105,652.23
Expenditures	2,482.06	498.06	26,562.52	53,114.10	51,566.02	53,236.99
Ending Balance	131,211.21	138,589.96	125,563.27	152,471.06	117,521.46	169,936.70
less: Received on Acct	6,735.72	12,604.12	11,277.82	9,492.37	8,923.08	8,594.63
	124,475.49	125,985.84	114,285.45	142,978.69	108,598.38	161,342.07
<b>EMPLOYER'S PAYROLL EXPENSE:</b>						
Gross Wages-hourly	45,842.88	35,196.48	39,455.83	96,593.41	98,140.31	92,218.19
Gross Wages-retention	0.00	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	318,544.68
	335,466.12	325,586.50	361,840.42	419,949.94	425,787.81	410,762.87
Employer paid deductions	47,964.48	46,670.85	59,972.02	54,647.37	52,447.91	51,207.87
Employer paid IPERS	30,809.03	29,295.13	33,303.46	38,814.49	39,401.11	37,458.69
Employer paid FICA	25,939.04	22,765.01	26,453.43	31,134.18	31,577.13	30,370.94
	104,712.55	98,730.99	119,728.91	124,596.04	123,426.15	119,037.50
<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>	<b>529,800.37</b>

East Buchanan Community School District  
Cash Summary Report

	<u>Jan-22</u>	<u>Feb-22</u>	<u>Mar-22</u>	<u>Apr-22</u>	<u>May-22</u>	<u>Jun-22</u>
<b>10-GENERAL FUND</b>						
Beginning Balance	2,479,074.77	2,500,141.40	2,438,178.31	2,258,688.72	2,791,835.83	2,864,160.52
Revenue	735,474.16	601,409.50	508,511.89	1,142,223.76	696,829.86	565,105.00
Expenditures	714,407.53	663,372.59	688,001.48	609,076.65	624,505.17	920,694.37
Ending Balance	2,500,141.40	2,438,178.31	2,258,688.72	2,791,835.83	2,864,160.52	2,508,571.15
<b>21-ACTIVITY FUND</b>						
Beginning Balance	130,557.96	129,920.10	128,143.85	133,839.05	116,786.39	119,440.66
Revenue	9,426.86	12,295.85	21,556.07	8,269.45	20,067.39	10,823.63
Expenditures	10,064.72	14,072.10	15,860.87	25,322.11	17,413.12	19,451.97
Ending Balance	129,920.10	128,143.85	133,839.05	116,786.39	119,440.66	110,812.32
<b>22-MANAGEMENT FUND</b>						
Beginning Balance	218,057.36	218,424.56	217,856.78	217,885.56	236,752.13	237,969.10
Revenue	1,367.20	432.22	1,404.78	20,446.57	2,216.97	444.16
Expenditures	1,000.00	1,000.00	1,376.00	1,580.00	1,000.00	1,000.00
Ending Balance	218,424.56	217,856.78	217,885.56	236,752.13	237,969.10	237,413.26
<b>33-SAVE</b>						
Beginning Balance	3,319,794.26	3,351,795.81	3,353,717.53	3,452,330.45	3,412,692.44	3,178,476.41
Revenue	55,912.55	12,131.72	133,154.92	50,361.99	48,785.64	548,854.14
Expenditures	23,911.00	10,210.00	34,542.00	90,000.00	283,001.67	662,092.26
Ending Balance	3,351,795.81	3,353,717.53	3,452,330.45	3,412,692.44	3,178,476.41	3,065,238.29
<b>36-PPEL</b>						
Beginning Balance	643,757.11	551,568.70	541,339.40	504,250.66	538,168.29	547,711.12
Revenue	23,821.89	3,467.40	10,581.87	117,658.63	16,565.29	3,616.24
Expenditures	116,010.30	13,696.70	47,670.61	83,741.00	7,022.46	17,266.08
Ending Balance	551,568.70	541,339.40	504,250.66	538,168.29	547,711.12	534,061.28
<b>40-DEBT SERVICE</b>						
Beginning Balance	424,875.83	438,093.40	441,854.72	455,433.19	340,831.29	361,922.98
Revenue	13,217.57	4,261.32	13,585.66	602,585.60	146,760.03	4,252.09
Expenditures	0.00	500.00	7.19	717,187.50	125,668.34	3,450.00
Ending Balance	438,093.40	441,854.72	455,433.19	340,831.29	361,922.98	362,725.07
less: Escrow Acct	215,179.09	215,179.09	215,179.09	215,179.09	340,000.00	340,000.00
	222,914.31	226,675.63	240,254.10	125,652.20	21,922.98	22,725.07
<b>61-NUTRITION FUND</b>						
Beginning Balance	169,936.70	185,801.10	193,877.45	209,392.83	226,897.31	244,059.81
Revenue	51,197.48	52,200.56	48,574.72	80,903.37	61,287.59	57,480.73
Expenditures	35,333.08	44,124.21	33,059.34	63,398.89	44,125.09	59,577.20
Ending Balance	185,801.10	193,877.45	209,392.83	226,897.31	244,059.81	241,963.34
less: Received on Acct	8,231.33	8,069.38	6,873.48	6,213.33	5,375.45	5,771.10
	177,569.77	185,808.07	202,519.35	220,683.98	238,684.36	236,192.24
<b>EMPLOYER'S PAYROLL EXPENSE</b>						
Gross Wages-hourly	84,423.16	77,259.87	77,100.32	91,136.51	84,347.84	94,581.07
Gross Wages-retention	0.00	0.00	45,000.00	16,837.80	0.00	28,350.00
Gross Wages-contract	315,733.04	316,670.23	314,884.14	319,182.75	321,023.82	317,657.40
	400,156.20	393,930.10	436,984.46	427,157.06	405,371.66	440,588.47
Employer paid deductions	51,429.11	51,975.00	51,586.64	51,313.75	50,867.82	49,520.83
Employer paid IPERS	36,377.52	36,141.60	35,471.75	37,803.50	37,113.93	37,639.67
Employer paid FICA	29,623.84	29,150.70	32,418.40	31,641.74	30,048.35	32,605.42
	117,430.47	117,267.30	119,476.79	120,758.99	118,030.10	119,765.92
<b>TOTAL</b>	<b>517,586.67</b>	<b>511,197.40</b>	<b>556,461.25</b>	<b>547,916.05</b>	<b>523,401.76</b>	<b>560,354.39</b>

## CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL June 2022

Fund Description	Beginning	Revenues	Expenditures	FY22	FY21	Difference
				Ending	End Balance	
GENERAL (10)	\$2,864,160.52	\$565,105.00	\$920,694.37	\$2,508,571.15	\$2,950,610.76	(\$442,039.61)
ACTIVITY (21)	\$119,440.66	\$10,823.63	\$19,451.97	\$110,812.32	\$136,915.26	(\$26,102.94)
MANAGEMENT (22)	\$237,969.10	\$444.16	\$1,000.00	\$237,413.26	\$319,600.48	(\$82,187.22)
CAPITAL PROJECT (31)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SAVE (33)	\$3,178,476.41	\$548,854.14	\$662,092.26	\$3,065,238.29	\$3,161,229.02	(\$95,990.73)
PPEL (36)	\$547,711.12	\$3,616.24	\$17,266.08	\$534,061.28	\$617,863.38	(\$83,802.10)
DEBT SERVICE (40)	\$361,922.98	\$4,252.09	\$3,450.00	\$362,725.07	\$236,982.42	\$125,742.65
NUTRITION (61)	\$244,059.81	\$57,480.73	\$59,577.20	\$241,963.34	\$129,985.33	\$111,978.01
			TOTAL	\$7,060,784.71	\$7,553,186.65	(\$492,401.94)



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

		FY22 Certified		over / (under)	
		Budget	as of 6/30/2022	budget	
Taxes Levied on Property	1	\$ 2,907,753.00	\$ 2,884,009.86		
Utility Replacement Excise Tax	2	\$ 46,274.00	\$ 45,404.90		
Income Surtaxes	3	\$ 158,455.00	\$ 150,916.00		
Tuition\Transportation Received	4	\$ 575,000.00	\$ 481,731.19		
Earnings on Investments	5	\$ 81,500.00	\$ 51,642.96		
Nutrition Program Sales	6	\$ 165,000.00	\$ 59,432.18		
Student Activities and Sales	7	\$ 189,000.00	\$ 165,220.92		
Other Revenues from Local Sources	8	\$ 91,000.00	\$ 145,013.46		
Revenue from Intermediary Sources	9	\$ -	\$ -		
State Foundation Aid	10	\$ 4,059,983.00	\$ 4,013,556.00		
Instructional Support State Aid	11	\$ 15,336.00	\$ -		
Other State Sources	12	\$ 581,350.00	\$ 738,713.78		
Commercial & Industrial State Replacement	13	\$ 20,453.00	\$ 16,381.87		
Title I Grants	14	\$ 70,000.00	\$ 55,043.27		
IDEA and Other Federal Sources	15	\$ 320,000.00	\$ 805,517.88		
Total Revenues	16	\$ 9,281,104.00	\$ 9,612,584.27		
General Long-Term Debt Proceeds	17	\$ -	\$ -		
Transfers In	18	\$ 313,178.00	\$ 315,907.86		
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 200.00		
Special Items/Upward Adjustments	20	\$ -	\$ (3,356.77)		
Total Revenues & Other Sources	21	\$ 9,594,282.00	\$ 9,925,335.36		
Beginning Fund Balance	22	\$ 6,697,739.27	\$ 6,697,739.27		
<b>Total Resources</b>	23	\$ 16,292,021.27	\$ 16,623,074.63		
<b>*Instruction</b>	24	\$ 5,500,000.00	\$ 5,227,910.95	\$ (272,089.05)	95%
Student Support Services	25	\$ 230,500.00	\$ 254,497.03		
Instructional Staff Support Services	26	\$ 583,000.00	\$ 614,403.54		
General Administration	27	\$ 266,500.00	\$ 246,968.78		
School/Building Administration	28	\$ 400,000.00	\$ 397,606.17		
Business & Central Administration	29	\$ 140,000.00	\$ 159,257.91		
Plant Operation and Maintenance	30	\$ 727,000.00	\$ 729,530.43		
Student Transportation	31	\$ 553,000.00	\$ 579,118.29		
This row is intentionally left blank	32	\$ -			
<b>*Total Support Services (lines 25-32)</b>	32A	\$ 2,900,000.00	\$ 2,981,382.15	\$ 81,382.15	103%
<b>*Noninstructional Programs</b>	33	\$ 365,000.00	\$ 351,702.19	\$ (13,297.81)	96%
Facilities Acquisition and Construction	34	\$ 468,044.00	\$ 550,956.72		
Debt Service	35	\$ 662,965.00	\$ 666,415.00		
AEA Support - Direct to AEA	36	\$ 295,483.00	\$ 261,401.00		
<b>*Total Other Expenditures (lines 34-36)</b>	36A	\$ 1,426,492.00	\$ 1,478,772.72	\$ 52,280.72	104%
Total Expenditures	37	\$ 10,191,492.00	\$ 10,039,768.01		
Transfers Out	38	\$ 313,178.00	\$ 315,907.86		
Other Uses	39	\$ -	\$ -		
Total Expenditures & Other Uses	40	\$ 10,504,670.00	\$ 10,355,675.87		
Ending Fund Balance	41	\$ 5,787,351.27	\$ 6,267,398.76		
<b>Total Requirements</b>	42	\$ 16,292,021.27	\$ 16,623,074.63		

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.



