

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
AGENDA - Regular School Board Meeting
September 14, 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**

MOTION to approve the agenda as presented.

Motion: _____ Second: _____

Carried: Yes/No

4. **APPROVE CONSENT AGENDA**
 - a. Minutes from Regular Meeting on August 10, 2022
 - b. Personnel Changes
 - c. List of Bills
 - d. Financial Reports

MOTION to approve the consent agenda as presented.

Motion: _____ Second: _____

Carried: Yes/No

5. **COMMUNITY/PROGRAM PRESENTATIONS**
 - a. Mexico Trip - Heather Huegel
 - b. FFA National Convention - Jon Doese
 - c. Sports and Entertainment Marketing Class
6. **ADMINISTRATIVE UPDATES & REPORTS**
 - a. Jacklyn Letzing - Elementary Update
 - b. Eric Dockstader - Secondary Update
 - c. Dan Fox - District Update
 - d. Facilities Update

7. **AGENDA**
 - a. **Student and Employee Attendance Discussion**

b. Return to Learn Plan

c. School Safety Improvement Funding

d. Amend 22-23 School Calendar

Per Board Policy 601.1, the board may amend the official school calendar when the board considers the change to be in the best interests of the school district's education program.

MOTION to amend the 22-23 school calendar as presented.

Motion: _____ *Second:* _____ *Carried: Yes/No*

e. Mexico Trip

Board approval is required for field trips and excursions outside the state per Board Policy 606.6

MOTION to approve the request for travel outside the state for the Mexico trip as presented.

Motion: _____ *Second:* _____ *Carried: Yes/No*

f. National FFA Convention Trip

Board approval is required for field trips and excursions outside the state per Board Policy 606.6

MOTION to approve the request for travel outside the state for the National FFA Convention as presented.

Motion: _____ *Second:* _____ *Carried: Yes/No*

g. Substitute Teacher Incentive

The recommendation of the Superintendent is to pay substitute teachers an incentive bonus of \$100.00 for every 10 days they substitute during the 2022-2023 school year. Bonuses will be paid in January and June. All applicable taxes will be deducted; however, bonuses are not IPERS eligible.

MOTION to approve the substitute teacher incentive bonus as presented.

Motion: _____ *Second:* _____ *Carried: Yes/No*

h. Substitute Bus Driver Route Pay

The recommendation of the Superintendent is to increase the substitute bus driver pay for the 2022-2023 school year from \$35.00 per route as previously approved by the board to \$50.00 per route.

MOTION to approve the substitute bus driver route pay as presented.

Motion: _____ *Second:* _____ *Carried: Yes/No*

i. Shared Personnel Agreement with Central City CSD for Media Specialist

MOTION to approve the shared personnel agreement with Central City CSD for Media Specialist as presented.

Motion: _____ *Second:* _____ *Carried: Yes/No*

j. Cooperative Sharing Agreement with Independence CSD for Robotics

MOTION to approve the Cooperative Sharing Agreement with Independence CSD for Robotics as presented.

Motion: _____ *Second:* _____ *Carried: Yes/No*

k. Board Policy Review - 2nd reading - 501.14 and 501.15

MOTION to approve the 2nd reading of policies 501.14 and 501.15 as discussed.

Motion: _____ *Second:* _____ *Carried: Yes/No*

l. Board Policy Review - 1st reading - 300 series

MOTION to approve the 1st reading of the 300 series policies as discussed.

Motion: _____ *Second:* _____ *Carried: Yes/No*

8. #BUCPR1DE

9. STUDENT QUESTIONS

10. ADJOURN

**East Buchanan Community School District
Regular Board Meeting Minutes – August 10, 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, and Heather Steffens. Board member Shawn Stone was absent. Administration attending were Superintendent Principal Dan Fox, HS/MS Principal Eric Dockstader, Elementary Principal Jacklyn Letzring, 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 Steffens, second by Recker.

Approve Consent Agenda - Motion to approve the Consent Agenda was made by Cooksley, second by Recker. Items included on the Consent Agenda: minutes from the regular meeting on July 13, 2022, resignations of Liam Fitzpatrick as a teacher and Adam Riniker as baseball coach, hiring of Tyler Williams as assistant football coach, expenditures listed, and financial reports.

Administrative Updates and Reports – Letzring reported the board on the status of the elementary master schedule, that she has met with 90% of the staff, staff are working on their classrooms, that she is asking a lot of questions on how we do things at EB, and that Back to School night is soon. Dockstader explained how the district is handling physical science, chemistry, and middle school special education due to the absence of a teacher in those areas. Fox reported that online registration is now open, professional development for new teachers is next week, and that all staff are back on August 22nd with associates getting additional training. Fox presented the progress report from the general contractor.

Student and Employee Attendance Discussion – Fox reported that the handbook committee met and that certified staff hours are now 7:45 – 3:45 and that personal days will be paid out. Fox met with the student group to get their input and presented data regarding student attendance. The board reviewed the current student attendance policy and discussed changes that will be added to the handbook.

AgVantage FS Propane Heating Firm Price Contract – The board reviewed the two options available. Motion by Cooksley, second by Recker to accept option 2 of a \$300 down payment and billing price of \$1.78/gallon for September 1, 2022 through March 31, 2023.

Head Cook Wage – Fox recommended a \$2.00 increase in base for the head cook due to the additional responsibilities with a shared food service director. Motion by Steffens, second by Recker to increase the wage as presented.

Substitute Teacher Compensation – Tabled

22-23 Preschool Handbook and Policies & Procedures – Fox presented changes to the current handbook. Motion by Steffens, second by Cooksley to approve as presented.

22-23 Elementary Handbook – Fox presented changes to the current handbook. Motion by Cooksley, second by Steffens, to approved as presented.

22-23 HS/MS Handbook – Dockstader presented changes to the current handbook including attendance changes per previous discuss in this meeting. Motion by Cooksley, second by Recker to approve the handbook as presented with changes.

Legislative Priorities – The board reviewed the list of 2022 legislative priorities and selected four to submit to the IASB as the district's priorities. Those priorities are: Early Literacy, Mental Health, Market-Competitive Wages, and Teacher Recruitment & Licensure.

Board Policy Review – 2nd Reading – 2022 Legislative Session Updates – Information from IASB regarding changes to board policies due to the legislative session was presented. Motion by Steffens, second by Recker to approve the second reading with changes as discussed of policies 203, 402.2, 504.5, 504.5R1, 505.5, 507.2, 507.2E1, 607.2, 704.6, 804.5, 804.7, 804.7R1, and 901.

Board Policy Review – 1st Reading – Motion by Cooksley to approve the first reading of 501.14 and 501.15 with option 2 on all three choices, second by Steffens.

Board Policy Review – 2ND Reading – Tabled.

#BucPr1de – School starts August 23rd!

Adjourn – Motion by Steffens, second by Recker to adjourn the meeting at 7:19 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
9/14/2022	David Peck	Hire	Van driver		
9/14/2022	Jersey Seber	Hire	Associate		
9/14/2022	Lee White	Hire	Jr Class Fundraising		
9/14/2022	Jayne Beyer	Hire	Special Education teacher (part-time)		
9/14/2022	David Sattgast	Resignation	Robotics Coach	8/29/2022	
9/14/2022	Andrea Ries	Resignation	Associate	8/11/2022	
9/14/2022	Abby Thurn	Hire	District Leadership Team		start of 22-23 school year
9/14/2022	Shana Wall	Hire	District Leadership Team		start of 22-23 school year
9/14/2022	Mandi Smith	Hire	District Leadership Team		start of 22-23 school year
9/14/2022	Michelle Cooksley	Hire	District Leadership Team		start of 22-23 school year
9/14/2022	Nathan Reck	Hire	District Leadership Team		start of 22-23 school year
9/14/2022	Erin Kelchen	Hire	District Leadership Team		start of 22-23 school year
9/14/2022	Tiffany Bowers	Hire	District Leadership Team		start of 22-23 school year
9/14/2022	Lee White	Hire	District Leadership Team		start of 22-23 school year
9/14/2022	Kelli Connolly	Hire	Leader in Me		start of 22-23 school year
9/14/2022	Andrew Machacek	Hire	Leader in Me		start of 22-23 school year
9/14/2022	Kayla Gallup	Hire	Leader in Me		start of 22-23 school year
9/14/2022	Teresa Snyder	Hire	Mentor Teacher		start of 22-23 school year
9/14/2022	Andrew Machacek	Hire	Mentor Teacher		start of 22-23 school year
9/14/2022	Jena McElroy	Hire	Mentor Teacher		start of 22-23 school year
9/14/2022	Kelsi Giese	Hire	Mentor Teacher		start of 22-23 school year
9/14/2022	Jill Wilgenbusch	Hire	Mentor Teacher		start of 22-23 school year

List of Bills - School Board Mtg

Posted - All; Batch Description 3 Records Selected; Fund Description GENERAL FUND,
PPEL FUND, SAVE; Processing Month 06/2022 To 09/2022

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
AGVAFS	AgVantage FS	PROPANE DOWN PAYMENT	300.00 1
			<u>300.00</u>
CHASCARD	CHASE CARD SERVICES	PS FURNITURE	712.96 3
			<u>712.96</u>
H2I	H2I Group	PURCHSED SERVICE	5,000.00 3
			<u>5,000.00</u>
JESUPCSD	JESUP COMMUNITY SCHOOL DISTRICT	refund open enrollment overpayment	511.35 1
			<u>511.35</u>
MEYECHRI	Meyer, Christy	GRAD HR REIMBURSEMENT	185.00 1
			<u>185.00</u>
		Report Total:	<u>6,709.31</u>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ACMETOOL	ACME TOOLS - CEDAR RAPIDS	IND ARTS EQUIPMENT & SUPPLIES	180.00
			180.00
ALLIUTIL	ALLIANT ENERGY	GAS/ELECTRIC	11,052.56
			11,052.56
BARNNOBLCC	Barnes & Noble College	TEXTBOOKS	101.07
			101.07
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	514.00
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	935.23
			1,449.23
BOWETIFF	Bowers, Tiffany	GRAD HR REIMBURSEMENT	500.00
			500.00
BUCHLAND	Buchanan County Landfill Commission	PURCHASED SERVICE	165.00
			165.00
BUILDREAD	Building a Reader	Guided Reading PD	2,558.75
			2,558.75
CAMPSUPP	CAMPBELL SUPPLY CO	IND ARTS SUPPLIES	50.30
			50.30
CAPSTONE	CAPSTONE	Reading Recovery Books	5.99
			5.99
CAROBIOI	CAROLINA BIOLOGICAL SUPPLY CO	SCIENCE SUPPLIES	230.70
			230.70
CDWG	CDW GOVERNMENT, INC	TECH SUPPLIES	768.60
CDWG	CDW GOVERNMENT, INC	PURCHASED SERVICE	483.02
			1,251.62
CENGAGE	CENGAGE LEARNING INC	INSTRUCTIONAL MATERIALS	558.60
			558.60
CRAEA	CENTRAL RIVERS AEA	SEESAW RESOURCE	1,283.75*
CRAEA	CENTRAL RIVERS AEA	PURCHASED SERVICE	566.78*
			1,850.53
CHANELEC	CHANEY ELECTRONICS	IND ARTS SUPPLIES	137.16
			137.16
CHASCARD	CHASE CARD SERVICES	WALMART-SUPPLIES	40.72
CHASCARD	CHASE CARD SERVICES	AMAZON-LAMINATING FILM	599.80
CHASCARD	CHASE CARD SERVICES	SING-BACKGROUND CHECKS	200.00
CHASCARD	CHASE CARD SERVICES	IA BOEE-FEES	88.00
CHASCARD	CHASE CARD SERVICES	AMAZON-PS SUPPLIES	427.70
CHASCARD	CHASE CARD SERVICES	FCS GROCERIES	398.57
CHASCARD	CHASE CARD SERVICES	GAS STATIONS-VAN FUEL	131.68
CHASCARD	CHASE CARD SERVICES	AMAZON-INST SUPPLIES	58.75
CHASCARD	CHASE CARD SERVICES	AMAZON-HS SCIENCE SUPPLIES	588.72

