

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
AGENDA - Regular School Board Meeting
June 14, 2023 at 5:00 p.m. in Library - Middle School Entrance

1. **CALL TO ORDER/MISSION STATEMENT** - To challenge students to think critically, communicate effectively, develop values and contribute to society.
2. **PUBLIC FORUM** - During this time we welcome interested persons who may wish to present comments, suggestions, or concerns in regard to any programs operated by the school district. However, an item must be included on the Agenda before the Board can officially act upon it.
3. **APPROVE AGENDA**
4. **APPROVE CONSENT AGENDA**
 - a. Minutes from Regular Meeting on May 10, 2023
 - b. Minutes from Special Meeting on May 31, 2023
 - c. Personnel Changes
 - d. List of Bills
 - e. Financial Reports
5. **COMMUNITY/PROGRAM PRESENTATIONS**
6. **ADMINISTRATIVE UPDATES & REPORTS**
 - a. Jacklyn Letzring - Elementary Update
 - b. Eric Dockstader - Secondary Update
 - c. Dan Fox - District Update
 - d. Facilities Update
7. **AGENDA**
 - a. FY24 Technology Budget
 - b. 23-24 Elementary Handbook
<https://docs.google.com/document/d/1S30LQJsEdCmLGnxvMkD1i4SCyl8n-eTcb9BlssZ1MFg/edit>
 - c. Operational sharing agreement with Dunkerton CSD for Superintendent
 - d. Operational sharing agreement with Dunkerton CSD for Curriculum Director
 - e. FY23 Safety Equipment Transfer
 - f. FY23 Activity Fund interest
 - g. Class of 2023 remaining balance allocation
 - h. Activity Fund - combine accounts
 - i. Payment of Outstanding Invoices as of June 30th
 - j. School safety
 - k. Playground
 - l. Board Policy Review - 2nd reading - 408.1 through 414
8. **#BUCPR1DE**
9. **STUDENT QUESTIONS**
10. **ADJOURN**

**East Buchanan Community School District
Regular Board Meeting Minutes – May 10, 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, and Heather Steffens. Board member Shawn Stone was absent. Administration attending were Superintendent Dan Fox, HS/MS Principal Eric Dockstader, Elementary Principal Jacklyn Letzring and Business Manager/Board Secretary Teresa Knipper. Several visitors attended the meeting. Motion carried with all ayes unless otherwise noted.

Public Hearing for amended current year budget – Motion by Cooksley, second by Recker to open the public hearing at 5:00 pm. The amended current year budget was presented. There was no public comment. Motion by Steffens, second by Cooksley to close the public hearing at 5:02 pm.

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

Approve Consent Agenda - Motion by Steffens, second by Recker to approve the consent agenda. Items included on the Consent Agenda: minutes from the regular meeting on April 12, 2023 and special meeting on April 26, 2023; hiring of Elleigh McGraw as 4th grade teacher and Jessi Opitz as MS softball coach; resignation of Erin Kelchen as teacher and FBLA sponsor and Nathan Reck as HS girls basketball coach; expenditures listed; and financial reports.

Administrative Updates and Reports – Letzring presented FAST and ISASP test data, reported the Illustrative Math pilot went extremely well so it will be continued next school year, and that there are several events planned for the end of the school year. Dockstader presented ISASP test data, reported that the senior awards ceremony was held, and that graduation is Sunday, May 14. Fox announced that it is School Board Recognition month and presented a certificate to each board member. Fox requested a special meeting for May 31st at 5:00 pm to discuss non-master contract and to do the superintendent evaluation. The board agreed to the special meeting. Fox also reported the playground is progressing but still missing a piece and that a barrier was installed to keep the rubber mulch under the equipment. Mike Kerkove presented costs related to changes being made to the sports complex improvement project.

Ament FY23 Certified Budget – Motion by Recker, second by Steffens to amend the FY23 certified budget as presented with a Support Services increase of \$400,000 to \$3,100,500.

2023 Graduates – Motion by Steffens, second by Cooksley to approve the 2023 graduates as presented.

Operational Sharing Agreement – Motion by Steffens, second by Recker to approve the operational sharing agreement with Central Rivers AEA for Multi-Occupations Coordinator as presented.

Wrestling Mat Purchase – Fox presented a quote to replace the mats in the safe room. Motion by Recker, second by Cooksley to approve the wrestling mat purchase as presented.

Football Field Goal Post Purchase – Fox presented a quote to upgrade the posts on the football field while work is being done on the track. Motion by Recker, second by Steffens to approve the purchase as presented.

School Safety – Fox reported emergency management responded to his assessment.

Board Policy Review – Motion by Recker, second by Cooksley to approve the first reading of policies 408.1 through 414 series as presented.

#BucPr1de – Golf teams are doing well, the FFA program is growing, and MS girls track won conference.

Adjourn – Motion by Recker, second by Cooksley to adjourn the meeting at 6:10 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 – May 31, 2023**

Call to Order - President Andy Sperflage called the meeting to order at 5:03 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. Two visitors attended the meeting. Motion carried with all ayes unless otherwise noted.

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

Performance Coach on Supplemental Salary Schedule – Dan Fox, Kyle Fank, and Adam Riniker presented information regarding the performance coach position and how it would be an asset to the district to keep an athlete safe and to improve athletic performance. The position would be for four separate seasons. Motion by Stone, second by Steffens to approve placing the Performance Coach position on the Supplemental Salary Schedule in Column 3.

FFA Advisor on Supplemental Salary Schedule – Motion by Steffens, second by Stone to place the FFA Advisor on the Supplemental Salary Schedule as 1% of base salary.

Walk-in Cooler Purchase – Fox presented a quote from Rapids Wholesale Equipment for a walk-in cooler. Motion by Cooksley, second by Recker to approve the purchase as presented.

Closed Session – Motion by Stone, second by Steffens to go into closed session at 5:46 pm to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Iowa Code 21.5(1)(i). Closed session ended at 6:10 pm.

Exempt Session – Motion by Stone, second by Recker to go into exempt session at 6:10 pm to discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law. Iowa Code 21.9. Exempt session ended at 7:25 pm.

FY24 Non-Master Employee Salary and Wage – Motion by Recker, second by Steffens to set salaries and wages for administrative, transportation, activity workers, and temporary/substitute staff as discussed in exempt session.

Adjourn – Motion by Recker, second by Cooksley to adjourn the meeting at 7:27 pm.

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East Buchanan CSD

Personnel Changes

SB Mtg date	Employee	Type	Position	Notice Date	Effective Date
6/14/2023	Brianna Krum	Resignation	associate		end of 22-23 school year
6/14/2023	Lisa Elledge	Resignation	associate		end of 22-23 school year
6/14/2023	Stephanie Dutler	Resignation	associate		end of 22-23 school year
6/14/2023	Mandi Smith	Resignation	MS volleyball coach		end of 22-23 school year
6/14/2023	Kelsi Giese	Resignation	Vocal music teacher, Musical Director, Secondary Vocal Concert		end of 22-23 school year
6/14/2023	Lee White	Resignation	Asst HS boys basketball coach		end of 22-23 school year
6/14/2023	Lee White	Hire	MS baseball coach		2023 season
6/14/2023	Daron Cornell	Hire	HS asst baseball coach		2023 season
6/14/2023	Adam Riniker	Hire	Performance Coach - 1/3 for summer		June 2023
6/14/2023	Kyle Fank	Hire	Performance Coach - 1/3 for summer		June 2023
6/14/2023	Justin Shaffer	Hire	Performance Coach - 1/3 for summer		June 2023
6/14/2023	Kris Gruber	Transfer	from Asst HS girls basketball coach to Head HS girls basketball		23-24 season

List of Bills - School Board Mtg

Posted - All; Batch Description General Extra Invoices-May 2023; Processing Month
05/2023

