

**EAST BUCHANAN COMMUNITY SCHOOL DISTRICT**  
**AGENDA - Regular School Board Meeting**  
**October 12, 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 September 14, 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. FFA National Conduct of Chapter Meetings team presentation

6. **ADMINISTRATIVE UPDATES & REPORTS**
  - a. Jacklyn Letzring - Elementary Update

b. Eric Dockstader - Secondary Update

c. Dan Fox - District Update

d. Facilities Update

7. **AGENDA**

**a. Bus Purchase**

*MOTION to approve the purchase of the bus with VIN ending in \_\_\_\_\_ for \$\_\_\_\_\_.*

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Carried: Yes/No*

**b. Preschool and Elementary Handbooks**

*MOTION to approve the handbook updates as presented.*

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Carried: Yes/No*

**c. Cooperative Sharing Agreement with Independence CSD for boys soccer, girls soccer, and boys bowling**

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

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Carried: Yes/No*

**d. Student and Employee Attendance Discussion**

**e. Board Policy Review - 2nd reading - 300 series**

*MOTION to approve the 2nd reading of the 300 series policies as discussed.*

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Carried: Yes/No*

8. **#BUCPR1DE**

9. **STUDENT QUESTIONS**

10. **ADJOURN**

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_ adjourn at \_\_\_\_\_ pm Carried: Yes/No*

**East Buchanan Community School District  
Regular Board Meeting Minutes – September 14, 2022**

**Call to Order** -President Andy Sperfslage 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 Sperfslage, Heather Steffens, and Shawn Stone. 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.

**Public Forum** - Andrew Maas addressed the board about concerns with a new policy not allowing parents in the building.

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

**Approve Consent Agenda** - Motion to approve the Consent Agenda was made by Stone, second by Recker. Items included on the Consent Agenda: minutes from the regular meeting on August 10, 2022; hiring of David Peck as van driver, Jersey Seber as associate, Lee White as Jr Class Fundraising sponsor, and Jayme Beyer as special education teacher; resignations of David Sattgast as robotics coach and Andrea Ries as associate; hiring of Abby Thurn, Shana Wall, Mandi Smith, Michelle Cooksley, Nathan Reck, Erin Kelchen, Tiffany Bowers, and Lee White as district leadership team members; Kelli Connolly, Andrew Machacek, and Kayla Gallup as Leader in Me team members; Teresa Snyder, Andrew Machacek, Jenalee McElroy, Kelsi Giese, and Jill Wilgenbusch as mentor teachers; expenditures listed; and financial reports.

**Community/Program Presentations** – Heather Huegel and George Aberle presented details regarding the Mexico trip and requested approval of the board to travel out of state. Jon Doese and FFA members presented details regarding the FFA National Convention and requested approval of the board to travel out of state. Erin Kelchen presented details regarding the Buc Bash.

**Administrative Updates and Reports** – Letzring reported that they are half way through FAST testing, PLC meetings have begun, third grade did butterfly tagging, she is doing walkthroughs every morning, the PTO event is September 30<sup>th</sup>, and elementary will participate in spirit day on Friday of homecoming week. Dockstader reported that next week is homecoming with activities starting on Sunday, September 18<sup>th</sup> and PLC meetings have been held. Fox reported that the district applied for a grant regarding Leader in Me and was one of 10 districts that received the grant. The current phase of the athletic complex is almost completed.

**Student and Employee Attendance Discussion** – The board reviewed wording in the student handbook regarding absences upon the request of Recker. Fox presented student attendance data that compared this year to last year.

**Return to Learn Plan** – Fox provided the Return to Learn plan to the board which will be posted online with changes as discussed by the board.

**School Safety Improvement Funding** – Fox will have an assessment/evaluation completed.

**Amend 22-23 School Calendar** – Fox requested that November 22<sup>nd</sup> be changed from an early dismissal day to a full day of professional development for Leader in Me training. Motion by Steffens, second by Cooksley to amend the 22-23 school calendar as presented.

**Mexico Trip** – Motion by Stone, second by Steffens to approve the request for out of state travel for the Mexico trip with the district providing a bus for travel to and from the airport.

**National FFA Convention Trip** – Motion by Cooksley, second by Stone to approve the request for out of state travel for the National FFA Convention.

**Substitute Teacher Compensation** – Motion by Steffens, second by Recker to approve the substitute teacher incentive bonus of \$100 for every 10 days during the 22-23 school year.

**East Buchanan Community School District  
Regular Board Meeting Minutes – September 14, 2022**

**Substitute Bus Driver Route Pay** – Motion by Stone, second by Recker to approve the substitute bus driver route pay increase from \$35/route to \$50/route for the 22-23 school year effective September 15, 2022.

**Shared Personnel Agreement** – Motion by Recker, second by Cooksley to approve the shared personnel agreement with Central City CSD for Media Specialist as presented.

**Cooperative Sharing Agreement** – Motion by Steffens, second by Recker to approve the cooperative sharing agreement with Independence CSD for Robotics as presented.

**Board Policy Review – 2nd Reading** – Motion by Stone, second by Cooksley to approve the second reading of 501.14 and 501.15 as presented.

**Board Policy Review – 1st Reading** – Motion by Steffens, second by Recker to approve the first reading of 300 series policies with changes as presented.

**#BucPr1de** – Student attendance has improved and Buc Bash is a new event for the district.

**Student Questions** – Students asked if there will be training with students again for school safety, wanted clarification on the attendance policy, and asked about Buc Bash attendance options.

