

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
AGENDA - Regular School Board Meeting
July 12, 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 June 14, 2023
 - b. Personnel Changes
 - c. List of Bills
 - d. Financial Reports
5. **COMMUNITY/PROGRAM PRESENTATIONS**
6. **ADMINISTRATIVE UPDATES & REPORTS**
 - a. Jacklyn Letzring - Elementary Update
 - b. Eric Dockstader - Secondary Update
 - c. Dan Fox - District Update
 - d. Facilities Update
7. **AGENDA**
 - a. 23-24 Milk Bids
 - b. 23-24 Bread Bids
 - c. 23-24 Fee Schedule
 - d. 23-24 Social Worker Sharing Agreement
 - e. 23-24 Buildings and Grounds Director Sharing Agreement
 - f. Van Driver Longevity
 - g. Retirement Policy Review
 - 407.6 - Certified/Salary Retirement
 - 413.2 - Classified Employee Retirement
 - h. School safety
 - i. Playground
 - j. Board policy Review - 1st reading - 2023 Legislative Session
8. **#BUCPR1DE**
9. **STUDENT QUESTIONS**
10. **ADJOURN**

**East Buchanan Community School District
Regular Board Meeting Minutes – June 14, 2023**

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

Public Forum – Kathleen Williams addressed the board advocating for coaching culture changes in EB athletics.

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

Approve Consent Agenda - Motion by Stone, second by Cooksley to approve the consent agenda. Items included on the Consent Agenda: minutes from the regular meeting on May 10, 2023 and special meeting on May 31, 2023; resignations of Brianna Krum, Lisa Elledge, and Stephanie Dutler as associates; resignations of Mandi Smith as MS volleyball coach and Lee White as assistant HS boys basketball coach; resignation of Kelsi Giese as vocal music teacher, musical director, and secondary vocal concert; hiring of Lee White as MS baseball coach and Daron Cornell as assistant HS baseball coach; hiring of Adam Riniker, Kyle Fank, and Justin Shaffer as summer performance coaches; transfer of Kris Gruber from assistant HS girls basketball coach to head HS girls basketball coach; expenditures listed; and financial reports.

Administrative Updates and Reports – Letzring reported that professional development and the math program are set up for next school year, staff is prepping for summer school, BLT met to schedule professional development, and the elementary needs three paraeducators for next school year. Dockstader reported that the HS/MS needs a business teacher, vocal music teacher, and associates for next year; staff has been working on the District and Career Academic Plan (DCAP); Leader in Me coordinators met; and summer school is taking place for students to get credit. Fox reported that the principals are getting things ready for next year, professional development has been planned, custodians are working hard to get the building ready, and that he is starting at Dunkerton on July 1st as the shared superintendent. Fox also reported that the track project is progressing well, goal posts will be delivered soon, the rest of the playground equipment has been delivered, and plans to revise the current playground equipment for use by the preschool students.

FY24 Technology Budget - Motion by Stone, second by Recker to approve the FY24 technology budget as presented by Kevin Hesner for \$82,981.16.

23-24 Elementary Handbook – Letzring explained the handbook review process and major updates. Motion by Cooksley, second by Stone to approve the 23-24 elementary handbook as presented.

Superintendent Operational Sharing Agreement – Motion by Steffens, second by Recker to approve the Superintendent operational sharing agreement with Dunkerton as presented.

Curriculum Director Operational Sharing Agreement – Motion by Recker, second by Stone to approve the Curriculum Director operational sharing agreement with Dunkerton as presented.

Board Resolution to Transfer Funds for FY23 Athletic Safety and Protective Equipment - Motion by Steffens, second by Recker to approve the resolution as follows: 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 \$6,791.26 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. Motion carried with all ayes.

FY23 Activity Fund Interest Allocation – Motion by Steffens, second by Cooksley to allocate activity fund interest to the activities account.

Class of 2023 Fund Balance Allocation – Motion by Stone, second by Recker to allocate the remaining fund balance equally to the next four classes.

Activity Fund Accounts – Motion by Cooksley, second by Recker to transfer the fitness club account balance to the athletics account and to combine the pep band and color guard accounts into one account.

Outstanding Invoices – Motion by Stone, second by Cooksley to approve the payment of outstanding invoices as of June 30, 2023.

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

#BucPr1de – Congratulations to the participants in state events – Andelyn Cabalka (track), Ben Hesner (golf), and Jaeden Hellenthal (golf); girls' soccer with Independence did well; and the ball fields look good.

Adjourn – Motion by Stone, second by Recker to adjourn the meeting at 5:50 pm.

The above are not official minutes until approved at the next regular board meeting. A copy of the official minutes may be viewed in the office of the Board Secretary any Monday through Friday between 8:00 am and 4:00 pm.

East Buchanan CSD

Personnel Changes

SB Mtg date	Employee	Type	Position	Notice Date	Effective Date
7/12/2023	Julie Gile	Resignation	cook	6/28/2023	
7/12/2023	Carla Becker	Hire	Business Teacher and FBLA Advisor	6/27/2023	start of 23-24 school year

FY23 EXPENSED - GENERAL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CAMCSD	CAM COMMUNITY SCHOOL DISTRICT	OPEN ENROLLMENT	18,730.05
			18,730.05
CRAEA	CENTRAL RIVERS AEA	PURCHASED SERVICE	2,197.25*
CRAEA	CENTRAL RIVERS AEA	PROF DEVELOPMENT	75.00
CRAEA	CENTRAL RIVERS AEA	FY23 READING RECOVERY	1,150.00
			3,422.25
CHASCARD	CHASE CARD SERVICES	LINK4-GREENHOUSE SUBSCRIPTION	86.29
CHASCARD	CHASE CARD SERVICES	BACKGROUND CHECKS	200.00
CHASCARD	CHASE CARD SERVICES	US CELLULAR	29.95
CHASCARD	CHASE CARD SERVICES	ZORO-B&G SUPPLIES	271.49
CHASCARD	CHASE CARD SERVICES	AMAZON-B&G SUPPLIES	89.98
CHASCARD	CHASE CARD SERVICES	COUNTRY INN-LODGING	232.28
CHASCARD	CHASE CARD SERVICES	AMAZON-SUPPLIES	25.92
CHASCARD	CHASE CARD SERVICES	AMAZON-B&G SUPPLIES	453.70
CHASCARD	CHASE CARD SERVICES	AMAZON-B&G SUPPLIES	66.32
			1,455.93
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	53.56
			53.56
DHS	DHS CASHIER 1ST FL.	STATE MEDICAID MATCH	10,914.50
			10,914.50
INDENAPA	Etten Enterprises LLC	BLDGS & GROUNDS SUPPLIES	14.55
			14.55
GORDFLES	GORDON FLESCH COMPANY LLC	COPIER MAINTENANCE	632.00
			632.00
INDECSD	INDEPENDENCE CSD	CONCURRENT ENROLLMENT	411.42*
INDECSD	INDEPENDENCE CSD	OPEN ENROLLMENT TUITION	121,874.30*
			122,285.72
ICN	IOWA COMMUNICATIONS NETWORK	ICN SERVICES	369.85*
			369.85
MARION	MARION INDEPENDENT CSD	SUPPLEMENTARY WEIGHTING	1,515.22
			1,515.22
MIDWALAR	MIDWEST ALARM SERVICES	B&G SUPPLIES	380.58*
			380.58
MOOSEMECH	Moose Mechanical	PURCHASED SERVICE	1,292.50*
			1,292.50
THENEWS	NEWS, THE	PUBLIC NOTICES/ADVERTISING	258.78
			258.78
NICKGROC	Nick's Grocery	SUMMER SCHOOL SNACKS	31.07
NICKGROC	Nick's Grocery	SUMMER SCHOOL SNACKS	155.35
			186.42

FY23 EXPENSED - GENERAL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
HOGLBUSMN	North Central Intl LLC	BUS PARTS	326.78*
			<u>326.78</u>
NORTLINN	NORTH-LINN CSD	OPEN ENROLLMENT	27,745.01
			<u>27,745.01</u>
OELWCSD	OELWEIN CSD	OPEN ENROLLMENT	6,680.35
			<u>6,680.35</u>
STARMONT	STARMONT CSD	REFUND OE TUITION	841.77
STARMONT	STARMONT CSD	OPEN ENROLLMENT TUITION	38,857.76*
			<u>39,699.53</u>
SUPEWELD	SUPERIOR WELDING SUPPLY	WELDING SUPPLIES	21.00*
			<u>21.00</u>
WESTDELA	WEST DELAWARE CSD	FY23-2ND OPEN ENROLLMENT	30,304.28
WESTDELA	WEST DELAWARE CSD	CONCURRENT ENROLLMENT	1,027.44*
WESTDELA	WEST DELAWARE CSD	OPEN ENROLLMENT REFUND	841.72
			<u>32,173.44</u>
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	715.05
			<u>715.05</u>
		Batch Total:	<u>268,873.07</u>
		Report Total:	<u>268,873.07</u>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	606.40
			606.40
CAMPSUPP	CAMPBELL SUPPLY CO	IND ARTS EQUIPMENT	138.00
CAMPSUPP	CAMPBELL SUPPLY CO	IND ARTS EQUIPMENT	329.00*
			467.00
CDWG	CDW GOVERNMENT, INC	TECH SUPPLIES	1,085.08
CDWG	CDW GOVERNMENT, INC	TECH SUPPLIES	158.00
CDWG	CDW GOVERNMENT, INC	TECH SUPPLIES	776.50
			2,019.58*
CHASCARD	CHASE CARD SERVICES	AMAZON	126.67
CHASCARD	CHASE CARD SERVICES	AMAZON-LMC	9.89
CHASCARD	CHASE CARD SERVICES	CONFERENCE	629.79
CHASCARD	CHASE CARD SERVICES	AMAZON	71.39
CHASCARD	CHASE CARD SERVICES	AMAZON	14.24
CHASCARD	CHASE CARD SERVICES	SUPPLIES	79.00
CHASCARD	CHASE CARD SERVICES	Reading Recovery & Reading Enhancement	26.76
CHASCARD	CHASE CARD SERVICES	AMAZON	16.48
CHASCARD	CHASE CARD SERVICES	AMAZON	97.61
CHASCARD	CHASE CARD SERVICES	AMAZON	37.53
CHASCARD	CHASE CARD SERVICES	SUPPLIES	62.98
			1,172.34
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	1,066.44
			1,066.44
CPI	Crisis Prevention Institute Inc	MEMBERSHIP FEE	200.00
			200.00
DEMCO	DEMCO	LMC SUPPLIES	230.24*
			230.24
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	TELEPHONE	2,685.94
			2,685.94
FOLLSOFT	FOLLETT SCHOOL SOLUTIONS, LLC	LMC SOFTWARE	1,196.90*
			1,196.90
GOPHER	GOPHER	PE SUPPLIES	1,054.72*
			1,054.72
IASBO	IA ASSOC OF SCH BUS OFFICIALS	MEMBERSHIP	250.00
			250.00
IMAGLEAR	Imagine Learning	PD for IM Curriculum	3,000.00
IMAGLEAR	Imagine Learning	IM Materials for Math	5,687.00
IMAGLEAR	Imagine Learning	Edgenuity subscription	4,215.00*
			12,902.00
IASB	IOWA ASSOC OF SCHOOL BOARDS	MEMBERSHIP	2,416.00
IASB	IOWA ASSOC OF SCHOOL BOARDS	POLICIES SUBSCRIPTION	775.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			3,191.00
IAAE	IOWA ASSOC. OF AG EDUCATORS	MEMBERSHIP	200.00
			200.00
ISFIS	Iowa School Finance Information Services Inc	PURCHASED SERVICE	1,388.20
			1,388.20
JOHNDEERE	JOHN DEERE FINANCIAL	EQUIPMENT	299.98 *
			299.98
KONEINC	KONE INC.	Elevator Service Provider	209.88 *
			209.88
LAMKCHAD	Lamker, Chad	CELL PHONE	62.01 *
			62.01
THELIBRA	LIBRARY STORE, INC, THE	LMC supplies	248.99 *
			248.99
QUILCORP	QUILL CORPORATION	ELEM SUPPLIES	2,167.88 *
QUILCORP	QUILL CORPORATION	EARLY LIT SUPPLIES	2,131.22 *
			4,299.10
SAI	SAI	SAI Annual Conference	200.00
SAI	SAI	CONFERENCE	200.00
SAI	SAI	MEMBERSHIP	591.00
SAI	SAI	MEMBERSHIP	591.00
SAI	SAI	MEMBERSHIP	591.00
			2,173.00
SOFTUNLIM	SOFTWARE UNLIMITED	Purchased Serv	8,000.00
			8,000.00
MUSICPLAY	Themes & Variations Inc	Classroom material for Music	174.95
			174.95
TNTREPA	TNT REPAIR & RECOVERY LLC	TIRE REPAIRS	239.28
			239.28
TOLEPHYS	TOLEDO PHYSICAL EDUCATION	PE SUPPLIES	213.42 *
			213.42
USCELL	US CELLULAR	Cell Phones	300.65
			300.65
VERNTRUE	VERN'S TRUE VALUE HARDWARE	B&G EQUIPMENT & SUPPLIES	352.98 *
			352.98

