

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

1. **CALL TO ORDER/MISSION STATEMENT** - To challenge students to think critically, communicate effectively, develop values and contribute to society.
2. **PUBLIC FORUM** - During this time we welcome interested persons who may wish to present comments, suggestions, or concerns in regard to any programs operated by the school district. However, an item must be included on the Agenda before the Board can officially act upon it.
3. **APPROVE AGENDA**
4. **APPROVE CONSENT AGENDA**
 - a. Minutes from Regular Meeting on October 11, 2023
 - b. Personnel Changes
 - c. List of Bills
 - d. Financial Reports
5. **COMMUNITY/PROGRAM PRESENTATIONS**
6. **ADMINISTRATIVE UPDATES & REPORTS**
 - a. Jacklyn Letzring - Elementary Update
 - b. Eric Dockstader - Secondary Update
 - c. Dan Fox - District Update
 - d. Facilities Update
7. **AGENDA**
 - a. Central Rivers AEA Board of Directors Ballot - select candidate
 - b. Sharing Agreement with Dunkerton for Librarian
 - c. Application to the School Budget Review Committee (SBRC) for special education costs associated with the Lied Center Consortium for the 2024-2025 school year.
 - d. Application to the School Budget Review Committee (SBRC) for special education costs associated with the River Hills Consortium for the 2024-2025 school year.
 - e. Return to Learn Plan
 - f. District Delivery Plan for Special Needs
 - g. Board Policy Review - 1st reading
 - 216.2 - Board of Directors' Member Development and Training
 - 401.1 - Equal Employment Opportunity
 - 401.7 - Employee Travel Compensation
 - 605.3R1 - Reconsideration of Instructional and Library Materials Regulation
 - 607.1 - Student Guidance and Counseling Program
 - 701.5 - Fiscal Management
 - 701.5R1 - Financial Metrics
 - 705.1 - Purchasing - Bidding
 - 705.1R2 - Using Federal Funds in Procurement Contracts
 - 804.7R1 - Radon Mitigation Regulation
8. **#BUCPR1DE**
9. **STUDENT QUESTIONS**
10. **ADJOURN**

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

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

Public Forum – Kurt Knutson spoke to the board regarding discipline for bullying/harassment.

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

Approve Consent Agenda - Motion by Stone, second by Recker to approve the consent agenda. Items included on the Consent Agenda: minutes from the regular meeting on September 13, 2023; resignation of Megan Brock as assistant softball coach; resignation of Joni Reuhl as bus driver and cook; hiring of Ashley Fogle as speech coach; hiring of Trisha Lindsay as bus driver; expenditures listed; and financial reports.

Administrative Updates and Reports – Letzring reported the 4th grade held the first student-led assembly, students have been to Bloomsbury Farm and Gallagher-Bluedorn for field trips, FAST data shows that reading scores increased 5% and math scores increased 4% since last fall. Fox reported that the district is having trouble finding coverage for every position, the playground slides have been delivered, and that the district is still working with vendors regarding the safety grant.

Preschool Handbook and Policies & Provisions – Motion by Stone, second by Recker to approve the Preschool Handbook and Policies & Provisions as presented by Fox.

Snow Removal Bids – One bid was received from Jeff Childers. Motion by Recker, second by Steffens to approve the snow bid form Jeff Childers for \$85/hour.

Cooperative Sharing Agreement – Motion by Cooksley, second by Steffens to approve the Cooperative Sharing Agreement with Independence CSD for boys soccer, girls soccer, and boys bowling for the 23-24 school year as presented.

Special Education Service Delivery Plan Committee – Fox explained the need for the committee and presented the list of proposed committee members. Motion by Steffens, second by Stone to approve the committee as presented.

Reconsideration Committee – Fox presented the checklist provided by Central Rivers AEA for Senate File 496 (Library-Related Legislation) and the list of proposed committee members. Motion by Recker, second by Stone to approve the committee as presented.

#BucPr1de – Elementary PE had an archery unit with Scott Cooksley helping, Riniker and the cross-country team are doing great with middle school girls winning conference, congratulations to the teachers for improvement in scores.

Student Questions – None.

Exempt Session – Motion by Stone, second by Steffens to go into exempt meeting at 5:30 pm to discuss strategy in matters relating to the employment conditions of employees not covered by the collective bargaining law per Iowa Code 21.9. Roll call motion – all ayes. Exempt session ended at 5:59 pm.

Exempt Session Action – Motion by Stone, second by Cooksley to approve the agreement as discussed in exempt session.

Adjourn – Motion by Recker, second by Steffens to adjourn the meeting at 6:01 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
11/8/2023	Adam Riniker	Hire	Winter Performance Coach		
11/8/2023	Justin Shaffer	Hire	Winter Performance Coach		
11/8/2023	Kyle Fank	Hire	Winter Performance Coach		
11/8/2023	Erica Kortenkamp	Hire	HS Asst Girls Basketball Coach	10/24/2023	23-24 season
11/8/2023	Ashley Fogle	Hire	Musical Director		
11/8/2023	Andrea Young	Resignation	HS Volleyball Coach	10/24/2023	end of 23-24 season
11/8/2023	Trenton Robinson	Resignation	Softball Coach	10/30/2023	
11/8/2023	Becker, Carla	Resignation	HS Business Teacher	11/8/2023	11/17/2023

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East Buchanan Community School
11/03/2023 11:30 AM

List of Bills - School Board Mtg

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Posted - All; Batch Description General-EXTRA-Oct 2023; Processing Month 10/2023

User ID: TMK

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
AMERUNITED	America United Life	RETIREE HRA CONTRIBUTION	55,025.40 1
			55,025.40
CITIBANK	CITIZEN'S STATE BANK	BOOK FAIR START UP CASH	215.50 1
			215.50
AVESIS	Fidelity Security Life		43.14 1
			43.14
GALLBLUE	GBPAC-UNI		45.00 1
GALLBLUE	GBPAC-UNI	Field Trip	85.00 1
GALLBLUE	GBPAC-UNI	Field Trip	77.00 1
GALLBLUE	GBPAC-UNI	Field Trip	5.00 1
			212.00
WELLMARK	WELLMARK BLUE CROSS BLUE SHIELD	RETIREE INSURANCE	1,875.13 1
			1,875.13
Report Total:			57,371.17

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East Buchanan Community School
11/08/2023 12:39 PM

List of Bills - School Board Mtg

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Unposted: Fund Description SAVE

User ID: TMK

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
LYNCROOF	LYNCH ROOFING & SIDING, INC	ROOF REPAIR	495.00
			495.00 ✱
MCGRAWCON S	McGraw Construction LLC	PURCHASED SERVICE	435.00
			435.00
NOVAKFENCE	Novak Fence LLC	PURCHASED SERVICE	5,725.00
			5,725.00
		Batch Total:	6,655.00
		Report Total:	6,655.00

Unposted: Fund Description GENERAL FUND, MANAGEMENT FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ALLIUTIL	ALLIANT ENERGY	GAS/ELECTRIC	10,016.61
			<u>10,016.61</u>
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	682.00
			<u>682.00</u>
BRIGWHIT	BRIGHT WHITE PAPER	SUPPLIES	737.13
			<u>737.13</u>
CDWG	CDW GOVERNMENT, INC	PURCHASED SERVICE	830.48
			<u>830.48</u>
CRAEA	CENTRAL RIVERS AEA	PROF DEV	190.00 *
			<u>190.00</u>
CHASCARD	CHASE CARD SERVICES	UPS-TECH SUPPLIES	27.36
CHASCARD	CHASE CARD SERVICES	SUPPLIES	109.95
CHASCARD	CHASE CARD SERVICES	Financial Literacy calculators	20.98
CHASCARD	CHASE CARD SERVICES	CASEYS-FUEL	62.83
CHASCARD	CHASE CARD SERVICES	Toner	119.54
CHASCARD	CHASE CARD SERVICES	TAG CONFERENCE LODGING	288.96
CHASCARD	CHASE CARD SERVICES	Laminating Film, Cleaning supplies	750.50
CHASCARD	CHASE CARD SERVICES	FCS SUPPLIES	268.59
CHASCARD	CHASE CARD SERVICES	PROF DEV	895.00
CHASCARD	CHASE CARD SERVICES	BACKGROUND CHECKS	200.00
CHASCARD	CHASE CARD SERVICES	Library Books	15.40
CHASCARD	CHASE CARD SERVICES	Library Books	9.18
CHASCARD	CHASE CARD SERVICES	Financial Literacy calculators	218.70
CHASCARD	CHASE CARD SERVICES	PROF DEV	5,243.00
CHASCARD	CHASE CARD SERVICES	AMAZON-SUPPLIES	179.97
CHASCARD	CHASE CARD SERVICES	SPEC ED SUPPLIES	64.99
CHASCARD	CHASE CARD SERVICES	Library Books	262.24
CHASCARD	CHASE CARD SERVICES	AMAZON-SUPPLIES	157.43
CHASCARD	CHASE CARD SERVICES	Area rug for the commons	197.51
CHASCARD	CHASE CARD SERVICES	Laminating Film, Cleaning supplies	22.49
CHASCARD	CHASE CARD SERVICES	IM Math classroom supplies	109.29
CHASCARD	CHASE CARD SERVICES	AMAZON-SUPPLIES	70.46
CHASCARD	CHASE CARD SERVICES	Laminating Film, Cleaning supplies	22.12
CHASCARD	CHASE CARD SERVICES	B&G SUPPLIES	342.30
CHASCARD	CHASE CARD SERVICES	PD SUPPLIES	38.94
CHASCARD	CHASE CARD SERVICES	2ND SQUARE TABLE RETURNED	(406.54)
CHASCARD	CHASE CARD SERVICES	CONF MEAL	88.00
CHASCARD	CHASE CARD SERVICES	ZORO-B&G SUPPLIES	143.40
			<u>9,522.59 *</u>
CHRIDOOR	CHRISTIE DOOR	B&G SUPPLIES	272.50
			<u>272.50</u>
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	53.56
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	53.56
			<u>107.12</u>