**Adjourn** – Motion by Steffens, second by Cooksley to adjourn the meeting at 6:45 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
10/12/2022	Byron Reeder	Resignation	Teacher	9/20/2022	end of 22-23 school year
10/12/2022	Jacob VanScoyoc	Resignation	MS baseball coach		
10/12/2022	Kelli Connolly	Resignation	MS volleyball coach	10/5/2022	end of this season
10/12/2022	Dan Fox	Hire	MS football coach		
10/12/2022	Dan Stiefel	Hire	co-girls wrestling coach		
10/12/2022	Kendra Burchett	Hire	co-girls wrestling coach		
10/12/2022	Chad Lamker	Hire	HS asst volleyball coach (.33 FTE)		

GENERAL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
*ADVELIGH	ADVENTURE LIGHTING	ELECTRICAL SUPPLIES	373.69
			<b>373.69</b>
AGVAFS	AgVantage FS	TANK RENT	12.00
AGVAFS	AgVantage FS	GREENHOUSE LP	482.02
			<b>494.02</b>
ALLIUTIL	ALLIANT ENERGY	GAS/ELECTRIC	12,820.43
			<b>12,820.43</b>
*ANDEELEC	ANDERSON ELECTRIC	PURCHASED SERVICE	122.50
			<b>122.50</b>
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	831.00
			<b>831.00</b>
BUILDREAD	Building a Reader	Guided Reading PD	2,558.75
			<b>2,558.75</b>
*CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	37.64
			<b>37.64</b>
CAROBIOI	CAROLINA BIOLOGICAL SUPPLY CO	INSTRUCTIONAL SUPPLIES	80.95
			<b>80.95</b>
CDWG	CDW GOVERNMENT, INC	PURCHASED SERVICE	480.38 1
CDWG	CDW GOVERNMENT, INC	PURCHASED SERVICE	483.05 1
CDWG	CDW GOVERNMENT, INC	PURCHASED SERVICE	538.08
			<b>1,501.51</b>
CRAEA	CENTRAL RIVERS AEA	Behavior Summit	25.00
			<b>25.00</b>
CHASCARD	CHASE CARD SERVICES	WALMART-FCS SUPPLIES	298.91
CHASCARD	CHASE CARD SERVICES	AMAZON-SUPPLIES	42.96
CHASCARD	CHASE CARD SERVICES	AMAZON	13.59
CHASCARD	CHASE CARD SERVICES	AMAZON-SUPPLIES	38.37
CHASCARD	CHASE CARD SERVICES	AMAZON-SUPPLIES	64.35
CHASCARD	CHASE CARD SERVICES	AMAZON-BAND SUPPLIES	66.40
CHASCARD	CHASE CARD SERVICES	IA DEPT PUBLIC SAFETY-BACKGROUND CHECKS	200.00
CHASCARD	CHASE CARD SERVICES	AMAZON-SUPPLIES	35.79
CHASCARD	CHASE CARD SERVICES	DIGIKEY-IND ARTS SUPPLIES	541.74
CHASCARD	CHASE CARD SERVICES	AMAZON-RECESS EQUIPMENT	290.34
CHASCARD	CHASE CARD SERVICES	AMAZON-EARLY LIT SUPPLIES	116.20
CHASCARD	CHASE CARD SERVICES	SAMS CLUB-Leader in Me supplies	123.02
CHASCARD	CHASE CARD SERVICES	AMAZON-science supplies	12.42
CHASCARD	CHASE CARD SERVICES	REFUND	(58.80)
			<b>1,785.29</b>
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	52.37
			<b>52.37</b>
CITYWINT	CITY OF WINTHROP	WATER/SEWER	727.35 1

GENERAL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			<b>727.35</b>
CJCOOP	CJ COOPER & ASSOCIATES, INC.	SCREENING TESTS	469.88
			<b>469.88</b>
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	1,476.04
			<b>1,476.04</b>
CPI	CPI	MEMBERSHIP FEE	200.00
CPI	CPI	MEMBERSHIP FEE	200.00
			<b>400.00</b>
DHS	DHS CASHIER 1ST FL.	STATE MEDICAID MATCH	161.28
			<b>161.28</b>
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	TELEPHONE	2,458.85
			<b>2,458.85</b>
NAPA	ESCHEN TARPY NAPA	PARTS	44.76
NAPA	ESCHEN TARPY NAPA	PARTS	11.48
NAPA	ESCHEN TARPY NAPA		106.42
			<b>162.66</b>
FLINSCIE	FLINN SCIENTIFIC	SCIENCE SUPPLIES	18.70
			<b>18.70</b>
GOPHER	GOPHER	ELEM PE SUPPLIES	201.48
			<b>201.48</b>
GORDFLES	GORDON FLESCH COMPANY LLC	COPIER MAINTENANCE	574.00
			<b>574.00</b>
HALFADAM	Halford, Adam	DOT PHYSICAL	100.00
			<b>100.00</b>
HOGLBUSMN	Hoglund Bus Co Inc	BUS PARTS	1,437.58
HOGLBUSMN	Hoglund Bus Co Inc	BUS PARTS	88.79
			<b>1,526.37</b>
HOTLUNCH	HOT LUNCH PROGRAM	PS SNACKS	557.00
			<b>557.00</b>
IASBO	IA ASSOC OF SCH BUS OFFICIALS	FALL CONFERENCE	215.00
			<b>215.00</b>
IITEA	Iowa Industrial Technology Education	ANNUAL CONFERENCE	70.00
			<b>70.00</b>
* IOWAPRIS	IOWA PRISON INDUSTRIES	BLDGS & GROUNDS SUPPLIES	104.00
			<b>104.00</b>
JWPEPPER	J.W. PEPPER & SON, INC.	VOCAL MUSIC	252.60
			<b>252.60</b>
* JOHNDEERE	JOHN DEERE FINANCIAL	BLDGS & GROUNDS SUPPLIES	55.53

GENERAL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			<b>55.53</b>
KERKMICH	Kerkove, Michael	SCAFFOLD RENT	125.00
			<b>125.00</b>
LAMKCHAD	Lamker, Chad	CELL PHONE	48.52
			<b>48.52</b>
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	1,335.70
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	1,830.57
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	2,958.83
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	1,816.60
			<b>7,941.70</b>
* MARC	MARC	BLDGS & GROUNDS SUPPLIES	273.94
			<b>273.94</b>
MIDAMER	MIDAMERICA BOOKS	LMC BOOKS	155.92
MIDAMER	MIDAMERICA BOOKS	LMC BOOKS	81.80
			<b>237.72</b>
MURPSHEL	Murphy, Shelbi	DOT PHYSICAL	100.00
			<b>100.00</b>
THENEWS	NEWS, THE	PUBLIC NOTICES/ADVERTISING	227.00
			<b>227.00</b>
PECKDAVE	Peck, David	DOT PHYSICAL	100.00
			<b>100.00</b>
PRESTOX	PRESTO-X	KITCHEN-PEST SERVICE	70.40
			<b>70.40</b>
PURCPOWE	PURCHASE POWER	POSTAGE METER REFILL	3,008.31
			<b>3,008.31</b>
QUILCORP	QUILL CORPORATION	SUPPLIES	53.10
			<b>53.10</b>
SCHOBUSS	SCHOOL BUS SALES CO	BUS PARTS	205.23
			<b>205.23</b>
SCHOSPEC	SCHOOL SPECIALTY LLC	SUPPLIES	657.60
			<b>657.60</b>
SPAHROSE	SPAHN & ROSE LUMBER CO	IND ARTS TOOLS	619.00
			<b>619.00</b>
TAYLCHRI	Taylor, Christina	DOT PHYSICAL	150.00
			<b>150.00</b>
TIMBBILL	TIMBERLINE BILLING SERVICE LLC	MEDICAID PURCH SERVICE	20.89
			<b>20.89</b>
* TNTREPA	TNT REPAIR & RECOVERY LLC	TIRE REPAIRS	24.25