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CHASCARD	CHASE CARD SERVICES	AMAZON-PS SUPPLIES	2,352.84
CHASCARD	CHASE CARD SERVICES	HILTON DSM-TRAVEL	1,363.29
CHASCARD	CHASE CARD SERVICES	PARKING	27.00
CHASCARD	CHASE CARD SERVICES	MAKEMUSIC-HS BAND SOFTWARE	99.00
CHASCARD	CHASE CARD SERVICES	WALMART-FCS SUPPLIES	304.99
CHASCARD	CHASE CARD SERVICES	NORTON ANTI VIRUS	111.29
CHASCARD	CHASE CARD SERVICES	HARBOR FREIGHT-IND ART SUPPLIES	209.24
CHASCARD	CHASE CARD SERVICES	AMAZON-FCS EQUIPMENT	1,671.97
CHASCARD	CHASE CARD SERVICES	AMAZON-B&G REPAIRS	25.47
CHASCARD	CHASE CARD SERVICES	AMAZON-SUPPLIES	59.85
CHASCARD	CHASE CARD SERVICES	ELEM SUPPLIES	11.99
CHASCARD	CHASE CARD SERVICES	AMAZON-SUPPLIES	311.39
CHASCARD	CHASE CARD SERVICES	AMAZON-LMC SUPPLIES	27.82
CHASCARD	CHASE CARD SERVICES	AMAZON-SHELVING	223.47
CHASCARD	CHASE CARD SERVICES	KWIK STAR-PD SUPPLIES	45.92
CHASCARD	CHASE CARD SERVICES	TEACHERS DISCOVERY-SPANISH	1,000.00
CHASCARD	CHASE CARD SERVICES	WEBSTAIRANT-CUSTODIAL SUPPLIES	89.09
CHASCARD	CHASE CARD SERVICES	AMAZON-HS SCIENCE	59.98
			10,528.54
CHRIDOOOR	CHRISTIE DOOR	PURCHASED SERVICE	128.75
			128.75
CITYLAUN	CITY LAUNDERING CO,	TRANSPORTATION PURCHASED SERVICE	52.37
			52.37
CITYWINT	CITY OF WINTHROP	WATER/SEWER	727.35 1
			727.35
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	905.42
			905.42
DHS	DHS CASHIER 1ST FL.	STATE MEDICAID MATCH	280.40
			280.40
DUBUFIRE	DUBUQUE FIRE EQUIPMENT, INC.	BLDG & GROUNDS SUPPLIES	241.60 *
			241.60
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	TELEPHONE	2,332.65
			2,332.65
NAPA	ESCHEN TARPY NAPA	TRANSPORTATION PARTS	88.92
NAPA	ESCHEN TARPY NAPA	B&G SUPPLIES	231.32
NAPA	ESCHEN TARPY NAPA	TRANSPORTATION PARTS	494.33
			814.57
GLOWFORGE	Glow Forge	IND ARTS EQUIPMENT	4,995.00
			4,995.00
H2I	H2I Group	BLDGS & GROUNDS PARTS	320.00
			320.00
HOGLBUSMN	Hoglund Bus Co Inc	BUS PARTS	125.55

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			125.55
HOTLUNCH	HOT LUNCH PROGRAM	PS SNACKS	408.86
			408.86
INTEALLBAT	INTERSTATE ALL BATTERY CENTER	BLDG & GROUNDS SUPPLIES	342.80
			342.80
ICN	IOWA COMMUNICATIONS NETWORK	ICN SERVICES	732.09 1
ICN	IOWA COMMUNICATIONS NETWORK	ICN SERVICES	1,176.25
			1,908.34
IOWADIVI	IOWA DIVISION OF LABOR SERVICES	BOILER INSPECTION	1,080.00
			1,080.00
IOWAGOLD	Iowa Gold Distributing, Inc	WASTE MATERIAL REMOVAL	75.00
			75.00
ITAG	Iowa Talented and Gifted Assn	CONFERENCE	250.00 *
			250.00
JWPEPPER	J.W. PEPPER & SON, INC.	VOCAL MUSIC SUPPLIES	273.64
			273.64
JOHNSUPP	JOHNSTONE SUPPLY	MAINTENANCE SUPPLIES	94.05
			94.05
KAYPARK	KAY PARK REC. CORP.	BENCH	846.50
			846.50
KENDALLHUN	Kendall Hunt Publishing	Illustrative Math for 5th-8th Grade	562.96
			562.96
LAMKCHAD	Lamker, Chad	CELL PHONE	48.52 *
			48.52
THELIBRA	LIBRARY STORE, INC, THE	LMC SUPPLIES	17.42
			17.42
LINNCOOP	LINN CO-OPERATIVE OIL CO	FUEL PUMP	10.98
			10.98
ROTOROOTER	Maher & Spenner Inc	BLDGS & GROUNDS PURCHASED SERVICE	200.00 *
			200.00
MARTKORI	Martin, Kori	DOT PHYSICAL	150.00
			150.00
MCGRHILL	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LL		4,378.31
MCGRHILL	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LL	INSTRUCTIONAL SUPPLIES	235.62
MCGRHILL	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LL		257.04
			4,870.97

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
MCINPATR	McIntosh, Patricia	DOT PHYSICAL	95.00
			95.00
NEIBA	N.E.I.B.A.	MEMBERSHIP	20.00
			20.00
THENEWS	NEWS, THE	PUBLIC NOTICES/ADVERTISING	169.12
			169.12
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	BUS DRIVER ANNUAL TRAINING	210.00
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	BUS DRIVER ANNUAL TRAINING	60.00
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	BUS DRIVER ANNUAL TRAINING	210.00
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	DRIVER TRAINING	70.00 *
			550.00
THEPAP	PAPER CORPORATION, THE	PAPER	7,833.16
			7,833.16
PIONVALL	PIONEER VALLEY BOOKS	READING INSTRUCTIONAL SUPPLIES	110.00
			110.00
PITBOWINC	PITNEY BOWES, INC.	LEASE	222.06
			222.06
PRESTOX	PRESTO-X	KITCHEN-PEST SERVICE	70.40
			70.40
QUILCORP	QUILL CORPORATION	SUPPLIES	2,246.55
QUILCORP	QUILL CORPORATION	ELEM SUPPLIES	12.06
			2,258.61
RIESANDR	Ries, Andrea	DOT PHYSICAL	100.00
			100.00
SCHOSPEC	SCHOOL SPECIALTY LLC	ELEM SUPPLIES	12.80
SCHOSPEC	SCHOOL SPECIALTY LLC	ELEM & LMC SUPPLIES	194.28
SCHOSPEC	SCHOOL SPECIALTY LLC	ART SUPPLIES	2,107.36 *
			2,314.44
SCREENCAST	Screencastify LLC	SITE LICENSE	2,430.00
			2,430.00
TIMBILL	TIMBERLINE BILLING SERVICE LLC	MEDICAID PURCH SERVICE	36.32
			36.32
USCELL	US CELLULAR	Cell Phones	326.04
			326.04
VIKISEWI	VIKING SEWING CENTER	FCS SUPPLIES	6.86
			6.86

List of Bills - School Board Mtg

Posted - All; Fund Description GENERAL FUND; Processing Month 09/2022

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
WALMART	WALMART COMMUNITY BRC	INSTRUCTIONAL SUPPLIES	32.91
			32.91
WEEDSON	WEEDS ON FIRE	UPKEEP OF BLDGS & GROUNDS	1,254.30
			1,254.30
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	660.05
			660.05
		Report Total:	71,173.02

PPEL FUND, SAVE

User ID: TMK

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CDWG	CDW GOVERNMENT, INC	TECH EQUIPMENT	37,486.20
			<u>37,486.20</u>
CRAWENGI	CRAWFORD ENGINEERING & SURVEYING ENGINEERING SERVICES INC		5,554.78
			<u>5,554.78</u>
DAVECCI	DAVE'S COMPLETE CONSTRUCTION	ATHLETIC COMPLEX IMPROVEMENTS	204,267.04 3
			<u>204,267.04</u>
LINNCOOP	LINN CO-OPERATIVE OIL CO	FUEL PUMP	1,058.03
			<u>1,058.03</u>
SCHOBUSS	SCHOOL BUS SALES CO	BUS REPAIR	4,079.18
			<u>4,079.18</u>
WULFELEC	Wulfekuhle Electric LLC	PURCHASED SERVICE	1,491.81
			<u>1,491.81</u>

