

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
AGENDA - Regular School Board Meeting
February 8, 2023 at 5:00 p.m. in Library - Middle School Entrance

1. **CALL TO ORDER/MISSION STATEMENT** - To challenge students to think critically, communicate effectively, develop values and contribute to society.
2. **Public Forum** - During this time we welcome interested persons who may wish to present comments, suggestions, or concerns in regard to any programs operated by the school district. However, an item must be included on the Agenda before the Board can officially act upon it.
3. **Approve Agenda**
4. **Approve Consent Agenda**
 - a. Minutes from Regular Meeting on January 11, 2023
 - b. Personnel Changes
 - c. List of Bills
 - d. Financial Reports
5. **COMMUNITY/PROGRAM PRESENTATIONS**
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. Director Redistricting Resolution
 - b. Drivers Education Contract with MTMD Driving School LLC
 - c. Trapshooting Activity Fund account transfer to custodial fund
 - d. East Buchanan eSports
 - e. Superintendent Operational Sharing Agreement with Dunkerton CSD
 - f. Curriculum Director Operational Sharing Agreement with Dunkerton CSD
 - g. FFA Alumni additional insured request
 - h. Network Upgrade
 - i. Board Policy Review - 2nd reading
 - 710.4 Meal Charges
 - 413.2R1 -
 - 505.5 Graduation Requirements
 - 400 - 404 Series
8. **#BUCPR1DE**
9. **STUDENT QUESTIONS**
10. **ADJOURN**

**East Buchanan Community School District
Regular Board Meeting Minutes – January 11, 2023**

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 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 by Steffens, second by Recker to approve the agenda.

Approve Consent Agenda - Motion by Cooksley, second by Stone to approve the consent agenda. Items included on the Consent Agenda: minutes from the regular meeting on December 14, 2022; expenditures listed; and financial reports.

Administrative Updates and Reports – Letzring reported that first grade had a field trip, preschool went caroling, and that Leader in Me was introduced to the students with skits of the 7 habits. Dockstader reported that mid-term is January 13th, Leader in Me is on display in classrooms and hallways, the student council painted the EB emblem in the hallway over break, a group of students is meeting to get ideas for the other hallways, and that attendance is affected by illness and family vacations. Fox reported on how weather has affected the school calendar and presented the agenda for the January 16th staff PD day.

Director redistricting – Fox presented that he had not received any feedback from the public regarding the two options which he reviewed for the board to consider. Motion by Recker, second by Stone to approve director districts as presented in Plan 3.

SBRC Application – Motion by Stone, second by Recker to approve the application to the SBRC in the amount of \$132,564 for at-risk/dropout prevention for the 2023-2024 school year.

Board Policy Review – Motion by Stone, second by Steffens to approve the first reading of board policies 710.4, 403.2R1, 505.5 and 400 through 404 series as discussed.

#BucPr1de – EB alumnus Robert Gallery has been inducted into the College Football Hall of Fame, the staff did well with helping the students through the last week of school before the winter break, and the NHS ceremony was held this week.

Student Questions – Students asked who creates the board agenda and where did the idea for Leader in Me come from.

Closed Session – Motion by Stone, second by Steffens to go into closed session at 5:52 pm to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session per Iowa Code 21.5(1)(i). Roll call – Aye: Cooksley, Recker, Steffens, Stone, Sperfslage. Returned to open session at 6:43 pm.

Adjourn – Motion by Steffens, second by Recker to adjourn the meeting at 6:43 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
2/8/2023	Shirley Pillard	Resignation	Teacher	1/31/2023	end of 22-23 school year

Activity Extra Invoices - January 2023

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
AGWSR	AGWSR HIGH SCHOOL	Wrestling Entry Fee - 1/14/2023	80.00 2
			<u>80.00</u>
FORSBRAD	FORSYTH, BRADY	Basketball Official - 1/17/23	135.00 2
			<u>135.00</u>
GENFUND	GENERAL FUND	G-Wrestling Official - 1/20/23 - K. Fank	250.00 2
			<u>250.00</u>
GIBBJOE	GIBBS, JOE	Basketball Official - 1/24/23	130.00 2
			<u>130.00</u>
GLAWGENE	GLAWE, GENE	Basketball Official - 1/24/23	110.00 2
			<u>110.00</u>
GRAWROBE	GRAWE, ROBERT	Basketball Official - 1/24/23	110.00 2
			<u>110.00</u>
IHSADA	IHSADA	IHSADA/NIAAA Membership	160.00 2
			<u>160.00</u>
IBCA	IOWA BASKETBALL COACHES ASSOCIATION	Membership	130.00 2
			<u>130.00</u>
IHSSA	IOWA HIGH SCHOOL SPEECH ASSOCIATION	State Large Group Registration	44.00 2
			<u>44.00</u>
LOUGPATR	LOUGHREN, PATRICK	G-Wrestling Official - 1/20/23	205.00 2
			<u>205.00</u>
LOUGDAN	LOUGHRY, DAN	G-Wrestling Official - 1/20/23	210.00 2
			<u>210.00</u>
LUTETYLE	LUTES, TYLER	G-Wrestling Official - 1/20/23	210.00 2
			<u>210.00</u>
OELWCSD	OELWEIN CSD	Girls Wrestling Entry - 1/14/23	100.00 2
			<u>100.00</u>
PIKETRAV	Pike, Travis	G-Wrestling Official - 1/20/23	220.00 2
			<u>220.00</u>
RIMADAVE	RIMA, DAVE	Basketball Official - 1/17/23	110.00 2
			<u>110.00</u>
SADLDENN	SADLER, DENNIS	Basketball Official - 1/24/23	140.00 2
			<u>140.00</u>
SCHLMARK	SCHLEISMAN, MARK	Basketball Official - 1/17/23	135.00 2
			<u>135.00</u>
SCHNWAYN	SCHNIER, WAYNE	Basketball Official - 1/24/23	140.00 2
			<u>140.00</u>

List of Bills - School Board Mtg

Activity Extra Invoices - January 2023

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
VARNROD	VARNER, ROD	Basketball Official - 1/17/23	135.00 <u>2</u>
			135.00
VASKMICH	VASKE, MICHAEL	Basketball Official - 1/17/23	100.00 <u>2</u>
			100.00
		Batch Total:	<u>2,854.00</u>
		Report Total:	<u>2,854.00</u>

Activity Invoices - February 2023

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ANDEGARR	ANDERSON, GARRY	Worker Onsite/Online Set Up - G-WR Meet	350.00
			350.00
CHASCARD	CHASE CARD SERVICES	State Wrestling Finals Tickets	525.00
CHASCARD	CHASE CARD SERVICES	Rogue Deadlift Bar Jack	205.89
* CHASCARD	CHASE CARD SERVICES	Hot Cocoa for Sophomore Class project	54.28
			785.17
* DVORJOHN	DVORAK, JOHN	Basketball Official - 2/4/23	140.00
			140.00
FBLA	FBLA-PBL	Member Dues	192.00
			192.00
FOPMJOE	FOPMA, JOEL	Basketball Official - 1/30/23	140.00 2
			140.00
GENFUND	GENERAL FUND	MS B-Basketball Official-2/2/23-K.Hesner	100.00
* GENFUND	GENERAL FUND	MS B-BB Official - 2/6/23 - K. Hesner	100.00
			200.00
GIBBJOE	GIBBS, JOE	Basketball Official - 1/30/23	140.00 2
			140.00
* GLAWGENE	GLAWE, GENE	Basketball Official - 2/3/23	110.00
			110.00
* GRIFFRED	GRIFFITHS, FRED	Basketball Official - 2/4/23	140.00
			140.00
* HEIDCHRI	HEIDELBAUER, CHRIS	Basketball Official - 2/4/23	140.00
			140.00
* INGECHAD	INGELS, CHAD	Basketball Official - 2/3/23	140.00
			140.00
* IHSSA	IOWA HIGH SCHOOL SPEECH ASSOCIATION	IE Speech Registration	120.00
			120.00
JWPEPPER	J.W. PEPPER & SON, INC.	Honor Choir Music	22.50
			22.50
* KOBEROBE	KOBER, ROBERT	Basketball Official - 2/3/23	140.00
			140.00
MILLJOHN	MILLER, JOHN	Basketball Official - 1/31/23	140.00 2
			140.00
MONTSPOR	MONTICELLO SPORTS	Mat Tape	216.00
			216.00
PEPSI	PEPSI-COLA	Pop/Water	235.42
			235.42

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
* PROUJIM	PROUTY, JIM	Basketball Official - 2/3/23	140.00 <u>140.00</u>
RIMADAVE	RIMA, DAVE	Basketball Official - 1/30/23	100.00 2 <u>100.00</u>
SCHLMARK	SCHLEISMAN, MARK	Basketball Official - 1/30/23	140.00 2 <u>140.00</u>
SCHODAN	SCHOEFIELD, DANIEL	Basketball Official - 1/31/23	140.00 2 <u>140.00</u>
SHANWRES	SHANNON WRESTLING AND TIMING, LLC	G-WR Tournament - Track Wrestling	450.00 <u>450.00</u>
* STEGTEDD	STEGER, TEDDY	Basketball Official - 2/4/23	100.00 <u>100.00</u>
TROTTROP	TROTT TROPHIES	Trophy-G-WR Tournament	43.80 <u>43.80</u>
VANBTABE	VAN BOENING, TABERIE	Basketball Official - 1/31/23	140.00 2 <u>140.00</u>
VASKMICH	VASKE, MICHAEL	Basketball Official - 1/30/23	110.00 2
* VASKMICH	VASKE, MICHAEL	Basketball Official - 2/4/23	110.00 <u>220.00</u>
Batch Total:			<u>4,824.89</u>
Report Total:			<u>4,824.89</u>

Nutrition Invoices - February 2023

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	
BIMBBAKE	BIMBO BAKERIES USA	Bread Products	883.23
			<u>883.23</u>
EMSDETER	EMS DETERGENT SERVICES CO.	Detergent/Rinseaid	179.00
EMSDETER	EMS DETERGENT SERVICES CO.	Detergent	75.50
			<u>254.50</u>
MARTBROT	MARTIN BROTHERS	Food/Supplies	3,404.49
			<u>3,404.49</u>
PERFFOOD	PERFORMANCE FOODSERVICE	Food/Supplies	13,238.22
			<u>13,238.22</u>
* PRAIFARM	PRAIRIE FARMS DAIRY, INC.	Dairy Products	3,970.39
			<u>3,970.39</u>

Batch Total: 21,750.83

Report Total: 21,750.83

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ACER	Acer Service Corp	CHROMEBOOK PARTS	3,603.29*
ACER	Acer Service Corp	Chromebook replacement	305.43*
			<u>3,908.72</u>
AGVAFS	AgVantage FS	GREENHOUSE LP	711.11
AGVAFS	AgVantage FS	GREENHOUSE LP	642.76
			<u>1,353.87</u>
ALLIUTIL	ALLIANT ENERGY	GAS/ELECTRIC	23,280.61*
			<u>23,280.61</u>
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	831.00*
			<u>831.00</u>
BUILDREAD	Building a Reader	Guided Reading PD	2,558.75
			<u>2,558.75</u>
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	196.05
			<u>196.05</u>
CAROBIO	CAROLINA BIOLOGICAL SUPPLY CO	SCIENCE SUPPLIES	40.20
			<u>40.20</u>
CENTCITY	CENTRAL CITY COMM. SCHOOL	SPECIAL ED TUITION	5,758.56
			<u>5,758.56</u>
CRAEA	CENTRAL RIVERS AEA	PURCHASED SERVICE	5,125.00
			<u>5,125.00</u>
CHASCARD	CHASE CARD SERVICES	PRESCHOOL SUPPLIES	3,087.01
CHASCARD	CHASE CARD SERVICES	FCS SUPPLIES	374.97
CHASCARD	CHASE CARD SERVICES	ESL SUPPLIES	165.96
CHASCARD	CHASE CARD SERVICES	TECH PROF DEV	15.00
CHASCARD	CHASE CARD SERVICES	TQPD SUPPLIES	67.86
			<u>3,710.80*</u>
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	52.37
			<u>52.37</u>
CITYWINT	CITY OF WINTHROP	WATER/SEWER	727.35
			<u>727.35</u>
CJCOOP	CJ COOPER & ASSOCIATES, INC.	SCREENING TESTS	592.20
			<u>592.20</u>
CLAYRIDG	CLAYTON RIDGE CSD	OPEN ENROLLMENT TUITION	3,493.41
			<u>3,493.41</u>
COMELEC	COMELEC SERVICES, INC.	RADIO INSTALLATION	531.50
			<u>531.50</u>
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	1,188.08*
			<u>1,188.08</u>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
DHS	DHS CASHIER 1ST FL.	STATE MEDICAID MATCH	9,422.48
			9,422.48
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	TELEPHONE	2,406.51
			2,406.51
INDENAPA	Etten Enterprises LLC	MAINTENANCE PARTS	149.37
INDENAPA	Etten Enterprises LLC	PARTS	316.89
INDENAPA	Etten Enterprises LLC	IND ARTS SUPPLIES	33.98
INDENAPA	Etten Enterprises LLC	PARTS	(148.00)
			352.24
GUMDROP	GUMDROP BOOKS	LMC BOOKS	536.54
			536.54
HOTLUNCH	HOT LUNCH PROGRAM	PS SNACKS	443.61
			443.61
INDECSD	INDEPENDENCE CSD	OPEN ENROLLMENT TUITION	132,353.45
			132,353.45
ICN	IOWA COMMUNICATIONS NETWORK	ICN SERVICES	369.85
			369.85
JOHNDEERE	JOHN DEERE FINANCIAL	SUPPLIES	36.99
			36.99
JOHNSUPP	JOHNSTONE SUPPLY	MAINTENANCE SUPPLIES	156.64
			156.64
JOSTENS	JOSTEN'S	DIPLOMA COVERS	391.45
			391.45
KAYCHAP	KAY L. CHAPMAN CPA PC	AUDIT	5,000.00
			5,000.00
LAMKCHAD	Lamker, Chad	CELL PHONE	62.00
			62.00
LEARAZ	Learning A-Z	LICENSE	128.00
			128.00
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	1,123.95
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	3,357.47
			4,481.42
MSCIND	MSC INDUSTRIAL SUPPLY CO.	IND ARTS SUPPLIES	42.63
			42.63
THENEWS	NEWS, THE	PUBLIC NOTICES/ADVERTISING	155.50
			155.50
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	DRIVER TRAINING	70.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
		FUND	70.00
HOGLBUSMN	North Central Intl LLC	BUS PARTS	148.53
HOGLBUSMN	North Central Intl LLC	BUS PARTS	1,579.77
			1,728.30
NORTLINN	NORTH-LINN CSD	OE TRANSPORTATION ASSISTANCE	(964.50) *
NORTLINN	NORTH-LINN CSD	OPEN ENROLLMENT	32,668.15 *
NORTLINN	NORTH-LINN CSD	SPECIAL ED BILLING	12,491.13
			44,194.78
OELWCSD	OELWEIN CSD	OPEN ENROLLMENT	6,852.58
OELWCSD	OELWEIN CSD	SPECIAL ED TUITION	2,108.37
			8,960.95
PLUMBSUPWL	PLUMB SUPPLY-Waterloo	B&G SUPPLIES	132.70
PLUMBSUPWL	PLUMB SUPPLY-Waterloo	B&G SUPPLIES	258.41
			391.11
PRESTOX	PRESTO-X	KITCHEN-PEST SERVICE	70.00
			70.00
QUILCORP	QUILL CORPORATION	BUSINESS OFFICE SUPPLIES	23.23
			23.23
SCHOBUSS	SCHOOL BUS SALES CO	PARTS	24.48
SCHOBUSS	SCHOOL BUS SALES CO	PARTS	60.37
SCHOBUSS	SCHOOL BUS SALES CO	PARTS	40.56
			125.41
SCHOSPEC	SCHOOL SPECIALTY LLC	SUPPLIES	60.05
			60.05
SOCITHIN	Social Thinking	SPECIAL EDUCATION SUPPLIES	73.45 *
			73.45
SUPEWELD	SUPERIOR WELDING SUPPLY	IND ARTS SUPPLIES	267.81
SUPEWELD	SUPERIOR WELDING SUPPLY	IND ARTS SUPPLIES	7.00
			274.81
TIMBBILL	TIMBERLINE BILLING SERVICE LLC	MEDICAID PURCH SERVICE	1,277.99
			1,277.99
TNTREPA	TNT REPAIR & RECOVERY LLC	VAN REPAIR	2,112.20
TNTREPA	TNT REPAIR & RECOVERY LLC	TIRE REPAIR	135.95
			2,248.15
TRUCKCENTE	Truck Center Companies	PARTS	58.20
			58.20
USCELL	US CELLULAR	Cell Phones	301.07
			301.07
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	201.08

