

**EAST BUCHANAN COMMUNITY SCHOOL DISTRICT**  
**AGENDA - Regular School Board Meeting**  
**May 10, 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. **PUBLIC HEARING** - Amended FY2023 Budget
4. **APPROVE AGENDA**
5. **APPROVE CONSENT AGENDA**
  - a. Minutes from Regular Meeting on April 12, 2023
  - b. Minutes from Special Meeting on April 26, 2023
  - c. Personnel Changes
  - d. List of Bills
  - e. Financial Reports
6. **COMMUNITY/PROGRAM PRESENTATIONS**
7. **ADMINISTRATIVE UPDATES & REPORTS**
  - a. Jacklyn Letzring - Elementary Update
  - b. Eric Dockstader - Secondary Update
  - c. Dan Fox - District Update
  - d. Facilities Update
8. **AGENDA**
  - a. Amend FY23 Certified Budget
  - b. 2023 Graduates
  - c. Operational sharing agreement with Central Rivers AEA for Multi-Occupations Coordinator (MOC)
  - d. Wrestling Mat Purchase
  - e. Football Field Goal Post Purchase
  - f. School safety
  - g. Playground
  - h. Board Policy Review - 408.1 through 414
9. **#BUCPR1DE**
10. **STUDENT QUESTIONS**
11. **ADJOURN**

**SCHOOL BOARD APPRECIATION MONTH**

**NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET**

EAST BUCHANAN School District  
Fiscal Year July 1, 2022 - June 30, 2023

The EAST BUCHANAN School District will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2023

**Meeting Date/Time:** 5/10/2023 05:00 PM

**Contact:** Teresa Knipper

**Phone:** (319) 935-3660 ext: 2106

**Meeting Location:** East Buchanan CSD Library  
414 5th St N  
Winthrop IA 50682

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

EXPENDITURES	Total Budget as Certified or Last Amended	Amendment Increase	Total Budget After Current Amendment	Reason
Instruction	5,632,000	0	5,632,000	
Total Support Services	2,700,500	400,000	3,100,500	additional staff, increased costs, additional prof dev
Noninstructional Programs	360,000	0	360,000	
Total Other Expenditures	3,641,014	0	3,641,014	
<b>Total</b>	<b>12,333,514</b>	<b>400,000</b>	<b>12,733,514</b>	

**East Buchanan Community School District  
Regular Board Meeting Minutes – April 12, 2023**

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

**Public Forum** – None

**Public Hearing for 23-24 Certified Budget** – Motion by Stone, second by Steffens to open the public hearing at 5:00 pm. Fox gave a presentation on the 23-24 budget. There was no public comment. Motion by Stone, second by Cooksley to close the public hearing at 5:17 pm.

**Public Hearing for 23-24 School Calendar** – Motion by Cooksley, second by Recker to open the public hearing at 5:17 pm. Fox presented the 23-24 school calendar. There was no public comment. Motion by Steffens, second by Recker to close the public hearing at 5:30 pm.

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

**Approve Consent Agenda** - Motion by Stone, second by Recker to approve the consent agenda. Items included on the Consent Agenda: minutes from the regular meeting on March 8, 2023, work session on March 13, 2023, and special meeting on March 27, 2023; hiring of Amber Schmitt as HS science teacher, Megan Brock as assistant softball coach, McKinley Meyer as MS social studies teacher, and Michelle Miller as food service director; transfer of Kelly Henderson from elementary to HS/MS guidance counselor and Mandi Smith from fourth grade teacher to elementary guidance counselor; resignation of Amanda Fisher as speech coach, Sara Dolan as preschool associate, and Jenalee McElroy as instructional coach; resignation with retirement incentive of Sue Hoefer as elementary associate; expenditures listed; and financial reports.

**Administrative Updates and Reports** – Fox presented the elementary update provided by Letzring that ISASP testing is complete, interviewing for 4<sup>th</sup> grade teacher position, staff is working on the master schedule for 23-24, students went roller skating, student council and Mrs. Henderson put together an assembly before break, and staff participated in a challenge on the professional development day before break. Fox reported the HS/MS has completed ISASP testing, the play was a success, prom is on April 22<sup>nd</sup>, and the conditions of learning survey will be sent out soon. Fox and Kerkove reported on the location of the playground and plans for installation. Work on the track is to begin on April 17<sup>th</sup>.

**Prepayment Levy Resolution** – Board Member Stone introduced the following Resolution and moved its adoption. Director Steffens seconded the motion to adopt. The roll was called and the following directors voted: Ayes – Cooksley, Stone, Steffens, Recker, Sperflage, Nays: None. The President declared the Resolution adopted as follows: RESOLUTION AUTHORIZING THE REDEMPTION OF GENERAL OBLIGATION SCHOOL BONDS, SERIES 2017, DATED MAY 1, 2017,, AND LEVYING A TAX FOR FISCAL YEAR 2024 FOR THE REDEMPTION OF GENERAL

OBLIGATION SCHOOL BONDS, SERIES 2017, DATED MAY 1, 2017. WHEREAS, the East Buchanan Community School District (the "District") issued \$6,500,000 General Obligation School Bonds, Series 2017, dated May 1, 2017 (the "Series 2017 Bonds"), of which \$5,210,000 are currently outstanding; of which \$90,000 were called for redemption on May 1, 2023 pursuant to a resolution adopted April 10, 2019; of which \$125,000 were called for redemption on May 1, 2023 pursuant to a resolution adopted April 8, 2020; of which \$125,000 were called for redemption on May 1, 2023 pursuant to a resolution adopted March 10, 2021; of which \$210,000 were called for redemption on May 1, 2023 pursuant to a resolution adopted April 13, 2022; and of which \$ 125,000 are now being called for redemption on May 1, 2024, which are described in Schedule A attached to this Resolution (the "Redeemed Bonds"); and WHEREAS, at this time, it is in the best interest of the District to levy a tax for the Fiscal Year ending June 30, 2024, which is sufficient to call and redeem the Redeemed Bonds on May 1, 2024; and WHEREAS, the Series 2017 Bonds which mature after May 1, 2023 may be called in whole or in part on any date beginning on May 1, 2023, from any funds regardless of source, in any order of maturity and within annual maturity by lot by giving 30 days' written notice of redemption to the registered owner of the Bonds, the terms of redemption to be par plus accrued interest to the date of call, such notice to be deemed completed upon transmission to the owner of record of the Bond at the address shown on the books of the Registrar; and WHEREAS, selection by lot will be necessary to select bonds to be called among the mandatory redemption payment due on May 1, 2036 of the Term Bond which matures on May 1, 2037; and WHEREAS, it is in the best interest of the District to call and redeem the Redeemed Bonds. NOW, THEREFORE, be it resolved: Section 1. That the Redeemed Bonds are hereby redeemed as of May 1, 2024. Section 2. UMB Bank, N.A., West Des Moines, Iowa, in its capacity as Registrar, Paying Agent and Transfer Agent, is hereby authorized and directed to cause notice of such redemption to be given not less than thirty (30) days prior to the date of redemption by written notice to the registered owner of the Redeemed Bonds in substantially the form set forth in Schedule B attached to this Resolution. Piper Sandler & Co., as Dissemination Agent for the District, is hereby authorized and directed to provide electronic notice of such redemption to the Municipal Securities Rulemaking Board at <http://emma.msrb.org/>. On or before May 1, 2024, the Treasurer shall deposit with the Paying Agent \$125,000 to call and redeem the Redeemed Bonds described in Schedule A attached to this Resolution, such call and redemption to be effective May 1, 2024 pursuant to the terms of the Series 2017 Bonds. All liability for interest on the Redeemed Bonds shall cease, terminate, and be completely discharged as of May 1, 2024 as provided in Section 6(b) of the Resolution Authorizing the Issuance of the Series 2017 Bonds. Section 3. There is levied upon all the taxable property of the District for the fiscal year ending June 30, 2024, \$125,000 which when collected shall be deposited with the Paying Agent. The Paying Agent is authorized and directed to call and redeem the Redeemed Bonds on May 1, 2024. PASSED AND APPROVED this 12th day of April, 2023.

**Adoption of 23-24 Certified Budget and Taxes** – Motion by Recker, second by Cooksley to approve the fiscal year 2024 budget and taxes as discussed whereas the income surtax rate was increased from 5% as published to 7% with a rate of 13.79028.

**Budget Guarantee Resolution** – Motion by Recker, second by Stone to approve the budget guarantee resolution to levy property taxes for the FY24 regular program budget adjustment as allowed under section 257.14 Code of Iowa.

**23-24 School Calendar** – Motion by Steffens, second by Recker to approve the 23-24 school calendar as presented.

**FY23 Amended Certified Budget** – Motion by Recker, second by Cooksley to hold a public hearing for the purpose of amending the current school budget on May 10, 2023 at 5:00 pm.

**Retirement Payout Distribution** – Motion by Recker, second by Steffens to designate that FY23 retiree benefits will be paid out as 100% to an individual’s HRA for both the IPERS Rule Payout and Sick Days Payout.

**Operational Sharing for Special Education Director** – Motion by Stone, second by Cooksley to approve operational sharing with Central Rivers AEA for a special education director.

**Operational Sharing for Superintendent** – No action taken. Both parties need to meet to discuss.

**School Safety** – No action taken. Fox reported the state assessment is done and we are waiting for emergency management to sign off on it.

**Playground** – No action taken.

**Board Policy Review** – Motion by Recker, second by Cooksley to approve the second reading of policies 804.5 and 405 through 407.5 series as presented.

**#BucPr1de** – Archery did well in competition, kindergarten classes had baby chicks hatch, the 12-passenger van is already being used, and the eSports team is completing.

**Student Questions** – Students asked if there are any other activities planned for next year, will there be any more updates to the HS hallways, and if there is any more construction in the district.

**Exempt Session** – Motion by Stone, second by Recker to go into exempt session at 6:41 pm per Iowa Codes 20.17(3), 21.9, and 20.9. Session ended at 7:37 pm.

**Adjourn** – Motion by Recker, second by Steffens to adjourn the meeting at 7:37 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 Community School District  
Special Board Meeting Minutes – April 26, 2023**

**Call to Order** - President Andy Sperflage called the meeting to order at 7:30 am. The board recited the East Buchanan Mission Statement. Board members present were Scott Cooksley, Tim Recker, Andy Sperflage, Heather Steffens, and Shawn Stone. Administration attending were Superintendent Dan Fox and Business Manager/Board Secretary Teresa Knipper. Motion carried with all ayes unless otherwise noted.

**Approve Agenda** - Motion by Stone, second by Recker to approve the agenda.

**Master Contract** – Fox presented the negotiations spreadsheet and items negotiated with the bargaining unit. Motion by Stone, second by Steffens to approve the 2023-2024 master contract as presented which includes a certified base increase of \$530 and a classified base increase of \$.60 for a total percentage increase of 5%.

**Adjourn** – Motion by Recker, second by Cooksley to adjourn the meeting at 7:40 am.

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**East Buchanan CSD**

**Personnel Changes**

SB Mtg date	Employee	Type	Position	Notice Date	Effective Date
5/10/2023	Elleigh McGraw	Hire	4th grade teacher		23-24 school year
5/10/2023	Jessi Opitz	Hire	MS softball coach		2023 season
5/10/2023	Erin Kelchen	Resignation	Teacher & FBLA		end of 22-23 school year
5/10/2023	Nathan Reck	Resignation	HS girls basketball coach		end of 22-23 season

5d

East Buchanan Community School  
05/10/2023 3:36 PM

List of Bills - School Board Mtg  
GENERAL FUND, MANAGEMENT FUND

Page: 1

User ID: TMK  
Invoice Amount

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ABDOBOOK	ABDO BOOKS	LMC BOOKS	204.16 *
			<u>204.16</u>
ACCELASER	ACCENT LASER SERVICE, INC.	Toner	1,399.70
			<u>1,399.70*</u>
ADVELIGH	ADVENTURE LIGHTING	ELECTRICAL SUPPLIES	260.25
			<u>260.25</u>
AHLECOON	Ahlers & Cooney, P.C.	Legal Services	770.00
			<u>770.00</u>
ALLIUTIL	ALLIANT ENERGY	GAS/ELECTRIC	14,637.53
			<u>14,637.53</u>
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	914.10
			<u>914.10</u>
BODEIMPL	BODENSTEINER IMPLEMENT	B&G PARTS	104.58
			<u>104.58</u>
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	181.38
			<u>181.38</u>
CDWG	CDW GOVERNMENT, INC	Network Cabling & Equipment	225.53
			<u>225.53</u>
CEDAFALL	CEDAR FALLS CSD	CONSORTIUM BILLING	13,095.04 *
			<u>13,095.04</u>
CRAEA	CENTRAL RIVERS AEA	COMPUTER REPAIR	466.77
CRAEA	CENTRAL RIVERS AEA	SOAR training	20.00 *
CRAEA	CENTRAL RIVERS AEA	PURCHASED SERVICE	5,125.00 *
			<u>5,611.77</u>
CHASCARD	CHASE CARD SERVICES	AMAZON-B&G SUPPLIES	53.98
CHASCARD	CHASE CARD SERVICES	SPEEDE SHOP-PD SUPPLIES	38.97
CHASCARD	CHASE CARD SERVICES	EBAY	70.06
CHASCARD	CHASE CARD SERVICES		13.06
CHASCARD	CHASE CARD SERVICES	SAMS CLUB-K OPEN HOUSE	80.52
CHASCARD	CHASE CARD SERVICES	AMAZON-RETURN	(10.99)
CHASCARD	CHASE CARD SERVICES	LMC SUPPLIES	736.99
CHASCARD	CHASE CARD SERVICES	WALMART-FCS SUPPLIES	484.63
CHASCARD	CHASE CARD SERVICES	KWIK STAR-FFA VAN	122.50
CHASCARD	CHASE CARD SERVICES		599.06
CHASCARD	CHASE CARD SERVICES	ZORO-B&G SUPPLIES	144.17
			<u>2,332.95*</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>