## MOCMOEast Buchanan Plan and District Team

Last Revised: June 2022

District School]: East Buchanan Schools

State Approved Career Information System: My Academic Plan

Annual Review of Board of Directors (School Board) 07/13/2022

Suggested topics to discuss with board:

- Review 2021-2022 Implementation and Goals set, attained, revised 281—49.5(3)(b)(2)(2);
- Present 2022-2023 Goals;
- Present how stakeholder participation benefits students, community, parents, and recruit District Team membership 281—49.3(2).

### District Plan Purpose

The district plan is a roadmap for implementation of the career and academic planning process outlined in statute in 281-Iowa Administrative Code chapter 49.5(279). The district plan provides *context, outlining who is expected to do what, when, and how*. A student's individual career and academic planning (ICAP) process happens within the framework established by the district plan.

At a minimum, the district plan shall include the following components:

- The activities to be undertaken in each grade level to achieve the requirements of rule 281—49.3(279);
- Integration of the career guidance plan with the district's comprehensive school improvement plan and school guidance counseling program;
- Designates a team of educational practitioners to establish, implement, review, coordinate activities and regularly consults with representatives of employers, state and local workforce agencies, higher education institutions and postsecondary training programs to ensure activities are relevant and aligned with the labor and workforce needs of the region and state.

The District Plan will be kept on file (paper or electronic), submitted to the Regional Planning Partnership each year, and made available upon request for differentiated accountability /accreditation CSIP audits.

The District Plan will be reviewed regularly to ensure individual student planning (ICAP) is implemented.

### District Team

The team shall include, but not be limited to, a school administrator, a school counselor, teachers, including career and technical education teachers, and individuals responsible for coordinating work-based learning activities. Additionally, consider including an intermediary, representatives of special populations, postsecondary administrators and faculty, instructional support staff, members of local workforce development boards or organizations, parents, students, etc.

Please note, a school district with more than one attendance site for grades 8 through 12 should create one, district-wide team with designees as needed.

### **Summary of ICAP Activities**

Ensure each ICAP achieves the following:

- Prepares students for successful completion of core curriculum pursuant to 281—Chapter 12 by graduation from high school.
- Identifies students' post-secondary education and career options and goals.
- Identifies 9 through 12 coursework needed to support students' post-secondary education and career options and goals.
- Prepares students' to successfully complete, prior to graduation and in a planned timeline, the essential components 281—49.4(279).

*Points to consider when completing the summaries:*

- Identify how internal and external team members collaborate to holistically implement self-understanding at each grade level.
- Who are the team members assigned in grades 8-12 and what are their assigned roles?
- How will completion of each essential component contribute to the successful completion of high school, including student identified and ICAP activity supported postsecondary education and career options and goals?

### **District Plan Statement Summary**

The East Buchanan College and Career Readiness Plan is a roadmap for implementation of the career and academic planning process outlined in statute. It provides context, outlining who is expected to do what, when, and how. A student's individual career and academic planning happens within the framework established by the district plan.

### **Essential Components**

**Essential Component #1: Self-Understanding (assessments, inventories, reflections)**

Students shall engage in developmentally appropriate inventories and assessments that promote self-understanding, the connection to work, and engage in meaningful reflective activities about the results.

Grade Level	Activity Description and Outcomes	Timeline	Teacher and Counselor Involvement	Resources
8th	My Academic Plan- <ul style="list-style-type: none"> <li>- Students take career interest surveys and learn about multiple career choices</li> <li>- Small group/individual conferences</li> </ul> HS Orientation <ul style="list-style-type: none"> <li>- Create 4 year plan</li> </ul>	8th Grade Careers Exploratory (6 week course) all students  Throughout 2nd Trimester  2 Trimester	Guidance Counselor and Business Teacher work with students during this time to discuss results of survey  Guidance Counselor and HS/MS Principal work with students and parents	My Academic Plan  Course Description Packet
9th	My Academic Plan- <ul style="list-style-type: none"> <li>- Students take career interest surveys and learn about multiple career choices</li> <li>- Small group/individual conferences</li> </ul> Review 4 year plan	2nd Trimester  Throughout 2nd Trimester	Guidance Counselor goes into 9th grade classrooms to go through My Academic Plan and results  Guidance Counselor meets with students to discuss 4 year plan before signing up for classes	My Academic Plan  Course Description Packet
10th	My Academic Plan- <ul style="list-style-type: none"> <li>- Students take career interest surveys and learn about multiple career choices</li> <li>- Small group/individual conferences</li> </ul>	2nd Trimester	Guidance Counselor goes into 10th grade classrooms to go through My Academic Plan and results	My Academic Plan

	<p>Review 4 year plan</p> <p>Begin discussion regarding placement tests: ACT, SAT, Accuplacer, ASVAB</p> <p>ICAN presentation - Career and College Planning</p>	Throughout 2nd Trimester	Guidance Counselor meets with students to discuss 4 year plan before signing up for classes	Course Description Packet
11th	<p>My Academic Plan-</p> <ul style="list-style-type: none"> <li>- Students take career interest surveys and learn about multiple career choices</li> <li>- Small group/individual conferences</li> </ul> <p>Review 4 year plan</p> <p>Discuss placement tests: ACT, SAT, Accuplacer, ASVAB</p> <p>PSAT Test offered</p> <p>ICAN Presentation</p> <p>FAFSA, College Planning</p>	2nd Trimester	Guidance Counselor goes into 11th grade classrooms to go through My Academic Plan and results	My Academic Plan
		Throughout 2nd Trimester	Guidance Counselor meets with students to discuss 4 year plan before signing up for classes	Course Description Packet
12th	<p>My Academic Plan-</p> <ul style="list-style-type: none"> <li>- Students take career interest surveys and learn about multiple career choices</li> <li>- Small group/individual conferences</li> </ul> <p>Review 4 year plan</p>	2nd Trimester	Guidance Counselor goes into 12th grade classrooms to go through My Academic Plan and results	My Academic Plan
		Throughout 2nd Trimester	Guidance Counselor meets with students to discuss 4 year plan before signing up for classes	Course Description Packet



	- Small group/individual conferences				
10th	<p>Workplace Readiness Course-Aptitude, Interest, and abilities exploration</p> <ul style="list-style-type: none"> <li>• Myers-Briggs Test</li> <li>• 16 Personality Assessment</li> <li>• RIASEC Holland Theory</li> <li>• mynextmove.org</li> </ul> <p>My Academic Plan-</p> <ul style="list-style-type: none"> <li>- Students take career interest surveys and learn about multiple career choices</li> <li>- Small group/individual conferences</li> </ul>	Offered throughout the year	CTE - Business teacher	Guidance Counselor goes into 10th grade classrooms to go through My Academic Plan and results	Classroom discussions  My Academic Plan
11th	<p>Workplace Readiness Course-Aptitude, Interest, and abilities exploration</p> <ul style="list-style-type: none"> <li>• Myers-Briggs Test</li> <li>• 16 Personality Assessment</li> <li>• RIASEC Holland Theory</li> <li>• mynextmove.org</li> </ul> <p>My Academic Plan-</p> <ul style="list-style-type: none"> <li>- Students take career interest surveys and learn about multiple career choices</li> <li>- Small group/individual conferences</li> </ul>	Offered throughout the year	Offered throughout the year	Offered throughout the year	Classroom discussions  My Academic Plan
12th	<p>Workplace Readiness Course-Aptitude, Interest, and abilities exploration</p> <ul style="list-style-type: none"> <li>• Myers-Briggs Test</li> </ul>	Offered throughout the year	Offered throughout the year	Offered throughout the year	Classroom discussions

	<ul style="list-style-type: none"> <li>16 Personality Assessment</li> <li>RIASEC Holland Theory</li> <li>mynextmove.org</li> </ul> <p>My Academic Plan-</p> <ul style="list-style-type: none"> <li>Students take career interest surveys and learn about multiple career choices</li> <li>Small group/individual conferences</li> </ul>	2nd Trimester	Guidance Counselor goes into 12th grade classrooms to go through My Academic Plan and results	My Academic Plan
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**Essential Component #3: Career Exploration Experiences (face-to-face or virtual: WBL related experiences- job tours, career days, career fairs, internships, pre-apprenticeships, apprenticeships)**  
 Students shall engage in activities that reveal connections among school-based instruction, career clusters, and the world of work and engage in meaningful reflection.

Grade Level	Activity Description and Outcomes	Timeline	Teacher and Counselor Involvement	Resources
8th	Careers Exploratory - go through the Career Clusters/Pathways Field Trip to Hawkeye Community College- Career Day My Academic Plan- <ul style="list-style-type: none"> <li>Students take career interest surveys and learn about multiple career choices</li> <li>Small group/individual conferences</li> </ul>	2nd Trimester during 8th Grade Exploratory  2nd Trimester	Business Teacher  Guidance Counselor goes into 12th grade classrooms to go through My Academic Plan and results	Classroom Presentations Word Key Assessment Interest Inventory  My Academic Plan
9th	Career Fair	3rd Trimester every	CTE Teachers, Guidance Counselor,	Guest speakers

	<ul style="list-style-type: none"> <li>- students get to learn about a variety of careers from local employees</li> <li>- Students reflect on the day and what they have learned</li> </ul> <p>My Academic Plan-</p> <ul style="list-style-type: none"> <li>- Students take career interest surveys and learn about multiple career choices</li> <li>- Small group/individual conferences</li> </ul>	4 years	and HS/MS Principal	Interest Survey Google Form for Reflection  My Academic Plan
10th	<p>Career Fair</p> <ul style="list-style-type: none"> <li>- students get to learn about a variety of careers from local employees</li> <li>- Students reflect on the day and what they have learned</li> </ul> <p>My Academic Plan-</p> <ul style="list-style-type: none"> <li>- Students take career interest surveys and learn about multiple career choices</li> <li>- Small group/individual conferences</li> </ul>	3rd Trimester every 4 years	CTE Teachers, Guidance Counselor, and HS/MS Principal	Guest speakers Interest Survey Google Form for Reflection  My Academic Plan
11th	<p>Career Fair</p> <ul style="list-style-type: none"> <li>- students get to learn about a variety of careers from local employees</li> <li>- Students reflect on the day and what they have learned</li> </ul> <p>My Academic Plan-</p> <ul style="list-style-type: none"> <li>- Students take career interest surveys and learn about</li> </ul>	3rd Trimester every 4 years	CTE Teachers, Guidance Counselor, and HS/MS Principal	Guest speakers Interest Survey Google Form for Reflection
		2nd Trimester	Guidance Counselor goes into 9th grade classrooms to go through My Academic Plan and results	
		2nd Trimester	Guidance Counselor goes into 10th grade classrooms to go through My Academic Plan and results	
		2nd Trimester	Guidance Counselor goes into 11th grade classrooms to go through My Academic Plan and results	





	employees - Students reflect on the day and what they have learned			Google Form for Reflection
10th	<ul style="list-style-type: none"> <li>Career Fair               <ul style="list-style-type: none"> <li>students get to learn about a variety of careers from local employees</li> <li>Students reflect on the day and what they have learned</li> </ul> </li> </ul>	3rd Trimester every 4 years	CTE Teachers, Guidance Counselor, and HS/MS Principal	Guest speakers Interest Survey Google Form for Reflection
11th	<ul style="list-style-type: none"> <li>Career Fair               <ul style="list-style-type: none"> <li>students get to learn about a variety of careers from local employees</li> <li>Students reflect on the day and what they have learned</li> </ul> </li> <li>Financial Aid night for FAFSA information with parents and students</li> <li>College Reps- students get a chance to meet with college reps throughout the school day</li> <li>College Visits- students have a chance to go and visit one college throughout their junior year</li> </ul>	3rd Trimester every 4 years  2nd Trimester  Throughout the year  Throughout the year	CTE Teachers, Guidance Counselor, and HS/MS Principal  HS/MS Guidance Counselor  HS/MS Guidance Counselor	Guest speakers Interest Survey Google Form for Reflection  College Reps
12th	<ul style="list-style-type: none"> <li>Career Fair               <ul style="list-style-type: none"> <li>students get to learn about a variety of careers from local employees</li> <li>Students reflect on the day and what they have learned</li> </ul> </li> <li>Financial Aid night for FAFSA information with parents and students</li> </ul>	3rd Trimester every 4 years  2nd Trimester	CTE Teachers, Guidance Counselor, and HS/MS Principal  HS/MS Guidance Counselor	Guest speakers Interest Survey Google Form for Reflection

	College Reps- students get a chance to meet with college reps throughout the school day College Visits- students have a chance to go and visit one college throughout their junior year	Throughout the year Throughout the year	HS/MS Guidance Counselor	College Reps
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**Essential Component #5: Career and Postsecondary Decision**

Students shall complete relevant activities to meet their postsecondary goals consistent with the plan and stated postsecondary intention and engage in meaningful reflection on the exploration experience.