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<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CITYWINT	CITY OF WINTHROP	WATER/SEWER	727.35
			727.35
COMELEC	COMELEC SERVICES, INC.	BUS RADIO REPAIR	160.41
			160.41
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	1,702.07
			1,702.07 *
CYCHARLI	CY & CHARLIES FIRESTONE	PURCHASED SERVICE	60.50
			60.50
DUNKERTO	DUNKERTON SCHOOL DISTRICT	SHARED CURRICULUM DIRECTOR	16,278.62
			16,278.62
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	TELEPHONE	2,745.80
			2,745.80
INDENAPA	Etten Enterprises LLC	TRANSPORTATION SUPPLIES	(144.44)
INDENAPA	Etten Enterprises LLC	TRANSPORTATION SUPPLIES	350.28
INDENAPA	Etten Enterprises LLC	TRANSPORTATION SUPPLIES	125.99
INDENAPA	Etten Enterprises LLC	TRANSPORTATION SUPPLIES	308.74
INDENAPA	Etten Enterprises LLC	TRANSPORTATION SUPPLIES	399.99
INDENAPA	Etten Enterprises LLC	TRANSPORTATION SUPPLIES	(210.44)
INDENAPA	Etten Enterprises LLC	TRANSPORTATION SUPPLIES	8.88
			839.00
HAWKCOMM	HAWKEYE COMMUNITY COLLEGE	CONCURRENT CLASSES	39,625.80
			39,625.80
HOTLUNCH	HOT LUNCH PROGRAM		393.26
			393.26 *
INDECSD	INDEPENDENCE CSD	TRANSPORTATON SERVICES	356.53
			356.53 *
ICN	IOWA COMMUNICATIONS NETWORK	ICN SERVICES	485.05
			485.05
JWPEPPER	J.W. PEPPER & SON, INC.	MUSIC SUPPLIES	70.00
			70.00 *
JOHNDEERE	JOHN DEERE FINANCIAL	B&G SUPPLIES	11.56
			11.56
KAYCHAP	KAY L. CHAPMAN CPA PC	AUDIT FIELDWORK	4,369.24
			4,369.24
KONEINC	KONE INC.	Elevator Service Provider	209.88
			209.88
LAMKCHAD	Lamker, Chad	CELL PHONE	62.08
			62.08 *
LINDTRIS	Lindsay, Trisha	DOT PHYSICAL	95.00

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Vendor ID	Vendor Name	Description	Invoice Amount
			95.00
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	920.57
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	3,215.03
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	986.15
			5,121.75
LITERATI	Literati Inc	BOOK FAIR	1,554.03
			1,554.03 *
MIDAMER	MIDAMERICA BOOKS	LMC BOOKS	111.75
MIDAMER	MIDAMERICA BOOKS	LMC BOOKS	139.70
			251.45
MOOSEMECH	Moose Mechanical	PURCHASED SERVICE	772.00
			772.00
NEIBINSU	NEIGHBOR INSURANCE	WORK COMP INSURANCE	4,231.00
			4,231.00 *
THENEWS	NEWS, THE	PUBLIC NOTICES/ADVERTISING	285.84
			285.84
PRESTOX	PRESTO-X	KITCHEN-PEST SERVICE	76.03
			76.03 *
SCHMJANI	SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	87.60
			87.60 *
SUPEWELD	SUPERIOR WELDING SUPPLY	IND ARTS SUPPLIES	14.93
SUPEWELD	SUPERIOR WELDING SUPPLY	IND ARTS SUPPLIES	566.19 *
SUPEWELD	SUPERIOR WELDING SUPPLY	TANK RENT	21.00 *
			602.12
TNTREPA	TNT REPAIR & RECOVERY LLC	TIRE REPAIR	59.75
			59.75 *
TRUCKCENTE	Truck Center Companies	SUPPLIES	45.26
			45.26
USCELL	US CELLULAR	Cell Phones	287.99
			287.99
VENTLEAR	Ventris Learning LLC	INSTRUCTIONAL SUPPLIES	90.00
			90.00
VERNTRUE	VERN'S TRUE VALUE HARDWARE	SUPPLIES	347.43
VERNTRUE	VERN'S TRUE VALUE HARDWARE	Leader in Me painting	344.16
VERNTRUE	VERN'S TRUE VALUE HARDWARE	Paint for Interior Design Projects	291.57
VERNTRUE	VERN'S TRUE VALUE HARDWARE	Paint for Interior Design Projects	22.99
			1,006.15
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	143.51
			143.51 *

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<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
WAVESHEL	WAVERLY-SHELL ROCK CSD	SPECIAL ED TUITION	4,168.55
			<u>4,168.55</u> *
WESTMUSI	WEST MUSIC COMPANY	BAND EQUIPMENT	199.00
WESTMUSI	WEST MUSIC COMPANY	BAND SUPPLIES	59.95
WESTMUSI	WEST MUSIC COMPANY	BAND SUPPLIES	6.99
WESTMUSI	WEST MUSIC COMPANY	BAND RESALE SUPPLIES	131.43
WESTMUSI	WEST MUSIC COMPANY	INSTRUMENT REPAIR	163.50
WESTMUSI	WEST MUSIC COMPANY	INSTRUCTIONAL SUPPLIES	115.26
WESTMUSI	WEST MUSIC COMPANY	INSTRUCTIONAL SUPPLIES	353.64
WESTMUSI	WEST MUSIC COMPANY	INSTRUMENT REPAIR	131.50
			<u>1,161.27</u>
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ARTS SUPPLIES	10.99
WINTBUIL	WINTHROP BUILDING SUPPLY	TRANSPORTATION SUPPLIES	30.96
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ARTS SUPPLIES	5.99
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	94.79
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ARTS SUPPLIES	18.76
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	24.93
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	1.89
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	76.68
WINTBUIL	WINTHROP BUILDING SUPPLY	B&G SUPPLIES	430.48
			<u>695.47</u> *

Batch Total: 111,170.35

Report Total: 111,170.35

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<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>	
AKERKYLE	AKERS, KYLE	HS Football Official 10/13/2023	140.00	2
			140.00	
AMBRTOOD	AMBROSY, TODD	HS Football Official 10/10/2023	100.00	2
			100.00	
BISHKYLE	Bishop, Kyle	HS Football Official 10/13/2023	140.00	2
			140.00	
BOZEJAME	Bozeman, James	HS Football Official 10/13/2023	140.00	2
			140.00	
BROCKADE	BROCKMEYER, KADEN	HS Football Medical Crew 10/13/2023	25.00	2
BROCKADE	BROCKMEYER, KADEN	EMT/Security HS FB 10/20/2023	25.00	2
			50.00	
FISCED	Fischer, Ed	HS Football Official 10/13/2023	140.00	2
			140.00	
GALLBLAK	GALLERY, BLAKE	HS Football Official 10/13/2023	100.00	2
GALLBLAK	GALLERY, BLAKE	HS Football Official 10/20/2023	100.00	2
			200.00	
GROTHSCOTT	Groth, Scott	MS Football Official 10/12/2023	110.00	2
			110.00	
LOUGPATR	LOUGHREN, PATRICK	MS Football Official 10/12/2023	105.00	2
			105.00	
MATBOSS	MatBoss LLC	MatBoss Subscription	599.00	2
MATBOSS	MatBoss LLC	Matboss Subscription (girls)	259.00	2
			858.00	
NEIBA	N.E.I.B.A.	Registration NEIBA Honor Band	22.00	2
			22.00	
NATIFFA	NATIONAL FFA ORGANIZATION	National Convention Early-Bird Registra	1,120.00	2
			1,120.00	
SCHERICH	Scheffel, Rich	Tri Rivers Honor Band Conductor	300.00	2
			300.00	
SCHUJERO	SCHULTZ, JEROD	EMT/Security HS FB 10/20/2023	25.00	2
SCHUJERO	SCHULTZ, JEROD	HS Football Medical Crew 10/13/2023	25.00	2
			50.00	
STEGTEDD	STEGER, TEDDY	HS Football Official 10/10/2023	100.00	2
			100.00	
STEIRAND	Steigal, Randy	HS Football Official 10/13/2023	140.00	2
			140.00	
SWANRICK	SWAN, RICK	MS Football Official 10/12/2023	110.00	2
			110.00	

4c

East Buchanan Community School
11/02/2023 7:12 PM

List of Bills - School Board Mtg

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Activity Extra Invoices Oct

User ID: MSS

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
TRIRIVER	TRI RIVERS CONFERENCE	Free Will Donation from Honor Band Night	186.00 <u>2</u>
			186.00
VASKMICH	VASKE, MICHAEL	HS Football Official 10/10/2023	110.00 <u>2</u>
			110.00
WEGMCHAD	WEGMANN, CHAD	HS Football Official 10/10/2023	100.00 <u>2</u>
			100.00
Report Total:			4,221.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
* CHASCARD	CHASE CARD SERVICES	IATC Yearly Membership Track	55.00
* CHASCARD	CHASE CARD SERVICES	Gas for vehilce to FFA Convention	69.54
* CHASCARD	CHASE CARD SERVICES	Gas for vehicle to FFA Convention	44.51
* CHASCARD	CHASE CARD SERVICES	Discovery/Greenhand & Chapter pins	59.50
CHASCARD	CHASE CARD SERVICES	State StuCo Conference Hotel Rooms	604.74
CHASCARD	CHASE CARD SERVICES	IBCA Membership	136.50
* CHASCARD	CHASE CARD SERVICES	National Convention Hotels	170.00
* CHASCARD	CHASE CARD SERVICES	Formsite Subscription for online sales	39.95
CHASCARD	CHASE CARD SERVICES	jump ropes/dry erase board	325.80
			1,505.54
CITIZENS	CSB-CASH	GateChange/Basketball	500.00 <u>2</u>
			500.00
DERLSICAL	DERLEIN SCALE, INC	Testing done on wrestling scales	120.00
			120.00
* EWELEDDUC	EWELL EDUCATIONAL SERVICES	WBL Subscription Renewal	390.00
			390.00
* HAWKST	HAWKEYE STAGES	Charter Bus Football team 11/3/23	2,485.00
			2,485.00
IOWAFFA	IOWA FFA ASSOCIATION	Fees & Dues/State/National/Chapter/Distr	1,090.50
			1,090.50
* MONTSPOR	MONTICELLO SPORTS	All District Football Medals	456.00
MONTSPOR	MONTICELLO SPORTS	Basketballs	864.00
			1,320.00
REP	REP Fitness	Squat Bar	890.94
			890.94
* SIGNPRO	SIGN PRO OF MUSCATINE COUNTY INC.	Football Helmet Decals	280.00
			280.00
SUPLES	Suples Ltd.	Wrestling Dummies/supplies	1,464.00
			1,464.00
WHITLEE	White, Lee	Homecoming Decorating Supplies	167.32
			167.32
Report Total:			10,213.30