Batch Total: 253,937.04

Report Total: 253,937.04

Activity Invoices - September 2022

Vendor ID	Vendor Name	Description	Invoice Amount
AMBRTODD	AMBROSY, TODD	JV FB Official - 9/12/22	85.00
			85.00
* BERNDUST	BERNING, DUSTY	FB Official - 9/9/22	135.00
			135.00
BLOOFARM	BLOOMSBURY FARM	1st Grade Field Trip	216.00
			216.00
* BROCKADE	BROCKMEYER, KADEN	FB Medical Crew - 9/9/22	25.00
			25.00
BSNSPORT	BSN SPORTS, LLC	Boys Basketball Uniforms	3,232.00
			3,232.00
CHASCARD	CHASE CARD SERVICES	Pool/Ducks	21.98
CHASCARD	CHASE CARD SERVICES	Bumper Ball Soccer Ball	607.92
CHASCARD	CHASE CARD SERVICES	Feed Store Supplies	5.98
CHASCARD	CHASE CARD SERVICES	Snacks-First day of School	104.89
CHASCARD	CHASE CARD SERVICES	Shopping Carts	209.62
			950.39
CLAYCOUN	CLAYTON COUNTY CONSERVATION	2nd Grade Field Trip	92.00
			92.00
DOWNJEFF	DOWNING, JEFFRY	MS FB Official - 9/8/22	110.00
			110.00
* ELSIMICH	ELSINGER, MICHAEL	FB Official - 9/9/22	125.00
			125.00
* FEATBRET	FEATHERSTON, BRETT	FB Official - 9/9/22	125.00
			125.00
FRANJORD	FRANKEN, JORDAN	VB Official - 9/8/22	120.00
			120.00
* GALLBLAK	GALLERY, BLAKE	FB Security - 9/9/22	100.00
			100.00
* GANSKYLE	GANSEN, KYLE	FB Official - 9/9/22	125.00
			125.00
* GALLBLUE	GBPAC-UNI	3rd Grade Field Trip	42.00
			42.00
GENFUND	GENERAL FUND	VB Official-9/8/22-K. Gallup	110.00
* GENFUND	GENERAL FUND	MS VB Official-9/13/22-K. Gallup	100.00
GENFUND	GENERAL FUND	JV VB Official - 9/6/22-K. Gallup	125.00
GENFUND	GENERAL FUND	MS FB Official-9/8/22-A. Riniker	100.00
			435.00
* GERBDUST	GERBRACHT, DUSTIN	FB Medical Crew - 9/9/22	25.00
			25.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
HOEFANDY	HOEFER, ANDY	FB Official - 9/9/22	125.00
			125.00
LOUGPATR	LOUGHREN, PATRICK	MS FB Official - 9/8/22	100.00
			100.00
MFL	MFL MARMAC SCHOOLS	Cross Country Entry Fee - 9/1/22	80.00
			80.00
MONTSPOR	MONTICELLO SPORTS	Womens Basketball	720.00
MONTSPOR	MONTICELLO SPORTS	Mens Basketballs	720.00
			1,440.00
RIDDELL'	RIDDELL ALL AMERICAN SPORTS CORP.	Football Helmets	495.95
			495.95
SIGNPRO	SIGN PRO OF MUSCATINE COUNTY INC.	FB Helmet Decals	301.90
			301.90
SPRINGVI	SPRINGVILLE COMM. SCHOOL	Cross Country Entry Fee-9/6/22	110.00
			110.00
* STEGTEDD	STEGER, TEDDY	JV FB Official - 9/12/22	85.00
			85.00
TEKSUPP	TEKSUPPLY	Aqua Pump	36.95
			36.95
TROTTROP	TROTT TROPHIES	Lettering for State Plaques	40.20
			40.20
* VASKMICH	VASKE, MICHAEL	JV FB Official - 9/12/22	100.00
			100.00
WALMART	WALMART COMMUNITY BRC	Candy/Water	61.46
			61.46
* WEGMCHAD	WEGMANN, CHAD	JV FB Official - 9/12/22	85.00
			85.00
			9,003.85
Batch Total:			9,003.85
Report Total:			9,003.85

Activity Extra Invoices - August 2022

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CASCADE	CASCADE HIGH SCHOOL	VB Tournament Entry Fee - 8/27/22	80.00 2
			<u>80.00</u>
CHRIJOSH	CHRISTENSEN, JOSHUA	FB Official - 8/26/22	135.00 2
			<u>135.00</u>
COOKMATT	COOK, MATTHEW	FB Security - 8/26/22	100.00 2
			<u>100.00</u>
CRAWFOBR	CRAWFORD, BRIAN	FB Official - 8/26/22	125.00 2
			<u>125.00</u>
CITIZENS	CSB-CASH	Gate Change - FB/VB	740.00 2
			<u>740.00</u>
ELLIMICH	Ellis, Michael	FB Medical Crew - 8/26/22	25.00 2
			<u>25.00</u>
HUNDMICH	HUNDLEY, MICHAEL	FB Medical Crew - 8/26/22	25.00 2
			<u>25.00</u>
ICCA	ICCA	ICCA Membership Fee	50.00 2
			<u>50.00</u>
IHSSA	IOWA HIGH SCHOOL SPEECH ASSOCIATION	Membership dues	50.00 2
			<u>50.00</u>
LISBON	LISBON COMMUNITY SCHOOL	VB Tournament Entry Fee - 8/23/22	90.00 2
			<u>90.00</u>
SCHITOM	SCHIFFER, TOM	FB Official - 8/26/22	125.00 2
			<u>125.00</u>
WRIGCAM	WRIGHT, CAM	FB Official - 8/26/22	125.00 2
			<u>125.00</u>
WRIGSTEV	WRIGHT, STEVE	FB Official - 8/26/22	135.00 2
			<u>135.00</u>
		Report Total:	<u>1,805.00</u>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
BIMBBAKE	BIMBO BAKERIES USA	Bread	427.48
			<u>427.48</u>
CRAWLAUR	CRAWFORD, LAURA	Refund Lunch Account	32.40
			<u>32.40</u>
DECKKIM	DECKER, KIMBERLY	Refund Lunch Account	75.35
			<u>75.35</u>
MARTBROT	MARTIN BROTHERS	USDA Foods	1,263.44
			<u>1,263.44</u>
PERFFOOD	PERFORMANCE FOODSERVICE	Food/Supplies	11,654.76
			<u>11,654.76</u>
PRAIFARM	PRAIRIE FARMS DAIRY, INC.	Dairy Products	1,021.52
			<u>1,021.52</u>
RAPIWHOL	Rapids Wholesale	Food Holding Unit/Wire Shelving	3,242.08
			<u>3,242.08</u>
		Batch Total:	<u>17,717.03</u>
		Report Total:	<u>17,717.03</u>

Fund: 21 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
21 0000 729 000	Fund Balance	0.00	0.00	0.00	0.00	0.00
21 6111 729 910	DRAMA	18,048.33	0.00	0.00	0.00	18,048.33
21 6120 729 910	SPEECH	641.88	50.00	0.00	0.00	591.88
21 6210 729 910	MUSIC CLUB	1,129.67	0.00	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	14,923.91	2,825.90	6,887.00	0.00	18,985.01
21 6645 729 920	CROSS COUNTRY	14.50	0.00	0.00	0.00	14.50
21 6693 729 920	CHEERLEADING	2,925.89	50.00	0.00	0.00	2,875.89
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	5,042.44	0.00	760.00	0.00	5,802.44
21 6730 729 920	BASEBALL	588.68	0.00	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	1,314.67	0.00	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	610.00	0.00	3,478.45
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	156.93	0.00	0.00	0.00	156.93
21 7010 729 950	FBLA	4,235.94	0.00	615.00	0.00	4,850.94
21 7011 729 950	HS STUDENT COUNCIL	4,615.55	0.00	0.00	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	737.23	0.00	0.00	0.00	737.23
21 7015 729 950	FEED STORE	5.98	0.00	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	14,420.47	604.40	700.00	0.00	14,516.07
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 7049 729 950	PBIS	4,021.22	0.00	0.00	0.00	4,021.22

Fund: 21 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
21 7050 729 950	ELEM. ST. COUNCIL	483.13	0.00	0.00	0.00	483.13
21 7051 729 950	CAMP WAPSIE	5,160.43	0.00	0.00	0.00	5,160.43
21 7053 729 950	BREAKFAST CLUB	1,145.86	0.00	0.00	0.00	1,145.86
21 7078 729 950	CLASS OF 2023	2,265.36	0.00	0.00	0.00	2,265.36
21 7079 729 950	CLASS OF 2024	1,517.21	0.00	0.00	0.00	1,517.21
21 7080 729 950	CLASS OF 2025	893.56	0.00	0.00	0.00	893.56
21 7081 729 950	CLASS OF 2026	381.05	0.00	0.00	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	6,780.17	0.00	140.00	0.00	6,920.17
21 8001 729 910	BUCCANEER CLUB	1,887.93	0.00	0.00	0.00	1,887.93
21 8004 729 910	INTEREST	71.74	0.00	72.17	0.00	143.91
Fund Total: 21		116,700.36	3,530.30	9,784.17	0.00	122,954.23

Fund: 91 AGENCY FUNDS

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>
91 7043 729 950	CUSTODIAL-LIL BUC BOYS BB
91 7052 729 950	CUSTODIAL-EB HOOPSTERS

	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
	763.91	0.00	0.00	0.00	763.91
	1,420.66	0.00	0.00	0.00	1,420.66
Fund Total: 91	2,184.57	0.00	0.00	0.00	2,184.57

EAST BUCHANAN SCHOOL
MILEAGE REPORT
2022-2023

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	865	0	0	242	0	102	0	0	0
AUGUST	2,689	0	0	79	0	393	0	0	0	3,161
SEPTEMBER										
OCTOBER										
NOVEMBER										
DECEMBER										
JANUARY										
FEBRUARY										
MARCH										
APRIL										
MAY										
JUNE										
TOTAL	3,554	-	-	321	-	495	-	-	-	4,370

EAST BUCHANAN SCHOOL
MILEAGE REPORT
2022-2023

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	0		196		2,438		0		309		96		0		0		0		0		3,039
AUGUST	0		1,050		2,231		2,685		261		179		0		0		36				6,442
SEPTEMBER																					
OCTOBER																					
NOVEMBER																					
DECEMBER																					
JANUARY																					
FEBRUARY																					
MARCH																					
APRIL																					
MAY																					
JUNE																					
TOTAL			1,246		4,669		2,685		570		275						36				9,481

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

2022-2023

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. DIESEL CONS.		COST GAS CONS.		COST DIESEL CONS.		TOTAL COST GAS/DIESEL CONSUMED		
JULY	668.000	\$ 3.41	\$ 2,276.48	638.000	\$ 3.98	\$ 2,538.99	198.000	\$ 674.76	147.000	\$ 585.00	4,815.47	443.000	\$ 1,509.72	410.000	\$ 1,631.74	1,259.76							
AUG.	-	\$ -	\$ -	-	\$ -	\$ -	245.000	\$ 834.96	263.000	\$ 1,046.74	-												
SEPT.																							
OCT.																							
NOV.																							
DEC.																							
JAN.																							
FEB.																							
MAR.																							
APR.																							
MAY																							
JUNE																							
TOTALS	668.000	\$ 3.41	\$ 2,276.48	638.000	\$ 3.98	\$ 2,538.99	443.000	\$ 1,509.72	410.000	\$ 1,631.74	4,815.47	443.000	\$ 1,509.72	410.000	\$ 1,631.74	3,141.46							