Batch Total: 45,205.00

Report Total: 45,205.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	
CRAWENGI	CRAWFORD ENGINEERING & SURVEYING ENGINEERING SERVICES INC		6,527.82
			<u>6,527.82</u>
DAVECCI	DAVE'S COMPLETE CONSTRUCTION	ATHLETIC COMPLEX IMPROVEMENTS	173,726.55 *
			<u>173,726.55</u>
FLKRAPFL	F.L. KRAPFL INC	SPORTS COMPLEX	4,147.00
			<u>4,147.00</u>
			Batch Total: 184,401.37
			Report Total: 184,401.37

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	
CDWG	CDW GOVERNMENT, INC	TECH SUPPLIES	1,425.00 *
			<u>1,425.00</u>
			Batch Total: 1,425.00
			Report Total: 1,425.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	
NEIBINSU	NEIGHBOR INSURANCE	INSURANCE	174,493.48
			<u>174,493.48</u>
			Batch Total: 174,493.48
			Report Total: 174,493.48

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
BRITCHAR	CHARLES BRITTAIN	Assigning Football/Basketball Officials	450.00
			450.00
CHASCARD	CHASE CARD SERVICES	Fleet Farm - Toy Tractors	34.95
			34.95
ICCA	ICCA	Membership	50.00
			50.00
MONTSPOR	MONTICELLO SPORTS	Volleyballs	118.00
* MONTSPOR	MONTICELLO SPORTS	Volleyball Jerseys	2,944.00
			3,062.00
		Batch Total:	3,596.95
VERNTRUE	VERN'S TRUE VALUE HARDWARE	Paint	207.92
			207.92
WBS	WINTHROP BUILDING SUPPLY	Athletic Lime Marking-White	63.96
			63.96
		Batch Total:	271.88
		Report Total:	3,868.83

Activity Extra Invoices - June 2023

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ENTOYEAR	ENTOURAGE YEARBOOKS	Yearbooks	1,573.25 2
			<u>1,573.25</u>
GRAWROBE	GRAWE, ROBERT	Baseball Official - 6/22/23	135.00 2
GRAWROBE	GRAWE, ROBERT	JV Baseball Official - 6/27/23	130.00 2
			<u>265.00</u>
HUEHADAM	HUEHNERGARTH, ADAM	Baseball Official - 6/26/23	145.00 2
			<u>145.00</u>
MONTSPOR	MONTICELLO SPORTS	Volleyballs	490.00 2
			<u>490.00</u>
RIMADAVE	RIMA, DAVE	MS BB Official - 6/15/23	135.00 2
RIMADAVE	RIMA, DAVE	JV Baseball Official - 6/27/23	130.00 2
			<u>265.00</u>
SCHNWAYN	SCHNIER, WAYNE	Baseball Official - 6/26/23	145.00 2
			<u>145.00</u>
THOLRONA	THOLE, RONALD	Baseball Official - 6/22/23	135.00 2
			<u>135.00</u>
YMCACAMP	YMCA CAMP WAPSIE	6th Grade Camp	1,469.00 2
			<u>1,469.00</u>
Report Total:			<u>4,487.25</u>

List of Bills - School Board Mtg

Nutrition Extra Invoices - June 2023

Vendor ID Vendor Name
MILLMICH Miller-Goerks, Michelle

Description
Parking Fees-New Director's Conference

Invoice Amount
30.00 6

30.00

Report Total: 30.00

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
21 0000 729 000	Fund Balance	0.00	0.00	0.00	0.00	0.00
21 6111 729 910	DRAMA	18,159.47	0.00	0.00	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	78.58	0.00	0.00	0.00	78.58
21 6220 729 910	PEP BAND	1,804.48	0.00	775.15	0.00	2,579.63
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	(775.15)	0.00
21 6600 729 920	ATHLETICS	846.82	12,659.92	12,074.59	0.00	261.49
21 6645 729 920	GROSS COUNTRY	46.50	0.00	0.00	0.00	46.50
21 6693 729 920	CHEERLEADING	3,350.89	85.00	225.00	0.00	3,490.89
21 6694 729 920	DANCE TEAM	1,062.65	579.97	0.00	0.00	482.68
21 6710 729 920	BOYS' BASKETBALL	144.72	0.00	0.00	0.00	144.72
21 6720 729 920	FOOTBALL	3,630.64	0.00	0.00	0.00	3,630.64
21 6730 729 920	BASEBALL	824.85	0.00	0.00	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	160.00	0.00	0.00	82.65
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	6,045.07	0.00	0.00	0.00	6,045.07
21 7011 729 950	HS STUDENT COUNCIL	3,387.66	104.92	0.00	0.00	3,282.74
21 7012 729 950	SPANISH CLUB	997.45	0.00	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	(37.55)	0.00
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	14,490.21	2,576.23	220.00	0.00	12,133.98
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

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
21 7049 729 950	PBIS	2,781.59	0.00	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	3,933.63	1,495.50	0.00	0.00	2,438.13
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	614.33	0.00	(824.19)	0.00
21 7079 729 950	CLASS OF 2024	3,377.95	400.00	206.05	0.00	3,184.00
21 7080 729 950	CLASS OF 2025	893.56	0.00	206.05	0.00	1,099.61
21 7081 729 950	CLASS OF 2026	381.05	0.00	206.05	0.00	587.10
21 7082 729 950	CLASS OF 2027	123.00	0.00	206.04	0.00	329.04
21 8000 729 910	ANNUAL	8,200.17	1,673.25	0.00	0.00	6,526.92
21 8001 729 910	BUCCANEER CLUB	1,410.93	705.96	0.00	0.00	704.97
21 8004 729 910	INTEREST	2,224.79	0.00	373.79	(2,598.58)	0.00
Fund Total: 21		100,614.67	21,055.08	14,492.72	(4,235.47)	89,816.84

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
91 9042 770 950	CUSTODIAL-TRAPSHOOTING	0.00	0.00	0.00	0.00	0.00
91 9043 770 950	CUSTODIAL-LJL BUC BOYS BB	0.00	0.00	0.00	0.00	0.00
91 9052 770 950	CUSTODIAL-EB HOOPSTERS	0.00	0.00	0.00	0.00	0.00
Fund Total: 91		0.00	0.00	0.00	0.00	0.00

EAST BUCHANAN SCHOOL
MILEAGE REPORT
2022-2023

MONTH	BUS ROUTE MILES	BUS ADMIN. MILES	BUS SPECIAL ED. MILES	BUS ACTIVITY MILES	BUS CUSTODIAL MILES	BUS TRANSP. MILES	BUS DRIVERS ED MILES	BUS OTHER MILES	BUS MISC. MILES	BUS TOTAL MILES
	JULY	865	0	0	242	0	102	0	0	0
AUGUST	2,689	0	0	79	0	393	0	0	0	3,161
SEPTEMBER	7,807	0	0	1,364	0	0	0	0	32	9,203
OCTOBER	7,364	0	0	1,194	0	0	0	0	0	8,558
NOVEMBER	6,243	0	0	1,571	0	134	0	0	0	7,948
DECEMBER	5,433	0	0	1,759	0	0	0	0	0	7,192
JANUARY	6,514	0	0	1,363	0	0	0	0	0	7,877
FEBRUARY	5,660	0	0	1,217	0	29	0	0	0	6,906
MARCH	7,590	0	0	474	0	0	0	0	111	8,175
APRIL	6,135	0	0	1,564	0	0	0	0	0	7,699
MAY	6,646	0	0	1,047	0	0	0	0	0	7,693
JUNE	1,187	0	0	1,156	0	0	0	0	0	2,343
TOTAL	64,133	-	-	13,030	-	658	-	-	143	77,964

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		0		8,867
FEBRUARY	0		336		6,105		2,054		0		57		0		0		0		0		8,552
MARCH	0		25		8,027		1,053		242		256		0		0		0		0		9,603
APRIL	0		426		7,039		2,672		173		84		0		0		0		0		10,394
MAY	0		331		7,496		3,608		312		40		0		0		23				11,810
JUNE	573		1,846		0		1,745		149		0		0		0		0		0		4,313
TOTAL	588		6,149		66,242		24,877		2,041		862		-		-		82				100,841

RECEIPTS

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$0.00	\$16,019.10	\$16,019.10
Student Lunch	\$251.25	\$111,310.56	\$111,561.81
Adult Breakfast	\$0.00	\$314.20	\$314.20
Adult Lunch	\$0.00	\$4,535.95	\$4,535.95
Macarte	\$0.00	\$43,594.75	\$43,594.75
Snacks	\$223.95	\$17,064.07	\$17,288.02
Federal Breakfast	\$2,670.32	\$21,938.04	\$24,608.36
Federal Lunch	\$16,375.14	\$140,011.08	\$156,386.22
State Breakfast	\$169.62	\$645.03	\$814.65
State Lunch	\$651.50	\$2,136.31	\$2,787.81
Supply Chain Assistance Funds	\$0.00	\$38,139.33	\$38,139.33
Other Revenues	\$1,011.39	\$2,008.25	\$3,019.64
Other Purchased Services	-\$302.55	-\$3,830.21	-\$4,132.76
Rebate	\$0.00	\$1,117.35	\$1,117.35
Interest	\$1,103.66	\$5,448.44	\$6,552.10
TOTAL INCOME	\$22,154.28	\$400,452.25	\$422,606.53

EXPENDITURES

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$10,487.83	\$174,214.41	\$184,702.24
Supplies	\$475.22	\$8,706.09	\$9,181.31
Shared Contract	\$9,471.23	\$9,471.23	\$18,942.46
Purchased Services	\$0.00	\$3,815.80	\$3,815.80
Equipment	\$0.00	\$17,310.22	\$17,310.22
Travel	\$579.00	\$0.00	\$579.00
Other Expenses		\$240.40	\$240.40
Cooks Salaries	\$11,661.42	\$95,754.47	\$107,415.89
Benefits	\$3,469.17	\$30,032.76	\$33,501.93
TOTAL EXPENDITURES	\$36,143.87	\$339,545.38	\$375,689.25

BALANCE

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$241,963.34	\$241,963.34
Income	\$22,154.28	\$400,452.25	\$422,606.53
Expenditures	\$36,143.87	\$339,545.38	\$375,689.25
FUND BALANCE	-\$13,989.59	\$302,870.21	\$288,880.62

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

2022-2023

East Buchanan

Hot Lunch
Report

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

June 30, 2023

LUNCH STATUS

FREE

REDUCED

PAID

TOTAL

0

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

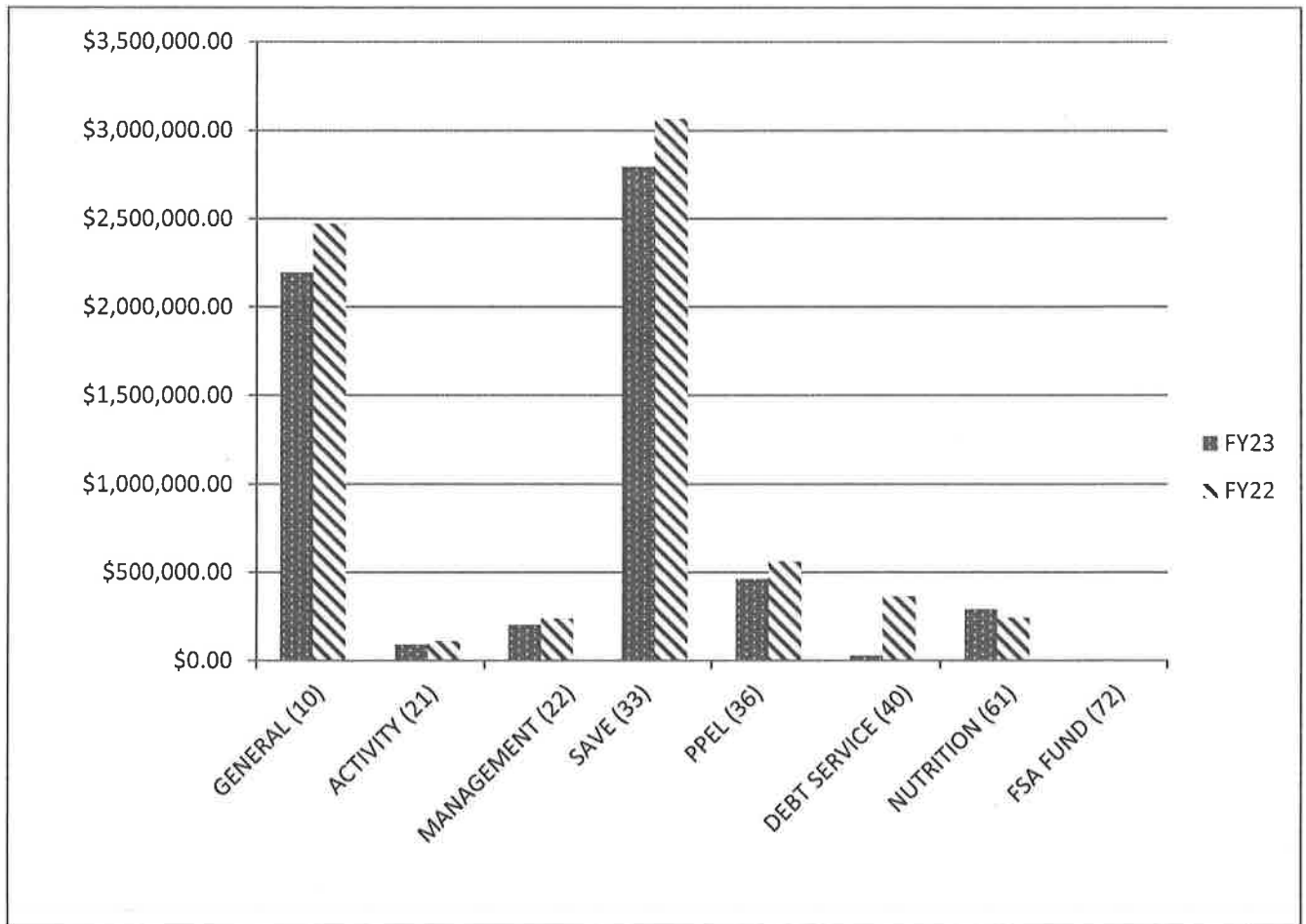
East Buchanan Community School District
Cash Summary Report