GENERAL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			<b>24.25</b>
USCELL	US CELLULAR	Cell Phones	326.04
			<b>326.04</b>
WALMART	WALMART COMMUNITY BRC	Groceries for classroom	227.16
			<b>227.16</b>
WESTMUSI	WEST MUSIC COMPANY	BAND EQUIPMENT REPAIR	125.80
WESTMUSI	WEST MUSIC COMPANY	BAND SUPPLIES	21.90
WESTMUSI	WEST MUSIC COMPANY	BAND SUPPLIES	105.60
WESTMUSI	WEST MUSIC COMPANY	BAND SUPPLIES	206.90
WESTMUSI	WEST MUSIC COMPANY	TROMBONE REPAIR	114.50
WESTMUSI	WEST MUSIC COMPANY	TRUMPET REPAIR	138.50
WESTMUSI	WEST MUSIC COMPANY	TRUMPET REPAIR	168.50
WESTMUSI	WEST MUSIC COMPANY	REPAIR	162.50
WESTMUSI	WEST MUSIC COMPANY	BAND EQUIPMENT REPAIR	151.50
WESTMUSI	WEST MUSIC COMPANY	TUBA STAND	105.00
WESTMUSI	WEST MUSIC COMPANY	BAND MUSIC	171.00
			<b>1,471.70</b>
WIELAND	WIELAND AND SONS LUMBER CO.	IND ARTS SUPPLIES	175.00
			<b>175.00</b>
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ARTS SUPPLIES	3.20
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ARTS SUPPLIES	35.00
WINTBUIL	WINTHROP BUILDING SUPPLY	BLDGS & GROUNDS SUPPLIES	141.08
			<b>179.28</b>
WOLFEYS	WOLFEYS WAPSI OUTBACK	Prof Dev meal	665.00
			<b>665.00</b>
WOODBRASS	WOODWIND & BRASSWIND	BAND SUPPLIES	49.16
			<b>49.16</b>
YOUNGRAN	Young, Grant	ENDORSEMENT	20.00
			<b>20.00</b>
Report Total:			<b>47,189.89</b>

PPEL & SAVE FUNDS

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CDWG	CDW GOVERNMENT, INC	TECH EQUIPMENT	2,979.19
			<u>2,979.19</u>
CRAWENGI	CRAWFORD ENGINEERING & SURVEYING ENGINEERING SERVICES INC		288.46
			<u>288.46</u>
* FLKRAPFL	F.L. KRAPFL INC	PURCHASED SERVICE	1,932.50 3
			<u>1,932.50</u>
* PRIMEX	Primex Inc	ANALOG CLOCKS	1,554.80
			<u>1,554.80</u>
		Report Total:	<u>6,754.95</u>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
AIRBORNE	Airborne Athletics, Inc	Dr. Dish Shooting Machine	5,920.00
			<b>5,920.00</b>
AMERCANC	AMERICAN CANCER SOCIETY	Volleyball Cancer Fundraiser	405.00
			<b>405.00</b>
* BEELGERR	BEELER, GERRY	FB Official - 10/7/22	125.00
			<b>125.00</b>
BLANFLOW	BLAND'S FLOWER SHOP	Homecoming Flowers	144.00
			<b>144.00</b>
* BRADYBO	BRADY, BO	MS FB Official - 10/10/22	100.00
			<b>100.00</b>
* BROCKADE	BROCKMEYER, KADEN	FB Medical Crew - 10/7/22	25.00
			<b>25.00</b>
BSNSPORT	BSN SPORTS, LLC	Girls BB Uniforms	3,447.00
			<b>3,447.00</b>
CHASCARD	CHASE CARD SERVICES	Homecoming Sashes	58.67
CHASCARD	CHASE CARD SERVICES	Homecoming Supplies	150.20
CHASCARD	CHASE CARD SERVICES	Thank You Cards/Dry Erase Calendar	49.37
CHASCARD	CHASE CARD SERVICES	Opus Registration Fee	36.00
CHASCARD	CHASE CARD SERVICES	UNI All-State Camp October 2 & 3	167.50
			<b>461.74</b>
DAACBELI	DAACK, BELINDA	VB Official - 10/4/22	120.00
			<b>120.00</b>
* SEVEDAVE	DAVE SEVERSON	FB Official - 10/7/22	125.00
			<b>125.00</b>
DERLSCAL	DERLEIN SCALE, INC	Testing - Wrestling Scales	120.00
			<b>120.00</b>
* DESIUNLI	DESIGNS UNLIMITED	FFA Chapter T-Shirts	720.00
			<b>720.00</b>
EDUCPROD	EDUCATIONAL PRODUCTS, INC.	School Supply Packs	736.23
			<b>736.23</b>
EWELEDUC	EWELL EDUCATIONAL SERVICES	AET Subscription	335.00
			<b>335.00</b>
FRANJORD	FRANKEN, JORDAN	VB Official - 10/04/22	120.00
			<b>120.00</b>
* GALLBLAK	GALLERY, BLAKE	FB Security - 10/7/22	100.00
			<b>100.00</b>
GALLKAYL	Gallup, Kayla	HC Supplies-Dollar Tree	15.00
GALLKAYL	Gallup, Kayla	HC Supplies-Walmart	27.05