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>	
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	1,084.60	1
			1,084.60	
CRYSLAKE	CRYSTAL LAKE CAVE	FIELD TRIP	246.00	1
			246.00	
IOWACHILD	IOWA CHILDREN'S MUSEUM	field trip	124.00	1
			124.00	
			Report Total:	1,454.60

Activity Extra Invoices - May 2023

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CITIZENS	CSB-CASH	Gate Change - Baseball/Softball	500.00 2
CITIZENS	CSB-CASH	Cash - Mexico Trip	850.00 2
			1,350.00
GIBBJOE	GIBBS, JOE	SB Official - 5/25/23	130.00 2
			130.00
HIGHPARK	HIGHLAND PARK GOLF COURSE	B-District Golf Entry Fee - 5/12/23	60.00 2
			60.00
LONEPINE	LONE PINE GOLF COURSE	G-Golf Regional Final Entry Fee - 5/17/2	60.00 2
			60.00
NIEHJEFF	NIEHAUS, JEFF	SB Official - 5/30/23	130.00 2
			130.00
SADLDENN	SADLER, DENNIS	SB Official - 5/25/23	120.00 2
			120.00
SCHLMARK	SCHLEISMAN, MARK	SB Official - 5/30/23	130.00 2
			130.00
TROEMARK	TROENDLE, MARK	Baseball Official - 5/23/23	125.00 2
TROEMARK	TROENDLE, MARK	BB Official - 5/30/23	125.00 2
			250.00
WILLJACK	WILLIAMS, JACK	Lifeguard - Camp Wapsie	157.64 2
			157.64
YUSKBILL	YUSKA, BILL	Baseball Official - 5/23/23	135.00 2
YUSKBILL	YUSKA, BILL	BB Official - 5/30/23	135.00 2
			270.00
Report Total:			2,657.64

GENERAL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ADVELIGH	ADVENTURE LIGHTING	ELECTRICAL SUPPLIES	379.47
			379.47
ALLIUTIL	ALLIANT ENERGY	GAS/ELECTRIC	10,420.81 1
			10,420.81
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	606.40
			606.40
BOWETIFF	Bowers, Tiffany	MILEAGE	165.06
			165.06
CAMBASSE	Cambium Assessment Inc	ELPA	44.00
			44.00
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	113.84
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	59.78
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	298.90
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	215.70
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	43.14
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	83.20*
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	24.14
			838.70
CDWG	CDW GOVERNMENT, INC	PURCHASED SERVICE	624.85
CDWG	CDW GOVERNMENT, INC	PURCHASED SERVICE	606.80
			1,231.65
CRAEA	CENTRAL RIVERS AEA	PROF DEV	75.00
CRAEA	CENTRAL RIVERS AEA	Purch Services	150.00
			225.00
CHASCARD	CHASE CARD SERVICES	MARTIN BROS-SUPPLIES	148.14
CHASCARD	CHASE CARD SERVICES	MARRIOTT-LODGING	464.60
CHASCARD	CHASE CARD SERVICES	ALDI-SUPPLIES	27.04
CHASCARD	CHASE CARD SERVICES	PRESCHOOL PURC SERVICE	461.60
CHASCARD	CHASE CARD SERVICES	WALMART-SUPPLIES	41.60
CHASCARD	CHASE CARD SERVICES	HARBOR FREIGHT-IND ART SUPPLIES	24.99
CHASCARD	CHASE CARD SERVICES	NICKS GROC-SUPPLIES	138.24
CHASCARD	CHASE CARD SERVICES	MYERS POLARIS-TRANSP SUPPLIES	94.27
CHASCARD	CHASE CARD SERVICES	AMAZON-SUPPLIES	46.16
CHASCARD	CHASE CARD SERVICES	AMAZON-B&G SUPPLIES	204.95
CHASCARD	CHASE CARD SERVICES	SUPPLIES	31.97
CHASCARD	CHASE CARD SERVICES	WALMART-FCS SUPPLIES	62.48
CHASCARD	CHASE CARD SERVICES	AMAZON-B&G SUPPLIES	25.48
			1,771.52
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	53.56
			53.56
CITYEPWO	City of Epworth	OFFICE PARTITIONS	150.00 1
			150.00

GENERAL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CITYWINT	CITY OF WINTHROP	WATER/SEWER	727.35 1
			<u>727.35</u>
CJCOOP	CJ COOPER & ASSOCIATES, INC.	SCREENING TESTS	266.20
			<u>266.20</u>
COLLBOARD	CollegeBoard	AP EXAMS	397.00 1
			<u>397.00</u>
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	1,373.34
			<u>1,373.34</u>
DEPTTRAN	DEPARTMENT OF EDUCATION	BUS INSPECTIONS	50.00
			<u>50.00</u>
DHS	DHS CASHIER 1ST FL.	STATE MEDICAID MATCH	9,927.01
			<u>9,927.01</u>
DONWALT	DON & WALT L.L.C.	PURCHASED SERVICE	115.00
			<u>115.00</u>
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	TELEPHONE	2,742.28
			<u>2,742.28</u>
EDGEOIL	Edgewood Oil, Inc.	TRANSPORTATION SUPPLIES	870.60 *
			<u>870.60</u>
3ELECTRIC	ELECTRICAL ENGINEERING & EQUIPMENT CO	ELECTRICAL SUPPLIES	2,178.25 *
			<u>2,178.25</u>
INDENAPA	Etten Enterprises LLC	BLDGS & GROUNDS SUPPLIES	27.56 *
INDENAPA	Etten Enterprises LLC	TRANSPORTATION SUPPLIES	83.86
INDENAPA	Etten Enterprises LLC	TRANSPORTATION SUPPLIES	82.13
			<u>193.55</u>
GOELSUZA	Goeller, Suzanne	GRAD HR REIMBURSEMENT	500.00
			<u>500.00</u>
HERFJONE	HERFF JONES, INC	GRAD SUPPLIES	159.45
			<u>159.45</u>
HOTLUNCH	HOT LUNCH PROGRAM	PRESCHOOL SNACKS	223.95
			<u>223.95</u>
IHSMA	IA HIGH SCH MUSIC ASSOCIATION	MUSIC SUPPLIES	76.00
			<u>76.00</u>
INDECSD	INDEPENDENCE CSD	SHARING AGREEMENT	24,754.18
			<u>24,754.18</u>
IAAE	IOWA ASSOC. OF AG EDUCATORS	CONFERENCE	275.00 *
			<u>275.00</u>
ICN	IOWA COMMUNICATIONS NETWORK	ICN SERVICES	369.85

GENERAL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			369.85
JWPEPPER	J.W. PEPPER & SON, INC.	VOCAL MUSIC	60.98
JWPEPPER	J.W. PEPPER & SON, INC.	VOCAL MUSIC	62.10
JWPEPPER	J.W. PEPPER & SON, INC.	BAND MUSIC	35.99
			159.07
JOHNDEERE	JOHN DEERE FINANCIAL	SUPPLIES	23.98
JOHNDEERE	JOHN DEERE FINANCIAL	SUPPLIES	62.97
JOHNDEERE	JOHN DEERE FINANCIAL	SUPPLIES	51.15
			138.10
JOHNVANE	Johnson, Vanessa	TRANSPORTATION ASSISTANCE	664.99
			664.99
KERKMICH	Kerkove, Michael	DOT PHYSICAL	110.00
			110.00
KINGCASE	Kingdon, Casey	CONFERENCE TRAVEL	305.35
			305.35
KNAPSERV	KNAPP'S SERVICE	BLDG & GROUNDS SUPPLIES	71.75 *
			71.75
LEADEDGE	LEADING EDGE FUNDRAISING	FUNDRAISING SUPPLIES	4,057.50
			4,057.50
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	4,506.38
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	4,766.32
			9,272.70
MAVEPOWE	Maverick Powersports LLC	MOWER SUPPLIES/PARTS	211.80
			211.80
MOOSEMECH	Moose Mechanical	B&G REPAIRS	192.50
			192.50
THENEWS	NEWS, THE	PUBLIC NOTICES/ADVERTISING	477.64
			477.64
NORTHERNIA	Northern Iowa Tree Service LLC	PURCHASED SERVICE	1,800.00
			1,800.00
NUTRIEN	NUTRIEN AG SOLUTIONS	BLDG & GROUNDS SUPPLIES	212.50
			212.50
OELWPUBL	OELWEIN PUBLISHING COMPANY	HELP WANTED AD	137.80
			137.80
PIPEJAFF	Piper Sandler & Co.	ADMIN FEES	1,000.00
			1,000.00
PITBOWINC	PITNEY BOWES, INC.	POSTAGE METER LEASE/SUPPLIES	222.06
			222.06