<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
DHS	DHS CASHIER 1ST FL.	STATE MEDICAID MATCH	8,626.71
			<b>8,626.71</b>
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	TELEPHONE	2,816.02
			<b>2,816.02</b>
EDGEOIL	Edgewood Oil, Inc.	TRANSPORTATION SUPPLIES	172.80
			<b>172.80</b>
INDENAPA	Etten Enterprises LLC	Consumables for Small engines	28.71
INDENAPA	Etten Enterprises LLC	TRANSPORTATION SUPPLIES	78.10
INDENAPA	Etten Enterprises LLC	TRANSPORTATION SUPPLIES	39.10
			<b>145.91</b>
FLINSCIE	FLINN SCIENTIFIC	Lab Supplies	17.50 *
			<b>17.50</b>
GORDFLES	GORDON FLESCH COMPANY LLC	COPIER SUPPLIES	106.61
			<b>106.61</b>
GUMDROP	GUMDROP BOOKS	LMC BOOKS	19.95
			<b>19.95</b>
HOTLUNCH	HOT LUNCH PROGRAM	PRESCHOOL SNACKS	678.85
			<b>678.85</b>
ICN	IOWA COMMUNICATIONS NETWORK	ICN SERVICES	369.85
			<b>369.85</b>
JOHNDEERE	JOHN DEERE FINANCIAL	B&G SUPPLIES	155.86
			<b>155.86</b>
JOSTENS	JOSTEN'S	GRAD SUPPLIES	233.28 *
			<b>233.28</b>
JUNIACHIE	JUNIOR ACHIEVEMENT	PROGRAMMING	1,075.59
			<b>1,075.59</b>
KONEINC	KONE INC.	Elevator Service Provider	209.88
			<b>209.88</b>
LAMKCHAD	Lamker, Chad	CELL PHONE	62.01 *
LAMKCHAD	Lamker, Chad	CELL PHONE	62.06
			<b>124.07</b>
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	2,596.56
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	2,488.18
			<b>5,084.74</b>
MTMDDRIV	MTMD Driving School LLC	DRIVERS ED	385.00
			<b>385.00</b>
MURPSHEL	Murphy, Shelbi	VAN WASH	13.00
			<b>13.00</b>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
NEIBINSU	NEIGHBOR INSURANCE	INSURANCE	184.00*
			<b>184.00</b>
THENEWS	NEWS, THE	PUBLIC NOTICES/ADVERTISING	151.45
			<b>151.45</b>
PRESTOX	PRESTO-X	KITCHEN-PEST SERVICE	76.03*
			<b>76.03</b>
RUNDEAUTOG	Runde Auto Group	TRANSPORTATION SUPPLIES	62.72
RUNDEAUTOG	Runde Auto Group	TRANSPORTATION SUPPLIES	75.60
			<b>138.32</b>
TIMBBILL	TIMBERLINE BILLING SERVICE LLC	MEDICAID PURCH SERVICE	1,106.56
			<b>1,106.56</b>
USCELL	US CELLULAR	Cell Phones	300.65
			<b>300.65</b>
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	371.10*
			<b>371.10</b>
WAVESHEL	WAVERLY-SHELL ROCK CSD	SPECIAL ED TUITION	4,069.00
			<b>4,069.00</b>
WEEDSON	WEEDS ON FIRE	UPKEEP OF BLDGS & GROUNDS	1,266.00
			<b>1,266.00</b>
WESTMUSI	WEST MUSIC COMPANY	BAND SUPPLIES	80.45
			<b>80.45</b>
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ARTS SUPPLIES	20.07
WINTBUIL	WINTHROP BUILDING SUPPLY	B&G SUPPLIES	192.00
			<b>212.07*</b>
YEARTRUCK	Yearous Trucking, Inc.	PURCHASED SERVICE	2,363.72
			<b>2,363.72*</b>
		Batch Total:	71,071.68
		Report Total:	71,071.68

PPEL FUND. SAVE

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
BOLARECR	Boland Recreation	PLAYGROUND EQUIPMENT	25,775.00
BOLARECR	Boland Recreation	PLAYGROUND EQUIPMENT	45,750.00
			<u>71,525.00</u>
CEDAFALL	CEDAR FALLS CSD	CONSORTIUM BILLING	2,186.80 *
			<u>2,186.80</u>
CHASCARD	CHASE CARD SERVICES	AMAZON-COMMONS CHAIRS	389.91
CHASCARD	CHASE CARD SERVICES	PLAYGROUND	3,938.71
			<u>4,328.62</u>
CRAWENGI	CRAWFORD ENGINEERING & SURVEYING ATHLETIC COMPLEX INC		1,665.44
			<u>1,665.44</u>
DAVECCI	DAVE'S COMPLETE CONSTRUCTION	ATHLETIC COMPLEX IMPROVEMENTS	52,575.37
			<u>52,575.37</u>
KAYPARK	KAY PARK REC. CORP.	PICNIC TABLES	6,269.80
			<u>6,269.80 *</u>
		Batch Total:	<u>138,551.03</u>
		Report Total:	<u>138,551.03</u>

Nutrition Invoices - May 2023

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
BIMBBAKE	BIMBO BAKERIES USA	Bread	806.02
			<u>806.02</u>
EMSDETER	EMS DETERGENT SERVICES CO.	Detergent	43.50
			<u>43.50</u>
MARTBROT	MARTIN BROTHERS	Food	1,903.31
			<u>1,903.31</u>
PERFFOOD	PERFORMANCE FOODSERVICE	Supplies/Food	15,765.11
			<u>15,765.11</u>
PRAIFARM	PRAIRIE FARMS DAIRY, INC.	Dairy Products	6,859.26
			<u>6,859.26</u>
* PRINANN	PRINCE, ANN	Refund Lunch Account	8.15
			<u>8.15</u>
* SWEEDONN	SWEET, DONNA	Refund Lunch Account	66.05
			<u>66.05</u>
WALMART	WALMART COMMUNITY BRC	Fans	87.72
			<u>87.72</u>
		Batch Total:	<u>25,539.12</u>
		Report Total:	<u>25,539.12</u>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ALBURNETT	ALBURNETT HIGH SCHOOL	MS B/G Track Entry Fees - 4/25/23	100.00 2
ALBURNETT	ALBURNETT HIGH SCHOOL	Track Entry Fee - 4/18/23	100.00 2
			<u>200.00</u>
GENTCITY	CENTRAL CITY COMM. SCHOOL	Co-Ed Track Entry Fee - 4/13/23	75.00 2
			<u>75.00</u>
CLAYRIDG	CLAYTON RIDGE CSD	Track Entry Fee-4/25/23	70.00 2
			<u>70.00</u>
EDCO	EDGEWOOD COLESBURG SCHOOL	MS B/G Track Entry Fees	160.00 2
			<u>160.00</u>
HARTGOLF	HART RIDGE GOLF COURSE	B-Conference Golf Entry Fee	60.00 2
			<u>60.00</u>
MAQVALL	MAQUOKETA VALLEY CSD	B-Track Entry Fee - 4/24/23	85.00 2
			<u>85.00</u>
MONTCSD	MONTICELLO CSD	B/G Track Entry Fees - 4/20/23	200.00 2
			<u>200.00</u>
STARMONT	STARMONT CSD	MS G-Track Entry Fee-4/18/23	80.00 2
			<u>80.00</u>
WESTDELA	WEST DELAWARE CSD	MS B-Track Entry - 4/18/23	70.00 2
			<u>70.00</u>
		Batch Total:	<u>1,000.00</u>
		Report Total:	<u>1,000.00</u>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
* ALBURNETT	ALBURNETT HIGH SCHOOL	MS B-Track Entry Fee - 5/9/23	50.00 <b>50.00</b>
BLANFLOW	BLAND'S FLOWER SHOP	Flowers for Administrative Professionals	58.00 <b>58.00</b>
CENTCITY	CENTRAL CITY COMM. SCHOOL	B/G Conference Track Entry - 5/4/23	100.00 <b>100.00</b>
CHASCARD	CHASE CARD SERVICES	Camp Supplies - Hobby Lobby	58.91
CHASCARD	CHASE CARD SERVICES	Hotel Rooms-State Convention	4,112.64
* CHASCARD	CHASE CARD SERVICES	Salsa/Chips/Supplies	67.15
CHASCARD	CHASE CARD SERVICES	Annual StuCo Banquet Supplies-Fareway	221.58
CHASCARD	CHASE CARD SERVICES	Sports Timer System	629.00 <b>5,089.28</b>
EDCO	EDGEWOOD COLESBURG SCHOOL	G-Track Entry Fee - 5/1/23	100.00
* EDCO	EDGEWOOD COLESBURG SCHOOL	MS G-Track Entry Fee - 5/9/23	50.00 <b>150.00</b>
HARTGOLF	HART RIDGE GOLF COURSE	G-Conference Golf Entry - 5/8/23	60.00 <b>60.00</b>
IOWAFFA	IOWA FFA ASSOCIATION	State Convention Registration	640.00 <b>640.00</b>
JESUPCSD	JESUP COMMUNITY SCHOOL DISTRICT	B/G MS Track Entry Fees - 5/5/23	120.00 <b>120.00</b>
* MEADOWVIEW	MEADOWVIEW GOLF & COUNTRY CLUB	G-Regional Golf Entry Fee - 5/12/23	60.00 <b>60.00</b>
* MFL	MFL MARMAC SCHOOLS	G-Track Entry Fee - 4/27/23	80.00
MFL	MFL MARMAC SCHOOLS	B-Track Entry Fee - 5/1/23	80.00 <b>160.00</b>
MONTSPOR	MONTICELLO SPORTS	FB Jerseys	2,250.00
MONTSPOR	MONTICELLO SPORTS	Batting Helmets	300.00 <b>2,550.00</b>
PIONMANU	PIONEER MANUFACTURING CO.	Pitching Mound Cover	700.00 <b>700.00</b>
REEDCORA	REED, CORA	Lifeguard - Camp Wapsie	200.00 <b>200.00</b>
* REP	REP Fitness	Trap Bars/Handles	1,103.62 <b>1,103.62</b>
* RIDDELL	RIDDELL ALL AMERICAN SPORTS CORP.	Speed Flex Face Frame Rt	69.90 <b>69.90</b>
SCHUMARY	SCHUBICH, MARY	Solo/Ensemble Accompanist Hours	400.00 <b>400.00</b>

Activity Invoices - May 2023

User ID: KLG

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
PRIME	Specialty Fitness Systems, LLC	Squat Wedges	285.94
			<u>285.94</u>
STARMONT	STARMONT CSD	B-Track Entry Fee - 4/28/23	85.00 2
			<u>85.00</u>
WALMART	WALMART COMMUNITY BRC	PBIS Rewards	52.10
			<u>52.10</u>
YMCACAMP	YMCA CAMP WAPSIE	Deposit - 6th Grade Camp	216.25 2
			<u>216.25</u>
			<hr/>
			Batch Total: 12,150.09
			Report Total: 12,150.09