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East Buchanan Community School
11/06/2023 10:11 AM

List of Bills - School Board Mtg

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User ID: MSS

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
BIMBBAKE	BIMBO BAKERIES USA	Bimbo Bread Products	653.02
			653.02
EMSDETER	EMS DETERGENT SERVICES CO.	Kitchen Supplies	46.50
			46.50
MARTBROT	MARTIN BROTHERS	Martin Bros Food Services	6,280.94
			6,280.94
PERFFOOD	PERFORMANCE FOODSERVICE	Performance Food Service Inv Oct 23	20,080.08
			20,080.08
PRAIFARM	PRAIRIE FARMS DAIRY, INC.	Prairie Farms Dairy	3,887.85
			3,887.85
		Report Total:	30,948.39

4c

East Buchanan Community School
11/07/2023 2:13 PM

List of Bills - School Board Mtg

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Hot Lunch Invoices Extra Nov 2023

User ID: MSS

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
WALMART	WALMART COMMUNITY BRC	Groceries/Food Supplies	243.90
			243.90

Report Total: 243.90



Activity Fund Balance Report - Summary - Exclude Encumbrances
 10/2023 - 10/2023

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
21 6111 729 910	DRAMA	18,159.47	0.00	0.00	0.00	18,159.47
21 6120 729 910	SPEECH	712.59	50.00	0.00	0.00	662.59
21 6210 729 910	MUSIC CLUB	78.58	0.00	0.00	0.00	78.58
21 6220 729 910	PEP BAND	2,579.63	924.52	486.00	0.00	2,141.11
21 6221 729 910	MUSIC TRIP	3,014.15	0.00	0.00	0.00	3,014.15
21 6600 729 920	ATHLETICS	23,679.65	9,537.84	2,548.28	0.00	16,690.09
21 6645 729 920	CROSS COUNTRY	46.50	0.00	0.00	0.00	46.50
21 6693 729 920	CHEERLEADING	2,208.81	0.00	0.00	0.00	2,208.81
21 6694 729 920	DANCE TEAM	482.68	0.00	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	3,361.49	0.00	0.00	0.00	3,361.49
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	2,532.10	0.00	0.00	0.00	2,532.10
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	189.03	0.00	0.00	0.00	189.03
21 6835 729 920	SOFTBALL	82.65	0.00	684.00	0.00	766.65
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	317.25	0.00	6,362.32
21 7011 729 950	HS STUDENT COUNCIL	3,963.74	690.68	0.00	0.00	3,273.06
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 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	0.00	0.00	0.00	0.00	0.00
21 7026 729 950	FFA	13,674.88	1,299.38	1,724.60	0.00	14,100.10
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 7049 729 950	PBIS	2,545.68	0.00	0.00	0.00	2,545.68
21 7051 729 950	CAMP WAPSIE	2,438.13	164.00	0.00	0.00	2,274.13
21 7053 729 950	BREAKFAST CLUB	1,020.58	0.00	0.00	0.00	1,020.58
21 7079 729 950	CLASS OF 2024	3,384.00	82.27	0.00	0.00	3,301.73
21 7080 729 950	CLASS OF 2025	1,099.61	0.00	0.00	0.00	1,099.61
21 7081 729 950	CLASS OF 2026	587.10	0.00	0.00	0.00	587.10
21 7082 729 950	CLASS OF 2027	329.04	0.00	0.00	0.00	329.04

4d

Activity Fund Balance Report - Summary - Exclude Encumbrances
 10/2023 - 10/2023

Chart of Account Number Chart of Account Description

<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 8000 729 910	ANNUAL	6,946.92	0.00	70.00	0.00	7,016.92
21 8001 729 910	BUCCANEER CLUB	490.73	21.87	0.00	0.00	468.86
21 8004 729 910	INTEREST	1,150.59	0.00	474.85	0.00	1,625.44
Fund Total: 21		110,529.60	12,770.56	6,304.98	0.00	104,064.02

4d

2023-2024
East Buchanan
Hot Lunch
Report

RECEIPTS	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$1,888.80	\$2,517.00	\$4,405.80
Student Lunch	\$11,064.95	\$25,918.29	\$36,983.24
Adult Breakfast	\$59.20	\$59.20	\$118.40
Adult Lunch	\$582.00	\$567.45	\$1,149.45
Alacarte	\$6,169.15	\$6,849.95	\$13,019.10
Snacks	\$2,077.49	\$3,452.94	\$5,530.43
Federal Breakfast	\$2,716.08	\$917.80	\$3,633.88
Federal Lunch	\$15,036.46	\$5,485.18	\$20,521.64
State Breakfast	\$0.00	\$0.00	\$0.00
State Lunch	\$0.00	\$0.00	\$0.00
Supply Chain Assistance Funds	\$0.00	\$0.00	\$0.00
Other Revenues	\$0.00	\$230.00	\$230.00
Other Purchased Services	-\$331.03	-\$684.61	-\$1,015.64
Rebate	\$0.00	\$0.00	\$0.00
Interest	\$1,071.72	\$3,072.79	\$4,144.51
TOTAL INCOME	\$40,334.82	\$48,385.99	\$88,720.81

EXPENDITURES	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$18,634.21	\$13,772.47	\$32,406.68
Supplies	\$1,445.87	\$910.13	\$2,356.00
Shared Contract	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$57,234.00	\$57,234.00
Travel/Trainings	\$0.00	\$150.00	\$150.00
Other Expenses	\$0.00	\$0.00	\$0.00
Salaries	\$15,353.09	\$9,054.07	\$24,407.16
Benefits	\$5,961.02	\$5,069.28	\$11,030.30
TOTAL EXPENDITURES	\$41,394.19	\$86,189.95	\$127,584.14

BALANCE	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$288,880.62	\$288,880.62
Income	\$40,334.82	\$48,385.99	\$88,720.81
Expenditures	\$50,498.44	\$86,189.95	\$136,688.39
FUND BALANCE	-\$10,163.62	\$251,076.66	\$240,913.04

DAYS MEALS SERVED	
July	0
August	7
September	19
October	20
November	0
December	0
January	0
February	0
March	0
April	0
May	0
June	0
TOTALS	46

MEALS SERVED	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	1,242	1,643	2,885
Reduced Student Breakfasts	86	175	261
Free Student Breakfasts	854	1,168	2,022
Second Breakfasts	20	30	50
Adult Breakfasts	37	37	74
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
TOTAL BREAKFASTS SERVED	2,239	3,053	5,292

Paid Student Lunches	5,826	6,993	12,819
Reduced Student Lunches	437	604	1,041
Free Student Lunches	2,300	3,416	5,716
Second Lunches	1	0	1
Adult Lunches	120	117	237
Student Guest Lunches	0	0	0
Complimentary Lunches	0	0	0
TOTAL LUNCHES SERVED	8,684	11,130	19,814