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			<b>42.05</b>
GENFUND	GENERAL FUND	MS VB Official-10/4/22-K. Gallup	100.00
			<b>100.00</b>
IAHSAA	IOWA HIGH SCHOOL ATHLETIC ASSOCIATION	SC Officer Training	90.00
			<b>90.00</b>
KEYTAG	KEYTAG LLC	Homecoming dance tickets.	223.92
			<b>223.92</b>
* KNOBPAT	KNOBBE, PAT	FB Official - 10/7/22	125.00
			<b>125.00</b>
* LORIOE	LORIA, JOE	FB Official - 10/7/22	135.00
			<b>135.00</b>
MONTSPOR	MONTICELLO SPORTS	WR Mat Tape	216.00
			<b>216.00</b>
PEPSI	PEPSI-COLA	Pop/Gatorade/Juice	197.28
			<b>197.28</b>
PIONMANU	PIONEER MANUFACURING CO.	FB Field Paint/Nozzle Tip	495.50
			<b>495.50</b>
PROMNITE	PROM NITE	King and Queen Crowns	74.99
			<b>74.99</b>
RSCHOOL	rSCHOOL TODAY (DWC)	Activity Scheduler	270.66
			<b>270.66</b>
* SCHUJERO	SCHULTZ, JEROD	FB Medical Crew - 10/7/22	25.00
			<b>25.00</b>
* SUEPTED	SUEPPEL, TED	FB Official - 10/7/22	125.00
			<b>125.00</b>
* TUCKBRAD	TUCKER, BRAD	MS FB Official - 10/10/22	110.00
			<b>110.00</b>
WALMART	WALMART COMMUNITY BRC	HC Supplies	446.99
			<b>446.99</b>
WESTDELA	WEST DELAWARE CSD	Cross Country Entry - 10/04/22	120.00
			<b>120.00</b>
WDELMS	WEST DELAWARE MIDDLE SCHOOL	MS Cross Country Entry - 10/04/22	30.00
			<b>30.00</b>
* WESTMUSI	WEST MUSIC COMPANY	Middle School Opus Music	139.25
* WESTMUSI	WEST MUSIC COMPANY	Music	371.00
			<b>510.25</b>

Batch Total: 16,341.61

Vendor ID      Vendor Name

Description

Invoice Amount

Report Total: 16,341.61

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>	
BORCMARK	BORCHARDT, MARK	FB Official - 9/23/22	125.00	2
			<u>125.00</u>	
BROCKADE	BROCKMEYER, KADEN	FB Medical Crew - 9/23/22	25.00	2
			<u>25.00</u>	
CENTSCHO	CENTRAL COMMUNITY SCHOOL DISTRICT	Cross Country Entry Fee - 9/15/22	105.00	2
			<u>105.00</u>	
DAACBELI	DAACK, BELINDA	Volleyball Official - 9/15/22	125.00	2
			<u>125.00</u>	
FRANJORD	FRANKEN, JORDAN	Volleyball Official - 9/15/22	120.00	2
			<u>120.00</u>	
FRITSCOT	FRITZ, SCOTT	FB Official - 9/23/22	125.00	2
			<u>125.00</u>	
GALLBLAK	GALLERY, BLAKE	FB Security - 9/23/22	100.00	2
			<u>100.00</u>	
GENFUND	GENERAL FUND	MS VB Official - 9/15/22 - K. Gallup	100.00	2
GENFUND	GENERAL FUND	MS VB Official-9/22/22-K. Gallup	100.00	2
			<u>200.00</u>	
GLADREIN	GLADBROOK-REINBECK H.S.	Volleyball Entry Fee - 9/17/22	90.00	2
			<u>90.00</u>	
GOEDHAYL	GOEDKEN, HAYLEY	VB Official - 9/22/22	120.00	2
			<u>120.00</u>	
HUDL	HUDL	Hudl Upgrade	800.00	2
HUDL	HUDL	HUDL Subscription	3,295.00	2
			<u>4,095.00</u>	
IHSMA	IA HIGH SCH MUSIC ASSOCIATION	All State Vocal Registrations	189.00	2
			<u>189.00</u>	
INDECSO	INDEPENDENCE CSD	Cross Country Entry Fee - 9/26/22	130.00	2
			<u>130.00</u>	
IGCA	IOWA GIRLS COACHES ASSOCIATION	IGCA Membership	75.00	2
			<u>75.00</u>	
JESUPCSD	JESUP COMMUNITY SCHOOL DISTRICT	Cross Country Entry Fee - 9/27/22	100.00	2
			<u>100.00</u>	
PEIFRON	PEIFFER, RON	FB Official - 9/23/22	125.00	2
			<u>125.00</u>	
PIERASHL	PIERCE, ASHLEY	VB Official - 9/22/22	120.00	2
			<u>120.00</u>	
RAISRIGHT	RaiseRight	Scrip Cards	2,599.46	2

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			<u>2,599.46</u>
SCHNTERR	SCHNEEKLOTH, TERRY	FB Official - 9/23/22	145.00 <u>2</u>
			<u>145.00</u>
SCHUJERO	SCHULTZ, JEROD	FB Medical Crew - 9/23/22	25.00 <u>2</u>
			<u>25.00</u>
STARMONT	STARMONT CSD	Cross Country Entry Fee - 9/13/22	140.00 <u>2</u>
			<u>140.00</u>
SWANRICK	SWAN, RICK	MS FB Official - 9/29/22	120.00 <u>2</u>
			<u>120.00</u>
TUCKBRAD	TUCKER, BRAD	MS FB Official - 9/29/22	120.00 <u>2</u>
			<u>120.00</u>
YANEDOUG	YANECEK, DOUG	FB Official - 9/23/22	125.00 <u>2</u>
			<u>125.00</u>
		Batch Total:	<u>9,243.46</u>
		Report Total:	<u>9,243.46</u>

Nutrition Invoices - October 2022

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
BIMBBAKE	BIMBO BAKERIES USA	Bread Products	789.48
			<hr/>
MARTBROT	MARTIN BROTHERS	Food	4,202.48
			<hr/>
			<b>4,202.48</b>
PERFFOOD	PERFORMANCE FOODSERVICE	Food/Supplies	15,554.32
			<hr/>
			<b>15,554.32</b>
* PRAIFARM	PRAIRIE FARMS DAIRY, INC.	Dairy Products	4,883.82
			<hr/>
			<b>4,883.82</b>
			<hr/>
			Batch Total: 25,430.10
			<hr/>
			Report Total: 25,430.10