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	16,918.77	100.00	1,180.70	0.00	17,999.47
21 6120 729 910	SPEECH	712.59	0.00	0.00	0.00	712.59
21 6210 729 910	MUSIC CLUB	384.58	106.00	0.00	0.00	278.58
21 6220 729 910	PEP BAND	2,004.48	0.00	0.00	0.00	2,004.48
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	8,291.40	3,271.02	225.00	0.00	5,245.38
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	210.00	0.00	0.00	144.72
21 6720 729 920	FOOTBALL	5,950.54	0.00	0.00	0.00	5,950.54
21 6730 729 920	BASEBALL	588.68	0.00	0.00	0.00	588.68
21 6740 729 920	BOYS' TRACK	680.59	0.00	0.00	0.00	680.59
21 6760 729 920	BOYS' GOLF	2,414.67	0.00	110.00	0.00	2,524.67
21 6790 729 920	WRESTLING	604.82	500.00	0.00	0.00	104.82
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	4,980.23	180.16	555.00	0.00	5,355.07
21 7011 729 950	HS STUDENT COUNCIL	3,465.74	0.00	0.00	0.00	3,465.74
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 7017 729 950	SKILLS USA	0.00	96.00	96.00	0.00	0.00
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	15,884.80	1,179.95	0.00	0.00	14,704.85
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	0.00	0.00	0.00	0.00	0.00

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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 7049 729 950	PBIS	2,833.69	0.00	0.00	0.00	2,833.69
21 7050 729 950	ELEM. ST. COUNCIL	0.00	0.00	0.00	0.00	0.00
21 7051 729 950	CAMP WAPSIE	5,210.43	644.00	0.00	0.00	4,566.43
21 7053 729 950	BREAKFAST CLUB	1,020.58	0.00	0.00	0.00	1,020.58
21 7078 729 950	CLASS OF 2023	2,318.37	879.85	0.00	0.00	1,438.52
21 7079 729 950	CLASS OF 2024	2,663.64	185.69	900.00	0.00	3,377.95
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	7,745.17	0.00	0.00	0.00	7,745.17
21 8001 729 910	BUCCANEER CLUB	1,491.93	81.00	0.00	0.00	1,410.93
21 8004 729 910	INTEREST	1,393.18	0.00	416.46	0.00	1,809.64
Fund Total: 21		111,554.94	7,433.67	3,483.16	0.00	107,604.43

Fund: 91 AGENCY FUNDS

<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 9042 770 950	CUSTODIAL-TRAPSHOOTING	1,848.94	1,848.94	0.00	0.00	0.00
91 9043 770 950	CUSTODIAL-LIL BUC BOYS BB	763.91	763.91	0.00	0.00	0.00
91 9052 770 950	CUSTODIAL-EB HOOPSTERS	0.00	0.00	0.00	0.00	0.00
Fund Total: 91		2,612.85	2,612.85	0.00	0.00	0.00

EAST BUCHANAN SCHOOL  
MILEAGE REPORT  
2022-2023

MONTH	BUS ROUTE MILES	BUS ADMIN. MILES	BUS SPECIAL ED. MILES	BUS ACTIVITY MILES	BUS CUSTODIAL MILES	BUS TRANSP. MILES	BUS DRIVERS ED MILES	BUS OTHER MILES	BUS MISC. MILES	BUS TOTAL MILES
JULY	865	0	0	242	0	102	0	0	0	1,209
AUGUST	2,689	0	0	79	0	393	0	0	0	3,161
SEPTEMBER	7,807	0	0	1,364	0	0	0	0	32	9,203
OCTOBER	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	5,660	0	0	1,217	0	29	0	0	0	6,906
MARCH	7,590	0	0	474	0	0	0	0	111	8,175
APRIL	6,135	0	0	1,564	0	0	0	0	0	7,699
MAY										
JUNE										
TOTAL	56,300	-	-	10,827	-	658	-	-	143	67,928

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	0		336		6,105		2,054		0		57		0		0		0				8,552
MARCH	0		25		8,027		1,053		242		256		0		0		0				9,603
APRIL	0		426		7,039		2,672		173		84		0		0		0				10,394
MAY																					
JUNE																					
TOTAL	15		3,972		58,746		19,524		1,580		822		-		-		59				84,718



**RECEIPTS**

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$1,282.70	\$13,196.80	\$14,479.50
Student Lunch	\$12,750.60	\$90,094.34	\$102,844.94
Adult Breakfast	\$33.65	\$238.70	\$272.35
Adult Lunch	\$514.60	\$3,506.75	\$4,021.35
LaCarte	\$4,342.35	\$34,899.40	\$39,241.75
Snacks	\$1,749.06	\$13,883.01	\$15,632.07
Federal Breakfast	\$3,236.00	\$16,234.92	\$19,470.92
Federal Lunch	\$19,176.13	\$104,631.62	\$123,807.75
State Breakfast	\$0.00	\$645.03	\$645.03
State Lunch	\$0.00	\$2,136.31	\$2,136.31
Supply Chain Assistance Funds	\$0.00	\$38,139.33	\$38,139.33
Other Revenues	\$1,225.51	\$782.74	\$2,008.25
Other Purchased Services	-\$444.53	-\$2,937.65	-\$3,382.18
Rebate	\$0.00	\$1,117.35	\$1,117.35
Interest	\$1,083.74	\$3,199.70	\$4,283.44
<b>TOTAL INCOME</b>	<b>\$44,949.81</b>	<b>\$319,768.35</b>	<b>\$364,718.16</b>

2022-2023

East Buchanan

Hot Lunch  
Report**EXPENDITURES**

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$14,757.95	\$135,001.75	\$149,759.70
Supplies	\$515.02	\$7,180.86	\$7,695.88
Shared Contract	\$0.00	\$9,471.23	\$9,471.23
Purchased Services	\$0.00	\$3,815.80	\$3,815.80
Equipment	\$0.00	\$17,310.22	\$17,310.22
Travel	\$0.00	\$0.00	\$0.00
Other Expenses	\$0.00	\$166.20	\$166.20
Cooks Salaries	\$11,941.89	\$73,705.77	\$85,647.66
Benefits	\$3,403.06	\$23,538.51	\$26,941.57
<b>TOTAL EXPENDITURES</b>	<b>\$30,617.92</b>	<b>\$270,190.34</b>	<b>\$300,808.26</b>

**DAYS MEALS SERVED**

July	0
August	7
September	21
October	20
November	17
December	15
January	18
February	16
March	21
April	0
May	0
June	0
<b>TOTALS</b>	<b>135</b>

**BALANCE**

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$241,963.34	\$241,963.34
Income	\$44,949.81	\$319,768.35	\$364,718.16
Expenditures	\$30,617.92	\$270,190.34	\$300,808.26
<b>FUND BALANCE</b>	<b>\$14,331.89</b>	<b>\$291,541.35</b>	<b>\$305,873.24</b>

**MEALS SERVED**

	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	866	8,493	9,359
Reduced Student Breakfasts	90	569	659
Free Student Breakfasts	822	6,243	7,065
Second Breakfasts	23	222	245
Adult Breakfasts	23	154	177
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
<b>TOTAL BREAKFASTS SERVED</b>	<b>1,824</b>	<b>15,681</b>	<b>17,505</b>
Paid Student Lunches	4,573	36,864	41,437
Reduced Student Lunches	388	3,153	3,541
Free Student Lunches	2,440	18,102	20,542
Second Lunches	0	0	0
Adult Lunches	130	875	1,005
Student Guest Lunches	0	0	0
Complimentary Lunches	1	1	2
<b>TOTAL LUNCHES SERVED</b>	<b>7,532</b>	<b>58,995</b>	<b>66,527</b>

April 30, 2023

**LUNCH STATUS**

FREE	REDUCED	PAID	TOTAL
178	31	379	588

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

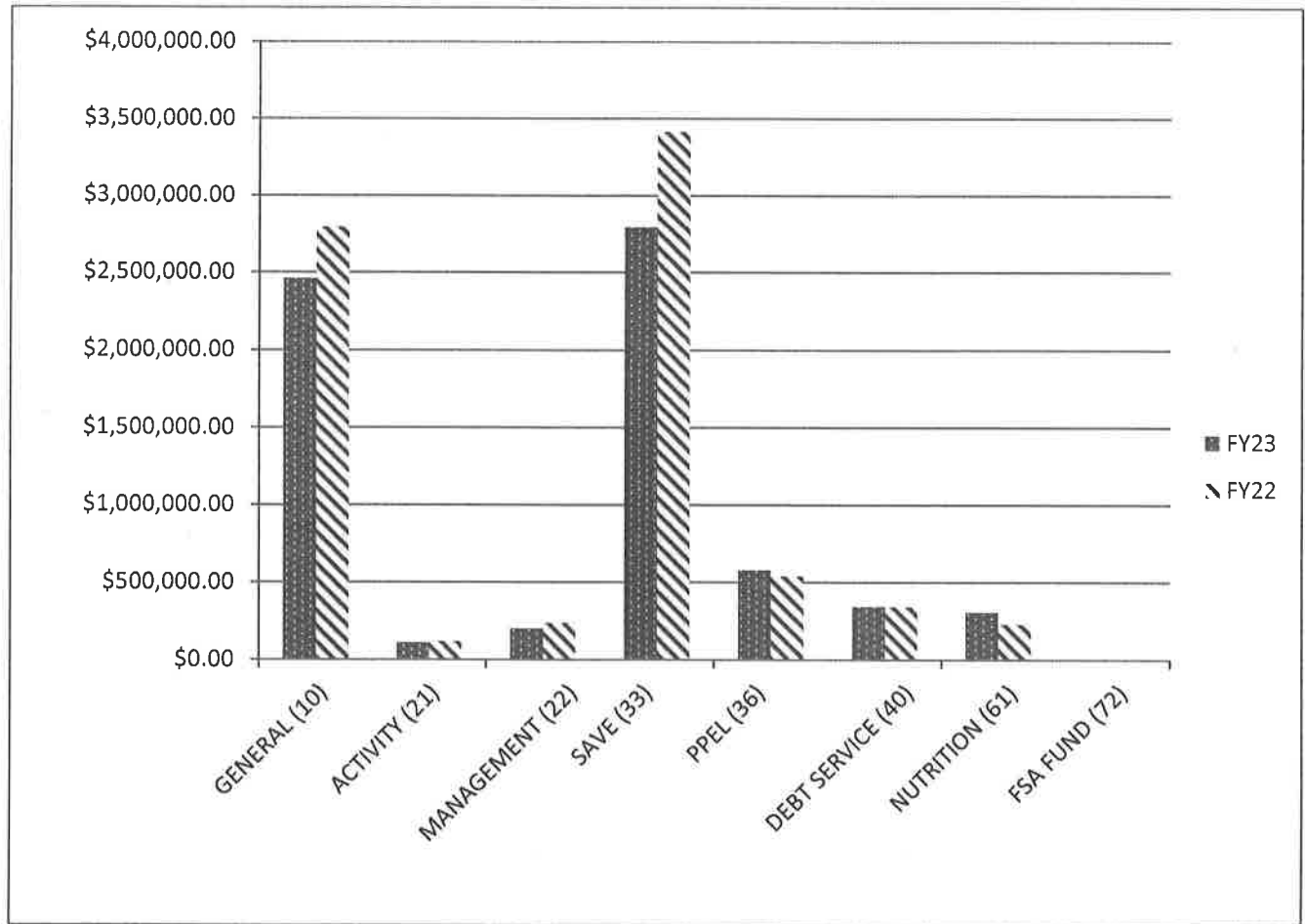
East Buchanan Community School District  
Cash Summary Report