Oct 31, 2023

LUNCH STATUS	FREE	REDUCED	PAID	TOTAL
	148	32	405	585

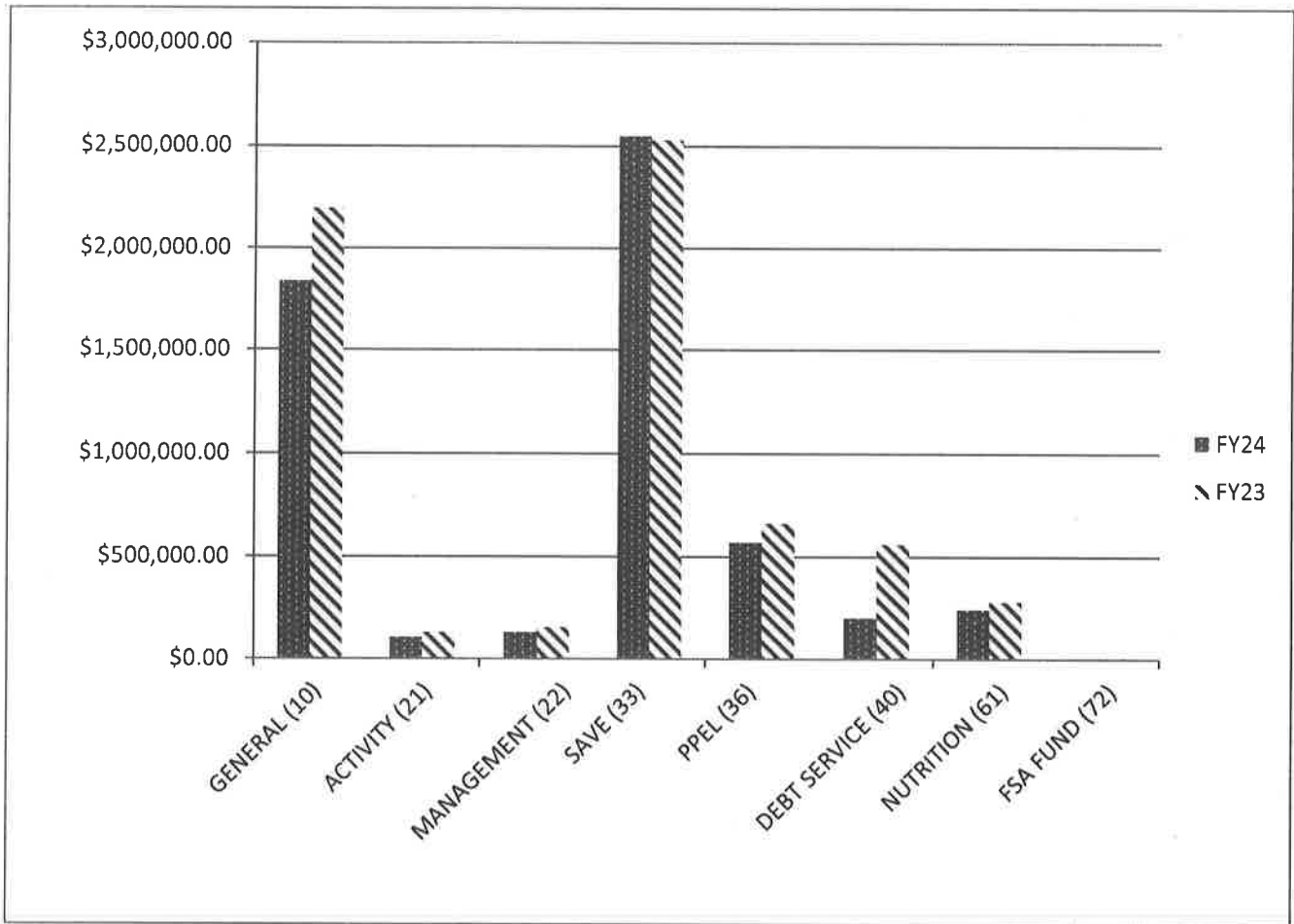
4d

East Buchanan Community School District
Cash Summary Report

	<u>Jul-23</u>	<u>Aug-23</u>	<u>Sep-23</u>	<u>Oct-23</u>
10-GENERAL FUND				
Beginning Balance	2,162,495.30	1,420,979.12	1,148,300.96	1,240,804.38
Revenue	465,881.19	896,466.06	708,380.39	1,237,573.30
Expenditures	1,207,397.37	1,169,144.22	615,876.97	643,234.72
Ending Balance	1,420,979.12	1,148,300.96	1,240,804.38	1,835,142.96
21-ACTIVITY FUND				
Beginning Balance	89,816.84	86,302.23	113,016.67	110,529.60
Revenue	354.22	31,744.31	13,937.51	6,304.98
Expenditures	3,868.83	5,029.87	16,424.58	12,770.56
Ending Balance	86,302.23	113,016.67	110,529.60	104,064.02
22-MANAGEMENT FUND				
Beginning Balance	203,146.70	23,245.04	22,169.27	64,064.50
Revenue	914.78	39.50	42,895.23	120,770.14
Expenditures	180,816.44	1,115.27	1,000.00	56,155.40
Ending Balance	23,245.04	22,169.27	64,064.50	128,679.24
33-SAVE				
Beginning Balance	2,794,533.64	2,673,630.79	2,446,860.19	2,514,681.58
Revenue	632,673.52	442,300.21	71,896.39	126,661.21
Expenditures	753,576.37	669,070.81	4,075.00	95,327.01
Ending Balance	2,673,630.79	2,446,860.19	2,514,681.58	2,546,015.78
36-PPEL				
Beginning Balance	459,321.82	461,072.82	379,912.47	422,201.57
Revenue	11,176.00	143,933.56	55,164.10	153,507.35
Expenditures	9,425.00	225,093.91	12,875.00	8,339.00
Ending Balance	461,072.82	379,912.47	422,201.57	567,369.92
40-DEBT SERVICE				
Beginning Balance	28,354.28	32,568.43	32,198.84	92,745.36
Revenue	412,564.15	204,305.41	60,546.52	170,370.76
Expenditures	408,350.00	204,675.00	0.00	62,868.75
Ending Balance	32,568.43	32,198.84	92,745.36	200,247.37
less: Escrow Acct	0.00	0.00	0.00	0.00
	32,568.43	32,198.84	92,745.36	200,247.37
61-NUTRITION FUND				
Beginning Balance	288,880.62	288,586.31	252,706.00	251,076.66
Revenue	3,386.83	26,251.17	33,672.73	61,997.77
Expenditures	3,681.14	62,131.48	35,302.07	72,161.39
Ending Balance	288,586.31	252,706.00	251,076.66	240,913.04
less: Received on Acct	9,783.51	22,924.60	16,788.05	13,549.80
	278,802.80	229,781.40	234,288.61	227,363.24
72-FLEX SPENDING ACCT FUND				
Beginning Balance	6,775.52	7,182.29	6,153.17	4,899.50
Revenue (contributions)	1,936.83	1,936.83	2,721.83	2,721.83
Expenditures (claims)	1,530.06	2,965.95	3,975.50	2,313.31
Ending Balance	7,182.29	6,153.17	4,899.50	5,308.02
EMPLOYER'S PAYROLL EXPENSE:				
Gross Wages-hourly	62,307.13	25,227.85	55,664.36	110,095.32
Gross Wages-contract	317,070.77	313,413.98	336,342.87	339,706.34
	379,377.90	338,641.83	392,007.23	449,801.66
Employer paid deductions	55,817.66	53,599.78	60,493.48	69,004.33
Employer paid IPERS	33,779.66	31,069.52	36,124.69	41,162.19
Employer paid FICA	27,816.37	24,819.58	28,639.44	33,386.74
	117,413.69	109,488.88	125,257.61	143,553.26
TOTAL	496,791.59	448,130.71	517,264.84	593,354.92

CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL October 2023

Fund Description	Beginning	Revenues	Expenditures	FY24	FY23	Difference
				Ending	End Balance	
GENERAL (10)	\$1,240,804.38	\$1,237,573.30	\$643,234.72	\$1,835,142.96	\$2,194,032.78	(\$358,889.82)
ACTIVITY (21)	\$110,529.60	\$6,304.98	\$12,770.56	\$104,064.02	\$127,991.26	(\$23,927.24)
MANAGEMENT (22)	\$64,064.50	\$120,770.14	\$56,155.40	\$128,679.24	\$152,617.51	(\$23,938.27)
SAVE (33)	\$2,514,681.58	\$126,661.21	\$95,327.01	\$2,546,015.78	\$2,528,343.22	\$17,672.56
PPEL (36)	\$422,201.57	\$153,507.35	\$8,339.00	\$567,369.92	\$660,788.94	(\$93,419.02)
DEBT SERVICE (40)	\$92,745.36	\$170,370.76	\$62,868.75	\$200,247.37	\$558,782.94	(\$358,535.57)
NUTRITION (61)	\$251,076.66	\$61,997.77	\$72,161.39	\$240,913.04	\$277,893.61	(\$36,980.57)
FSA FUND (72)	\$4,899.50	\$2,721.83	\$2,313.31	\$5,308.02	\$5,631.48	(\$323.46)
TOTAL				\$5,627,740.35	\$6,506,081.74	(\$878,341.39)



Certified Budget compared to Actual Revenues/Expenditures - All Funds

		FY24 Certified			
		Budget	as of 10/31/2023	over / (under) budget	
Taxes Levied on Property	1	\$ 3,316,980.00	\$ 1,682,003.40		
Utility Replacement Excise Tax	2	\$ 44,118.00	\$ 9,391.21		
Income Surtaxes	3	\$ 151,599.00	\$ -		
Tuition\Transportation Received	4	\$ 600,000.00	\$ 13,310.00		
Earnings on Investments	5	\$ 70,000.00	\$ 80,267.49		
Nutrition Program Sales	6	\$ 140,000.00	\$ 61,206.42		
Student Activities and Sales	7	\$ 181,000.00	\$ 45,618.32		
Other Revenues from Local Sources	8	\$ 110,000.00	\$ 45,833.79		
Revenue from Intermediary Sources	9	\$ -	\$ -		
State Foundation Aid	10	\$ 4,195,341.00	\$ 830,337.80		
Instructional Support State Aid	11	\$ 14,163.00	\$ -		
Other State Sources	12	\$ 780,000.00	\$ 214,899.30		
Commercial & Industrial State Replacement	13	\$ -	\$ -		
Title 1 Grants	14	\$ 70,000.00	\$ -		
IDEA and Other Federal Sources	15	\$ 445,000.00	\$ 24,155.52		
Total Revenues	16	\$ 10,118,201.00	\$ 3,007,023.25		
General Long-Term Debt Proceeds	17	\$ -	\$ -		
Transfers In	18	\$ 312,355.00	\$ 204,175.00		
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 250.00		
Special Items/Upward Adjustments	20	\$ -	\$ -		
Total Revenues & Other Sources	21	\$ 10,430,556.00	\$ 3,211,448.25		
Beginning Fund Balance	22	\$ 5,190,063.43	\$ 5,190,063.43		
Total Resources	23	\$ 15,620,619.43	\$ 8,401,511.68		
*Instruction	24	\$ 5,828,000.00	\$ 1,083,071.78	\$ (4,744,928.22)	19%
Student Support Services	25	\$ 275,000.00	\$ 46,103.67		
Instructional Staff Support Services	26	\$ 650,000.00	\$ 129,402.15		
General Administration	27	\$ 390,000.00	\$ 157,950.72		
School/Building Administration	28	\$ 440,000.00	\$ 116,875.22		
Business & Central Administration	29	\$ 172,000.00	\$ 42,865.00		
Plant Operation and Maintenance	30	\$ 918,000.00	\$ 282,955.98		
Student Transportation	31	\$ 645,000.00	\$ 147,540.60		
This row is intentionally left blank	32	\$ -			
*Total Support Services (lines 25-32)	32A	\$ 3,490,000.00	\$ 923,693.34	\$ (2,566,306.66)	26%
*Noninstructional Programs	33	\$ 360,000.00	\$ 79,460.62	\$ (280,539.38)	22%
Facilities Acquisition and Construction	34	\$ 1,600,000.00	\$ 109,051.90		
Debt Service	35	\$ -	\$ 267,543.75		
AEA Support - Direct to AEA	36	\$ 307,083.00	\$ 55,783.80		
*Total Other Expenditures (lines 34-36)	36A	\$ 1,907,083.00	\$ 432,379.45	\$ (1,474,703.55)	23%
Total Expenditures	37	\$ 11,585,083.00	\$ 2,518,605.19		
Transfers Out	38	\$ 312,355.00	\$ 204,175.00		
Other Uses	39	\$ -	\$ -		
Total Expenditures & Other Uses	40	\$ 11,897,438.00	\$ 2,722,780.19	\$ (9,174,657.81)	
Ending Fund Balance	41	\$ 3,723,181.43	\$ 5,678,731.49		
Total Requirements	42	\$ 15,620,619.43	\$ 8,401,511.68	\$ (7,219,107.75)	

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.

From Lori Thomas, Central Rivers AEA Board Secretary

7a

Dear District Superintendent,

As you know, 2023 is an election year and Central Rivers AEA has five board members up for re-election on the Board of Directors. I received one Statement of Candidacy for each director district that has an open seat (see listing below).