Grade Level	Activity Description and Outcomes	Timeline	Teacher and Counselor Involvement	Resources
8th	Any relevant coursework Revisiting MAP plan and 4-year plan	Throughout the year 2nd Trimester	CTE Teachers HS/MS Guidance Counselor	Classroom Assessments My Academic Plan
9th	Any relevant coursework Revisiting MAP plan and 4-year plan	Throughout the year 2nd Trimester	CTE Teachers HS/MS Guidance Counselor	Classroom Assessments My Academic Plan
10th	Financial Literacy Course-Financial Aid and Scholarship Opportunities Workplace Readiness Course <ul style="list-style-type: none"> <li>• Career Portfolio: Job Application, Resume, and Cover Letter</li> <li>• Interview Skills</li> <li>• First Impressions</li> </ul>	Offered Every Trimester Offered	HS Business Teacher HS Business Teacher	Classroom Documents and Activities Classroom Documents and Activities

	<p>Job Shadow Experience</p> <p>Any relevant coursework.</p>				<p>Classroom Documents and Activities</p> <p>Classroom Documents and Activities</p>
11th	<p>Financial Literacy Course-Financial Aid and Scholarship Opportunities</p> <p>Workplace Readiness Course</p> <ul style="list-style-type: none"> <li>● Career Portfolio: Job Application, Resume, and Cover Letter</li> <li>● Interview Skills</li> <li>● First Impressions</li> </ul> <p>Job Shadow Experience</p> <p>Any relevant coursework.</p>	Offered Every Trimester	HS Business Teacher		<p>Classroom Documents and Activities</p> <p>Classroom Documents and Activities</p>
12th	<p>Financial Literacy Course-Financial Aid and Scholarship Opportunities</p> <p>Workplace Readiness Course</p> <ul style="list-style-type: none"> <li>● Career Portfolio: Job Application, Resume, and Cover Letter</li> <li>● Interview Skills</li> <li>● First Impressions</li> </ul> <p>Job Shadow Experience</p> <p>Any relevant coursework.</p>	Offered Every Trimester	HS Business Teacher		<p>Classroom Documents and Activities</p> <p>Classroom Documents and Activities</p>

**District plan integration**

Describe how other functions of the school, the district's counseling plan, and national best practices will be integrated into the implementation of the district plan.

Consider the following:

- How will the district implement career guidance current best practices in grades 8-12, K-12 and how does the district team stay current with such best practices;
- What is the current C-Plan for career guidance;
- How does the district team research and keep current on local, regional, state and national occupational outlook data?

**The Continuous School Improvement Plan**

- To prepare students to be college and career ready
- To give students “real-world” experiences
- To teach students how to communicate effectively
- To offer opportunities for students to learn about their interests and plan for life after school

**Classroom Instruction**

All classrooms work on:

- Introducing students to different careers in specific content areas
- Content-specific career skills
- Preparing students to think critically and to problem-solve on their own
- Teaching students to communicate effectively, whether in written or spoken form
- Having students collaborate with each other

**The School Counseling Program**

The counseling program:

- Works with students on developing 4 year plans
- Helps students determine career interests using MAP (My Academic Plan)
- Continues to revisit 4 year plan with students

**District Team Members**

List the current Career and Academic Planning team members.

- Required: A school administrator, a school counselor, teachers, including career and technical education teachers, and individuals responsible for coordinating work-based learning.

Role	Names of Stakeholders	School/Organization/Company	Email/Contact Information
------	-----------------------	-----------------------------	---------------------------

Secondary principal/administrator(s):	Eric Dockstader	East Buchanan Schools	<a href="mailto:edockstader@east-buc.k12.ia.us">edockstader@east-buc.k12.ia.us</a> 319-935-3667
Secondary career and academic counselor(s):	Paula McGraw	East Buchanan Schools	<a href="mailto:pmcgraw@east-buc.k12.ia.us">pmcgraw@east-buc.k12.ia.us</a> 319-935-3667
Secondary CTE teachers:	Erin Kelchen Tiffany Bowers Glen Unwin Jon Doese	East Buchanan Schools	<a href="mailto:ekelchen@east-buc.k12.ia.us">ekelchen@east-buc.k12.ia.us</a> <a href="mailto:tbowers@east-buc.k12.ia.us">tbowers@east-buc.k12.ia.us</a> <a href="mailto:gunwin@east-buc.k12.ia.us">gunwin@east-buc.k12.ia.us</a> <a href="mailto:jdoese@east-buc.k12.ia.us">jdoese@east-buc.k12.ia.us</a>
Secondary teachers:	Alecia Schoonover- PE Teacher	East Buchanan Schools	<a href="mailto:aschoonover@east-buc.k12.ia.us">aschoonover@east-buc.k12.ia.us</a>
Work-based Learning Coordinator/Intermediary:	MOC Certified Teachers: Erin Kelchen Tiffany Bowers Jon Doese	East Buchanan Schools	<a href="mailto:ekelchen@east-buc.k12.ia.us">ekelchen@east-buc.k12.ia.us</a> <a href="mailto:tbowers@east-buc.k12.ia.us">tbowers@east-buc.k12.ia.us</a> <a href="mailto:jdoese@east-buc.k12.ia.us">jdoese@east-buc.k12.ia.us</a>
Secondary instructional support staff/ paraprofessional:			
Postsecondary CTE faculty:			
Postsecondary administrators:			

Members of local workforce development boards:				
Member of regional economic development organization:				
Local business and industry representatives:				
Parents and students:				
Representatives of special populations: Gender, race, ethnicity, migrant status, disability, economically disadvantaged, nontraditional, single parent, pregnant women, out of work individuals, English-language learners, homeless, foster care, active duty military, corrections.				
Representatives of regional or local agencies serving out-of-school youth, homeless children and youth and at-risk youth:				
Other stakeholders desired:				

**FY23 MILK BIDS**

Bids received from: Anderson Erickson and Prairie Farms

Current vendor is Prairie Farms and the actual price range is shown below.

	<u>FY22 price</u>	
	Min	Max
1% White Milk	.2423	.2925
Skim White Milk	.2354	.2804
Skim Chocolate Milk	.2449	.2899
Skim Strawberry Milk		
100% Orange Juice		
5# Low Fat Cottage Cheese	8.8138	10.3141
5# Low Fat Yogurt	6.4118	7.0209

\*\*\*\*\*

"I move that the board approve the milk bid from \_\_\_\_\_ for the 2022-2023 school year."



## FY23 BREAD BIDS

Current vendor is Bimbo and the FY22 prices are shown below.

	Min.	Max.
4" hamburger (12)	1.885	2.57
6" sub (24)	5.34	6.57
6" hot dog (16)	3.39	

\*\*\*\*\*

"I move that the board approve the bread bid from \_\_\_\_\_ for the 2022-2023 school year."

# 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.

OBJECTIVES OF BUILDINGS & SITES

This series of the board policy manual sets forth the board objectives and goals for the school district's buildings and sites. It is the goal of the board to provide sufficient school district buildings and sites for the education program. The board will strive to provide an environment which will encourage and support learning.

In providing this environment the school district buildings and sites will accommodate the organizational and instructional patterns that support the education program. The board has final authority to determine what is necessary to meet the needs of the education program.

It is the responsibility of the superintendent to oversee the day-to-day operations of the school buildings and sites and to notify the board of areas in need of improvement.

Cross Reference: 804.02 – District Emergency Operations Plans

Approved January 14, 2009 — Reviewed March 13, 2019; July 13, 2022

BUILDINGS & SITES LONG RANGE PLANNING

As part of the board's long range plan for the school district's education program, the board will include the buildings and sites needs for the education program. The long-term needs for buildings and sites will be discussed and determined by the board.

It is the responsibility of the superintendent to provide information including, but not limited to, enrollment projections and education program requirements to the board.

Legal Reference: Iowa Code §§ 280.3, .12, .14; 297

Cross Reference: 103 Long-Range Needs Assessment  
103-R(1) Long-Range Needs Assessment - Regulation

Approved January 14, 2009

Reviewed: July 13, 2022

Revised March 13, 2019

BUILDINGS & SITES SURVEYS

The board may engage the services of consultants or other personnel to study the needs of the school district's buildings and sites in providing the education program. The results of these services will be considered in planning the education program and in making decisions about the improvement and acquisition of additional buildings and sites.

It is the responsibility of the superintendent to make a recommendation to the board regarding the need for such services and who should perform such services for the board.

Legal Reference: Iowa Code §§ 280.3, .14; 297

Cross Reference: 103 Long-Range Needs Assessment  
103-R(1) Long-Range Needs Assessment - Regulation

Approved January 14, 2009 Reviewed March 13, 2019; July 13, 2022

EDUCATIONAL SPECIFICATIONS FOR BUILDINGS & SITES

Buildings and sites considered for purchase or construction by the board or currently owned by the school district and used for the education program must meet, or upon improvement be able to meet, the specifications set by the board. The board will make this determination.

Prior to remodeling or other construction of buildings and sites, the board may appoint a committee of consultants, employees, citizens, or others to assist the board in developing the specifications for the new or improved buildings and sites. These specifications will be consistent with the education program, and they will provide the architect with the information necessary to determine what is expected from the facility. It is within the discretion of the board to determine whether a committee is appointed.

The education specifications will include, but not be limited to, the financial resources available for the project, the definition and character of classrooms, the functional use to be made of the rooms, description of specialized needs, and other pertinent information as the board deems necessary.

It is the responsibility of the superintendent to make a recommendation to the board regarding the specifications of buildings and sites.

Legal Reference: Cedar Rapids Community School District, Linn County v. City of Cedar Rapids, 252 Iowa 205, 106 N.W.2d 655 (1960).  
Iowa Code §§ Ch 26; 280.3, .14; 297; 544A.

Cross Reference:

Approved January 14, 2009

Reviewed March 13, 2019; July 13, 2022

## SITE ACQUISITION

Sites acquired by the board will meet or, upon improvement, be able to meet the specifications set out by the board prior to using the site for the education program. The board may meet in closed session to discuss potential purchases of specific sites in compliance with applicable laws.

It is the responsibility of the superintendent to assist the board and to make recommendations concerning the acquisition of sites.