	<u>Jan-23</u>	<u>Feb-23</u>	<u>Mar-23</u>	<u>Apr-23</u>
<b>10-GENERAL FUND</b>				
Beginning Balance	2,158,769.33	2,041,159.66	1,861,538.09	1,879,286.59
Revenue	526,764.00	676,618.89	766,788.74	1,237,542.98
Expenditures	644,373.67	856,240.46	749,040.24	657,293.69
Ending Balance	<u>2,041,159.66</u>	<u>1,861,538.09</u>	<u>1,879,286.59</u>	<u>2,459,535.88</u>
<b>21-ACTIVITY FUND</b>				
Beginning Balance	123,379.81	116,962.34	118,775.45	111,554.94
Revenue	7,060.10	8,685.94	9,156.96	3,483.16
Expenditures	13,477.57	6,872.83	16,377.47	7,433.67
Ending Balance	<u>116,962.34</u>	<u>118,775.45</u>	<u>111,554.94</u>	<u>107,604.43</u>
<b>22-MANAGEMENT FUND</b>				
Beginning Balance	156,585.46	158,483.40	158,259.22	160,139.04
Revenue	3,478.65	866.82	2,879.82	41,120.88
Expenditures	1,580.71	1,091.00	1,000.00	1,144.00
Ending Balance	<u>158,483.40</u>	<u>158,259.22</u>	<u>160,139.04</u>	<u>200,115.92</u>
<b>33-SAVE</b>				
Beginning Balance	2,633,485.39	2,688,635.43	2,762,346.57	2,830,681.73
Revenue	55,150.04	73,711.14	68,335.16	142,374.20
Expenditures	0.00	0.00	0.00	182,000.00
Ending Balance	<u>2,688,635.43</u>	<u>2,762,346.57</u>	<u>2,830,681.73</u>	<u>2,791,055.93</u>
<b>36-PPEL</b>				
Beginning Balance	685,691.41	574,583.56	570,203.87	438,921.31
Revenue	47,741.87	4,633.71	11,000.17	138,754.51
Expenditures	158,849.72	9,013.40	142,282.73	0.00
Ending Balance	<u>574,583.56</u>	<u>570,203.87</u>	<u>438,921.31</u>	<u>577,675.82</u>
<b>40-DEBT SERVICE</b>				
Beginning Balance	603,297.40	618,983.88	623,266.40	637,293.42
Revenue	15,686.48	4,782.52	14,027.02	842,275.15
Expenditures	0.00	500.00	0.00	1,136,187.50
Ending Balance	<u>618,983.88</u>	<u>623,266.40</u>	<u>637,293.42</u>	<u>343,381.07</u>
less: Escrow Acct	340,189.25	340,189.25	340,189.25	340,189.25
	<u>278,794.63</u>	<u>283,077.15</u>	<u>297,104.17</u>	<u>3,191.82</u>
<b>61-NUTRITION FUND</b>				
Beginning Balance	258,904.67	284,474.55	287,659.58	291,541.35
Revenue	67,736.42	55,223.45	60,038.36	60,739.29
Expenditures	42,166.54	52,038.42	56,156.59	46,407.40
Ending Balance	<u>284,474.55</u>	<u>287,659.58</u>	<u>291,541.35</u>	<u>305,873.24</u>
less: Received on Acct	10,477.85	10,318.10	8,462.44	10,264.14
	<u>273,996.70</u>	<u>277,341.48</u>	<u>283,078.91</u>	<u>295,609.10</u>
<b>72-FLEX SPENDING ACCT FUND</b>				
Beginning Balance	5,884.60	6,982.07	5,916.11	5,559.32
Revenue (contributions)	3,101.17	3,101.17	3,101.17	3,101.17
Expenditures (claims)	2,003.70	4,167.13	3,457.96	2,653.86
Ending Balance	<u>6,982.07</u>	<u>5,916.11</u>	<u>5,559.32</u>	<u>6,006.63</u>
<b>EMPLOYER'S PAYROLL EXPENSE</b>				
Gross Wages-hourly	89,568.43	101,797.30	86,545.16	105,358.02
Gross Wages-contract	334,178.89	332,957.22	329,497.76	330,227.81
	<u>423,747.32</u>	<u>434,754.52</u>	<u>416,042.92</u>	<u>435,585.83</u>
Employer paid deductions	52,609.11	52,570.55	52,570.55	52,570.55
Employer paid IPERS	38,937.58	40,143.39	38,529.79	40,453.48
Employer paid FICA	31,370.54	32,217.25	30,785.72	32,280.75
	<u>122,917.23</u>	<u>124,931.19</u>	<u>121,886.06</u>	<u>125,304.78</u>
<b>TOTAL</b>	<u>546,664.55</u>	<u>559,685.71</u>	<u>537,928.98</u>	<u>560,890.61</u>



## CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL April 2023

Fund Description	Beginning	Revenues	Expenditures	FY23	FY22	Difference
				Ending	End Balance	
GENERAL (10)	\$1,879,286.59	\$1,237,542.98	\$657,293.69	\$2,459,535.88	\$2,791,835.83	(\$332,299.95)
ACTIVITY (21)	\$111,554.94	\$3,483.16	\$7,433.67	\$107,604.43	\$116,786.39	(\$9,181.96)
MANAGEMENT (22)	\$160,139.04	\$41,120.88	\$1,144.00	\$200,115.92	\$236,752.13	(\$36,636.21)
SAVE (33)	\$2,830,681.73	\$142,374.20	\$182,000.00	\$2,791,055.93	\$3,412,692.44	(\$621,636.51)
PPEL (36)	\$438,921.31	\$138,754.51	\$0.00	\$577,675.82	\$538,168.29	\$39,507.53
DEBT SERVICE (40)	\$637,293.42	\$842,275.15	\$1,136,187.50	\$343,381.07	\$340,831.29	\$2,549.78
NUTRITION (61)	\$291,541.35	\$60,739.29	\$46,407.40	\$305,873.24	\$226,897.31	\$78,975.93
FSA FUND (72)	\$5,559.32	\$3,101.17	\$2,653.86	\$6,006.63	\$0.00	\$6,006.63
TOTAL				\$6,791,248.92	\$7,663,963.68	(\$872,714.76)



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

		FY23 Certified		
		Budget	thru 04/30/23	over / (under) budget
Taxes Levied on Property	1	\$ 3,195,996.00	\$ 1,994,628.57	
Utility Replacement Excise Tax	2	\$ 43,516.00	\$ 22,369.21	
Income Surtaxes	3	\$ 153,339.00	\$ 177,827.00	
Tuition\Transportation Received	4	\$ 600,000.00	\$ 380,491.22	
Earnings on Investments	5	\$ 57,100.00	\$ 69,589.22	
Nutrition Program Sales	6	\$ 140,000.00	\$ 155,819.00	
Student Activities and Sales	7	\$ 189,000.00	\$ 96,874.33	
Other Revenues from Local Sources	8	\$ 91,000.00	\$ 100,292.79	
Revenue from Intermediary Sources	9	\$ -	\$ -	
State Foundation Aid	10	\$ 4,131,931.00	\$ 3,250,905.30	
Instructional Support State Aid	11	\$ 14,816.00	\$ -	
Other State Sources	12	\$ 577,850.00	\$ 634,076.90	
Commercial & Industrial State Replacement	13	\$ -	\$ -	
Title I Grants	14	\$ 70,000.00	\$ 26,723.55	
IDEA and Other Federal Sources	15	\$ 320,000.00	\$ 441,592.53	
Total Revenues	16	\$ 9,584,548.00	\$ 7,351,189.62	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ 1,646,618.00	\$ 252,292.50	
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 9,355.90	
Special Items/Upward Adjustments	20	\$ -	\$ -	
Total Revenues & Other Sources	21	\$ 11,231,166.00	\$ 7,612,838.02	
Beginning Fund Balance	22	\$ 6,326,708.24	\$ 6,326,708.24	
<b>Total Resources</b>	23	\$ 17,557,874.24	\$ 13,939,546.26	
<b>*Instruction</b>	24	\$ 5,632,000.00	\$ 3,758,989.32	\$ (1,873,010.68) 67%
Student Support Services	25	\$ 220,000.00	\$ 162,535.95	
Instructional Staff Support Services	26	\$ 515,000.00	\$ 394,330.30	
General Administration	27	\$ 270,000.00	\$ 300,313.48	
School/Building Administration	28	\$ 375,000.00	\$ 328,034.15	
Business & Central Administration	29	\$ 192,500.00	\$ 113,481.15	
Plant Operation and Maintenance	30	\$ 603,000.00	\$ 641,037.66	
Student Transportation	31	\$ 525,000.00	\$ 535,145.21	
This row is intentionally left blank	32	\$ -		
<b>*Total Support Services (lines 25-32)</b>	32A	\$ 2,700,500.00	\$ 2,474,877.90	\$ (225,622.10) 92%
<b>*Noninstructional Programs</b>	33	\$ 360,000.00	\$ 298,154.49	\$ (61,845.51) 83%
Facilities Acquisition and Construction	34	\$ 1,350,000.00	\$ 609,137.92	
Debt Service	35	\$ 1,988,405.00	\$ 294,686.25	
AEA Support - Direct to AEA	36	\$ 302,609.00	\$ 196,307.30	
<b>*Total Other Expenditures (lines 34-36)</b>	36A	\$ 3,641,014.00	\$ 1,100,131.47	\$ (2,540,882.53) 30%
Total Expenditures	37	\$ 12,333,514.00	\$ 7,632,153.18	
Transfers Out	38	\$ 1,461,618.00	\$ 254,289.96	
Other Uses	39	\$ -	\$ 1,823.94	
Total Expenditures & Other Uses	40	\$ 13,795,132.00	\$ 7,888,267.08	\$ (5,906,864.92)
Ending Fund Balance	41	\$ 3,762,742.24	\$ 6,051,279.18	
<b>Total Requirements</b>	42	\$ 17,557,874.24	\$ 13,939,546.26	\$ (3,618,327.98)

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.

# MOTION TO APPROVE AMENDING THE CURRENT YEAR BUDGET

## Policy 703.1

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

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

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET				
EAST BUCHANAN School District Fiscal Year July 1, 2022 - June 30, 2023				
The EAST BUCHANAN School District will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2023				
Meeting Date/Time: 5/10/2023 05:00 PM		Contact: Teresa Knipper		Phone: (319) 935-3660 ext: 2106
Meeting Location: East Buchanan CSD Library 414 5th St N Winthrop IA 50682				
There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <a href="https://dom.iowa.gov/local-gov-appeals">https://dom.iowa.gov/local-gov-appeals</a> .				
EXPENDITURES	Total Budget as Certified or Last Amended	Amendment Increase	Total Budget After Current Amendment	Reason
Instruction	5,632,000	0	5,632,000	
Total Support Services	2,700,500	400,000	3,100,500	additional staff, increased costs, additional prof dev
Noninstructional Programs	360,000	0	360,000	
Total Other Expenditures	3,641,014	0	3,641,014	
<b>Total</b>	<b>12,333,514</b>	<b>400,000</b>	<b>12,733,514</b>	

\*\*\*\*\*

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

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

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

\_\_ county auditor  
\_\_ DoMgmt

## 2023 Graduates (43)

## LFMName

Beeh, Chance Allen  
Beyer, Lauren Dorothy  
Blad, Brody Leonard  
Brady, Averiel Joan  
Brittingham, Serenity Zea Marie  
Canfield, Hunter Lee  
Carnicle, Damion Everett  
Cook, Samuel David  
Cornell, Ryland Richard  
Dawes, Emily Jo-Ann  
Decker, Delainey Belle  
Degenhardt, Makenzie Jean  
Doane, Dominick Gabriel  
Dolan, Frankie Clare  
Dorman, Ella Jaymes  
Erickson, Gram Eugene  
Fults, Chase Christian  
Garibay, Christopher John Arthur  
Hassel, Anijah Lecole  
Hesner, Benjamin Ray  
Kehrli, Keeley Ann  
Kortenkamp, Dalton James  
Lamparter, Logan Eric  
Morris, Sullivan David  
Mundschenk, Brooklynn Marie  
Newman, Abigail Sue  
Peyton, Jaden Dean  
Prince, Elizabeth Marie  
Reck, Owen Ray  
Sattizahn, Ethan Paul  
Sattizahn, Evan Allen  
Sherman, Charli Ann  
Stahr, Nikolas Reid Davies  
Stone, Jordyne Lane  
Sweet, Ebbie Letetia Margaret  
Walker, Harmony Annabelle  
Walthart, Noah Michael  
Webster, Maya Emily



**2023-2024 Multi-Occupations Coordinator (MOC) Contract**  
*between*  
**Central Rivers Area Education Agency**  
*and*  
**East Buchanan Community School District**

Central Rivers Area Education Agency, hereinafter referred to as the AEA, and East Buchanan Community School District, hereinafter referred to as the District, hereby enter into a contract for the services of a Multi-Occupations Coordinator (MOC), hereinafter referred to as the Coordinator, between July 1, 2023 to June 30, 2024.

The Multi-Occupations Coordinator (MOC) will:

- Oversee the development of an instructional and experiential sequence of vocational and career activities in a quality high school internship.
- Collaborate with school counselors, administrators, local/regional agencies, community partners to develop work-based learning placements for students.
- Create instructional and experiential experiences developed that are designed to increase student independence, to assist students in making feasible career decisions, to develop vocational skills, and to prepare students for success in postsecondary education, training and careers.
- Work with district staff to assess enrollment to ensure that all students have access to the internship program.
- Manage Student Internships and Apprenticeships and placement support, which includes visiting internship sites on a regular basis, completing internship evaluations and assessing progress, while supporting students training plans and coaching needs.
- Support the internship site manager through coaching conversations and follow-up with the student intern as needed.
- Communicate throughout the experience with all stakeholders, including students, parents or guardians, internship site, managers, Intermediary and district staff.
- Collect data on student interns at the end of the year on both a compilation of their professional

The District will:

- cover the Coordinator under their liability insurance policy
- assist in the evaluation of the Coordinator

In consideration of the assignment of the Coordinator, the District agrees to pay a total of **\$22,031.20** for **40 days** of service. The AEA will invoice the District for 50% due on December 31, 2023, and 50% due on June 30, 2024 (the second invoice shall include any miscellaneous expenses throughout the term).

This contract may be terminated by either party for the subsequent year through written notice provided to the other party on or before March 31, 2024.