GENERAL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
PRESTOX	PRESTO-X	KITCHEN-PEST SERVICE	76.03
			76.03
QUILCORP	QUILL CORPORATION	SUPPLIES	40.03
QUILCORP	QUILL CORPORATION	OFFICE SUPPLIES	5.09
			45.12
RACOMCORP	Racom Corporation	PURCHASED SERVICE	1,000.00 *
			1,000.00
RJKOOL	RJ KOOL	BLDG & GROUNDS SUPPLIES	679.64 *
			679.64
SCHLSUE	Schlitter, Susan	ACCOMPANIST	340.00
			340.00
SHAFDEAN	Shafer, Donna	DOT PHYSICAL	95.00
			95.00
SIGNSMOREL	SIGNS AND MORE	COMMONS UPDATE	732.86
			732.86
SUPEWELD	SUPERIOR WELDING SUPPLY	WELDING TANKS	540.00
SUPEWELD	SUPERIOR WELDING SUPPLY	TANK RENT	7.00 *
			547.00
TIMBILL	TIMBERLINE BILLING SERVICE LLC	MEDICAID PURCH SERVICE	1,381.38
			1,381.38
TIMECLOCK	TimeClock Plus	TIME CLOCK LICENSE	1,800.05
			1,800.05
TRANEUSINC	Trane US Inc	HEAT/AC REPAIR	1,030.00
			1,030.00
USCELL	US CELLULAR	Cell Phones	300.65
			300.65
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	291.08
WALMART	WALMART COMMUNITY BRC	SUPPLIES	63.05
			354.13
WESTMUSI	WEST MUSIC COMPANY	INSTRUMENT REPAIR	175.50
			175.50
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ARTS SUPPLIES	26.08
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ART SUPPLIES	7.35
WINTBUIL	WINTHROP BUILDING SUPPLY	Trim Screws	15.99
WINTBUIL	WINTHROP BUILDING SUPPLY	Final Finish for woodworking	15.99
WINTBUIL	WINTHROP BUILDING SUPPLY	B&G SUPPLIES	258.93
			324.34

Batch Total: **89,000.64**

Report Total: **89,000.64**

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CRAWENGI	CRAWFORD ENGINEERING & SURVEYING ENGINEERING SERVICES INC		6,932.99
			<u>6,932.99</u>
DAVECCI	DAVE'S COMPLETE CONSTRUCTION	ATHLETIC COMPLEX IMPROVEMENTS	84,668.52 *
			<u>84,668.52</u>
DEMCO	DEMCO	COMMONS FURNITURE	871.83
			<u>871.83</u>
FLKRAPFL	F.L. KRAPFL INC	SPORTS COMPLEX IMPROVEMENTS	1,282.34
			<u>1,282.34</u>
PIPEJAFF	Piper Sandler & Co.	ADMIN FEES	550.00
			<u>550.00</u>
UMBBANK	UMB Bank, N.A.	FINANCIAL FEES	300.00
			<u>300.00</u>
		Batch Total:	<u>94,605.68</u>
		Report Total:	<u>94,605.68</u>

Activity Invoices - June 2023

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
* BARNTOM	BARNES, TOM	SB Official - 6/12/23	120.00
			120.00
BEACONATHL	Beacon Athletics LLC	Batters Box Template	160.00
			160.00
BLANFLOW	BLAND'S FLOWER SHOP	Flowers for graduation	257.00
			257.00
* CHAMRAND	CHAMBERLIN, RANDY	BB Official - 6/8/23	145.00
			145.00
CHASCARD	CHASE CARD SERVICES	Sr. Breakfast Supplies-Nick's Grocery	197.33
CHASCARD	CHASE CARD SERVICES	Best Western Premier - Rooms State Track	487.17
* CHASCARD	CHASE CARD SERVICES	Meal-G-State Golf - Nathan Reck	13.86
CHASCARD	CHASE CARD SERVICES	Super Skate - MS Students	705.96
CHASCARD	CHASE CARD SERVICES	AmericInn Rooms - B-State Golf	667.28
CHASCARD	CHASE CARD SERVICES	Hilton Garden Inn Rooms - G-State Golf	696.64
CHASCARD	CHASE CARD SERVICES	Cheer Safety Certification - K. Amos	85.00
			2,853.24
COOKANDR	Cook, Andrea	Lightshow Supplies	579.97
			579.97
ELLIMICH	Ellis, Michael	Prom DJ Fee	400.00
			400.00
ENTOYEAR	ENTOURAGE YEARBOOKS	First Installment 2023 Yearbook	100.00
			100.00
* GENFUND	GENERAL FUND	Employee Officials FICA	160.71
			160.71
* GIBBJOE	GIBBS, JOE	SB Official - 6/8/23	135.00
GIBBJOE	GIBBS, JOE	SB Official - 6/1/23	120.00
			255.00
MICHCOMP	HENRY F. MICHELL CO	Mum Plugs	147.89
			147.89
HOYLPHOT	HOYLE PHOTOGRAPHY	Senior Class Composite	160.00
			160.00
BEAULAND	Lucy's Soil Source Inc.	Pots/Soil for Mums	1,131.84
			1,131.84
MONTSPOR	MONTICELLO SPORTS	Baseball Pants	500.00
			500.00
NATIFFA	NATIONAL FFA ORGANIZATION	Pins	471.50
			471.50
* PAYNCOLL	PAYNE, COLLIN	BB Official - 6/12/23	140.00
			140.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
PITSANDPER	Pits & Perks BBQ	FFA Banquet Meal	825.00
			825.00
RIDDELL	RIDDELL ALL AMERICAN SPORTS CORP.	Recertification of FB Helmets	2,521.56
RIDDELL	RIDDELL ALL AMERICAN SPORTS CORP.	Recertification of FB Helmets	629.75
* RIDDELL	RIDDELL ALL AMERICAN SPORTS CORP.	FB Helmets/Shoulder Pads	3,639.95
			6,791.26
* RIMADAVE	RIMA, DAVE	MS BB Official - 6/12/23	135.00
RIMADAVE	RIMA, DAVE	MS BB Official - 6/5/23	135.00
			270.00
* SADLDENN	SADLER, DENNIS	SB Official - 6/8/23	125.00
SADLDENN	SADLER, DENNIS	SB Official - 6/1/23	130.00
			255.00
* SCHNWAYN	SCHNIER, WAYNE	BB Official - 6/8/23	145.00
			145.00
* STEFPHIL	Steffen, Philip	MS SB Official - 6/12/23	125.00
STEFPHIL	Steffen, Philip	MS SB Official - 6/2/23	125.00
STEFPHIL	Steffen, Philip	MS SB Official - 6/5/23	125.00
			375.00
* TROEMARK	TROENDLE, MARK	BB Official - 6/12/23	135.00
			135.00
* VIERTEL	VIERTEL, DAVID	SB Official - 6/12/23	130.00
			130.00
WALMART	WALMART COMMUNITY BRC	Smoers Supplies for 6th Grade Camp	26.50
WALMART	WALMART COMMUNITY BRC	Fudge Bars/Storage Tubs	104.92
			131.42
ZHISSCOT	Zhiss, Scott	Meal - B-State Golf	28.00
			28.00
Batch Total:			16,667.83
Report Total:			16,667.83