- **Director District 3:** Districts represented: AGWSR, Alden, Aplington-Parkersburg, CAL, Clarksville, Eldora-New Providence, Grundy Center, Hampton-Dumont, Hubbard-Radcliffe, Iowa Falls and North Butler
- **Director District 4:** Districts represented: Belmond-Klemme, Mason City, Osage, Rudd-Rockford-Marble Rock, and West Fork
- **Director District 5:** Districts represented: BCLUW, East Marshall, GMG, Marshalltown and West Marshall
- **Director District 6:** Districts represented: BGM, Gladbrook-Reinbeck, Grinnell-Newburg, Hudson, Montezuma, North Tama County, South Tama County, and Union
- **Director District 9:** Districts represented: East Buchanan, Independence, Jesup and Waterloo

Per Iowa Code, I am mailing a certified letter to each of your respective board presidents this week which includes the notarized Statement of Candidacy and the official ballot to be used by your Board of Education in selecting your representative on the AEA Board. In order to be counted, the signed ballot must be received at my office by the end of the normal business day on November 30, 2023. Please note that even though we only received one Statement of Candidacy for each open director district, your board must still vote (yes or no) for the candidate.

Please relay this information to your board secretary in order to have the AEA vote placed on your next board agenda. Let me know if you have any questions.

SHARED PERSONNEL AGREEMENT BETWEEN DUNKERTON COMMUNITY SCHOOL DISTRICT AND EAST BUCHANAN COMMUNITY SCHOOL DISTRICT

This Agreement made and entered into the 23rd day of August, 2023 between the Dunkerton Community School District (Dunkerton) and East Buchanan Community School District (EB):

WHEREAS, Dunkerton and EB seek a cooperative arrangement to share the services of a Media Specialist; and

WHEREAS, Dunkerton and EB, are public school districts organized and existing under laws of the State of Iowa, and

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

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

NOW, THEREFORE, Dunkerton’s superintendent and CC superintendent agree as follows:

Cheryl Beatty (Cheryl) will provide services as a Media Specialist during the 2023-2024 school year. Cheryl’s hourly wage will be \$48.38 per hour.

- 1) Cheryl will do 15-20 days in the EB school district – The hourly wage will be paid out monthly.
- 2) Cheryl will keep track of hours that it takes for emails, planning etc. while working with East Buchanan/Shay. No more than 10 hours will be paid out for the year at \$48.38 per hours (max \$483.80) Cheryl will log her hours.
- 3) This Agreement should be effective August 23rd, 2023, and shall continue for one calendar school year. This Agreement will automatically continue for additional one-year terms thereafter unless either Party affirmatively notifies the other, in writing, on or before April 1 preceding any year of renewal that it wishes to terminate the Agreement, effective the end of the current term. The Parties may mutually agree to terminate this Agreement at an earlier date.
- 4) This agreement contains the entire understanding between the Dunkerton and EB and can only be amended or terminated by a written agreement signed by Dunkerton and EB.

IN WITNESS WHEREOF, this instrument is executed by Dunkerton and CC respective superintendents on the dates as hereinafter stated.

Superintendent, Dunkerton CSD

Date

Superintendent, East Buchanan CSD

Date

7c

LIED CENTER CONSORTIUM SBRC ADMINISTRATIVE COST REQUEST

Per Joan Loew (Waverly-Shell Rock Business Manager/Board Secretary): Districts who participate in the Lied Center Consortium have the opportunity to request special education administrative costs. The amount is determined by taking the total administrative salary with FICA/IPERS divided by the total number of students enrolled in the Lied Center program as of October 26, 2023 times the number of FTE of students from your school district attending the Lied Center program.

The district is applying for special education administrative costs for the 2024-2025 school year. Special education administrative cost requests are required to be made a year in advance. Because we need to apply in advance, we use the actual administrative salary with FICA/IPERS for the current school year. Requests to the SBRC for administrative special education costs must be done annually.

Amount Requested: \$ 770.88

(.39 FTE student)

7d

RIVER HILLS CONSORTIUM SBRC ADMINISTRATIVE COST REQUEST

Per Denelle Gonnerman (Cedar Falls CFO/Board Secretary): Districts who participate in the River Hills Consortium have the opportunity to request special education administrative costs. The amount is determined by taking the total administrative salary with FICA/IPERS divided by the total number of students enrolled in the River Hills program as of October 31, 2023 times the number of students from your school district attending the River Hills program.

The district is applying for special education administrative costs for the 2024-2025 school year. Special education administrative cost requests are required to be made a year in advance. Because we need to apply in advance, we use the actual administrative salary with FICA/IPERS for the current school year. Requests to the SBRC for administrative special education costs must be done annually.

Amount Requested: \$ 4,805.54

(2 students)

Email minutes to consortium: _____

RETURN TO LEARN UPDATED 9/15/23

HOME BUCCANEER NEWS ARTICLES RETURN TO LEARN UPDATED 9/15/23

Posted: September 15, 2022

Category:

September 15, 2023

As the new school year is underway, East Buchanan Community School District wants to share some guidance around illnesses, including COVID-19, in order to keep our schools healthy and safe. The health and well-being of our students and staff is always a top priority. East Buchanan CSD continues to work closely with our local and state health departments to monitor and respond to illness trends. Together, we can all help make sure the 2023-24 school year gets off to a healthy start.

Please follow these general steps to help keep our schools healthy during 2023-24:

GENERAL ILLNESS GUIDANCE

- Stay home when sick.
- Individuals should remain home until symptoms are improved.
- Individuals must be free from fever, diarrhea, or vomiting for 24 hours.
- Notify the school nurse with significant health needs or concerns.

COVID-19

Everyone should be aware that exposure to the Covid-19 virus could happen at any time and any place, and monitor for symptoms accordingly. Experts believe we will continue to see periodic waves of infection, and reinfections may be common.

COVID-19 positive persons can return to normal activities after:

- 0-5 days since symptoms first appeared (day 0 is first day of symptoms or test date if symptoms never develop) and CDC recommendations of wearing a mask around others when returning to school days 6-10.
- AND
- 24 hours with no fever without the use of fever-reducing medications and other symptoms of COVID-19 are improving.

Cleaning and Disinfecting throughout the building will continue. Continuous hand washing opportunities throughout the day will be practiced.

East Buchanan CSD will continue to work on having a safe, healthy learning environment.

Respectfully,

Daniel J. Fox, Superintendent

East Buchanan Community School District

East Buchanan CSD



Service Delivery Plan 2023-24

The East Buchanan CSD delivery plan was developed in accordance with the Iowa Administrative Code Rule 41.408(2)"C". The group of individuals who developed the plan includes parents of eligible individuals, special education teachers, general education teachers, administrators and Central Rivers AEA staff.

East Buchanan Community School Special Education Delivery Plan 2023-2024

Reviewed by the Committee on Monday, November 6th, 2023

Approved by the East Buchanan School Board on Wednesday, November 8th, 2023

District Developed Service Delivery Plan (DDSDP) Group

Superintendent
Elementary Principal
HS/MS Principal
Director of Special Education
Elementary Special Education Teacher
HS Teacher
HS Special Education Teacher
Parent
Parent
Parent

Daniel Fox
Jacklyn Letzring
Eric Dockstader
Dana Miller
Jill Wilgenbusch
Tiffany Bowers
Nathan Reck
Kristi Hofer
Bev McGrane
Ashley Fogle

1) How will service be organized and provided to eligible individuals?

Purpose: The purpose of this question is to describe how the district could provide special education instructional services.

Regular Early Childhood Program: Services are defined as occurring in the general education classroom. The teacher holds a license issued by the Board of Education Examiners that includes prekindergarten and early childhood special education. The teacher is responsible for direct instruction, preparation of materials, adaptation and accommodations specified in the IEP. The teacher with the dual endorsement is responsible for implementing and monitoring the child's progress according to the IEP.

Regular Early Childhood Program Monitored by a Licensed Early Childhood Special Education Staff: Services are defined as occurring in the general education classroom. The classroom teacher holds a license for pre-kindergarten. The general education teacher is responsible for classroom instruction and implementation of adaptations and accommodations as specified in the IEP. The licensed Early Childhood Special Education staff is responsible for monitoring the implementation of services described in each IEP and monitoring students progress relative to goals in the IEP.

Co-taught Early Childhood Program. Services are defined as a general education early childhood classroom. The general education curriculum and specially designed instruction are provided to a group of students with disabilities and without disabilities. All aspects of classroom instruction are co-planned and co-taught by a licensed early childhood special education teacher and an early childhood teacher.

The Early Childhood Special Education Teacher is responsible for monitoring the implementation of services described in each IEP and monitoring student progress relative to goals in the IEP.

K-12 Consulting Teacher Services: Consulting teacher services are defined as indirect services provided by a certified special education teacher to a general education teacher in adjusting the learning environment and/or modifying his/her instructional methods using specially designed instruction strategies to meet the individual needs of a student with a disability receiving instruction in the general education classroom.

General Education Teacher Roles/Responsibilities	Special Education Roles and Responsibilities
<ul style="list-style-type: none">● Oversee all general education instruction● Implement differentiation of instruction● Provide specially designed instruction, accommodations, and modification needed for all students to enable access● Consult regularly and frequently with special education staff to assist with the understanding of implementing special education supports and services● Deliver high-quality instruction in general education including assessments and progress monitoring	<p>Assist the general educator with preparing materials & instructional design in the general education setting; adapt and accommodate and/or modify as described in the IEP (these are indirect services)</p> <ul style="list-style-type: none">● Monitor progress on roster students' IEP goals● Understand high-quality differentiation and instructional practices● Assist with finding available resources● Engage in regular conversations and consultation with general educators to oversee the provision of accommodations, modifications, SDI, data collection, and data analysis● Engage in ongoing professional learning with general educators to understand progressions with Iowa Core

K-12 Co-Teaching Services: Co-teaching services are defined as the provision of specially designed instruction and academic instruction provided to a group of students with disabilities and nondisabled students. Special education teachers and general education teachers provide these services in partnership to meet the content and skills needs of students in the general education classroom. These services take shape in a variety of manners. For example, teachers co-plan, divide the class, and provide the instruction to smaller groups, or teachers co-plan and then co-instruct different components of the content. The effectiveness of services provided through co-teaching has a strong research base.