\_\_\_\_\_  
Central Rivers Area Education Agency Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
School District Board President

\_\_\_\_\_  
Date



**Resilite Independent Sales Pro.**  
200 Point Township Drive  
Northumberland, PA 17857  
United States

T: 1-800-843-6287  
F: 570-473-8988

Quote #	43611 v2
Date	04-26-2023
Price Firm For 30-Days	05-26-2023
Contact	Jay Groth

**Prepared for**

East Buchanan HS  
Daniel Fox  
414 5th St N  
Winthrop, IA 50682  
United States

T: 319 935 3660  
E: dfox@east-buc.k12.ia.us

**Ship to**

East Buchanan HS  
Daniel Fox  
414 5th St N  
Winthrop, IA 50682  
United States

T: 319 935 3660  
E: dfox@east-buc.k12.ia.us

**ACCEPT QUOTE**

# Classic Mat

## Classic Mat

Type	Item	Qty	Price	Total
Product	<p><b>Classic RSP-625</b></p> <p>1.25 " Thick / Meets ASTM F355 Shock Absorbency / Includes: Straps, Tubes and 3-year Warranty</p> <p><b>Maximum longevity:</b> Resilite Classic Mats are double-sided, giving you two complete wrestling surfaces and doubling the life of the mat. They're coated on all sides with our exclusive #457 poly-vinyl coating leaving no exposed foam, and can be reconditioned for extended use.</p> <p><b>Best Impact Protection, Inch for Inch:</b> The Resilite "G-Max Approved" seal indicates that our Classic Mats meet or exceed the ASTM 355 impact test, and our closed-cell rubber nitrile foam core is one of the most shock-absorbing foams for its thickness.</p> <p><b>Long-term, high-value investment:</b> The closed-cell rubber nitrile foam core is the longest-lasting foam available. With their higher density and greater thickness, Resilite Classic Mats last up to twice as long as standard lightweight mats.</p> <p>Resilite (Code: RSP-625)</p> <p><a href="#">Resilite_Classic_RSP625_Specifications.pdf (348 KB)</a></p> <p><b>Size:</b> Custom Size (Square Foot)</p>	3360	\$8.10	\$27,216.00
Product	<p><b>One Piece Charge</b></p> <p>1 Piece Classic Mats Over (1444 square feet)</p> <p>Manufacturer: Resilite</p>	3360	\$0.55	\$1,848.00

## Top Side Layout



Type	Item	Qty	Price	Total
Product	<b>Top Side Wrestling Mat Markings</b> Code: MRKG. <u>Included Markings</u> : NFHS/NCAA Compliant Competition Markings (MRKG001)	2	\$0.00	\$0.00

## Top Side Logo

Type	Item	Qty	Price	Total
Product	<b>LOGOS &amp; ARTWORK</b> Note: There will be a \$500 set-up fee for logos and supplied Art-Work that are not of good quality and must be redrawn. Code: ART. Raster_vs_Vector.jpg (176 KB)	0	\$0.00	\$0.00

## Bottom Side Layout

Type	Item	Qty	Price	Total
Product	<b>Bottom Side Wrestling Mat Markings &amp; Options</b> Code: MRKG. <u>Included Markings</u> : Practice Circles with Competition Lines (MRKG005) 9- Practice Circle Layout (MRKG011) <u>Add On Markings</u> : Additional Referee/Starting Marks (OPT05)	16	\$35.00	\$560.00

## Summary

### Comments

Two 42x40 Classic mats  
red mats  
9 practice circles In sky blue and a comp circle In white on top  
bottom  
two comp circles In sky blue

**ACCEPT QUOTE**

## Cost Breakdown

Type	One-Time Fees
Product	\$29,624.00
Shipping and Handling	\$2,654.40
<b>Total</b>	<b>\$32,278.40 USD</b>

**Layout Information::** Two 42x40 Classic mats

**Shipping Destination::** School

## Current Lead Time

With the current global supply chain issues and demand, Resilite is anticipating an 18-24 week lead time on most products.

## Resilite Shipping

Resilite does not provide inside delivery. All quotes are curbside delivery unless otherwise noted on the quote.

## Resilite Classic Mat Disclaimer

Resilite Classic Mats will be designed and manufactured as close as possible to the specifications and dimensions that were provided to Resilite at the time this layout was produced. Because of the characteristics of Classic Mats, Resilite will manufacture the mat or mat sections with 4% - 5% of oversize. This oversize is based on many factors and is required because of the Classic Mat manufacturing process and shrinkage. Resilite Classic Mats CAN NOT and WILL NOT be manufactured to exact and precise measurements. Classic Mats will continue to shrink and require 8 to 12 months before the full curing process is complete.

## Possible Shrinkage - Plan Accordingly

All foam wrestling mats are subject to expansion and contraction due to environmental and physical conditions. Vinyl-coated mats are subject to shrinkage. Therefore, mats are oversized to compensate for this shrinkage. Resilite guarantees the mats to be within a +/- 4% tolerance.

**CURING:** Resilite Classic Mats WILL NEED TO BE CURED for no less than two (2) weeks.

**NOTE:** Mats should be unrolled and laid flat for seven (7) days on each side.

**DO NOT** leave a new mat or newly reconditioned mat rolled for an extended period of time.

## Classic Mat Warranty

### New Mats:

3-Year Limited Warranty on New Vinyl-Coated Mats

### Reconditioned Mats:

1-Year Limited Warranty on Factory-Reconditioned Vinyl-Coated Mats

Contact us or reference the Care and Handling Instructions booklet for more information.

**\*\* PLEASE NOTE: This Quote is a firm estimate based on the information and specifications that were provided at the time of this quote.**

**IMPORTANT:** All Resilite Mats are custom manufactured for each order. Since these are customized products in size, color, and markings; Resilite requires that any private entity or organization must submit pre-payment BEFORE the order will be started. Pre-payment terms may be worked out and agreed upon prior to placing the order. If pre-payment terms are agreed upon, the initial deposit amount will be considered approval to begin production and will be deemed NON-REFUNDABLE, if the order is canceled or not paid in full. However, All pre-payment terms will include payment in full ( 100% of total order including delivery ) BEFORE the mats will be shipped or delivered. Resilite will not produce or fulfill orders that have not been paid in Full.

Once Resilite receives an approved School Purchase Order or Private Entity Pre-payment, an Order Acknowledgement will be emailed to you. Orders will be placed on HOLD and Production will not begin until a signed Order Acknowledgement is received at Resilite. All payments should be made payable to Resilite Sports Products, Inc.

Mail to Resilite Sports Products, Inc. Resilite Sports Products / 200 Point Township Drive / Northumberland PA 17857



Name EAS Buchanan H.S.  
 Address Quote  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone No. (\_\_\_\_) \_\_\_\_\_  
 Email address \_\_\_\_\_

PO#s \_\_\_\_\_  
 School PO# \_\_\_\_\_  
 Order Date 5-4-23  
 Need Date \_\_\_\_\_



100 West 1st St.  
 Monticello, IA 52310  
 Phone 319-465-5429  
 Fax 319-465-5587

Quantity	UPC/Item #	Code #	Description	Price Each	Total Price
1 pr	GPB0		CONCRETE POST powder coated yellow paint w/ground Stakes	8900 <sup>00</sup>	
			<del>crossbar</del> 4 1/2" dia 23'4" wide + FRESH		
			Uprights 3" dia 30' tall		
			Crossbar 4 1/2" dia 52" offset		
			2-4 weeks delivery		

NOTES: \_\_\_\_\_  
 Date Completed \_\_\_\_\_  
 Billed \_\_\_\_\_  
 Shipped \_\_\_\_\_  
 Subtotal \_\_\_\_\_  
 Tax \_\_\_\_\_  
 Total \_\_\_\_\_

## BOARD POLICY REVIEW

408.1 – see policy for changes

408.2 – no changes

408.3 – no changes

409.1 – no changes; last reviewed January 2022

409.2 – no changes; last reviewed January 2022

409.3 series - no changes; last reviewed January 2022

410.1 – see policy for changes; may need to state that the board determines rates every year

410.2 – no changes

410.3 – no changes

410.4 – no changes

411.1 – see policy for changes

411.2 – see policy for changes

411.3 – no changes

411.4 – see policy for changes

411.5 – no changes

411.6 – no changes

411.7 – see policy for changes

411.8 – see policy for changes

412.1 – see policy for changes

412.2 – see policy for changes

412.3 – see policy for changes; all plans require an employee to work at least 30 hours/week to qualify

412.4 – see policy for changes

413.1 – no changes

413.3 – no changes

413.4 – board needs to determine how many days of notice

413.5 – board needs to determine how many days of notice

414.0 – no changes

## LICENSED EMPLOYEE PROFESSIONAL DEVELOPMENT

The board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board will maintain and support an in-service program for licensed employees. **Professional development activities will include activities that promote and/or teach about compliance with applicable Iowa laws.**

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the superintendent. Approval by the superintendent must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

The superintendent will have sole discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the superintendent. Requests that involve unusual expenses or overnight travel must also be approved by the board.

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

***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.).***

Legal Reference: Iowa Code § 279.8 (2009).  
281 I.A.C. 12.7; 83.6

Cross Reference: 414.9 Classified Employee Professional Purposes Leave

Approved: June 14, 2006  
Last Reviewed: January 9, 2019  
Last Revised: January 9, 2019

LICENSED EMPLOYEE PUBLICATION OR CREATION OF MATERIALS

Materials created by licensed employees and the financial gain there from are the property of the school district if school materials and time were used in their creation and/or such materials were created in the scope of the licensed employee's employment. The licensed employee must seek prior written approval of the superintendent concerning such activities.

Legal Reference: 17 U.S.C. § 101 et al.  
Iowa Code § 279.8 (2012).

Cross Reference: 401.2 Employee Conflict of Interest  
606.4 Student Production of Materials and Services

Approved : June 14, 2006  
Reviewed: May 18, 2011; January 9, 2019  
Revised :

## LICENSED EMPLOYEE TUTORING

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent.

Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent.

Legal Reference: Iowa Code §§ 20.7; 279.8

Cross Reference: 401.2 Employee Conflict of Interest  
402.7 Employee Outside Employment

Approved: June 14, 2006  
Reviewed: May 18, 2011; January 9, 2019  
Revised

## EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL LEAVE

The board will refer to the employee handbook for the amount of vacation, holidays, and personal leave that will be allowed on an annual basis for employees.

Employees will be paid only for the hours they would have been scheduled for the day.

### HOLIDAYS:

- Full-time employees who are scheduled to work twelve months a year will be allowed paid holidays plus one floating holiday according to the employee handbook. Refer to the employee handbook for the dates that are designated as receiving holiday pay if the holiday does not fall on a regular working day.
- Employees who work only during the school year, whether full-time or part-time, will have time off in concert with the school calendar and will be allowed paid holidays according to the employee handbook
- Teacher holidays are based on the board approved school calendar.

### VACATIONS:

- Employees who work twelve months a year and who have served a full year (12 months) are entitled to vacation with pay. Refer to the employee handbook for the number of vacation days.
- Vacation will not be accrued from year to year without a prior arrangement with the superintendent. The arrangement must be in writing, signed by both parties, and submitted to the board secretary.
- Vacation days will not be paid out upon an employee's resignation or termination.

### PERSONAL LEAVE:

- Personal days will not be paid out upon an employee's resignation or termination.

Legal Reference: Iowa Code §§ 1C; 4.1(34); 20.

Cross Reference: 601.1 School Calendar

Approved: December 21, 2005

Reviewed : November 9, 2011; November 9, 2016

Revised: May 13, 2020; January 12, 2022

## EMPLOYEE LEAVES OF ABSENCE

The board will offer the following leave to regular employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability or illness
- Family Sick Leave - Leave to care for a sick member of the employee's immediate family
- Bereavement Leave – Leave to mourn the loss of a family member or close friend
- Political Leave – Leave to run for elective public office
- Jury Duty Leave – Leave to be excused for jury duty
- Military Leave – Leave for military service, including the national guard
- Unpaid Leave - To excuse an involuntary absence not provided for in other leave policies of the board.

The provisions of each leave offering will be detailed in the Master Contract, Employee's Contract, and/or Employee Handbook.

Leave offered by the district will not be less than what is required by law. In the event of an emergency or unforeseen circumstance, the superintendent may authorize additional paid leave.

Legal Reference: 29 U.S.C. §§ 2601 et seq.  
Pub.L. 116-127  
29 C.F.R. §§ 825; 826.  
Iowa Code §§ 20; 29A; 55; 85; 216; 279.40; 607A.  
Whitney v. Rural Ind. School District, 232 Iowa 61, 4 N.W.2d 394 (1942).  
Bewley v. Villisca Community School District, 299 N.W. 2d 904 (Iowa  
1980).