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
BIMBBAKE	BIMBO BAKERIES USA	Bread Products	729.98
			<u>729.98</u>
CHASCARD	CHASE CARD SERVICES	Conference/ServSafe - Michelle Miller	306.00
			<u>306.00</u>
INDECSD	INDEPENDENCE CSD	Food Service Sharing Agreement	9,471.23
			<u>9,471.23</u>
MARTBROT	MARTIN BROTHERS	Food	824.12
			<u>824.12</u>
PERFFOOD	PERFORMANCE FOODSERVICE	Food/Supplies	6,367.57
			<u>6,367.57</u>
PRAIFARM	PRAIRIE FARMS DAIRY, INC.	Dairy Products	3,041.38
			<u>3,041.38</u>
* SCHONUTR	SCHOOL NUTRITION ASSOCIATION IOWA	Conference/ServSafe - Michelle Miller	243.00
			<u>243.00</u>
		Batch Total:	<u>20,983.28</u>
		Report Total:	<u>20,983.28</u>

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
21 0000 729 000	Fund Balance	0.00	0.00	0.00	0.00	0.00
21 6111 729 910	DRAMA	17,999.47	0.00	160.00	0.00	18,159.47
21 6120 729 910	SPEECH	712.59	0.00	0.00	0.00	712.59
21 6210 729 910	MUSIC CLUB	278.58	200.00	0.00	0.00	78.58
21 6220 729 910	PEP BAND	2,004.48	200.00	0.00	0.00	1,804.48
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	5,245.38	5,453.56	1,055.00	0.00	846.82
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	144.72	0.00	0.00	0.00	144.72
21 6720 729 920	FOOTBALL	5,950.54	2,319.90	0.00	0.00	3,630.64
21 6730 729 920	BASEBALL	588.68	0.00	236.17	0.00	824.85
21 6740 729 920	BOYS' TRACK	680.59	0.00	0.00	0.00	680.59
21 6760 729 920	BOYS' GOLF	2,524.67	0.00	0.00	0.00	2,524.67
21 6790 729 920	WRESTLING	104.82	0.00	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	5,355.07	0.00	690.00	0.00	6,045.07
21 7011 729 950	HS STUDENT COUNCIL	3,465.74	346.73	268.65	0.00	3,387.66
21 7012 729 950	SPANISH CLUB	1,847.45	850.00	0.00	0.00	997.45
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	0.00	0.00	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	14,704.85	4,752.64	4,538.00	0.00	14,490.21
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

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	52.10	0.00	0.00	2,781.59
21 7050 729 950	ELEM. ST. COUNCIL	0.00	0.00	0.00	0.00	0.00
21 7051 729 950	CAMP WAPSIE	4,566.43	632.80	0.00	0.00	3,933.63
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	1,438.52	0.00	0.00	0.00	1,438.52
21 7079 729 950	CLASS OF 2024	3,377.95	0.00	0.00	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	455.00	0.00	8,200.17
21 8001 729 910	BUCCANEER CLUB	1,410.93	0.00	0.00	0.00	1,410.93
21 8004 729 910	INTEREST	1,809.64	0.00	415.15	0.00	2,224.79
Fund Total: 21		107,604.43	14,807.73	7,817.97	0.00	100,614.67

Fund: 91 AGENCY FUNDS

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>
91 9042 770 950	CUSTODIAL-TRAPSHOOTING
91 9043 770 950	CUSTODIAL-LIL BUC BOYS BB
91 9052 770 950	CUSTODIAL-EB HOOPSTERS

	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Fund Total: 91	0.00	0.00	0.00	0.00	0.00

EAST BUCHANAN SCHOOL
MILEAGE REPORT
2022-2023

MONTH	BUS ROUTE MILES	BUS ADMIN.		BUS SPECIAL ED.		BUS ACTIVITY		BUS CUSTODIAL		BUS TRANSP.		BUS DRIVERS ED		BUS OTHER		BUS MISC.		BUS TOTAL MILES
		MILES	MILES	MILES	MILES	MILES	MILES	MILES	MILES	MILES	MILES	MILES	MILES	MILES	MILES	MILES	MILES	
JULY	865	0	0	242	0	102	0	0	0	0	0	0	0	0	0	0	0	1,209
AUGUST	2,689	0	0	79	0	393	0	0	0	0	0	0	0	0	0	0	0	3,161
SEPTEMBER	7,807	0	0	1,364	0	0	0	0	0	0	0	0	0	0	0	32	0	9,203
OCTOBER	7,364	0	0	1,194	0	0	0	0	0	0	0	0	0	0	0	0	0	8,558
NOVEMBER	6,243	0	0	1,571	0	134	0	0	0	0	0	0	0	0	0	0	0	7,948
DECEMBER	5,433	0	0	1,759	0	0	0	0	0	0	0	0	0	0	0	0	0	7,192
JANUARY	6,514	0	0	1,363	0	0	0	0	0	0	0	0	0	0	0	0	0	7,877
FEBRUARY	5,660	0	0	1,217	0	29	0	0	0	0	0	0	0	0	0	0	0	6,906
MARCH	7,590	0	0	474	0	0	0	0	0	0	0	0	0	0	111	0	0	8,175
APRIL	6,135	0	0	1,564	0	0	0	0	0	0	0	0	0	0	0	0	0	7,699
MAY	6,646	0	0	1,047	0	0	0	0	0	0	0	0	0	0	0	0	0	7,693
JUNE																		
TOTAL	62,946	-	-	11,874	-	658	-	-	-	-	-	-	-	-	143	-	-	75,621

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		0		9,530
OCTOBER	0		586		7,134		4,874		174		0		0		0		0		0		12,768
NOVEMBER	0		319		6,503		2,270		164		0		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	0		331		7,496		3,608		312		40		0		0		23				11,810
JUNE																					
TOTAL	15		4,303		66,242		23,132		1,892		862		-		-		82				96,528

EAST BUCHANAN COMMUNITY SCHOOL

GASOLINE/DIESEL EXPENSE REPORT

2022-2023

MONTH	GALS. GAS PURCH.	COST PER GAL.	COST GAS PURCH.	GALS. DIESEL PURCH.	COST PER GAL.	COST DIESEL PURCH.	TOTAL COST GAS/DIESEL PURCHASED	GALS. GAS CONS.	COST GAS CONS.	GALS DIESEL CONS.	COST DIESEL CONS.	TOTAL COST GAS/DIESEL CONSUMED
JULY	668.000	\$ 3.41	\$ 2,276.48	638.000	\$ 3.98	\$ 2,538.99	\$ 4,815.47	198.000	\$ 674.76	147.000	\$ 585.00	\$ 1,259.76
AUG.	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	245.000	\$ 834.96	263.000	\$ 1,046.74	\$ 1,881.70
SEPT.	970.000	\$ 3.25	\$ 3,152.30	1,196.000	\$ 4.01	\$ 4,789.40	\$ 7,941.70	528.000	\$ 1,716.00	1,064.000	\$ 4,261.32	\$ 5,977.32
OCT.	525.000	\$ 3.23	\$ 1,695.91	848.000	\$ 4.57	\$ 3,875.02	\$ 5,570.93	634.000	\$ 2,048.01	1,044.000	\$ 4,770.66	\$ 6,818.67
NOV.	497.000	\$ 3.34	\$ 1,658.09	614.000	\$ 4.32	\$ 2,651.00	\$ 4,309.09	481.000	\$ 1,604.71	1,049.000	\$ 4,529.16	\$ 6,133.87
DEC.	707.000	\$ 2.60	\$ 1,837.03	1,377.000	\$ 3.92	\$ 5,393.44	\$ 7,230.47	401.000	\$ 1,041.80	955.000	\$ 3,740.74	\$ 4,782.54
JAN.	370.000	\$ 3.04	\$ 1,123.95	861.000	\$ 3.90	\$ 3,357.47	\$ 4,481.42	464.000	\$ 1,409.49	1,058.000	\$ 4,125.67	\$ 5,535.16
FEB.	515.000	\$ 2.79	\$ 1,438.25	685.000	\$ 3.28	\$ 2,246.30	\$ 3,684.85	549.000	\$ 1,533.74	999.000	\$ 3,276.42	\$ 4,810.16
MAR.	435.000	\$ 2.89	\$ 1,256.02	1,166.000	\$ 3.20	\$ 3,725.77	\$ 4,981.79	566.000	\$ 1,634.27	947.000	\$ 3,025.95	\$ 4,660.22
APR.	800.000	\$ 3.25	\$ 2,596.56	769.000	\$ 3.24	\$ 2,488.18	\$ 5,084.74	608.000	\$ 1,973.39	1,146.000	\$ 3,708.00	\$ 5,681.39
MAY	1,129.000	\$ 3.22	\$ 3,631.88	1,617.000	\$ 3.49	\$ 5,640.82	\$ 9,272.70	675.000	\$ 2,171.41	1,046.000	\$ 3,648.87	\$ 5,820.28
JUNE												
TOTALS	6,616.000	\$ 31.00	\$ 20,666.47	9,771.000	\$ 37.89	\$ 36,706.69	\$ 57,373.16	5,349.000	\$ 16,642.54	9,718.000	\$ 36,718.53	\$ 53,361.07