Activity Fund Balance Report - Summary - Exclude Encumbrances  
 09/2022 - 09/2022

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
21 0000 729 000	Fund Balance	0.00	0.00	0.00	0.00	0.00
21 6111 729 910	DRAMA	18,048.33	0.00	0.00	0.00	18,048.33
21 6120 729 910	SPEECH	591.88	0.00	0.00	0.00	591.88
21 6210 729 910	MUSIC CLUB	1,129.67	189.00	0.00	0.00	940.67
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	18,985.01	12,917.95	9,851.00	0.00	15,918.06
21 6645 729 920	CROSS COUNTRY	14.50	0.00	132.00	0.00	146.50
21 6693 729 920	CHEERLEADING	2,875.89	0.00	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	5,802.44	301.90	0.00	0.00	5,500.54
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	750.00	0.00	2,064.67
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	3,478.45	800.00	405.00	0.00	3,083.45
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	4,850.94	2,599.46	280.00	0.00	2,531.48
21 7011 729 950	HS STUDENT COUNCIL	4,615.55	712.81	1,315.00	0.00	5,217.74
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	5.98	0.00	0.00	0.00
21 7016 729 950	FITNESS CLUB	37.55	0.00	0.00	0.00	37.55
21 7018 729 950	LIBRARY CLUB	209.62	209.62	0.00	0.00	0.00
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	14,516.07	160.59	1,665.00	0.00	16,020.48
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

Activity Fund Balance Report - Summary - Exclude Encumbrances  
 09/2022 - 09/2022

<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	350.00	0.00	0.00	133.13
21 7051 729 950	CAMP WAPSIE	5,160.43	0.00	50.00	0.00	5,210.43
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	500.00	0.00	2,765.36
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	6,920.17	0.00	455.00	0.00	7,375.17
21 8001 729 910	BUCCANEER CLUB	1,887.93	0.00	0.00	0.00	1,887.93
21 8004 729 910	INTEREST	143.91	0.00	78.48	0.00	222.39
Fund Total: 21		122,954.23	18,247.31	15,481.48	0.00	120,188.40

Fund: 91 AGENCY FUNDS

Chart of Account Number      Chart of Account Description

91 9043 770 950      Restricted Net Position  
91 9052 770 950      Restricted Net Position

	<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
<b>Fund Total: 91</b>	<b>2,184.57</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,184.57</b>

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	1,209
AUGUST	2,689	0	0	79	0	393	0	0	0	3,161
SEPTEMBER	7,807	0	0	1,364	0	0	0	0	32	9,203
OCTOBER										
NOVEMBER										
DECEMBER										
JANUARY										
FEBRUARY										
MARCH										
APRIL										
MAY										
JUNE										
TOTAL	11,361	-	-	1,685	-	495	-	-	32	13,573

EAST BUCHANAN SCHOOL  
MILEAGE REPORT  
2022-2023

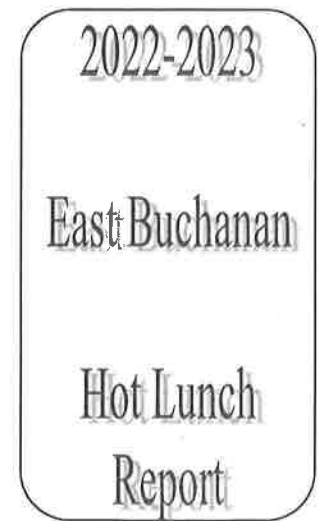
MONTH	VAN/CAR ROUTE MILES	VAN/CAR ADMIN. MILES	VAN/CAR SPECIAL ED. MILES	VAN/CAR ACTIVITY MILES	VAN/CAR CUSTODIAL MILES	VAN/CAR TRANSP. MILES	VAN/CAR DRIVERS ED MILES	VAN/CAR OTHER MILES	VAN/CAR MISC. MILES	VAN/CAR TOTAL MILES
JULY	0	196	2,438	0	309	96	0	0	0	3,039
AUGUST	0	1,050	2,231	2,685	261	179	0	0	36	6,442
SEPTEMBER	0	344	7,027	1,900	189	70	0	0	0	9,530
OCTOBER										
NOVEMBER										
DECEMBER										
JANUARY										
FEBRUARY										
MARCH										
APRIL										
MAY										
JUNE										
TOTAL	-	1,590	11,696	4,585	759	345	-	-	36	19,011

**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		COST GAS CONS.		GALS. DIESEL 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				\$ 1,259.76
AUG.	-		\$ -		\$ -		-		\$ -		\$ -		245.000		\$ 834.96		263.000		\$ 1,046.74				\$ 1,881.70
SEPT.	970.000		#####		\$ 3,152.30		1,196.000		\$ 4.01		\$ 4,789.40		528.000		\$ 7,941.70		1,064.000		\$ 4,261.32				\$ 5,977.32
OCT.																							
NOV.																							
DEC.																							
JAN.																							
FEB.																							
MAR.																							
APR.																							
MAY																							
JUNE																							
TOTALS	1,638.000		#####		\$ 5,428.78		1,834.000		\$ 7.98		\$ 7,328.39		971.000		\$ 3,225.72		1,474.000		\$ 5,893.06				\$ 9,118.78

RECEIPTS	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$2,049.60	\$536.55	\$2,586.15
Student Lunch	\$6,708.30	\$16,447.65	\$23,155.95
Adult Breakfast	\$48.05	\$12.40	\$60.45
Adult Lunch	\$356.90	\$66.40	\$423.30
Alacarte	\$5,751.45	\$1,494.55	\$7,246.00
Snacks	\$2,115.86	\$1,839.35	\$3,955.21
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	\$0.00	\$14,696.61	\$14,696.61
Other Revenues	\$0.00	\$0.00	\$0.00
Other Purchased Services	-\$520.88	-\$6.39	-\$527.27
Rebate	\$0.00	\$0.00	\$0.00
Interest	\$170.46	\$319.79	\$490.25
<b>TOTAL INCOME</b>	<b>\$16,679.74</b>	<b>\$36,363.84</b>	<b>\$53,043.58</b>