Legal Reference: Iowa Code §§ 21.5(j); 297

Cross Reference: 212 Closed Sessions  
705.1 Purchasing – Bidding  
705.1R1 Purchasing–Bidding–Suspension and Debarment of Vendors and Contractors Procedure  
705.1R2 Purchasing – Bidding – Using Federal Funds in Procurement Contracts  
~~801 Site Acquisition and Building Construction~~

Approved January 14, 2009

Reviewed March 13, 2019

Revised: July 13, 2022

## MAINTENANCE SCHEDULE

The school district buildings and sites, including the grounds, buildings and equipment, will be kept clean and in good repair. Employees should notify the building principal when something is in need of repair or removal, including graffiti.

It is the responsibility of the superintendent to maintain the school district buildings and sites. As part of this responsibility, a maintenance schedule is created and adhered to in compliance with this policy.

**NOTE:** The sentence on graffiti is necessary because of the liability a school district could incur in a case involving harassment. The continued presence of graffiti could expose the school district to liability. It is recommended that school districts implement a procedure to discourage, report and remove graffiti in a timely manner.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14

Cross Reference: 502.2 Care of School Property/Vandalism  
502.5 Student Lockers  
~~802 Maintenance, Operation and Management~~  
802.2 Requests for Improvements  
804.1 Facilities Inspections

Approved January 14, 2009

Reviewed July 13, 2022

Revised March 13, 2019



REQUESTS FOR IMPROVEMENTS

Generally, except for emergency situations, requests for improvements or repairs are made to the superintendent by building principals and the head custodian. Requirements for requests outlined in the maintenance schedule will be followed.

Minor improvements, not exceeding a cost of \$25,000, may be approved by the superintendent. Improvements exceeding \$25,000 must be approved by the board. Routine maintenance and repairs outlined in the maintenance schedule will be followed.

**NOTE:** The amount in the blanks should be consistent with the amounts in Policies 705.1 and 803.2.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14

Cross Reference: 802.1 Maintenance Schedule  
802.3 Emergency Repairs

Approved January 14, 2009

Reviewed March 13, 2019; July 13, 2022

### EMERGENCY REPAIRS

In the event of an emergency requiring repairs, in excess of the state limit, to a school district facility are necessary to correct or control the situation and to prevent the closing of school, the provisions relating to bidding will not apply.

It is the responsibility of the superintendent to obtain certification from the area education agency administrator stating such repairs in excess of the state limit were necessary to prevent the closing of school.

It is the responsibility of the superintendent to notify the board as soon as possible considering the circumstances of the emergency.

NOTE: This policy reflects Iowa law regarding emergency repairs. The certification of the AEA administrator is a legal requirement.

Legal Reference: Iowa Code §§ 26.3, 280.3, .14; 297.8

Cross Reference: 705.1 Purchasing – Bidding  
705.1R1 Purchasing-Bidding-Suspension & Debarment of Vendors & Contractors Procedure  
705.1R2 Purchasing-Bidding-Using Federal Funds in Procurement Contracts  
~~802 Maintenance, Operation and Management~~  
802.2 Requests for Improvements

Approved January 14, 2009

Reviewed March 13, 2019; July 13, 2022

## CAPITAL ASSETS

The school district will establish and maintain a capital assets management system for reporting capitalized assets owned or under the jurisdiction of the school district in its financial reports in accordance with generally accepted accounting principles (GAAP) as required or modified by law; to improve the school district's oversight of capital assets by assigning and recording them to specific facilities and programs and to provide for proof of loss of capital assets for insurance purposes.

Capital assets, including tangible and intangible assets, are reported in the government-wide financial statements (i.e. governmental activities and business type activities) and the proprietary fund financial statements. Capital assets reported include school district buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery and equipment. Capital assets reported in the financial reports will include individual capital assets with an historical cost equal to or greater than \$5,000. The Federal regulations governing school lunch programs require capital assets attributable to the school lunch program with a historical cost of equal to or greater than \$500 be capitalized. Additionally, capital assets are depreciated over the useful life of each capital asset.

All intangible assets with a purchase price equal to or greater than \$5,000 with useful life of two or more years, are included in the intangible asset inventory for capitalization purposes. Such assets are recorded at actual historical cost and amortized over the designated useful lifetime applying a straight-line method of depreciation. If there are no legal, contractual, regulatory, technological or other factors that limit the useful life of the asset, then the intangible asset needs to be considered to have an indefinite useful life and no amortization should be recorded.

~~Phase III districts, as determined under GASB 34, will retroactively report intangible assets. If actual historical cost cannot be determined for intangible assets due to lack of sufficient records, estimated historical cost will be used.~~

This policy applies to all intangible assets. If an intangible asset that meets the threshold criteria is fully amortized, the asset must be reported at the historical cost and the applicable accumulated amortization must also be reported. It is not appropriate to "net" the capital asset and amortization to avoid reporting. For internally generated intangible assets, outlays incurred by the government's personnel, or by a third-party contractor on behalf of the government, and for development of internally generated intangible assets should be capitalized.

The capital assets management system must be updated monthly to account for the addition/acquisition, disposal, relocation/transfer of capital assets. It is the responsibility of the superintendent to count and reconcile the capital assets with capital assets management system on June 30 each year.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy. It will also be the responsibility of the superintendent to educate employees about this policy and its supporting administrative regulations.

## CAPITAL ASSETS

*NOTE: This is a mandatory policy. It is suggested the board consider a capitalization threshold consistent with the GASB 34 Committee Recommendations which recommended "districts and AEAs implement capitalization levels that would capture at least 80% of the value of assets. However, the threshold should not be greater than \$5,000." In addition, Boards may wish to establish guidelines at lower thresholds for keeping track of capital assets for internal control and insurance purposes.*

*In determining the capital asset capitalization threshold, the size of the school district, the property insurance deductible and the time and effort necessary to account for and track capital assets with a lesser value should be considered. It is strongly recommended the board consult with the school auditor prior to setting the capitalization threshold.*

*An intangible asset should be recognized in the statement of net assets only if it is identifiable which means the asset is either separable or, arose from contractual or other legal rights, regardless of whether those rights are transferable or separable. The intangible asset must also possess all of the following characteristics/criteria:*

- lack of physical substance;*
- be of a nonfinancial nature (not in monetary form like cash or investment securities); and,*
- the initial useful life extending beyond a single reporting period.*

*Examples of intangible assets include easements, land use rights, patents, trademarks and copyrights. In addition, intangible assets include computer software purchased, licensed or internally generated, including websites, as well as outlays associated with an internally generated modification of computer software.*

*Intangible assets can be purchased or licensed, acquired through nonexchange transactions or internally generated. Intangible assets exclude assets acquired or created primarily for purposes of directly obtaining income, assets from capital lease transactions reported by lessees, and goodwill created through the combination of a government and another entity.*

*A school district could, and many do, use bar code identification tags to control capital assets, such as VCRs, technology equipment, etc., even though these capital assets have a cost below the capitalization threshold. In tracking these capital assets only the information necessary to control the location and use of them needs to be maintained. Some school districts video-tape each classroom/office annually to save time and effort tracking capital assets below the capitalization threshold. The video tape is also helpful for insurance claims. Whether a school district chooses to track capital assets with a cost below the capitalization threshold or not, capital assets with a cost below the capitalization threshold should not be included in the capital assets listing for reporting purposes.*

*This policy provides for valuing capital assets at historical cost as required by GAAP. This policy bases the capitalization threshold on the historical/acquisition cost of the individual asset. The school district can choose to use the historical cost of all the items included in a purchase order as the basis for determining whether to capitalize the capital asset. The cost of improvements may be added to the historical cost of a capital asset. Deciding whether to add the costs of an improvement to a capital asset's historical cost is a judgment call which should be made after consulting with the school auditor.*

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22-.25; 298A

Cross Reference: 709 Insurance Program  
701.3 Financial Records

Approved: March 13, 2019

Reviewed \_\_\_\_\_

Revised: July 13, 2022

## CAPITAL ASSETS REGULATION

### A. Capital Assets Management System

The superintendent, and/or other designated staff, shall:

- 1) Conduct the capital assets physical count;
- 2) Develop the capital assets listing;
- 3) Tag capital assets included in the capital assets management system with a bar code identification number;
- 4) Make a recommendation of a computer software program for managing the capital assets management system;
- 5) Enter the necessary data into the capital assets management system and compile the appropriate reports;
- 6) Develop forms and procedures for maintaining the integrity of the capital assets management system; and,
- 7) Maintain responsibility for an accurate capital assets management system.

### B. Determining historical cost

1. The historical cost of a capital asset is based on the actual costs expended in making the capital assets serviceable.
2. Gifts of capital assets are valued at the estimated fair market value at the addition/acquisition date.
3. Capital assets purchased under a capital lease are valued at historical cost of their net present value of the minimum lease payments on the addition/acquisition date.
4. The historical cost of capital assets must include capitalized interest.

### C. Annual capital assets listing reconciliation

1. The superintendent, and/or other designated staff, in conjunction with the capital assets management team, will conduct an annual capital assets physical count to develop the annual capital assets listing in a manner similar to the initial capital assets listing process in B above. At least every three years, someone other than the person in custody of the capital assets in the building/department/room will perform the capital assets physical count for the building/department/room.
2. Upon completion of the annual capital assets listing, the capital assets listing is reconciled to the capital assets management system data base.
3. Capital assets found to have been excluded from the data base are added to the capital assets management system. The capital assets management system process should be reviewed to prevent future incidents of excluding a capital asset.
4. Capital assets unaccounted for are reported to the superintendent who contacts the supervisor of and the individual in charge/control/custody of the capital asset. The individual in charge/control/custody of the capital asset has thirty days to account for the capital asset.

CAPITAL ASSETS REGULATION

5. Capital assets unaccounted for after thirty days are reported to the superintendent for appropriate action and documentation. "Appropriate action" may include discipline, up to and including discharge, and may require the employee/person in charge/control/custody of the capital asset to replace the asset.
6. The superintendent is responsible for documenting the reasons each asset was not reconciled to the capital assets management system.

D. Addition/acquisition of capital assets.

1. The school district's purchasing policy and administrative regulations must be followed when acquiring capital assets. The school district's policy and administrative regulations must be followed for receiving a gift of capital assets.
2. The capital assets addition/acquisition documentation must be completed for each additional capital assets with an addition/acquisition cost of equal to or greater than \$5,000. The following information should be collected, if applicable:
  - a. Name of location-building/department/room;
  - b. Location-building/department/room code;
  - c. Balance sheet accounting/class code;
  - d. Government or BTA program;
  - e. Addition/acquisition date;
  - f. Check/purchase order number or gift;
  - g. Bar code identification number assigned to and placed on the capital asset;
  - h. Serial/model number;
  - i. Cost-historical;
  - j. Fair market value on acquisition date (donated assets only);
  - k. Estimated useful life;
  - l. Vendor;
  - m. Purchasing fund and function;
  - n. Description of capital asset;
  - o. Department/person charged with custody,
  - p. Method of addition/acquisition-purchase, trade, gift etc.,
  - q. Quantity;
  - r. Replacement cost;
  - s. Addition/acquisition authorization; and,
  - t. Function for depreciation.
3. Capital assets acquired in a month must be entered into the capital assets management system in the same month.
4. The actual costs of construction in progress, other than infrastructure, is entered into the capital assets management system in the month in which costs are incurred until the total cost of addition/acquisition is entered. Upon completion of construction, the total costs accumulated over the period of construction are reclassified to buildings.