RECEIPTS

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$1,539.60	\$14,479.50	\$16,019.10
Student Lunch	\$8,465.62	\$102,844.94	\$111,310.56
Adult Breakfast	\$41.85	\$272.35	\$314.20
Adult Lunch	\$514.60	\$4,021.35	\$4,535.95
Carte	\$4,353.00	\$39,241.75	\$43,594.75
Snacks	\$1,432.00	\$15,632.07	\$17,064.07
Federal Breakfast	\$2,467.12	\$19,470.92	\$21,938.04
Federal Lunch	\$16,203.33	\$123,807.75	\$140,011.08
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	\$0.00	\$2,008.25	\$2,008.25
Other Purchased Services	-\$448.03	-\$3,382.18	-\$3,830.21
Rebate	\$0.00	\$1,117.35	\$1,117.35
Interest	\$1,165.00	\$4,283.44	\$5,448.44
TOTAL INCOME	\$35,734.09	\$364,718.16	\$400,452.25

2022-2023

East Buchanan

Hot Lunch
Report**EXPENDITURES**

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$24,454.71	\$149,759.70	\$174,214.41
Supplies	\$1,010.21	\$7,695.88	\$8,706.09
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	\$74.20	\$166.20	\$240.40
Cooks Salaries	\$10,106.81	\$85,647.66	\$95,754.47
Benefits	\$3,091.19	\$26,941.57	\$30,032.76
TOTAL EXPENDITURES	\$38,737.12	\$300,808.26	\$339,545.38

BALANCE

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$241,963.34	\$241,963.34
Income	\$35,734.09	\$364,718.16	\$400,452.25
Expenditures	\$38,737.12	\$300,808.26	\$339,545.38
FUND BALANCE	-\$3,003.03	\$305,873.24	\$302,870.21

DAYS MEALS SERVED

July	0
August	7
September	21
October	20
November	17
December	15
January	18
February	16
March	21
April	17
May	19
June	0
TOTALS	171

MEALS SERVED

	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	1,044	9,359	10,403
Reduced Student Breakfasts	86	659	745
Free Student Breakfasts	876	7,065	7,941
Second Breakfasts	24	245	269
Adult Breakfasts	27	177	204
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
TOTAL BREAKFASTS SERVED	2,057	17,505	19,562

Paid Student Lunches	4,727	41,437	46,164
Reduced Student Lunches	407	3,541	3,948
Free Student Lunches	2,432	20,542	22,974
Second Lunches	0	0	0
Adult Lunches	146	1,005	1,151
Student Guest Lunches	0	0	0
Complimentary Lunches	0	2	2
TOTAL LUNCHES SERVED	7,712	66,527	74,239

May 31, 2023

LUNCH STATUS

FREE	REDUCED	PAID	TOTAL
174	31	379	584

**East Buchanan Community School District
Cash Summary Report**

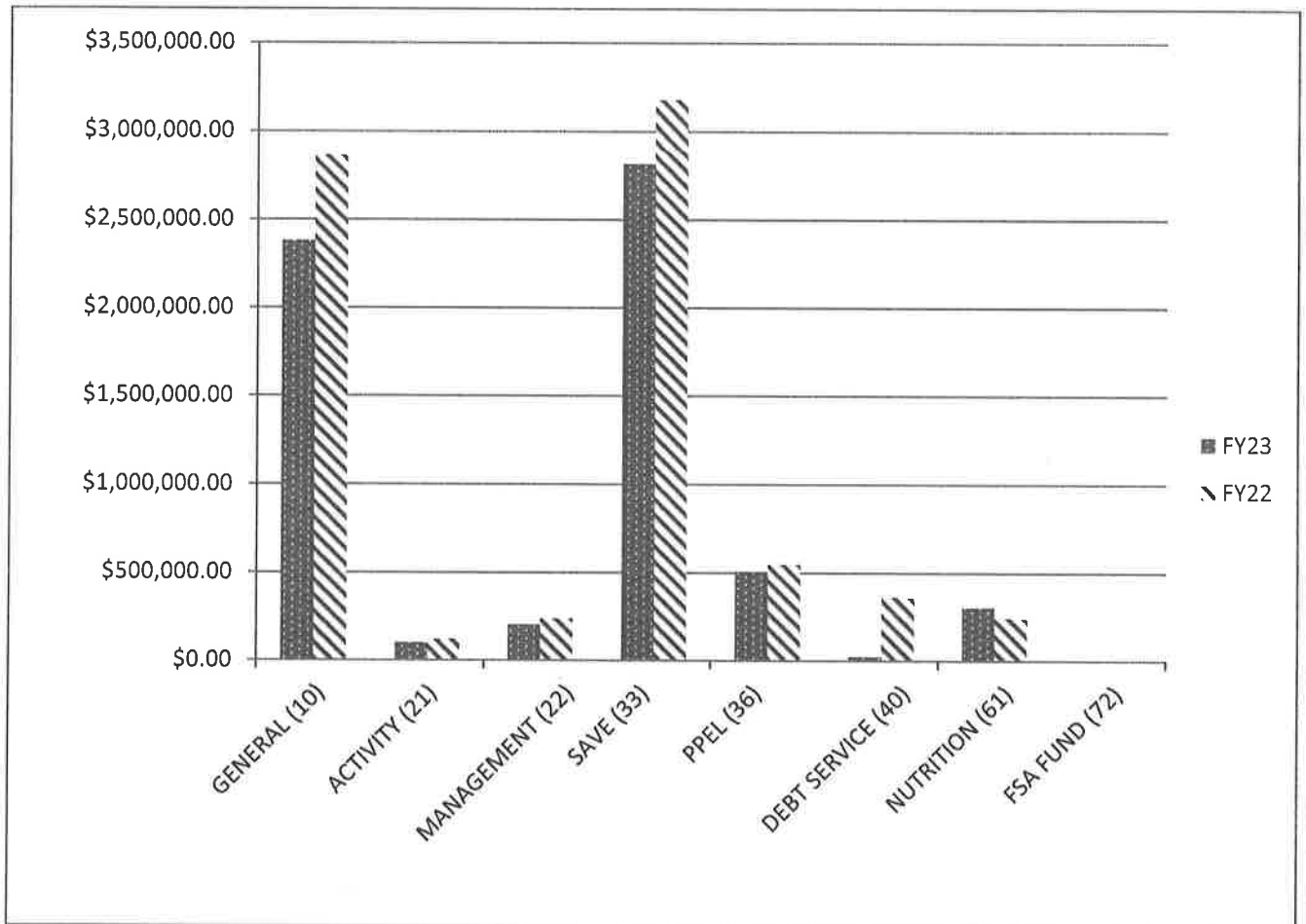
	<u>Jul-22</u>	<u>Aug-22</u>	<u>Sep-22</u>	<u>Oct-22</u>	<u>Nov-22</u>	<u>Dec-22</u>
10-GENERAL FUND						
Beginning Balance	2,472,133.59	1,953,218.51	1,501,108.72	1,534,752.36	2,194,032.78	2,151,313.83
Revenue	136,272.47	220,017.17	609,262.28	1,258,703.71	626,575.22	638,855.47
Expenditures	655,187.55	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
21-ACTIVITY FUND						
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
22-MANAGEMENT FUND						
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
33-SAVE						
Beginning Balance	3,065,238.29	2,808,775.74	2,740,317.15	2,675,075.30	2,528,343.22	2,522,943.51
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
36-PPEL						
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
40-DEBT SERVICE						
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
61-NUTRITION FUND						
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
72-FLEX SPENDING ACCT FUND						
Beginning Balance	5,454.89	4,901.06	4,939.32	5,916.00	5,631.48	5,829.27
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
EMPLOYER'S PAYROLL EXPENSE:						
Gross Wages-hourly	52,529.25	40,429.75	57,675.08	109,748.98	101,844.19	96,664.17
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
TOTAL	478,723.98	470,115.17	510,882.18	571,041.36	568,358.27	554,872.83