EXPENDITURES	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$13,960.99	\$0.00	\$13,960.99
Supplies	\$406.21	\$299.90	\$706.11
Shared Contract	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Equipment	\$3,242.08	\$0.00	\$3,242.08
Travel	\$0.00	\$0.00	\$0.00
Other Expenses	\$107.75	\$58.45	\$166.20
Cooks Salaries	\$5,138.78	\$97.75	\$5,236.53
Benefits	\$2,271.32	\$1,509.77	\$3,781.09
<b>TOTAL EXPENDITURES</b>	<b>\$25,127.13</b>	<b>\$1,965.87</b>	<b>\$27,093.00</b>

DAYS MEALS SERVED	
July	0
August	7
September	21
October	0
November	0
December	0
January	0
February	0
March	0
April	0
May	0
June	0
<b>TOTALS</b>	<b>28</b>

BALANCE	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$241,963.34	\$241,963.34
Income	\$16,679.74	\$36,363.84	\$53,043.58
Expenditures	\$25,127.13	\$1,965.87	\$27,093.00
<b>FUND BALANCE</b>	<b>-\$8,447.39</b>	<b>\$276,361.31</b>	<b>\$267,913.92</b>

MEALS SERVED	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	1,392	363	1,755
Reduced Student Breakfasts	104	34	138
Free Student Breakfasts	977	276	1,253
Second Breakfasts	56	6	62
Adult Breakfasts	31	8	39
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
<b>TOTAL BREAKFASTS SERVED</b>	<b>2,560</b>	<b>687</b>	<b>3,247</b>



Paid Student Lunches	5,671	1,813	7,484
Reduced Student Lunches	502	192	694
Free Student Lunches	2,651	904	3,555
Second Lunches	0	0	0
Adult Lunches	91	16	107
Student Guest Lunches	0	0	0
Complimentary Lunches	0	0	0
<b>TOTAL LUNCHES SERVED</b>	<b>8,915</b>	<b>2,925</b>	<b>11,840</b>

LUNCH STATUS	FREE	REDUCED	PAID	TOTAL
	163	29	393	585

East Buchanan Community School District  
Cash Summary Report

	<u>Jul-22</u>	<u>Aug-22</u>	<u>Sep-22</u>	
<b>10-GENERAL FUND</b>				
Beginning Balance	2,472,133.59	1,953,218.51	1,501,108.72	
Revenue	136,272.47	220,017.17	609,262.28	Property taxes, state aid, grants, interest, tuition, fees
Expenditures	655,187.55	672,126.96	575,618.64	Salary, benefits, supplies, etc
Ending Balance	1,953,218.51	1,501,108.72	1,534,752.36	Bank Account Name: General Fund
<b>21-ACTIVITY FUND</b>				
Beginning Balance	108,627.75	108,455.49	122,954.23	
Revenue	487.74	18,367.44	15,550.48	gate receipts, donations, activity fees, interest
Expenditures	660.00	3,868.70	18,316.31	activity fund eligible expenditures
Ending Balance	108,455.49	122,954.23	120,188.40	Bank Account Name: Activity Fund
<b>22-MANAGEMENT FUND</b>				
Beginning Balance	237,237.81	94,962.28	93,892.28	
Revenue	414.04	0.00	12,034.99	property taxes
Expenditures	142,689.57	1,070.00	1,000.00	retiree insurance (district paid), retiree benefits, liability insurance
Ending Balance	94,962.28	93,892.28	104,927.27	Bank Account Name: General Fund
<b>33-SAVE</b>				
Beginning Balance	3,065,238.29	2,808,775.74	2,740,317.15	
Revenue	328,777.92	178,173.27	351,071.78	property taxes, donations, rebates
Expenditures	585,240.47	246,631.86	416,313.63	SAVE eligible expenditures
Ending Balance	2,808,775.74	2,740,317.15	2,675,075.30	Bank Account Names: School House Fund and Elementary Project
<b>36-PPEL</b>				
Beginning Balance	559,779.27	530,108.38	512,274.67	
Revenue	79,884.49	303.10	39,260.49	property taxes, donations, rebates
Expenditures	109,555.38	18,136.81	42,623.41	PPEL eligible expenditures
Ending Balance	530,108.38	512,274.67	508,911.75	Bank Account Name: School House Fund
<b>40-DEBT SERVICE</b>				
Beginning Balance	362,725.07	366,698.47	366,213.98	
Revenue	591,208.40	15.51	53,653.84	property taxes, interfund transfer from SAVE for revenue bonds
Expenditures	587,235.00	500.00	0.00	financial fees, interest, principal on GO & revenue bonds
Ending Balance	366,698.47	366,213.98	419,867.82	
less: Escrow Acct	340,000.00	340,000.00	340,000.00	prepayment levy balance
	26,698.47	26,213.98	79,867.82	Bank Account Name: School House Fund
<b>61-NUTRITION FUND</b>				
Beginning Balance	241,963.34	242,460.09	276,361.31	
Revenue	1,991.01	35,986.74	24,610.72	sales, interest, federal/state program revenue
Expenditures	1,494.26	2,085.52	33,058.11	salary, benefits, food, supplies
Ending Balance	242,460.09	276,361.31	267,913.92	Bank Account Name: Lunch Program
less: Received on Acct	5,904.05	18,165.70	11,805.20	student/family/employee lunch account balance
	236,556.04	258,195.61	256,108.72	
<b>72-FLEX SPENDING ACCT FUND</b>				
Beginning Balance	5,454.89	4,901.06	4,939.32	
Revenue (contributions)	2,443.50	2,443.50	3,309.50	
Expenditures (claims)	2,997.33	2,405.24	2,332.82	
Ending Balance	4,901.06	4,939.32	5,916.00	
<b>EMPLOYER'S PAYROLL EXPENSE</b>				
Gross Wages-hourly	52,529.25	40,429.75	57,675.08	
Gross Wages-contract	316,075.29	319,621.95	336,152.11	
	368,604.54	360,051.70	393,827.19	
Employer paid deductions	49,408.50	50,437.51	51,745.70	
Employer paid IPERS	33,544.33	32,975.84	36,178.33	
Employer paid FICA	27,166.61	26,650.12	29,130.96	
	110,119.44	110,063.47	117,054.99	
<b>TOTAL</b>	<b>478,723.98</b>	<b>470,115.17</b>	<b>510,882.18</b>	