## CAPITAL ASSETS REGULATION

5. Capital assets acquired in a month must be entered into the capital assets management system in the same month.

### E. Relocation/transfer of machinery and equipment capital assets.

1. A capital assets relocation/transfer documentation must be completed prior to removing machinery and equipment capital assets from their current location. The following information must be collected:
  - a. Relocation/transfer date;
  - b. Quantity;
  - c. Bar code identification number;
  - d. Current location-building/department/room code;
  - e. Name of current location-building/department/room;
  - f. New location-building/department/room code;
  - g. Name of new location-building/department/room;
  - h. Date placed at new location-building/department/room;
  - i. Department/person charged with custody; and
  - j. Relocation/transfer authorization.
2. Capital assets relocated/transferred in a month must be entered into the capital assets management system in the same month.

### F. Disposal of capital assets

1. A Capital Assets disposal documentation must be completed prior to disposing of real property. The following information must be collected:
  - a. Disposal date;
  - b. Quantity;
  - c. Bar code tag identification number;
  - d. Legal description,
  - e. Location/Address;
  - f. Purchaser;
  - g. Disposal methods for real property trade, sale, stolen, etc.; and,
  - h. Disposal authorization.
2. Capital assets disposed of in a month must be entered into the capital assets management system in the same month.
3. When assets are sold or disposed of, it is necessary to calculate and report a gain or loss in the statement of activities. The gain/loss is calculated by subtracting the net book value (historical cost less any accumulated amortization) from the net amount realized on the sale or disposal.

### G. Lost, damaged or stolen capital assets.

1. A Lost, Damaged or Stolen Capital Assets Report must be completed when a capital asset has been lost, damaged or stolen. The following information must be collected:

## CAPITAL ASSETS REGULATION

- a. Date of loss, damage or theft;
  - b. Employee/person discovering;
  - c. Quantity;
  - d. Description of capital asset;
  - e. Bar code tag identification number;
  - f. Location-building/department/room;
  - g. Description of loss, damage, etc.;
  - h. Filing of police report-yes or no;
  - i. Filing of insurance report-yes or no;
  - j. Sent for repair-yes or no;
  - k. Date returned from repair;
  - l. Date returned to location-building/department/room;
  - m. Department/person charged with custody; and,
  - n. Authorization.
2. Capital assets damaged, lost or stolen in a month must be entered into the capital assets management system in the same month.

### H. Capital assets reports

1. Annual reports for June 30 each year.
  - a. Capital assets listing including the following items:
    - 1) Balance sheet accounting/class code;
    - 2) Purchasing fund, function and depreciation function;
    - 3) Bar code tag identification number;
    - 4) Description of the capital asset;
    - 5) Historical cost or other;
    - 6) Location;
    - 7) Current year depreciation/expense; and,
    - 8) Accumulated depreciation/amortization.
  - b. Capital assets listing by location/building;
  - c. Capital assets listing by department/employee/person charged with custody; and,
  - d. Capital assets listing by replacement cost.



## CAPITAL ASSETS MANAGEMENT SYSTEM DEFINITIONS

**Back trending/standard costing** - an estimate of the historical original cost using a known average installed cost for like units as of the estimated addition/ acquisition date. This cost is only applied to the capital assets initially counted upon implementation of the capital assets management system when the historical original cost cannot be determined. It is inappropriate to apply the back trending/standard costing method to any capital assets acquired after the assets management system implementation date.

**Balance sheet accounting/class codes** - the codes set out for assets in the Iowa Department of Education Uniform Accounting Manual. They are: 200-capital assets; 211- land and land improvements; 221-site improvements; 222-accumulated depreciation on site improvements; 231-buildings and building improvements; 232-accumulated depreciation on buildings and building improvements; 241-machinery and equipment; 242-accumulated depreciation on machinery and equipment, 251-works of art and historical treasures; 252-accumulated depreciation on works of art and historical treasures, 261-infrastructure, 262-accumulated depreciation on infrastructure, and 271-construction in progress.

**Book value** - the value of capital assets on the records of the school district, which can be the cost or, the cost less the appropriate allowances, such as depreciation.

**Buildings and building improvements** - a capital assets account reflecting the addition/acquisition cost of permanent structures owned or held by a government and the improvements thereon.

**Business-type activities** – one of two classes of activities reported in the government-wide financial statements. Business-type activities are financed in the whole or in part by fees charged to external parties for goods or services. These activities are usually reported in enterprise funds.

**Capital expenditures/expenses** - expenditures/expenses resulting in the addition/acquisition of or addition/acquisition to the school district's capital assets.

**Capital assets** - Capital assets with a value of equal to or greater than **\$5,000** based on the historical cost include: long-lived assets obtained or controlled as a result of past transactions, events or circumstances. Capital assets include buildings, construction in progress, improvements other than facilities, land, machinery and equipment, and intangible assets.

**Capitalization policy** - the criteria used by the school district to determine which capital assets will be reported as capital assets on the school district's financial statements and records

**Capitalization threshold** - The dollar value at which a government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

**Capitalized interest** - interest accrued and reported as part of the cost of the capital assets during the construction phase of a capital project. The construction phase extends from the initiation of pre-construction activities until the time the asset is placed in service.

**Construction in progress** - buildings in the process of being constructed other than infrastructure.

**Cost** - the amount of money or other consideration exchanged for goods or services.

## CAPITAL ASSETS DEFINITIONS

**Depreciation/Amortization** - expiration in the service life of capital assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. In accounting for depreciation/amortization, the cost of a capital asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost.

**Fixtures** - attachments to buildings that are not intended to be removed and cannot be removed without damage to the buildings. Those fixtures with a useful life presumed to be as long as that of the building itself are considered a part of the building. Other fixtures are classified as machinery and equipment.

**General capital assets** - capital assets that are not capital assets of any fund, but of the governmental unit as a whole. Most often these capital assets arise from the expenditure of the financial resources of governmental funds.

**General capital assets account group (GFAAG)** - a self-balancing group of accounts established to account for capital assets of the school district, not accounted for through specific proprietary funds.

**Government activities** – activities generally financed through taxes, intergovernmental revenues, and other non-exchange revenues. These activities are usually reported in governmental funds and internal service funds.

**Government-wide financial statements** – Financial statements that incorporate all of a government's governmental and business-type activities, as well as its nonfiduciary component units. There are two basic government-wide financial statements the statement of net assets and the statement of activities. Both basic government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting.

**Historical (acquisition) cost** - the actual costs expended to place a capital asset into service. For land and buildings, costs such as legal fees, recording fees, surveying fees, architect fees and similar fees are included in the historical cost. For machinery and equipment, costs such as freight and installation fees and similar fees are included in the historical cost.

**Improvements** – In addition made to, or change made in, a capital asset, other than maintenance, to prolong its life or to increase the efficiency or capacity. The cost of the addition or change is added to the book value of the asset.

**Improvements other than buildings** - attachments or annexation to land that are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains and sewers. Sidewalks, curbing, sewers and highways are sometimes referred to as "betterments," but the term "improvements" is preferred.

**Infrastructure** – long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include; roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems.

**Investment in general capital assets** - an account in the GFAAG representing the school district's investment in general capital assets. The balance in this account generally is subdivided according to the source of the monies that finance the capital assets addition/acquisition, such as general fund revenues and special assessments.

## CAPITAL ASSETS DEFINITIONS

**Land and buildings** - real property owned by the school district.

**Machinery and equipment** - capital assets which maintain their identity when removed from their location and are not changed materially or consumed immediately (e.g., within one year) by use. Machinery and equipment are often divided into specific categories such as: transportation machinery and equipment which includes school buses and school district owned automobiles, trucks and vans; other motor machinery and equipment which includes lawn maintenance machinery and equipment, tractors, motorized carts, maintenance machinery and equipment, etc.; other machinery and equipment which includes furniture and machinery and equipment contained in the buildings whose original cost is equal to or greater than **\$5,000**, and capital assets under capital leases and capital assets being acquired under a lease/purchase agreement.

**Proprietary funds** – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

**Replacement cost** - the amount of cash or other consideration required today to obtain the same capital assets or its equivalent.

## BUILDINGS & SITES ADAPTATION FOR PERSONS WITH DISABILITIES

The board recognizes the need for access to its buildings and sites by persons with disabilities. School district buildings and sites currently in use will be altered to be accessible to persons with disabilities unless the alteration would cause an undue hardship for the school district. Renovated and new buildings and sites will be accessible to persons with disabilities.

It is the responsibility of the superintendent, upon board approval, to take the necessary action to ensure school district buildings and sites are accessible to persons with disabilities.

NOTE: This policy reflects disability law as it relates to physical facilities. School districts are required to have a physical facilities transition plan that outlines when physical facilities will become accessible to persons with disabilities.

Legal Reference: 29 U.S.C. §§ 621-634  
42 U.S.C. §§ 12101 *et seq.*  
Iowa Code chs. 104A; 216

Cross Reference: 102 Equal Educational Opportunity  
603.3 Special Education

Approved January 14, 2009

Reviewed March 13, 2019; July 13, 2022

## VANDALISM

The board believes everyone should treat school district buildings and sites and property with respect for the benefit of the education program. Users of school district property will treat it with care. Employees discovering vandalism should report it to the building principal as soon as possible.

Persons suspected, found or proven to have destroyed or otherwise harmed school district property may be subject to discipline by the school district, if the person is under the jurisdiction of the school district, and may be reported to local law enforcement officials. Persons who are not under the jurisdiction of the school district and who are suspected, found or proven to have destroyed or otherwise harmed school district property will be reported to the local law enforcement authorities.

Legal Reference: Iowa Code § 279.8

Cross Reference: 502 Students Rights and Responsibilities  
903.4 Public Conduct on School Premises

Approved January 14, 2009

Reviewed March 13, 2019; July 13, 2022

## ENERGY CONSERVATION

In concert with the board's goal to utilize public funds in an effective and efficient manner, employees and students will practice energy conservation methods when utilizing the school district's buildings and sites. These methods include, but are not limited to, turning off lights and equipment when not in use, reducing the temperature of the facility, particularly when it is not in use, and keeping windows and doors properly closed or open, depending upon the weather.

It is the responsibility of the superintendent to develop energy conservation guidelines for employees and students. Employees and students will abide by these guidelines.

Legal Reference: Iowa Code §§ 279.44; 473.19-.20

Cross Reference: 700 Purpose of Noninstructional and Business Services

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Approved January 14, 2009

Reviewed March 13, 2019; July 13, 2022

## DISPOSITION OF OBSOLETE EQUIPMENT

School property, such as equipment, furnishings, or supplies (hereafter equipment), will be disposed of when it is determined to be of no further use to the school district. It is the objective of the school district in disposing of the equipment to achieve the best available price or most economical disposal.

Obsolete equipment having a value of less than \$5,000 will be sold or disposed of in a manner determined by the board. One or more of the following may be used: EB website, newspapers, or other postings. However, the sale or disposition of equipment, furnishings or supplies disposed of in this manner will be published in a newspaper of general circulation. ~~The publication of the sale or disposition will be published with at least one insertion each week for two consecutive weeks. Any other disposition may be done in any other manner so with only one insertion in same newspaper.~~

A public hearing will be held regarding the disposal of the equipment with a value of \$5,000 or more prior to the board's final decision. The board will adopt a resolution announcing the proposed sale and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date unless otherwise required by law. Upon completion of the public hearing, the board may dispose of the equipment.

It is the responsibility of the superintendent to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district.

NOTE: The language in the second and third paragraphs reflect Iowa law regarding the sale of personal property. Boards should add their procedures for disposition of personal property valued at less than \$25,000 in the second paragraph.