General Education Teacher Roles and Responsibilities	Special Education Teacher Roles and Responsibilities
<ul style="list-style-type: none"> ● Collaboratively Provide SDI ● Engage regularly and frequently with special education staff to assist with the understanding of implementing special education supports and services <ul style="list-style-type: none"> ● Understand the district's Iowa Core curriculum and available resources ● Co-plan, co-instruct, and co-assess instruction within general education classroom <ul style="list-style-type: none"> ● Collaboratively implement high-quality differentiation practices ● Collaboratively provide specially designed instruction, accommodations, and modification needed for all students to enable access 	<ul style="list-style-type: none"> ● Collaboratively provide and oversee the provision of SDI and goal progress within specific skill areas and instructional activities ● Actively provide instruction in the general education setting as documented in the IEP <ul style="list-style-type: none"> ● Understand the district's Iowa Core curriculum and available resources ● Engage regularly and frequently with general education staff to assist with the understanding of implementing special education supports and services ● Co-plan, co-instruct, and co-assess instruction within general education classroom <ul style="list-style-type: none"> ● Collaboratively implement high-quality differentiation practices ● Collaboratively provide specially designed instruction, accommodations, and modification needed for all students to enable access

K-12 Collaborative Services: Collaborative services are defined as direct specially designed instruction provided to an individual student with a disability or to a group of students with disabilities by a certified special education teacher in a general education classroom setting to aid the student(s) in accessing the general education content area instruction. These services are provided simultaneously with the general education content area instruction.

General Education Teacher Roles and Responsibilities	Special Education Teacher Roles and Responsibilities
<ul style="list-style-type: none"> ● Oversee all general education instruction ● Implement differentiation of instruction ● Collaboratively provide specially designed instruction, accommodations, and modification needed for all students to enable access ● Collaborate regularly and frequently with special education staff to assist with the understanding of implementing special education supports and services ● Understand the district's Iowa Core curriculum 	<ul style="list-style-type: none"> ● Provide direct collaboratively designed instruction (or other supports as outlined in the IEP) to the learner or group of learners in the general education setting at targeted times ● Monitor progress on roster students' IEP goals <ul style="list-style-type: none"> ● Collaboratively implement high-quality differentiation and instructional practices <ul style="list-style-type: none"> ● Assist with finding available resources ● Understand the district's Iowa Core curriculum ● Collaboratively oversee & provide provision of SDI

	<p>and progress monitoring within specific skill areas and instructional activities in alignment to the IEP goal(s).</p> <ul style="list-style-type: none"> ● Provide strategy and skill instruction to students with IEPs outside the general education classroom only as needed (including remediation, pre-teaching, re-teaching, etc.)
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K-12 Pull-out Supplemental Instruction: Pull-out supplemental instruction is defined as specially designed instruction provided to an individual student with a disability or a group of students with disabilities by a certified special education teacher in a special education setting. Pull-out instructional services are designed to supplement instruction provided in the general education classroom through the previously described consulting teacher model, co-teaching model and collaborative model of service delivery. Supplemental instruction provided in a pull-out setting does not supplant the instruction provided in the general education classroom.

General Education Teacher Roles/Responsibilities	Special Education Teacher Roles/Responsibilities
<ul style="list-style-type: none"> ● Oversee all general education instruction ● Provide accommodations and modifications needed for all students to enable access (as described in the IEP) ● Engage regularly and frequently with special education staff to assist with the understanding of implementing special education supports and services 	<ul style="list-style-type: none"> ● Provide SDI that aligns with the individual student needs and the Iowa Core ● Monitor progress on roster student's IEP goals ● Understand and implement high-quality differentiation and instructional practices ● Assist with finding available resources ● Engage regularly and frequently with general education staff to assist with the understanding of implementing special education supports and services

K-12 Reverse Consultation Services: Reverse consultation services are defined as direct specially designed instruction provided to an individual student with a disability or to a group of students with disabilities by a certified special education teacher in a special education setting to aid the student(s) in accessing the general education content area instruction. A general education teacher licensed in the core content area collaborates with a special education teacher to jointly plan lessons and instructional strategies. The general education teacher supervises the curriculum and is responsible for assigning student grades. The special education teacher is responsible for providing direct instruction. Both teachers are responsible for on-going progress monitoring and formative assessment. Reverse consultation is a model of service delivery used only with a small number of students who exhibit significant cognitive or behavioral skill deficits, yet are expected to achieve district standards rather than alternative standards. Documentation of regular and frequent consultation, joint planning and assessment of student progress is required.

K-12 Special Class: Special class services are defined as direct specially designed instruction provided to an individual student with disability or a group of students with disabilities by a certified special education teacher to provide instruction which is tied to the general education curriculum, but has been modified to meet the unique needs of the student(s) in a self-contained setting (including, but not limited to special classes, special schools, home instruction, and instruction in hospitals and institutions). This means the student is receiving his or her primary instruction separate from non-disabled peers.

Notes:

- Students may receive different services at multiple points along the continuum based on the IEP.
- The district will provide access to this continuum for all eligible individuals based on their IEP.
- Services may be provided within the district or through contractual agreement with other districts and/or agencies.
- The continuum includes services for eligible individuals ages 3-21.

Preschool Program Standards

The district will provide a full continuum of early childhood placements to children who are eligible for instructional IEP services. These early childhood placements will provide instructional services that adhere to one or more of the following Preschool Standards: or

1. Iowa Quality Preschool Program Standards (QPPS);
2. Head Start Program Performance Standards; or
3. National Association for the Education of Young Children (NAEYC) Accreditation.

2) How will caseloads of special education teachers be determined and regularly monitored?

Purpose: This requirement exists to ensure that teacher caseloads do not become unmanageable in a manner that would compromise the provision of services prescribed in the IEPs.

Caseloads will be tentatively set in the spring for the following year. Caseloads may be modified based on summer registration and actual fall enrollments. Individual district special education teachers and building principals will review caseloads at least twice during the school year.

In determining special education teacher caseloads, the East Buchanan Community School District will use the following values to assign points to the programs of each eligible individual receiving an instructional program in the district.

The targeted goal for the East Buchanan Community School District is to maintain teacher caseloads at no more than 18 total points. Consideration will also be given to services provided to students not on a teacher's caseload. If a teacher's caseload exceeds this number, the teacher and the principal will meet to discuss whether the teacher is able to provide services and supports specified in his or her students' IEPs. If the teacher is able to do so, no further action is needed. If the teacher is unable to provide the services and support specified in his or her students' IEPs, a plan of action will be developed. If the teacher is not satisfied that the plan of action will meet the requirements of his or her students' IEPs, the teacher may initiate the process for resolving caseload concerns that is described in this plan.

Value	Description of Services
1.0	The student's IEP documents services of special education instructional staff or supplemental aids and services resulting in a Level 1 weighted enrollment.
1.5	The student's IEP documents services of special education instructional staff or supplemental aids and services resulting in a Level 2 weighted enrollment.
2.0	The student's IEP documents services of special education instructional staff or supplemental aids and services resulting in a Level 3 weighted enrollment.

Note: Early childhood programs will meet criteria for maximum class size of 20 and teacher to child ratio of 1:10, according to preschool program standards.

What procedures will a special education teacher use to resolve caseload concerns?

Purpose: The purpose of this requirement is to ensure that special education teachers have a way to request a review of situations that have not been addressed by the caseload review process.

Individual LEA special education teachers with their building principal and/or special education coordinator will review caseloads at least twice per year. In addition to scheduled reviews, caseload will also be reviewed under the following circumstances:

- When a specified caseload limit is exceeded. If the caseload limit is or will be exceeded by 10% for a period of 6 weeks, then a review may be requested in writing.
- When a teacher has a concern about his or her ability to effectively perform the essential functions of his or her job due to caseload.

Special education teachers are expected to engage in informal problem solving with their AEA 267 team representative and building principal prior to submitting a formal request for caseload review.

Requesting a Caseload Review

- All requests must be in writing.
- Requests should initially be given to an individual's principal.
- The Central Rivers Special Education Consultant will be appointed to serve as the reviewer in collaboration with the building principal
- The person requesting the review is responsible for gathering relevant information to support their request. This information might include, but is not limited to:
 - Number of IEPs
 - Teacher's schedule and instructional grouping
 - Collaboration and co-teaching assignments
 - Number of Goal areas per student
 - Behavior Needs

Procedural Steps

1. Informal problem solving strategies in relation to caseload concerns have been exhausted.
2. A written request for caseload review is submitted to the principal.
3. The request is reviewed for clarification with the principal. The principal tries to resolve the concern at this point.
4. If the caseload concerns cannot be satisfactorily resolved, the request is then sent to the Special Education Consultant.
5. Within 15 working days, the Special Education Consultant will review and give a recommendation to the administration.
6. Upon receipt of the Special Education Consultant's recommendation, the principal will review the information and discuss it with the individual teacher.
7. Within 10 working days, the principal will meet with the individual teacher and provide a written determination.
8. If the individual teacher does not agree with the determination, he or she may appeal to the Elementary Principal (secondary teachers) or the Secondary Principal (elementary teachers).
9. The District Superintendent and Principals will meet with personnel involved and will provide a written decision.
10. If the teacher requesting review does not agree with the written determination made by the district superintendent, the teacher may appeal to the Central Rivers Director of Special Education.

11. The Director of Special Education or designee will meet with personnel involved and render a written decision.

How will the delivery system for eligible individuals meet the targets identified in the state's performance plan and the LEA determination as assigned by the state? What process will be used to evaluate the effectiveness of the delivery system for eligible individuals?

Purpose: Dependent upon any needs indicated by data or determination assigned by the State, the district will examine the District Developed Plan to determine if a revision to the plan is warranted in order to affect the desired change.

Purpose

Depending upon any needs indicated by data or determination assigned by the State, the district will examine the District Developed Plan to determine if a revision to the plan is warranted in order to effect the desired change.

Individual

Individual student progress on IEP goals will be reviewed and discussed on a regular and ongoing basis by the special education and general education teacher(s) along with the AEA special education consultant and school administrator as appropriate. The purpose of this review is to determine if adequate progress is being made, if any adjustment in instruction is needed, or if other targeted or intensive interventions are needed. (Note: changes in goals, proficiency criteria, or LRE must occur through an IEP team meeting).