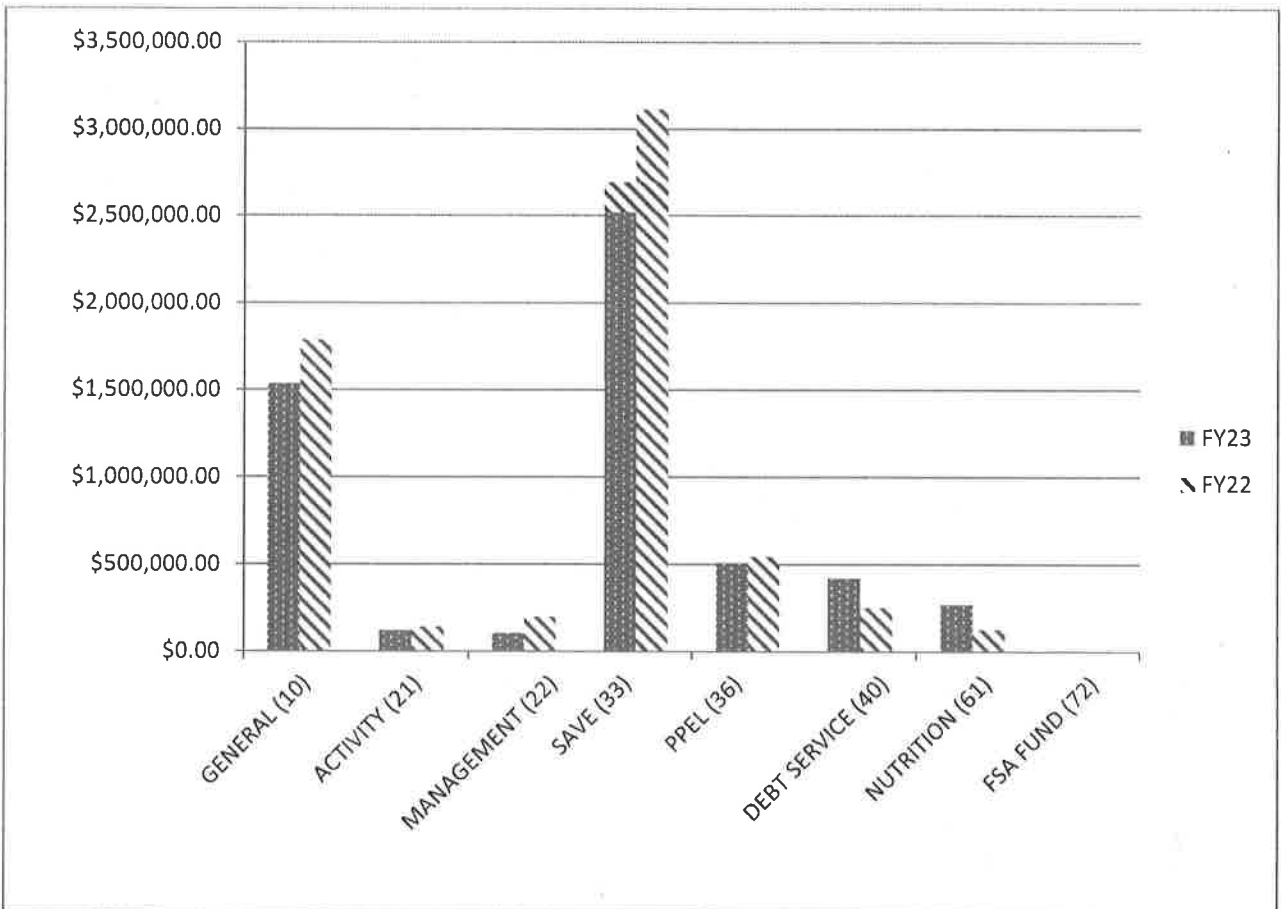
**Certified Budget compared to Actual Revenues/Expenditures - All Funds**

		FY23 Certified Budget	as of 9/30/2022	over / (under) budget	
Taxes Levied on Property	1	\$ 3,195,996.00	\$ 311,900.52		
Utility Replacement Excise Tax	2	\$ 43,516.00	\$ -		
Income Surtaxes	3	\$ 153,339.00	\$ -		
Tuition\Transportation Received	4	\$ 600,000.00	\$ 7,250.00		
Earnings on Investments	5	\$ 57,100.00	\$ 10,798.29		
Nutrition Program Sales	6	\$ 140,000.00	\$ 37,427.06		
Student Activities and Sales	7	\$ 189,000.00	\$ 23,396.00		
Other Revenues from Local Sources	8	\$ 91,000.00	\$ 24,674.00		
Revenue from Intermediary Sources	9	\$ -	\$ -		
State Foundation Aid	10	\$ 4,131,931.00	\$ 382,882.00		
Instructional Support State Aid	11	\$ 14,816.00	\$ -		
Other State Sources	12	\$ 577,850.00	\$ 205,866.47		
Commercial & Industrial State Replacement	13	\$ -	\$ -		
Title I Grants	14	\$ 70,000.00	\$ -		
IDEA and Other Federal Sources	15	\$ 320,000.00	\$ 15,650.09		
Total Revenues	16	\$ 9,584,548.00	\$ 1,019,844.43		
General Long-Term Debt Proceeds	17	\$ -	\$ -		
Transfers In	18	\$ 1,646,618.00	\$ 201,117.50		
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 4,955.90		
Special Items/Upward Adjustments	20	\$ -	\$ -		
Total Revenues & Other Sources	21	\$ 11,231,166.00	\$ 1,225,917.83		
Beginning Fund Balance	22	\$ 6,326,708.24	\$ 6,326,708.24		
<b>Total Resources</b>	23	\$ 17,557,874.24	\$ 7,552,626.07		
<b>*Instruction</b>	24	\$ 5,632,000.00	\$ 541,145.57	\$ (5,090,854.43)	10%
Student Support Services	25	\$ 220,000.00	\$ 18,928.27		
Instructional Staff Support Services	26	\$ 515,000.00	\$ 89,282.82		
General Administration	27	\$ 270,000.00	\$ 107,123.49		
School/Building Administration	28	\$ 375,000.00	\$ 70,581.75		
Business & Central Administration	29	\$ 192,500.00	\$ 28,345.31		
Plant Operation and Maintenance	30	\$ 603,000.00	\$ 235,119.35		
Student Transportation	31	\$ 525,000.00	\$ 70,572.22		
This row is intentionally left blank	32	\$ -			
<b>*Total Support Services (lines 25-32)</b>	32A	\$ 2,700,500.00	\$ 619,953.21	\$ (2,080,546.79)	23%
<b>*Noninstructional Programs</b>	33	\$ 360,000.00	\$ 24,376.99	\$ (335,623.01)	7%
Facilities Acquisition and Construction	34	\$ 1,350,000.00	\$ 332,945.49		
Debt Service	35	\$ 1,988,405.00	\$ 201,617.50		
AEA Support - Direct to AEA	36	\$ 302,609.00	\$ -		
<b>*Total Other Expenditures (lines 34-36)</b>	36A	\$ 3,641,014.00	\$ 534,562.99	\$ (3,106,451.01)	15%
Total Expenditures	37	\$ 12,333,514.00	\$ 1,720,038.76		
Transfers Out	38	\$ 1,461,618.00	\$ 201,117.50		
Other Uses	39	\$ -	\$ -		
Total Expenditures & Other Uses	40	\$ 13,795,132.00	\$ 1,921,156.26	\$ (11,873,975.74)	
Ending Fund Balance	41	\$ 3,762,742.24	\$ 5,631,469.81		
<b>Total Requirements</b>	42	\$ 17,557,874.24	\$ 7,552,626.07	\$ (10,005,248.17)	

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.

## CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL September 2022

Fund Description	Beginning	Revenues	Expenditures	FY23 Ending	FY22 End Balance	Difference
GENERAL (10)	\$1,501,108.72	\$609,262.28	\$575,618.64	\$1,534,752.36	\$1,785,715.17	(\$250,962.81)
ACTIVITY (21)	\$122,954.23	\$15,550.48	\$18,316.31	\$120,188.40	\$140,911.50	(\$20,723.10)
MANAGEMENT (22)	\$93,892.28	\$12,034.99	\$1,000.00	\$104,927.27	\$197,663.14	(\$92,735.87)
SAVE (33)	\$2,740,317.15	\$351,071.78	\$416,313.63	\$2,675,075.30	\$3,110,693.49	(\$435,618.19)
PPEL (36)	\$512,274.67	\$39,260.49	\$42,623.41	\$508,911.75	\$543,531.45	(\$34,619.70)
DEBT SERVICE (40)	\$366,213.98	\$53,653.84	\$0.00	\$419,867.82	\$248,089.80	\$171,778.02
NUTRITION (61)	\$276,361.31	\$24,610.72	\$33,058.11	\$267,913.92	\$125,563.27	\$142,350.65
FSA FUND (72)	\$4,939.32	\$3,309.50	\$2,332.82	\$5,916.00	\$0.00	\$5,916.00
<b>TOTAL</b>				<b>\$5,637,552.82</b>	<b>\$6,152,167.82</b>	<b>(\$514,615.00)</b>



EAST BUCHANAN CSD

414 5TH ST. N

WINTHROP, Iowa

50682

BUS 17-04 **4DRBUC8N6HB689133** ←

Nominal Annual Rate: 2.000%

Event	Date	Amount	Number	Period
1 Loan	11/15/2021	59,000.00	1	
2 Payment	12/15/2021	13,999.00	1	
3 Payment	12/15/2022	46,000.00	1	
Date	Payment	Interest	Principal	Balance
Loan 11/15/2021				59,000.00
1 12/15/2021	13,999.00	96.99	13,902.01	45,097.99
2 12/15/2022	46,000.00	902.01	45,097.99	0.00
Grand Totals	59,999.00	999.00	59,000.00	

BUS 17-08 **4DRBUC8N7HB656982**

Nominal Annual Rate: 2.000%

Event	Date	Amount	Number	Period
1 Loan	11/15/2021	63,000.00	1	
2 Payment	12/15/2021	15,065.00	1	
3 Payment	12/15/2022	49,000.00	1	
Date	Payment	Interest	Principal	Balance
Loan 11/15/2021				63,000.00
1 12/15/2021	15,065.00	103.56	14,961.44	48,038.56
2 12/15/2022	49,000.00	961.44	48,038.56	0.00
Grand Totals	64,065.00	1,065.00	63,000.00	

Adam Halford recommends that the board approves the purchase of the bus with VIN ending in 689133 for \$46,000.

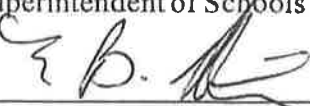
## Cooperative Sharing Agreement 2022-2023

SCHOOL DISTRICT: East Buchanan Community School District

East Buchanan Community School District, hereafter referred to as the "home district", agrees to share **boys soccer, girls soccer and boys bowling** 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 \$75.00 to the Independence Community School District for each **soccer** participant from its district.
4. The home district agrees to pay \$150.00 to the Independence Community School District for each **bowling** participant from its district.
5. All participants will be in good standing and meet eligibility requirements as stipulated in the policies of the home district governing extracurricular activities. Any disciplinary action resulting from violations of good conduct will be administered in accordance with the policies of the home district.
6. All participation awards (letters, certificates, etc.) will be the responsibility of the home district.
7. Personal equipment will be the responsibility of the individual athlete. All other supplies and equipment will be provided by the Independence Community School District.

  
\_\_\_\_\_  
Superintendent of Schools

  
\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
President, Board of Education

Date \_\_\_\_\_

# POLICY REVIEW

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

\*\*\*\*\*

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

Wording to be removed is ~~crossed-out~~

Additions are in **bold and underlined**

Decisions to be made are **highlighted**

Optional wording is in *[italics and brackets]*

\*\*\*\*\*

### Policy Code Signs & Symbols:

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

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

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

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

## 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

Approved December 8, 2004  
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, among other things, the administrator'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.

Approved: December 8, 2004

Last Reviewed: April 12, 2017



## 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

Approved: December 8, 2004

Last Reviewed: April 12, 2017

## 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

Approved: December 8, 2004

Last Reviewed: April 12, 2017

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

Approved: December 8, 2004

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

Approved: December 8, 2004

Last Reviewed: April 12, 2017

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

Approved: December 8, 2004

Last Reviewed: April 12, 2017

## 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

Last Reviewed April 12, 2017

## 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).

Approved December 8, 2004

Last Reviewed April 12, 2017