2021 Legislative Update: A number of changes were made to increase flexibility for districts when disposing of equipment or property. Districts now have a higher threshold for determining when they may dispose of equipment in a manner selected, and the publication requirements have been reduced.

Legal Reference: Iowa Code §§ 297.22-.25

Cross Reference: 704 Revenue  
705.1 Purchasing - Bidding  
803 Selling and Leasing

Approved: February 11, 2009

Revised: March 13, 2019; July 13, 2022

LEASE, SALE OR DISPOSAL OF SCHOOL DISTRICT BUILDINGS & SITES

Decisions regarding the lease, sale, or disposal of school district real property are made by the board. In making its decision the board will consider the needs of the education program and the efficient use of public funds.

Prior to the board's final decision regarding real property ~~with a value of \$5,000 or more~~, a public hearing will be held. The board will adopt a resolution announcing the proposed sale which will contain notice of the time and place of the public hearing and the description of the property or locally known address. Notice of the time and place of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the property.

If the real property contains less than two acres, is located outside of a city, is not adjacent to a city and was previously used as a schoolhouse site, the property may revert to the owner of the tract from whom the property was taken following the procedures set forth in IOWA CODE §§ 297.15-.25.

In the case of a sale or lease of school district real property not being used for the education program, unless otherwise exempted, advertisements for bids will be taken. If the bids received by the board are deemed inadequate, the board may decline to sell or lease the property and re-advertise.

In the case of the razing of a school district facility, in an amount in excess of the statutory minimum required by law, the board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent is responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district real property, including student-constructed buildings. It will also be the responsibility of the superintendent to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

NOTE: The language in the second and third paragraph reflect Iowa law regarding the sale of real property.

Legal Reference: Iowa Code §§ 297.15-.25 (2013).

Cross Reference: 704 Revenue  
705.1 Purchasing - Bidding  
803 Selling and Leasing

Approved: February 11, 2009

Reviewed: March 13, 2019

Revised: July 13, 2022



## FACILITIES INSPECTIONS

A program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, facilities, and grounds will be conducted as part of the maintenance schedule for school district buildings and sites. The results of this inspection will be reported to the board at its annual meeting. Further, the board may conduct its own inspection of the school district buildings and sites annually.

Legal Reference: Iowa Code § 279.8

Cross Reference: 802 Maintenance, Operation and Management

Approved: February 11, 2009

Reviewed: March 13, 2019; July 13, 2022

DISTRICT EMERGENCY OPERATIONS PLANS

The safety and security of the school community is paramount to East Buchanan CSD. While there is no absolute guarantee of safety, it is the goal of the district to encourage and support a physically secure learning and working environment within its buildings. The district shall work in conjunction with community stakeholders including local emergency management coordinators and local law enforcement agencies to create emergency operations plans for all district buildings and school buildings where students are educated.

The superintendent shall be responsible for the development, review and implementation of the district emergency operations plan. The plan shall include procedures for transmitting alerts regarding emergency situations to school personnel, students, and employers for non-school employees whose presence is regularly required in the school building. The emergency operations plan shall be updated and reviewed annually by the Board and shall address responses to natural disasters, active shooter scenarios and other emergencies as determined by the district. The emergency operations plans are confidential and shall not be subject to disclosure under Iowa Code Chapter 22. However, the district shall publish procedures for students, school personnel, parents, and family members to report possible safety threats on school grounds and at school activities.

The administration shall hold annual emergency operations drills at each district building covered by an emergency operations plan in accordance with law. The district shall determine which school personnel shall participate and whether local law enforcement and students participate in annual drills.

Legal Reference: Iowa Code 280.30

Cross Reference: 800-Objectives of Building and Sites

Approved: March 13, 2019

Reviewed: July 13, 2022

ASBESTOS CONTAINING MATERIAL

Friable and nonfriable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with nonasbestos containing materials. Each school building will maintain a copy of the asbestos management plan.

The school district will annually notify, appoint and train appropriate employees as necessary.

Legal Reference: 20 U.S.C. §§ 3601 *et seq.*  
40 C.F.R. Pt. 763.84  
Iowa Code §§ 279.52-.54

Cross Reference: 403.4 Hazardous Chemical Disclosure  
802 Maintenance, Operation and Management

Approved: February 11, 2009  
Reviewed: March 13, 2019; July 13, 2022

### **203 – Board of Directors’ Conflict of Interest**

The Iowa legislature raised the earnings cap for board members can receive from their school district to \$20,000. This was increased to allow districts with board members who could serve in roles such as coaches, bus drivers or other staff positions to help their district throughout the school year. This is a welcome change for school districts facing staffing challenges. However, other districts may be concerned that their community would see this as too high an earnings limit before a conflict of interest occurs. Districts should be aware that the school board has discretion to set an earnings limit below \$20,000 if the board believes it to be in the best interest of their community.

### **402.2 – Child Abuse Reporting**

This update is a follow up to legislation passed in 2019 which shortened the interval of time between mandatory child abuse reporting training requirements for mandatory reporters in districts. Language referencing the policy change in 2019 was removed to keep the policy current with existing law.

### **501.14 – Open Enrollment Transfers – Procedures as a Sending District**

The Iowa Legislature removed the March 1 filing deadline for open enrollment requests. Iowa now has rolling open enrollment in place. Due to this change, language that created set calendar deadlines for responding to open enrollment requests have been removed. The Iowa Department of Education will be updating their open enrollment forms in the near future for districts to utilize.

### **501.15 – Open Enrollment Transfers – Procedures as a Receiving District**

The Iowa Legislature removed the March 1 filing deadline for open enrollment requests. Iowa now has rolling open enrollment in place. Due to this change, language that created set calendar deadlines for responding to open enrollment requests have been removed. **Please note:** the timeframes for how soon a board/superintendent should make a decision on an open enrollment request have been added to give districts some guidance. These are best practices and not legal requirements. The Iowa Department of Education will be updating their open enrollment forms in the near future for districts to utilize.

### **504.5 – Student Fund Raising**

This policy has been updated to strengthen the process for collecting and overseeing funds raised by students.

### **New! 504.5R1 – Student Fund Raising Regulation**

This new regulation is designed to provide districts with additional guidance and best practices in alignment with the Iowa Department of Education’s legal guidance on fundraising.

### **505.5 – Graduation Requirements**

An additional graduation requirement was placed on districts to advise students how to complete the FAFSA prior to graduation and has been added to policy language. Additionally, an update to policy language was made to keep the language current for the upcoming school year.

## BOARD OF DIRECTORS' CONFLICT OF INTEREST

Board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in law or policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for school textbooks or school supplies including sports apparel or equipment, in any transaction with a director, officer, or other staff member of the school district during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts for the purchase of goods or services which benefits a board member, or to compensation for part-time or temporary employment which benefits a board member, if the benefit to the board member does not exceed \$6,000 [insert amount up to \$20,000] in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily awarded by competitive bid.

It will also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist includes, but are not limited to, any of the following:

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district badge, uniform, business card or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of money or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member, during the performance of the board member's duties of office or employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment of or activity. If the activity or employment falls under (3), then the board member must:

## BOARD OF DIRECTORS' CONFLICT OF INTEREST

- Cease the outside employment or activity; or;
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, determining the facts or law in a contested case or rulemaking proceeding, conducting any inspection, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by Federal Child Nutrition funds, board members will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the board member, board member's immediate family, partner, or a non-school district employer of these individuals is a party to the contract.

It is the responsibility of each board member to be aware of and take the action necessary to eliminate a potential conflict of interest should it arise.

***IASB NOTE: This policy reflects the Iowa law on board member conflict of interest. Board members can now make up to \$20,000 from the district in a fiscal year, however boards can choose to set a limit below \$20,000 if the board believes a lower amount would be more appropriate for their community. There is no longer a prohibition on the employment of a spouse of a board member. Because of this removal, boards have little discretion regarding the employment of board members' spouses.***

Legal Reference: 22 C.F.R. § 518.42.  
Iowa Code §§ 68B; 71.1; 277.27; 279.7A; 301.28.

Cross Reference: 201 Board of Directors' Elections  
202.1 Qualifications  
204 Code of Ethics  
216.3 Board of Directors' Member Compensation and Expenses  
217 Gifts to Board of Directors  
401.3 Nepotism

Approved: May 12, 2004  
Reviewed: May 11, 2015; March, 9, 2016  
Revised: February 12, 2020

## CHILD ABUSE REPORTING

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All licensed school employees, teachers, coaches and paraeducators are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous three years. ~~After July 1, 2019, employees who have previously taken mandatory reporter training will be required to take the two-hour training course before the expiration of their current training certificate.~~ Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the ~~post July 1, 2019~~ two-hour training course will take the one-hour follow up training course every three years and prior to the expiration of their certificate.

NOTE: All mandatory reporter training certificates issued prior to July 1, 2019 remain effective for five years. Once this certificate expires, subsequent training certificates will be valid for three years.

NOTE: For more information, please visit the "Report Abuse and Fraud" section of the Iowa Department of Human Services' website, located at <http://dhs.iowa.gov/report-abuse-and-fraud> (<https://simbli.eboardsolutions.com/SU/BTP0FOoiZjgb9eUovJ9CdQ==>).

NOTE: Please remember there are two types of reporters identified in Iowa law: mandatory reporters and permissive reporters. Mandatory reporters are those individuals who are required by law to report suspected incidents of child abuse when they become aware of such incidents within the scope of their employment or professional responsibilities. Permissive reporters are not required by law to report abuse, but may choose to report to the Iowa Department of Human Services. While all licensed school employees, teachers, coaches and paraeducators are mandatory reporters within the scope of their profession, they are considered permissive reporters outside the scope of their profession.

Legal Reference: Iowa Code §§ 232.67-.77; 232A; 235A; 280.17.  
441 I.A.C. 9.2; 155; 175.

Cross Reference: 402.3 Abuse of Students by School District Employees  
502.9 Interviews of Students by Outside Agencies  
507 Student Health and Well-Being

Approved: February 8, 2006

Reviewed: November 15, 2017

Revised: January 8, 2020

## OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A SENDING DISTRICT

The school district will participate in open enrollment as a sending district. As a sending district, the board will allow resident students who meet the requirements to open enroll to another public school district.

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district ~~no later than March 1 in the school year preceding the first year desired for open enrollment~~ **in accordance with district practice**. The notice is made on forms provided by the Department of Education. The forms are available at the central administration office.

~~Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline.~~ Parents of children who will begin kindergarten **and prekindergarten children enrolled in special education programs and included in the district's basic enrollment** will file in the same manner set forth above ~~by September 1.~~ ~~Parents who have good cause as defined by law for failing to meet the March 1 deadline may make an open enrollment request by September 1 unless another deadline applies.~~

The receiving district will approve **or deny** open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the ~~start of the school year~~ **board's approval of the application**. The receiving district's superintendent will notify the parents and sending school district by mail within five days of the school district's action to approve or deny the open enrollment request.

Options-Choose one:

The board may approve a student's request to allow the receiving district to enter the school district for the purposes of transportation.

OR

The board currently uses the second option.

The board will not approve a student's request to allow the receiving district to enter the school district for the purposes of transportation.

An open enrollment request out of the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs. The area education agency director of special education serving the receiving district will determine whether the program is appropriate. The special education student will remain in the school district until the final determination is made.