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
WALMART	WALMART COMMUNITY BRC	LMC SUPPLIES	14.48
WALMART	WALMART COMMUNITY BRC	CONFERENCE MEAL SUPPLIES	124.27
			339.83
WAVESHEL	WAVERLY-SHELL ROCK CSD	SPECIAL ED TUITION	5,493.15
			5,493.15
WESTDELA	WEST DELAWARE CSD	OPEN ENROLLMENT	22,728.21
WESTDELA	WEST DELAWARE CSD	SPECIAL ED TUITION	11,032.44
			33,760.65
WESTMUSI	WEST MUSIC COMPANY	SUPPLIES	16.95
WESTMUSI	WEST MUSIC COMPANY	SUPPLIES	31.90
WESTMUSI	WEST MUSIC COMPANY	SUPPLIES	228.50
WESTMUSI	WEST MUSIC COMPANY	SUPPLIES	214.50
			491.85
WIELAND	WIELAND AND SONS LUMBER CO.	SUPPLIES	10.00 *
			10.00
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ARTS SUPPLIES	13.92
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ARTS SUPPLIES	12.99
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ARTS SUPPLIES	16.98
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ARTS SUPPLIES	7.58
WINTBUIL	WINTHROP BUILDING SUPPLY	BUS BARN SUPPLIES	15.98
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ARTS SUPPLIES	17.00 *
			84.45
ZURCTIRE	ZURCHER TIRE INC	TIRES	527.56
			527.56
		Batch Total:	310,252.77
		Report Total:	310,252.77

List of Bills - School Board Mtg

Unposted: Batch Description General Invoices-Feb 2023: Fund Description
MANAGEMENT FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
NEIBINSU	NEIGHBOR INSURANCE	INSURANCE	91.00 *
			<u>91.00</u>
Batch Total:			91.00
Report Total:			91.00

List of Bills - School Board Mtg

Unposted: Batch Description General Invoices-Feb 2023: Fund Description PPEL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CDWG	CDW GOVERNMENT, INC	eSports Equipment	7,126.30 *
CDWG	CDW GOVERNMENT, INC	eSports Equipment	887.75 *
CDWG	CDW GOVERNMENT, INC	eSports Equipment	999.35 *
			<u>9,013.40</u>
Batch Total:			9,013.40
Report Total:			9,013.40

List of Bills - School Board Mtg

Unposted: Batch Description General Invoices-Feb 2023: Fund Description DEBT
SERVICE FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
UMBBANK	UMB Bank, N.A.	FINANCIAL FEES	500.00
			<u>500.00</u>
Batch Total:			500.00
Report Total:			500.00

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	16,248.33	0.00	0.00	0.00	16,248.33
21 6120 729 910	SPEECH	662.89	44.00	0.00	0.00	618.89
21 6210 729 910	MUSIC CLUB	534.58	0.00	0.00	0.00	534.58
21 6220 729 910	PEP BAND	1,641.98	0.00	0.00	0.00	1,641.98
21 6221 729 910	MUSIC TRIP	3,014.15	0.00	0.00	0.00	3,014.15
21 6222 729 910	COLOR GUARD	775.15	0.00	0.00	0.00	775.15
21 6600 729 920	ATHLETICS	13,481.15	4,520.00	4,820.00	0.00	13,781.15
21 6645 729 920	CROSS COUNTRY	46.50	0.00	0.00	0.00	46.50
21 6693 729 920	CHEERLEADING	3,350.89	0.00	0.00	0.00	3,350.89
21 6694 729 920	DANCE TEAM	1,062.65	0.00	0.00	0.00	1,062.65
21 6710 729 920	BOYS' BASKETBALL	354.72	0.00	0.00	0.00	354.72
21 6720 729 920	FOOTBALL	5,500.54	0.00	225.00	0.00	5,725.54
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	2,064.67	0.00	0.00	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	3,986.00	0.00	0.00	0.00	3,986.00
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	10,515.73	5,899.00	787.26	0.00	5,403.99
21 7011 729 950	HS STUDENT COUNCIL	6,050.40	1,267.32	0.00	0.00	4,783.08
21 7012 729 950	SPANISH CLUB	1,847.45	0.00	0.00	0.00	1,847.45
21 7013 729 950	NHS	662.24	0.00	0.00	0.00	662.24
21 7015 729 950	FEED STORE	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00
21 7020 729 950	NEWSPAPER	2,236.84	0.00	0.00	0.00	2,236.84
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	14,211.43	640.00	750.00	0.00	14,321.43
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	3,046.94	112.25	0.00	0.00	2,934.69

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 7060 729 950	ELEM. ST. COUNCIL	0.00	0.00	0.00	0.00	0.00
21 7051 729 950	CAMP WAPSIE	5,210.43	0.00	0.00	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	2,318.37	0.00	0.00	0.00	2,318.37
21 7079 729 950	CLASS OF 2024	3,625.16	995.00	360.00	0.00	2,990.16
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	7,620.17	0.00	35.00	0.00	7,655.17
21 8001 729 910	BUCCANEER CLUB	1,887.93	0.00	0.00	0.00	1,887.93
21 8004 729 910	INTEREST	477.16	0.00	82.84	0.00	560.00
Fund Total: 21		123,379.81	13,477.57	7,060.10	0.00	116,962.34

EAST BUCHANAN SCHOOL
MILEAGE REPORT
2022-2023

MONTH	BUS ROUTE	BUS ADMIN.	BUS SPECIAL ED.	BUS ACTIVITY	BUS CUSTODIAL	BUS TRANSP.	BUS DRIVERS ED	BUS OTHER	BUS MISC.	BUS TOTAL
	MILES	MILES	MILES	MILES	MILES	MILES	MILES	MILES	MILES	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	7,364	0	0	1,194	0	0	0	0	0	8,558
NOVEMBER	6,243	0	0	1,571	0	134	0	0	0	7,948
DECEMBER	5,433	0	0	1,759	0	0	0	0	0	7,192
JANUARY	6,514	0	0	1,363	0	0	0	0	0	7,877
FEBRUARY										
MARCH										
APRIL										
MAY										
JUNE										
TOTAL	36,915	-	-	7,572	-	629	-	-	32	45,148

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	0		344		7,027		1,900		189		70		0		0		0				9,530
OCTOBER	0		586		7,134		4,874		174		0		0		0		0				12,768
NOVEMBER	0		319		6,503		2,270		164		0		0		0		0				9,256
DECEMBER	15		250		5,244		686		49		0		0		0		23				6,267
JANUARY	0		440		6,998		1,330		19		80		0		0		0				8,867
FEBRUARY																					
MARCH																					
APRIL																					
MAY																					
JUNE																					
TOTAL	15		3,185		37,575		13,745		1,165		425		-		-		59				56,169

**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. GAS CONS.	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	\$ 4,815.47	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	\$ 3.25	\$ 3,152.30	1,196.000	\$ 4.01	\$ 4,789.40	\$ 7,941.70	528.000	\$ 1,716.00	1,064.000	\$ 4,261.32	\$ 5,977.32
OCT.	525.000	\$ 3.23	\$ 1,695.91	848.000	\$ 4.57	\$ 3,875.02	\$ 5,570.93	634.000	\$ 2,048.01	1,044.000	\$ 4,770.66	\$ 6,818.67
NOV.	497.000	\$ 3.34	\$ 1,658.09	614.000	\$ 4.32	\$ 2,651.00	\$ 4,309.09	481.000	\$ 1,604.71	1,049.000	\$ 4,529.16	\$ 6,133.87
DEC.	707.000	\$ 2.60	\$ 1,837.03	1,377.000	\$ 3.92	\$ 5,393.44	\$ 7,230.47	401.000	\$ 1,041.80	955.000	\$ 3,740.74	\$ 4,782.54
JAN.	370.000	\$ 3.04	\$ 1,123.95	861.000	\$ 3.90	\$ 3,357.47	\$ 4,481.42	464.000	\$ 1,409.49	1,058.000	\$ 4,125.67	\$ 5,535.16
FEB.												
MAR.												
APR.												
MAY												
JUNE												
TOTALS	3,737.000	\$ 18.86	\$ 11,743.76	5,534.000	\$ 24.69	\$ 22,605.32	\$ 34,349.08	2,951.000	\$ 9,329.73	5,580.000	\$ 23,059.29	\$ 32,389.02

<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>
91 9043 770 950	CUSTODIAL-LIL BUC BOYS BB	763.91	0.00	0.00	0.00	763.91
91 9052 770 950	CUSTODIAL-EB HOOPSTERS	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

RECEIPTS	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$1,373.10	\$8,686.75	\$10,059.85
Student Lunch	\$12,225.95	\$56,446.85	\$68,672.80
Adult Breakfast	\$13.95	\$189.10	\$203.05
Adult Lunch	\$452.35	\$1,933.90	\$2,386.25
Macarte	\$4,746.20	\$21,029.50	\$25,775.70
Snacks	\$1,931.63	\$8,812.77	\$10,744.40
Federal Breakfast	\$4,567.88	\$7,071.56	\$11,639.44
Federal Lunch	\$29,432.49	\$42,875.68	\$72,308.17
State Breakfast	\$0.00	\$266.91	\$266.91
State Lunch	\$0.00	\$690.02	\$690.02
Supply Chain Assistance Funds	\$0.00	\$28,992.61	\$28,992.61
Other Revenues	\$112.25	\$459.38	\$571.63
Other Purchased Services	-\$392.04	-\$1,740.57	-\$2,132.61
Rebate	\$0.00	\$1,117.35	\$1,117.35
Interest	\$181.90	\$1,022.29	\$1,204.19
TOTAL INCOME	\$54,645.66	\$177,854.10	\$232,499.76

2022-2023

East Buchanan

Hot Lunch
Report

EXPENDITURES	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$15,407.33	\$84,002.33	\$99,409.66
Supplies	\$969.73	\$2,931.84	\$3,901.57
Shared Contract	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$1,288.30	\$1,288.30
Equipment	\$0.00	\$15,166.72	\$15,166.72
Travel	\$0.00	\$0.00	\$0.00
Other Expenses	\$0.00	\$166.20	\$166.20
Cooks Salaries	\$9,697.16	\$43,055.89	\$52,753.05
Benefits	\$3,001.56	\$14,301.49	\$17,303.05
TOTAL EXPENDITURES	\$29,075.78	\$160,912.77	\$189,988.55

BALANCE	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$241,963.34	\$241,963.34
Income	\$54,645.66	\$177,854.10	\$232,499.76
Expenditures	\$29,075.78	\$160,912.77	\$189,988.55
FUND BALANCE	\$25,569.88	\$258,904.67	\$284,474.55

DAYS MEALS SERVED	
July	0
August	7
September	21
October	20
November	17
December	15
January	18
February	0
March	0
April	0
May	0
June	0
TOTALS	98

MEALS SERVED	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	918	5,430	6,348
Reduced Student Breakfasts	47	340	387
Free Student Breakfasts	653	3,654	4,307
Second Breakfasts	21	141	162
Adult Breakfasts	9	122	131
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
TOTAL BREAKFASTS SERVED	1,648	9,687	11,335

Paid Student Lunches	4,093	21,918	26,011
Reduced Student Lunches	362	1,931	2,293
Free Student Lunches	2,018	10,416	12,434
Second Lunches	0	0	0
Adult Lunches	112	478	590
Student Guest Lunches	0	0	0
Complimentary Lunches	0	0	0
TOTAL LUNCHESES SERVED	6,585	34,743	41,328

January 31, 2023

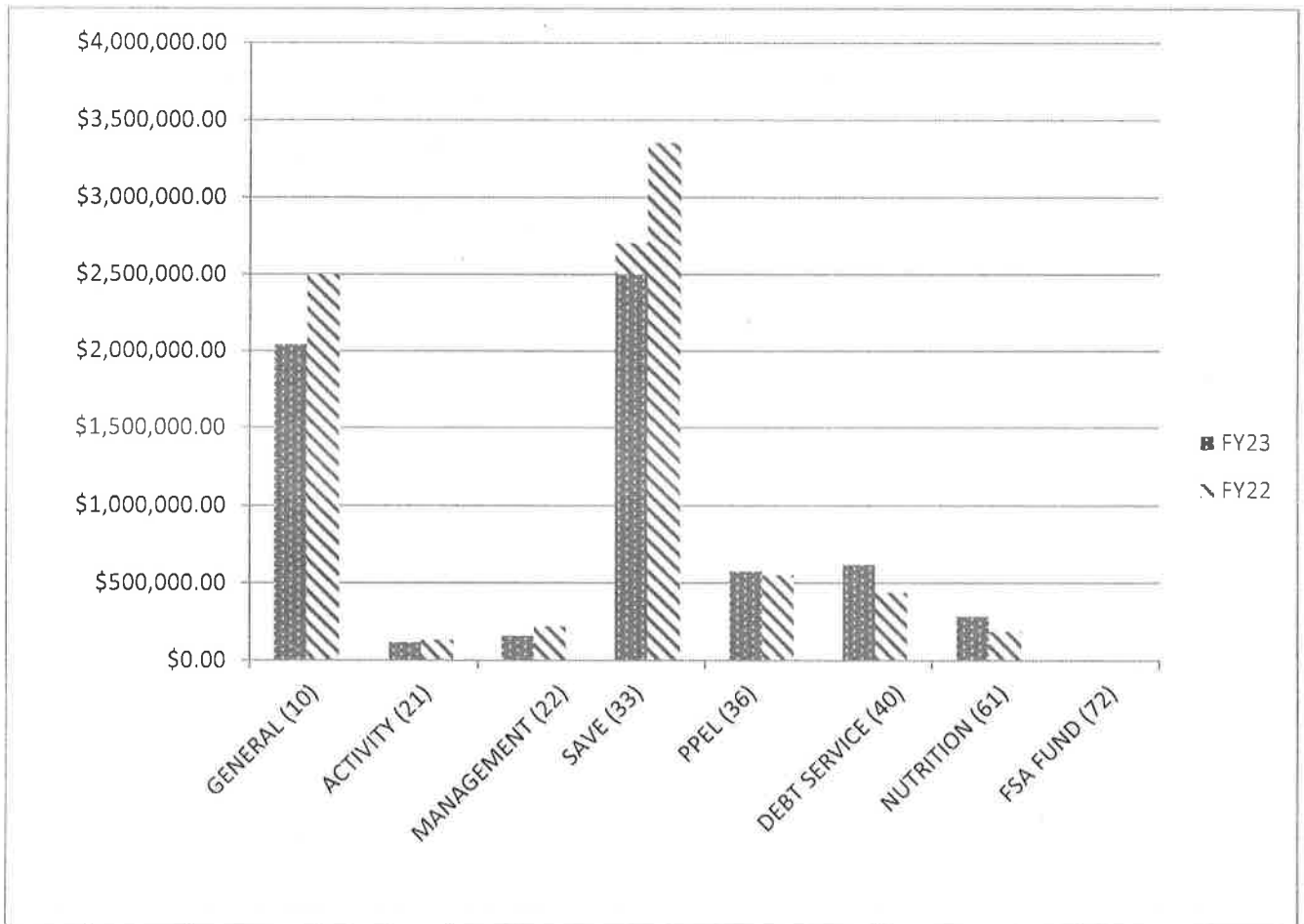
LUNCH STATUS	FREE	REDUCED	PAID	TOTAL
	175	30	391	596