School

The elementary, middle school and high school will review student progress monitoring, formative, and/or summative evaluations. The IEP subgroup growth and achievement data will be reviewed and discussed by teams which include both special education and general education teachers. Each school will develop a school-based plan to close the achievement gap. These plans will be monitored on a regular basis at the school level and at the district level at least annually. In the event that this process created the need to revise the DDSDP, the district will follow the process to revise and readopt the DDSDP.

District

The East Buchanan Community School District will examine Every Student Succeeds Act (ESSA) data, district-wide assessment data, and student progress on IEP goals to determine the effectiveness of the service delivery plan. If the district meets the requirements or shows growth in each area, the delivery system will be considered effective. If the district does not meet the requirements, the district will work in collaboration with the State and Central Rivers AEA to develop an action plan.

Assurances

- The district assures it provides a system for delivering instructional services including a full continuum of services and placements to address the needs of eligible individuals aged 3 to 21 and shall provide for the following:
 - The provision of accommodations and modifications to the general education environment and program, including modification and adaptation of curriculum, instructional techniques and strategies and instruction materials.

- The provision of specially designed instruction and related activities through cooperative efforts of the special education teachers and general education teachers in the general education classroom.
- The provision of specially designed instruction to eligible individuals with similar special education instructional needs organized according to the type of curriculum and instruction to be provided, and the severity of the educational needs of the eligible individuals served.
- The district assures the DDSDP was developed by a committee that included parents of eligible individuals, special education teachers, general education teachers, administrators, and at least one Central Rivers AEA representative.
- The district ensures the AEA Special Education Director verified the delivery system is in compliance with the Iowa Administrative Rules of Special Education.
- The district ensures the school board has approved the DDSDP for implementation.

East Buchanan Community School Special Education Delivery Plan 2023-2024

Reviewed by the Committee on Monday, November 6th, 2023

Approved by the East Buchanan School Board on Wednesday, November 8th, 2023

Policy Updates per Iowa Association of School Boards - 2023 Fall Updates and January 26, 2023 Policy Primer

216.02 – Board of Directors’ Member Development and Training

This sample policy language was updated to reflect the updates to IASB’s Annual Board Awards program, and to provide further clarity on the purpose of this policy.

401.01 – Equal Employment Opportunity – added “Prior to a final offer of employment the school district will perform the background checks required by law. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived. The district will perform repeat background checks on applicable employees as required by law.”

401.7 – Employee Travel Compensation – Based on a conversation with the auditor, the business manager is requesting the addition of “Meals will not be reimbursed for one-day meetings, unless they require overnight travel, exceptions may be made by administration for unusual circumstances.”

605.3R1 – Reconsideration of Instructional and Library Materials Regulation - In item 10a, the number of reconsideration committee members was updated to reflect the correct number of members after the student members were previously removed from this regulation in accordance with legislative changes.

607.01 – Student Guidance and Counseling Program

This policy language was updated to reflect the proper licensing state agency, and the correct name of school counselors.

701.05 – Fiscal Management – This new policy provides guidance to boards on the basic fiscal oversight expectations for the board-administrative team. The policy language is designed to reflect best practice expectations for what the board will review and understand related to the district’s financial status. Some language in this policy should be customized to reflect the district’s practices.

701.05R1 – Financial Metrics – This new regulation is intended to accompany the new policy on fiscal management. This regulation describes and defines the data points the board will utilize in understanding the financial outlook of the district.

705.01 – Purchasing – Bidding - This policy removes some outdated language no longer required of districts.

705.01R2 – Using Federal Funds in Procurement Contracts – added language required of all entities receiving federal funds related to the prohibition on telecommunications and surveillance services or equipment from specified prohibited vendors.

804.07R1 – Radon Mitigation Regulation – added “Repeated short-term testing will occur every five years following the date of the first test.”

The following will be reviewed by the board beginning in January 2024 as part of the board’s scheduled policy review series:

- 503.01 – Student Conduct
- 503.01R1 – Student Suspension
- 503.02 – Expulsion
- 503.08R1 – Student Threats of Violence and Incidents of Violence Regulation

BOARD OF DIRECTORS' MEMBER DEVELOPMENT AND TRAINING

High achieving school boards work as a team to create high expectations for all students. Board learning is foundational to creating this solid governance structure focused on student learning for school boards. The board may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions.

The board will work closely with the Iowa Association of School Boards and encourage the board members to participate in conferences **qualifying learning opportunities** to achieve the ~~Better~~ **Boardsmanship Annual Board Award**.

Legal Reference: Iowa Code §§ 279.8, .38.

Cross Reference: 216.1 Association Membership

Approved July 14, 2004

Last Reviewed: January 8, 2020

EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

Prior to a final offer of employment the school district will perform the background checks required by law. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived. The district will perform repeat background checks on applicable employees as required by law.

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

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

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

<http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

EQUAL EMPLOYMENT OPPORTUNITY

NOTE: This is a mandatory policy and reflects the law. The district must perform an initial background check on all employees 18 years of age and older. For some licensed employees, background checks must be performed every five years.

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

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

Approved: January 11, 2006
Last Reviewed: February 8, 2023

EMPLOYEE TRAVEL COMPENSATION

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

Travel Outside the School District

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

Reimbursement for actual and necessary expenses may be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed, itemized receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim. **Meals will not be reimbursed for one-day meetings, unless they require overnight travel, exceptions may be made by administration for unusual circumstances.**

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

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

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

Travel Within the School District

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

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

EMPLOYEE TRAVEL COMPENSATION

Use of District-Owned Vehicles

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

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

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

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

Approved: March 8, 2000

Last Reviewed: February 8, 2023

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 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 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.
- 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.
 2. Each attendance center and the school district's central administrative office will keep on hand and make available Request for Reconsideration of Instructional and Library Materials Forms.
 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 is signed by the individual and filed with the building-level principal.
 4. The building-level principal will promptly file the objection with the Superintendent for re-evaluation.
 5. The superintendent will convene a reconsideration committee within two weeks of receipt of the Reconsideration Form.

RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

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~~ **six** 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.
 - 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.
 - 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 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.

RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

- 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 Superintendent of the status of the reconsideration request throughout the reconsideration process. The individual filing the challenge and known interested parties are given appropriate notice of meetings as required by law.
- k. Following the superintendent's decision with respect to the committee's recommendation, the individual may appeal the decision to the board for review.
- 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.
- 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 consolidate related challenges, or decline to hear multiple challenges to the same materials. Generally, the committee will not hear subsequent challenges to the same materials within the same school year.

STUDENT GUIDANCE AND COUNSELING PROGRAM

The board will provide a student guidance and counseling program. The ~~guidance~~ **school** counselor will be certified with the Iowa ~~Department of Education~~ **Board of Educational Examiners** and hold the qualifications required by the board. The guidance and counseling program will serve grades kindergarten through twelve. The program will assist students with their personal, educational, and career development. The program is coordinated with the education program and will involve licensed employees.

Legal Reference: Iowa Code § 280.14; 622.10
281 I.A.C. 12.3(11).

Cross Reference: 604.4 Program for At-Risk Students

Approved February 18, 2008
Last Reviewed March 13, 2013

FISCAL MANAGEMENT

The Board recognizes its fiduciary responsibility to oversee the management of school district funds in keeping with the school district vision, mission and goals. To achieve this purpose, the board may engage in learning about the financial needs, operations and requirements of the district as appropriate for the board's understanding of the district's financial position. The Board also commits to engaging in annual financial goal setting for the district based upon measurable data and projections for the district.

After the fiscal year has closed, the Superintendent or their designee will provide to the Board concise, timely, well organized financial data. The Board will exercise its oversight responsibilities by reviewing relevant PK-12 public education sector indicators to understand the financial trends of the district.

The board will establish and review financial goals annually. The District will measure whether these goals were obtained as of June 30, but only after completion of the Certified Annual Report due September 15th each year.

Providing the best possible educational experience for all students and meeting federal, state, and local academic goals for each student requires maximizing General Fund resources for use in the instructional program. The board may request from the School Budget Review Committee (SBRC) additional modified spending authority (MSA) where it may be available for items such as:

- Special education deficit balances
- Advances to support increasing student enrollment
- Supports for students identified as English Learners
- At risk / dropout prevention programming
- Initial staffing associated with opening new buildings or programs
- Any other lawful purpose

Any award of modified supplement amount will be levied as a cash reserve based on the recommendation of the superintendent/designee and approved by the Board of Education in keeping with the fiscal management performance measures provided for in district policy.

Legal Reference: *Iowa Code §§ 257.7, 31; 279.8*

NOTE: Districts should include any optional uses of MSA the district uses to the bulleted list.

I.C. Iowa Code

Iowa Code § 257.31

DescriptionFinance Program - Committee

Iowa Code § 279.8

Directors - General Rules - Bonds of Employees

Iowa Code § 257.7

Authorized Expenditures

Adopted: _____

FISCAL MANAGEMENT – FINANCIAL METRICS

The following relevant PK-12 public sector indicators will be provided to the Board annually to better understand the financial trends of the district. These indicators will be an accurate depiction as of June 30th of the preceding fiscal year and will depict at a minimum of *[insert number]* years of data.

- Total revenues and expenditures by fund and major sources;
- Financial Solvency Ratio - assigned plus unassigned fund balances divided by total revenue minus AEA flow through;
- Unspent Authorized Budget Ratio - amount of maximum spending authority left at year end after deducting the general fund expenditures incurred during the year;
- Unspent Authorized Balance Ratio Net of Restricted Fund Balances (Categorical Fund Balances) - amount of maximum spending authority left at year end after deducting both the general fund expenditures incurred during the year and the total restricted fund balances (categorical fund balances) at year end;
- Enrollment Trend - funding follows the student so it is important to understand district enrollment numbers;
- Staff costs as a percent of total general fund.

Financial Projections

Five-year financial projections of the general fund will be prepared and updated annually. The general fund is the operating fund of the district where the majority of salaries and benefits are funded. Projections will help the board determine sustainability of the annual operating budget and help make future budgetary decisions.