RECEIPTS

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$536.55	\$0.00	\$536.55
Student Lunch	\$16,314.70	\$132.95	\$16,447.65
Adult Breakfast	\$12.40	\$0.00	\$12.40
Adult Lunch	\$66.40	\$0.00	\$66.40
Carte	\$1,494.55	\$0.00	\$1,494.55
Snacks	\$1,839.35	\$0.00	\$1,839.35
Federal Breakfast	\$0.00	\$0.00	\$0.00
Federal Lunch	\$0.00	\$0.00	\$0.00
State Breakfast	\$0.00	\$266.91	\$266.91
State Lunch	\$0.00	\$690.02	\$690.02
Supply Chain Assistance Funds	\$14,696.61	\$0.00	\$14,696.61
Other Revenues	\$0.00	\$0.00	\$0.00
Other Purchased Services	-\$5.19	-\$1.20	-\$6.39
Rebate	\$0.00	\$0.00	\$0.00
Interest	\$165.19	\$154.60	\$319.79
TOTAL INCOME	\$35,120.56	\$1,243.28	\$36,363.84

2022-2023

East Buchanan

Hot Lunch
Report**EXPENDITURES**

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$0.00	\$0.00	\$0.00
Commodities	\$0.00	\$0.00	\$0.00
Supplies	\$299.90	\$0.00	\$299.90
Shared Contract	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Other Expenses	\$58.45	\$0.00	\$58.45
Cooks Salaries	\$97.75	\$0.00	\$97.75
Benefits	\$763.24	\$746.53	\$1,509.77
TOTAL EXPENDITURES	\$1,219.34	\$746.53	\$1,965.87

BALANCE

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$241,963.34	\$241,963.34
Income	\$35,120.56	\$1,243.28	\$36,363.84
Expenditures	\$1,219.34	\$746.53	\$1,965.87
FUND BALANCE	\$33,901.22	\$242,460.09	\$276,361.31

DAYS MEALS SERVED

July	0
August	7
September	0
October	0
November	0
December	0
January	0
February	0
March	0
April	0
May	0
June	0
TOTALS	7

MEALS SERVED

	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	363	0	363
Reduced Student Breakfasts	34	0	34
Free Student Breakfasts	276	0	276
Second Breakfasts	6	0	6
Adult Breakfasts	8	0	8
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
TOTAL BREAKFASTS SERVED	687	0	687
Paid Student Lunches	1,813	0	1,813
Reduced Student Lunches	192	0	192
Free Student Lunches	904	0	904
Second Lunches	0	0	0
Adult Lunches	16	0	16
Student Guest Lunches	0	0	0
Complimentary Lunches	0	0	0
TOTAL LUNCHES SERVED	2,925	0	2,925

August 31, 2022

LUNCH STATUS

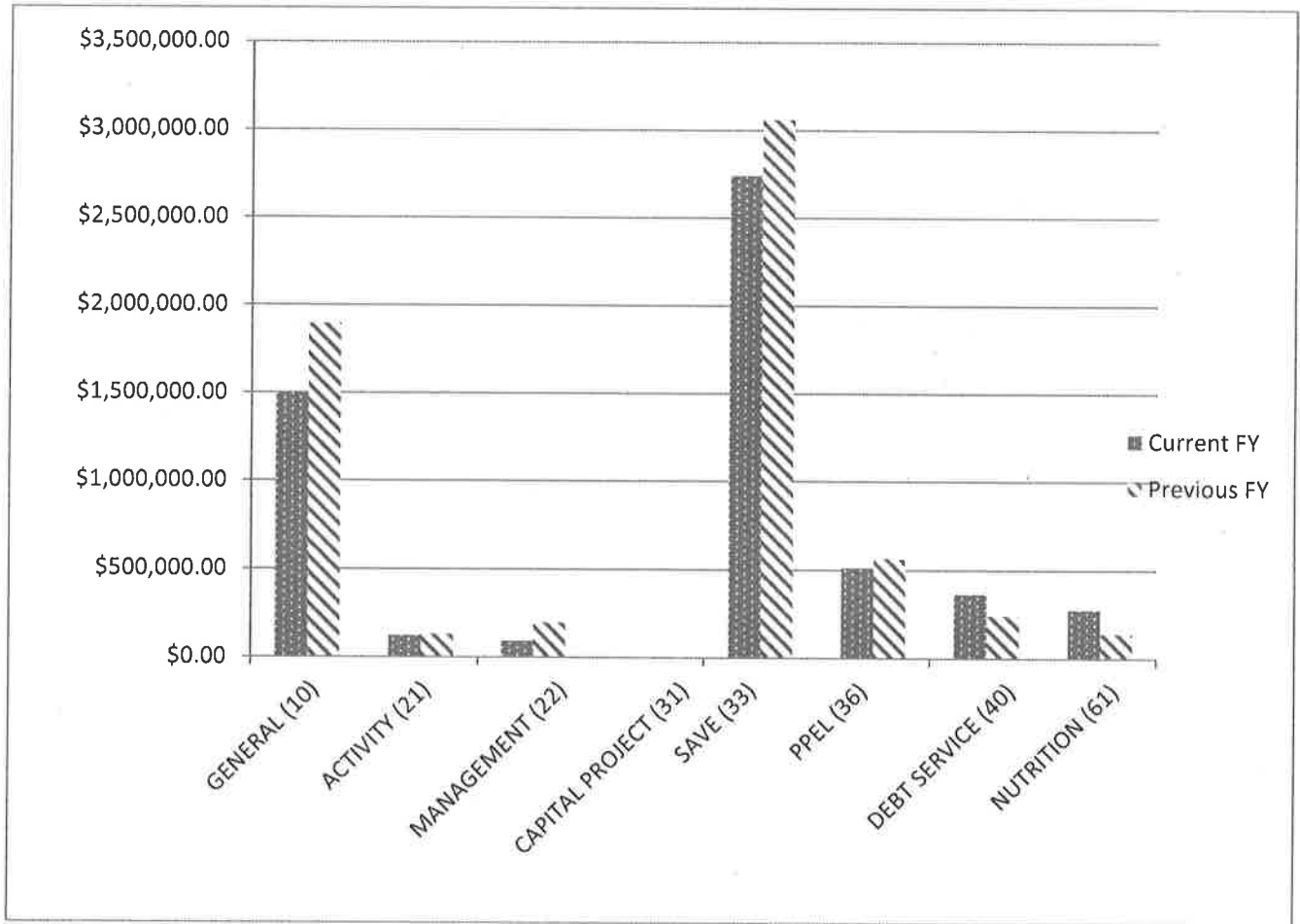
FREE	REDUCED	PAID	TOTAL
157	36	393	586

East Buchanan Community School District
Cash Summary Report

	<u>Jul-22</u>	<u>Aug-22</u>
10-GENERAL FUND		
Beginning Balance	2,472,133.59	1,953,218.51
Revenue	136,272.47	220,017.17
Expenditures	<u>655,187.55</u>	<u>672,126.96</u>
Ending Balance	1,953,218.51	1,501,108.72
21-ACTIVITY FUND		
Beginning Balance	108,627.75	108,455.49
Revenue	487.74	18,367.44
Expenditures	<u>660.00</u>	<u>3,868.70</u>
Ending Balance	108,455.49	122,954.23
22-MANAGEMENT FUND		
Beginning Balance	237,237.81	94,962.28
Revenue	414.04	0.00
Expenditures	<u>142,689.57</u>	<u>1,070.00</u>
Ending Balance	94,962.28	93,892.28
33-SAVE		
Beginning Balance	3,065,238.29	2,808,775.74
Revenue	328,777.92	178,173.27
Expenditures	<u>585,240.47</u>	<u>246,631.86</u>
Ending Balance	2,808,775.74	2,740,317.15
36-PPEL		
Beginning Balance	559,779.27	530,108.38
Revenue	79,884.49	303.10
Expenditures	<u>109,555.38</u>	<u>18,136.81</u>
Ending Balance	530,108.38	512,274.67
40-DEBT SERVICE		
Beginning Balance	362,725.07	366,698.47
Revenue	591,208.40	15.51
Expenditures	<u>587,235.00</u>	<u>500.00</u>
Ending Balance	366,698.47	366,213.98
less: Escrow Acct	<u>340,000.00</u>	<u>340,000.00</u>
	26,698.47	26,213.98
61-NUTRITION FUND		
Beginning Balance	241,963.34	242,460.09
Revenue	1,991.01	35,986.74
Expenditures	<u>1,494.26</u>	<u>2,085.52</u>
Ending Balance	242,460.09	276,361.31
less: Received on Acct	<u>5,904.05</u>	<u>18,187.35</u>
	236,556.04	258,173.96
72-FLEX SPENDING ACCT FUND		
Beginning Balance	5,454.89	4,901.06
Revenue (contributions)	2,443.50	2,443.50
Expenditures (claims)	<u>2,997.33</u>	<u>2,405.24</u>
Ending Balance	4,901.06	4,939.32
EMPLOYER'S PAYROLL EXPENSE		
Gross Wages-hourly	52,529.25	40,429.75
Gross Wages-retention	0.00	0.00
Gross Wages-contract	<u>316,075.29</u>	<u>319,621.95</u>
	368,604.54	360,051.70
Employer paid deductions	49,408.50	50,437.51
Employer paid IPERS	33,544.33	32,975.84
Employer paid FICA	<u>27,166.61</u>	<u>26,650.12</u>
	110,119.44	110,063.47
TOTAL	<u>478,723.98</u>	<u>470,115.17</u>

CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL August 2022

Fund Description	Beginning	Revenues	Expenditures	FY23	FY22	Difference
				Ending	End Balance	
GENERAL (10)	\$1,953,218.51	\$220,017.17	\$672,126.96	\$1,501,108.72	\$1,895,154.69	(\$394,045.97)
ACTIVITY (21)	\$108,455.49	\$18,367.44	\$3,868.70	\$122,954.23	\$130,840.99	(\$7,886.76)
MANAGEMENT (22)	\$94,962.28	\$0.00	\$1,070.00	\$93,892.28	\$197,952.92	(\$104,060.64)
CAPITAL PROJECT (31)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SAVE (33)	\$2,808,775.74	\$178,173.27	\$246,631.86	\$2,740,317.15	\$3,058,474.79	(\$318,157.64)
PPEL (36)	\$530,108.38	\$303.10	\$18,136.81	\$512,274.67	\$564,299.81	(\$52,025.14)
DEBT SERVICE (40)	\$366,698.47	\$15.51	\$500.00	\$366,213.98	\$241,282.58	\$124,931.40
NUTRITION (61)	\$242,460.09	\$35,986.74	\$2,085.52	\$276,361.31	\$138,589.96	\$137,771.35
			TOTAL	\$5,613,122.34	\$6,226,595.74	(\$613,473.40)