East Buchanan Community School District
Cash Summary Report

	<u>Jul-22</u>	<u>Aug-22</u>	<u>Sep-22</u>	<u>Oct-22</u>	<u>Nov-22</u>	<u>Dec-22</u>	<u>Jan-23</u>
10-GENERAL FUND							
Beginning Balance	2,472,133.59	1,953,218.51	1,501,108.72	1,534,752.36	2,194,032.78	2,151,313.83	2,158,769.33
Revenue	136,272.47	220,017.17	609,262.28	1,258,703.71	626,575.22	638,855.47	526,764.00
Expenditures	655,187.55	672,126.96	575,618.64	599,423.29	669,294.17	631,399.97	644,373.67
Ending Balance	1,953,218.51	1,501,108.72	1,534,752.36	2,194,032.78	2,151,313.83	2,158,769.33	2,041,159.66
21-ACTIVITY FUND							
Beginning Balance	108,627.75	108,455.49	122,954.23	120,188.40	127,991.26	125,132.73	123,379.81
Revenue	487.74	18,367.44	15,550.48	27,715.97	13,247.98	23,277.32	7,060.10
Expenditures	660.00	3,868.70	18,316.31	19,913.11	16,106.51	25,030.24	13,477.57
Ending Balance	108,455.49	122,954.23	120,188.40	127,991.26	125,132.73	123,379.81	116,962.34
22-MANAGEMENT FUND							
Beginning Balance	237,237.81	94,962.28	93,892.28	104,927.27	152,617.51	157,752.88	156,585.46
Revenue	414.04	0.00	12,034.99	48,690.24	9,721.37	2,162.58	3,478.65
Expenditures	142,689.57	1,070.00	1,000.00	1,000.00	4,586.00	3,330.00	1,580.71
Ending Balance	94,962.28	93,892.28	104,927.27	152,617.51	157,752.88	156,585.46	158,483.40
33-SAVE							
Beginning Balance	3,065,238.29	2,808,775.74	2,740,317.15	2,675,075.30	2,528,343.22	2,522,943.51	2,633,485.39
Revenue	328,777.92	178,173.27	351,071.78	215,477.48	1,656.29	128,075.87	55,150.04
Expenditures	585,240.47	246,631.86	416,313.63	362,209.56	7,056.00	17,533.99	0.00
Ending Balance	2,808,775.74	2,740,317.15	2,675,075.30	2,528,343.22	2,522,943.51	2,633,485.39	2,688,635.43
36-PPEL							
Beginning Balance	559,779.27	530,108.38	512,274.67	508,911.75	660,788.94	676,980.61	685,691.41
Revenue	79,884.49	303.10	39,260.49	156,494.20	26,356.32	10,582.80	47,741.87
Expenditures	109,555.38	18,136.81	42,623.41	4,617.01	10,164.65	1,872.00	158,849.72
Ending Balance	530,108.38	512,274.67	508,911.75	660,788.94	676,980.61	685,691.41	574,583.56
40-DEBT SERVICE							
Beginning Balance	362,725.07	366,698.47	366,213.98	419,867.82	558,782.94	593,790.82	603,297.40
Revenue	591,208.40	15.51	53,653.84	217,115.87	35,007.88	23,981.58	15,686.48
Expenditures	587,235.00	500.00	0.00	78,200.75	0.00	14,475.00	0.00
Ending Balance	366,698.47	366,213.98	419,867.82	558,782.94	593,790.82	603,297.40	618,983.88
less: Escrow Acct	340,000.00	340,000.00	340,000.00	340,000.00	340,189.25	340,189.25	340,189.25
	26,698.47	26,213.98	79,867.82	218,782.94	253,601.57	263,108.15	278,794.63
61-NUTRITION FUND							
Beginning Balance	241,963.34	242,460.09	276,361.31	267,913.92	277,893.61	274,024.71	258,904.67
Revenue	1,991.01	35,986.74	24,610.72	69,670.54	56,621.60	48,071.44	67,736.42
Expenditures	1,494.26	2,085.52	33,058.11	59,690.85	60,490.50	63,191.48	42,166.54
Ending Balance	242,460.09	276,361.31	267,913.92	277,893.61	274,024.71	258,904.67	284,474.55
less: Received on Acct	5,904.05	18,189.10	11,836.90	11,308.35	10,052.00	9,599.10	10,477.85
	236,556.04	258,172.21	256,077.02	266,585.26	263,972.71	249,305.57	273,996.70
72-FLEX SPENDING ACCT FUND							
Beginning Balance	5,454.89	4,901.06	4,939.32	5,916.00	5,631.48	5,829.27	5,884.60
Revenue (contributions)	2,443.50	2,443.50	3,309.50	3,309.50	3,309.50	4,248.66	3,101.17
Expenditures (claims)	2,997.33	2,405.24	2,332.82	3,594.02	3,111.71	4,193.33	2,003.70
Ending Balance	4,901.06	4,939.32	5,916.00	5,631.48	5,829.27	5,884.60	6,982.07
EMPLOYER'S PAYROLL EXPENSE:							
Gross Wages-hourly	52,529.25	40,429.75	57,675.08	109,748.98	101,844.19	96,664.17	89,568.43
Gross Wages-contract	316,075.29	319,621.95	336,152.11	333,075.99	340,966.83	333,804.35	334,178.89
	368,604.54	360,051.70	393,827.19	442,824.97	442,811.02	430,468.52	423,747.32
Employer paid deductions	49,408.50	50,437.51	51,745.70	54,530.03	51,948.99	53,114.99	52,609.11
Employer paid IPERS	33,544.33	32,975.84	36,178.33	40,885.11	40,775.11	39,714.52	38,937.58
Employer paid FICA	27,166.61	26,650.12	29,130.96	32,801.25	32,823.15	31,574.80	31,370.54
	110,119.44	110,063.47	117,054.99	128,216.39	125,547.25	124,404.31	122,917.23
TOTAL	478,723.98	470,115.17	510,882.18	571,041.36	568,358.27	554,872.83	546,664.55

CASH SUMMARY REPORT
EAST BUCHANAN COMMUNITY SCHOOL
January 2023

Fund Description	Beginning	Revenues	Expenditures	FY23 Ending	FY22 End Balance	Difference
GENERAL (10)	\$2,158,769.33	\$526,764.00	\$644,373.67	\$2,041,159.66	\$2,500,141.40	(\$458,981.74)
ACTIVITY (21)	\$123,379.81	\$7,060.10	\$13,477.57	\$116,962.34	\$129,920.10	(\$12,957.76)
MANAGEMENT (22)	\$156,585.46	\$3,478.65	\$1,580.71	\$158,483.40	\$218,424.56	(\$59,941.16)
SAVE (33)	\$2,633,485.39	\$55,150.04	\$0.00	\$2,688,635.43	\$3,351,795.81	(\$663,160.38)
PPEL (36)	\$685,691.41	\$47,741.87	\$158,849.72	\$574,583.56	\$551,568.70	\$23,014.86
DEBT SERVICE (40)	\$603,297.40	\$15,686.48	\$0.00	\$618,983.88	\$438,093.40	\$180,890.48
NUTRITION (61)	\$258,904.67	\$67,736.42	\$42,166.54	\$284,474.55	\$185,801.10	\$98,673.45
FSA FUND (72)	\$5,884.60	\$3,101.17	\$2,003.70	\$6,982.07	\$0.00	\$6,982.07
TOTAL				\$6,490,264.89	\$7,375,745.07	(\$885,480.18)



Certified Budget compared to Actual Revenues/Expenditures - All Funds

		FY23 Certified			
		Budget	as of 01/31/23	over / (under) budget	
Taxes Levied on Property	1	\$ 3,195,996.00	\$ 1,897,529.87		
Utility Replacement Excise Tax	2	\$ 43,516.00	\$ 22,369.21		
Income Surtaxes	3	\$ 153,339.00	\$ 129,658.50		
Tuition\Transportation Received	4	\$ 600,000.00	\$ 31,010.00		
Earnings on Investments	5	\$ 57,100.00	\$ 27,179.12		
Nutrition Program Sales	6	\$ 140,000.00	\$ 117,842.05		
Student Activities and Sales	7	\$ 189,000.00	\$ 79,516.18		
Other Revenues from Local Sources	8	\$ 91,000.00	\$ 85,093.70		
Revenue from Intermediary Sources	9	\$ -			
State Foundation Aid	10	\$ 4,131,931.00	\$ 2,052,515.50		
Instructional Support State Aid	11	\$ 14,816.00	\$ -		
Other State Sources	12	\$ 577,850.00	\$ 478,893.31		
Commercial & Industrial State Replacement	13	\$ -			
Title I Grants	14	\$ 70,000.00	\$ 6,897.43		
IDEA and Other Federal Sources	15	\$ 320,000.00	\$ 260,912.33		
Total Revenues	16	\$ 9,584,548.00	\$ 5,189,417.20		
General Long-Term Debt Proceeds	17	\$ -	\$ -		
Transfers In	18	\$ 1,646,618.00	\$ 251,292.50		
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 9,355.90		
Special Items/Upward Adjustments	20	\$ -	\$ -		
Total Revenues & Other Sources	21	\$ 11,231,166.00	\$ 5,450,065.60		
Beginning Fund Balance	22	\$ 6,326,708.24	\$ 6,326,708.24		
Total Resources	23	\$ 17,557,874.24	\$ 11,776,773.84		
*Instruction	24	\$ 5,632,000.00	\$ 2,221,062.72	\$ (3,410,937.28)	39%
Student Support Services	25	\$ 220,000.00	\$ 93,418.34		
Instructional Staff Support Services	26	\$ 515,000.00	\$ 269,133.73		
General Administration	27	\$ 270,000.00	\$ 214,189.59		
School/Building Administration	28	\$ 375,000.00	\$ 217,991.03		
Business & Central Administration	29	\$ 192,500.00	\$ 77,743.24		
Plant Operation and Maintenance	30	\$ 603,000.00	\$ 425,395.92		
Student Transportation	31	\$ 525,000.00	\$ 373,540.58		
This row is intentionally left blank	32	\$ -			
*Total Support Services (lines 25-32)	32A	\$ 2,700,500.00	\$ 1,671,412.43	\$ (1,029,087.57)	62%
*Noninstructional Programs	33	\$ 360,000.00	\$ 188,673.24	\$ (171,326.76)	52%
Facilities Acquisition and Construction	34	\$ 1,350,000.00	\$ 531,306.39		
Debt Service	35	\$ 1,988,405.00	\$ 294,186.25		
AEA Support - Direct to AEA	36	\$ 302,609.00	\$ 140,219.50		
*Total Other Expenditures (lines 34-36)	36A	\$ 3,641,014.00	\$ 965,712.14	\$ (2,675,301.86)	27%
Total Expenditures	37	\$ 12,333,514.00	\$ 5,046,860.53		
Transfers Out	38	\$ 1,461,618.00	\$ 251,292.50		
Other Uses	39	\$ -	\$ -		
Total Expenditures & Other Uses	40	\$ 13,795,132.00	\$ 5,298,153.03	\$ (8,496,978.97)	
Ending Fund Balance	41	\$ 3,762,742.24	\$ 6,478,620.81		
Total Requirements	42	\$ 17,557,874.24	\$ 11,776,773.84	\$ (5,781,100.40)	

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.

RESOLUTION

WHEREAS, the Code of Iowa requires that the director districts of the East Buchanan Community School District be reviewed following each federal decennial census and redrawn so that representation from each director district is as nearly equal as practicable; and

WHEREAS, Mapping Strategies, has provided a map of director districts that conform to all requirements as dictated by the Iowa Secretary of State, indicating that the population of each district after the 2020 census is: Director District 1: 940; Director District 2: 1,029; and Director District 3: 1,039.

NOW, THEREFORE, it is resolved that the Board of Directors of the East Buchanan Community School District accepts and adopts the redrawn director districts as indicated by the map provided by Mapping Strategies, that sets the boundaries of Director District 1 with a population 965; Director District 2 with a population of 1,029; and Director District 3 with a population of 1,014, all as set forth on the map attached to these minutes, to become effective July 1, 2023, for school elections following said date.

The appropriate officials of the East Buchanan Community School District are authorized and directed to make all certifications and submit any and all information as required by law regarding this Resolution and all actions included therein.

Dated this _____ day of _____, 20_____.

School Board President

Contract with East Buchanan Community Schools
and the MTMD Driving School L.L.C.

It is the intent of the MTMD Driving School L.L.C. and affiliates of the company to provide instruction and experience to students aged 14 and older in driver education. Instructors of the MTMD Driving School L.L.C. are certified teachers in the state of Iowa. The format of the school may vary depending on the time of year, (summer or during the school year) however, instructional content will be the same.

Iowa State requirements will be met or exceeded:

1. Length of classroom instruction may not exceed 180 minutes per day.
2. Number of classroom hours will be a minimum of 30 hours.
3. Students will receive 240 minutes of substance abuse and distracted driving education.
4. Students will receive a minimum of 20 minutes of railroad crossing safety.
5. Students will be provided instruction relating to organ donation under the Uniform Anatomical Gift Act.
6. Two or more students will be scheduled together for all behind the wheel instruction.
7. Driving sessions are 30 minutes per session, 60 minutes per day is the maximum a student may drive in one day.
8. Each student is required to drive a minimum of 6 hours.
9. All driver education instructors, with the exception of behind the wheel instructors, must hold a valid Iowa secondary teaching license and the Driver Education endorsement.

It is our intent that all students will complete the course at program's end. However, students with excessive absences, tardies, deficient driving abilities, or disruptive behavior, as judged by the instructor, will be dismissed from the program or be required to obtain more driving experience before the student's name and license number is submitted to the Department of Motorized Vehicles, verifying successful completion of the course, and thus making the student eligible for the student's intermediate driver's license under the Graduated License System of the state of Iowa. All other Graduated License requirements must be met. (See graduated License information from the Department of Transportation). Additional driving experience may be obtained with the instructor or other persons meeting state requirements as at discretion of the instructor.

*Upon completion of the course the MTMD Driving School L.L.C. is not responsible for any action of students.

Contract with East Buchanan Community Schools
and the MTMD Driving School L.L.C.

Costs

- This three year contract shall run from July 1, 2021 through June 30, 2024
- The cost of the in-person course is \$385.00. The cost of the online course is \$400.00. A \$200.00 deposit is required to confirm registration. The remainder of the balance will be due the first day of class. Deposits are refundable if notification is ten days before beginning driver's education. No refunds will be given after the session starts. Checks will be made payable to MTMD Driving School, L.L.C. Completion verification will not be entered into the DOT database until all financial obligations have been fulfilled.
- Students on the free or reduced lunch program are eligible for tuition reimbursement contact Mark Torgerson at 319-361-6148.
- Students failing to show up for scheduled behind the wheel instruction, without prior notification, will be subject to a \$40.00 non-refundable fee.

Free and Reduced Students

- MTMD Driving School L.L.C will invoice East Buchanan Community Schools at the conclusion of each session. If a student begins a session but is dropped from the course at any time for any reason, East Buchanan Community Schools will not be refunded the cost of the course.
- East Buchanan Community Schools will be responsible for paying the MTMD Driving School L.L.C. 100 percent of the cost of the course for each free student enrolled.
- East Buchanan Community Schools will be responsible for paying the MTMD Driving School L.L.C. 60 percent of the cost, or \$231.00, for the in-person course, for each reduced student enrolled. The student will be responsible for the paying the balance.
- East Buchanan Community Schools will be responsible for paying the MTMD Driving School L.L.C. 60 percent of the cost, or \$240.00, for the online course, for each reduced student enrolled. The student will be responsible for paying the balance.

Other

- Anticipated sessions: 4-5 per calendar year.
- The MTMD Driving School L.L.C. will be allowed to promote the Driver's Education program within the East Buchanan Community Schools.
- The MTMD Driving School L.L.C. will be allowed to promote the Driver's Education program within the East Buchanan Community Schools District's website and/or Facebook page.
- The MTMD Driving School L.L.C. will be responsible for all expenditures including, but not limited to: fuel, insurance, and annual report fees.
- The terms of this agreement will remain in effect with MTMD Driving School L.L.C. and East Buchanan Community Schools unless modifications are made and agreed upon by both parties sixty (60) days prior to any one session.

The MTMD Driving School L.L.C. and East Buchanan Community Schools agree to the conditions listed on the previous pages.

Mark Torgerson, MTMD Driving School L.L.C., member

Michael Doyle, MTMD Driving School L.L.C., member



Daniel Fox, Superintendent
East Buchanan Community School District

RESOLUTION APPROVING THE CORRECTION OF TRAPSHOOTING FROM THE ACTIVITY FUND TO THE CUSTODIAL FUND

Contributions to and reimbursements from the Trapshooting Account are currently recorded in the Activity Fund. According to Uniform Financial Accounting (UFA) guidance provided by the Iowa Department of Education, these funds should be recorded in the Custodial Fund. The custodial fund is used by the district to hold funds for outside organizations. This is similar to the Carl Arnold Trust Scholarship Fund, EB Hoopsters Club, and Lil Buc B-Basketball.

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

Whereas, the Board has the authority to direct an accounting correction from the Activity Fund which relates to the activity of the Custodial Fund as defined under the Uniform Financial Accounting Manual and Iowa Chart of Accounts Coding; and

Whereas, it is in the best interest of the District to make this correction from the District's Activity Fund to the District's Custodial Fund as allowed.

NOW, THEREFORE, be it resolved:

The Board of Directors hereby authorizes the Business Manager of the School District to make an accounting correction for the trapshooting account from the Activity Fund to the Custodial Fund and to record all future activity directly to the Custodial Fund.

PASSED AND APPROVED this 8th day of February 2023.