Cross Reference: 403.2 Employee Injury on the Job  
409.3 Employee Family and Medical Leave

Approved: June 14, 2006  
Reviewed: May 18, 2011; January 9, 2019  
Revised, January 9, 2019; January 12, 2022

## EMPLOYEE FAMILY AND MEDICAL LEAVE

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as July 1 through June 30 of each year. Requests for family and medical leave will be made to the superintendent.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. It is the responsibility of the superintendent to develop administrative rules to implement this policy.

Links: [WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition \(PDF\)](#)  
[WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition \(PDF\)](#)  
[WH-381 Notice of Eligibility and Rights & Responsibilities \(PDF\)](#)  
[WH-382 Designation Notice \(PDF\)](#)  
[WH-384 Certification of Qualifying Exigency For Military Family Leave \(PDF\)](#)  
[WH-385 Certification for Serious Injury or Illness of Covered Servicemember -- for Military Family Leave \(PDF\)](#)  
<https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

Legal Reference: 29 U.S.C. §§ 2601 *et seq.*  
29 C.F.R. § 825  
Iowa Code §§ 20; 85; 216; 279.40.  
*Whitney v. Rural Ind. School. District*, 232 Iowa 61, 4 N.W.2d 394 (1942).

Cross Reference: 409.2 Employee Leave of Absence

Approved: June 14, 2006  
Reviewed: May 18, 2011; January 9, 2019  
Revised: January 12, 2022



## EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

- A. School district notice.
1. The school district will post the notice in Exhibit 409.3E1 regarding family and medical leave.
  2. Information on the Family and Medical Leave Act and the board policy on family and medical leave, including leave provisions and employee obligations will be provided annually. The information will be in the employee handbook.
  3. When an employee requests family and medical leave, the school district will provide the employee with information listing the employee's obligations and requirements. Such information will include:
    - a. a statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual 12-week entitlement or 26-week entitlement depending on the purpose of the leave;
    - b. a reminder that employees requesting family and medical leave for their serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so or proof of call to active duty in the case of military family and medical leave;
    - c. an explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution; and
    - d. a statement notifying employees that they must pay and make arrangements for paying any premium or other payments to maintain health or other benefits.

B. Eligible employees.

Employees are eligible for family and medical leave if three criteria are met.

1. The school district has more than 50 employees on the payroll at the time leave is requested;
2. The employee has worked for the school district for at least twelve months or 52 weeks (the months and weeks need not be consecutive); and
3. The employee has worked at least 1,250 hours within the previous year. Full-time professional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement.

If the employee requesting leave is unable to meet the above criteria, then the employee is not eligible for family and medical leave.

C. Employee requesting leave -- two types of leave.

1. Foreseeable family and medical leave.
  - a. Definition - leave is foreseeable for the birth or placement of an adopted or foster child with the employee or for planned medical treatment.
  - b. Employee must give at least thirty days notice for foreseeable leave. Failure to give the notice may result in the leave beginning thirty days after notice was received. For those taking leave due to military family and medical leave, notice should be given as soon as possible.
  - c. Employees must consult with the school district prior to scheduling planned medical treatment leave to minimize disruption to the school district. The scheduling is subject to the approval of the health care provider.
2. Unforeseeable family and medical leave.
  - a. Definition - leave is unforeseeable in such situations as emergency medical treatment or premature birth.
  - b. Employee must give notice as soon as possible but no later than one to two work days after learning that leave will be necessary.
  - c. A spouse or family member may give the notice if the employee is unable to personally give notice.

D. Eligible family and medical leave determination. The school district may require the employee giving notice of the need for leave to provide reasonable documentation or a statement of family relationship.

1. Six purposes.

- a. The birth of a son or daughter of the employee and in order to care for that son or daughter prior to the first anniversary of the child's birth;
- b. The placement of a son or daughter with the employee for adoption or foster care and in order to care for that son or daughter prior to the first anniversary of the child's placement;
- c. To care for the spouse, son, daughter or parent of the employee if the spouse, son, daughter or parent has a serious health condition; or
- d. Employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position.
- e. Because of a qualifying exigency arising out of the fact that an employee's \_\_\_ spouse \_\_\_ son or daughter; \_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member the National Guard or Reserves.
- f. because the employee is the spouse; \_\_\_ son or daughter; \_\_\_ parent; \_\_\_ next of kin of a covered service member with a serious injury or illness.

2. Medical certification.

- a. When required:
  - (1) Employees shall be required to present medical certification of the employee's serious health condition and inability to perform the essential functions of the job.
  - (2) Employees shall be required to present medical certification of the family member's serious health condition and that it is medically necessary for the employee to take leave to care for the family member.
  - (3) Employees shall be required to present certification of the call to active duty when taking military family and medical leave.
- b. Employee's medical certification responsibilities:
  - (1) The employee must obtain the certification from the health care provider who is treating the individual with the serious health condition.
  - (2) The school district may require the employee to obtain a second certification by a health care provider chosen by and paid for by the school district if the school district has reason to doubt the validity of the certification an employee submits. The second health care provider cannot, however, be employed by the school district on a regular basis.
  - (3) If the second health care provider disagrees with the first health care provider, then the school district may require a third health care provider to certify the serious health condition. This health care provider must be mutually agreed upon by the employee and the school district and paid for by the school district. This certification or lack of certification is binding upon both the employee and the school district.
- c. Medical certification will be required fifteen days after family and medical leave begins unless it is impracticable to do so. The school district may request recertification every thirty days. Recertification must be submitted within fifteen days of the school district's request.
- d. Employees taking military caregiver family and medical leave to care for a family service member cannot be required to obtain a second opinion or to provide recertification.

Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification will be denied until such certification is provided.

## E. Entitlement.

1. Employees are entitled to twelve weeks unpaid family and medical leave per year. Employees taking military caregiver family and medical leave to care for a family service member are entitled to 26 weeks of unpaid family and medical leave but only in a single 12 month period.
2. Year is defined as fiscal year.
3. If insufficient leave is available, the school district may:
  - a. Deny the leave if entitlement is exhausted
  - b. Award leave available
  - c. Award leave in accordance with other provisions of board policy or the collective bargaining agreement.

## F. Type of Leave Requested.

1. Continuous - employee will not report to work for set number of days or weeks.
2. Intermittent - employee requests family and medical leave for separate periods of time.
  - a. Intermittent leave is available for:
    - \_\_\_ birth of my child or adoption or foster care placement subject to agreement by the district;
    - \_\_\_ serious health condition of myself, spouse, parent, or child when medically necessary;
    - \_\_\_ because of a qualifying exigency arising out of the fact that my \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
    - \_\_\_ because I am the \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent; \_\_\_ next of kin of a covered service member with a serious injury or illness.
  - b. In the case of foreseeable intermittent leave, the employee must schedule the leave to minimize disruption to the school district operation.
  - c. During the period of foreseeable intermittent leave, the school district may move the employee to an alternative position with equivalent pay and benefits. (*For instructional employees, see G below.*)
3. Reduced work schedule - employee requests a reduction in the employee's regular work schedule.
  - a. Reduced work schedule family and medical leave is available for:
    - \_\_\_ Birth of my child or adoption or foster care placement subject to agreement by the district;
    - \_\_\_ Serious health condition of the employee, spouse, parent, or child when medically necessary
    - \_\_\_ Because of a qualifying exigency arising out of the fact that my \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
    - \_\_\_ Because I am the \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent; \_\_\_ next of kin of a covered service member with a serious injury or illness.
  - b. In the case of foreseeable reduced work schedule leave, the employee must schedule the leave to minimize disruption to the school district operation.
  - c. During the period of foreseeable reduced work schedule leave, the school district may move the employee to an alternative position with equivalent pay and benefits. (*For instructional employees, see G below.*)

## G. Special Rules for Instructional Employees.

1. Definition - an instructional employee is one whose principal function is to teach and instruct students in a class, a small group or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors and special education assistants.
2. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule family and medical leave greater than twenty percent of the work days in the leave period may be required to:
  - a. Take leave for the entire period or periods of the planned medical treatment; or

- b. Move to an available alternative position, with equivalent pay and benefits, but not necessarily equivalent duties, for which the employee is qualified.
3. Instructional employees who request continuous family and medical leave near the end of a semester may be required to extend the family and medical leave through the end of the semester. The number of weeks remaining before the end of a semester do not include scheduled school breaks, such as summer, winter or spring break.
    - a. If an instructional employee begins family and medical leave for any purpose more than five weeks before the end of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last at least three weeks and the employee would return to work during the last three weeks of the semester if the leave was not continued.
    - b. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks and the employee would return to work during the last two weeks of the semester.
    - c. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.
  4. The entire period of leave taken under the special rules is credited as family and medical leave. The school district will continue to fulfill the school district's family and medical leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's family and medical leave entitlement ends before the involuntary leave period expires.

#### H. Employee responsibilities while on family and medical leave.

1. Employee must continue to pay health care benefit contributions or other benefit contributions regularly paid by the employee unless employee elects not to continue the benefits.
2. The employee contribution payments will be deducted from any money owed to the employee or the employee will reimburse the school district at a time set by the superintendent.
3. An employee who fails to make the health care contribution payments within thirty days after they are due will be notified that their coverage may be canceled if payment is not received within an additional 15 days.
4. An employee may be asked to re-certify the medical necessity of family and medical leave for the serious medical condition of an employee or family member once every thirty days and return the certification within fifteen days of the request.
5. The employee must notify the school district of the employee's intent to return to work at least once each month during their leave and at least two weeks prior to the conclusion of the family and medical leave.
6. If an employee intends not to return to work, the employee must immediately notify the school district, in writing, of the employee's intent not to return. The school district will cease benefits upon receipt of this notification.

I. Use of paid leave for family and medical leave.

1. An employee may substitute unpaid family and medical leave for the serious health condition of the employee with paid sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the serious health condition of the employee is unpaid.
2. An employee may substitute unpaid family and medical leave for the serious health condition of an employee's family member or to care for a family service member with paid sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the serious health condition of an employee's family member is unpaid.
3. An employee may substitute unpaid family and medical leave for the birth of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth with sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the birth of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth is unpaid.
4. An employee may substitute unpaid family and medical leave for the placement of a child with the employee for adoption or foster care and in order to care for that child prior to the first anniversary of the child's placement or adoption with sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the placement of a child with the employee for adoption or foster care and in order to care for the child prior to the first anniversary of the child's placement or adoption is unpaid.
5. An employee may substitute unpaid family and medical leave when a family service member is called to active duty or on call to active duty with sick, vacation and personal leave. Upon expiration of the paid leave, the leave is unpaid.
6. When the school district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee within two business days that the paid leave will be counted as FMLA leave.

## EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

Active Duty – duty under a call or order to active duty under a provision of law referring to in section 101(a)(13) of title 10, U.S. Code.

Common law marriage-according to Iowa law, common law marriages exist when there is a present intent by the two parties to be married, continuous cohabitation, and a public declaration that the parties are husband and wife. There is no time factor that needs to be met in order for there to be a common law marriage.

Contingency Operation - has the same meaning given such term in section 101(a)(13) of title 10, U.S. Code.

Continuing treatment-a serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
  - treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or in referral by, a health care provider; or
  - treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
  - requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
  - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
  - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke or the terminal stages of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Covered Servicemember – a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Eligible Employee-the district has more than 50 employees on the payroll at the time leave is requested. The employee has worked for the district for at least twelve months and has worked at least 1250 hours within the previous year.

Essential Functions of the Job-those functions which are fundamental to the performance of the job. It does not include marginal functions.

Employment benefits-all benefits provided or made available to employees by an employer, including group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through an "employee benefit plan."

Family Member-individuals who meet the definition of son, daughter, spouse or parent.

Group health plan-any plan of, or contributed to by, an employer (including a self-insured plan) to provide health care (directly or otherwise) to the employer's employees, former employees, or the families of such employees or former employees.

Health care provider-

- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or
- Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X ray to exist) authorized to practice in the state and performing within the scope of their practice as defined under state law; and
- Nurse practitioners and nurse-midwives, and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law; and
- Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts;
- Any health care provider from whom an employer or a group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits;
- A health care provider as defined above who practices in a country other than the United States who is licensed to practice in accordance with the laws and regulations of that country.

In loco parentis-individuals who had or have day-to-day responsibilities for the care and financial support of a child not their biological child or who had the responsibility for an employee when the employee was a child.

Incapable of self-care-that the individual requires active assistance or supervision to provide daily self-care in several of the "activities of daily living" or "ADLs." Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

Instructional employee-an employee employed principally in an instructional capacity by an educational agency or school whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily noninstructional employees.

Intermittent leave-leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave or periods from an hour or more to several weeks.