East Buchanan Community School District
Cash Summary Report

	<u>Jan-23</u>	<u>Feb-23</u>	<u>Mar-23</u>	<u>Apr-23</u>	<u>May-23</u>
10-GENERAL FUND					
Beginning Balance	2,158,769.33	2,041,159.66	1,861,538.09	1,879,286.59	2,459,535.88
Revenue	526,764.00	676,618.89	766,788.74	1,237,542.98	533,982.96
Expenditures	644,373.67	856,240.46	749,040.24	657,293.69	613,702.26
Ending Balance	2,041,159.66	1,861,538.09	1,879,286.59	2,459,535.88	2,379,816.58
21-ACTIVITY FUND					
Beginning Balance	123,379.81	116,962.34	118,775.45	111,554.94	107,604.43
Revenue	7,060.10	8,685.94	9,156.96	3,483.16	7,817.97
Expenditures	13,477.57	6,872.83	16,377.47	7,433.67	14,807.73
Ending Balance	116,962.34	118,775.45	111,554.94	107,604.43	100,614.67
22-MANAGEMENT FUND					
Beginning Balance	156,585.46	158,483.40	158,259.22	160,139.04	200,115.92
Revenue	3,478.65	866.82	2,879.82	41,120.88	3,782.23
Expenditures	1,580.71	1,091.00	1,000.00	1,144.00	1,184.00
Ending Balance	158,483.40	158,259.22	160,139.04	200,115.92	202,714.15
33-SAVE					
Beginning Balance	2,633,485.39	2,688,635.43	2,762,346.57	2,830,681.73	2,791,055.93
Revenue	55,150.04	73,711.14	68,335.16	142,374.20	139,818.98
Expenditures	0.00	0.00	0.00	182,000.00	113,207.94
Ending Balance	2,688,635.43	2,762,346.57	2,830,681.73	2,791,055.93	2,817,666.97
36-PPEL					
Beginning Balance	685,691.41	574,583.56	570,203.87	438,921.31	577,675.82
Revenue	47,741.87	4,633.71	11,000.17	138,754.51	14,144.21
Expenditures	158,849.72	9,013.40	142,282.73	0.00	84,310.22
Ending Balance	574,583.56	570,203.87	438,921.31	577,675.82	507,509.81
40-DEBT SERVICE					
Beginning Balance	603,297.40	618,983.88	623,266.40	637,293.42	343,381.07
Revenue	15,686.48	4,782.52	14,027.02	842,275.15	19,325.03
Expenditures	0.00	500.00	0.00	1,136,187.50	340,000.00
Ending Balance	618,983.88	623,266.40	637,293.42	343,381.07	22,706.10
less: Escrow Acct	340,189.25	340,189.25	340,189.25	340,189.25	2,586.86
	278,794.63	283,077.15	297,104.17	3,191.82	20,119.24
61-NUTRITION FUND					
Beginning Balance	258,904.67	284,474.55	287,659.58	291,541.35	305,873.24
Revenue	67,736.42	55,223.45	60,038.36	60,739.29	49,380.12
Expenditures	42,166.54	52,038.42	56,156.59	46,407.40	52,383.15
Ending Balance	284,474.55	287,659.58	291,541.35	305,873.24	302,870.21
less: Recelved on Acct	10,477.85	10,318.10	8,462.44	10,264.14	5,664.76
	273,996.70	277,341.48	283,078.91	295,609.10	297,205.45
72-FLEX SPENDING ACCT FUND					
Beginning Balance	5,884.60	6,982.07	5,916.11	5,559.32	6,006.63
Revenue (contributions)	3,101.17	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	3,910.07
Ending Balance	6,982.07	5,916.11	5,559.32	6,006.63	5,197.73
EMPLOYER'S PAYROLL EXPENSI					
Gross Wages-hourly	89,568.43	101,797.30	86,545.16	105,358.02	94,814.08
Gross Wages-contract	334,178.89	332,957.22	329,497.76	330,227.81	336,320.65
	423,747.32	434,754.52	416,042.92	435,585.83	431,134.73
Employer paid deductions	52,609.11	52,570.55	52,570.55	52,570.55	52,570.55
Employer paid IPERS	38,937.58	40,143.39	38,529.79	40,453.48	39,858.07
Employer paid FICA	31,370.54	32,217.25	30,785.72	32,280.75	31,940.26
	122,917.23	124,931.19	121,886.06	125,304.78	124,368.88
TOTAL	546,664.55	559,685.71	537,928.98	560,890.61	555,503.61

CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL May 2023

Fund Description	Beginning	Revenues	Expenditures	FY23	FY22	Difference
				Ending	End Balance	
GENERAL (10)	\$2,459,535.88	\$533,982.96	\$613,702.26	\$2,379,816.58	\$2,864,160.52	(\$484,343.94)
ACTIVITY (21)	\$107,604.43	\$7,817.97	\$14,807.73	\$100,614.67	\$119,440.66	(\$18,825.99)
MANAGEMENT (22)	\$200,115.92	\$3,782.23	\$1,184.00	\$202,714.15	\$237,969.10	(\$35,254.95)
SAVE (33)	\$2,791,055.93	\$139,818.98	\$113,207.94	\$2,817,666.97	\$3,178,476.41	(\$360,809.44)
PPEL (36)	\$577,675.82	\$14,144.21	\$84,310.22	\$507,509.81	\$547,711.12	(\$40,201.31)
DEBT SERVICE (40)	\$343,381.07	\$19,325.03	\$340,000.00	\$22,706.10	\$361,922.98	(\$339,216.88)
NUTRITION (61)	\$305,873.24	\$49,380.12	\$52,383.15	\$302,870.21	\$244,059.81	\$58,810.40
FSA FUND (72)	\$6,006.63	\$3,101.17	\$3,910.07	\$5,197.73	\$0.00	\$5,197.73
TOTAL				\$6,339,096.22	\$7,553,740.60	(\$1,214,644.38)