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>
10-GENERAL FUND						
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
21-ACTIVITY FUND						
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
22-MANAGEMENT FUND						
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
33-SAVE						
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
36-PPEL						
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
40-DEBT SERVICE						
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
61-NUTRITION FUND						
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
72-FLEX SPENDING ACCT FUND						
Beginning Balance	0.00	0.00	0.00	0.00	0.00	0.00
Revenue (contributions)	0.00	0.00	0.00	0.00	0.00	0.00
Expenditures (claims)	0.00	0.00	0.00	0.00	0.00	0.00
Ending Balance	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYER'S PAYROLL EXPENSE:						
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
TOTAL	440,178.67	424,317.49	481,569.33	544,545.98	549,213.96	529,800.37

East Buchanan Community School District
Cash Summary Report

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	FY22 YTD
10-GENERAL FUND							
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	2,950,610.76
Revenue	735,474.16	601,409.50	508,511.89	1,142,223.76	696,829.86	622,271.65	7,534,924.89
Expenditures	714,407.53	663,372.59	688,001.48	609,076.65	624,505.17	1,014,298.58	8,013,402.06
Ending Balance	2,500,141.40	2,438,178.31	2,258,688.72	2,791,835.83	2,864,160.52	2,472,133.59	2,472,133.59
21-ACTIVITY FUND							
Beginning Balance	130,557.96	129,920.10	128,143.85	133,839.05	116,786.39	119,440.66	136,915.26
Revenue	9,426.86	12,295.85	21,556.07	8,269.45	20,067.39	10,823.63	236,981.78
Expenditures	10,064.72	14,072.10	15,860.87	25,322.11	17,413.12	21,636.54	265,269.29
Ending Balance	129,920.10	128,143.85	133,839.05	116,786.39	119,440.66	108,627.75	108,627.75
22-MANAGEMENT FUND							
Beginning Balance	218,057.36	218,424.56	217,856.78	217,885.56	236,752.13	237,969.10	319,600.48
Revenue	1,367.20	432.22	1,404.78	20,446.57	2,216.97	444.16	57,272.43
Expenditures	1,000.00	1,000.00	1,376.00	1,580.00	1,000.00	1,175.45	139,635.10
Ending Balance	218,424.56	217,856.78	217,885.56	236,752.13	237,969.10	237,237.81	237,237.81
33-SAVE							
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	3,161,229.02
Revenue	55,912.55	12,131.72	133,154.92	50,361.99	48,785.64	548,854.14	1,439,092.20
Expenditures	23,911.00	10,210.00	34,542.00	90,000.00	283,001.67	662,092.26	1,535,082.93
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	3,065,238.29
36-PPEL							
Beginning Balance	643,757.11	551,568.70	541,339.40	504,250.66	538,168.29	547,711.12	617,863.38
Revenue	23,821.89	3,467.40	10,581.87	117,658.63	16,565.29	31,126.24	429,162.64
Expenditures	116,010.30	13,696.70	47,670.61	83,741.00	7,022.46	19,058.09	487,246.75
Ending Balance	551,568.70	541,339.40	504,250.66	538,168.29	547,711.12	559,779.27	559,779.27
40-DEBT SERVICE							
Beginning Balance	424,875.83	438,093.40	441,854.72	455,433.19	340,831.29	361,922.98	236,982.41
Revenue	13,217.57	4,261.32	13,585.66	602,585.60	146,760.03	4,252.09	1,680,518.68
Expenditures	0.00	500.00	7.19	717,187.50	125,668.34	3,450.00	1,554,776.02
Ending Balance	438,093.40	441,854.72	455,433.19	340,831.29	361,922.98	362,725.07	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	362,725.07
61-NUTRITION FUND							
Beginning Balance	169,936.70	185,801.10	193,877.45	209,392.83	226,897.31	244,059.81	129,985.33
Revenue	51,197.48	52,200.56	48,574.72	80,903.37	61,287.59	57,480.73	579,055.57
Expenditures	35,333.08	44,124.21	33,059.34	63,398.89	44,125.09	59,577.20	467,077.56
Ending Balance	185,801.10	193,877.45	209,392.83	226,897.31	244,059.81	241,963.34	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	5,771.10
	177,569.77	185,808.07	202,519.35	220,683.98	238,684.36	236,192.24	236,192.24
72-FLEX SPENDING ACCT FUND							
Beginning Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue (contributions)	0.00	0.00	0.00	0.00	0.00	35,106.90	35,106.90
Expenditures (claims)	0.00	0.00	0.00	0.00	0.00	29,652.01	29,652.01
Ending Balance	0.00	0.00	0.00	0.00	0.00	5,454.89	5,454.89
EMPLOYER'S PAYROLL EXPENSE							
Gross Wages-hourly	84,423.16	77,259.87	77,100.32	91,136.51	84,347.84	94,581.07	916,295.87
Gross Wages-retention	0.00	0.00	45,000.00	16,837.80	0.00	28,350.00	90,187.80
Gross Wages-contract	315,733.04	316,670.23	314,884.14	319,182.75	321,023.82	317,657.40	3,777,097.94
	400,156.20	393,930.10	436,984.46	427,157.06	405,371.66	440,588.47	4,783,581.61
Employer paid deductions	51,429.11	51,975.00	51,586.64	51,313.75	50,867.82	49,520.83	619,603.65
Employer paid IPERS	36,377.52	36,141.60	35,471.75	37,803.50	37,113.93	37,639.67	429,629.88
Employer paid FICA	29,623.84	29,150.70	32,418.40	31,641.74	30,048.35	32,605.42	353,728.18
	117,430.47	117,267.30	119,476.79	120,758.99	118,030.10	119,765.92	1,402,961.71
TOTAL	517,586.67	511,197.40	556,461.25	547,916.05	523,401.76	560,354.39	6,186,543.32

Certified Budget compared to Actual Revenues/Expenditures - All Funds

		FY22 Certified Budget	as of 8/31/2022	over / (under) budget	
Taxes Levied on Property	1	\$ 2,907,753.00	\$ 2,908,252.37		
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	\$ 610,713.24		
Earnings on Investments	5	\$ 81,500.00	\$ 51,642.96		
Nutrition Program Sales	6	\$ 165,000.00	\$ 59,973.45		
Student Activities and Sales	7	\$ 189,000.00	\$ 171,935.39		
Other Revenues from Local Sources	8	\$ 91,000.00	\$ 170,111.34		
Revenue from Intermediary Sources	9	\$ -	\$ -		
State Foundation Aid	10	\$ 4,059,983.00	\$ 4,028,894.00		
Instructional Support State Aid	11	\$ 15,336.00	\$ -		
Other State Sources	12	\$ 581,350.00	\$ 787,623.73		
Commercial & Industrial State Replacement	13	\$ 20,453.00	\$ 16,381.87		
Title I Grants	14	\$ 70,000.00	\$ 80,600.00		
IDEA and Other Federal Sources	15	\$ 320,000.00	\$ 968,081.73		
Total Revenues	16	\$ 9,281,104.00	\$ 10,050,530.98		
General Long-Term Debt Proceeds	17	\$ -	\$ -		
Transfers In	18	\$ 313,178.00	\$ 343,417.86		
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 200.00		
Special Items/Upward Adjustments	20	\$ -	\$ -		
Total Revenues & Other Sources	21	\$ 9,594,282.00	\$ 10,394,148.84		
Beginning Fund Balance	22	\$ 6,697,739.27	\$ 6,697,739.27		
Total Resources	23	\$ 16,292,021.27	\$ 17,091,888.11		
*Instruction	24	\$ 5,500,000.00	\$ 5,427,302.78	\$ (72,697.22)	99%
Student Support Services	25	\$ 230,500.00	\$ 254,961.80		
Instructional Staff Support Services	26	\$ 583,000.00	\$ 620,982.00		
General Administration	27	\$ 266,500.00	\$ 253,410.09		
School/Building Administration	28	\$ 400,000.00	\$ 400,355.75		
Business & Central Administration	29	\$ 140,000.00	\$ 159,374.40		
Plant Operation and Maintenance	30	\$ 727,000.00	\$ 767,518.26		
Student Transportation	31	\$ 553,000.00	\$ 598,940.38		
This row is intentionally left blank	32	\$ -			
*Total Support Services (lines 25-32)	32A	\$ 2,900,000.00	\$ 3,055,542.68	\$ 155,542.68	105%
*Noninstructional Programs	33	\$ 365,000.00	\$ 327,103.97	\$ (37,896.03)	90%
Facilities Acquisition and Construction	34	\$ 468,044.00	\$ 664,864.61		
Debt Service	35	\$ 662,965.00	\$ 666,415.00		
AEA Support - Direct to AEA	36	\$ 295,483.00	\$ 276,324.00		
*Total Other Expenditures (lines 34-36)	36A	\$ 1,426,492.00	\$ 1,607,603.61	\$ 181,111.61	113%
Total Expenditures	37	\$ 10,191,492.00	\$ 10,417,553.04		
Transfers Out	38	\$ 313,178.00	\$ 343,417.86		
Other Uses	39	\$ -	\$ 17,731.95		
Total Expenditures & Other Uses	40	\$ 10,504,670.00	\$ 10,778,702.85	\$ 274,032.85	spent more than budgeted
Ending Fund Balance	41	\$ 5,787,351.27	\$ 6,313,185.26		
Total Requirements	42	\$ 16,292,021.27	\$ 17,091,888.11	\$ 799,866.84	more revenue than budgeted

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.

Mexico Trip June 2023 Proposal

I would like permission to please take students to Mexico this June. (I usually try to go sometime between the middle of the first week or the start of the second week in June.)

I choose to travel to Mexico vs. Spain as it is less cost, more of a varied & rich history, & offers more opportunities for the cost.

I have attached the trip itinerary & cost breakdown with this also. The itinerary is a custom itinerary as it is based on past student travel feedback from what they enjoyed & suggested we adjust. Within the itinerary there is time for educational travel/visits, cultural interaction (cooking lessons), charitable opportunities (school/orphanage visits & assistance); & fun time for shopping, beach, swimming, relaxation, & city activities/events. It is a good mix of learning & fun & allows for all interests to be met without the schedule being too busy or exhausting.

We would be gone 10 days including travel to O'Hare. We usually leave the night before the flight & return the day of our return flight.

In the past we have taken a school bus to O'Hare to help cut down on costs. (1 travel bus to & from Chicago is more than a full trip cost!) We park it in a safe/secure location for the week. This also allows us to use money spent on other transport to pay for students to have the opportunity to snorkel while on the trip instead. We would like permission to take a bus again. In the past, & this time as well, if approved, George Aberle would chaperone the trip & drive the bus to cut out the need to pay a driver. He has obtained/updated all licensure needed.

In the past trip, the school also covered gas for the bus as well, & it would be appreciated.

We choose to take the trip in June because it is early in baseball & softball seasons when games aren't as significant for playoffs.