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

Motion by: _____

Second by: _____

IAHSEA Expectations

Source: iahsea.org

IAHSEA Expectations of a School

It is the expectation of the Iowa High School Esports Association that in order to maintain membership in good standing a School or School District shall adhere to the following:

1. Provide space within the School or School owned property and equipment for competitive participation of all titles sponsored.
 - a. Students are allowed to use their own keyboards, mice and headsets, or console controllers but the school must have equipment available for all players regardless if individual students have their own equipment.
 - b. If a title requires a license to be played, the school is responsible for owning that license.
2. Designate a single person to be the Designated Esports Coordinator.
3. Provide adequate resources for a successful program, including, when able, a stipend for all coaches and the Designated Esports Coordinator.
4. Ensure all teams or contestants are properly chaperoned when engaged in Esports play.
5. Enforce all eligibility guidelines, including academic and behavioral, as defined in the Student-Athletes Expectations.
6. Be empowered to create and enforce their own guidelines or codes of conduct for their DEC, Coaches, and Student-Athletes.

IAHSEA Expectations of a Student-Athlete

It is the expectation of the Iowa High School Esports Association that in order to maintain membership in good standing each student-athlete of a member school shall adhere to the following:

1. You must follow your school's academic eligibility requirements.
 - a. If your school does not have academic eligibility requirements, you are academically ineligible to play if you are currently (as measured by your school's official grade reporting tool) failing any courses.
2. Practice appropriate language and conduct at all times
 - a. Support and encourage positive interactions within and without their own teams.
 - b. Actively monitor and discourage negative online communications.
 - c. Report and make the proper channels aware of harassment or toxicity (proper channels start with your coach or DEC).
3. Do not cheat, or knowingly allow others to cheat.
4. Compete to the best of your ability at all times - do not intentionally throw the game.
5. When using your personal account to compete in an association sponsored tournament, do not engage in "smurfing," or competing on alternate accounts other than the account that has been submitted to the official roster for the title(s) in which you are competing.

Enforcement from the IAHSEA will go as follows:

1. An official, written warning from the IAHSEA to the offending player, detailing the offense.
2. A second official offense, the offending player will be ineligible for the next match.
3. Third official offense, the offending player will be ineligible for the remainder of the season.
4. The fourth official offense will result in the offending player being ineligible for all association events or tournaments.

IAHSEA Expectations

Source: iahsea.org

IAHSEA Expectations of a DEC

It is the expectation of the Iowa High School Esports Association that in order to maintain membership in good standing a Designated Esports Coordinator, hereafter referred to as a DEC, shall adhere to the following:

1. Adhere to the mission statement of the Iowa High School Esports Association:
 - a. *To support safe and competitive environments for Iowa high school students while promoting team building, communication and critical thinking through esports programs. These programs will provide an opportunity for more students to feel connected to school as well as provide future opportunities in the fields of technology and esports.*
 - b. Understand that the fundamental purpose of the IAHSEA is to create and support a community for students.
2. Stay up to date with information from the IAHSEA. All DEC's are responsible for:
 - a. Regularly checking the website for the most up to date information.
 - b. Being accountable for all rules and procedures in titles they are competing in.
 - c. Be an active member of the IAHSEA Discord, meaning keeping abreast of all information announced through the Discord, including announcements, roster submissions, and schedules.
 - d. Ensuring their coaching staff is aware and up to date on schedules and rules (to be clear, a DEC can serve as both DEC and coach).
3. Lead by example, meaning that all DEC's are responsible for creating the climate in which all member schools and students play. It is expected that each DEC will:
 - a. Support and encourage positive interactions within and without their own teams.
 - b. Actively monitor and discourage negative online communications.
 - c. Report and make the proper channels aware of harassment or toxicity.
4. Not allow or knowingly allow students, coaches, or themselves to cheat to gain a competitive advantage over an opponent.
 - a. Verify all students remain eligible for play, in accordance with IAHSEA Expectations of a Student-Athlete
5. Respect all. From the IAHSEA Executive Committee to opponents, DEC's should:
 - a. Use appropriate language at all times
 - b. Not use content streams, media, or social outlets to distress any member of any team.
6. Field a competitive team for all scheduled events.
 - a. Ensure that all student participants are competing in-person at the school appointed location. Teams should be following their school attendance policy for game day eligibility.
 - b. Schools are allowed one forfeit per season without penalty.
 - c. Programs who have an established pattern of forfeits will be reviewed by the Executive Team.
7. Be empowered to create, communicate, and enforce high expectations for conduct of student-athletes.
8. Upon gaining full membership status, vote in all membership required ballots and attend the IAHSEA Annual Meeting (either held in person or virtually each year in June).

Enforcement of the expectations for the Designated Esports Coordinator will proceed according to the following timeline, however, this timeline may always be circumvented by a vote of the Executive Committee:

1. An official, written warning from the IAHSEA to the offending school, detailing the offense.
2. A second official offense, the school will no longer be in good standing with the association.
3. Upon a third official offense, the school returns to probationary status.
4. Upon a fourth official offense, the school will be expelled from the IAHSEA, in accordance with the Bylaws, Article 2: Membership.

ADDITIONAL INSURED REQUEST

The FFA Alumni chapter has requested that they be added as an additional insured on the district's general liability policy. According to our insurance agent, we could list them as an additional insured for \$100 as long as their sole purpose is to benefit the school's FFA chapter. Otherwise, it would cost them \$500 to have their own policy.

Currently, we have the following groups on our policy and we don't charge them the \$100.

- Buccaneer Athletic Booster Club
- East Buchanan Community Scholarship Foundation
- East Buchanan CSD Post Prom Committee
- East Buchanan Music Boosters
- East Buchanan CSD PTO
- East Buchanan Funds for the Future

We did inform the FFA Alumni chapter that they would also need to provide their financial records for review by the auditor each fiscal year if their sole purpose is to benefit the school's FFA chapter.

The board needs to decide if they will approve the request and if they will charge them the premium of \$100.

Motion to approve the request by the FFA Alumni chapter to include them as an additional insured on the district's general liability policy at a cost to the chapter of \$ _____/year.

Motion: _____

Second: _____



MEAL CHARGES

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

Payment of Meals

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

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

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

Negative Account Balances

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

Unpaid Student Meals Account

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

Communication of the Policy

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

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

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

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

MEAL CHARGES

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

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

Approved: April 9, 2008
Last Reviewed: May 11, 2022

Board Policy East Buchanan Community

CLASSIFIED EMPLOYEE RETIREMENT PLAN

When a classified employee retires after fifteen (15) or more years of continuous employment with the East Buchanan Community School District and has accumulated a minimum of 60 days sick leave up to a maximum of 120 days sick leave, a retirement stipend shall be paid based upon the following schedule:

Years of Employment	Basis of Retirement
15	One-fourth (1/4) of \$10.00 (\$2.50) times the number of contracted hours per day for all accrued sick leave days.
20	Two-fourths (2/4) of \$10.00 (\$5.00) times the number of contracted hours per day for all accrued sick leave days.
25	Three-fourths (3/4) of \$10.00 (\$7.50) times the number of contracted hours per day for all accrued sick leave days.

The early retirement program is not available to any employee who has received notification of possible contract re-negotiation, who has been discharged, with the Board of Education as the final determiner of that status.

Classified employees must submit a written application to the Superintendent of Schools at least 30 days before their retirement date.

CLASSIFIED EMPLOYEE RETIREMENT PLAN

Classified employees submitting written application to participate in the retirement policy by January 1st of the 1st year of employment will receive a \$300.00 additional stipend or submitting said intention by February 1st of the 1st year of employment will receive a \$150.00 additional stipend. Said stipend will be included with the retiring employee's retirement final check on July 20th of the retiring year.

4. An employee in a classified position must have been employed at least 180 days between July 1st and June 30th of the retiring year.

- Legal Reference: Iowa Code § 177.1, 177.10, 177.16 (1985); 581 I.A.C. 21; 1978 Op. Atty Gen. 247; 1974 Op. Atty Gen. 11, 372.

- Cross Reference: 401.8 Recognition for Service of Employees; 413.2 Classified Employee Retirement

Approved: July 16, 2001
 Revised: September 20, 2001; November 14, 2001; November 11, 2003; December 2, 2004
 Revised: December 14, 2007; January 28, 2008; December 13, 2009

GRADUATION REQUIREMENTS

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

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete the required credits prior to graduation **as outlined in the student handbook.** ~~The following credits will be required:~~

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

~~*Beginning with graduating class of 2021~~

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

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

Graduation requirements for special education students include successful completion of four years of English, three years of math, three years of social studies and three years of science.

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

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

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

Cross Reference: 603.3 Special Education

Approved: February 14, 2007
Last Reviewed: August 10, 2022

ROLE OF AND GUIDING PRINCIPLES FOR EMPLOYEES

This series of the board policy manual is devoted to the board's goals and objectives for employees in the performance of their jobs. Employees provide a variety of important services for the children of the school district community. They may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the board's goal is to obtain and retain qualified and effective employees. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the board in these areas prior to board action. The board recognizes its duty to bargain collectively with duly certified collective bargaining units. **To the extent a group of employees has a recognized collective bargaining unit, the provisions of the master contract regarding such topics shall prevail.**

Board policies in this series relating to general employees shall apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from the policy **or a more specific policy is in the 300 series, Administration**. Classified employees' policies included in this series shall apply to positions that do not fall within the definition of licensed employee.

Approved: January 11, 2006

Last Reviewed: November 15, 2017

EQUAL EMPLOYMENT OPPORTUNITY

The East Buchanan Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity or disability. In keeping with the law, the board will consider the veteran status of applicants.

[Prior to a final offer of employment for any teaching position the school district will perform the background checks required by law. The district may determine on a case by case basis that, based on the duties, other positions within the district will also require background checks. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived.]

Advertisements and notices for vacancies within the district will contain the following statement: "The East Buchanan Community School District is an equal employment opportunity/affirmative action employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, East Buchanan Community School District, 414 5th Street North, Winthrop, Iowa, 50682; or by telephoning (319) 935-3660.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Opportunity Commissions, Milwaukee Area Office, Russ Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800)669-4000 or TTY (800) 669-6820.

<http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416,

<http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

EQUAL EMPLOYMENT OPPORTUNITY

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

NOTE: This is a mandatory policy and reflects the law. The language on background checks is not required to be in policy, but is recommended. Boards choosing to perform background checks may add this language or develop their own. For more detailed discussion of this issue, see IASB's Policy Primer, June 8, 2007 and October 4, 2001.

Legal Reference: 29 U.S.C. §§ 621-634 (2012).
42 U.S.C. §§ 2000e *et seq.* (2012).
42 U.S.C. §§ 12101 *et seq.* (2012).
Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8 (2013);
281 I.A.C. 12.4; 14.1; 95.

Cross Reference: 102 Equal Educational Opportunity
104 Bullying/Harassment
405.2 Licensed Employee Qualifications, Recruitment, Selection
411.2 Classified Employee Qualifications, Recruitment, Selection

Approved: January 11, 2006
Last Revisited: November 15, 2017

EMPLOYEE CONFLICT OF INTEREST

Employees' use of their position with the school district for financial gain is considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days notice, require the employee to cease such solicitations as a condition of continued employment.

Employees will not act as an agent or dealer for the sale of textbooks or other school supply companies doing business with the school district. Employees will not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees will not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

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

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

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

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

When procurement is supported by Federal Child Nutrition funds, employees will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the

EMPLOYEE CONFLICT OF INTEREST

contract. Contract, for purposes of this paragraph, includes a contract where the employee, employee's immediate family, partner, or a non-school district employer of these individuals is a party to the contract.

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

Legal Reference: 7 C.F.R. 3016.36(3)
Iowa Code §§ 20.7; 68B; 279.8; 301.28

Cross Reference: 203 Board of Directors' Conflict of Interest
402.4 Gifts to Employees
402.7 Employee Outside Employment
404 Employee Conduct and Appearance
408.2 Licensed Employee Publication or Creation of Materials
408.3 Licensed Employee Tutoring

Approved:
Last Reviewed: November 15, 2017

NEPOTISM

More than one family member may be an employee of the school district. It is within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district subject to the approval of the board.

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

NOTE: School district employment of more than one family member is permissible by law. School districts, however, have the discretion to prohibit the hiring of family members. Boards that choose to prohibit nepotism should do so in board policy.

Boards that permit nepotism may want to add certain requirements to the hiring of family, such as requiring board approval prior to hire. It is recommended that one family member not be allowed to supervise or evaluate another family member unless the superintendent or board approves it. This policy is written to permit nepotism and, upon approval of the superintendent, one family member may supervise another. The clause in brackets can be added to the policy if the board also want to approve the supervisory issue.

Legal Reference: Iowa Code §§ 20; 71; 277.27; 279.8 (2013).

Cross Reference: 203 Board of Directors' Conflict of Interest
405.2 Licensed Employee Qualifications, Recruitment Selection
411.2 Classified Employee Qualifications, Recruitment Selection

Approved: January 11, 2006

Last Reviewed: November 15, 2017

EMPLOYEE COMPLAINTS

Complaints of employees against fellow employees should be discussed directly between employees as appropriate for the nature of the complaint. Complaints should be made in a constructive and professional manner. Complaints should generally not be made in the presence of other employees, students or outside persons.

If the complaint cannot be resolved, the employee may discuss the matter with their immediate supervisor. If the matter cannot be resolved within 5 days of speaking with the immediate supervisor, the employee may discuss it with the principal within 5 days of the supervisor's decision. If the matter cannot be resolved by the principal, the employee may discuss it with the superintendent within 5 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the employee may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider or take action on any complaint.

This policy is designed to create an appropriate process for pursuing general employee complaints. However, employees wishing to address a complaint on a topic with a more specialized procedure such as master contract grievances, or bullying or harassment claims should follow the appropriate process set forth in the master contract, employee handbook or other board policies specific to that topic.

Legal Reference: Iowa Code §§ 20; 279.8

Cross Reference: 210.8 Board Meeting Agenda

Approved: January 11, 2006

Last Reviewed: February 9, 2022

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

NOTE: There should be reasonable limits on the number of days an employee has to pursue a complaint. Cross reference with the number of days listed in policy 502.4 for consistency.

EMPLOYEE RECORDS

The school district will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The school district may charge a reasonable fee for each copy made. **The charge will be \$.10 per page copied.** Employees, however, will not be allowed access to the employment references written on behalf of the employee. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the board.

It is the responsibility of the superintendent to keep employees' personnel files current. The board secretary is the custodian of employee records.

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

NOTE: This is not a mandatory policy but is a recommended one. It reflects current state and federal laws protecting the confidentiality and retention of employee records. Separate medical files is a requirement of the American with Disabilities Act. For more detailed discussion of this issue, see IASB's Policy Primer, February 15, 2000.

Legal Reference: Iowa Code chs. 20; 21; 22; 91B.

Cross Reference: 401.6 Limitations to Employment References
 402.1 Release of Credit Information
 403 Employees' Health and Well-Being
 708 Care, Maintenance and Disposal of School District Records
 901 Public Examination of School District Records

Approved: January 11, 2006

Last Reviewed: November 15, 2017

EMPLOYEE RECORDS REGULATION

Employee Personnel Records Content

1. Employee personnel records may contain the following information:
 - Personal information including, but not limited to, name, address, telephone number, emergency numbers, birth date and spouse.
 - Individual employment contract.
 - Evaluations.
 - Application, resume and references.
 - Salary information.
 - Copy of the employee's license or certificate, if needed for the position.
 - Educational transcripts.
 - Assignment.
 - Records of disciplinary matters.

2. Employee health and medical records are kept in a file separate from the employee's personnel records. Health and medical records may contain, but are not limited to:
 - Medical professional signed physical form.
 - Sick or long-term disability leave days.
 - Worker's compensation claims.
 - Reasonable accommodation made by the school district to accommodate the employee's disability.
 - Employee's medical history.
 - Employee emergency names and numbers.
 - Family and medical leave request forms.

3. The following are considered public personnel records available for inspection:
 - The name and compensation of the individual, including any written agreement establishing compensation or any other terms of employment, except for that information that is otherwise protected. "Compensation" includes the value of benefits conferred including, but not limited to: casualty, disability, life or health insurance, other health or wellness benefits, vacation, holiday and sick leave, severance payments, retirement benefits and deferred compensation;
 - The dates the individual was employed by the government body;
 - The positions the individual holds or has held with the government body;
 - The educational institutions attended by the individual, including any diplomas and degrees earned, and the names of the individual's previous employers, positions previously held and dates of previous employment;
 - The fact that the individual was discharged as the result of a final disciplinary action upon the exhaustion of all applicable contractual, legal and statutory remedies; and,
 - Personal information in confidential personnel records of government bodies relating to student employees shall only be released pursuant to the Family Educational Privacy Rights Act (FERPA.)