It is the responsibility of the superintendent to maintain open enrollment request applications and notice forms. It will also be the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

NOTE: This policy reflects Iowa's open enrollment law. The option addresses the issue of transportation of open enrolled students. The board needs to establish by policy whether it will or will not allow a receiving district to enter the district to pick up open enrolled students. This option is on the bottom of the first page of this policy. For more detailed discussion of this issue, see IASB's Policy Primer, June 24, 2005.

Legal Reference: Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1 (2013),  
281 I.A.C. 17.  
1990 Op. Att'y Gen. 75.

Cross Reference: 501 Student Attendance  
506 Student Records

Approved December 13, 2006

Reviewed December 13, 2017

Revised \_\_\_\_\_

*Board Policy East Buchanan Community Schools*



## OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT

The school district will participate in open enrollment as a receiving district. As a receiving district, the board will allow nonresident students, who meet the legal requirements, to open enroll into the school district. The board will have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

## Options - Choose One

The (board or superintendent) will take action on the open enrollment request no later than June 1 in the year preceding the first year desired for open enrollment at the next regular board meeting.

OR

The superintendent will approve within 30 days (select those appropriate) –all timely filed applications by June 1; incoming kindergarten applications; good cause application; or continuation of an educational program application filed by September 1.

~~The superintendent will approve (select those appropriate –timely filed applications by March 1; incoming kindergarten applications; good cause application; or continuation of an educational program application filed by September 1).~~

~~The superintendent will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request. The superintendent will also forward a copy of the school district's action with a copy of the open enrollment request to the Iowa Department of Education.~~

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met.

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. The board, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the school district are considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

~~Generally, Students in grades ten through twelve open enrolling into the school district will not be eligible for participation in interscholastic athletics, **at the varsity level, in accordance with applicable law,** during the first ninety days of open enrollment into the school district.~~

## Options – Choose one:

Parents are responsible for providing transportation to and from the receiving school district without reimbursement unless the parents qualify for transportation assistance. Upon a parent's request, the board may approve transportation into the sending district. (The transportation is limited to within miles of the district boundary/current bus route.) The board's approval is subject to the sending district's approval.

OR

Parents of students whose open enrollment requests are approved by the (board or superintendent) are responsible for providing transportation to and from the receiving school district without reimbursement. The board will not approve transportation into the sending district.

~~Parents of students whose open enrollment requests are approved by the superintendent are responsible for providing transportation to and from the receiving school district without reimbursement. The board will not approve transportation into the sending district.~~

An open enrollment request into the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district will determine whether the program is appropriate. The special education student will remain in the sending district until the final determination is made.

**For children requiring special education, the receiving district will complete and provide to the resident district the documentation needed to see Medicaid reimbursement for eligible services.**

The policies of the school district will apply to students attending the school district under open enrollment.

It is the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

IASB NOTE: This policy reflects Iowa's open enrollment law. The board needs to determine whether it will delegate authority to the superintendent to approve timely filed open enrollment requests. The 30 days for approval by the superintendent is a recommended practice intended to align with the general timeframe boards have to place a request on the next regular school board meeting agenda, and not a legal requirement. These applications should be timely handled as appropriate for the needs of the families and the district. This option is the first set of options on page one of the policy. There are three options available to the board:

- board retains all approval authority over requests.
- board delegates all approval authority over requests.
- board delegates only some approval authority over requests.

After the board makes its decision, the policy needs to be edited to reflect the board's decision.

The second option on page two addresses the issue of transportation of the receiving district to pick up open enrolled students. The board needs to establish by policy whether it will go into the sending district to pick up open enrolled students.

Legal Reference: Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1  
281 I.A.C. 17.  
1990 Op. Att'y Gen. 75.

Cross Reference: 501.6 Student Transfers In  
501.7 Student Transfers Out or Withdrawals  
501.14 Open Enrollment Transfers - Procedures as a Sending District  
506 Student Records  
507 Student Health and Well-Being  
606.6 Insufficient Classroom Space

Approved December 16, 2006

Reviewed December 13, 2017

Revised \_\_\_\_\_

## STUDENT FUND RAISING

Students may raise funds for school-sponsored events with the permission of the ~~principal~~ **school board. The school board delegates to the superintendent the authority to approve routine student fundraising as deemed appropriate.** ~~Fund raising by students for events other than school-sponsored events is not allowed.~~ Collection boxes for school fund raising must have prior approval from the ~~principal~~ **school board or its designee** before being placed on school property.

**All funds generated from district-sponsored student fundraising will be placed in the district's student activity fund.**

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

~~The administration reserves the right to have security officers present. Costs of the security shall be borne by the sponsoring group.~~

IASB NOTE: This is a recommended policy, but the board has the discretion to write it to reflect the board's practice.

Legal Reference: Senior Class of Pekin High School v. Tharp, 154 N.W.2d 874 (Iowa 1967).  
Iowa Code § 279.8

Cross Reference:

- 502 Student Rights and Responsibilities
- 503 Student Discipline
- 504 Student Activities
- 704.5 Student Activities Fund
- 905.2 Advertising and Promotion

Approved March 19, 2007

Reviewed November 11, 2015

Revised \_\_\_\_\_

## STUDENT FUND RAISING REGULATIONS

Student fundraising can enhance a student's educational experience but it must not be at the expense of the safety and education of the district's students. The following are additional regulations to assist the administration in developing procedures necessary for successful fundraising efforts.

**Safety:**

- Students will not be asked to solicit door to door.
- Students who do not wish to engage in fundraising efforts will be provided an alternative community service option to apply toward credit of funds raised. The alternative option will not be unduly burdensome or onerous when compared to the fundraising activity.

**Fiscal Responsibility:**

- All funds generated due to a student fund raising activity will be deposited into the district's student activity funds, pursuant to applicable laws and board policies.
- Funds raised for a participatory student activity will be equally applied to all students regardless of their participation in fundraising efforts.
- All funds generated from district sponsored student fundraising efforts will be deposited in the student activity fund.
- All funds generated from non-district sponsored student fundraising efforts will be deposited into an agency fund designated by the board for such purpose.
- No school district employee or other individual affiliated with the district may deposit student fund raising funds into any other account.
- All funds received from student fundraising are the property of the district.

**Advertising/Promotion:**

- Any student fundraising activity which utilizes the district name, likeness and/or logo will be subject to board approval, and all other conditions of this policy and accompanying regulations.

IASB NOTE: This new regulation is designed to provide districts with additional guidance and best practices in alignment with the Iowa Department of Education's legal guidance on fundraising.

## GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 74 credits prior to graduation. The following credits will be required:

English/Language Arts	12 credits
Science	9 credits
Mathematics	9 credits
Social Studies	9 credits
Physical Education	8 semesters
United State Government	2 credits
American History	3 credits
Financial Literacy	2 credits*

\*Beginning with graduating class of 2021

The required courses of study will be reviewed by the board annually.

**Prior to graduation, the district will advise students on how to successfully complete the free application for federal student aid.**

~~Beginning with the class of 2022,~~ Graduation requirements for special education students will include successful completion of four years of English, three years of math, three years of social studies and three years of science.

Students who complete a regular session in the Legislative Page Program of the general assembly at the state capitol will be credited ½ credit of social studies.

Students enrolled in a junior officers' training corp will receive 1/8<sup>th</sup> physical education credit for each semester the student is enrolled in the program.

IASB NOTE: This is a mandatory policy.

An additional graduation requirement was placed on districts to advise students how to complete the FAFSA prior to graduation and has been added to policy language. Additionally, an update to policy language was made to keep the language current for the upcoming school year.

Legal Reference: Iowa Code §§ 256.7, 11, .41; 279.8; 279.61; 280.3, .14.  
281 I.A.C. 12.3(5); 12.5

Cross Reference: 505 Student Scholastic Achievement  
603.3 Special Education

Approved: February 14, 2007

Reviewed: November 11, 2015

Revised: March 14, 2012; July 10, 2019; March 9, 2022

## ADMINISTRATION OF MEDICATION TO STUDENTS

The board is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container. **Administration of medication may also occur consistent with board policy 804.05 – Stock Prescription Medication Supply.**

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma, ~~or other~~ airway constricting diseases, **respiratory distress** or students with a risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners, such as, licensed registered nurses and physicians and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course) A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion shall be maintained by the school.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information as provided by law.

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

***IASB Note: This is a mandatory policy. This law reflects the Iowa Department of Education's special education administrative rule regarding administration of medication. Since there are no rules addressing students not receiving special education services, IASB has written the sample policies and regulations to address all students.***

***Iowa law requires school districts to allow students with asthma, ~~or other~~ airway constricting disease, or respiratory distress to carry and self-administer their medication as long as the parents and prescribing physician report and approve in writing. Students do not have to prove competency to the school district. The consent form, see 507.2E1, is all that is required. School districts that determine students are abusing their self-administration may either withdraw the self-administration if medically advisable or discipline the student, or both.***

***NOTE: Disposal procedures reflect the Iowa Department of Education School Medication Waste Guidance, issued in May 2015.***

Legal Reference: Disposing on Behalf of Ultimate Users, 79 Fed. Reg. 53520, 53546 (Sept. 9, 2014).

Iowa Code §§124.101(1); 147.107; 152.1; 155A.4(2); 280.16; 280.23.  
281 IAC §41.404(3)  
657 IAC §8.32(124); §8.32(155A).  
655 IAC §6.2(152).

Cross Reference: 506 Student Records  
507 Student Health and Well-Being  
603.3 Special Education  
607.2 Student Health Services

Approved July 12, 2000

Revised July 16, 2001, March 9,

AUTHORIZATION - ASTHMA OR ~~OTHER~~ AIRWAY CONSTRICTING **OR RESPIRATORY DISTRESS**  
DISEASE MEDICATION ~~OR EPINEPHRINE AUTO-INJECTOR~~ SELF-ADMINISTRATION CONSENT  
 FORM

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Student's Name (Last), (First) (Middle)    Birthday    School    Date

The following must occur for a student to self-administer asthma **medication, bronchodilator canisters or spacers** or other airway constricting disease medication or for a student with a risk of anaphylaxis to self-administer an epinephrine auto-injector:

- Parent/guardian provides signed, dated authorization for student medication self-administration.
- Parent/guardian provides a written statement from the student's licensed health care professional (A person licensed under chapter 148 to practice medicine and surgery or osteopathic medicine and surgery, an advanced registered nurse practitioner licensed under chapter 152 or 152E and registered with the board of nursing, or a physician assistant licensed to practice under the supervision of a physician as authorized in chapters 147 and 148C) containing the following:
  - Name and purpose of the medication or epinephrine auto-injector;
  - Prescribed dosage; and
  - Times or special circumstances under which the medication or epinephrine auto-injector is to be administered.
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization shall be renewed annually. In addition, if any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

Provided the above requirements are fulfilled, the school shall permit the self-administration of medication by a student with asthma, **respiratory distress**, or other airway constricting disease or the use of an epinephrine auto-injector by a student with a risk of anaphylaxis while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent.

Pursuant to state law, the school district and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication or use of an epinephrine auto-injector by the student. The parent or guardian of the student shall sign a statement acknowledging that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or an epinephrine auto-injector by the student as provided by law.