Going then allows students the rest of the summer for jobs, activities, family trips, etc.

It is also the rainy season from June-November, so the earlier we go in that, the more chance of missing the worst of it.

I do not go during the school year as I feel it is too much lost educational time & is an added cost to the district to cover my classes with a sub.

We would be using InterAct Travel (who we have used in the past) <https://interact-travel.com/>. They are a family company out of Green Bay founded by a former Spanish teacher. We have had very successful trips with them with knowledgeable local guides, great access to locations, quality hotels (& locations) & food, & personal service. They are also very conscious of any safety concerns & do not place us in questionable situations or locations & will alter trip locations if situations change after we book.

They also have strict policies that participants must agree to, in the form of a trip contract, including no alcohol use, which helps with enforcement & to take some of that issue off the school to enforce.

The cost is \$2495 & the cost includes all hotel & airfare (there are 2 sets of flights we take-1 internationally to & from & 1 within the country), entrance into all museums & activities, & 2 meals are covered per day. There is very little out-of-pocket cost to students while on the trip & it has no "hidden" fees like some companies have to make their costs look lower.

We do not fundraise a lot in advance as it is very subjective as to if/when we will be able to travel & what the interest is. We have some money in the account from the past trip fundraising (to cover parking, toll fees, etc.), but if students wish to fundraise, we can do so. The laws state all fundraising has to be divided equally, so some of the issue then becomes how much they actually can make, does everyone who fundraises need the money, & how to get the most out of what we do with so many fundraisers taking place in such a small district. This would be addressed up-front to the parents.

However, having out-of-pocket cost vs. it being covered in fundraising does also help to put more of a stake in caring about the trip when students are participating.

This is typically offered to students who have successfully completed 2 years of Spanish as then in the case of unexpected situations or in interactions with the public, they would be better prepared. It would also allow for a bit more maturity for travelling outside of the country for those who have not had the experience. (For safety, at no time are students allowed to be out of sight or away from chaperones alone or in groups in public areas regardless of age or Spanish ability.)

We have learned a lot after trying to travel during COVID & will now put much more emphasis on adding in trip insurance as well. We always offered info on it & discussed it, but had left it up to parents in the past. We had never had a true need for it prior (not during H1N1 or during some possible trip changes in the past), so we did not "push" it. However, we learned a hard lesson from COVID about trip desposit losses (& although the company tried to work with us, they also had costs to recoup as we were over halfway into the trip planning when it happened). Both the company & I will now highly suggest it. There are multiple options & it would be an additional cost which will vary based on coverage. Again, it will be addressed up front to parents.

Students will also need passports. Info on obtaining that, & the deadlines for it, will be addressed with parents as well.

I usually have persons who have some sort of educational background as covered chaperones as they have had experience with students & background checks. In the past, along with George, I have used Tara (Aberle) Bollig (who is a certified teacher & former student who has gone as a student on our school's trip & now as a chaperone-so she understands both sides of the trip), & sometimes my husband (as he is a HS teacher & coach at Maquoketa Valley). George has been a school board member, so he had school connections as well, & he has also had background checks done. If I take others, I will try to use those with experience as well.

I have had some other parents/adults ask to pay to go, & I am still unsure if I will choose to add in more adults or not, but I will have background checks done if you approve of me (if I decide) allowing others to go.

There are not many schools who travel with students these days, so we have a unique opportunity (especially as a small school) to offer this to our students. Those who have taken this trip have found it to be very worthwhile & valuable experience that allowed them to do & see things they would never get to do/see on trips with family or as an adult.

(On a side note:

The unique nature of this opportunity has also gained attention from others in area districts as well, so I want to check if we will allow students to travel with our school (if we approve the trip) IF I am comfortable having them (I would not want to take on students I do not know as they are ultimately my responsibility on the trip).

It is better to address it now & ask so I know how to address it vs. trying to check later...)

Thank you for your consideration/support in offering this amazing opportunity to our students!



2023 GROUP TRAVEL CONFIRMATION CHECKLIST 7.30.22pk

ORGANIZING TEACHER: HEATHER HEUGEL
STUDENT PROGRAM: PRIVATE, CUSTOM MI CASA HOTEL
DEPARTURE CITY: CHICAGO (ORD)
USA PREFERRED DEPARTURE DATE: Early June TBD

**\$2495 STUDENT FEE based on a group size of 10-19 travelling (teachers included).
Receive a \$100 rebate with 20 or more travelling.**

Student fee includes 1:6 pro-rata and customary tips to driver and guide. Airlines impose policies and luggage fees. Currently \$35 per bag in each direction – subject to change without notice.

Any travel insurance or required Covid related medical/quarantine insurance, or mandatory Covid tests or vaccines are not included and must be paid directly. Page 1, Preguntas, addresses additional, not included expenses.

DEADLINES – THREE PAYMENT PLAN

1. October 16, 2022

\$5 Realia Include \$500 check with enrollment form and waiver & release.

2. January 20, 2023

\$5 Realia. Additional \$1000 due.

Also due:

Passport copies: Can be mailed or sent to jennifer@interact-travel.com

Roommate preferences: Can be e-mailed to peggy.martinez@interact-travel.com. Rooming for homestay is based on shared doubles or triples. Rooming for hotels is based on shared quadruples.

Please advise if your group has chosen any optional tours. Information is provided above, and payment would be due at the next payment deadline.

3. March 20, 2023

\$5 Realia. Balance is due.

**PRIVATE, CUSTOM HOTEL BASED PROGRAM
GRUPO HEATHER HUEGEL 2023**



DAY ONE - Mexico City

You come to see the sights of this modern world capital and discover the heart and soul of the ancient Aztec empire. Practicalities walk: Zocalo, Diego Rivera murals, Cathedral, Aztec ruins. Conclude with a visit to La Ideal, the "Disney" of cake decorating.

DAY TWO - Museums & Markets

Panoramic sightseeing includes Bellas Artes, Alameda Park, Reforma Boulevard, Angel of Independence, and a drive through Las Lomas, an exclusive upper-class neighborhood. Tour Chapultepec Castle. Then, stroll through the park and past the lakes on your way to the Museum of Anthropology. Later, bargain with the vendors in the popular Ciudadela Craft Market or the legendary San Juan.

DAY THREE - Teotihuacan/Merida ✈

Today's touring includes the Plaza of Three Cultures, Shrine of Guadalupe, and Teotihuacan. Explore this mammoth site before having lunch where you'll witness a maguey and onyx demonstration. Later, fly to Merida. Transfer to your hotel.

DAY FOUR – Uxmal & Cacao *interACTION*

Merida panoramic city sightseeing tour of major landmarks and monuments on your drive to the magnificent Maya temples of Uxmal, designated a UNESCO World Heritage Site. Nearby is the new and fascinating Choco-Story Uxmal, located in a botanical garden. Explore this hands-on museum: taste a natural cacao beverage, witness the live crafting of hand-made ceramics, experience a Maya cacao ceremony, and spend time with the animals at the fauna refuge of the Environmental Management Unit for Wildlife Conservation.

DAY FIVE –

Morning: Merida Caminata & Compras

Afternoon: SOMOS humanitarian & Cooking *interACTIONS*

Guided walking tour of Merida's Centro Historico to the Plaza Grande. Enjoy bargaining for souvenirs in the artisan market.

Continue with your cooking *interACTION*, where you will learn to prepare and enjoy samples of Yucatecan specialties.

Later today, participate in our exclusive SOMOS humanitarian total experience. You'll receive a list of the most needed items and visit a local 'super', where you'll have an opportunity to purchase those supplies (budget \$15 each). Complete your SOMOS experience as you interact with the children while painting, gardening, etc.

DAY SIX- Chichen & Cenotes/Isla Mujeres 

Your first stop is Chichen Itza, recently named as one of the New Seven Wonders of the World. Following your exploration in the coolness of the jungle morning, swim in a cenote, a pristine subterranean lake. Continue to Puerto Juarez for your rapid boat transfer to Isla Mujeres: idyllic beaches, quaint shops, affordable restaurants, and friendly natives.

DAY SEVEN & EIGHT - ¡Viva Isla!

Relax in your hotel pool, browse the souvenir markets, or arrange an optional activity (not included) such as a snorkeling tour, or Dolphin Discovery.

DAY NINE – Return to United States

	MIDWEEK DEPARTURES 9 days/8 nights	
	NIGHTS	
	Mexico City	2
	Merida Hotel	3
	Isla Mujeres	3
	MEALS	
	Daily breakfast & lunch or dinner.	



East Buchanan FFA

Proposal to attend National FFA Convention & Expo

The East Buchanan FFA is seeking permission to attend the National FFA Convention & Expo in Indianapolis, Indiana in October 2022.

Competitions

- National Conduct of Chapter Meetings Team
 - Lindsay Beyer (President)
 - Kreighton Peck (Vice-President)
 - Ayda Cook (Secretary)
 - Tristan Lindsay (Treasurer)
 - Kalli Sherman (Reporter)
 - Kate Dolan (Sentinel)
 - Mikel Dolan (Advisor)
 - Addison Gericke (At-Large)

- Supreme National Chapter Award
 - East Buchanan FFA Chapter will be recognized on stage during the second general session as a three-star chapter. This is the highest award a program can get from the organization.
 - Two members will walk across stage to receive this honor

Tours

- In the past the chapter has toured a variety of agricultural industries in the Indiana and Kentucky area:
 - Chocolate Factory
 - NCAA Hall of Champions
 - CASE IH Warehouse
 - Indianapolis Motor Speedway
 - Indianapolis Zoo
 - Fish Farm
 - Churchill Downs
 - Louisville Slugger Factory
 - Tobacco Farm
 - National FFA Headquarters

- We would continue to see different tours such as Fair Oaks Farm, Penske Racing, Organic Dairy Farm and Event Center, etc.

SHARED PERSONNEL AGREEMENT BETWEEN EAST BUCHANAN COMMUNITY SCHOOL DISTRICT AND
CENTRAL CITY COMMUNITY SCHOOL DISTRICT

This Agreement made and entered into the 23rd day of August, 2022 between the East Buchanan Community School District (EB) and Central City Community School District (CC):

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

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

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

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

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

Cheryl Beatty (Cheryl) will provide services as a Media Specialist during the 2022-2023 school year. Cheryl's current salary is \$75,861.05 for 196 days of service. This comes up to \$387.05 per day or \$48.38 per hour. (This salary will be renegotiated each with the EBEA and the EB Board of Directors)

- 1) Cheryl will do 4 days in the CC school district – 1 day per quarter (\$1,548.20) Cheryl and the CC associate can work together to determine these days. This would be over and beyond her contract at East Buchanan.
- 2) Central City will reimburse the East Buchanan CSD \$125.00 per day for substitutes while Cheryl is at CC (total \$500).
- 3) Transportation – pending if Cheryl takes her own vehicle or a school vehicle – mileage will be reimbursed to Cheryl or East Buchanan Community School at the IRS mileage rate based on a 35-mile round trip.
- 4) CC Associate will have the opportunity to come to East Buchanan and shadow Cheryl once a semester/2 times a year. This will be at CC's cost. Cheryl and CC Associate can work together to determine these days.
- 5) Cheryl will keep track of hours that it takes for emails, planning etc. while working with CC/CC Associate. No more than 10 hours will be paid out for the year at \$48.38 per hours (max \$483.80) Cheryl will log her hours.
- 6) This Agreement should be effective August 23rd, 2022, and shall continue for one calendar school year. This Agreement will automatically continue for additional one-year terms thereafter unless either Party affirmatively notifies the other, in writing, on or before April 1 preceding any year of renewal that it wishes to terminate the Agreement, effective the end of the current term. The Parties may mutually agree to terminate this Agreement at an earlier date.
- 7) This agreement contains the entire understanding between the EB and CC and can only be amended or terminated by a written agreement signed by EB and CC.

IN WITNESS WHEREOF, this instrument is executed by EB and CC respective school boards on the dates as hereinafter stated.

East Buchanan Community School District

Date

Central City Community School District

Date

Independence Community School District
1207 1st St West
Independence, IA 50644

COOPERATIVE SHARING AGREEMENT
2022-2023

SCHOOL DISTRICT: East Buchanan Community Schools

East Buchanan Community Schools, hereafter referred to as the "home district", agrees to share **ROBOTICS** with the Independence Community School District during the **2022-2023** school year. As part of this agreement, the following understandings are accepted:

1. All expenses for coaching and for transportation to away meets will be the responsibility of the Independence Community School District.
2. Transportation to Independence for practice or meets is the responsibility of the participant or home district.
3. The home district agrees to pay **\$50.00** to the Independence Community School District for each participant from its district.
4. All participants will be in good standing and meet eligibility requirements as stipulated in the policies of the home district governing extra-curricular activities. Any disciplinary action resulting from violations of good conduct will be administered in accordance with the policies of the home district.
5. All participation awards (letters, certificates, etc.) will be the responsibility of the home district.
6. Personal equipment will be the responsibility of the individual participant. All other supplies and equipment will be provided by the Independence Community School District.

Superintendent, East Buchanan Community School District

Date

President, Board of Ed East Buchanan Community School District

Date

Superintendent, Independence Community School District

Date

President, Board of Ed Independence Community School District

Date

POLICY REVIEW

2nd Reading

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

Wording to be removed is ~~crossed out~~

Additions are in **bold and underlined**

Decisions to be made are **highlighted**

Optional wording is in *[italics and brackets]*

Policy Code Signs & Symbols:

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

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

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

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

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 Iowa 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 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.

NOTE: Because open enrollment requests can now occur throughout the year, there is no established date by which districts must make or communicate a decision. Receiving districts should make the decision whether to approve or deny the request as timely as is practical. Receiving districts should in turn make and communicate any determinations as soon as is practical.

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

Last Reviewed: September 14, 2022

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 nine 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.

Cross Reference: 501.6 Student Transfers In
501.7 Student Transfers Out or Withdrawals
501.14 Open Enrollment Transfers - Procedures as a Sending District
606.6 Insufficient Classroom Space

Approved December 16, 2006

Last Reviewed September 14, 2022

POLICY REVIEW

1st 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

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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.

ROLE OF SCHOOL DISTRICT ADMINISTRATION

In this series of the board policy manual, the board defines the role and the employment of school district administrators. Policies in the 400 Series, "Employees," also apply to administrators unless a more specific policy exists in the 300 Series, "Administration."

School district administrators have been given a great opportunity and responsibility to manage the school district, to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administrators are guided by board policies, the law, the needs of the students, and the wishes of the citizens in the school district community.

It is the responsibility of the administrators to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the school district, and to inform the board about school district operations.

While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities and for the employees.

The board and the administration will work together to share information and decisions under the management team concept.

Approved November 10, 2004

Reviewed April 12, 2017

Revised _____

MANAGEMENT

The board and the administrators will work together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate school district policies and regulations.

It is the responsibility of each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator will support the decisions reached on the issues confronting the school district.

The board is responsible for making the final decision in matters pertaining to the school district.

It is the responsibility of the superintendent to develop guidelines for cooperative decision-making.

Legal Reference: Iowa Code § 279.8

Approved November 10, 2004

Reviewed April 12, 2017

Revised _____

SUPERINTENDENT QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board will consider applicants that meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board will also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Legal Reference: 29 U.S.C. §§ 621-634
42 U.S.C. §§ 2000e *et seq.*
Iowa Code §§ 21.5(1)(i); 35C; 216; 279.8, .20
281 I.A.C. 12.4(4).

Cross Reference: 200.2 Powers of the Board of Directors
200.3 Responsibilities of the Board of Directors

Approved November 10, 2004

Reviewed April 1, 2017

Revised _____

SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between the superintendent and the board is determined by the board. The contract will begin on July 1 and end on June 30. The contract will state the terms of employment and shall not exceed three years.

The first three consecutive years of a contract issued to a newly employed superintendent is considered a probationary period. The probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or nonprobationary contract, the board will afford the superintendent appropriate due process, as required by law. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

It is the responsibility of the board to provide the contract for the superintendent. The board may issue a temporary and nonrenewable contract in accordance with law.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with applicable law and board policies.

NOTE: May 15 is the date established by Iowa law for notice of board action to consider termination of an administrator's contract. The board may select an earlier date but not a later date.

Legal Reference: *Martin v. Waterloo Community School District*, 518 N.W. 2d 381 (Iowa 1994).
 Cook v Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980).
 Board of Education of Fort Madison Community School District v. Youel, 282 N.W.2d 677 (Iowa 1979).
 Briggs v Board of Directors of Hinton Community School District, 282 N.W.2d 740 (Iowa 1979).
 Luse v. Waco Community School District of Henry Co., 258 Iowa 1087, 141 N.W.2d 607 (1966).
 Iowa Code § 279.
 281 I.A.C. 12.4.

Cross Reference: 302.08 Superintendent Consulting/Outside Employment

Approved: November 15, 2017

Last Reviewed _____

SUPERINTENDENT SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the superintendent. It is the responsibility of the board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses are paid by the school district when the superintendent is performing work-related duties. It is within the discretion of the board to pay dues to professional organizations for the superintendent.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation will be included in the records of the board in accordance with board policy.

NOTE: Boards that pay professional dues for the superintendent should document that doing so is an appropriate use of public funds and why it is an appropriate use.

Legal Reference: Iowa Code §§ 279.8, .20

Cross Reference: 302.7 Superintendent Civic Activities

Approved November 10, 2004 Reviewed April 12, 2017 Revised _____

SUPERINTENDENT DUTIES

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent is responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent is responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent will consider the financial situation of the school district as well as the needs of the students. Specifically, the superintendent:

- Interprets and implements all board policies and all state and federal laws relevant to education;
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- Represents the board as a liaison between the school district and the community;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- Attends and participates in all meetings of the board, except when the superintendent has been excused, and makes recommendations affecting the school district;
- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
- Files, or causes to be filed, all reports required by law;
- Makes recommendations to the board for the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies;
- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;
- Supervises methods of teaching, supervision, and administration in effect in the schools;
- Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- Defines educational needs and formulates policies and plans for recommendation to the board;
- Makes administrative decisions necessary for the proper functioning of the school district;

SUPERINTENDENT DUTIES

- Responsible for scheduling the use of buildings and grounds by all groups and/or organizations;
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
- Approves vacation schedules for employees;
- Conducts periodic district administration meetings;
- Performs other duties as may be assigned by the board.
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board; and
- Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.

This list of duties will not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent will consider the school district's financial condition as well as the needs of the students in the school district.

NOTE: This is a sample list of duties. A board may want to substitute its own superintendent job description for the policy.

Legal Reference: Iowa Code §§ 279.8, .20, 23A
281 I.A.C. 12.4(4).

Cross Reference: 209.5 Administration in the Absence of Policy
302.8 Superintendent Consulting/Outside Employment

Approved November 10, 2004

Reviewed April 12, 2017

Revised _____

SUPERINTENDENT EVALUATION

The board will conduct an ongoing evaluation of the superintendent's skills, abilities, and competence. At a minimum, the board will formally evaluate the superintendent on an annual basis. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The superintendent will be an educational leader who promotes the success of all students by:

- ~~Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.~~
- ~~Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.~~
- ~~Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.~~
- ~~Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.~~
- ~~Acting with integrity, fairness and in an ethical manner.~~
- ~~Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.~~
- **Mission, Vision and Core Values: Develop, advocate and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.**
- **Ethics and Professional Norms: Act ethically and according to professional norms to promote each student's academic success and well-being.**
- **Equity and Cultural Responsiveness: Strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.**
- **Curriculum, Instruction and Assessment: Develop and support intellectually rigorous and coherent systems of curriculum, instruction and assessment to promote each student's academic success and well-being.**
- **Community Care and Support for Students: Cultivate an inclusive, caring and supportive school community that promotes the academic success and well-being of each student.**
- **Professional Capacity of School Personnel: Develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.**
- **Professional Community for Teachers and Staff: Foster a professional community of teachers and professional staff to promote each student's academic success and well-being.**
- **Meaningful Engagement of Families and Community: Engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.**
- **Operations and Management: Manage school operations and resources to promote each student's academic success and well-being.**
- **School Improvement: Act as an agent of continuous improvement to promote each student's academic success and well-being.**

The formal evaluation will be based upon the following principles:

- The evaluation criteria will be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description, **the Iowa Standards for School Leaders,** the school district's goals, **and the goals of the administrator's individual professional development plan;**
- At a minimum, the evaluation process will be conducted annually at a time agreed upon;
- Each board member will have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;

- The superintendent will conduct a self-evaluation prior to discussing the board's evaluation, and the board as a whole will discuss its evaluation with the superintendent;
- The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation; and,
- The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged, **however**, to communicate their criticisms and concerns to the superintendent in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence.

NOTE: The Iowa Board of Education previously adopted the new Iowa Standards for School Leaders which will take effect on July 1, 2021. Districts are required to use these new standards in conducting evaluations of school administrators.

Legal Reference: Wedergren v. Board of Directors, 307 N.W.2d 12 (Iowa 1981),
Iowa Code §§ 279.8, .20, .23, .23A
281 I.A.C. Ch. 83; 12.3(4).

Cross Reference: 212 Closed Sessions

Approved November 10, 2004 Revised April 12, 2017 Revised _____

SUPERINTENDENT PROFESSIONAL DEVELOPMENT

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It is the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent will bring it to the attention of the board president prior to attending the event.