Medically Necessary-certification for medical necessity is the same as certification for serious health condition.

"Needed to Care For"-the medical certification that an employee is "needed to care for" a family member encompasses both physical and psychological care. For example, where, because of a serious health condition, the family member is unable to care for his or her own basic medical, hygienic or nutritional needs or safety or is unable to transport himself or herself to medical treatment. It also includes situations where the employee may be needed to fill in for others who are caring for the family member or to make arrangements for changes in care.

Next of Kin – an individual's nearest blood relative

Outpatient Status – the status of a member of the Armed Forces assigned to –

- Either a military medical treatment facility as an outpatient; or,
- A unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Parent-a biological parent or an individual who stands in loco parentis to a child or stood in loco parentis to an employee when the employee was a child. Parent does not include parent-in-law.

Physical or mental disability-a physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Reduced leave schedule-a leave schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee.

Serious health condition

- An illness, injury, impairment, or physical or mental condition that involves:
- Inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from), or any subsequent treatment in connection with such inpatient care; or
- \* Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes:
  - A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days, including any subsequent treatment or period of incapacity relating to the same condition, that also involves:
    - Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders or, or on referral by, a health care provider; or
    - Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
  - Any period of incapacity due to pregnancy or for prenatal care.
  - Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
    - Requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;
    - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
    - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
  - A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's a severe stroke or the terminal stages of a disease.
  - Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).



- Treatment for purposes of this definition includes, but is not limited to, examinations to determine if a serious health condition exists and evaluation of the condition. Treatment does not include routine physical examinations, eye examinations or dental examinations. Under this definition, a regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
- Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.
- Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care on referral by a health care provider. On the other hand, absence because of the employee's use of the substance, rather than for treatment, does not qualify for FMLA leave.
- Absence attributable to incapacity under this definition qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee's health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

Serious Injury or Illness – an injury or illness incurred by a member of the Armed forces, including the National Guard or Reserves in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Son or daughter-a biological child, adopted child, foster child, stepchild, legal ward, or a child of a person standing in loco parentis. The child must be under age 18 or, if over 18, incapable of self-care because of a mental or physical disability.

Spouse-a husband or wife recognized by Iowa law including common law marriages.

EMPLOYEE FAMILY AND MEDICAL LEAVE NOTICE TO EMPLOYEES

This document is available at <https://www.dol.gov/whd/regs/compliance/posters/finla.htm>

EMPLOYEE FAMILY AND MEDICAL LEAVE REQUEST FORM

Date: \_\_\_\_\_

I, \_\_\_\_\_, request family and medical leave for the following reason: (check all that apply)

- for the birth of my child;
- for the placement of a child for adoption or foster care;
- to care for my child who has a serious health condition;
- to care for my parent who has a serious health condition;
- to care for my spouse who has a serious health condition; or
- because I am seriously ill and unable to perform the essential functions of my position.
- because of a qualifying exigency arising out of the fact that my \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- because I am the \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent; \_\_\_ next of kin of a covered service member with a serious injury or illness.

I acknowledge my obligation to provide medical certification of my serious health condition or that of a family member in order to be eligible for family and medical leave within 15 days of the request for certification.

I acknowledge receipt of information regarding my obligations under the family and medical leave policy of the school district.

I request that my family and medical leave begin on \_\_\_\_\_ and I request leave as follows: (check one)

- continuous  
I anticipate that I will be able to return to work on \_\_\_\_\_.
- intermittent leave for the:
  - birth of my child or adoption or foster care placement subject to agreement by the district
  - serious health condition of myself, parent, or child when medically necessary
  - because of a qualifying exigency arising out of the fact that my \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
  - because I am the \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent; \_\_\_ next of kin of a covered service member with a serious injury or illness.

Details of the needed intermittent leave:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I anticipate returning to work at my regular schedule on \_\_\_\_\_.

EMPLOYEE FAMILY AND MEDICAL LEAVE REQUEST FORM

- \_\_\_\_\_ reduced work schedule for the:
- \_\_\_\_\_ birth of my child or adoption or foster care placement subject to agreement by the school district
  - \_\_\_\_\_ serious health condition of myself, parent, or child when medically necessary because of a qualifying exigency arising out of the fact that my \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
  - \_\_\_\_\_ because I am the \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent; \_\_\_\_\_ next of kin of a covered service member with a serious injury or illness.

Details of needed reduction in work schedule as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I anticipate returning to work at my regular schedule on \_\_\_\_\_.

I realize I may be moved to an alternative position during the period of the family and medical intermittent or reduced work schedule leave. I also realize that with foreseeable intermittent or reduced work schedule leave, subject to the requirements of my health care provider, I may be required to schedule the leave to minimize interruptions to school district operations.

While on family and medical leave, I agree to pay my regular contributions to employer sponsored benefit plans. My contributions will be deducted from moneys owed me during the leave period. If no monies are owed me, I will reimburse the school district by personal check or cash for my contributions. I understand that I may be dropped from the employer-sponsored benefit plans for failure to pay my contribution.

I agree to reimburse the school district for any payment of my contributions with deductions from future monies owed to me or the school district may seek reimbursement of payments of my contributions in court.

I acknowledge that the above information is true to the best of my knowledge.

Signed \_\_\_\_\_

Date \_\_\_\_\_

If the employee requesting leave is unable to meet the above criteria, the employee is not eligible for family and medical leave.

## SUBSTITUTE TEACHERS

The board recognizes the need for substitute teachers. Substitute teachers shall be licensed to teach in Iowa.

It shall be the responsibility of the building principal to maintain a list of substitute teachers who may be called upon to replace regular contract licensed employees. Individuals whose names do not appear on this list will not be employed as a substitute without specific approval of the superintendent. It shall be the responsibility of the building principal to fill absences with substitute teachers immediately.

~~Personnel serving on a substitute or temporary basis in the school district shall be certified for the position that they are to fill. Every effort shall be made to fill temporary positions with substitutes who have preparation equal to that of regular contract personnel. In the event such persons are not available, the employment of personnel who are properly certificated is authorized on a purely substitute or temporary basis.~~

~~Properly certificated substitutes~~ **Substitute teachers** shall be paid a per diem rate established by the board. ~~After five (5) consecutive days on a single assignment, the degree per diem rate is increased by \$5.00.~~

After ten (10) consecutive days on a single assignment, the degree substitute shall be increased to their placement on the BA salary schedule in relation to their years of experience in teaching. This is not to exceed step 8 on the schedule. This schedule is retroactive back to the sixth day on a single assignment.

Any substitute beginning the school year shall have the ten (10) day stipulation waived and they will begin immediately on their appropriate BA step.

Legal Reference: Iowa Association of School Boards v. PERB, 400 N.W.2d 571 (Iowa 1987).  
Iowa Code §§ 20, Iowa Code §§ 272  
281 I.A.C. 12.4.

Cross Reference: 405.1 Licensed Employee Defined  
405.2 Licensed Employee Qualifications, Recruitment, Selection

Approved March 8, 2000

Reviewed May 18, 2011

Revised June 14, 2006

SUMMER SCHOOL LICENSED EMPLOYEES

The East Buchanan CSD shall offer summer school options in accordance with law and may, in its discretion offer additional programming during the summer recess. Licensed employees who volunteer or who are appointed to deliver the summer education program are compensated in addition to their regular duties during the school academic year, unless such arrangements are made prior to determining the employee's compensation for the year.

Licensed employees will be given the opportunity to volunteer for the positions available. If the board determines a course must be offered and no licensed employee volunteers for the position, the board will make the necessary arrangements to fill the position. The board will consider applications from volunteers of current licensed employees in conjunction with other applications.

It is the responsibility of the superintendent to make a recommendation to the board regarding the need for and the delivery of the summer education program.

Legal Reference: Iowa Code §§ 279.8; 280.14.

Cross Reference: 505.2 Student Promotion – Retention - Acceleration  
603.2 Summer School Instruction

Approved November 15, 2017 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

TRUANCY OFFICER

The board will appoint a licensed employee from each school building to serve as the building's truancy officer.

The principal shall notify the truancy officer when a student is truant. The truancy officer will investigate the cause of a student's truancy and attempt to ensure the student's attendance. The truancy officer may take the student into custody. A student taken into custody shall be placed in the custody of the principal. The truancy officer will attempt to contact the student's parents when the student is taken into custody.

Legal Reference: Iowa Code §§ 299.10-.11, .15

Cross Reference: 501.10 Truancy - Unexcused Absences

Approved: March 8, 2000

Reviewed: May 18, 2011; January 9, 2019

Revised: June 14, 2006; January 9, 2019

## EDUCATION ASSOCIATE

The board may employ education associates or other instructional support personnel to assist licensed personnel in nonteaching duties, including, but not limited to:

- managing and maintaining records, materials and equipment;
- attending to the physical needs of children; and
- performing other limited services to support teaching duties when such duties are determined and directed by the teacher.

Education associates who hold a teaching certificate are compensated at the rate of pay established for their position as an education associate. It is the responsibility of the principal to supervise education associates.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14  
281 I.A.C. 12.4(9); .5(9).

Cross Reference: 411.2 Classified Employee Qualifications, Recruitment, Selection

Approved: June 14, 2006  
Reviewed: May 18, 2011; January 9, 2019  
Revised : January 9, 2019



CLASSIFIED EMPLOYEE DEFINED

Classified employees are employees who are not administrators or employees in positions which require an Iowa Department of Education a teaching license issued by the Iowa Board of Educational Examiners and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Classified employees will include, but not be limited to, teacher and classroom aides, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and temporary help for summer or other maintenance. The position may be full-time or part-time. Classified employees are "at-will" employees and thus do not have Iowa Code Chapter 279 protection.

It is the responsibility of the superintendent to establish job specifications and job descriptions for classified employee positions. Job descriptions may be approved by the board.

Classified employees required to hold a license for their position must present evidence of their current license to the board secretary prior to payment of wages each year.

Legal Reference: Iowa Code §§ 20; 279.8

Cross Reference: 405.1 Licensed Employee Defined  
411.2 Classified Employee Qualifications, Recruitment, Selection  
412.3 Classified Employee Group Insurance Benefits

Approved November 9, 2005 Reviewed November 9, 2016 Revised \_\_\_\_\_

## CLASSIFIED EMPLOYEE - QUALIFICATIONS, RECRUITMENT, SELECTION

Persons interested in a classified employee position shall have an opportunity to apply and qualify for classified employee positions in the school district **in accordance with applicable laws and school district policies regarding equal employment**, without regard to age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity or disability. Job applicants for classified employee positions **shall will** be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state or other license or certificate if required for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on TeachIowa, the online state job posting system. Additional announcements of the position may occur through means the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who directly supervises and oversees the position.

~~The superintendent shall recommend employment of classified employees to the board for approval. However, the superintendent may employ a support staff member on a temporary basis until a formal recommendation can be made and action taken by the Board of Education.~~ **The superintendent has the authority to hire and sign support personnel employment contracts, without board approval, for bus drivers, custodians, education associates, maintenance staff, clerical personnel, and food service workers.**

Legal Reference: 29 U.S.C. §§ 621-634  
42 U.S.C. §§ 2000e 120101 et seq.  
Iowa Code §§ 20, 35C; 216; 256.27; 279.8; 279.20  
281 I.A.C. 12

Cross Reference: 401.1 Equal Employment Opportunity  
401.3 Nepotism  
401.6 Limitations to Employment References  
410.4 Education Associate  
411.1 Classified Employee Defined  
411.4 Classified Employee Licensing/Certification  
411.5 Classified Employee Transfers  
411.7 Classified Employee Evaluation

Approved: March 8, 2000  
Reviewed: November 9, 2016; July 12, 2017  
Revised: November 9, 2005

CLASSIFIED EMPLOYEE EMPLOYMENT NOTIFICATION

The board may enter into written agreements with classified employees employed on a regular basis. The agreement will state the terms of employment.

Each agreement will include a two-week cancellation clause. Either the employee or the board must give notice of the intent to cancel the agreement at the end of two weeks. This notice will not be required when the employee is terminated during a probationary period or for cause.

Classified employees will receive a job description stating the specific performance responsibilities of their position.

It is the responsibility of the superintendent to draw up and process the classified employee contracts and present them to the board for final approval. The contracts, after being signed by the superintendent, are filed with the board secretary.

Legal Reference: Iowa Code §§ 20; 279.7A; 285.5(9) (2013).

Cross Reference: 411 Classified Employees - General  
412.1 Classified Employee Compensation  
412.2 Classified Employee Wage and Overtime Compensation  
413 Classified Employee Termination of Employment

Approved November 9, 2005 Reviewed November 9, 2016 Revised \_\_\_\_\_

CLASSIFIED EMPLOYEE LICENSING/CERTIFICATION

Classified employees who require a special license or other certification shall keep them current at their own expense unless directed by the superintendent. Licensing requirements needed for a position will be considered met if the employee meets the requirements established by law and by the Iowa Department of Education for the position.