Certified Budget compared to Actual Revenues/Expenditures - All Funds

		FY23 Certified		
		Budget	thru 5/31/2023	over / (under) budget
Taxes Levied on Property	1	\$ 3,195,996.00	\$ 3,135,434.09	
Utility Replacement Excise Tax	2	\$ 43,516.00	\$ 44,474.60	
Income Surtaxes	3	\$ 153,339.00	\$ 177,827.00	
Tuition\Transportation Received	4	\$ 600,000.00	\$ 393,143.39	
Earnings on Investments	5	\$ 57,100.00	\$ 122,911.06	
Nutrition Program Sales	6	\$ 140,000.00	\$ 192,066.68	
Student Activities and Sales	7	\$ 189,000.00	\$ 107,251.83	
Other Revenues from Local Sources	8	\$ 91,000.00	\$ 116,521.36	
Revenue from Intermediary Sources	9	\$ -	\$ -	
State Foundation Aid	10	\$ 4,131,931.00	\$ 3,687,760.10	
Instructional Support State Aid	11	\$ 14,816.00	\$ -	
Other State Sources	12	\$ 577,850.00	\$ 756,093.73	
Commercial & Industrial State Replacement	13	\$ -	\$ -	
Title 1 Grants	14	\$ 70,000.00	\$ 47,414.31	
IDEA and Other Federal Sources	15	\$ 320,000.00	\$ 611,678.21	
Total Revenues	16	\$ 9,584,548.00	\$ 9,392,576.36	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ 1,646,618.00	\$ 344,289.96	
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 13,355.90	
Special Items/Upward Adjustments	20	\$ -	\$ -	
Total Revenues & Other Sources	21	\$ 11,231,166.00	\$ 9,750,222.22	
Beginning Fund Balance	22	\$ 6,326,708.24	\$ 6,326,708.24	
Total Resources	23	\$ 17,557,874.24	\$ 16,076,930.46	
*Instruction	24	\$ 5,632,000.00	\$ 4,158,191.88	\$ (1,473,808.12) 74%
Student Support Services	25	\$ 220,000.00	\$ 181,489.45	
Instructional Staff Support Services	26	\$ 515,000.00	\$ 438,063.88	
General Administration	27	\$ 270,000.00	\$ 326,735.34	
School/Building Administration	28	\$ 375,000.00	\$ 365,015.23	
Business & Central Administration	29	\$ 192,500.00	\$ 125,506.15	
Plant Operation and Maintenance	30	\$ 603,000.00	\$ 700,073.87	
Student Transportation	31	\$ 525,000.00	\$ 570,447.52	
This row is intentionally left blank	32	\$ -		
*Total Support Services (lines 25-32)	32A	\$ 3,100,500.00	\$ 2,707,331.44	\$ (393,168.56) 87%
*Noninstructional Programs	33	\$ 360,000.00	\$ 337,784.17	\$ (22,215.83) 94%
Facilities Acquisition and Construction	34	\$ 1,350,000.00	\$ 734,903.73	
Debt Service	35	\$ 1,988,405.00	\$ 1,202,780.00	
AEA Support - Direct to AEA	36	\$ 302,609.00	\$ 252,395.10	
*Total Other Expenditures (lines 34-36)	36A	\$ 3,641,014.00	\$ 2,190,078.83	\$ (1,450,935.17) 60%
Total Expenditures	37	\$ 12,733,514.00	\$ 9,393,386.32	
Transfers Out	38	\$ 1,461,618.00	\$ 344,289.96	
Other Uses	39	\$ -	\$ 1,823.94	
Total Expenditures & Other Uses	40	\$ 14,195,132.00	\$ 9,739,500.22	\$ (4,455,631.78)
Ending Fund Balance	41	\$ 3,362,742.24	\$ 6,337,430.24	
Total Requirements	42	\$ 17,557,874.24	\$ 16,076,930.46	\$ (1,480,943.78)

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.

SHARED PERSONNEL AGREEMENT BETWEEN
EAST BUCHANAN AND THE DUNKERTON COMMUNITY SCHOOL DISTRICTS

This Agreement is made and entered into the 1st day of July, 2023 by and between the East Buchanan Community School District (East Buchanan) and the Dunkerton Community School District (Dunkerton):

WHEREAS, East Buchanan and Dunkerton seek a cooperative arrangement to share the services of a Superintendent; and

WHEREAS, East Buchanan and Dunkerton are public school districts organized and existing under laws of the state of Iowa; and

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

WHEREAS, East Buchanan and Dunkerton believe that an agreement pursuant to Iowa Code section 280.15 should be entered into with regard to the sharing of a Superintendent and such an agreement will be to their mutual advantage.

NOW, THEREFORE, East Buchanan's Board of Directors and Dunkerton's Board of Directors agree as follows:

1. **TERM.** The term of this Agreement shall be for the 2023-2024 fiscal year.
2. **SERVICES PROVIDED.** The Superintendent shall serve as Superintendent of Schools for East Buchanan and Dunkerton, devoting sixty percent (60%) of his/her time located at, and performing services for East Buchanan, and forty percent (40%) of his/her time located at, and performing services for Dunkerton. The parties recognize that demands in either district may fluctuate, and agree allowing the Superintendent's discretion as to where workdays are served. The Superintendent agrees to spend proportionate time in both Districts, based on staff and district needs. The Superintendent shall be solely under the direction of East Buchanan when performing services at East Buchanan and shall be solely under the direction of Dunkerton when performing services at Dunkerton. The Superintendent services provided will be competent and professional in accordance with the subject to the laws of the State of Iowa.
3. **CERTIFICATION.** It is agreed that the Superintendent will be appropriately licensed in the State of Iowa.
4. **REIMBURSEMENT.** East Buchanan will hold the individual employment contract for the Superintendent, which will employ the Superintendent on a full time basis. East Buchanan and Dunkerton will determine the total compensation to the Superintendent (including but not limited to salary, benefits, withholdings, and value of available paid time off) annually 40% of said salary/benefits & other costs (such as attendance at conferences and professional dues) will be the rate of reimbursement from Dunkerton to East Buchanan. (Estimated salary/benefits for the 2023-2024 [FY24] year to be \$84,000) Reimbursable costs incurred by the Superintendent, and attributable to a single district, will be paid by that district. Other reimbursable costs, which are shared between the districts, such as the costs associated with normal travel expenses, attendance at conferences (for example), shall be prorated according to the 60/40 ratio between East Buchanan and Dunkerton fiscal years. Travel expenses are reimbursable at \$0.39 per mile.

5. EMPLOYMENT STATUS OF THE SUPERINTENDENT. This is an agreement for contracted services, The Superintendent shall be an employee of East Buchanan. East Buchanan will be deemed the "Employer" of the Superintendent for purposed rights and obligations under state and federal laws pertaining to employment, including but not limited to, income tax withholding, FICA payments and withholdings, IPERS payments and withholdings, unemployment compensation payments, workers' compensation payments, group insurance eligibility, and Chapter 279, Code of Iowa,
6. Each District shall cover the Superintendent under its liability insurance policy for duties performed for the respective districts. The parties to this Agreement shall protect, defend, hold harmless, and indemnify the other party from and against any and all losses, costs, damages, or expenses, including attorney's fees and expenses, occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury or damage to any person or property due to the actions or inactions of the Superintendent while performing services for the indemnifying party.
7. In case any one or more of the provisions contained in this Agreement shall be declared invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.
8. It is expressly understood and agreed by the parties that nothing contained in the Agreement shall be construed to create a partnership, association, or other affiliation or like relationship between the parties. It being specifically agreed that their relationship is and shall remain that of independent parties to a cooperative contractual relationship. In no event shall a party be liable for the debts or obligations of another party.
9. TERMINATION OF AGREEMENT. The term of this Agreement shall be the 2023-2024 fiscal year.
10. PAYMENT SCHEDULE. Dunkerton shall reimburse East Buchanan one payment by Dec 20th of an amount to one half of its 50% proportionate share of the total budgeted cost of the Superintendent. A final payment of the other half of Dunkerton's 50% proportionate share of the employment costs, as billed by East Buchanan, shall be reimbursed by Dunkerton by June 20th. Costs associated with attendance at conferences and professional dues to be billed separately at same intervals.
11. AMENDMENT. This agreement is not subject to amendment except in writing and with the approval of the Board of Directors of both districts.