The superintendent will report to the board after an event.

Legal Reference: Iowa Code § 279.8
281 I.A.C. 12.7.

Cross Reference: 303.7 Administrator Professional Development
401.7 Employee Travel Compensation

Approved November 10, 2004

Reviewed April 12, 2017

Revised _____

SUPERINTENDENT CIVIC ACTIVITIES

The board encourages the superintendent to be involved in the school district community by belonging to school district community organizations and attending and participating in school district community activities.

It is the responsibility of the superintendent to become involved in school district community activities and events. ~~[The board may include a lump sum amount as part of the superintendent's compensation to be used specifically for paying the annual fees of the superintendent for school district community activities and events if, in the board's judgment, the superintendent's participation will further the public purpose of promoting and deriving support for the school district and public education in general.]~~ It is within the discretion of the board to pay annual fees for professional organizations and activities.

NOTE: School districts can only expend funds for public purpose. School districts that pay the annual fee or dues for civic activities should document why the expense is a legitimate expenditure and need to have this policy. School district not paying these fees or dues, don't need the policy.

Per IASB recommendation, the highlighted, crossed out section should be in the Superintendent's contract if we choose to offer this.

Legal Reference: Iowa Code § 279.8

Cross Reference: 302.3 Superintendent Salary and Other Compensation
303.8 Administrator Civic Activities

Approved November 10, 2004 Reviewed April 12, 2017 Revised _____

SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT

The superintendent is considered a full-time employee. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent's personal time and it does not interfere with the performance of the superintendent's duties.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. The board will give the superintendent thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .20

Cross Reference: 302.2 Superintendent Contract and Contract Nonrenewal
302.4 Superintendent Duties

Approved November 10, 2004

Reviewed April 12, 2017

Revised _____

ADMINISTRATIVE POSITIONS

The school district will have, in addition to the Superintendent/~~Elementary Principal~~, the following administrative positions: **Elementary Principal and** Secondary Principal.

These administrators will work closely together in the day-to-day operations of the school district.

It is the responsibility of these administrators to uphold board policy, to instill a positive, cooperative environment with employees, and to share their expertise with each other and the board under the management team concept.

Legal Reference: Iowa Code §§ 279.8, .20, .21, .23-.24
281 I.A.C. 12.4.

Approved December 8, 2004

Reviewed April 12, 2017

Revised _____

ADMINISTRATOR QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board will consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board will also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board will act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

Legal Reference: Iowa Code §§ 279.8, .21
281 I.A.C. 12.4.

Approved December 8, 2004

Reviewed April 12, 2017

Revised _____

ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between an administrator and the board will be determined by the board and stated in the contract. The contract will also state the terms of the employment.

The first three consecutive years of a contract issued to a newly employed administrator will be considered a probationary period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or nonprobationary contract, the board will afford the administrator appropriate due process, as required by law. The administrator and board may mutually agree to terminate the administrator's contract.

It is the responsibility of the superintendent to create a contract for each administrative position. The board may issue temporary and nonrenewable contracts in accordance with law.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with applicable law and board policies.

NOTE: May 15 is the date established by Iowa law for notice of board action to consider termination of an administrator's contract. The board may select an earlier date but not a later date.

Legal Reference: Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994).
Cook v Plainfield Community School District, 301 N.W. 2d 771 (Iowa App. 1980).
Board of Education of Fort Madison Community School District v Youel, 282 N.W. 2d 677 (Iowa 1979).
Briggs v Board of Education of Hinton Community School District, 282 N.W. 2d 740 (Iowa 1979).
 Iowa Code §§ 279.20, .22-.25
 281 I.A.C. 12.4

Cross Reference: 303.9 Administrator Consulting/Outside Employment

Approved December 8, 2004 Last Reviewed November 15, 2017

ADMINISTRATOR SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the administrators. It is the responsibility of the board to set the salary and benefits of the administrators at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrators. The salary will be set at the beginning of each contract period.

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses will be paid by the school district when the administrator is performing work-related duties. The board will approve the payment of other benefits or compensation over and above the administrator's contract. Approval of other benefits or items of an administrator's compensation will be included in the records of the board in accordance with board policy.

Legal Reference: Iowa Code § 279.21

Approved December 8, 2004 Last Reviewed April 12, 2017

ADMINISTRATOR DUTIES

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center will have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, is responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal is considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

- Cooperate in the general organization and plan of procedure in the school under the principal's supervision;
- Supervision of the teachers in the principal's attendance center;
- Maintain the necessary records for carrying out delegated duties;
- Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
- Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
- Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
- Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory is reviewed and filed with the board secretary;
- Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;
- Make such reports from time to time as the superintendent may require;
- Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent;
- Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;
- Contribute to the formation and implementation of general policies and procedures of the school;
- Perform such other duties as may be assigned by the superintendent of schools.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.

NOTE: This is a sample listing of administrator duties. Boards may want to amend it to reflect actual duties.

Legal Reference: Iowa Code §§ 279.8, .21, .23A
281 I.A.C. 12.4(5), .4(6), .4(7).

Cross Reference: 303.9 Administrator Consulting/Outside Employment

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Last Reviewed April 12, 2017

ADMINISTRATOR EVALUATION

The Superintendent will conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the Superintendent will formally evaluate the administrators annually. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, ensure student learning goals of the school district are met, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument **to assess, amonth other things, the administator's competence in meeting the Iowa Standards for School Leaders and the goals of the administrator's individual professional development plan.** The formal evaluation will include written criteria related to the job description. The superintendent, after receiving input from the administrators, will present the formal evaluation instrument to the board for approval.

The formal evaluation will also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation is completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

The principal will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.
- **Mission, Vision and Core Values: Develop, advocate and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.**
- **Ethics and Professional Norms: Act ethically and according to professional norms to promote each student's academic success and well-being.**
- **Equity and Cultural Responsiveness: Strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.**
- **Curriculum, Instruction and Assessment: Develop and support intellectually rigorous and coherent systems of curriculum, instruction and assessment to promote each student's academic success and well-being.**
- **Community Care and Support for Students: Cultivate an inclusive, caring and supportive school community that promotes the academic success and well-being of each student.**
- **Professional Capacity of School Personnel: Develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.**
- **Professional community for Teachers and Staff: Foster a professional community of teachers and professional staff to promote each student's academic success and well-being.**

- **Meaningful Engagement of Families and Community: Engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.**
- **Operations and Management: Manage school operations and resources to promote each student's academic success and well-being.**
- **School Improvement: Act as an agent of continuous improvement to promote each student's academic success and well-being.**

It is the responsibility of the superintendent to conduct a formal evaluation of the probationary administrators and nonprobationary administrators prior to May 15.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

Note: The Iowa Board of Education previously adopted the new Iowa Standards for School Leaders which took effect on July 1, 2021. Districts are required to use these new standards in conducting evaluations of school administrators.

Legal Reference: Iowa Code §§ 279.8, .21-.23A
281 I.A.C. 12.3(4); ch 83.

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ADMINISTRATOR PROFESSIONAL DEVELOPMENT

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It is the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must receive approval from the superintendent. In the case where overnight travel or unusual expense is involved, the superintendent will bring it to the attention of the board prior to the administrator attending the event.

The administrator will report to the superintendent after an event.

Legal Reference: Iowa Code § 279.8
281 I.A.C. 12.7.

Cross Reference: 302.6 Superintendent Professional Development
401.7 Employee Travel Compensation

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ADMINISTRATOR CIVIC ACTIVITIES

The board encourages the administrators to be involved in the school district community by belonging to community organizations and by attending and participating in school district community activities.

It is the responsibility of the administrators to become involved in school district community activities and events. ~~The board may include a lump sum amount as part of the administrator's compensation to be used specifically for paying the annual fees of the administrator for school district community activities and events if, in the board's judgment, the administrator's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It is within the discretion of the board to pay annual fees for professional organizations and activities.~~

NOTE: School district can only expend funds for public purposes. School districts that pay the annual fees or dues for civic activities should document why the expense is a legitimate expenditure and need to have this policy. School district not paying these fees or dues, don't need the policy.

Per IASB recommendation, the highlighted, crossed out section should be in the Superintendent's contract if we choose to offer this.

Legal Reference: Iowa Code § 279.8

Cross Reference: 302.7 Superintendent Civic Activities

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ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrative duties contracted by the board.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board will give the administrator thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .21

Cross Reference: 303.3 Administrator Contract and Contract Nonrenewal
303.5 Administrator Duties

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Last Reviewed: April 12, 2017

DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS

Administrative regulations may be necessary to implement board policy. It is the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent should consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community will be informed in a manner determined by the superintendent.

The board will be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It is the responsibility of the superintendent to enforce administrative regulations.

Legal Reference: Iowa Code § 279.8

Cross Reference: 304.2 Monitoring of Administrative Regulations

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MONITORING OF ADMINISTRATIVE REGULATIONS

The administrative regulations will be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

The superintendent may rely on the board, administrators, employees, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

Legal Reference: Iowa Code §§ 279.8, .20

Cross Reference: 304.1 Development and Enforcement of Administrative Regulations

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ADMINISTRATOR CODE OF ETHICS

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators will conduct themselves professionally and in a manner fitting to their position.

Each administrator will follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, will be grounds for discipline up to, and including, discharge.

The professional school administrator:

- Makes the education and well-being of students the fundamental value of all decision making.
- Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Implements local, state and national laws.
- Advises the school board and implements the board's policies and administrative rules and regulations.
- Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.
- Avoids using his/her position for personal gain through political, social, religious, economic or other influences.
- Accepts academic degrees or professional certification only from accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.
- Accepts responsibility and accountability for one's own actions and behaviors.
- Commits to serving others above self.

Legal Reference: Iowa Code § 279.8
282 I.A.C. 13.

Cross Reference:	401.13	Staff Technology Use/Social Networking
	401.13R1	Staff Technology Use/Social Networking Regulation
	404	Employee Conduct and Appearance
	404.4R1	Code of Professional Conduct and Ethics Regulation
	404.4R2	Code of Rights and Responsibilities Regulation

Approved December 8, 2004

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SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT

In the absence of the superintendent, it is the responsibility of the other administrators to assume the superintendent's duties. The succession of authority to the superintendent is in this order:

1. HS/MS Principal
2. **Elementary Principal**
3. HS/MS Guidance Counselor
4. Elementary Guidance Counselor

If the absence of the superintendent is temporary, the successor will assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the absence of the superintendent will be a lengthy one, the board will appoint an acting superintendent to assume the responsibilities of the superintendent. The successor will assume the duties when the successor learns of the superintendent's absence or when assigned by the superintendent or the board.

References to "superintendent" in this policy manual will mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

Legal Reference: Iowa Code § 279.8
281 I.A.C. 12.4(4).

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