	<u>Jan-23</u>	<u>Feb-23</u>	<u>Mar-23</u>	<u>Apr-23</u>	<u>May-23</u>	<u>Jun-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	2,379,816.58
Revenue	526,764.00	676,618.89	766,788.74	1,237,542.98	533,982.96	564,314.82
Expenditures	644,373.67	856,240.46	749,040.24	657,293.69	613,702.26	750,023.43
Ending Balance	2,041,159.66	1,861,538.09	1,879,286.59	2,459,535.88	2,379,816.58	2,194,107.97
21-ACTIVITY FUND						
Beginning Balance	123,379.81	116,962.34	118,775.45	111,554.94	107,604.43	100,614.67
Revenue	7,060.10	8,685.94	9,156.96	3,483.16	7,817.97	11,104.83
Expenditures	13,477.57	6,872.83	16,377.47	7,433.67	14,807.73	21,902.66
Ending Balance	116,962.34	118,775.45	111,554.94	107,604.43	100,614.67	89,816.84
22-MANAGEMENT FUND						
Beginning Balance	156,585.46	158,483.40	158,259.22	160,139.04	200,115.92	202,714.15
Revenue	3,478.65	866.82	2,879.82	41,120.88	3,782.23	1,432.55
Expenditures	1,580.71	1,091.00	1,000.00	1,144.00	1,184.00	1,000.00
Ending Balance	158,483.40	158,259.22	160,139.04	200,115.92	202,714.15	203,146.70
33-SAVE						
Beginning Balance	2,633,485.39	2,688,635.43	2,762,346.57	2,830,681.73	2,791,055.93	2,817,666.97
Revenue	55,150.04	73,711.14	68,335.16	142,374.20	139,818.98	172,337.38
Expenditures	0.00	0.00	0.00	182,000.00	113,207.94	195,470.71
Ending Balance	2,688,635.43	2,762,346.57	2,830,681.73	2,791,055.93	2,817,666.97	2,794,533.64
36-PPEL						
Beginning Balance	685,691.41	574,583.56	570,203.87	438,921.31	577,675.82	507,509.81
Revenue	47,741.87	4,633.71	11,000.17	138,754.51	14,144.21	6,697.26
Expenditures	158,849.72	9,013.40	142,282.73	0.00	84,310.22	52,991.79
Ending Balance	574,583.56	570,203.87	438,921.31	577,675.82	507,509.81	461,215.28
40-DEBT SERVICE						
Beginning Balance	603,297.40	618,983.88	623,266.40	637,293.42	343,381.07	20,119.24
Revenue	15,686.48	4,782.52	14,027.02	842,275.15	19,325.03	9,085.04
Expenditures	0.00	500.00	0.00	1,136,187.50	342,586.86	850.00
Ending Balance	618,983.88	623,266.40	637,293.42	343,381.07	20,119.24	28,354.28
less: Escrow Acct	340,189.25	340,189.25	340,189.25	340,189.25	0.00	0.00
	278,794.63	283,077.15	297,104.17	3,191.82	20,119.24	28,354.28
61-NUTRITION FUND						
Beginning Balance	258,904.67	284,474.55	287,659.58	291,541.35	305,873.24	302,870.21
Revenue	67,736.42	55,223.45	60,038.36	60,739.29	49,380.12	37,587.42
Expenditures	42,166.54	52,038.42	56,156.59	46,407.40	52,383.15	51,577.01
Ending Balance	284,474.55	287,659.58	291,541.35	305,873.24	302,870.21	288,880.62
less: Received on Acct	10,477.85	10,318.10	8,462.44	10,264.14	5,664.76	5,883.51
	273,996.70	277,341.48	283,078.91	295,609.10	297,205.45	282,997.11
72-FLEX SPENDING ACCT FUND						
Beginning Balance	5,884.60	6,982.07	5,916.11	5,559.32	6,006.63	5,197.73
Revenue (contributions)	3,101.17	3,101.17	3,101.17	3,101.17	3,101.17	3,101.19
Expenditures (claims)	2,003.70	4,167.13	3,457.96	2,653.86	3,910.07	1,523.40
Ending Balance	6,982.07	5,916.11	5,559.32	6,006.63	5,197.73	6,775.52
EMPLOYER'S PAYROLL EXPENSE						
Gross Wages-hourly	89,568.43	101,797.30	86,545.16	105,358.02	94,814.08	116,615.26
Gross Wages-contract	334,178.89	332,957.22	329,497.76	330,227.81	336,320.65	377,586.25
	423,747.32	434,754.52	416,042.92	435,585.83	431,134.73	494,201.51
Employer paid deductions	52,609.11	52,570.55	52,570.55	52,570.55	52,570.55	55,359.06
Employer paid IPERS	38,937.58	40,143.39	38,529.79	40,453.48	39,858.07	45,119.89
Employer paid FICA	31,370.54	32,217.25	30,785.72	32,280.75	31,940.26	36,799.84
	122,917.23	124,931.19	121,886.06	125,304.78	124,368.88	137,278.79
TOTAL	546,664.55	559,685.71	537,928.98	560,890.61	555,503.61	631,480.30

CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL

June 2023

Fund Description	Beginning	Revenues	Expenditures	FY23	FY22	Difference
				Ending	End Balance	
GENERAL (10)	\$2,379,816.58	\$564,314.82	\$750,023.43	\$2,194,107.97	\$2,472,133.59	(\$278,025.62)
ACTIVITY (21)	\$100,614.67	\$11,104.83	\$21,902.66	\$89,816.84	\$108,627.75	(\$18,810.91)
MANAGEMENT (22)	\$202,714.15	\$1,432.55	\$1,000.00	\$203,146.70	\$237,237.81	(\$34,091.11)
SAVE (33)	\$2,817,666.97	\$172,337.38	\$195,470.71	\$2,794,533.64	\$3,065,238.29	(\$270,704.65)
PPEL (36)	\$507,509.81	\$6,697.26	\$52,991.79	\$461,215.28	\$559,779.27	(\$98,563.99)
DEBT SERVICE (40)	\$20,119.24	\$9,085.04	\$850.00	\$28,354.28	\$362,725.07	(\$334,370.79)
NUTRITION (61)	\$302,870.21	\$37,587.42	\$51,577.01	\$288,880.62	\$241,963.34	\$46,917.28
FSA FUND (72)	\$5,197.73	\$3,101.19	\$1,523.40	\$6,775.52	\$5,454.89	\$1,320.63
TOTAL				\$6,066,830.85	\$7,053,160.01	(\$986,329.16)



Certified Budget compared to Actual Revenues/Expenditures - All Funds

		FY23 Certified		
		Budget	thru 6/30/2023	over / (under) budget
Taxes Levied on Property	1	\$ 3,195,996.00	\$ 3,172,529.31	
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	\$ 491,274.15	
Earnings on Investments	5	\$ 57,100.00	\$ 143,544.61	
Nutrition Program Sales	6	\$ 140,000.00	\$ 192,541.88	
Student Activities and Sales	7	\$ 189,000.00	\$ 114,605.50	
Other Revenues from Local Sources	8	\$ 91,000.00	\$ 120,115.97	
Revenue from Intermediary Sources	9	\$ -	\$ -	
State Foundation Aid	10	\$ 4,131,931.00	\$ 4,097,444.70	
Instructional Support State Aid	11	\$ 14,816.00	\$ -	
Other State Sources	12	\$ 577,850.00	\$ 829,016.27	
Commercial & Industrial State Replacement	13	\$ -	\$ -	
Title I Grants	14	\$ 70,000.00	\$ 47,414.31	
IDEA and Other Federal Sources	15	\$ 320,000.00	\$ 654,057.63	
Total Revenues	16	\$ 9,584,548.00	\$ 10,084,845.93	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ 1,646,618.00	\$ 356,254.94	
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 13,555.90	
Special Items/Upward Adjustments	20	\$ -	\$ -	
Total Revenues & Other Sources	21	\$ 11,231,166.00	\$ 10,454,656.77	
Beginning Fund Balance	22	\$ 6,326,708.24	\$ 6,326,708.24	
Total Resources	23	\$ 17,557,874.24	\$ 16,781,365.01	
*Instruction	24	\$ 5,632,000.00	\$ 5,147,774.66	\$ (484,225.34) 91%
Student Support Services	25	\$ 270,000.00	\$ 250,921.76	
Instructional Staff Support Services	26	\$ 555,000.00	\$ 555,816.72	
General Administration	27	\$ 310,000.00	\$ 355,727.95	
School/Building Administration	28	\$ 415,000.00	\$ 426,379.24	
Business & Central Administration	29	\$ 332,500.00	\$ 139,188.74	
Plant Operation and Maintenance	30	\$ 653,000.00	\$ 831,849.16	
Student Transportation	31	\$ 565,000.00	\$ 611,117.27	
This row is intentionally left blank	32	\$ -		
*Total Support Services (lines 25-32)	32A	\$ 3,100,500.00	\$ 3,171,000.84	\$ 70,500.84 102%
*Noninstructional Programs	33	\$ 360,000.00	\$ 374,230.59	\$ 14,230.59 104%
Facilities Acquisition and Construction	34	\$ 1,350,000.00	\$ 842,542.58	
Debt Service	35	\$ 1,988,405.00	\$ 1,203,630.00	
AEA Support - Direct to AEA	36	\$ 302,609.00	\$ 280,439.00	
*Total Other Expenditures (lines 34-36)	36A	\$ 3,641,014.00	\$ 2,326,611.58	\$ (1,314,402.42) 64%
Total Expenditures	37	\$ 12,733,514.00	\$ 11,019,617.67	
Transfers Out	38	\$ 1,461,618.00	\$ 356,254.94	
Other Uses	39	\$ -	\$ 1,823.94	
Total Expenditures & Other Uses	40	\$ 14,195,132.00	\$ 11,377,696.55	\$ (2,817,435.45)
Ending Fund Balance	41	\$ 3,362,742.24	\$ 5,403,668.46	
Total Requirements	42	\$ 17,557,874.24	\$ 16,781,365.01	\$ (776,509.23)

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 INDEPENDENCE, AND EAST BUCHANAN
COMMUNITY SCHOOL DISTRICTS
For School Social Worker**

This agreement made and entered into on the 19th day of June, 2023, by and between the Independence (ICSD) and East Buchanan (EBCSD) school districts:

WHEREAS, ICSD, and EBCSD seek a cooperative arrangement to share the services of a School Social Worker; and

WHEREAS, ICSD and EBCSD 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 services of school personnel pursuant to Iowa Code section 280.15; and

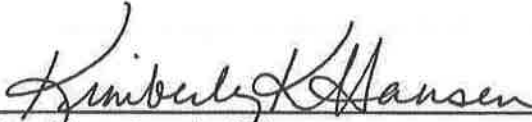
WHEREAS, ICSD, and EBCSD believe that an agreement pursuant to Iowa Code section 280.15 should be entered into with regard to the sharing of a School Social Worker and such an agreement will be to their mutual advantage.