Applicant File Records Content

Records on applicants for positions with the school district are maintained in the central administration office. The records will include, but not be limited to:

- Application for employment.
- Resume.
- References.
- Evidence of appropriate license or certificate, if necessary for the position for which the individual applied.
- Affirmative action form, if submitted.

EMPLOYEE RECORDS REGULATION

Record Access

Only authorized school officials will have access to an employee's records without the written consent of the employee. Authorized school officials may include, but not be limited to, the superintendent, building principal, or board secretary. In the case of a medical emergency, the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee. Board members will generally only have access to an employee's personnel file without the consent of the employee when necessary for the conducting of board business.

Employee Record Retention

All employee records, except payroll and salary records, are maintained for a minimum of one year after termination of employment with the district. Applicant records are maintained for a minimum of one year after the position was filled. Payroll and salary records are maintained for a minimum of three years after payment.

LIMITATIONS TO EMPLOYMENT REFERENCES

The district believes in taking appropriate measures to promote the health and welfare of all students. Any school employee, contractor, or agent shall not assist another school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative personnel files, if the individual or agency knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

This limitation does not apply if the matter has been properly reported to law enforcement and any other regulatory authorities required by law, and either:

- the matter has been officially closed by the law enforcement agency;
- the individual is acquitted or otherwise exonerated of the alleged misconduct; or
- more than four years has passed since the case was opened, and no charges or indictment have been filed.

Note: This is a mandatory policy. The language stated in the policy reflects the standards established for schools receiving funding under the Every Student Succeeds Act.

Legal Reference: 20 U.S.C. §7926
281 I.A.C. 12.3(14)

Cross Reference: 401.5 Employee Records
402.2 Child Abuse Reporting
402.3 Abuse of Students by School District Employees
405.2 Licensed Employee Qualifications, Recruitment, Selection
411.2 Classified Employee Qualifications, Recruitment, Selection

Adopted:

EMPLOYEE TRAVEL COMPENSATION

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

Travel Outside the School District

Travel outside of the school district must be pre-approved. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the superintendent, is pre-approved by the superintendent or an immediate supervisor. Travel outside the district by the superintendent shall be approved by the board president.

Reimbursement for actual and necessary expenses may be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed, itemized receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

Failure to have a detailed, itemized receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than 10 working days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration.

Pre-approved expenses for transportation within three-hundred miles of the school district administrative office will be by automobile. If a school district vehicle is not available, the employee will be reimbursed mileage at the Internal Revenue Service standard rate. Travel to/from home and work is never a reimbursable travel expense. Travel costs for a spouse or anyone other than the district employee shall be a personal expense not reimbursed by the district.

Travel Within the School District

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed mileage at the Internal Revenue Service standard mileage rate. It is the responsibility of the superintendent to approve travel within the school district by employees. It is the responsibility of the board to review the travel within the school district by the superintendent through the board's audit and approval process.

Travel allowances within the district will be provided only after Board approval. Employees who are allowed a within district travel allowance will have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code.

EMPLOYEE TRAVEL COMPENSATION

Use of District-Owned Vehicles

Certain district employment positions may require regular and extensive travel. Due to the required duties of these positions, the district may provide certain positions with use of district-owned vehicles. Employees who utilize district-owned vehicles during the course of their job duties are fulfilling the public purpose of meeting the needs of the educational community in an efficient, and time-sensitive manner. District-owned vehicles are purchased and maintained with public money and must be used strictly in accordance with fulfilling a public purpose. These vehicles represent the district in carrying out its educational mission. Therefore, district-owned vehicles will be clearly marked at all times to identify the district.

The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses, in-school district travel allowances and assignment and proper use of school district vehicles. The administrative regulations will include the appropriate forms to be filed for reimbursement to the employee from the school district and the procedures for obtaining approval for travel outside of and within the school district.

NOTE: This policy contains auditor's requirements for a travel compensation policy, including incidental vehicle use, reimbursement by employees for personal use, travel between attendance centers and taxation of additional compensation. As a result, most of the language of the policy is mandatory. The paragraphs in brackets that address specific limitations for expenditures are optional.

Legal Reference: Iowa Constitution, Art. III, § 31.
Iowa Code §§ 70A.9-.11

Cross Reference: 216.3 Board of Directors' Member Compensation and Expenses
302.6 Superintendent Professional Development
303.7 Administrator Professional Development
401.10 Credit and Procurement Cards
705.4 Expenditures for a Public Purpose
904.1 Transporting Students in Private Vehicles

Approved: March 8, 2000

Last Reviewed: May 14, 2019

RECOGNITION FOR SERVICE OF EMPLOYEES

The board recognizes and appreciates the service of its employees. Employees who retire or resign may be honored by the board, administration and staff in an appropriate manner.

If the form of honor thought appropriate by the administration and employees involves unusual expense to the school district, the superintendent will seek prior approval from the board.

NOTE: Because of the constitutional limitations on the use of public funds, it is questionable whether a school district can use public funds for recognition of employees. School districts that have a practice of recognizing resigning or retiring employees should have a board policy, and the superintendent should document why a certain expenditure is appropriate.

Legal Reference: Iowa Const. Art. III, § 31.
Iowa Code § 279.8

Cross Reference: 407 Licensed Employee Termination of Employment
413 Classified Employee Termination of Employment

Approved: January 11, 2006

Last Reviewed: November 15, 2017

EMPLOYEE POLITICAL ACTIVITY

Employees will not engage in political activity upon property under the jurisdiction of the board **including the use of school district e-mail accounts.** Activities including, but not limited to, posting of political circulars or petitions, the distribution of political circulars or petitions, the collection of or solicitation for campaign funds, solicitation for campaign workers, **general information regarding elections or ballot issues** and the use of students for writing or addressing political materials, or the distribution of such materials to or by students are specifically prohibited.

Violation of this policy may be grounds for disciplinary action.

NOTE: This policy is required by federal law.

Legal Reference: Iowa Code §§ 55; 279.8

Cross Reference: 409.2 Employee Leaves of Absence

Approved: January 11, 2006

Last Reviewed: November 15, 2017

CREDIT AND PROCUREMENT CARDS

Employees may use school district credit and/or procurement cards and/or procurement cards (p-cards) for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, travel expenses related to professional development or fulfillment of required job duties, fuel for school district transportation vehicles used for transporting students to and from school and for school-sponsored events, payment of claims related to professional development of the board and employees, and other expenses required by employees and the board in the performance of their duties.

Employees and officers using a school district credit or procurement card must submit a detailed, itemized receipt in addition to a credit or procurement card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt will make the employee responsible for expenses incurred. Those expenses are reimbursed to the school district no later than ten working days following use of the school district's credit or procurement card. In exceptional circumstances, the superintendent or board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

The school district may maintain a school district credit or procurement card for actual and necessary expenses incurred by employees and officers in the performance of their duties. The superintendent may maintain a school district credit or procurement card for actual and necessary expenses incurred in the performance of the superintendent's duties. The transportation director may maintain a school district credit or procurement card for fueling school district transportation vehicles in accordance with board policy.

It is the responsibility of the superintendent to determine whether the school district credit or procurement card use is for appropriate school business. It is the responsibility of the board to determine through the audit and approval process of the board whether the school district credit or procurement card used by the superintendent and the board is for appropriate school business.

The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses and use of a school district credit or procurement card. The administrative regulations will include the appropriate forms to be filed for obtaining a credit or procurement card.

NOTE: This is a mandatory policy. School districts that have credit cards must have a board policy. School districts that have only a gasoline credit card should amend this

Legal Reference: Iowa Constitution, Art. III, § 31.
Iowa Code §§ 279.8, .29, .30 (~~2013~~).
281 I.A.C. 12.3(1).

Cross Reference: 219.3 Board of Directors' Member Compensation and Expenses
401.7 Employee Travel Compensation

Approved: January 11, 2006

Last Reviewed: May 14, 2019

EMPLOYEE ORIENTATION

Employees must know their role and duties. New employees may be required to participate in an orientation program for new employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the Business Manager. Regular employees ineligible for the school district's group health plan will be given information regarding where they can obtain health care or health care insurance.

NOTE: This is not a required policy. Boards that adopt this policy must ensure that it is followed. The sentence implementing the access to health care rules is the last sentence.

Legal Reference: Iowa Code §§ 20; 279.8 (2013).
191 I.A.C. 74.

Cross Reference: 404 Employee Conduct and Appearance
406 Licensed Employee Compensation and Benefits
412 Classified Employee Compensation and Benefits

Approved January 11, 2006

Last Reviewed November 15, 2017

EMPLOYEE USE OF CELL PHONES

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the school district and to help ensure safety and security of people and property while on School district property or engaged in school-sponsored activities.

The Board authorizes the purchase and employee use of cell phones as deemed appropriate by the superintendent. School district owned cell phones shall be used for authorized school district business purposes, consistent with the school district's mission and goals

Use of cell phones in violation of board policies, administrative regulations, and/or state/federal laws will result in discipline, up to and including dismissal, and referral to law enforcement officials, as appropriate.

The superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cell phone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately owned cell phone for authorized school district business.

Employees may possess and use cell phones during the school day as outlined in this policy and as provided in the administrative regulations developed by the superintendent. Employees should not use cell phones for personal business while on-duty, including staff development times, parent-teacher conferences, etc., except in the case of an emergency or during prep time or break/lunch times. Employees, except for bus drivers, see below, are prohibited from using cell phones while driving except in the case of an emergency and any such use must comply with applicable state and federal law and district policies and regulations.

Cell phones are not to be used for conversations involving confidential student or employee information. School district-provided cell phone devices are not to be loaned to others.

School bus drivers are prohibited from using any communication device while operating the bus except in the case of an emergency, or to call for assistance, after the vehicle has been stopped. Any such use must comply with applicable state and federal law and district policies and regulations.

Employees violating the policy will be subject to discipline, up to and including, discharge. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Note: Boards that have school district-provided cell phones should amend this policy and its accompanying regulation to include the italicized sections. Boards should also amend the policy and its accompanying regulations to reflect internal practices and controls. For more detailed discussion of this issue, see IASB's Policy Primer, September 14, 2010.

Legal References: Internal Revenue Comment Notice, 2009-46,
http://www.irs.gov/irb/2009-23_IRB/ar07.html
 Iowa Code § 279.8, 321.276 (2013)

Cross References: 707.5 Internal Controls

Approved November 15, 2017

Last Reviewed May 14, 2019

EMPLOYEE USE OF CELL PHONES REGULATION

Cell phone Usage

1. Cell phones shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.
2. Cell phones should not be used to transmit confidential student or personal information either verbally or written.
3. Employees are prohibited from using a cell phone while driving as part of their work duties, unless in the case of an emergency, unless the vehicle has come to a complete stop and the gear is in park.
4. Cell phones are provided specifically to carry out official school district business when other means of communications are not readily available. These devices may not be used for routine personal communications except in emergencies.
5. Personal use of school district-provided cell phones is limited to making or receiving calls for family emergency and/or incidental purposes, including contacting a family member or child care provider to advise that the employee is going to be late arriving home or picking up children for a reason directly related to his/her official school district duties, i.e., a meeting which runs later than expected or a last minute schedule change. Whenever possible, such calls should be made or received on school district or other public telephones.
6. Employees issued a cell phone are responsible for its safekeeping at all times. Defective, lost or stolen cell phones are to be reported immediately to the superintendent who will in turn notify the service provider. Reckless or irresponsible use of school district equipment, resulting in loss or damage may result in the employee having to reimburse the school district for any associated costs of replacement or repair.
7. Cell phones and any other school district issued communication equipment issued for employees are to be returned to the board secretary at the conclusion of the school year, activity or as otherwise specified or immediately upon request.

Cell Phone Authorization - School district provided cell phones may be purchased and authorized for staff use in accordance with the following guidelines:

Cell phones may be assigned or made available on a temporary basis, by the superintendent, when it is determined:

1. The assignment of a cell phone device to the employee is a prudent use of school district resources;
2. The employee's job responsibilities requires the ability to communicate frequently and access to a school district or public telephone is not readily available. Outside of district property and/or regular district hours.
3. The employee's job involves situations where immediate communication is necessary to ensure the safety of individuals and security of school district property.

Cell Phone Business Procedures

School district employees may be reimbursed for use of privately-owned cell phones to conduct school district business in accordance with board policy and this regulation, with prior approval of the superintendent.

1. Requests for reimbursement for authorized use of employee owned cell phones are to be submitted on school district provided forms accompanied by a copy of the billing statement with the school district business related calls highlighted. A notation for each highlighted entry, indicating the nature of the call is required. The employee's immediate supervisor must sign-off on the billing statement verifying the calls were school district business related. School district reimbursement for authorized use of employee owned cell phones will be made in conformance with school district payment procedures. Requests for reimbursement, including the highlighted billing statement must be submitted within thirty (30) days of the end of the time period for which reimbursement is requested. Requests submitted after the reimbursement deadline has passed will be denied.
2. If personal calls are made on a district-owned phone and the calls result in an additional plan charge to the district, the calls must be itemized and reimbursed to the district.

STAFF TECHNOLOGY USE

Computers, electronic devices and other technology are a powerful and valuable education and research tools and, as such, are an important part of the instructional program. In addition, the school district depends upon technology-computer as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the board's expectations in regard to these different aspects of the school district's computer resources. Employees must conduct themselves in a manner that does not disrupt from or disrupt the educational process and failure to do so will result in discipline, up to and including, discharge.

General Provisions

The superintendent is responsible for designating a Technology Coordinator who will oversee the use of school district computer resources. The Technology Coordinator will prepare in-service programs for the training and development of school district staff in technology-computer skills, appropriate use of district technology-computer and for the incorporation of technology-computer use in subject areas.

The superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's technology-computer resources. The school district will make every reasonable effort to maintain the security of the system district networks and devices. All users of the school district's computer-technology resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including discharge, as well as suspension and/or revocation of computer-technology access privileges.

Usage of the school district's computer-technology resources is a privilege, not a right, and that use entails responsibility. ~~All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific content within the information confidential is determined on a case by case basis.~~ **District-owned technology; and district maintained social media and e-mail accounts are the property of the school district.** Therefore, users of the school district's computer-network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's computer-network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer-network.

The superintendent, working with the appropriate staff, shall establish procedures governing management of computer-technology records in order to exercise appropriate control over computer-records, including financial, personnel and student information. The procedures will address at a minimum:

- passwords,
- system administration,
- separation of duties,
- remote access,
- data back-up (including archiving of e-mail),
- record retention, and
- disaster recovery plans.

Social Networking or Other External Web Sites

For purposes of this policy any web site, other than the school district web site or school-school district sanctioned web sites, are considered external web sites. Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees shall not use the school district logos, images, iconography, etc. on external web sites. Employees shall not use school district time

STAFF TECHNOLOGY USE

or property on external sites that are not in direct-relation to the employee's job. Employees, students and volunteers need to realize that the internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who don't want school administrators to know their personal information, should refrain from exposing it on the internet. Employees should not connect with students via external web sites without consent of the superintendent. Employees, who would like to start a social media site for school district sanctioned activities, should contact the superintendent.

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

Legal Reference: Iowa Code § 279.8
281 I.A.C. 13.35, .26.