IN WITNESS WHEREOF, this instrument is executed by a representative of East Buchanan and Dunkerton on the dates as hereinafter stated.

X _____ Date: _____
 East Buchanan Community School District

X  _____ Date: 5/17/23
 Dunkerton Community School District

SHARED PERSONNEL AGREEMENT BETWEEN
EAST BUCHANAN AND THE DUNKERTON COMMUNITY SCHOOL DISTRICTS

This Agreement is made and entered into the 1st day of July, 2023 by and between the Dunkerton Community School District (Dunkerton) and the East Buchanan Community School District (East Buchanan):

WHEREAS, Dunkerton and East Buchanan seek a cooperative arrangement to share the services of a Curriculum Director; and

WHEREAS, Dunkerton and East Buchanan are public school districts organized and existing under laws of the state of Iowa; and

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

WHEREAS, Dunkerton and East Buchanan believe that an agreement pursuant to Iowa Code section 280.15 should be entered into with regard to the sharing of a Curriculum Director and such an agreement will be to their mutual advantage.


NOW, THEREFORE, East Buchanan's Board of Directors and Dunkerton's Board of Directors agree as follows:

1. **TERM.** The term of this Agreement shall be for the 2023-2024 fiscal year.
2. **SERVICES PROVIDED.** The Curriculum Director shall serve as Curriculum Director of Schools for Dunkerton and East Buchanan, devoting eighty percent (80%) of his/her time located at and performing services for Dunkerton, and twenty percent (20%) of his/her time located at and performing services for East Buchanan. The parties recognize that demands in either district may fluctuate, and agree allowing the Curriculum Director's discretion as to where workdays are served. The Curriculum Director agrees to spend proportionate time in both Districts, based on staff and district needs. The Curriculum Director shall be solely under the direction of East Buchanan when performing services at East Buchanan and shall be solely under the direction of Dunkerton when performing services at Dunkerton. The Curriculum Director services provided will be competent and professional in accordance with the subject to the laws of the State of Iowa.
3. **CERTIFICATION.** It is agreed that the Curriculum Director will be appropriately licensed in the State of Iowa.
4. **REIMBURSEMENT.** Dunkerton will hold the individual employment contract for the Curriculum Director, which will employ the Curriculum Director on a full time basis. Dunkerton and East Buchanan will determine the total compensation to the Curriculum Director (including but not limited to salary, benefits, withholdings, and value of available paid time off) annually 20% of said salary/benefits & other costs (such as attendance at conferences and professional dues) will be the rate of reimbursement from East Buchanan to Dunkerton. (Estimated salary/benefits for the 2023-2024 [FY24] year to be \$31,600) Reimbursable costs incurred by the Curriculum Director, and attributable to a single district, will be paid by that district. Other reimbursable costs, which are shared between the districts, such as the costs associated with normal travel expenses, attendance at conferences (for example), shall be prorated according to the 80/20 ratio between East Buchanan and Dunkerton fiscal years. Travel expenses are reimbursable at \$0.39 per mile.

5. EMPLOYMENT STATUS OF THE CURRICULUM DIRECTOR. This is an agreement for contracted services, The Curriculum Director shall be an employee of East Buchanan. East Buchanan will be deemed the "Employer" of the Curriculum Director for purposed rights and obligations under state and federal laws pertaining to employment, including but not limited to, income tax withholding, FICA payments and withholdings, IPERS payments and withholdings, unemployment compensation payments, workers' compensation payments, group insurance eligibility, and Chapter 279, Code of Iowa,
6. Each District shall cover the Curriculum Director under its liability insurance policy for duties performed for the respective districts. The parties to this Agreement shall protect, defend, hold harmless, and indemnify the other party from and against any and all losses, costs, damages, or expenses, including attorney's fees and expenses, occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury or damage to any person or property due to the actions or inactions of the Curriculum Director while performing services for the indemnifying party.
7. In case any one or more of the provisions contained in this Agreement shall be declared invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.
8. It is expressly understood and agreed by the parties that nothing contained in the Agreement shall be construed to create a partnership, association, or other affiliation or like relationship between the parties. It is being specifically agreed that their relationship is and shall remain that of independent parties to a cooperative contractual relationship. In no event shall a party be liable for the debts or obligations of another party.
9. TERMINATION OF AGREEMENT. The term of this Agreement shall be the 2023-2024 fiscal year.
10. PAYMENT SCHEDULE. East Buchanan shall reimburse Dunkerton one payment by Dec 20th of an amount to one half of its 50% proportionate share of the total budgeted cost of the Curriculum Director. A final payment of the other half of East Buchanan's 50% proportionate share of the employment costs, as billed by Dunkerton, shall be reimbursed by East Buchanan by June 20th. Costs associated with attendance at conferences and professional dues to be billed separately at same intervals.
11. AMENDMENT. This agreement is not subject to amendment except in writing and with the approval of the Board of Directors of both districts.

IN WITNESS WHEREOF, this instrument is executed by a representative of East Buchanan and Dunkerton on the dates as hereinafter stated.

X _____ Date: _____
 East Buchanan Community School District

X  _____ Date: 5/17/23
 Dunkerton Community School District

Reimbursement to the Student Activity Fund for Protective and Safety Equipment (HF 564)

- A district's board of directors now has authority to transfer an amount necessary from district's General Fund to its Student Activity Fund to purchase protective and safety equipment required for any extracurricular interscholastic athletic contest or competition sponsored or administered by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union (organizations defined in Iowa Code section 280.13).
- A transfer from the General Fund for this purpose is an option, not a requirement. If the district wishes to exercise this option, it must have a board resolution to do so, and we encourage this to occur close to the time the expenditure is made from the Student Activity Fund. There is no need to restrict part of the General Fund; you would just do the transfer once the expenditure in the Student Activity Fund has occurred.
- Please note the ability to transfer from the General Fund to the Student Activity Fund does not result in additional district General Fund spending authority; it would apply to existing authority. Therefore, the impact is the same as any other General Fund expenditure.

Board Resolution to Transfer Funds for Protective and Safety Equipment

Director _____ introduced and caused to be read the Resolution hereinafter set out and moved its adoption; seconded by Director _____ after due consideration thereof by the Board, the President put the question upon the adoption of said Resolution and, the roll having been called, the following Directors voted:

Aye: _____
Nay: _____

Whereupon the President declared said Resolution duly adopted as follows:

RESOLUTION

WHEREAS, Iowa Code provides school districts greater flexibility to transfer excess funds to other specified purposes;

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

NOW, THEREFORE, be it resolved by the Board:

Passed and approved this _____ day of _____, 20_____.

Board President

Attest: Board Secretary

- \$ 3,639.95 - football helmets (4) and shoulder pads (6)
- \$ 629.75 - football helmet reconditioning (11)
- \$ 2,521.56 - football helmets (30)
- \$ 6,791.26

Activity Account

Interest Earned 2022-2023

Total Interest Earned July - May \$2224.79

Estimated Earnings for June \$385.00

Estimated Total Interest for 2022-2023 \$2609.79

Class of 2023

Total Remaining Funds Class of 2023 \$ 824.19

ACTIVITY FUND ACCOUNT - Combine Accounts

The district has a few accounts in the Activity Fund that are either no longer in use or should be combined with a similar account.

- Combine into one account titled Band Extracurricular
 - Pep Band - \$1,804.48
 - Color Guard - \$775.15
- Transfer to Athletics account
 - Fitness Club - \$37.55
 - no activity since October 2018; the club purchased equipment which was then paid for with donations from the booster club; tshirts were also purchased and sold

MOTION to approve combining activity fund accounts as presented.

Motion by: _____

Second by: _____

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/fmla.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)