NOW, THEREFORE, ICSD's Board of Directors, and EBCSD's Board of Directors agree as follows:

1. ICSD will provide School Social Worker services during the 2023-24 school year for ICSD. ICSD shall issue an employment contract for the operational sharing, and shall be deemed the employer for the purposes of rights and obligations under Iowa law, and for the purpose of compliance with federal and state laws, relating to employment and employment benefits, subject to contributions by ICSD pursuant to this Agreement. The employment arrangement shall be governed by the policies, rules, regulations, and job descriptions at ICSD.
2. Services of a School Social Worker will be shared by ICSD, and EBCSD. The details of the assignment between ICSD and EBCSD will be determined jointly by ICSD and EBCSD, and the School Social Worker's duties and responsibilities in each school district will be determined and assigned by the superintendent in each district. It is anticipated that the School Social Worker will provide services to ICSD for sixty percent (60%) of her/his contracted time and to EBCSD for forty percent (40%) each. The responsibility for the evaluation of the School Social Worker shall remain with ICSD, pursuant to its established procedures. ICSD's personnel policies and practices shall apply to and govern the School Social Worker's conduct and performance.
3. EBCSD agree to each pay, semi-annually, forty percent (40%) of the cost of the School Social Worker's salary and benefits, as well as fees for professional organization membership, conferences, and travel expenses. EBCSD agree to provide an email account and access to the email system of the respective district, and to provide necessary materials and space from which to work.

4. ICSD and EBCSD agree to indemnify and hold harmless the others from and against any and all liability, damages, loss, costs, and reasonable attorney fees which arise out of any claims, suits, actions, or other proceedings asserted against the party indemnified based upon any acts or omissions of the indemnifying party.
5. This agreement shall automatically renew each year unless a district notifies the others of their intent to discontinue the arrangement at the end of the fiscal year by April 1.
6. The Agreement contains the entire understanding between ICSD and EBCSD and can only be amended or terminated by a written agreement signed by all parties.
7. Should any paragraph or provision of this agreement be declared illegal by a court or agency of competent jurisdiction, then that paragraph or provision shall be deleted from this Agreement to the extent it violates the law. Such deletion shall not affect any other paragraph or provisions of this Agreement. Should the parties deem it advisable, they may mutually agree to enter into negotiations to replace the invalid provision.

IN WITNESS WHEREFORE, this instrument is executed by ICSD's and EBCSD's respective officers on the dates as hereinafter stated.



President, Board of Directors
Independence Community School District

6/19/23

Date

President, Board of Directors
East Buchanan Community School District

Date

**SHARED PERSONNEL AGREEMENT BETWEEN INDEPENDENCE, AND EAST BUCHANAN
COMMUNITY SCHOOL DISTRICTS
For Buildings and Grounds Director**

This agreement made and entered into on the 19th day of June, 2023, by and between the Independence (ICSD) and East Buchanan (EBCSD) school districts:

WHEREAS, ICSD, and EBCSD seek a cooperative arrangement to share the services of a Buildings and Grounds Director; and

WHEREAS, ICSD and EBCSD 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 services of school personnel pursuant to Iowa Code section 280.15; and

WHEREAS, ICSD, and EBCSD believe that an agreement pursuant to Iowa Code section 280.15 should be entered into with regard to the sharing of a Buildings and Grounds Director and such an agreement will be to their mutual advantage.

NOW, THEREFORE, ICSD's Board of Directors, and EBCSD's Board of Directors agree as follows:

1. ICSD will provide Buildings and Grounds Director services during the 2023-24 school year for ICSD. ICSD shall issue an employment contract and stipend agreement for the operational sharing, and shall be deemed the employer for the purposes of rights and obligations under Iowa law, and for the purpose of compliance with federal and state laws, relating to employment and employment benefits, subject to contributions by ICSD pursuant to this Agreement. The employment arrangement shall be governed by the policies, rules, regulations, and job descriptions at ICSD.
2. Services of a Building and Grounds Director will be shared by ICSD, and EBCSD. The details of the assignment between ICSD and EBCSD will be determined jointly by ICSD and EBCSD, and the Buildings and Grounds Director's duties and responsibilities in each school district will be determined and assigned by the superintendent in each district. It is anticipated that the Buildings and Grounds Director will provide services to ICSD for eighty percent (80%) of her/his contracted time and to EBCSD for twenty percent (20%) each. The responsibility for the evaluation of the Buildings and Grounds Director shall remain with ICSD, pursuant to its established procedures. ICSD's personnel policies and practices shall apply to and govern the Buildings and Grounds Director's conduct and performance.
3. EBCSD agree to each pay, semi-annually, twenty percent (20%) of the cost of the Buildings and Grounds Director's salary and benefits, as well as fees for professional organization membership, conferences, and travel expenses. EBCSD agree to provide an email account and access to the email system of the respective district, and to provide necessary materials and space from which to work.

4. ICSD and EBCSD agree to indemnify and hold harmless the others from and against any and all liability, damages, loss, costs, and reasonable attorney fees which arise out of any claims, suits, actions, or other proceedings asserted against the party indemnified based upon any acts or omissions of the indemnifying party.
5. This agreement shall automatically renew each year unless a district notifies the others of their intent to discontinue the arrangement at the end of the fiscal year by April 1.
6. The Agreement contains the entire understanding between ICSD and EBCSD and can only be amended or terminated by a written agreement signed by all parties.
7. Should any paragraph or provision of this agreement be declared illegal by a court or agency of competent jurisdiction, then that paragraph or provision shall be deleted from this Agreement to the extent it violates the law. Such deletion shall not affect any other paragraph or provisions of this Agreement. Should the parties deem it advisable, they may mutually agree to enter into negotiations to replace the invalid provision.

IN WITNESS WHEREFORE, this instrument is executed by ICSD's and EBCSD's respective officers on the dates as hereinafter stated.



President, Board of Directors
Independence Community School District

6/19/23

Date

President, Board of Directors
East Buchanan Community School District

Date

407.6 - RETIREMENT - CERTIFIED/SALARY PERSONNEL

The East Buchanan Community School District Retirement Program as described in this document has been approved by the District Board of Education to be effective starting with the 2022-2023 fiscal year. As approved, it applies only to Certified District/Yearly Salary Employees. This Retirement Program does not vest rights in any District employee whether or not the employee is currently eligible for the Program.

Purpose

The Board of Education of the East Buchanan Community School District has deemed it appropriate to provide a retirement incentive to certified employees of extended tenure who opt to retire from the District pursuant to the terms of this Retirement Program.

The purpose of this program is to provide the District's employees with the option and opportunity for retirement from their employment with the District. This Retirement Program is designed to show the District's appreciation for the services an employee has rendered to the District, to aid the employee in their transition from public service to retirement, and to save District funds through a reduction in staff and/or replacement savings.

EMPLOYEE REQUIREMENTS

A. Determining Eligibility:

Employees must meet the following criteria to be eligible to participate in the retirement program:

1. in applying this provision, an employee will be at least the age of fifty-five (55) on or before June 30, 2023;
2. wish to retire voluntarily from service in the East Buchanan Community School District at the end of the current contract;
3. has been actively employed during the school year in which one requests retirement benefits;
4. has completed a minimum of Twelve (12) years continuous service to the East Buchanan Community School District and is currently employed at the time the voluntary retirement request is made. A leave of absence may interrupt continuous service without affecting the continuous years of service rule. Professional and military leave will qualify toward continuous service;
5. is not receiving payments from the district's long-term disability insurance program; and
6. has not been discharged for cause or notified that their contract is under consideration of termination or reduction.

B. Qualifying for Program:

An eligible employee qualifies for this program upon completion of the following requirements:

1. submission of a written application by the employee to participate in this program by February 28th of the contract year, addressed to the Board Secretary.
2. submission of a written resignation to the Board of Education on the same day as the submission of the written application to participate in the program; and
3. the Board's acceptance of the written resignation. The resignation will not be binding unless the employee is eligible and appropriately qualifies under the program and the Board accepts the employee's written resignation. The Board's acceptance of the written resignation will be considered final action and shall mean that the employee's application is accepted and the employee's contract and employment duties will end on the last day of the current fiscal year.

In all cases, completion of the above requirements is realized by receipt or certification by the Board Secretary.

PROGRAM CALCULATION

Each participating employee may receive 2 incentives as an early separation of a payment, determined by the board after the number of retirees has been determined, into a Health Reimbursement Arrangement and/or Special Pay Plan as determined by the board. It will deposit as a non-elective employer contribution directly into the early retiree's account established by the district beginning in October 2023. Any benefit paid will be subject to deductions required by federal or state law. The amount is based on:

- 1) IPERS Rule and percentage of base salary at 1.0 FTE of the specific employee for the 2022-2023 school year
- 2) a payout based upon the five-year average of employee FTE (Max 1.0 FTE) and the five-year average of remaining sick days at the end of the school year.

Rule Payouts

Rule of <88 - 0% of the 1.0 FTE base salary + \$100 per remaining sick days based on calculations

Rule of 88 – 40% of the 1.0 FTE base salary + \$100 per remaining sick days based on calculations

Rule of 90 – 30% of the 1.0 FTE base salary + \$100 per remaining sick days based on calculations

Rule of 92 – 20% of the 1.0 FTE base salary + \$100 per remaining sick days based on calculations

Rule of 94 – 10% of the 1.0 FTE base salary + \$100 per remaining sick days based on calculations

Rule of 96+ - 0% of the 1.0 FTE base salary + \$100 per remaining sick days based on calculations

When any employee retires after Twelve(12) or more years of continuous employment with the East Buchanan Community School District and has accumulated sick leave up to a maximum of 120 days sick leave, a retirement stipend shall be paid based upon the following schedule.

The benefit amount for all employees will be determined in the same manner based upon the five-year average of employee FTE and the five-year average of remaining sick days at the end of each fiscal year:

1. The retirement applicant will be paid one hundred dollars (\$100.00) for each eligible sick day times their average FTE (maximum 1.0 FTE).
2. Each retirement applicant will have their FTE determined by averaging the FTE for the previous four (4) contract years and their FTE during the school year in which they request retirement.
3. Each retirement applicant will have their number of eligible sick days determined by averaging the remaining sick days on May 30th for the previous four (4) contract years and their remaining sick days on May 30th during the school year in which they request retirement.

HEALTH INSURANCE

The employee may elect to continue to participate in the District's health insurance plan until he or she reaches the age at which they become eligible to receive Medicare as long as they pay the monthly premiums and are permitted to continue coverage by the insurer. To continue health insurance coverage, the employee shall pay the monthly premium amount to the District's Business Office on a date mutually agreed upon prior to the date the District's premium payment is made to the insurance carrier.

Nothing herein shall limit the District's ability to change the terms of its existing health insurance plan. This plan in no way guarantees that an employee will be provided any certain level of benefits or premiums during the time of the employee's participation in the plan.

EMPLOYEE RIGHTS

In the event this Retirement Program is altered or discontinued, persons who retired from employment with the District under its provisions will continue to receive the benefits in effect and authorized by the Board of Education at the time the employee's letter of resignation was accepted.

The adoption of this Retirement Program shall not vest any rights in any employee whether or not the employee is currently eligible for retirement. The Board of Education shall have the complete discretion to review, amend or repeal

this policy at any time, when, in the judgment of the Board of Education, the district no longer realizes economic benefits from this policy or otherwise determines that the policy is not in the best interests of the district. Furthermore, the district shall not be obligated to provide any of the benefits to any employee after the date of such amendment or repeal, except to those employees whose retirement pursuant to this policy has commenced prior to the amendment or repeal.

STATUS OF PARTICIPANTS

An employee who elects to participate in the District's Retirement Program will become a retired employee and will be entitled to all rights and privileges of retired employees under applicable law and the policies of the East Buchanan Community School District Board of Education.

However, Early Separation Plan participants shall not be eligible to be rehired in any capacity with the East Buchanan Community School District; nor shall the East Buchanan Community School District be required to consider an application for employment from an Early Separation Plan participant; provided however, that, at the sole discretion of the Board of Directors, the District may employ Early Separation Plan participants as temporary substitute employees or as coaches and/or sponsors of extracurricular activities.

Each employee who elects to participate in the District's Early Separation Plan must specifically agree to hold the District harmless and indemnify it if the participant attempts to submit an application for employment or otherwise attempts to be reemployed with the District. The participant is not precluded in any way from accepting employment with an employer other than the District after fulfilling the terms of the employee's 2022-2023 contract with the District.

In the event the employee who elects to participate in the District's Retirement Program has previously signed a contract for the next school year, said contract will be null and void.

TAXABILITY OF RETIREMENT BENEFITS

Retirement benefits that are solely payment for health care benefits are generally considered to be not taxable income to the employee. Cash payments are generally considered taxable income to the employee. But when an employee has the option to choose between cash or a lump sum payment in addition to or in lieu of health care benefits, all of the benefits are likely to be treated as taxable income. So, retirees receiving health care benefits may have to pay income tax on the value of those benefits. However, the District is not providing tax advice, and the employee must consult the employee's own tax advisor for the actual taxability of retirement benefits.

POLICY CONTINUATION

The Board of Education shall review the Retirement Policy on an annual basis to assess the needs of the district regarding personnel considerations and budget issues prior to the December board meeting of each school year. A decision on whether to offer the Retirement – Certified Personnel Policy for the current school year shall be made at that time.