Cross Reference: 104 Anti-Bullying/Harassment
306 Administrator Code of Ethics
401.11 Employee Orientation
407 Licensed Employee Termination of Employment
413 Classified Employee Termination of Employment
605 Instructional Materials

Approved August 10, 2011

Last Reviewed November 15, 2017

STAFF TECHNOLOGY USE REGULATION

General

The following rules and regulations govern the use of the school district's ~~computer~~ network systems, employee access to the internet, and management of ~~computerized~~ **digital** records:

- Employees will be issued a school district e-mail account. Passwords must be changed periodically.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- Employees are expected to review their e-mail regularly throughout the day, and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide.
- Communications with parents and/or students must be made on a school district computer, unless in the case of an emergency, ~~and should be saved and the school district will archive the e-mail records according to procedures developed by the Technology Coordinator.~~
- Employees may access the internet for education-related and/or work-related activities.
- Employees shall refrain from using ~~computer~~ **technology** resources for personal use, including access to social networking sites.
- Use of the school district ~~computer~~ **technology** and school e-mail address is a public record. Employees cannot have an expectation of privacy in the use of the school district's computers.
- Use of ~~computer~~ **technology** resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline, up to and including discharge.
- Use of the school district's ~~computer~~ network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Off-site access to the school district ~~computer~~ network will be determined by the superintendent in conjunction with appropriate personnel.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district computer use guidelines may be denied access to the school district's network.
- **Employees are representatives of the district at all times and must model appropriate character, both on and off the worksite. This applies to material posted with personal devices and on personal websites and/or social media accounts. Posted messages or pictures which diminish the professionalism or discredit the capacity to maintain respect of students and parents may result in disciplinary action up to and including termination if the content posted is found to be disruptive to the educational environment and adversely impacts the employee's ability to effectively serve as a role model or perform his/her job duties for the district. The type of material that would affect an employee's ability to serve as an appropriate role model includes, but is not limited to, text or depictions involving hate speech, nudity, obscenity, vulgarity or sexually explicit content. Employee communications with students should be limited as appropriate. If there is any uncertainty, employees should consult their building administrator.**

STAFF TECHNOLOGY USE REGULATION

Prohibited Activity and Uses

The following is a list of prohibited activity for all employees concerning use of the school district's ~~computer~~ network. Any violation of these prohibitions may result in discipline, up to and including discharge, or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising, or personal gain.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district computer network. *See Policy 605.7, Use of Information Resources* for more information.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others.
- Use of another's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a ~~computer~~-virus on the network.
- Using the network to send anonymous messages or files.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- ~~Using the network for sending and/or receiving personal messages.~~
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal ~~disks~~ technology on the school district's ~~computers~~ technology and/or network without the permission of the Technology Coordinator.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Other Technology Issues

Employees with personal cell phones should ~~not be~~ avoid using their phones for school district business. Employees should contact students and their parents through ~~the school district computer~~ technology or phone system unless in the case of an emergency or with prior consent of the principal. Employees should not release their cell phone number, personal e-mail address, etc. to students or their parents. Employees, who are coaches or sponsors of activities, may create a text list of students and parents in order to communicate more effectively as long as the texts go to all students and the principal is included in the text address list.

EMPLOYEE EXPRESSION

The board believes the district has an interest in maintaining an orderly and effective work environment while balancing employees First Amendment rights to freedom of expression and diverse viewpoints and beliefs. When employees speak within their official capacity, their expression represents the district and may be regulated. The First Amendment protects a public employee's speech when the employee is speaking as an individual citizen on a matter of public concern. Even so, employee expression that has an adverse impact on district operations and/or negatively impacts an employee's ability to perform their job for the district may still result in disciplinary action up to and including termination.

Employees will comply with Iowa law to the extent that compliance does not infringe on employees' free speech rights.

Employees who use social media platforms are encouraged to remember that the school community may not be able to separate employees as private citizens, from their role within the district. Employee expression on social media platforms that interferes with the district's operations or prevents the district from functioning efficiently and effectively may be subject to discipline up to and including termination.

A district employee who acts to protect a student for engaging in free expression or who refuses to infringe on students engaging in free expression; and who is acting within the scope of their professional ethics will not be retaliated against or face any adverse employment action based on their behavior provided that expression is otherwise permitted by law and board policy.

If the board or court finds an employee that is subject to licensure, certification or authorization by the Board of Educational Examiners discriminated against a student or other co-employee, the board will refer the employee to the Board of Educational Examiners for additional proceedings as required by law and which may result in discipline up to and including termination.

Note: This is a mandatory policy required by Iowa Code ch. 279.73.

Legal Reference: U.S. Const. Amend. I
Kennedy v. Bremerton School District, 597 U.S. (2022)
Iowa Code §§ 279.73; 280.22

Cross Reference: 401.13 Staff Technology Use/Social Networking
502.3 Student Expression & Student Publications Code

Adopted:

RELEASE OF CREDIT INFORMATION

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

It is the responsibility of the board secretary or superintendent to respond to inquiries from creditors.

NOTE: This policy lists the information the school district will release to a credit agency without prior notice to the employee. The items listed are all public records and can be disclosed without prior notice. Prior to releasing other information, a school district must get consent from the employee. It is recommended that this consent be written.

Legal Reference: Iowa Code §§ 22.7; 279.8

Cross Reference: 401.5 Employee Records

Approved February 8, 2006

Last Reviewed November 15, 2017

CHILD ABUSE REPORTING

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

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

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

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

Cross Reference: 401.6 Limitations to Employment References
402.3 Abuse of Students by School District Employees
502.9 Interviews of Students by Outside Agencies
507.1 Student Health and Immunization Certificates

Approved: February 8, 2006
Last Reviewed: August 10, 2022

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

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

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

CHILD ABUSE REPORTING REGULATION

Iowa law requires licensed employees to report to the Iowa Department of Human Services (DHS) instances of suspected child abuse which they become aware of within the scope of their professional duties.

The law further specifies that a licensed employee who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and that the licensed employee may be subject to civil liability for damages caused by the failure to report.

Employees participating in good faith in the making of a report or in a judicial proceeding that may result from the report, are immune from liability.

Child Abuse Defined

"Child abuse" is defined as:

- Any nonaccidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.
- The commission of a sexual offense with or to a child . . . as a result of the acts or omissions of the person responsible for the child. . . . Sexual offense includes sexual abuse, incest, and sexual exploitation of a minor.
- The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's welfare when financially able to do so. A parent or guardian legitimately practicing religious beliefs who does not provide specific medical treatment for a child for that reason alone will not be considered abusing the child. . . .
- The acts or omissions of a person responsible for the care of a child which allow, permit or encourage the child to engage in acts prohibited pursuant to *Iowa Code*, section 25.1 which deals with prostitution.
- Any mental injury to a child's intellectual or psychological capacities evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed by a licensed physician or qualified mental health professional
- An illegal drug is present in a child's body as a direct and foreseeable consequence of the acts or omissions of the person responsible for the care of the child.

Teachers in public schools are not "persons responsible for the care of the child" under this definition. However, a teacher who abuses a child is subject to civil, criminal, and professional sanctions.

Reporting Procedures

Licensed employees, including teachers and school nurses, are required to report, either orally or in writing, within twenty-four hours to the Iowa Department of Human Services (DHS) when the employee reasonably believes a child has suffered from abuse within the scope of employment. Within forty-eight hours of an oral report, a written report must be filed with DHS.

Each report should contain as much of the following information as can be obtained within the time limit. However, Iowa law specifies a report will be considered valid even if it does not contain all of the following information:

- name, age, and home address of the child;
- name and home address of the parents, guardians or other persons believed to be responsible for the care of the child;
- the child's present whereabouts if not the same as the parent's or other person's home address;
- description of injuries, including evidence of previous injuries;
- name, age, and condition of other children in the same home;
- any other information considered helpful; and,
- name and address of the person making the report.

Board policy states it is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. DHS is responsible for investigating the incident of alleged abuse.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

Legal Reference: Iowa Code §§ 232.67, .70, .73, .75; 235A; 272A; 280.17; 709; 728.12(1) (2013).
281 I.A.C. 12.3(6), 102; 103.
441 I.A.C. 155; 175.
1980 Op. Att'y Gen. 275.

Cross Reference: 402.2 Child Abuse Reporting
403.5 Harassment
503.5 Corporal Punishment

Approved: February 8, 2006
Last Reviewed: November 15, 2017

NOTE: This policy is a reflection of current Iowa law regarding abuse of students by school district employees. Refer to the Iowa Department of Education training manual for supporting materials and forms: <https://www.educateiowa.gov/sites/files/ed/documents/Ch102-Handbook-REV-April-2018.pdf>.

The last sentence of the third paragraph is mandatory in the law and is an item in the DE accreditation report.

GIFTS TO EMPLOYEES

Employees may receive a gift on behalf of the school district. Employees will not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

- Contributions to a candidate or a candidate's committee;
- Information material relevant to an employee's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the employee;
- Items received from a charitable, professional, educational or business organization to which the employee belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of an employee for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given for the same purposes to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;
- ~~Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;~~
- Funeral flowers or memorials to a church or nonprofit organization;

GIFTS TO EMPLOYEES

- Gifts other than food, beverages, travel and lodging received by an employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the employee.
- Gifts which are given to an employee for the employee's wedding or twenty-fifth or fiftieth wedding anniversary;
- **Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;**
- Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting; or
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, an employee as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of an employee for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the Iowa department of general services; or
- A payment made to an employee for services rendered as part of a private business, trade or profession in which the employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as an employee of the district, but, rather, because of some special expertise or other qualification.

It is the responsibility of each employee to know when it is appropriate to accept or reject gifts or an honorarium.

Legal References: Iowa Code ch. 68B (2013).
1972 Op. Att'y Gen. 276.
1970 Op. Att'y Gen. 319.

Cross References: 217 Gifts to Board of Directors
401.2 Employee Conflict of Interest
704.4 Gifts-Grants-Bequests

Approved February 8, 2006

Last Reviewed November 15, 2017

EMPLOYEE OUTSIDE EMPLOYMENT

The board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full-time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment.

It is the responsibility of the superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the superintendent and the employee's immediate supervisor, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position within the school district.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district.

Legal Reference: Iowa Code §§ 20.7; 279.8

Cross Reference: 401.2 Employee Conflict of Interest
408.3 Licensed Employee Tutoring

Approved: February 8, 2006
Last Reviewed: November 15, 2017

EMPLOYEE PHYSICAL EXAMINATIONS

The East Buchanan CSD believes good health is important to job performance. Employees-School bus drivers will present evidence of good health **upon initial hire and every other year** in the form of a physical examination report, **unless otherwise required by law or medical opinion**, prior to their employment with the school district. [All other employees shall present evidence of good health, in the form of a post-offer, pre-employment physical examination report].

School bus drivers will present evidence of good health every other year in the form of a physical examination report unless otherwise required by law or medical opinion. Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations, when requested to do so, at the expense of the school district.

The cost of the initial examination will be paid by the employee. The form indicating the employee is able to perform the duties, **with or without reasonable accommodation**, for which the employee was hired, and that the employee did not test positive for tuberculosis must be returned prior to payment of salary **to the performance of duties**. The cost of a new bus driver **renewal** physicals will be paid **by the school district** up to a maximum of \$ in full after the bus driver has completed and passed the required training and upon submission of a formal request to the business office for reimbursement. The school district will provide the standard examination form to be completed by the personal physician of the employee **or a certified medical examiner for bus drivers**. Employees identified, as having reasonably anticipated contact with blood or infectious materials will receive the Hepatitis B vaccine or sign a written waiver stating that they will not take the vaccine.

It is the responsibility of the superintendent to write an exposure control plan to eliminate or minimize district occupational exposure to blood borne pathogens. The plan for designated employees will include, but not be limited to, scope and application, definitions, exposure control, methods of compliance, Hepatitis B vaccination and post-exposure evaluation and follow-up, communication of hazards to employees, and record-keeping.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding physical examinations of such employees are followed.

Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations to the extent job-related and consistent with business necessity, when requested to do so, at the expense of the school district.

The district will comply with occupational safety and health requirements as applicable to its employees in accordance with law.

Legal Reference: 29 C.F.R. Pt. 1910.1030
49 C.F.R. §§ 391.41 – 391.49
Iowa Code §§ 20.9; 279.8, 321.376
281 I.A.C. 12.4(14); 43.15 -.20.

Cross Reference: 403 Communicable Diseases-Employees

Approved: March 8, 2006
Last Reviewed: November 15, 2017

EMPLOYEE PHYSICAL EXAMINATIONS

NOTE: The law no longer requires a district to conduct physical examinations for all employees upon hire. However, a district could decide to continue such practice, but the physicals should only be done post-offer and any employment decisions made based on the results of such physicals should be made in compliance with the Americans with Disabilities Act (ADA). This policy is written to reflect the school district's choice in determining whether they will require post-offer, pre-employment physical examinations and a choice needs to be made for the language in italicized brackets in paragraph one above.

NOTE: Districts need to amend the last line of paragraph two if the district uses a provider selected and paid for by the district and the employee may not self-select who performs the examination.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

EMPLOYEE INJURY ON THE JOB

When an employee becomes seriously injured on the job, the building principal will notify a member of the family, or an individual of close relationship, as soon as the building principal becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical employees as quickly as possible. The school district is not responsible for medical treatment of an injured employee.

~~Injured employees needing/seeking medical treatment from a physician, medical clinic, hospital, or emergency room must use the facilities designated as the workers' compensation treatment centers for the district. If you choose to be treated by any other medical facility and/or physician, you may not qualify for any workers' compensation insurance benefits and you may be responsible for all medical costs related to the incident.~~

It is the responsibility of the employee injured on the job to inform the superintendent within twenty-four hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

It is the responsibility of the board secretary to file worker's comp claims.

Legal Reference: Iowa Code §§ 85; 279.40; 613.17

Cross Reference: 409.2 Employee Leaves of Absence

Approved: March 8, 2006
Last Reviewed: November 15, 2017

COMMUNICABLE DISEASES - EMPLOYEES

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district's bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent and school nurse.

The health risk to immunodepressed employees is determined by their personal physician. The health risk to others in the school district environment from the presence of an employee with a communicable disease is determined on a case-by-case basis by the employee's personal physician, a physician chosen by the school district or public health officials.

~~An employee who is at work and who has a communicable disease which creates a substantial risk of harm to a student, coworkers, or others at the workplace will report the condition to the Superintendent any time the employee is aware that the disease actively creates such risk.~~

Health data of an employee is confidential and it will not be disclosed to third parties. Employee medical records are kept in a file separate from their personal file.

It is the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

Legal Reference: 29 U.S.C. §§ 794, 1910
42 U.S.C. §§ 12101 *et seq.*
45 C.F.R. Pt. 84.3
Iowa Code chs. 139; 141A
641 I.A.C. 1.2-.7.

Cross Reference: 401.5 Employee Records
403.1 Employee Physical Examinations
507.3 Communicable Diseases – Students
907 District Operation During Public Emergencies

Approved: March 8, 2006
Last Reviewed: November 15, 2017

NOTE: This policy is consistent with current health practices regarding communicable diseases. The bloodborne pathogen language in the second paragraph and accompanying regulation is in compliance with federal law on control of bloodborne pathogens.

UNIVERSAL PRECAUTIONS REGULATION

Universal precautions (UP) are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. UP pertain to blood and other potentially infectious materials (OPIM) containing blood. These precautions do not apply to other body fluids and wastes (OBFW) such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine unless blood is visible in the material. However, these OBFW can be sources of other infections and should be handled as if they are infectious. The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, employees and students should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. All individuals should respond to situations practicing UP followed by the activation of the school response team plan. Using common sense in the application of these measures will enhance protection of employees and students.

Hand Washing

Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and the hands are rewashed. Use of running water, lathering with soap and using friction to clean all hand surfaces is key. Rinse well with running water and dry hands with paper towels.

- Hands should be washed before physical contact with individuals and after contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come into contact with blood or body fluids, hands should be washed immediately before touching anything else.
- Hands should be washed whether gloves are worn or not and, if gloves are worn, after the gloves are removed.

Barriers

Barriers anticipated to be used at school include disposable gloves, absorbent materials and resuscitation devices. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents from individual to individual. Gloves should be worn when in contact with blood, OPIM or OBFW. Gloves should be removed without touching the outside and disposed of after each use.

Disposal of Waste

Blood, OPIM, OBFW, used gloves, barriers and absorbent materials should be placed in a plastic bag and disposed of in the usual procedure. When the blood or OPIM is liquid, semi-liquid or caked with dried blood, it is not absorbed in materials, and is capable of releasing the substance if compressed, special disposal as regulated waste is required. A band aid, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste. It is anticipated schools would only have regulated waste in the case of a severe incident. Needles, syringes and other sharp disposable objects should be placed in special puncture-proof containers and disposed of as regulated waste. Bodily wastes such as urine, vomitus or feces should be disposed of in the sanitary sewer system.

UNIVERSAL PRECAUTIONS REGULATION

Clean up

Spills of blood and OPIM should be cleaned up immediately. The employee should:

- Wear gloves.
- Clean up the spill with paper towels or other absorbent material.
- Use a solution of one part household bleach to one hundred parts of water (1:100) or other EPA-approved disinfectant and use it to wash the area well.
- Dispose of gloves, soiled towels and other waste in a plastic bag.
- Clean and disinfect reusable supplies and equipment.

Laundry

Laundry with blood or OPIM should be handled as little as possible with a minimum of agitation. It should be bagged at the location. If it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed. Employees who have contact with this laundry should wear protective barriers.

Exposure

An exposure to blood or OPIM through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing, reporting and follow-up.

- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.
- If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure should be reported immediately, the parent or guardian is notified, and the person exposed contacts a physician for further health care.

HEPATITIS B VACCINE INFORMATION AND RECORD

The Disease

Hepatitis B is a viral infection caused by the Hepatitis B virus (HBV) which causes death in 1-2% of those infected. Most people with HBV recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV may be a causative factor in the development of liver cancer. Immunization against HBV can prevent acute hepatitis and its complications.

The Vaccine

The HBV vaccine is produced from yeast cells. It has been extensively tested for safety and effectiveness in large scale clinical trials.

Approximately 90 percent of healthy people who receive two doses of the vaccine and a third dose as a booster achieve high levels of surface antibody (anti-HBs) and protection against the virus. The HBV vaccine is recommended for workers with potential for contact with blood or body fluids. Full immunization requires three doses of the vaccine over a six-month period, although some persons may not develop immunity even after three doses.

There is no evidence that the vaccine has ever caused Hepatitis B. However, persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization.

Dosage and Administration

The vaccine is given in three intramuscular doses in the deltoid muscle. Two initial doses are given one month apart and the third dose is given six months after the first.

Possible Vaccine Side Effects

The incidence of side effects is very low. No serious side effects have been reported with the vaccine. Ten to 20 percent of persons experience tenderness and redness at the site of injection and low grade fever. Rash, nausea, joint pain, and mild fatigue have also been reported. The possibility exists that other side effects may be identified with more extensive use.

HEPATITIS B VACCINE INFORMATION AND RECORD

CONSENT FORM OF HEPATITIS B VACCINATION

I have knowledge of Hepatitis B and the Hepatitis B vaccination. I have had an opportunity to ask questions of a qualified nurse or physician and understand the benefits and risks of Hepatitis B vaccination. I understand that I must have three doses of the vaccine to obtain immunity. However, as with all medical treatment, there is no guarantee that I will become immune or that I will not experience side effects from the vaccine. I give my consent to be vaccinated for Hepatitis B.

Signature of Employee (consent for Hepatitis B vaccination)

Date

Signature of Witness

Date

REFUSAL FORM OF HEPATITIS B VACCINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring the Hepatitis B virus infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signature of Employee (refusal for Hepatitis B vaccination)

Date

Signature of Witness

Date

I refuse because I believe I have (check one)

_____ started the series

_____ completed the series

HEPATITIS B VACCINE INFORMATION AND RECORD

RELEASE FORM FOR HEPATITIS B MEDICAL INFORMATION

I hereby authorize _____ (individual or organization holding Hepatitis B records and address) to release to the _____ Community School District, my Hepatitis B vaccination records for required employee records.

I hereby authorize release of my Hepatitis B status to a health care provider, in the event of an exposure incident.

Signature of Employee

Date

Signature of Witness

Date

HEPATITIS B VACCINE INFORMATION AND RECORD

CONFIDENTIAL RECORD

Employee Name (last, first, middle) _____ Social Security No. _____

Job Title: _____

	Hepatitis B Vaccination Date	Lot Number	Site	Administered by
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Additional Hepatitis B status information:

Post-exposure incident: (Date, time, circumstances, route under which exposure occurred)

Identification and documentation of source individual:

Source blood testing consent:

Description of employee's duties as related to the exposure incident:

Copy of information provided to health care professional evaluating an employee after an exposure incident:

Attach a copy of all results of examinations, medical testing, follow-up procedures, and health care professional's written opinion.

Training Record: (date, time, instructor, location of training summary)

HAZARDOUS CHEMICAL DISCLOSURE

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees. The superintendent will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

Employees who will be instructing or otherwise working with students will disseminate information about the hazardous chemicals with which they will be working as part of the instructional program.

It is the responsibility of the superintendent to develop administrative regulations regarding this program.

Legal Reference: 29 C.F.R. Pt. 1910; 1200 *et seq.*
Iowa Code chs. 88; 89B

Cross Reference: 804.4 Asbestos Containing Material

Approved: March 8, 2006
Last Reviewed: November 15, 2017

NOTE: This policy reflects current law on employees' right to know about hazardous substances in the workplace.

SUBSTANCE-FREE WORKPLACE

The board expects the school district and its employees to remain substance free. No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbituate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. "Workplace" also includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee will notify the employee's supervisor of the conviction within five days of the conviction.

The superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. An employee who violates this policy may be required to successfully participate in a substance abuse treatment program approved by the board. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The superintendent is responsible for publication and dissemination of this policy to each employee. In addition, the superintendent will oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

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

Legal Reference: 41 U.S.C. §§ 701-707 (2012).
 42 U.S.C. §§ 12101 *et seq.* (2012).
 34 C.F.R. Pt. 85 (2012).
 Iowa Code §§ 123.46; 124; 279.8 (2013).

Cross Reference: 404 Employee Conduct and Appearance

Approved: April 12, 2006
 Last Reviewed: November 15, 2017

NOTE: This is a federally mandated policy and is in compliance with federal law. There is an option in the third paragraph that allows the board to require the employee to complete a treatment program. This option is not a federal requirement but may be added by the board. If this sentence is left in the policy, corresponding changes need to be made in the accompanying regulation and exhibits.

SUBSTANCE-FREE WORKPLACE REGULATION

A superintendent who suspects an employee has a substance abuse problem will follow these procedures:

1. **Identification** - the superintendent will document the evidence the superintendent has which leads the superintendent to conclude the employee has violated the Substance-Free Workplace policy. After the superintendent has determined there has been a violation of the Substance-Free Workplace policy, the superintendent will discuss the problem with the employee.
2. **Discipline** - if, after the discussion with the employee, the superintendent determines there has been a violation of the Substance-Free Workplace policy, the superintendent may recommend discipline up to and including termination or may recommend the employee seek substance abuse treatment. Participation in a substance abuse treatment program is voluntary.
3. **Failure to participate in referral** – if the employee refuses to participate in a substance abuse treatment program or if the employee does not successfully complete a substance abuse treatment program, the employee may be subject to discipline up to and including termination.
4. **Conviction** - if an employee is convicted of a criminal drug offense committed in the workplace, the employee must notify the employer of the conviction within five days of the conviction.

SUBSTANCE-FREE WORKPLACE NOTICE TO EMPLOYEES

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbituate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 204.

"Workplace" is defined as the site for the performance of work done in the capacity as a employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who violate the terms of the Substance-Free Workplace policy may be required to successfully participate in a substance abuse treatment program approved by the board. The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. If the employee fails to successfully participate in such a program the employee is subject to discipline up to and including termination.

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

SUBSTANCE-FREE WORKPLACE ACKNOWLEDGMENT FORM

I, _____, have read and understand the Substance-Free Workplace policy. I understand that if I violate the Substance-Free Workplace policy, I may be subject to discipline up to and including termination or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five days of the conviction.

(Signature of Employee)

(Date)

DRUG AND ALCOHOL TESTING PROGRAM

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing. Employees operating school vehicles will not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the school district contact person, Superintendent at 414-5th Street, North, Winthrop, Iowa.

Employees who violate the terms of this policy are subject to discipline, up to and including termination. **The district is required to keep a record of all drug or alcohol violations by employees for a minimum of five years. Employees are put on notice that information related to drug or alcohol violations will be reported to the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse. Additionally, the district will conduct FMCSA Clearinghouse queries for employees annually. Employees must provide written consent for the district to conduct FMCSA Clearinghouse queries; however, employees who choose to withhold consent will be prohibited from performing any safety sensitive functions.**

~~Employees who violate the terms of this policy may be subject to discipline up to and including termination at the discretion of the school district. Employees who violate this policy, as a condition of continued employment, will be required to successfully participate in a substance abuse evaluation and a substance abuse treatment program, recommended by the substance abuse professional. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination.~~

It is the responsibility of the superintendent to develop administrative regulations to implement this policy in compliance with the law. The superintendent will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent will also be responsible for publication and dissemination of this policy and supporting administrative regulations and forms to employees operating school vehicles. The superintendent will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

IASB Drug and Alcohol Testing Program (IDATP) Web site: <http://www.ia-sb.org/MemberBenefits.aspx?id=304>
https://www.ia-sb.org/Main/Affiliated_Programs/Iowa_Drug_Alcohol_Testing_Program.aspx.

NOTE: It is important for the school district to read this policy and its supporting documents and the notes very carefully. This policy and its supporting documents assume the school district employs its drivers and owns the school vehicles rather than contracts with a private service provider with its own drug and alcohol testing program. School districts contracting with a private service provider must ensure the provider has a drug and alcohol testing program complying with the federal regulations.

Compliance with the regulations is the responsibility of the school district even if the school district uses a service provider. Boards need to determine who will be responsible for administering the drug and alcohol testing program in the second paragraph and make that determination throughout the policies and regulations.

This policy and its supporting documents also assume private contractors and nonpublic schools participating in the Iowa Drug and Alcohol Testing Program (IDATP) have chosen to test only under the federal regulations and not to test under state law.

This policy and its supporting documents terminate a driver for violation of the policy and its supporting documents. Such a violation includes a positive drug test result. Should a school district, after careful consideration, choose to retain the option not to terminate for violation of this policy, consideration should be given to making the following changes:

School districts choosing to pay for OR to make the driver bear the personal and financial responsibility for the substance abuse evaluation and rehabilitation, if any:

First sentence of paragraph two: The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion, post-accident, return-to-duty and follow-up drug and alcohol testing.

School districts choosing to pay for the substance abuse evaluation and rehabilitation, if any:

Paragraph three: Employees who violate the terms of this policy may be subject to discipline up to and including termination at the discretion of the school district. Employees who violate this policy, as a condition of continued employment, will be required to successfully participate in a substance abuse evaluation and a substance abuse treatment program, recommended by the substance abuse professional. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

School districts choosing to make the employee bear the personal and financial responsibility for the substance abuse evaluation and rehabilitation, if any:

Paragraph three: Employees who violate the terms of this policy may be subject to discipline up to and including termination. Employees who violate this policy bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program recommended by the substance abuse professional. Employees who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

This policy and the supporting documents require the school district to designate a school district contact person for the drug and alcohol testing program. The title of the person(s) designated should be entered in paragraph two. This person will answer questions from employees and others about the program, receive the test results and receive the identification numbers of the drivers who were selected for random testing and notify those drivers. If these responsibilities are divided among different persons, the policy and supporting documents must clearly explain which person handles which part of the drug and alcohol testing program.

Information about the Federal Motor Carrier Safety Administration Clearinghouse is located at: clearinghouse.fmcsa.dot.gov

Information about resources for a substance-free awareness program and related services may be obtained from the school district's employee assistance program, the Department of Education at (515) 281-3021 or Department of Health, Substance Abuse Division at (515) 281-3641. For regulations and forms, <http://www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm?>

Note: For more detailed discussion of this issue, see IASB's Policy Primer, May 15, 2003.

Legal Reference: American Trucking Association, Inc., v. Federal Highway Administration, 51 Fed. 3rd 405 Cir. (4th 1995).
 49 U.S.C. §§ 5331 et seq.
 42 U.S.C. §§ 12101
 41 U.S.C. §§ 81
 49 C.F.R. Pt. 40; 382; 391
 34 C.F.R. Pt. 85
 Local 301, Internat'l Assoc. of Fire Fighters, AFL-CIO, and City of Burlington, PERB No. 3876 (3-26-91).
 Iowa Code §§ 124; 279.8; 321.375(2); 730.5

Cross Reference: 403.5 Substance-Free Workplace
 409.2 Licensed Employee Personal Illness Leave
 414.2 Classified Employee Personal Illness Leave

Approved November 15, 2017

Reviewed _____

Revised _____

DRUG AND ALCOHOL TESTING PROGRAM NOTICE TO EMPLOYEES

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE HEREBY NOTIFIED they are subject to the school district's drug and alcohol testing program for pre-employment drug testing and in addition are subject to random, reasonable suspicion and post-accident drug and alcohol testing as outlined in the Drug and Alcohol Testing Program policy, its supporting documents and the law.

Employees who operate school vehicles ~~classified as "commercial motor vehicles" by the U.S. Department of Transportation~~ are subject to drug and alcohol testing **if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weights twenty-six thousand, one pounds or more.** A "commercial motor vehicle" is a vehicle that transports sixteen or more persons including the driver or has a gross vehicle weight rating (GVWR) of 26,001 pounds or more. For purposes of the drug and alcohol testing program, "employees" also includes applicants who have been offered a position to operate a ~~commercial motor vehicle owned by the school~~ **school vehicle.** ~~The employees that will operate~~ **operating** a school-owned commercial motor vehicle are subject to the drug and alcohol testing program ~~regulations beginning the first day they are~~ **operate or are** offered a position to operate a school vehicle and continue to be subject to the drug and alcohol testing program ~~until such time employment is terminated or the employee will no longer operate, at any time, a commercial motor vehicle for the school.~~

It is the responsibility of the superintendent to inform employees of the drug and alcohol testing program requirements. Employees with questions regarding the drug and alcohol testing requirements will contact the school district's contact person.

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE FURTHER NOTIFIED that employees violating this policy, its supporting documents, ~~regulations~~ or the law will be subject to discipline up to and including termination. ~~As a condition of continued employment, employees violating this policy, its supporting documents, regulations or the law bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and, a substance abuse treatment program recommended by the substance abuse professional. Employees are required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program will be subject to discipline up to and including termination.~~

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE FURTHER NOTIFIED that information related to drug or alcohol violations will be reported to the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse.

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE FURTHER NOTIFIED it is a condition of their continued employment to comply with the Drug and Alcohol Testing Program policy, its supporting documents, ~~regulations~~ and the law. It is a condition of continued employment for employees operating a school vehicle to notify their supervisor of any prescription medication they are using. Drug and alcohol testing records about a driver are confidential and are released in accordance with this policy, its supporting documents, ~~regulations~~ or the law.

NOTE: This form also assumes the school district will terminate the driver upon violation of this policy and its supporting documents. Should a school district, after careful consideration, choose to retain the option not to terminate for violation of this policy, consideration should be given to changing the first and third paragraph to read:

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE HEREBY NOTIFIED they are subject to the school district's drug and alcohol testing program for pre-employment drug testing and random, reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing as outlined in the Drug and Alcohol Testing Program policy, its supporting documents and the law.

For school districts choosing to pay for the substance abuse evaluation and rehabilitation, if any:

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE FURTHER NOTIFIED that employees violating this policy, its supporting documents or the law may be subject to discipline up to and including termination at the discretion of the school district. As a condition of continued employment, employees violating this policy, its supporting documents or the law will be required to successfully participate in a substance abuse evaluation and a substance abuse treatment program recommended by a substance abuse professional. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

For school districts choosing to make the driver bear the personal and financial responsibility for the substance abuse evaluation and rehabilitation, if any:

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE FURTHER NOTIFIED that employees violating this policy, its supporting documents or the law may be subject to discipline up to and including termination. As a condition of continued employment, employees violating this policy, its supporting documents or the law bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and, a substance abuse treatment program recommended by the substance abuse professional. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

The format of this notice is not specifically required by the federal regulations. It is designed to provide a starting point for school districts to develop their own form. However, the federal regulations do require the drivers have notice of the drug and alcohol testing program. Under the federal regulations, school districts may require their drivers to notify them of any prescription medications they are using. School districts which do not want to be informed may delete this language from this notice.

DRUG & ALCOHOL PROGRAM AND PRE-EMPLOYMENT TESTING
ACKNOWLEDGMENT FORM

I, (_____), have received a copy, read and understand the Drug and Alcohol Testing Program policy of the East Buchanan School District and its supporting documents.

I understand that if I violate the Drug and Alcohol Testing Program policy, its supporting documents or the law, I may be subject to discipline up to and including termination.

I also understand that I must inform my supervisor of any prescription medication I use.

In addition, I have received a copy of the U.S. DOT publication, "What Employees Need to Know about DOT Drug & Alcohol Testing," and have read and understand its contents.

Furthermore, I know and understand that I am required to submit to a controlled substance (drug) test, the results of which must be received by this employer before being employed by the school district and before being allowed to perform a safety-sensitive function. I also understand that if the results of the pre-employment test are positive, that I will not be considered further for employment with the school district.

I further understand that drug and alcohol testing records and information about me are confidential, and may be released at my request or in accordance with the district's drug and alcohol testing program policy, its supporting documents or the law.

(Signature of Employee)

(Date)

NOTE
: Under federal regulations, school districts may require their drivers to notify them of any prescription medications they are using. School districts which do not want to be informed may delete this language from this notice.
This form assumes the school district will terminate the driver upon violation of this policy and its supporting documents. Should a school district, after careful consideration, choose to retain the option not to terminate for violation of this policy, consideration should be given to changing the second paragraph to read:
I understand that if I violate the Drug and Alcohol Testing Program policy, its supporting documents or the law, I may be subject to discipline up to and including termination or I may be required to successfully participate in a substance abuse evaluation and a substance abuse treatment program, if recommended by the substance abuse professional. If I am required to and fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program, I understand I may be subject to discipline up to and including termination.

DRUG & ALCOHOL PROGRAM AND PRE-EMPLOYMENT TESTING
WRITTEN CONSENT TO SHARE INFORMATION

I, _____, understand that as part of my employment in a position that requires a commercial driver's license in the East Buchanan CSD, I grant consent for the District to conduct queries of the Federal Motor Carrier Safety Administration ("FMCSA") Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about me exists in the Clearinghouse. I further consent to the District sharing information related to my drug and alcohol testing results with prior, current and future employers, as well as the FMCSA Clearinghouse in accordance with state and federal laws.

I understand that the District will check and perform queries of my drug and alcohol testing results prior to my employment in any position which requires the use of a commercial driver's license. I further understand the District will check and perform queries of my testing results annually and is required to report any drug and alcohol violations of this policy to the FMCSA Clearinghouse.

I understand that I am not required to consent to the query of the FMCSA Clearinghouse or the District sharing of drug and alcohol testing information with past, present or future employers or the FMCSA Clearinghouse; but that without my consent I understand I will be prohibited from performing safety sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

I hereby give my consent to the District to perform queries of the FMCSA Clearinghouse and share my drug and alcohol testing results with past, present and future employers, as well as the FMCSA Clearinghouse.

(Signature of Employee)

(Date)

EMPLOYEE CONDUCT AND APPEARANCE

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, the board strongly suggests and encourages employees to dress themselves, groom themselves and conduct themselves in a manner appropriate to the educational environment.

Employees will conduct themselves in a professional manner. Employees will dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes which would interfere with or have an effect on the educational process.

Licensed employees of the school district will follow the code of ethics for their profession as established by the Iowa Board of Educational Examiners.

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

Cross Reference: 104 Anti-Bullying/Harrassment
305 Administrator Code of Ethics
401.2 Employee Conflict of Interest
401.11 Employee Orientation
403.5 Substance-Free Workplace
407.4 Licensed Employee Suspension
413.3 Classified Employee Suspension
413.4 Classified Employee Dismissal

Approved: May 10, 2006
Last Reviewed: November 15, 2017

NOTE: The Board of Educational Examiners' Criteria of Professional Practices are included as a regulation to this policy.

CODE OF PROFESSIONAL CONDUCT AND ETHICS REGULATION

CHAPTER 25

282—25.1(272) Scope of standards. This code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in Iowa Code chapter 272. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

282—25.2(272) Definitions. Except where otherwise specifically defined by law:

“Administrative and supervisory personnel” means any licensed employee such as superintendent, associate superintendent, assistant superintendent, principal, associate principal, assistant principal, or other person who does not have as a primary duty the instruction of pupils in the schools.

“Board” means the Iowa board of educational examiners.

“Discipline” means the process of sanctioning a license, certificate or authorization issued by the board.

“Ethics” means a set of principles governing the conduct of all persons governed by these rules.

“Fraud” means knowingly providing false information or representations on an application for licensure or employment, or knowingly providing false information or representations made in connection with the discharge of duties.

“License” means any license, certificate, or authorization granted by the board.

“Licensee” means any person holding a license, certificate, or authorization granted by the board.

“Practitioner” means an administrator, teacher, or other licensed professional, including an individual who holds a statement of professional recognition, who provides educational assistance to students.

“Responsibility” means a duty for which a person is accountable by virtue of licensure.

“Right” means a power, privilege, or immunity secured to a person by law.

“Student” means a person, regardless of age, enrolled in a prekindergarten through grade 12 school, who is receiving direct or indirect assistance from a person licensed by the board.

“Teacher” means any person engaged in the instructional program for prekindergarten through grade 12 children, including a person engaged in teaching, administration, and supervision, and who is required by law to be licensed for the position held.

[ARC 7979B, IAB 7/29/09, effective 9/2/09]

282—25.3(272) Standards of professional conduct and ethics. Licensees are required to abide by all federal, state, and local laws applicable to the fulfillment of professional obligations. Violation of federal, state, or local laws in the fulfillment of professional obligations constitutes unprofessional and unethical conduct which can result in disciplinary action by the board. In addition, it is hereby deemed unprofessional and unethical for any licensee to violate any of the following standards of professional conduct and ethics:

25.3(1) Standard I—conviction of crimes, sexual or other immoral conduct with or toward a student, and child and dependent adult abuse. Violation of this standard includes:

- a. *Fraud.* Fraud means the same as defined in rule 282—25.2(272).
- b. *Criminal convictions.* The commission of or conviction for a criminal offense as defined by Iowa law provided that the offense is relevant to or affects teaching or administrative performance.

(1) Disqualifying criminal convictions. The board shall deny an application for licensure and shall revoke a previously issued license if the applicant or licensee has, on or after July 1, 2002, been convicted of, has pled guilty to, or has been found guilty of

CODE OF PROFESSIONAL CONDUCT AND ETHICS REGULATION

the following criminal offenses, regardless of whether the judgment of conviction or sentence was deferred:

1. Any of the following forcible felonies included in Iowa Code section 702.11: child endangerment, assault, murder, sexual abuse, or kidnapping;
2. Any of the following criminal sexual offenses, as provided in Iowa Code chapter 709, involving a child:
 - o First-, second- or third-degree sexual abuse committed on or with a person who is under the age of 18;
 - o Lascivious acts with a child;
 - o Assault with intent to commit sexual abuse;
 - o Indecent contact with a child;
 - o Sexual exploitation by a counselor;
 - o Lascivious conduct with a minor;
 - o Sexual exploitation by a school employee;
 - o Enticing a minor under Iowa Code section 710.10; or
 - o Human trafficking under Iowa Code section 710A.2;
3. Incest involving a child as prohibited by Iowa Code section 726.2;
4. Dissemination and exhibition of obscene material to minors as prohibited by Iowa Code section 728.2;
5. Telephone dissemination of obscene material to minors as prohibited by Iowa Code section 728.15;
6. Any offense specified in the laws of another jurisdiction, or any offense that may be prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1)“b”(1); or
7. Any offense under prior laws of this state or another jurisdiction, or any offense under prior law that was prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1)“b”(1).

(2) Other criminal convictions and founded child abuse. In determining whether a person should be denied a license or whether a licensee should be disciplined based upon any other criminal conviction, including a conviction for an offense listed in 25.3(1)“b”(1) which occurred before July 1, 2002, or a founded report of abuse of a child, the board shall consider:

1. The nature and seriousness of the crime or founded abuse in relation to the position sought;
2. The time elapsed since the crime or founded abuse was committed;
3. The degree of rehabilitation which has taken place since the crime or founded abuse was committed;
4. The likelihood that the person will commit the same crime or abuse again;
5. The number of criminal convictions or founded abuses committed; and
6. Such additional factors as may in a particular case demonstrate mitigating circumstances or heightened risk to public safety.

c. *Sexual involvement or indecent contact with a student.* Sexual involvement includes, but is not limited to, the following acts, whether consensual or nonconsensual: fondling or touching the inner thigh, groin, buttocks, anus or breasts of a student; permitting or causing to fondle or touch the practitioner’s inner thigh, groin, buttocks, anus, or breasts; or the commission of any sex act as defined in Iowa Code section 702.17.

d. *Sexual exploitation of a minor.* The commission of or any conviction for an offense

CODE OF PROFESSIONAL CONDUCT AND ETHICS REGULATION

prohibited by Iowa Code section 728.12, Iowa Code chapter 709 or 18 U.S.C. Section 2252A(a)(5)(B).

e. *Student abuse*. Licensees shall maintain professional relationships with all students, both inside and outside the classroom. The following acts or behavior constitutes unethical conduct without regard to the existence of a criminal charge or conviction:

- (1) Committing any act of physical abuse of a student;
- (2) Committing any act of dependent adult abuse on a dependent adult student;
- (3) Committing or soliciting any sexual or otherwise indecent act with a student or any minor;
- (4) Soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student;
- (5) Furnishing alcohol or illegal or unauthorized drugs or drug paraphernalia to any student or knowingly allowing a student to consume alcohol or illegal or unauthorized drugs in the presence of the licensee;
- (6) Failing to report any suspected act of child or dependent adult abuse as required by state law; or
- (7) Committing or soliciting any sexual conduct as defined in Iowa Code section 709.15(3) "b" or soliciting, encouraging, or consummating a romantic relationship with any person who was a student within 90 days prior to any conduct alleged in the complaint, if that person was taught by the practitioner or was supervised by the practitioner in any school activity when that person was a student.

25.3(2) Standard II—alcohol or drug abuse. Violation of this standard includes:

- a. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal or unauthorized drugs or abusing legal drugs.
- b. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming alcohol.

25.3(3) Standard III—misrepresentation, falsification of information. Violation of this standard includes:

- a. Falsifying or deliberately misrepresenting or omitting material information regarding professional qualifications, criminal history, college credit, staff development credit, degrees, academic award, or employment history when applying for employment or licensure.
- b. Falsifying or deliberately misrepresenting or omitting material information regarding compliance reports submitted to federal, state, and other governmental agencies.
- c. Falsifying or deliberately misrepresenting or omitting material information submitted in the course of an official inquiry or investigation.
- d. Falsifying any records or information submitted to the board in compliance with the license renewal requirements imposed under 282—Chapter 20.
- e. Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel, including improper administration of any standardized tests, including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.

25.3(4) Standard IV—misuse of public funds and property. Violation of this standard includes:

CODE OF PROFESSIONAL CONDUCT AND ETHICS REGULATION

- a. Failing to account properly for funds collected that were entrusted to the practitioner in an educational context.
- b. Converting public property or funds to the personal use of the practitioner.
- c. Submitting fraudulent requests for reimbursement of expenses or for pay.
- d. Combining public or school-related funds with personal funds.
- e. Failing to use time or funds granted for the purpose for which they were intended.

25.3(5) Standard V—violations of contractual obligations.

- a. Violation of this standard includes:
 - (1) Asking a practitioner to sign a written professional employment contract before the practitioner has been unconditionally released from a current contract, unless the practitioner provided notice to the practitioner's employing board as set forth in subparagraph 25.3(5)"b"(2).
 - (2) Abandoning a written professional employment contract without prior unconditional release by the employer.
 - (3) As an employer, executing a written professional employment contract with a practitioner which requires the performance of duties that the practitioner is not legally qualified to perform.
 - (4) As a practitioner, executing a written professional employment contract which requires the performance of duties that the practitioner is not legally qualified to perform.
- b. In addressing complaints based upon contractual obligations, the board shall consider factors beyond the practitioner's control. For purposes of enforcement of this standard, a practitioner will not be found to have abandoned an existing contract if:
 - (1) The practitioner obtained a release from the employing board before discontinuing services under the contract; or
 - (2) The practitioner provided notice to the employing board no later than the latest of the following dates:
 1. The practitioner's last work day of the school year;
 2. The date set for return of the contract as specified in statute; or
 3. June 30.

25.3(6) Standard VI—unethical practice toward other members of the profession, parents, students, and the community. Violation of this standard includes:

- a. Denying the student, without just cause, access to varying points of view.
- b. Deliberately suppressing or distorting subject matter for which the educator bears responsibility.
- c. Failing to make reasonable effort to protect the health and safety of the student or creating conditions harmful to student learning.
- d. Conducting professional business in such a way that the practitioner repeatedly exposes students or other practitioners to unnecessary embarrassment or disparagement.
- e. Engaging in any act of illegal discrimination, or otherwise denying a student or practitioner participation in the benefits of any program on the grounds of race, creed, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, or national origin.
- f. Soliciting students or parents of students to purchase equipment, supplies, or services from

CODE OF PROFESSIONAL CONDUCT AND ETHICS REGULATION

the practitioner for the practitioner's personal advantage.

- g. Accepting gifts from vendors or potential vendors where there may be the appearance of or an actual conflict of interest.
- h. Intentionally disclosing confidential information including, but not limited to, unauthorized sharing of information concerning student academic or disciplinary records, health and medical information, assessment or testing results, or family income. Licensees shall comply with state and federal laws and local school board policies relating to the confidentiality of student records, unless disclosure is required or permitted by law.
- i. Refusing to participate in a professional inquiry when requested by the board.
- j. Aiding, assisting, or abetting an unlicensed person in the completion of acts for which licensure is required.
- k. Failing to self-report to the board within 60 days any founded child abuse report, or any conviction for a criminal offense listed in 25.3(1) "b"(1) which requires revocation of the practitioner's license.
- l. Delegating tasks to unqualified personnel.
- m. Failing to comply with federal, state, and local laws applicable to the fulfillment of professional obligations.
- n. Allowing another person to use one's practitioner license for any purpose.
- o. Performing services beyond the authorized scope of practice for which the individual is licensed or prepared or performing services without holding a valid license.
- p. Falsifying, forging, or altering a license issued by the board.
- q. Failure of the practitioner holding a contract under Iowa Code section 279.13 to disclose to the school official responsible for determining assignments a teaching assignment for which the practitioner is not properly licensed.
- r. Failure of a school official responsible for assigning licensed practitioners holding contracts under Iowa Code section 279.13 to adjust an assignment if the practitioner discloses to the official that the practitioner is not properly licensed for an assignment.

25.3(7) Standard VII—compliance with state law governing obligations to state or local governments, child support obligations, and board orders. Violation of this standard includes:

- a. Failing to comply with 282—Chapter 8 concerning payment of debts to state or local governments.
- b. Failing to comply with 282—Chapter 10 concerning child support obligations.
- c. Failing to comply with a board order.

25.3(8) Standard VIII—incompetence. Violation of this standard includes, but is not limited to:

- a. Willfully or repeatedly departing from or failing to conform to the minimum standards of acceptable and prevailing educational practice in the state of Iowa.
- b. Willfully or repeatedly failing to practice with reasonable skill and safety.

EMPLOYEE CONDUCT AND APPEARANCE
CODES OF RIGHTS AND RESPONSIBILITIES REGULATION

CHAPTER 26

282—26.1 (272) Purpose. The code of professional conduct and ethics in 282—Chapter 25 defines unprofessional and unethical conduct justifying disciplinary sanction. The board acknowledges that the discharge of professional obligations should occur in recognition of certain fundamental rights and responsibilities. Accordingly, the board recognizes the following rights and responsibilities of all educators licensed under IOWA CODE chapter 272 and agrees that the exercise of these rights and responsibilities may present mitigating facts and circumstances in the board's evaluation of allegations of unprofessional or unethical conduct.

282—26.2 (272) Rights. Educators licensed under IOWA CODE chapter 272 have the following rights:

1. The educator has a right to be licensed and endorsed under professional standards established and enforced by the board.
2. The educator has a right to refuse assignments for which the educator is not legally authorized, in terms of holding a valid Iowa license with the appropriate endorsement(s) or approval(s).
3. The educator has a right, subject to board and administrator authority, to exercise professional judgment in the evaluation, selection, and use of teaching methods and instructional materials appropriate to the needs, abilities, and background of each student.

282—26.3 (272) Responsibilities. Educators licensed under IOWA CODE chapter 272 have the following responsibilities:

1. The educator has a responsibility to maintain and improve the educator's professional competence.
2. The educator has a responsibility to accept only those assignments for which the educator is legally authorized.
3. The educator has a responsibility to provide conditions that are conducive to teaching and student learning.
4. The educator shall protect students from conditions harmful to learning or to health or safety.
5. The educator shall not, without just cause, restrain a student from independent action in the pursuit of learning and shall not, without just cause, deny a student access to varying points of view.
6. The educator shall not use professional relationships with students for personal advantage.
7. The educator shall not discriminate against any student on the grounds of race, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, or national origin.
8. The educator shall accord just and equitable treatment to all members of the profession.
9. The educator shall keep in confidence personally identifiable information regarding a student or the student's family members that has been obtained in the course of professional service, unless disclosure is required by law or is necessary for the personal safety of the student or others.
10. The educator who has reasonable basis to believe that a student has been abused, as defined by law, shall make all reports required by law and the IOWA ADMINISTRATIVE CODE and which are necessary to ensure the safety and well-being of the student.
11. In the administration of discipline, the educator shall treat all students with respect and in compliance with all policies of the school district served by the educator.
12. The educator shall provide accurate, truthful, and complete information to the board and to the local education system concerning all licensure transactions.
13. The educator shall not refuse to participate in a professional inquiry, when requested by the board.
14. The educator shall not require or direct another educator to violate any provisions of the code of professional conduct and ethics or any rights of a student, parent, educator or citizen.
15. The educator shall not delegate assigned tasks to unqualified personnel.