Medication	Dosage	Route	Time
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 Purpose of Medication & Administration /Instructions
 

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 Special Circumstances
 

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 Discontinue/Re-Evaluate/  
 Follow-up Date
 

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 Prescriber's Signature
 

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 Date
 

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 Prescriber's Address
 

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 Emergency Phone
 

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- I request the above named student possess and self-administer asthma **medication, bronchodilator canisters or spacers** or other airway constricting disease medication(s), and/or an epinephrine auto-injector at school and in school activities according to the authorization and instructions.
- I understand the school district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or an epinephrine auto-injector or for supervising, monitoring, or interfering with a student's self-administration of medication or use of an epinephrine auto-injector. I acknowledge that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or use of an epinephrine auto-injector by the student.
- I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.
- I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.
- I agree the information is shared with school personnel in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws.
- I agree to provide the school with back-up medication approved in this form.
- *(Student maintains self-administration record.) (Note: This bullet is recommended but not required.)*

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 Parent/Guardian Signature  
 (agreed to above statement)
 

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 Date
 

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 Parent/Guardian Address
 

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 Home Phone
 

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 Business Phone
 

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 Self-Administration Authorization Additional Information
 

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## 607.2 - STUDENT HEALTH SERVICES

Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well being. Student health services ensure continuity and create linkages between school, home, and community service providers. The school district's comprehensive school improvement plan, needs, and resources determine the linkages.

The superintendent, in conjunction with the (school nurse, health advisory committee, public health nurse, school health team, etc.) will develop administrative regulations implementing this policy. The superintendent will provide a written report on the role of health services in the education program to the board annually.

Except in emergent care situations or child abuse assessments, the district will not administer invasive physical examinations or health screenings of a student that are not required by state or federal law without first obtaining the written consent of the student's parent or guardian.

- Emergent care situation means a sudden or unforeseen occurrence of onset of a medical or behavioral condition that could result in serious injury or harm to a student or others in the event immediate medical attention is not provided. Emergent care situation includes the need to screen a student or others for symptoms or exposures during an outbreak or public health event of concern as designated by the department of public health.
- Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.
- Student health screening means an intentionally planned, periodic process to identify if students may be at risk for a health concern and to determine if a referral for an in-depth assessment is needed to consider appropriate health services. Student health screening does not include an episodic, individual screening done in accordance with professional licensed practice.

The superintendent, in conjunction with the (school nurse, health advisory committee, public health nurse, school health team, etc.) will develop administrative regulations implementing this policy. The superintendent will provide a written report on the role of health services in the education program to the board annually.

The school district will annually notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

**Note: This is a mandatory policy. If a school district will be using federal money to perform physical exams or screenings on students, the school district must annually notify parents of the exam or screening except for hearing, vision or scoliosis. The following language is suggested:**

***"The school district will annually notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis."***

Legal Reference: No Child Left Behind, Title II, Sec. 1061, P.L. 107-110 (2002).  
 42 U.S.C. §§ 12101 *et seq.* (2010).  
 20 U.S.C. 1232g § 1400 6301 *et seq.* (2010).  
 29 U.S.C. § 794(a)(2010)  
 28 C.F.R. 35

34 C.F.R. pt. 99, 104, 200, 300 *et seq.* (2010)  
Iowa Code §§ 22.7, 139A.3. .8, .21; 143.1, 152, 256.7(24), .11, 280.23 (2011).  
281 I.A.C. 12.3(4), (7), (11); 12.4(12); 12.8; 41.405  
282 I.A.C. 15.3(14); 22.  
641 I.A.C. 7.  
655 I.A.C. 6, 6.3(1), 6.3(6), 6.6(1), 7.

Cross Reference: 501.4 Entrance - Admissions  
507 Student Health and Well-Being

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

## ONLINE FUNDRAISING CAMPAIGNS – CROWDFUNDING

The East Buchanan Board of Education believes online fundraising campaigns, including crowdfunding campaigns, may further the interests of the district. Any person or entity acting on behalf of the district and wishing to conduct an online fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the ~~Superintendent~~ **board or their designee**. Any fundraising efforts conducted using the district's name, symbols, or imagery will be conducted in accordance with all policies, regulations and rules for fundraising within the district. Money or items raised by an online fundraising campaign will be the property of the district only upon acceptance by the board, and will be used only in accordance with the terms for which they were given, as agreed to by the board.

Approval of requests shall depend on factors including, but not limited to:

- Compatibility with the district’s educational program, mission, vision, core values, and beliefs;
- Congruence with the district and school goals that positively impact student performance;
- The district’s instructional priorities;
- The manner in which donations are collected and distributed by the crowdfunding platform;
- Equity in funding; and
- Other factors deemed relevant or appropriate by the district.

If approved, the requestor shall be responsible for preparing all materials and information related to the online fundraising campaign and keeping district administration apprised of the status of the campaign.

The requestor is responsible for compliance with all state and federal laws and other relevant district policies and procedures. All items and money generated are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees.

***NOTE: This is an optional policy.***

***NOTE: Online fundraising campaigns have become an increasingly popular mechanism for individual educators to raise money. “Crowdfunding” can be defined as, the use of small amounts of capital from a large number of individuals to finance a project, business venture, or to fundraise for a specific cause or charity. For examples of organizations dedicated to crowdfunding for education please visit:***

- ***DonorsChoose.org, an organization with a mission to empower “public school teachers from across the country to request much-needed materials and experiences for their students.”***
- ***AdoptAClassroom.org, an organization with a mission to give “teachers a hand by providing needed classroom materials so that students can succeed.”***

Legal Reference: Iowa Code §§ 279.8; 279.42; 565.6.

Cross Reference: 508.1 Class or Student Group Gifts  
504.5 Student Fundraising  
704.4 Gifts – Grants – Bequests  
904.2 Advertising and Promotion

Approved: March 9, 2022

## 804.5 - STOCK PRESCRIPTION MEDICATION SUPPLY

NEW POLICY

The East Buchanan Community School District seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents including severe allergic reactions, respiratory distress and opioid overdose. Therefore, it is the policy of the district to annually obtain a prescription for epinephrine auto-injectors, bronchodilator canisters and spacers and opioid antagonist from a licensed health care professional, in the name of the school district, for administration by a school nurse or personnel trained and authorized to administer to a student or individual who may be experiencing an anaphylactic reaction, respiratory distress or acute opioid overdose.

**Procurement and maintenance of supply:** The district shall stock a minimum of the following for each attendance center:

- One pediatric dose and one adult dose epinephrine auto-injector; for each school building.
- One pediatric dose and one adult dose bronchodilator canister or spacer;
- One dose of opioid antagonist.

The supply of such medication shall be maintained in a secure, dark, temperature-controlled location in each school building.

[Insert employee responsible] shall routinely check stock of medication and document in a log monthly:

- The expiration date;
- Any visualized particles; or
- Color change.

The employee shall be responsible for ensuring the district replaces, as soon as reasonably possible, any logged epinephrine auto-injector that is used, close to expiration, or discolored or has particles visible in the liquid.

**Training:** A school nurse or personnel trained and authorized may provide or administer any of the medication listed in this policy from a school supply to a student or individual if the authorized personnel or school nurse reasonably and in good faith believes the student or individual is having an anaphylactic reaction, respiratory distress and opioid overdose. Training to obtain a signed certificate to become personnel authorized to administer an epinephrine auto-injector, bronchodilator canisters and spacers and opioid antagonist shall consist of the requirements established by law.

Authorized personnel will be required to provide a procedural skills demonstration to the school nurse demonstrating competency in the administration of stock epinephrine auto-injectors, bronchodilator canisters or spacers and opioid antagonists to retain authorization to administer these medications if the following occur:

- Failure to administer an epinephrine auto-injectors, bronchodilator canister or spacer or opioid antagonist to a student or individual by proper route, failure to administer the correct dosage, or failure to administer an epinephrine auto-injector, bronchodilator canister or spacer and opioid antagonist according to generally accepted standards of practice ("medication error"); or
- Accidental injection of an epinephrine auto-injector into a digit of the authorized personnel administering the medication ("medication incident").

**Reporting:** The district will contact emergency medical services (911) immediately after a stock epinephrine auto-injector, bronchodilator canister or spacer or opioid antagonist is administered to a student or individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical

## **804.5 - STOCK PRESCRIPTION MEDICATION SUPPLY**

services arrive.

Within 48 hours, the district will report to the Iowa Department of Education:

- Each medication incident with the administration of stock epinephrine, bronchodilator canister or spacer, or opioid antagonist;
- Each medication error with the administration of stock epinephrine, bronchodilator canister or spacer, or opioid antagonist; or
- The administration of a stock epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist.

As provided by law, the district, board, authorized personnel or school nurse, and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, or assistance in the administration of an epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist provided they acted reasonably and in good faith.

The superintendent may develop an administrative process to implement this policy.

NOTE: Districts are not required by law to stock and maintain a supply of epinephrine auto-injectors, bronchodilator canister or spacer, or opioid antagonist. However, if a district decides to stock and maintain a supply of these medications, the board is required to establish a policy.

NOTE: For additional information and resources regarding epinephrine auto-injectors, please visit the "School Nurse Administrative Resources" section of the Iowa Department of Education's website, located at <https://www.educateiowa.gov/administrative-resources-school-nurses>.

Legal Reference: Iowa Code §§ 135.185; 190; 279.8.  
281 I.A.C. 14.3.

## 804.7 – RADON MITIGATION

NEW POLICY

The district recognizes the importance of providing healthy learning environments for students, employees and community members in district buildings. The district will take appropriate measures as required by law to assess radon levels in attendance centers and provide for mitigation or other measures where appropriate.

It is the responsibility of the superintendent to create administrative regulations necessary to carry out this policy.

***NOTE: School boards are required to approve a plan to assess radon levels in attendance centers in accordance with the requirements listed in the accompanying regulation.***

Legal Reference: Iowa Code §§ 280.32

**804.7R1 – RADON MITIGATION REGULATION**

The district will create and the board will approve a plan to assess levels of radon gas present in district attendance centers. Funding for any costs related to radon testing or mitigation will be paid from the state school foundation aid received to the district or from revenues received from the Secure an Advanced Vision for Education fund.

Each district attendance center will undergo a short-term test for the presence of radon gas at least once by July 1, 2027. Short-term test means a test using a device that remains in an area for two to seven days to determine the amount of radon in the air.

Radon testing will be performed by an individual certified to conduct such testing pursuant to Iowa Code section 136B.1 or by district employees who have completed a school radon testing training program approved by the Iowa Department of Education and the Iowa Department of Public Health.

If the results of any short-term test at an attendance center are at or above four picocuries per liter, the district will conduct a second short-term test in spaces with elevated levels within sixty days of the first test. If the averaged test results of the first and second tests are at or above four picocuries per liter, the district will retain an individual credentialed to develop a radon mitigation plan.

The plan may include further diagnostic testing, corrective measures, and active mitigation. The mitigation plan will be completed within two years of first short-term test unless the district plans to abandon or renovate the attendance center within five years and renovation includes radon mitigation.

All new school construction will include radon resistant construction techniques.



## PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

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

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

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

Persons wanting copies may be assessed a reasonable fee for the copy. Persons wanting compilation of information may be assessed a reasonable fee for the time of the employee to review and compile the requested information. **The district will make every effort to provide the public record requested at no cost other than copying costs for a record which takes less than thirty minutes to produce.**

**Costs for legal services utilized for the redaction or review of legally protected confidential information may also be assessed to the individual requesting the records.** Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

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

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

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

IASB NOTE: This is a mandatory policy and is consistent with the Iowa public records law regarding access to, copying of and charging for copies of public records. By law, individuals have a right to access public records during the hours of 9:00 a.m. - 12:00 p.m. and 1:00 p.m.- 4:00 p.m. unless the board sets other hours. IASB recommends that the board establish specific hours in board policy, and blanks are provided in the first paragraph for that purpose.

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

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

Approved February 11, 2009

Reviewed: September 8, 2021

Revised \_\_\_\_\_