Legal Reference: Iowa Code §§ 272.6; 285.5(9); 272; 279.8  
281 I.A.C. 12.4(10); 36; 43.

Cross Reference: 411.2 Classified Employee Qualifications, Recruitment, Selection

Approved March 8, 2000 Reviewed November 9, 2016 Revised November 9, 2005

CLASSIFIED EMPLOYEE ASSIGNMENT

Determining the assignment of each classified employee is the responsibility of the superintendent and within the sole discretion of the board. In making such assignments each year the superintendent will consider the qualifications of each classified employee and the needs of the school district.

It is the responsibility of the superintendent to assign classified employees and report such assignments to the board.

Legal Reference: Iowa Code §§ 20; 279.8

Cross Reference: 200.2 Powers of the Board of Directors  
411.6 Classified Employee Transfers

Approved November 9, 2005 Reviewed November 9, 2016 Revised \_\_\_\_\_

CLASSIFIED EMPLOYEE TRANSFERS

Determining the location where a classified employee's assignment will be performed is the responsibility of the superintendent and within the sole discretion of the board. In making such assignments each year the superintendent will consider the qualifications of each classified employee and the needs of the school district.

A transfer may be initiated by the employee, the principal or the superintendent.

It is the responsibility of the superintendent to transfer classified employees and report such transfers to the board.

Legal Reference: 29 U.S.C. §§ 621-634  
42 U.S.C. §§ 2000e *et seq.*  
42 U.S.C. §§ 12101 *et seq.*  
Iowa Code §§ 20.9; 35C; 216; 279.8; 294.1

Cross Reference: 411.2 Classified Employee Qualifications, Recruitment, Selection  
411.5 Classified Employment Assignment

Approved November 9, 2005 Reviewed November 9, 2016 Revised \_\_\_\_\_

## CLASSIFIED EMPLOYEE EVALUATION

Evaluation of classified employees on their skills, abilities, and competence is an ongoing process supervised by the superintendent. The goal of the formal evaluation of classified employees is to maintain classified employees who meet or exceed the board's standards of performance, to clarify each classified employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

It is the responsibility of the superintendent to ensure classified employees are formally evaluated annually. New and probationary classified employees are formally evaluated at least twice a year.

The Superintendent of Schools, building principals, and supervisors shall be responsible for the continuous evaluation of the classified employees of the East Buchanan Community School District.

~~All classified employees will be evaluated on an annual basis.~~

Legal Reference: *Aplington Community School District v. PERB*, 392 N.W. 2d 495 (Iowa 1986).  
*Saydel Education Association v. PERB*, 333 N.W. 2d 486 (Iowa 1983).  
Iowa Code Sect. 20.9; 279.14.  
281 I.A.C. 12.3(3).

Cross Reference: 411.2 Classified Employee Qualifications, Recruitment, Selection  
411.8 Classified Employee Probationary Status

Approved March 8, 2000 Reviewed November 9, 2016 Revised November 9, 2016

CLASSIFIED EMPLOYEE PROBATIONARY STATUS

The first ninety (90) days of a newly employed classified employee's contract is a probationary period. "Day" is defined as one calendar work day regardless of full-time or part-time status of the employee. New employees, regardless of experience, are subject to this probationary period.

"New" employees includes individuals who are being hired for the first time by the school district and those who may have been employed by the school district in the past, but have not been employed by the board during the school year prior to the one for which contracts are being issued.

Only the board, in its discretion, may waive the probationary period.

Legal Reference: Iowa Code §§ 20; 279.8

Cross Reference: 411.3 Classified Employee Contracts  
411.7 Classified Employee Evaluation

Approved November 5, 2005 Reviewed November 9, 2016 Revised \_\_\_\_\_



CLASSIFIED EMPLOYEE COMPENSATION

The board will determine the compensation to be paid for the classified employees' positions, keeping in mind the education and experience of the classified employee, the educational philosophy of the school district, the financial condition of the school district and any other considerations as deemed relevant by the board. The Master Contract shall provide structure and guidance in determining the hourly wage and benefits of classified employees.

It is the responsibility of the superintendent to make a recommendation to the board annually regarding the compensation of classified employees.

Legal Reference: Iowa Code §§ 20.1, .4, .7, .9; 279.8.

Cross Reference: 411.3 Classified Employee Contracts  
412.2 Classified Employee Wage and Overtime Compensation

Approved November 9, 2005 Reviewed November 9, 2016 Revised \_\_\_\_\_

CLASSIFIED EMPLOYEE WAGE AND OVERTIME COMPENSATION

Each non-exempt employee compensated on an hour-by-hour bases, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty (40) hours in a given work week, the employee is compensated at one and one-half times their regular hourly wage rate. This compensation is in the form of overtime pay or compensatory time. Overtime will not be permitted without prior authorization of the superintendent.

Each non-exempt employee paid on an hour-by-hour basis **that is not required to use the time clock** must complete, sign, and turn in a daily time record showing the actual number of hours worked. **Non-exempt employees with access to the time clock must use the time clock to record their actual hours worked.** Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action.

It is the responsibility of the board secretary to maintain wage records.

Legal Reference: *Garcia v. San Antonio Metropolitan Transit Authority*, 469 U.S. 528 (1985).  
29 U.S.C. Section 2601 et seq.  
29 C.F.R. Pt. 511

Cross Reference: 411.3 Classified Employee Contracts  
412.1 Classified Employee Compensation

Approved March 8, 2000 Reviewed November 9, 2016 Revised November 9, 2005

## CLASSIFIED EMPLOYEE GROUP BENEFITS

Classified employees may be eligible for group benefits as determined by the board and required by law. The board will select the group benefit program(s) and the insurance company or third party administrator which will provide or administer the program.

In accordance with the Patient Protection and Affordable Care Act (ACA), the board will offer classified employees, who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, with minimum essential coverage that is both affordable and provides minimum value. **The board will utilize the applicable measurement period to determine whether variable hourly employees qualify for an offer of insurance coverage under the district's group health plan.** The board will have the authority and right to change or eliminate group benefit programs, other than the group health plan, for its licensed employees.

Classified employees, who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, are eligible to participate in the group health plan. ~~Classified employees who work twenty (20) hours per week are eligible to participate in health, dental, life and long term disability group insurance plans.~~ Employers should maintain documents regarding eligible employees acceptance and rejection of coverage.

Regular part-time classified employees (i.e., employees who work less than 30 hours per week or 130 hours per month for health benefit purposes or employees who work less than 30 hours per week for benefits other than health) who wish to purchase coverage may participate in group benefit programs by meeting the requirements of the applicable plan. Full-time and regular part-time classified employees who wish to purchase coverage for their spouse or dependents may do so by meeting the requirements of the applicable plan.

**Classified employees and their spouse and dependents may be allowed to continue coverage of the school district's group health insurance program if they cease employment with the school district by meeting the requirements of the insurer.**

Legal Reference: Iowa Code §§ 20.9; 85; 85B; 279.12; 509; 509A; 509B (2013).  
Internal Revenue Code § 4980H(c)(4); Treas. Reg. § 54.4980H-1(a)(21)(ii).  
Shared Responsibility for Employers Regarding Health Coverage, 26 CFR Parts 1, 54 and 301, 78 Fed. Reg. 217, (Jan 2, 2013).  
Shared Responsibility for Employers Regarding Health Coverage, 26 CFR Parts 1, 54 and 301, 79 Fed. Reg. 8543 (Feb. 12, 2014).

Cross Reference: 411.1 Classified Employee Defined

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

CLASSIFIED EMPLOYEE TAX SHELTER PROGRAMS

**Employees may elect to have amounts withheld from their pay for items authorized by law, subject to agreement of the district.** The board **may** authorize the administration to make a payroll deduction for classified employees' tax sheltered annuity premiums purchased from **a company or program if chosen by the board.** any company the employee chooses or through an Iowa licensed salesperson selected by the employee.

Classified employees wishing to have payroll deductions for tax sheltered annuities will make a written request to the superintendent. **Request for purchase or change of tax-sheltered annuities may be made by submitting a 403b Salary Reduction Form to the business office at least 10 calendar days before the payroll date for which the change is to take effect.**

*Note: The school district time frame for adding or changing tax-sheltered annuities should be reflected in this policy, if the school district uses one. The time frame should be inserted in the blank in the second paragraph.*

*Note: Boards should adopt 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.).*

*For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 25 #4 – May 1, 2017.*

Legal Reference: Small Business Job Protection Act of 1996, Section 1450(a), repealing portions of IRS REG § 1.403(b)-1(b)(3).  
Iowa Code §§ 260C; 273; 294.16.  
1988 Op. Att'y Gen. 38.  
1976 Op. Att'y Gen. 462, 602.  
1966 Op. Att'y Gen. 211, 220.

Cross Reference: 706 Payroll Procedures

Approved November 9, 2005

Reviewed November 9, 2016

Revised \_\_\_\_\_

CLASSIFIED EMPLOYEE RESIGNATION

Classified employees who wish to resign during the school year will give the board notice of their intent to resign and final date of employment and cancel their contract a minimum of ten (10) working days prior to their last working day.

Notice of the intent to resign will be in writing to the superintendent.

Legal Reference: Iowa Code §§ 91A.2, .3, .5; 279.19A; 285.5(9).

Cross Reference: ~~411.3~~ Classified Employee Contracts  
~~413~~ Classified Employee Termination of Employment

Approved November 9, 2005 Reviewed November 9, 2016 Revised \_\_\_\_\_

CLASSIFIED EMPLOYEE SUSPENSION

Classified employees will perform their assigned job, respect and follow board policy and obey the law. The superintendent is authorized to suspend a classified employee with or without pay pending board action on a discharge or during investigation of charges against the employee or for disciplinary purposes. It is within the discretion of the superintendent to suspend a classified employee with or without pay.

In the event of a suspension, due process will be followed.

Legal Reference: *Northeast Community Education Association v. Northeast Community School District*, 402 N.W.2d 765 (Iowa 1987).  
*McFarland v. Board of Education of Norwalk Community School District*, 277 N.W.2d 901 (Iowa 1979).  
Iowa Code §§ 20.7, .24.

Cross Reference: 404 Employee Conduct and Appearance  
413.4 Classified Employee Dismissal  
413.5 Classified Employee Reduction in Force

Approved November 9, 2005 Reviewed November 9, 2016 Revised \_\_\_\_\_

CLASSIFIED EMPLOYEE DISMISSAL

The board believes classified employees should perform their jobs, respect board policy and obey the law. A classified employee may be dismissed upon **two weeks notice** or immediately for cause. Due process procedures will be followed.

It is the responsibility of the superintendent to make a recommendation for dismissal to the board. A classified employee may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, reduction in force, willful violation of board policy or administrative regulations, or a violation of the law.

Legal Reference: Iowa Code §§ 20.7, .24.

Cross Reference: 404 Employee Conduct and Appearance  
413.3 Classified Employee Suspension  
413.5 Classified Employee Reduction in Force

Approved November 9, 2005 Reviewed November 9, 2016 Revised \_\_\_\_\_

CLASSIFIED EMPLOYEE REDUCTION IN FORCE

It is the exclusive power of the board to determine when a reduction in classified employees is necessary. Employees who are terminated due to a reduction in force will be given *two weeks* notice. Due process will be followed for terminations due to a reduction in force. ~~The Master Contract shall be applied to determine classified seniority rights by affected classified employees.~~

It is the responsibility of the superintendent to make a recommendation for termination to the board. The superintendent will consider the relative qualifications, skills, ability and demonstrated performance through evaluation procedures in making the recommendations.

Legal Reference: Iowa Code §§ 20.7, .24.

Cross Reference: 407.5 Licensed Employee Reduction in Force  
413.4 Classified Employee Suspension  
413.5 Classified Employee Dismissal

Approved November 9, 2005 Reviewed November 9, 2016 Revised \_\_\_\_\_



## **CLASSIFIED EMPLOYEE PROFESSIONAL PURPOSES LEAVE**

Professional purposes leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. Application for the leave must be presented to the superintendent five (5) days prior to the meeting or conference.

It is within the discretion of the superintendent to grant professional purposes leave. The leave may be denied on the day before or after a vacation or holiday, on special days when services are needed, when it would cause undue interruption of the education program and school district operations, or for other reasons deemed relevant by the superintendent.

Legal Reference: Iowa Code § 279.8.

281 I.A.C. 12.7.

Cross Reference: 411 Classified Employees - General

408.1 Classified Employee Professional Development

Approved: December 21, 2005

Reviewed: November 9, 2016; May 13, 2020

Formerly 414.9 (IASB policy updates - June 26, 2020)