Date Approved: December 13, 2000

Date Reviewed: June 12, 2001; November 12, 2007; November 12, 2008; November 11, 2009; May 18, 2011; November 14, 2012; November 11, 2013; November 10, 2014; November 11, 2015; November 9, 2016; November 15, 2017; December 12, 2018; December 8, 2021

Date Revised: January 21, 2002; December 11, 2002; November 10, 2004; February 8, 2006; January 10, 2007; December 11, 2019; November 11, 2020; December 8, 2021, December 14, 2022

CLASSIFIED EMPLOYEE RETIREMENT

Classified employees who will complete their current contract with the board may apply for retirement. No classified employee will be required to retire at a specific age.

Application for retirement will be considered made when the classified employee states in writing to the superintendent, no later than the date set by the board for the return of the employee's contract to the board, if applicable, the employee's intent to retire. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent.

Board action to approve a classified employee's application for retirement shall be final and such action constitutes termination of the employee's contract for the next school year.

Classified employees and their spouse and dependents who have group insurance coverage through the school district may be allowed to continue coverage in the school district's group health insurance program, at their own expense, by meeting requirements of the insurer.

Classified employees who retire under this policy may qualify for retirement benefits through the Iowa Public Employees Retirement System (IPERS).

A. Determining Eligibility:

Employees must meet the following criteria to be eligible to participate in the retirement program:

1. in applying this provision, an employee will be at least the age of fifty-five (55) on or before June 30, 2023;
2. wish to retire voluntarily from service in the East Buchanan Community School District;
3. has been actively employed during the school year in which one requests retirement benefits;
4. has completed a minimum of Twelve (12) years continuous service to the East Buchanan Community School District and is currently employed at the time the voluntary retirement request is made. A leave of absence may interrupt continuous service without affecting the continuous years of service rule. Professional and military leave will qualify toward continuous service;

When a classified employee* retires after Twelve (12) or more years of continuous employment with the East Buchanan Community School District and has accumulated sick leave up to a maximum of 120 days sick leave, a retirement stipend shall be paid based upon the following schedule. The retiring employee's retirement benefit check will be paid out on July 20th of the retiring year.

1. The retirement applicant will be paid one hundred dollars (\$100.00) for each eligible sick day times their average FTE (maximum 1.0 FTE).
2. Each retirement applicant will have their FTE determined by averaging the FTE for the previous four (4) contract years and their FTE during the school year in which they request retirement.
3. Each retirement applicant will have their number of eligible sick days determined by averaging the remaining sick days on May 30th for the previous four (4) contract years and their remaining sick days on May 30th during the school year in which they request retirement.

The early retirement program is not available to any employee who has received notification of possible contract termination or who has been discharged, with the Board of Education the final determiner of that status. Classified employees must submit a written application to the Superintendent of Schools at least sixty (60) days prior to their retirement date.

CLASSIFIED EMPLOYEE RETIREMENT

* An employee in a classified position must have been employed during the entire school year – from the first student day of school to the last student day of school between July 1st and June 30th to be credited with one year of employment.

Legal Reference: 29 U.S.C. Sect. 621 *et seq.* (2012)
Iowa Code §§ 91A.2, .3, .5; 97B; 216; 279.19A, .46 (2013).
1978 Op. Att'y Gen. 247
1974 Op. Att'y Gen. 11, 322.

Cross Reference: 412 Classified Employee Compensation and Benefits
413 Classified Employee Termination of Employment

Approved: July 16, 2001

Reviewed: November 9, 2016; November 14, 2018; December 11, 2019; November 11, 2020; December 8, 2021

Revised: November 9, 2016, December 14, 2022

IASB Sample Policy Updates – June 2023

104 – Anti-Bullying/Anti-Harassment Policy

- SF 391 and SF 496 made changes to this policy by removing references to comprehensive school improvement plans, which are no longer a legal requirement for districts. The bills also establish additional requirements for districts related to processing and handling complaints of bullying/harassment and student placement during the pendency of the investigation.

104.R1 – Anti-Bullying/Anti-Harassment Investigation Procedures

- Changes to this regulation come from legal requirements under SF 496, namely that school employees have the ability to report allegations of bullying/harassment directly to parents when circumstances warrant.

213 – Public Participation in Board Meetings

- The *NOTE* to this policy has been updated. SF 496 now requires this policy language be displayed on a district's website to show community members how they may file a petition to place an item on a board's agenda pursuant to 279.8B. It would be best practice for districts to prominently display this on the district's homepage.

402.02 – Child Abuse Reporting

- HF 430 has expanded the definition of mandatory reporters to include all school employees 18 years or older. Schools must respond by ensuring a record of mandatory reporter training for all employees.

402.05 – *New!* Required Professional Development for Employees

- This new policy reflects the new legal requirement from HF 604 that districts provide the relevant legal authority under which required professional development trainings are mandated of employees. It is important to note that this requirement does not extend to any voluntary professional development or training.

408.01 – Licensed Employee Professional Development

- This new language reiterates the legal standard from HF 604 and is consistent with the language in new policy 402.5. See comment above.

601.01 – School Calendar

- With passage of SF 391, districts now have flexibility to deliver up to 5 days or 30 hours of remote instruction each year. This legislation is designed to assist districts in remediating the number of closure days due to inclement weather during the school year.

603.05 – Health Education

- Districts are no longer required to teach about acquired immune deficiency syndrome (AIDS).

605.01 – Instructional Materials Selection – Opt. II

- Option II of this policy language reflects a voluntary change (not a legal requirement) that aligns with the legislative intent of SF 496. The change removes students from the instructional materials selection committee, consistent with the legislature prohibition on students serving on the instructional materials reconsideration committee. This language change is one that districts may choose to adopt but are not required to do so by law.

605.01R1 – Selection of Instructional Materials

- Language has been updated to better comply with the requirements of SF 496 with regard to gender identity, sexual orientation and age-appropriate materials.

605.02 – Instructional and Library Materials Inspection and Display

- This policy language has been updated to comply with the requirements of SF 496. Namely, that all districts must provide a listing of the available library books in their school libraries on their district website. Districts that do not currently possess software to be able to make this change may request a waiver from the Department of Education until July 2025 to allow time to obtain and implement the necessary software.

605.03 – Objection to Instructional and Library Materials

605.03R1 – Reconsideration of Instructional and Library Materials Regulation

- This policy must be provided to parents/guardians at least annually. SF 496 creates additional requirements of districts related to notification of the process for objecting to instructional materials.

Source: IASB Policy Primer

IASB Sample Policy Updates – June 2023

605.03E5 – *New!* Request to Prohibit a Student from Accessing Specific Instructional Materials

- This is a new legal requirement of districts from SF 496.

605.05 – School Library

- This policy language has been updated to comply with SF 496.

605.07R1 – Use of Information Resources Regulation

- This regulation has been updated to reflect flexibility districts now have to employ librarians.

607.02 – Student Health Services

607.02R1 – Student Health Services Regulation

- This policy language has been updated to remove references to comprehensive school improvement plans, which are no longer required to be filed with the Department of Education.

804.05 – Stock Prescription medication Supply

804.05E1 - *New!* Parental Authorization and Release Form for the Administration of a Voluntary School Supply of Stock Medication for Life Threatening Incidents

- See comments for 507.02 above.

The board will be reviewing the 500 series this year so the following will be updated at that time.

503.07 – *New!* Student Disclosure of Identity

503.07E1 – *New!* Report of Student Disclosure of Identity

503.07E2 – *New!* Request to Update Student Identity

- This new policy language reflects the legal requirement for districts following the passage of SF 496. The policy and accompanying exhibits are designed to provide clarity for districts on how to manage student reports of identities or names different from registration paperwork. It is recommended that districts make all licensed employees aware of the requirements of this policy.

505.04 – Testing Program

- SF 496 created additional requirements for districts to obtain prior consent before issuing certain types of surveys to students related to the student's social or emotional abilities, competencies or characteristics.

505.05 – Graduation Requirements

- Districts have some new flexibility with the removal of financial literacy as a requirement for graduation. This change comes from the passage of SF 391. It is important to note that financial literacy is still required to be offered and taught.

507.02 – Administration of Medication to Students

507.02E1 – Authorization-Asthma, Airway Constricting, or Respiratory Distress Medication Self-Administration Consent Form

507.02E2 – Parental Authorization and Release for the Administration of Medication or Special Health Services to Students

507.02E3 – *New!* Parental Authorization and Release Form for the Independent Self Carry and Administration of Prescribed Medication or Independent Delivery of Health Services by the Student

507.02E4 – *New!* Parental Authorization and Release Form for the Administration of Voluntary School Stock Over-the-Counter Medication to Students

- Following legislative flexibility in recent years allowing districts to stock and administer certain medications including bronchodilators, epinephrine and naloxone; the Iowa Department of Education was very gracious in lending their time and expertise in assisting IASB with substantial revisions to this sample policy as well as 804.5, including three new exhibits. These new policies and accompanying exhibits reflect the options districts now have on which medications to carry and administer, and updated authorizations for students to carry and administer certain types of medications or special health services.

ANTI-BULLYING/ANTI-HARASSMENT POLICY

The East Buchanan Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. **The superintendent is responsible for implementation of this policy and all accompanying procedures.** Complaints will be investigated within a reasonable time frame. **Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.**

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" shall mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual's person or property.
 2. Has a substantial detrimental effect on the individual's physical or mental health.

ANTI-BULLYING/ANTI-HARASSMENT POLICY

3. Has the effect of substantially interfering the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the individual" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
 - "Volunteer" means an individual who has regular, significant contact with students.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- Inclusion in the school district newsletter publications and a copy shall be made to any person at the central administrative office at 414 5th Street, North, Winthrop, IA 50682.

NOTE: This is a mandatory policy. School districts are required to collect and report data regarding instances of bullying and harassment as required by law.

NOTE: Some conduct that falls under a school's anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.

Legal References: 20 U.S.C. §§ 1221-1234i.
 29 U.S.C. § 794.
 42 U.S.C. §§ 2000d-2000d-7.
 42 U.S.C. §§ 12001 *et. seq.*
 Iowa Code §§ 216.9; 280.28; 280.3
 281 I.A.C. 12.3(6).
Morse v. Frederick, 551 U.S. 393 (2007)

Cross References: 102 Equal Educational Opportunity
 401.1 Equal Employment Opportunity
 401.13 Staff Technology Use/Social Networking
 402.3 Abuse of Students by School District Employees
 404 Employee Conduct and Appearance
 604.11 Appropriate Use of Online Learning Platforms
 605.6 Internet – Appropriate Use

Approved: February 18, 2008

Reviewed: January 16, 2010; March 9, 2015

Revised: June 15, 2016; January 13, 2021

ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES**Filing a Complaint**

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available on the district's website and in each school office. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent's (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint ("Respondent")
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal.

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by

ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES

appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

NOTE: School districts must include a number of requirements in the district anti-bullying/anti-harassment policy. This regulation builds on the requirements addressed in LASB sample policy 104 by more specifically detailing sample investigation procedures. Districts should ensure that the district's practice is reflective of the policy and regulations that the district's leadership team has established. Please remember that the procedures outlined here should be consistent with the policy.

NOTE: Some conduct that falls under a school's anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.

Approved: July 15, 2016

Reviewed: _____

Revised: January 13, 2021

PUBLIC PARTICIPATION IN BOARD MEETINGS

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board will set aside a specific time for public comment.

Public Comment During Board Meetings

Citizens wishing to address the board during public comment must notify the board secretary prior to the board meeting. The board president will recognize these individuals to make their comments at the appropriate time during public comment. Citizens wishing to present petitions to the board may also do so at this time. The board however, will only receive the petitions and not act upon them or their contents.

The board has the discretion to limit the amount of time set aside for public participation. Normally, speakers will be limited to 3 minutes **with a total allotted time for public participation of [redacted] minutes.** However, the board president may modify this time limit, if deemed appropriate or necessary. Public comment is a time set aside for community input, but the board will not discuss or take any action on any matter during public comment.

~~The~~ Public comment shall be limited to regular board meetings and will not be routinely held during special board meetings.

Petitions to Place a Topic on the Agenda

Individuals who wish for an item to be placed on the board agenda may submit a valid petition to the board. For a petition to be valid, it must be signed by at least 500 eligible electors of the district, or ten percent of the individuals who voted in the last school election, whichever number is lower.

Upon receiving a valid petition to the board to place a proposal on the next board agenda for public hearing, the board will place the proposal identified in the petition on the agenda of the next regular meeting, or a special meeting held within 30 days of receipt of the petition. The board will provide a sign-up sheet for all individuals who wish to speak on the proposal, and individuals will be called to speak in order of sign-up. The sign-up sheet will require each individual to list their legal name and mailing address. Each speaker will be limited to an amount of time established by the board president that is reasonable and necessary based on the number of speakers signed up. The same time limit will apply to all speakers on the proposal. Each individual will be limited to one opportunity to speak. The board maintains absolute discretion on whether or not to discuss or act on the public comments made on the proposal. If a petition is related to curriculum, the district maintains discretion to determine whether to stop teaching that curriculum until the board holds the public hearing to discuss the curriculum.

The board has a significant interest in maintaining the decorum of its meetings, and it is expected that members of the public and the board will address each other with civility. The orderly process of the board meeting will not be interfered with or disrupted by public comment. Only individuals recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting. Defamatory comments may be subject to legal action.

NOTE: This policy must be displayed on the district's website to comply with the district's legal requirements on transparency.

PUBLIC PARTICIPATION IN BOARD MEETINGS

NOTE: Boards need to make the determination how best, to involve the public in their board meetings. Boards that follow other practices for allowing the public to participate in board meetings should amend this policy to reflect their practice.

Legal Reference: Iowa Code §§ 21; 22; 279.8, 279.8B

Cross Reference: 205 Board Member Liability
210.8 Board Meeting Agenda
213.1 Public Complaints
214 Public Hearings
401.4 Employee Complaints
502.4 Student Complaints and Grievances
605.3 Objection to Instructional and Library Materials

Approved July 14, 2004

Reviewed July 13, 2015

Revised June 12, 2019

CHILD ABUSE REPORTING

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All licensed school employees, teachers, coaches and paraeducators **and all school employees 18 years of age or older** are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

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

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

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

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

NOTE: Please remember there are two types of reporters identified in Iowa law: mandatory reporters and permissive reporters. Mandatory reporters are those individuals who are required by law to report suspected incidents of child abuse when they become aware of such incidents within the scope of their employment or professional responsibilities. Permissive reporters are not required by law to report abuse, but may choose to report to the Iowa Department of Human Services. While all licensed school employees, teachers, coaches and paraeducators and all school employees 18 years of age or older are mandatory reporters within the scope of their profession, they are considered permissive reporters outside the scope of their profession.

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

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

Approved: February 8, 2006

Last Reviewed: August 10, 2022

REQUIRED PROFESSIONAL DEVELOPMENT FOR EMPLOYEES

Appropriate training and professional development of all employees is crucial to the success of all students. The district will provide professional development opportunities appropriate to the duties of school employees.

For all professional development programs the district requires employees to take, the district will provide to the employee notice indicating the section of the law, or rules adopted by the state board of education or board of educational examiners that the district determines requires the employee to participate in the professional development program.

NOTE: This requirement exists regardless of the employee's status as a licensed or classified employee. With the change in law stating that all school employees are now mandatory reporters, this policy language will apply to all employees for at least some training.

Cross References: 302.6 Superintendent Professional Development
 303.7 Administrator Professional Development
 408.1 Licensed Employee Professional Development

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.

For all professional development programs the district requires employees to take, the district will provide to the employee notice indicating the section of the law, or rules adopted by the state board of education or board of educational examiners that the district determines requires the employee to participate in the professional development program.

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;.74
281 I.A.C. 12.7; 83.6

Cross Reference: 402.5 Required Professional Development for Employees
414 Classified Employee Professional Purposes Leave

Approved: June 14, 2006

Last Reviewed: June 14, 2023

SCHOOL CALENDAR

The school calendar will accommodate the education program of the school district. The school calendar is for a minimum 1080 hours and includes, but is not limited to, the days for student instruction, staff development, in-service days and teacher conferences. **Each year the minimum school calendar may include up to 5 days or 30 hours of instruction delivered primarily over the internet.**

The academic school year for students shall begin no sooner than August 23. Employees may be required to report to work at the school district prior to this date.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program.

The board, in its discretion, may excuse graduating seniors from up to five days or 30 hours of instruction after the school district requirements for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements.

It is the responsibility of the superintendent to develop the school calendar for recommendation, approval, and adoption by the board annually.

The board may amend the official school calendar when the board considers the change to be in the best interests of the school district's education program. The board shall hold a public hearing on any proposed school calendar prior to adopting the school calendar.

NOTE: This is a mandatory policy and reflects Iowa law.

Legal Reference: Iowa Code §§ 20.9; 279.10, 280.3; 299.1 (2)
281 I.A.C. 12.1(7); 41.106.

Cross Reference: 214 Public Hearings
409.1 Employee Vacation
501.3 Compulsory Attendance
601.2 School Day
603.3 Special Education

Approved: December 12, 2007
Reviewed: December 10, 2012
Reviewed: November 14, 2014
Revised: August 14, 2019

HEALTH EDUCATION

Students in grade levels one through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases, ~~including acquired immune deficiency syndrome~~. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above are included in health education and the instruction are adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

Legal Reference: Iowa Code §§ 256.11; 279.8; 280.3-.14.
281 I.A.C. 12.5.

Approved December 12, 2007
Reviewed December 10, 2012; October 9, 2019
Revised _____

INSTRUCTIONAL MATERIALS SELECTION

The board has sole discretion to approve instructional materials for the school district. **The board delegates this authority is delegated to licensed employees to determine which instructional materials, other than textbooks, will be utilized by and purchased by the school district. The Superintendent will provide licensed employees necessary training to ensure selected instructional materials comply with applicable laws. All instructional materials are available for review upon request and subject to all applicable laws.**

In reviewing current instructional materials for continued use and in selecting additional instructional materials, licensed employees will consider the current and future needs of the school district as well as the changes and the trends in education and society. It is the responsibility of the superintendent to report to the board the action taken by licensed employees.

In the case of textbooks, the board will make the final decision after receiving a recommendation from the superintendent. The criteria stated above for selection of other instructional materials will apply to the selection of textbooks. The superintendent may develop another means for the selection of textbooks. Textbooks are reviewed as needed and at least every 7 years.

Education materials **given-gifted** to the school district must meet the criteria established above. The gift must be received in compliance with board policy.

The superintendent will establish additional criteria to guide the selection of instructional materials through administrative regulation, ensuring alignment with educational goals and compliance with laws.

NOTE: This is a mandatory policy, but the content is discretionary. The board may edit the policy and regulation to reflect its philosophy, goals and practices.

Legal Reference: Iowa Code §§ 279.8, 74; 280.3, .14; 301.
281 I.A.C. 12.3(12).

Cross Reference: 208 Ad Hoc Committees

Approved January 9, 2008

Reviewed March 13, 2013; October 14, 2020

Revised _____

SELECTION OF INSTRUCTIONAL MATERIALS

I. Responsibility for Selection of Instructional Materials

- A. The board is responsible for matters relating to the operation of the East Buchanan Community School District.
- B. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system. ~~For the purpose of this rule the term "instructional materials" includes printed and multimedia materials (not equipment), whether considered text materials or library materials. The board retains the final authority for the approval of textbooks.~~
- C. While selection of materials may involve many people including principals, teacher-librarian, students, parents and community members, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees.
- D. Responsibility for coordinating the selection of ~~text~~ **instructional** materials for distribution to classes will rest with the licensed employees, principal and superintendent. ~~For the purpose of this rule the term 'text materials' includes textbooks and other printed and nonprinted material provided in multiple copies for use of a total class or major segment of a class.~~
- E. If the board appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee is formed and appointed in compliance with the board policy on Ad Hoc Committees.
 1. The superintendent will inform the committee as to their role and responsibility in the process.
 2. The following statement is given to the ad hoc committee members:

Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.

Your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned material.

II. Material selected for use in libraries and classrooms will meet the following guidelines:

- A. Religion - Material will represent the major religions in a factual, unbiased manner. The primary source material of the ~~major~~ religions is considered appropriate, but material which advocates rather than informs, or is designed to sway reader judgment regarding religion, will not be included in the school libraries or classrooms.

SELECTION OF INSTRUCTIONAL MATERIALS

- B. Racism - Material will present a diversity of race, custom, culture, and belief as a positive aspect of the nation's heritage and give candid treatment to unresolved intercultural problems, including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect of an individual. Required material will comply with all applicable laws.
- C. Sexism - Material will reflect sensitivity to the needs, rights, traits and aspirations of ~~men and women~~ individuals without preference or bias. Required material will comply with all applicable laws.
- D. Age - Material will recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.
- E. Ideology - Material will present basic primary and factual information on an ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past or present. This material will not be selected with the intention to sway reader judgment and is related to the maturity level of the intended audience.
- F. Profanity and Sex - Material complies with all applicable laws and is subjected to a test of literary merit and reality by the teacher-librarians and licensed staff who will take into consideration their reading of public and community standards of morality.
- G. Controversial issues materials will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the material presents an accurate representation of society and culture, whether the circumstances depicted are realistically portrayed, or whether the material has literary or social value when the material is viewed as a whole.

These guidelines will not be construed in such a manner as to preclude materials which accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

III. Procedure for Selection

- A. Material purchased for libraries and classrooms is recommended for purchase by licensed employees, in consultation with administrative staff, school library staff, students or an ad hoc committee as appointed by the board. The material recommended for purchase is approved by the appropriate building administrator.
 - 1. The materials selected will support stated objectives and goals of the school district. Specifically, the goals are:
 - a. To acquire materials and provide service consistent with the demands of the curriculum;
 - b. To develop students' skills and resourcefulness in the use of libraries and learning resources;

SELECTION OF INSTRUCTIONAL MATERIALS

- c. To effectively guide and counsel students in the selection and use of materials and libraries;
 - d. To foster in students a wide range of significant interests;
 - e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
 - f. To provide materials to motivate students to examine their own attitudes and behaviors and to comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
 - g. To encourage life-long education through the use of the library; and,
 - h. To work cooperatively and constructively with the instructional and administrative staff in the school.
2. Materials selected is consistent with stated principles of selection. These principles are:
- a. To select material, within established standards, which will meet the goals and objectives of the school district;
 - b. To consider the educational characteristics of the community in the selection of materials within a given category;
 - c. To present the ~~sexual~~, racial, religious and ethnic groups in the community by:
 - 1. Portraying people, ~~both men and women~~, adults and children, whatever their ethnic, religious or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.
 - 2. Placing no constraints on individual aspirations and opportunity.
 - 3. Giving comprehensive, accurate, and balanced representation to minority groups and women - in art and science, history and literature, and in all other fields of life and culture.
 - 4. Providing abundant recognition of minority groups and women by showing them frequently in positions of leadership and authority.
 - d. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national and international interest and significance; and,
 - e. To strive for impartiality in the selection process.
3. The materials selected will meet stated selection criteria. These criteria are:
- a. Authority-Author's qualifications - education, experience, and previously published works;
 - b. Reliability:
 - 1. Accuracy-meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.
 - 2. Current-presentation of content which is consistent with the finding of recent and authoritative research.
 - c. Treatment of subject-shows an objective reflection for the multi-ethnic character and cultural diversity of society.
 - d. Language:
 - 1. Vocabulary:
 - a. Does not indicate bias by the use of words which may result in negative value judgments about groups of people;

SELECTION OF INSTRUCTIONAL MATERIALS

- b. Does not use "man" or similar limiting word usage in generalization or ambiguities which may cause women to feel excluded or dehumanized.
 - 2. Compatible to the reading level of the student for whom it is intended.
- e. Format:
 - 1. Book
 - a. Adequate and accurate index;
 - b. Paper of good quality and color;
 - c. Print adequate and well spaced;
 - d. Adequate margins;
 - e. Firmly bound; and,
 - f. Cost.
 - 2. Nonbook
 - a. Flexibility, adaptability;
 - b. Curricular orientation of significant interest to students;
 - c. Appropriate for audience;
 - d. Accurate authoritative presentation;
 - e. Good production qualities (fidelity, aesthetically adequate);
 - f. Durability; and,
 - g. Cost.
 - 3. Illustrations of book and nonbook materials should:
 - a. Depict instances of fully integrated grouping and settings to indicate equal status and nonsegregated social relationships.
 - b. Make clearly apparent the identity of minorities;
 - c. Contain pertinent and effective illustrations;
 - d. Flexible to enable the teacher to use parts at a time and not follow a comprehensive instructional program on a rigid frame of reference.
- f. Special Features:
 - 1. Bibliographies.
 - 2. Glossary.
 - 3. Current charts, maps, etc.
 - 4. Visual aids.
 - 5. Index.
 - 6. Special activities to stimulate and challenge students.
 - 7. Provide a variety of learning skills.
- g. Potential use:
 - 1. Will it meet the requirement of reference work?
 - 2. Will it help students with personal problems and adjustments?
 - 3. Will it serve as a source of information for teachers and librarians?
 - 4. Does it offer an understanding of cultures other than the student's own and is it free of racial, religious, age, disability, ethnic, and sexual stereotypes?
 - 5. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?
 - 6. Will it help students and teachers keep abreast of and understand current events?
 - 7. Will it foster and develop hobbies and special interest?
 - 8. Will it help develop aesthetic tastes and appreciation?
 - 9. Will it serve the needs of students with special needs?
 - 10. Does it inspire learning?
 - 11. Is it relevant to the subject?
 - 12. Will it stimulate a student's interest?

SELECTION OF INSTRUCTIONAL MATERIALS

4. Gifts of library or instructional materials may be accepted if the gift meets existing criteria for library and instructional materials. The acceptance and placement of such gifts is within the discretion of the board.
5. In order to provide a current, highly usable collection of materials, teacher-librarians will ensure constant and continuing renewal of the collection, not only the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet school district needs or find use. The process of weeding instructional materials will be done according to established and accepted standards for determining the relevance and value of materials in a given context.

INSTRUCTIONAL MATERIALS INSPECTION

Parents and other members of the school district community may view the instructional **library** materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

The Instructional **and library** materials ~~must~~ **may** be viewed on school district premises. ~~Copies may be obtained according to board policy.~~ **The district will publish on the district's website a comprehensive list of all books available to students in libraries operated by the school district.**

It is the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

NOTE: The federally funded programs portion of this policy is mandatory policy and reflects federal law on the subject of parental rights to inspect instructional materials.

NOTE: The publication requirement listed is a legal requirement. Until July 1, 2025, if districts do not currently use electronic library catalogs, the district may request a waiver from the Department of Education from this requirement.

The library book list is available on the district's website (Menu – Resources – Library Media Center)

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
Iowa Code §§ 279.8; 280.3, .14; 301.
281 I.A.C. 12.3(12).

Cross Reference: 901 Public Examination of School District Records

Approved January 9, 2008
Reviewed March 13, 2013; October, 14, 2020
Revised _____

OBJECTION TO INSTRUCTIONAL MATERIALS

Members of the school district community may object to the instructional **and library** materials utilized in the school district and ask for their use to be reconsidered.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials. **Information related to the process for reconsideration of instructional and library materials will be made available on the district's website.**

Parents or guardians of students enrolled in the district have the ability to request that their student not be able to access certain instructional material or check out certain library materials. / For purposes of prohibiting access to instructional materials, Iowa law has defined instructional materials to mean either printed or electronic textbooks and related core materials that are written and published primarily for use in elementary school and secondary school instruction and are required by a state educational agency or district for use by students in the student's classes by the teacher of record. Instructional materials does not include lesson plans.

NOTE: This is a mandatory policy, including the language allowing parents or guardians to request their student not be provided with certain instructional materials. The district is required to provide this policy and accompanying regulation/exhibits to parents at least annually either in paper or electronic form. The board may edit the policy and regulation to reflect its philosophy, goals and practices.

Legal Reference: Iowa Code §§ 279.8; 74; 77; 280.3, .14; 301.
281 I.A.C. 12.3(12).

Cross Reference: 213 Public Participation in Board Meetings

Approved January 9, 2008

Reviewed March 13, 2013; October 14, 2020

Revised _____

RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

- A. A member of the school district community may raise an objection to instructional materials used in the school district's education program. **While the individuals recommending the selection of despite the fact that the individuals selecting such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material; the district must be ready to acknowledge that an error in selection may have been made despite this process. School employees regularly read great numbers of reviews in the selection process, and occasional errors are possible.**
1. **The complainant will address the complaint at the lowest organizational level of licensed staff. Often this will be the classroom teacher.**
 2. The school official or employee receiving a complaint regarding instructional **or library** materials will try to resolve the issue ~~informally~~ **at the lowest organizational level.** The materials generally will remain in use pending the outcome of the reconsideration procedure.
 - a. The school official or employee initially receiving a complaint will explain to the individual the board's selection procedure, criteria to be met by the instructional materials, and qualifications of those persons selecting the material.
 - b. The school official or employee initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use. In the alternative, the employee may refer the individual to the teacher-librarian who can identify and explain the use of the material.
 - c. **The school official or employee receiving the initial complaint will direct the complainant to complete the Request for Reconsideration of Instructional and Library Materials Form, and notify the building level principal of receipt of the complaint within two school days after the reconsideration form is received. Schools officials will offer to assist the complainant in completing the form, but if a complainant refuses to complete the form, the complaint will be deemed invalid and no further action taken.**
 3. ~~The employee receiving the initial complaint will advise the building principal of the initial contact no later than the end of the school day following the discussion with the individual, whether or not the individual has been satisfied by the initial contact. A written record of the contact is maintained by the principal in charge of the attendance center. Each building principal shall inform employees of their obligation to report complaints.~~
 4. ~~In the event the individual making an objection to instructional materials is not satisfied with the initial explanation, the individual is referred to the principal or to the teacher-librarian of the attendance center. If, after consultation with the principal or teacher-librarian, the individual desires to file a formal complaint, the principal or teacher-librarian will assist in filling out a Reconsideration Request Form in full and filing it with the superintendent.~~
- B. Request for Reconsideration
1. A member of the school district community may formally challenge instructional materials on the basis of appropriateness used in the school district's education program. This procedure is for the purpose of considering the opinions of those persons in the school district and the community who are not directly involved in the selection process.

RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

2. Each attendance center and the school district's central administrative office will keep on hand and make available ~~Reconsideration Request Forms~~ **Request for Reconsideration of Instructional and Library Materials Forms**. ~~Formal objections to instructional materials must be made on this form.~~
3. The individual will state the specific reason the instructional **or library** material is being challenged. The **Request for Reconsideration of Instructional and Library Materials Form** ~~Reconsideration Request Form~~ is signed by the individual and filed with the superintendent **building-level principal**.
4. **The building-level principal will promptly file the objection with the Superintendent for re-evaluation.**
5. The superintendent will ~~promptly file the objection with the~~ **convene a** reconsideration committee ~~for re-evaluation~~ **within two weeks of receipt of the Reconsideration Form.**
6. **The committee will make their recommendation to the Superintendent within five school days of meeting.**
7. **The Superintendent will issue a decision related to the Reconsideration Request Form within 5 school days of receipt of the committee's recommendation. A copy of the Superintendent's decision will be provided to the complainant.**
8. **An appeal of the Superintendent's decision may be filed with the board secretary within five days of the Superintendent's decision. The board will determine whether to hear the appeal at the next regular meeting or within 30 days of the Superintendent's decision, whichever is later. If the board elects to hear the appeal, the board will act to affirm, modify or reverse the decision of the Superintendent. The board's decision will be communicated to the complainant. The board's decision will be deemed final.**
9. Generally, access to challenged instructional material will not be restricted during the reconsideration process. However, in unusual circumstances, the instructional material may be removed temporarily by following the provisions of Section B.6.d. of this rule.
10. The Reconsideration Committee
 - a. The reconsideration committee is made up of eight members.
 - (1) One licensed employee designated annually, as needed, by the superintendent.
 - (2) One teacher-librarian designated annually by the superintendent.
 - (3) One member of the administrative team designated annually by the superintendent.
 - (4) Three members of the community appointed annually, as needed, by the board.
 - (5) ~~Two high school students, selected annually by the high school principal.~~
 - b. The committee will select their chairperson and secretary.
 - c. The committee will meet at the request of the superintendent.
 - d. Special meetings may be called by the board to consider temporary removal of materials in unusual circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee.
 - e. **The committee may be subject to applicable open meetings and public records laws.** Notice of committee meetings is made public through appropriate publications and other communications methods **as required by law.**
 - f. The committee will receive the completed Reconsideration Request Form from the superintendent.

RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

- g. The committee will determine its agenda for the first meeting which may include the following:
- (1) Distribution of copies of the completed Reconsideration Request Form.
 - (2) An opportunity for the individual or a group spokesperson to talk about or expand on the Reconsideration Request Form.
 - (3) Distribution of reputable, professionally prepared reviews of the challenged instructional material if available.
 - (4) Distribution of copies of the challenged instructional material as available.
- h. ~~The committee may review the selection process for the challenged instructional material and may, to its satisfaction, determine that the challenge is without merit and dismiss the challenge. The committee will notify the individual and the superintendent of its action.~~
- h. At a subsequent meeting, if held **The Committee will determine whether** interested persons, including the individual filing the challenge, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.
- i. **The committee's final recommendation may be to take no removal action, to remove the challenged material from the school environment, or to limit the educational use of the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The written final recommendation and its justification are forwarded to the superintendent, the complainant and the appropriate attendance centers.**
- j. The individual filing the challenge is kept informed by the ~~reconsideration committee secretary~~ **on by the Superintendent of** the status of the reconsideration request Form throughout the reconsideration process. The individual filing the challenge and known interested parties are given appropriate notice of meetings **as required by law.**
- k. ~~At the second or a subsequent meeting the committee will make its final recommendation. The committee's final recommendation may be to take no removal action, to remove the challenged material from the school environment, or to limit the educational use of the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The written final recommendation and its justification are forwarded to the board, the individual and the appropriate attendance centers. The superintendent may also make a recommendation but if so, it should be independent from the committee's.~~
- Following the superintendent's decision with respect to the committee's recommendation, the individual ~~or the chairperson of the reconsideration committee~~ may appeal the decision to the board for review. ~~Such appeal must be presented to the superintendent in writing within five days following the announcement of the superintendent's decision. The board will promptly determine whether to hear the appeal.~~
- l. A recommendation to sustain a challenge will not be interpreted as a judgment of irresponsibility on the part of the individuals involved in the original selection or use of the material.

RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

- m. Requests to reconsider materials which have previously been reconsidered by the committee must receive approval of two-thirds of the committee members before the materials will again be reconsidered.
- n. If necessary or appropriate in the judgment of the committee, the committee may ~~appoint a subcommittee of members or nonmembers to consolidate~~ **related** challenges, **or decline to hear multiple challenges to the same materials.** and to make recommendations to the full committee. The composition of this subcommittee will approximate the representation of the full committee. **Generally, the committee will not hear subsequent challenges to the same materials within the same school year.**
- o. ~~Committee members directly associated with the selection, use, or challenger of the challenged material are excused from the committee during the deliberation of the challenged instructional materials. The superintendent may appoint a temporary replacement for the excused committee member, but the replacement must be of the same general qualifications as the member excused.~~
- p. ~~Persons dissatisfied with the decision of the board may appeal to the Iowa Board of Education pursuant to state law.~~

NEW

Code No. 605.3E5

REQUEST TO PROHIBIT A STUDENT FROM ACCESSING SPECIFIC INSTRUCTIONAL MATERIALS

Request to prohibit a student from checking out certain instructional materials to be submitted to the superintendent. Please complete one form per student.

REQUEST INITIATED BY _____ DATE _____

Name _____

Address _____

City/State _____ Zip Code _____ Telephone _____

Name of affected Student _____

Requester's Relationship to Student (must be parent/legal guardian)

BOOK OR OTHER PRINTED MATERIAL TO PROHIBIT STUDENT FROM ACCESSING:

Author _____ Hardcover _____ Paperback _____ Other _____

Title _____

Publisher (if known) _____

Date of Publication _____

MULTIMEDIA MATERIAL TO PROHIBIT STUDENT FROM ACCESSING:

Title _____

Producer (if known) _____

Type of material (filmstrip, motion picture, etc.) _____

_____ Date

_____ Signature

SCHOOL LIBRARY

The school district will maintain a school library in each building for use by employees and by students during the school day.

Materials for the libraries will be acquired according to consistent with all applicable laws and board policy, "Instructional Materials Selection." The district shall provide access to all parents and guardians of students enrolled in the district an online catalog of all books available to students in the school libraries. This access will be displayed on the school district's website. Any challenges to library materials will be handled following the process for handling challenges to instructional and library materials as established in board policy.

It is the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the library.

It is the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the weeding of library and instructional materials, and for the handling of challenges to either library or classroom materials.

NOTE: This is a mandatory policy and reflects the educational standards. Districts who do not currently have online library catalog software may request a waiver from the DE for the requirement to post a list. Waivers may be accepted until July 1, 2025.

Legal Reference: Iowa Code §§ 256.7(24); 256.11(9); 279.8, .50; 280.6, 14; 301.281 I.A.C. 12.3(11), (12).

Cross Reference: 605 Instructional Materials

Approved February 18, 2008

Reviewed March 13, 2013; October 14, 2020

Revised _____

USE OF INFORMATION RESOURCES REGULATION

Employees and students may make copies of copyrighted materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the publisher or producer with the assistance of the principal, teacher or teacher-librarian. Employees and students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline by the board.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

Authorized Reproduction and Use of Copyrighted Material Reminders:

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of:

- A chapter from a book;
- An article from a newspaper or periodical;
- A short story, short essay or short poem; or,
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

A teacher may make multiple copies not exceeding more than one per pupil, for classroom use or discussion, if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

- Brevity
 - A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words;
 - Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less may be copied; in any event, the minimum is 500 words;
 - Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph;
 - One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. "Special" works cannot be reproduced in full; this includes children's books combining poetry, prose or poetic prose. Short special works may be copied up to two published pages containing not more than 10 percent of the work.
- Spontaneity – Should be at the "instance and inspiration" of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.

USE OF INFORMATION RESOURCES REGULATION

- Cumulative Effect – Teachers are limited to using copied material for only one course for which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.

Copying Limitations

Circumstances will arise when employees are uncertain whether or not copying is prohibited. In those circumstances, the principal, teacher or teacher-librarian should be contacted. The following prohibitions have been expressly stated in federal guidelines:

- Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
- Unless expressly permitted by agreement with the publisher and authorized by school district action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets and the like.
- Employees shall not:
 - Use copies to substitute for the purchase of books, periodicals, music recordings, consumable works such as workbooks, computer software or other copyrighted material. Copy or use the same item from term to term without the copyright owner's permission;
 - Copy or use more than nine instances of multiple copying of protected material in any one term;
 - Copy or use more than one short work or two excerpts from works of the same author in any one term;
 - Copy or use protected material without including a notice of copyright. The following is a satisfactory notice: NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.
 - Reproduce or use copyrighted material at the direction of someone in higher authority or copy or use such material in emulation of some other teacher's use of copyrighted material without permission of the copyright owner.
 - Require other employees or students to violate the copyright law or fair use guidelines.

Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy or three digital copies of:

- An unpublished work in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or employee at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

USE OF INFORMATION RESOURCES REGULATION

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

Recording of Copyrighted Programs

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the principal, teacher or teacher-librarian or the subscription database, e.g. unitedstreaming.

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45 calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10 day period.

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Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
- A copy of the software license agreement shall be retained by the, board secretary, technology director or teacher-librarian; and,
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;

USE OF INFORMATION RESOURCES REGULATION

- Illustrations, cartoons and photographs: No more than five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

Notices – Before including this section, make sure employees are ready to comply with it and notices are posted.

The [superintendent, principal, teacher, librarian, teacher-librarian, choose all that apply or add others] is responsible for ensuring that appropriate warning devices are posted. The warnings are to educate and warn individuals using school district equipment of the copyright law. Warning notices must be posted:

- *On or near copiers;*
- *On forms used to request copying services;*
- *On video recorders;*
- *On computers; and,*
- *At the library and other places where interlibrary loan orders for copies of materials are accepted.*

STUDENT HEALTH SERVICES

Health services are an integral part of comprehensive school improvement, assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well being. Student health services ensure continuity and create linkages between school, home, and community service providers. The school district's comprehensive school improvement plan, needs, and resources determine the linkages.

The superintendent, in conjunction with the (school nurse, health advisory committee, public health nurse, school health team, etc.) will develop administrative regulations implementing this policy. The superintendent will provide a written report on the role of health services in the education program to the board annually.

Except in emergent care situations or child abuse assessments, the district will not administer invasive physical examinations or health screenings of a student that are not required by state or federal law without first obtaining the written consent of the student's parent or guardian.

- Emergent care situation means a sudden or unforeseen occurrence of onset of a medical or behavioral condition that could result in serious injury or harm to a student or others in the event immediate medical attention is not provided. Emergent care situation includes the need to screen a student or others for symptoms or exposures during an outbreak or public health event of concern as designated by the department of public health.
- Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.
- Student health screening means an intentionally planned, periodic process to identify if students may be at risk for a health concern and to determine if a referral for an in-depth assessment is needed to consider appropriate health services. Student health screening does not include an episodic, individual screening done in accordance with professional licensed practice.

The superintendent, in conjunction with the school nurse will develop administrative regulations implementing this policy. The superintendent will provide a written report on the role of health services in the education program to the board annually.

Note: This is a mandatory policy. If a school district will be using federal money to perform physical exams or screenings on students, the school district must annually notify parents of the exam or screening except for hearing, vision or scoliosis. The following language is suggested:

"The school district will annually notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis."

Legal Reference: 42 U.S.C. §§ 12101 et seq.
 34 C.F.R. pt. 99, 104, 200, 300 et seq.
 29 U.S.C. § 794(a)
 28 C.F.R. 35
 20 U.S.C. 1232g § 1400 6301 et seq..
 Iowa Code §§ 22.7, 139A.3. .8, .21; 143.1, 152, 256.7(24), .11, 279; 280.23 .
 281 I.A.C. 12.3(4), (7), (11); 12.4(12); 12.8
 282 I.A.C. 22.
 641 I.A.C. 7.
 655 I.A.C. 6No Child Left Behind, Title II, Sec. 1061, P.L. 107-110 (2002).

Cross Reference: 501.4 Entrance – Admissions
 505.4 Testing Program
 507.2 Administration of Medication to Students

Approved: February 18, 2008
 Last Reviewed: August 10, 2022

STUDENT HEALTH SERVICES REGULATION

Student Health Services Administrative Regulations

- I. Student Health Services - Each school building may develop a customized student health services program ~~within comprehensive school improvement~~ based on its unique needs and resources. Scientific advances, laws, and school improvement necessitate supports to students with health needs to receive their education program.

Supports to improve student achievement include:

- qualified health personnel
- school superintendent, school nurse, and school health team working collaboratively
- family and community involvement
- optimal student health services program with commitment to its continuing improvement

Components provided within a coordinated school health program include:

- health services
- nutrition
- healthy, safe environment
- staff wellness
- health education
- physical education and activity
- counseling, psychological, and social services
- family and community involvement

Student health services are provided to identify health needs; facilitate access to health care; provide for health needs related to educational achievement; promote health, well-being, and safety; and plan and develop the health services program.

II. Student Health Services Essential Functions

A. Identify student health needs:

1. Provide individual initial and annual health assessments
2. Provide needed health screenings
3. Maintain and update confidential health records
4. Communicate (written, oral, electronic) health needs as consistent with confidentiality laws

B. Facilitate student access to physical and mental health services:

1. Link students to community resources and monitor follow through
2. Promote increased access and referral to primary health care financial resources such as Medicaid, HAWK-I, social security, and community health clinics
3. Encourage appropriate use of health care

C. Provide for student health needs related to educational achievement:

1. Manage chronic and acute illnesses
2. Provide special health procedures and medication including delegation, training, and supervision of qualified designated school personnel
3. Develop, implement, evaluate, and revise individual health plans (IHPs) for all students with special health needs according to mandates in the Individuals with Disabilities Education Act (IDEA), Rehabilitation Act (Section 504), and American with Disabilities Act (ADA)
4. Provide urgent and emergency care for individual and group illness and injury
5. Prevent and control communicable disease and monitor immunizations
6. Promote optimal mental health

STUDENT HEALTH SERVICES REGULATION

7. Promote a safe school facility and a safe school environment
 8. Participate in and attend team meetings as a team member and health consultant
- D. Promote student health, well-being, and safety to foster healthy living:
1. Provide developmentally appropriate health education and health counseling for individuals and groups
 2. Encourage injury and disease prevention practices
 3. Promote personal and public health practices
 4. Provide health promotion and injury and disease prevention education
- E. Plan and develop the student health services program collaboratively with the superintendent, school nurse, and school health team:
1. Gather and interpret data to evaluate needs and performance
 2. Establish health advisory council and school health team
 3. Develop health procedures and guidelines
 4. Collaborate with staff, families, and community
 5. Maintain and update confidential student school health records
 6. Coordinate program with all school health components
 7. Coordinate with school improvement
 8. Evaluate and revise the health service program to meet changing needs
 9. Organize scheduling and direct health services staff
 10. Develop student health services annual status report
 11. Coordinate information and program delivery within the school and between school and major constituents
 12. Provide health services by qualified health professionals to effectively deliver services, including multiple levels of school health expertise such as registered nurses, physicians, and advanced registered nurse practitioners
 13. Provide for professional development for school health services staff
- III. Expanded Health Services
- These additional health services address learning barriers and the lack of access to health care. Examples include school-based services in the school, school-linked services connected to the school, primary care, mental health, substance abuse, and dental health.

STOCK PRESCRIPTION MEDICATION SUPPLY

The East Buchanan Community School District seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents including severe allergic reactions, respiratory distress and opioid overdose. Therefore, it is the policy of the district to annually obtain a prescription for epinephrine auto-injectors, bronchodilator canisters and spacers and opioid antagonist from a licensed health care professional, in the name of the school district, for administration by a school nurse or personnel trained and authorized to administer to a student or individual who may be experiencing an anaphylactic reaction, respiratory distress or acute opioid overdose.

Procurement and maintenance of supply: The district shall stock a minimum of the following for each attendance center:

- One pediatric dose and one adult dose epinephrine auto-injector; for each school building.
- One pediatric dose and one adult dose bronchodilator canister or spacer;
- One dose of opioid antagonist.

The supply of such medication shall be maintained in a secure, dark, temperature-controlled location in each school building.

The school nurse shall routinely check stock of medication and document in a log monthly:

- The expiration date;
- Any visualized particles; or
- Color change.

The employee shall be responsible for ensuring the district replaces, as soon as reasonably possible, any logged epinephrine auto-injector ~~that is used, close to expiration, or discolored or has particles visible in the liquid.~~ brochodilator canister or spacer or opioid antagonist that is empty after use, damaged or, close to expiration., The district shall dispose of stock medications and delivery devices in accordance with state laws and regulations.

Training: A school nurse or personnel trained and authorized may provide or administer any of the medication listed in this policy from a school supply to a student or individual if the authorized personnel or school nurse reasonably and in good faith believes the student or individual is having an anaphylactic reaction, respiratory distress, asthma or other airway-constricting disease, or ~~and~~ opioid overdose. Training to obtain a signed certificate to become personnel authorized to administer an epinephrine auto-injector, bronchodilator canisters ~~and or~~ spacer ~~and or~~ opioid antagonist shall consist of the requirements established by law and an annual anaphylaxis, asthma, other airway-constricting disease, opioid overdose training program approved by the Department of Education.

Authorized personnel will be required to retake the medication administration course, training program and provide a procedural skills demonstration to the school nurse demonstrating competency in the administration of stock epinephrine auto-injectors, bronchodilator canister or spacer or opioid antagonists to retain authorization to administer these medications if the following occur:

- Failure to administer an epinephrine auto-injectors, bronchodilator canister or spacer or opioid antagonist ~~to a student or individual by proper route, failure to administer the correct dosage, or failure to administer an epinephrine auto-injector, bronchodilator canister or spacer and opioid antagonist~~ according to generally accepted standards of practice (“medication error”); or

STOCK PRESCRIPTION MEDICATION SUPPLY

- Accidental injection of an epinephrine auto-injector into a digit of the authorized injury to school personnel related to improperly personnel administering the medication (“medication incident”).

Reporting: ~~The district~~ Authorized personnel will contact the school nurse or emergency medical services (911) immediately after a stock epinephrine auto-injector, bronchodilator canister or spacer or opioid antagonist is administered to a student or individual. The school nurse retains accountability for professional nursing judgment with the administration of stock bronchodilator and whether to contact emergency medical services in accordance with Iowa laws.

The district will contact emergency medical services (911) immediately after a stock epinephrine auto-injector, or stock opioid antagonist is administered to a student or individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical services arrive.

Within 48 hours, the district will report to the Iowa Department of Education:

- Each medication incident with the administration of stock epinephrine, bronchodilator canister or spacer, or opioid antagonist;
- Each medication error with the administration of stock epinephrine, bronchodilator canister or spacer, or opioid antagonist; or
- The administration of a stock epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist.

As provided by law, the district, board, authorized personnel or school nurse, and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, or assistance in the administration of an epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist provided they acted reasonably and in good faith.

The superintendent may develop an administrative process to implement this policy.

NOTE: Districts are not required by law to stock and maintain a supply of epinephrine auto-injectors, bronchodilator canister or spacer, or opioid antagonist. However, if a district decides to stock and maintain a supply of these medications, the board is required to establish a policy.

NOTE: For additional information, training resources and reporting forms regarding voluntary stock medication, please visit the Department of Education’s page titled “School Nurse Resources” and scroll down to “Stock Medications,” located at <https://educateiowa.gov/pk-12/learner-supports/school-nurse/school-nurse-resources>.

Legal Reference: Iowa Code §§ 135.185; 190; 279.8.
281 I.A.C. 14.3.
655 I.A.C 6.2(2)

Cross Reference: 507.2 Administration of Medication to Students

Adopted: August 10, 2022

Last Reviewed: April 12, 2023

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION
OF A VOLUNTARY SCHOOL SUPPLY OF STOCK MEDICATION FOR LIFE THREATENING
INCIDENTS

_____/_____/_____
Student's Name (Last), (First), (Middle) Birthday School Date

The district seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents. The district supplies the following prescription medications for life threatening incidents that are listed below. Generic brands may be substituted, (select all that apply):

- Epinephrine auto-injectors
- Bronchodilator
- Bronchodilator Canisters and Spacers
- Opioid Antagonist

Pursuant to state law, the school district or and its employees are to incur no liability for any injury arising from the provision, administration, failure to administer, or assistance in the administration of the selected prescription medications supplied by the school for life threatening incidents provided they have acted reasonably and in good faith.

The parent or guardian shall sign consent for the student to receive the voluntary school supply of stock medication listed for life threatening incidents and sign a statement acknowledging that the school district is to incur no liability as a result of administration of a prescription medication for life threatening incidents provided the school district to have acted reasonably and in good faith.

Electronic signature meets the requirement of written signature.

- I request the above-named student be administered the voluntary stock supply of prescription medication, in the name of the school district, by a school nurse or personnel trained and authorized to administer to a student who acting reasonably and in good faith perceives the student may be experiencing symptoms associated with a life threatening incident following the administration instructions listed as identified in the required annual awareness training associated with the stock medication(s) above and after completion of the medication administration course requirements
- I understand the school district and its employees acting reasonably and in good faith shall incur no liability as a result of administration of the prescription medication(s) for life threatening incidents provided the school district to have acted reasonably and in good faith.

Parent/Guardian Signature
(agreed to the above statement)

Date