The District is committed to utilizing the following financial metrics in determining district financial goals:

1. Unspent Authorized Budget Ratio: Maintain unspent authorized budget ratio within the *[X-X%]* target range. *[Optional language of a higher range with an explanation of the reason-for example, our board feels a higher solvency range of X-X% is our district's target due to our large number of net open enrolled in students].* The current year's projected balance will be discussed with the Board before staffing and other spending decisions are finalized for the succeeding year.
2. Unspent Authorized Budget Net of Restricted Fund Balances (Categorical Balances): Maintain unspent authorized budget ratio net of restricted fund balances (categorical balances) within the *[X-X]* % target range. The district will attempt to spend the restricted (categorical) annual allocation in the year received to the extent possible.
3. Solvency Ratio: Maintain an unrestricted, uncommitted general fund balance within the *[X-X]* % target range with *[X]* % being a minimum goal. The current year's projected balance will be discussed with the Board before establishing the succeeding year's cash reserve levy and before staffing and other spending decisions are finalized.
4. *[Optional: The District will take reasonable steps to achieve a total general fund balance at least equal to its unspent authority. This enables the District to cash flow its legal spending limit].*

Legal Reference: Iowa Code § 257.31; Iowa Code § 279.8; Iowa Code § 257.7

Adopted: _____

Board Policy East Buchanan Community Schools

PURCHASING – BIDDING

The board supports economic development in Iowa, particularly in the school district community. As permitted by law, purchasing preference will be given to Iowa goods and services from locally-owned businesses located within the school district or Iowa based companies if the cost and other considerations are relatively equal and meet the required specifications. However, when spending federal Child Nutrition Funds, geographical preference is allowed only for unprocessed agricultural food items as a part of response evaluation. Other statutory purchasing preferences will be applied as provided by law, including goals and reporting with regard to procurement from certified targeted small businesses, minority-owned businesses, and female owned businesses.

Prior to August 15 of each year and after analyzing the school district's anticipated procurement level for the current fiscal year, the school board will set a goal of ten percent of the anticipated procurement level to be purchased from certified targeted small businesses. In determining the procurement level, the cost of utilities (heat, electricity, telephone and natural gas) and employees' costs will not be included. After the goal has been established, the superintendent will file the required Targeted Small Business Procurement form with the Department of Education by August 15.

By July 31 of each year, the superintendent will file a report with the Department of Education outlining purchases of goods and services from targeted small businesses for the previous fiscal year.

The school board and superintendent will encourage targeted small businesses which are not certified with the Department of Inspections and Appeals to become certified targeted small businesses.

Goods and Services

The board shall enter into goods and services contract(s) as the board deems to be in the best interest of the school district. It shall be the responsibility of the superintendent to approve purchases, except those requiring board approval as described below or as provided by in law. The superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment, accessories, or attachments with an estimated cost of \$50,000 or more.

Purchases for goods and services shall conform to the following:

- The superintendent shall have the authority to authorize purchases without prior board approval and without competitive request for proposals, quotations, or bids for goods and services up to \$5,000.
- For goods and services costing at least \$5,000 and up to \$25,000, the superintendent shall receive proposals, quotations, or bids for the goods and services to be purchased and shall have the authority to authorize purchases without prior board approval. The quotation process may be informal, and include written or unwritten quotations.
- For goods and services exceeding \$25,000 the competitive request for proposal (RFP) or competitive bid process shall be used and received prior to board approval. RFPs and bids are formal, written submissions via sealed process.

In the event that only one quotation or bid is submitted, the board may proceed if the quotation or bid meets the contract award specifications. The contract award may be based on the total cost considerations including, but not limited to the following:

- The cost of the goods and services being purchased;
- Availability of service and/or repair;
- The targeted small business procurement goal and other statutory purchasing preferences;
and
- Other factors deemed relevant by the board.

The Board may elect to exempt certain professional services contracts from the thresholds and procedures outlined above.

The thresholds and procedures related to purchases of goods and services do not apply to public improvement projects.

Public Improvements

The board shall enter into public improvement contract(s) as the board deems to be in the best interest of the school district. 'Public improvement' means "a building or construction work which is constructed under the control of a governmental entity and for which either of the following applies: (1) has been paid for in whole or in part with funds of the governmental entity; (2) a commitment has been made prior to construction by the governmental entity to pay for the building or construction work in whole or in part with funds of the governmental entity. This includes a building or improvement constructed or operated jointly with any public or private agency."

The district shall follow all requirements, timelines, and processes detailed in Iowa law related to public improvement projects. The thresholds regarding when competitive bidding or competitive quotations is required will be followed. Competitive bidding is required for public improvement contracts exceeding the minimum threshold stated in law. Competitive quotations are required for public improvement projects that exceed the minimum threshold amount stated in law, but do not exceed the minimum set for competitive bidding. The board shall approve competitive bids and competitive quotes. If the total cost of the public improvement does not warrant either competitive bidding or competitive quotations, the district may nevertheless proceed with either of these processes, if it so chooses.

The award of all contracts for the public improvement shall be awarded to the lowest responsive, responsible bidder. In the event of an emergency requiring repairs to a school district facility that exceed bidding and quotation thresholds, please refer to policy 802.3 – Emergency Repairs.

The district shall comply with all federal and state laws and regulations required for procurement, including the selection and evaluation of contractors. The superintendent or designee is responsible for developing an administrative process to implement this policy, including, but not limited to, procedures related to suspension and debarment for transactions subject to those requirements.

Legal Reference: Iowa Code §§ 26; 28E; 72.3; 73; 73A; 285; 297; 301.
261 I.A.C. 54.
281 I.A.C. 43.25.

Cross Reference: 705.04 Expenditures for a Public Purpose
705.04-R(1) Expenditures for a Public Purpose - Use of Public Funds Regulation
801.04 Site Acquisition
802.03 Emergency Repairs
803.01 Disposition of Obsolete Equipment
803.02 Lease, Sale or Disposal of School District Buildings & Sites

Approved March 12, 2008

Reviewed November 15, 2017

Revised Jan 13, 2016; November 15, 2017; August 12, 2020; March 9, 2022

PURCHASING – BIDDING - USING FEDERAL FUNDS IN PROCUREMENT CONTRACTS

In addition to the District's standard procurement and purchasing procedures, the following procedures for vendors/contractors paid with federal funds are required. When federal, state, and local requirements conflict, the most stringent requirement will be followed.

2 CFR Part 200, Subpart D Subsection §200.318 (c)(1)

No District employee, officer, or agent may participate in the selection, award and administration of contracts supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. District officers, employees, and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, for situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value, district employees must abide by all relevant board policies. Violation of this requirement may result in disciplinary action for the District employee, officer, or agent.

2 CFR Part 200, Subpart D Subsection §200.320 (e)(1-4)

Procurement for contracts paid with federal funds may be conducted by noncompetitive (single source) proposals when one or more of the following circumstances apply: (1) the item is only available from a single source; (2) public exigency or emergency will not permit the delay resulting from competitive bids; (3) the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or (4) after solicitation of a number of sources, competition is inadequate.

2 CFR Part 200, Subpart D Subsection §200.321

The District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (1) placing such businesses on solicitation lists; (2) soliciting such businesses whenever they are potential sources; (3) when economically feasible, dividing contracts into smaller tasks or quantities to allow participation from such businesses; (4) establishing delivery schedules that encourage participation by such businesses; (5) when appropriate, utilizing the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) requiring the primary contractor to follow steps (1) through (5) when subcontractors are used.

The district will include the following provisions in all procurement contracts or purchase orders include the following provisions when applicable:

2 CFR Part 200 Appendix II

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal

Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

§200.216 Prohibition on certain telecommunications and video surveillance services or equipment

(a) The district is prohibited from obligating or expending loan or grant funds to:

1. **Procure or obtain;**
2. **Extend or renew a contract to procure or obtain; or**
3. **Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public law 115-232, section 889, covered telecommunications equipment is telecommunications equipment**

produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

i. For purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunication equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

ii. Telecommunications or video surveillance services provided by such entities or using such equipment.

iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence of the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned by or controlled by, or otherwise connected to, the government of a foreign country.

(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115-232, section 889 for additional information.

(d) See also §200.471.

Legal Reference:	Iowa Code § 26	Bidding
	Iowa Code § 285	Transportation Aid
	Iowa Code § 28E	Joint Exercise of Government Power
	Iowa Code § 297	School Houses/Sites
	Iowa Code § 301	Textbooks
	Iowa Code § 73A	Public Contracts and Bonds
	Iowa Code § 73 Preferences	
	Iowa Code §72.3	Divulging Contents of Sealed Bids
	261 I.A.C. 54	Economical Development - Iowa TSB Program
	281 I.A.C. 43.25	Transportation - Purchasing
Cross References	705.04	Expenditures for a Public Purpose
	801.04	Site Acquisition
	802.03	Emergency Repairs
	803.01	Disposition of Obsolete Equipment
	803.02	Lease, Sale or Disposal of School District Buildings & Sites

Approved March 9, 2022

Last Reviewed: _____

RADON MITIGATION

The district will create and the board will approve a plan to assess levels of radon gas present in district attendance centers. Funding for any costs related to radon testing or mitigation will be paid from the state school foundation aid received to the district or from revenues received from the Secure an Advanced Vision for Education fund.

Each district attendance center will undergo a short-term test for the presence of radon gas at least once by July 1, 2027. Short-term test means a test using a device that remains in an area for two to seven days to determine the amount of radon in the air. **Repeated short-term testing will occur every five years following the date of the first test.**

Radon testing will be performed by an individual certified to conduct such testing pursuant to Iowa Code section 136B.1 or by district employees who have completed a school radon testing training program approved by the Iowa Department of Education and the Iowa Department of Public Health.

If the results of any short-term test at an attendance center are at or above four picocuries per liter, the district will conduct a second short-term test in spaces with elevated levels within sixty days of the first test. If the averaged test results of the first and second tests are at or above four picocuries per liter, the district will retain an individual credentialed to develop a radon mitigation plan.

The plan may include further diagnostic testing, corrective measures, and active mitigation. The mitigation plan will be completed within two years of first short-term test unless the district plans to abandon or renovate the attendance center within five years and renovation includes radon mitigation.

All new school construction will include radon resistant construction techniques.

Adopted: 08-10-2022

Last Reviewed: