

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
AGENDA - Regular School Board Meeting
December 13, 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 November 8, 2023
 - b. Personnel Changes
 - c. Early Graduation Requests
 - d. List of Bills
 - e. Financial Reports
5. Action Agenda
 - a. Board Policy Review - 1st reading
 - 505.8 and 505.8R1 - Parent and Family Engagement District-Wide Policy and Regulation (Formerly Parental Involvement)
 - b. Board Policy Review - 2nd reading
 - 216.2 - Board of Directors' Member Development and Training
 - 401.1 - Equal Employment Opportunity
 - 401.7 - Employee Travel Compensation
 - 505.3R1 - Reconsideration of Instructional and Library Materials Regulation
 - 607.1 - Student Guidance and Counseling Program
 - 705.1 - Purchasing - Bidding
 - 705.1R2 - Using Federal Funds in Procurement Contracts
 - 804.7R1 - Radon Mitigation Regulation
 - 505.8 and 505.8R1 - Parent and Family Engagement District-Wide Policy and Regulation
 - c. Examine and settle FY23 financial reports
 - d. Official canvass of election results
 - e. Appreciation of outgoing board member(s)
 - f. Appointment of board secretary as President Pro-tem
6. Adjournment of retiring board

7. Call to order for the Organizational meeting by president pro-tem
 - a. Oath of office to new member(s)
 - b. Election of President
 - c. Election of Vice-President
 - d. Appoint Board Secretary
 - e. Appoint Board Treasurer
 - f. Appoint Legal Counsel
 - g. Approve Official Depositories
 - h. Name Official Publication

- i. Establish dates and times of regular meetings of the board
 - j. Appoint two board representatives to employee handbook committee
 - k. Appoint two board representatives for negotiations committee
 - l. Appoint one board member to Buchanan County Conference Board
8. Community/Program Presentations
9. Administrative Updates & Reports
 - a. Jacklyn Letzring - Elementary Update
 - b. Eric Dockstader - Secondary Update
 - c. Dan Fox - District Update
 - d. Facilities Update
10. Action Agenda
 - a. District Career and Academic Plan (DCAP)
 - b. SBRC Application for Increased Enrollment, Open Enrollment Out, and EL Instruction Beyond 5 years MSA
 - c. SBRC Application for At-Risk/Dropout MSA
 - d. School Improvement Advisory Committee (SIAC) Meeting Minutes
 - e. Schedule work session
11. At the Board Table Exercises
12. #BucPride
13. Student Questions
14. Closed Session - Iowa Code 21.5(1)(a) To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for the board's possession or receipt of federal funds.
15. Closed Session Action
16. Adjourn

4a

**East Buchanan Community School District
Regular Board Meeting Minutes – November 8, 2023**

Call to Order - President Andy Sperflage called the meeting to order at 5:02 pm. The board recited the East Buchanan Mission Statement. Board members present were Scott Cooksley, Tim Recker, Andy Sperflage, Heather Steffens, and Shawn Stone. Administration attending were Superintendent Dan Fox, HS/MS Principal Eric Dockstader, Elementary Principal Jacklyn Letzring, and Business Manager/Board Secretary Teresa Knipper. Several visitors attended the meeting. Motion carried with all ayes unless otherwise noted.

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

Approve Consent Agenda - Motion by Cooksley, second by Recker to approve the consent agenda. Items included on the Consent Agenda: minutes from the regular meeting on October 11, 2023; hiring of Adam Riniker, Justin Shaffer, and Kyle Fank as winter performance coaches; hiring of Erica Kortenkamp as HS assistant girls basketball coach and Ashley Fogle as musical director; resignations of Andrea Young as HS volleyball coach, Trenton Robinson as softball coach, and Carla Becker as business teacher; expenditures listed; and financial reports.

Administrative Updates and Reports – Letzring reported that preschool went to Fontana and grades 5-6 went to Gallagher-Bluedorn Performing Arts Center for field trips, grades 1-4 went through the haunted stage organized by the MS Lighthouse team, that there was an elementary Halloween parade, the 5th grade led the Leader in Me assembly, the Leader in Me leadership team set goals, and the math curriculum is going well. Dockstader reported that Mr. Machacek organized the haunted stage with the lighthouse team and 8th grade has been selected for the National Assessment of Educational Progress (NAEP) which will be in February. Fox reported we still have staffing issues with needing to replace the business teacher and HS/MS vocal teacher positions, the new bus driver starts soon, a meeting will be held regarding the sports complex to finalize the project, and that it would cost \$91,000 to get a plan to install air conditioning in the high school and middle school. Fox suggested a work session in January to discuss bullying since the 500 policy series will be reviewed this year.

AEA Board of Directors – Motion by Steffens, second by Cooksley to vote Yes for candidate Dennis Craun, Jr to represent Director District #9.

Shared Personnel Agreement – Motion by Stone, second by Recker to approve the Librarian/Media Specialist Shared Personnel Agreement with Dunkerton CSD for the 23-24 school year as presented.

SBRC Application for Lied Center special education costs – Motion by Steffens, second by Stone to approve the application to the SBRC in the amount of \$770.88 for special education administrative costs associated with the Lied Center Consortium for the 2024-2025 school year.

SBRC Application for River Hills special education costs – Motion by Recker, second by Stone to approve the application to the SBRC in the amount of \$4,805.54 for special education administrative costs associated with the River Hills Consortium for the 2024-2025 school year.

Return to Learn Plan – Motion by Stone, second by Recker to approve the plan as presented by Fox.

Special Education Service Delivery Plan – Motion by Steffens, second by Cooksley to approve the plan as presented by Fox.

Board Policy Review – Motion by Steffens, second by Stone to approve the first reading of policies 216.2, 401.1, 401.7, 605.3R1, 607.1, 705.1, 705.1R2, and 804.7R1 with policies 701.5 and 701.5R1 tabled.

#BucPr1de – The performance coach position is an asset. Shout-out to the students that organize the assemblies, to Noah Valenzuela running at state cross country and then playing in the football game the same day, and to the football team making the playoffs.

Student Questions – Students asked how credits are affected when going from trimester to semester, if seniors have to take ISASP, and about the proposal for air conditioning.

Adjourn – Motion by Steffens, second by Stone to adjourn the meeting at 5:44 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 |
|-------------|----------------|---|-------------------------------|-------------|------------------|
| 12/13/2023 | Sherry Plein | Hire | Food Service Worker | | 11/13/2023 |
| 12/13/2023 | Dan Fox | Resignation with Retirement Application | Superintendent | | 06/30/2024 |
| 12/13/2023 | Christina Dale | Hire | Study Hall Associate | | 1/3/2024 |
| 12/13/2023 | Keaton Kelly | Hire | MS Football | | 2023 season |
| 12/13/2023 | Keaton Kelly | Hire | Asst HS Boys Basketball (60%) | | 2023-2024 season |
| 12/13/2023 | Lee White | Hire | Asst HS Boys Basketball (40%) | | 2023-2024 season |

EAST BUCHANAN COMMUNITY SCHOOLS

ADMINISTRATION

Daniel J. Fox
Superintendent
 Eric Dockstader
Secondary Principal
 Jacklyn Letzring
Elementary Principal
 Teresa Knipper
Board Secretary/Business Manager



414 5TH STREET NORTH
 WINTHROP, IOWA 50682

PHONE: (319) 935-3367
 FAX: (319) 935-4575

<http://www.eastbuchananschools.com>
 @EB_Bucs #BucPrIde



BOARD OF EDUCATION

Andy Sperflage
President
 Heather Steffens
Vice President
 Scott Cooksley
 Tim Recker
 Shawn Stone

December 7, 2023

Early Graduation Applicants

The seniors listed below have applied for early graduation. They will graduate on February 27, 2024, at the end of trimester 2 if they have earned the required credits, reached the necessary 58 credits and their request is approved by the East Buchanan School Board.

- Lynette Lindsay
- Leo Decker
- Ryley Melka
- Christina Hogan
- Drew Randall
- Logan Yearous
- Henry Bockenstedt
- Cora Reed
- Coltyn Torres
- Justyn Butville

Thank you.

Kelly Henderson, Counselor
 Eric Dockstader, MS/HS Principal

4d

| <u>Vendor ID</u> | <u>Vendor Name</u> | <u>Description</u> | <u>Invoice Amount</u> |
|------------------|----------------------------|---------------------------------|-----------------------|
| ACMETOOL | ACME TOOLS - CEDAR RAPIDS | IND ARTS SUPPLIES | 208.00 |
| | | | 208.00 |
| ADVELIGH | ADVENTURE LIGHTING | ELECTRICAL SUPPLIES | 574.14 |
| | | | 574.14 |
| AGVAFS | AgVantage FS | GREENHOUSE LP | 459.24 |
| | | | 459.24 |
| ALLIUTIL | ALLIANT ENERGY | GAS/ELECTRIC | 12,169.93 1 |
| | | | 12,169.93 |
| BARNNOBLCC | Barnes & Noble College | HS College/PSEO Textbooks | 2,626.48 |
| | | | 2,626.48 |
| BLACKHAWK | BLACK HAWK WAST DISP, INC. | GARBAGE | 682.00 |
| | | | 682.00 |
| BOWETIFF | Bowers, Tiffany | MILEAGE | 430.99 |
| | | | 430.99 |
| BUCHAUDI | BUCHANAN COUNTY AUDITOR | ELECTION FEE | 2,153.79 * |
| | | | 2,153.79 |
| BUILDREAD | Building a Reader | PD for Guided Reading 2023-2024 | 6,500.00 |
| | | | 6,500.00 |
| CAMPSUPP | CAMPBELL SUPPLY CO | IND ARTS SUPPLIES | 148.11 |
| | | | 148.11 |
| AEDSUPER | Cardio Partners Inc | AED pads | 474.00 * |
| | | | 474.00 |
| CDWG | CDW GOVERNMENT, INC | TECH SUPPLIES | 199.00 |
| CDWG | CDW GOVERNMENT, INC | PURCHASED SERVICE | 704.43 |
| CDWG | CDW GOVERNMENT, INC | Google License | 3,060.00 |
| | | | 3,963.43 |
| CEDAFALL | CEDAR FALLS CSD | CONSORTIUM BILLING | 28,259.80 |
| | | | 28,259.80 |
| CHASCARD | CHASE CARD SERVICES | Groceries for Class | 274.96 |
| CHASCARD | CHASE CARD SERVICES | AMAZON | 71.98 |
| CHASCARD | CHASE CARD SERVICES | AMAZON | 4.24 |
| CHASCARD | CHASE CARD SERVICES | Library Books | 32.27 |
| CHASCARD | CHASE CARD SERVICES | AMAZON | 93.75 |
| CHASCARD | CHASE CARD SERVICES | AMAZON | 179.97 |
| CHASCARD | CHASE CARD SERVICES | AMAZON-B&G SUPPLIES | 365.82 |
| CHASCARD | CHASE CARD SERVICES | WalMart Order | 103.31 |
| CHASCARD | CHASE CARD SERVICES | AMAZON-TRANSP SUPPLIES | 33.37 |
| CHASCARD | CHASE CARD SERVICES | AMAZON | 177.75 |
| CHASCARD | CHASE CARD SERVICES | AMAZON | 291.82 |
| CHASCARD | CHASE CARD SERVICES | AMAZON-SUPPLIES | 52.98 |
| CHASCARD | CHASE CARD SERVICES | AMAZON-SUPPLIES | 21.61 |

| <u>Vendor ID</u> | <u>Vendor Name</u> | <u>Description</u> | <u>Invoice Amount</u> |
|------------------|------------------------------|----------------------------------|-----------------------|
| CHASCARD | CHASE CARD SERVICES | LESSONPIX | 36.00 |
| CHASCARD | CHASE CARD SERVICES | GAS | 316.79 |
| | | | 2,056.62 |
| CITYLAUN | CITY LAUNDERING CO. | TRANSPORTATION PURCHASED SERVICE | 53.56 |
| | | | 53.56 |
| CITYWINT | CITY OF WINTHROP | WATER/SEWER | 727.35 1 |
| | | | 727.35 |
| CJCOOP | CJ COOPER & ASSOCIATES, INC. | SCREENING TESTS | 70.00 |
| | | | 70.00 |
| COLLBOARD | CollegeBoard | AP EXAMS | 136.80 |
| | | | 136.80 |
| COPYSYST | COPY SYSTEMS INC | COPIER MAINTENANCE | 1,193.64* |
| | | | 1,193.64 |
| DKPRODUCTS | D & K Products | B&G SUPPLIES | 790.00 |
| | | | 790.00 |
| DUNKERTO | DUNKERTON SCHOOL DISTRICT | SHARED LIBRARIAN | 1,790.06 |
| | | | 1,790.06 |
| EBTELEPH | EAST BUCHANAN COOP TELEPHONE | TELEPHONE | 2,777.20 |
| | | | 2,777.20 |
| INDENAPA | Etten Enterprises LLC | SUPPLIES | 665.46 |
| INDENAPA | Etten Enterprises LLC | CORE DEPOSIT | (66.00) |
| INDENAPA | Etten Enterprises LLC | SUPPLIES | 629.64 |
| | | | 1,229.10 |
| FRANJACI | Francois, Jacqueline | GRAD HR REIMBURSEMENT | 500.00 |
| | | | 500.00 |
| GALLBLUE | GBPAC-UNI | FIELD TRIP | 40.00 |
| | | | 40.00 |
| HAND2MIND | Hand2Mind | Centers Kits for IM | 3,103.92 |
| HAND2MIND | Hand2Mind | INSTRUCTIONAL MATERIALS | 1,119.96* |
| | | | 4,223.88 |
| HOTLUNCH | HOT LUNCH PROGRAM | PRESCHOOL SNACKS | 273.72 |
| | | | 273.72 |
| INDECSD | INDEPENDENCE CSD | TRANSPORTATON SERVICES | 152.80 |
| | | | 152.80 |
| ICN | IOWA COMMUNICATIONS NETWORK | ICN SERVICES | 485.05 |
| | | | 485.05 |
| JWPEPPER | J.W. PEPPER & SON, INC. | MUSIC SUPPLIES | 60.00 |
| | | | 60.00 |

| <u>Vendor ID</u> | <u>Vendor Name</u> | <u>Description</u> | <u>Invoice Amount</u> |
|------------------|--------------------------|----------------------------|-----------------------|
| JOHNDEERE | JOHN DEERE FINANCIAL | IND ARTS SUPPLIES | 67.45 * |
| | | | <u>67.45</u> |
| JOHNSUPP | JOHNSTONE SUPPLY | B&G SUPPLIES | 18.52 |
| | | | <u>18.52</u> |
| KAMINOTABL | Kami Notable | SUBSCRIPTION | 2,332.80 |
| | | | <u>2,332.80</u> |
| LAMKCHAD | Lamker, Chad | CELL PHONE | 62.08 * |
| | | | <u>62.08</u> |
| LINNCOOP | LINN CO-OPERATIVE OIL CO | GAS/DIESEL | 918.24 |
| LINNCOOP | LINN CO-OPERATIVE OIL CO | GAS/DIESEL | 2,307.22 |
| LINNCOOP | LINN CO-OPERATIVE OIL CO | GAS/DIESEL | 951.77 |
| LINNCOOP | LINN CO-OPERATIVE OIL CO | GAS/DIESEL | 2,485.70 |
| | | | <u>6,662.93</u> |
| MARTKORI | Martin, Kori | DOT PHYSICAL | 156.00 |
| | | | <u>156.00</u> |
| MIDWALAR | MIDWEST ALARM SERVICES | FIRE INSPECTION | 1,063.08 * |
| | | | <u>1,063.08</u> |
| MOOSEMECH | Moose Mechanical | PURCHASED SERVICE | 1,569.75 * |
| | | | <u>1,569.75</u> |
| MULFORD | MULFORD, LESLIE | DOT EXAM | 110.00 |
| | | | <u>110.00</u> |
| THENEWS | NEWS, THE | PUBLIC NOTICES/ADVERTISING | 302.10 |
| | | | <u>302.10</u> |
| HOGLBUSMN | North Central Intl LLC | BUS PARTS | 138.68 |
| | | | <u>138.68</u> |
| PITBOWINC | PITNEY BOWES, INC. | POSTAGE METER SUPPLIES | 91.29 |
| PITBOWINC | PITNEY BOWES, INC. | FY24 POSTAGE METER LEASE | 222.06 |
| | | | <u>313.35</u> |
| PRESTOX | PRESTO-X | KITCHEN-PEST SERVICE | 76.03 * |
| | | | <u>76.03</u> |
| SCHOBUSS | SCHOOL BUS SALES CO | SUPPLIES/PARTS | 59.93 |
| | | | <u>59.93</u> |
| STAR | STAR Autism Support | PURCHASED SERVICE | 1,375.00 |
| | | | <u>1,375.00</u> |
| SUPEWELD | SUPERIOR WELDING SUPPLY | TANK RENT | 7.00 |
| | | | <u>7.00</u> |
| TEACHTOWN | TeachTown, Inc. | SUBSCRIPTION | 299.00 |
| | | | <u>299.00</u> |

GENERAL FUND

| <u>Vendor ID</u> | <u>Vendor Name</u> | <u>Description</u> | <u>Invoice Amount</u> |
|------------------|-----------------------------|------------------------------------|-----------------------|
| TRUCKCENTE | Truck Center Companies | BUS REPAIRS | 3,709.91 |
| TRUCKCENTE | Truck Center Companies | TRANSPORTATION SUPPLIES | 783.28 |
| | | | 4,493.19 |
| UNIVPEDI | Universal Pediatrics | PURCHASED SERVICE | 1,044.00* |
| UNIVPEDI | Universal Pediatrics | PURCHASED SERVICE | 536.50* |
| UNIVPEDI | Universal Pediatrics | PURCHASED SERVICE | 1,044.00* |
| UNIVPEDI | Universal Pediatrics | PURCHASED SERVICE | 1,595.00* |
| UNIVPEDI | Universal Pediatrics | PURCHASED SERVICE | 536.50* |
| | | | 4,756.00 |
| USCELL | US CELLULAR | Cell Phones | 287.99 |
| | | | 287.99 |
| VERNTRUE | VERN'S TRUE VALUE HARDWARE | Paint for Interior Design Projects | 245.95 |
| | | | 245.95 |
| WALMART | WALMART COMMUNITY BRC | Groceries for Class | 79.04 |
| WALMART | WALMART COMMUNITY BRC | Interior Design projects | 26.66 |
| WALMART | WALMART COMMUNITY BRC | SUPPLIES | 228.77 |
| | | | 334.47 |
| WESTMUSI | WEST MUSIC COMPANY | REPAIR | 12.00 |
| WESTMUSI | WEST MUSIC COMPANY | REPAIRS | 18.25 |
| WESTMUSI | WEST MUSIC COMPANY | MUSIC SUPPLIES | 164.19 |
| WESTMUSI | WEST MUSIC COMPANY | INSTRUMENT REPAIR | 301.50 |
| | | | 495.94 |
| WIELAND | WIELAND AND SONS LUMBER CO. | IND ARTS SUPPLIES | 37.50 |
| | | | 37.50 |
| WINTBUIL | WINTHROP BUILDING SUPPLY | Woodworking supplies | 46.56 |
| WINTBUIL | WINTHROP BUILDING SUPPLY | Polyurethane for shaker bench | 45.68 |
| WINTBUIL | WINTHROP BUILDING SUPPLY | SUPPLIES | 19.99 |
| WINTBUIL | WINTHROP BUILDING SUPPLY | DRILL BITS FOR METALS CLASS | 15.98 |
| WINTBUIL | WINTHROP BUILDING SUPPLY | B&G SUPPLIES | 235.65 |
| | | | 363.86 |
| | | Batch Total: | 100,838.29 |
| | | Report Total: | 100,838.29 |

List of Bills - School Board Mtg

Unposted: Batch Description TMK-Nov 2023-EXTRA bills

| <u>Vendor ID</u> | <u>Vendor Name</u> | <u>Description</u> | <u>Invoice Amount</u> |
|------------------|------------------------------|-------------------------------|--------------------------------|
| AMERUNITED | America United Life | Retiree HRA contribution | 23,945.00 1 |
| | | | <u>23,945.00</u> |
| DAVECCI | DAVE'S COMPLETE CONSTRUCTION | ATHLETIC COMPLEX IMPROVEMENTS | 59,773.45 3 |
| | | | <u>59,773.45</u> |
| METRARCH | Metrics Architecture | SPORTS COMPLEX | 3,024.00 3 |
| | | | <u>3,024.00</u> |
| | | | <hr/> |
| | | | Batch Total: 86,742.45 |
| | | | Report Total: <u>86,742.45</u> |

| <u>Vendor ID</u> | <u>Vendor Name</u> | <u>Description</u> | <u>Invoice Amount</u> |
|------------------|--|--------------------|-----------------------|
| CEDAFALL | CEDAR FALLS CSD | CONSORTIUM BILLING | 4,414.71 |
| | | | <u>4,414.71</u> |
| CRAWENGI | CRAWFORD ENGINEERING & SURVEYING ENGINEERING SERVICES INC | | 2,412.00 |
| | | | <u>2,412.00</u> |
| RESILITE | Resilite Independent Sales Pro | MATS | 32,278.40 * |
| | | | <u>32,278.40</u> |
| UMBBANK | UMB Bank, N.A. | FINANCIAL FEES | 300.00 |
| | | | <u>300.00</u> |
| WESTMUSI | WEST MUSIC COMPANY | INSTRUMENTS | 6,145.00 |
| | | | <u>6,145.00</u> |
| | | Batch Total: | <u>45,550.11</u> |
| | | Report Total: | <u>45,550.11</u> |

Activity Invoices

| <u>Vendor ID</u> | <u>Vendor Name</u> | <u>Description</u> | <u>Invoice Amount</u> |
|------------------|-------------------------------------|---|-----------------------|
| FOURSEAS | 4 SEASONS FUND RAISING | Fruit Sales Fundraiser Items FFA | 1,674.85 |
| | | | 1,674.85 |
| CENTSCHO | CENTRAL COMMUNITY SCHOOL DISTRICT | Central Girls Wrestling Dual Tournament | 90.00 |
| | | | 90.00 |
| CHASCARD | CHASE CARD SERVICES | Controllers | 431.94 |
| CHASCARD | CHASE CARD SERVICES | Entrance Fee for Cheer | 20.00 |
| CHASCARD | CHASE CARD SERVICES | National Convention Hotels | 2,518.70 |
| CHASCARD | CHASE CARD SERVICES | Formsite Subscription for online sales | 39.95 |
| CHASCARD | CHASE CARD SERVICES | Treats for End/Start of trimester | 51.72 |
| CHASCARD | CHASE CARD SERVICES | Tuttle Orchard Tour Registration | 140.00 |
| CHASCARD | CHASE CARD SERVICES | Hotel Room for Dance | 1,595.89 |
| | | | 4,798.20 |
| COOKANDR | Cook, Andrea | Pom Poms & tights for Dance team | 226.17 |
| | | | 226.17 |
| ENTOYEAR | ENTOURAGE YEARBOOKS | YEARBOOK DEPOSIT | 100.00 |
| | | | 100.00 |
| GENFUND | GENERAL FUND | Hesner, Kevin Official 12/7/23 | 100.00 |
| | | | 100.00 |
| GRUEMICH | GRUETZMACHER, MICHAEL | HS Girls/Boys BBall Official 12/7/23 | 140.00 |
| | | | 140.00 |
| HAMMEJAME | Hammerand, James | HS Girls/Boys BBall Official 12/5/23 | 140.00 |
| | | | 140.00 |
| HOTLUNCH | HOT LUNCH PROGRAM | Juice boxes for glow party | 51.48 |
| | | | 51.48 |
| IHSAA | IA HIGH SCHOOL ATHLETIC ASSOCIATION | Additional Football Medals | 70.00 |
| IHSAA | IA HIGH SCHOOL ATHLETIC ASSOCIATION | Registration for State Conference | 480.00 |
| | | | 550.00 |
| KINGCASE | Kingdon, Casey | Reimbursement for meal tri-rivers conf | 13.53 |
| | | | 13.53 |
| KOLDROD | KOLDER, ROD | HS Girls/Boys BBall Official 12/7/23 | 140.00 |
| | | | 140.00 |
| KOOPKEITH | Koopmann, Keith | HS Girls/Boys BBall official 12/05/2023 | 140.00 |
| | | | 140.00 |
| KRAMRAND | KRAMER, RANDY | HS Girls/Boys BBall Official 12/8/23 | 150.00 |
| | | | 150.00 |
| LANGISAI | Langlois, Isalah | HS Girls/Boys BBall Official 12/5/23 | 150.00 |
| | | | 150.00 |
| LECHBEN | LECHTENBERG, BEN | HS Gilrs/Boys BBall Official 12/8/23 | 140.00 |

| <u>Vendor ID</u> | <u>Vendor Name</u> | <u>Description</u> | <u>Invoice Amount</u> |
|------------------|--------------------------------|--------------------------------------|-----------------------|
| | | | 140.00 |
| * LECHDAN | LECHTENBERG, DAN | HS Girls/Boys BBall Official 12/8/23 | 140.00 |
| | | | 140.00 |
| * MARION2 | MARION HIGH SCHOOL | Marion Girls Wrestling 12/9/23 | 90.00 |
| | | | 90.00 |
| MINNTEX | MINNTEX CITRUS, INC. | Fruit Sales Fundraiser Items FFA | 7,889.78 |
| | | | 7,889.78 |
| MONTCSD | MONTICELLO CSD | Monticello Wrestling Invitational | 90.00 |
| | | | 90.00 |
| MONTSPOR | MONTICELLO SPORTS | HeadGear Wrestling | 540.00 |
| * MONTSPOR | MONTICELLO SPORTS | Mat Tape | 216.00 |
| | | | 756.00 |
| * MTVERNON | MT. VERNON HIGH SCHOOL | Mt Vernon Wrestling 12/9/23 | 150.00 |
| | | | 150.00 |
| MUSITHEA | MUSICAL THEATRE INTERNATIONAL | Mean Girls Jr Musical | 2,325.00 |
| | | | 2,325.00 |
| NEIOWADANC | Northeast Iowa Dance Academy | Choreo/Instruction Dance | 500.00 |
| | | | 500.00 |
| PLAYSCRIPT | Playscripts, Inc | SApeech material | 187.13 |
| | | | 187.13 |
| * RIMADAVE | RIMA, DAVE | HS Girls/Boys BBall Official 12/7/23 | 100.00 |
| * RIMADAVE | RIMA, DAVE | HS Girls/Boys BBall Official 12/8/23 | 100.00 |
| | | | 200.00 |
| * SCHMMIKE | SCHMIDT, MIKE | HS Girls/Boys BBall Official 12/7/23 | 150.00 |
| | | | 150.00 |
| * VASKMICH | VASKE, MICHAEL | HS Girls/Boys BBall Official 12/7/23 | 110.00 |
| * VASKMICH | VASKE, MICHAEL | HS Girls/Boys BBall Official 12/8/23 | 110.00 |
| | | | 220.00 |
| WALMART | WALMART COMMUNITY BRC | FFA Pancake Fundraiser | 126.24 |
| | | | 126.24 |
| WILLIAMS | WILLIAMSBURG SCHOOL DISTRICT | Williamsburg Wrestling Tournament | 150.00 |
| | | | 150.00 |
| WORLFINE | World's Finest Chocolate, Inc. | Chocolates Fundralser | 2,748.00 |
| | | | 2,748.00 |

Batch Total: 24,326.38

Report Total: 24,326.38

| <u>Vendor ID</u> | <u>Vendor Name</u> | <u>Description</u> | <u>Invoice Amount</u> |
|----------------------|-------------------------------|------------------------------------|-----------------------|
| BIMBBAKE | BIMBO BAKERIES USA | Bread Products | 683.68 |
| | | | 683.68 |
| GENFUND | GENERAL FUND | Galusha, Koah lunch \$ overage | 93.00 <u>6</u> |
| | | | 93.00 |
| HEARTLAND | Heartland School Solutions | Nutrition Software | 999.00 |
| | | | 999.00 |
| KAISWELD | KAISER'S WELDING & REPAIR LLC | Repairs on Stainless steel counter | 350.00 |
| | | | 350.00 |
| MARTBROT | MARTIN BROTHERS | Food | 3,759.37 |
| | | | 3,759.37 |
| PERFFOOD | PERFORMANCE FOODSERVICE | Food/Supplies | 11,479.83 |
| | | | 11,479.83 |
| PRAIFARM | PRAIRIE FARMS DAIRY, INC. | Dairy Products | 2,873.35 |
| | | | 2,873.35 |
| WALMART | WALMART COMMUNITY BRC | Groceries/Food Supplies | 243.90 <u>6</u> |
| WALMART | WALMART COMMUNITY BRC | Hot Lunch Purchases | 107.82 |
| | | | 351.72 |
| Report Total: | | | 20,589.95 |

4e

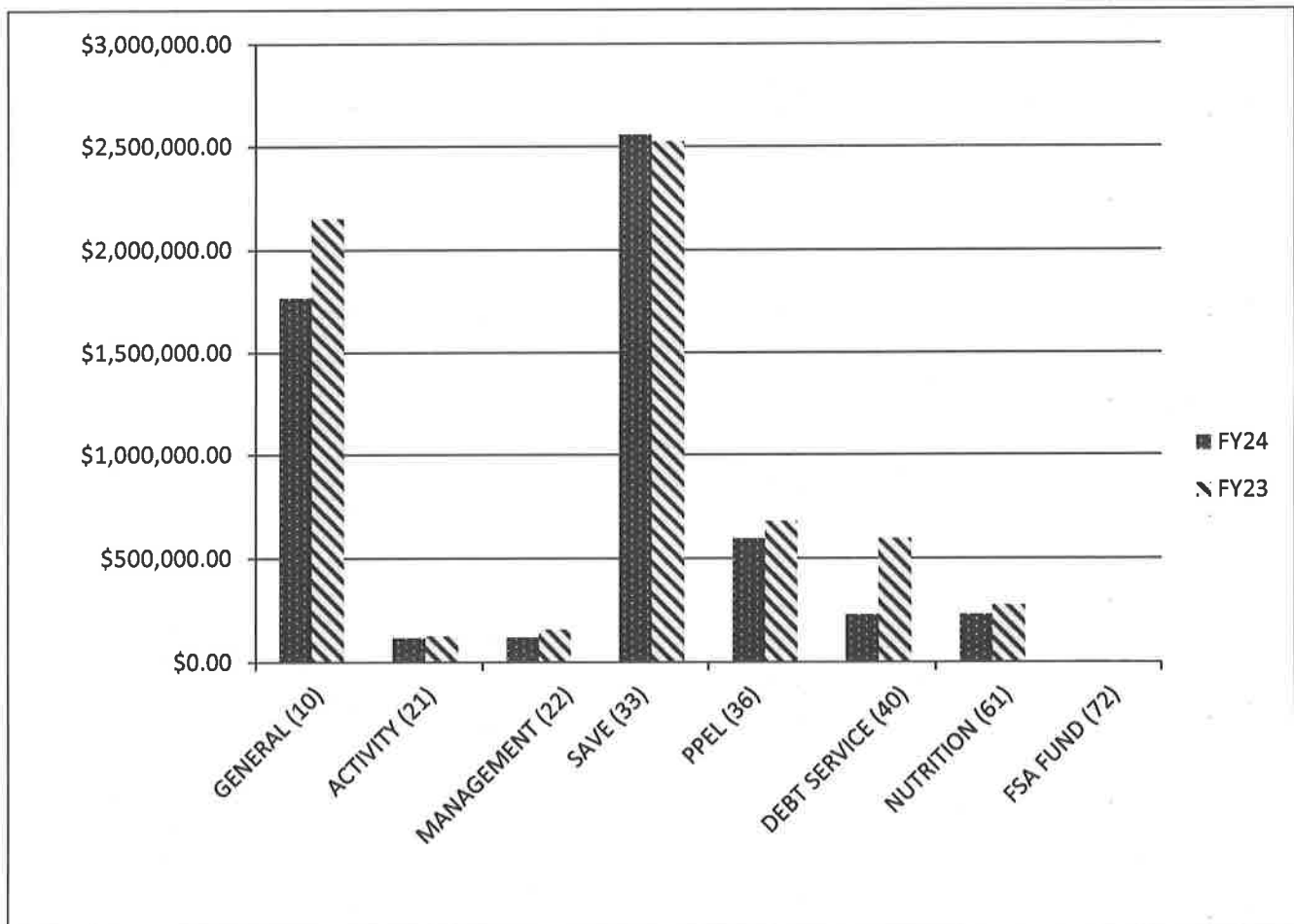
East Buchanan Community School District
Cash Summary Report

| | <u>Jul-23</u> | <u>Aug-23</u> | <u>Sep-23</u> | <u>Oct-23</u> | <u>Nov-23</u> |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 10-GENERAL FUND | | | | | |
| Beginning Balance | 2,162,495.30 | 1,420,979.12 | 1,148,300.96 | 1,240,804.38 | 1,835,142.96 |
| Revenue | 465,881.19 | 896,466.06 | 708,380.39 | 1,237,573.30 | 605,093.42 |
| Expenditures | 1,207,397.37 | 1,169,144.22 | 615,876.97 | 643,234.72 | 674,667.72 |
| Ending Balance | 1,420,979.12 | 1,148,300.96 | 1,240,804.38 | 1,835,142.96 | 1,765,568.66 |
| 21-ACTIVITY FUND | | | | | |
| Beginning Balance | 89,816.84 | 86,302.23 | 113,016.67 | 110,529.60 | 104,064.02 |
| Revenue | 354.22 | 31,744.31 | 13,937.51 | 6,304.98 | 26,598.82 |
| Expenditures | 3,868.83 | 5,029.87 | 16,424.58 | 12,770.56 | 14,130.30 |
| Ending Balance | 86,302.23 | 113,016.67 | 110,529.60 | 104,064.02 | 116,532.54 |
| 22-MANAGEMENT FUND | | | | | |
| Beginning Balance | 203,146.70 | 23,245.04 | 22,169.27 | 64,064.50 | 128,679.24 |
| Revenue | 914.78 | 39.50 | 42,895.23 | 120,770.14 | 19,515.45 |
| Expenditures | 180,816.44 | 1,115.27 | 1,000.00 | 56,155.40 | 29,176.00 |
| Ending Balance | 23,245.04 | 22,169.27 | 64,064.50 | 128,679.24 | 119,018.69 |
| 33-SAVE | | | | | |
| Beginning Balance | 2,794,533.64 | 2,673,630.79 | 2,446,860.19 | 2,514,681.58 | 2,546,015.78 |
| Revenue | 632,673.52 | 442,300.21 | 71,896.39 | 126,661.21 | 144,113.95 |
| Expenditures | 753,576.37 | 669,070.81 | 4,075.00 | 95,327.01 | 134,452.45 |
| Ending Balance | 2,673,630.79 | 2,446,860.19 | 2,514,681.58 | 2,546,015.78 | 2,555,677.28 |
| 36-PPEL | | | | | |
| Beginning Balance | 459,321.82 | 461,072.82 | 379,912.47 | 422,201.57 | 567,369.92 |
| Revenue | 11,176.00 | 143,933.56 | 55,164.10 | 153,507.35 | 26,743.42 |
| Expenditures | 9,425.00 | 225,093.91 | 12,875.00 | 8,339.00 | 0.00 |
| Ending Balance | 461,072.82 | 379,912.47 | 422,201.57 | 567,369.92 | 594,113.34 |
| 40-DEBT SERVICE | | | | | |
| Beginning Balance | 28,354.28 | 32,568.43 | 32,198.84 | 92,745.36 | 200,247.37 |
| Revenue | 412,564.15 | 204,305.41 | 60,546.52 | 170,370.76 | 91,156.27 |
| Expenditures | 408,350.00 | 204,675.00 | 0.00 | 62,868.75 | 62,868.75 |
| Ending Balance | 32,568.43 | 32,198.84 | 92,745.36 | 200,247.37 | 228,534.89 |
| less: Escrow Acct | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 32,568.43 | 32,198.84 | 92,745.36 | 200,247.37 | 228,534.89 |
| 61-NUTRITION FUND | | | | | |
| Beginning Balance | 288,880.62 | 288,586.31 | 252,706.00 | 251,076.66 | 240,913.04 |
| Revenue | 3,386.83 | 26,251.17 | 33,672.73 | 61,997.77 | 139,197.19 |
| Expenditures | 3,681.14 | 62,131.48 | 35,302.07 | 72,161.39 | 150,022.90 |
| Ending Balance | 288,586.31 | 252,706.00 | 251,076.66 | 240,913.04 | 230,087.33 |
| less: Received on Acct | 9,783.51 | 22,924.60 | 16,788.05 | 13,549.80 | 13,523.85 |
| | 278,802.80 | 229,781.40 | 234,288.61 | 227,363.24 | 216,563.48 |
| 72-FLEX SPENDING ACCT FUND | | | | | |
| Beginning Balance | 6,775.52 | 7,182.29 | 6,153.17 | 4,899.50 | 5,308.02 |
| Revenue (contributions) | 1,936.83 | 1,936.83 | 2,721.83 | 2,721.83 | 2,721.83 |
| Expenditures (claims) | 1,530.06 | 2,965.95 | 3,975.50 | 2,313.31 | 1,754.64 |
| Ending Balance | 7,182.29 | 6,153.17 | 4,899.50 | 5,308.02 | 6,275.21 |
| EMPLOYER'S PAYROLL EXPENSE: | | | | | |
| Gross Wages-hourly | 62,307.13 | 25,227.85 | 55,664.36 | 110,095.32 | 106,990.57 |
| Gross Wages-contract | 317,070.77 | 313,413.98 | 336,342.87 | 339,706.34 | 342,325.51 |
| | 379,377.90 | 338,641.83 | 392,007.23 | 449,801.66 | 449,316.08 |
| Employer paid deductions | 55,817.66 | 53,599.78 | 60,493.48 | 69,004.33 | 63,553.96 |
| Employer paid IPERS | 33,779.66 | 31,069.52 | 36,124.69 | 41,162.19 | 41,450.09 |
| Employer paid FICA | 27,816.37 | 24,819.58 | 28,639.44 | 33,386.74 | 33,354.87 |
| | 117,413.69 | 109,488.88 | 125,257.61 | 143,553.26 | 138,358.92 |
| TOTAL | 496,791.59 | 448,130.71 | 517,264.84 | 593,354.92 | 587,675.00 |

CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL

November 2023

| Fund Description | Beginning | Revenues | Expenditures | FY24 | FY23 | Difference |
|-------------------|----------------|--------------|--------------|-----------------------|-----------------------|-----------------------|
| | | | | Ending | End Balance | |
| GENERAL (10) | \$1,835,142.96 | \$605,093.42 | \$674,667.72 | \$1,765,568.66 | \$2,151,313.83 | (\$385,745.17) |
| ACTIVITY (21) | \$104,064.02 | \$26,598.82 | \$14,130.30 | \$116,532.54 | \$125,132.73 | (\$8,600.19) |
| MANAGEMENT (22) | \$128,679.24 | \$19,515.45 | \$29,176.00 | \$119,018.69 | \$157,752.88 | (\$38,734.19) |
| SAVE (33) | \$2,546,015.78 | \$144,113.95 | \$134,452.45 | \$2,555,677.28 | \$2,522,943.51 | \$32,733.77 |
| PPEL (36) | \$567,369.92 | \$26,743.42 | \$0.00 | \$594,113.34 | \$676,980.61 | (\$82,867.27) |
| DEBT SERVICE (40) | \$200,247.37 | \$91,156.27 | \$62,868.75 | \$228,534.89 | \$593,790.82 | (\$365,255.93) * |
| NUTRITION (61) | \$240,913.04 | \$139,197.19 | \$150,022.90 | \$230,087.33 | \$274,024.71 | (\$43,937.38) |
| FSA FUND (72) | \$5,308.02 | \$2,721.83 | \$1,754.64 | \$6,275.21 | \$5,829.27 | \$445.94 |
| TOTAL | | | | \$5,615,807.94 | \$6,507,768.36 | (\$891,960.42) |



*\$340,189.25 of the difference was for prepay levy

Certified Budget compared to Actual Revenues/Expenditures - All Funds

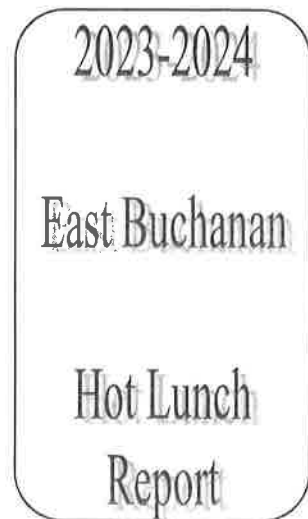
| | | FY24 Certified | | |
|--|------------|-------------------------|------------------------|------------------------------|
| | | Budget | as of 11/30/2023 | over / (under) budget |
| Taxes Levied on Property | 1 | \$ 3,316,980.00 | \$ 1,870,467.49 | |
| Utility Replacement Excise Tax | 2 | \$ 44,118.00 | \$ 22,605.58 | |
| Income Surtaxes | 3 | \$ 151,599.00 | \$ - | |
| Tuition\Transportation Received | 4 | \$ 600,000.00 | \$ 15,723.00 | |
| Earnings on Investments | 5 | \$ 70,000.00 | \$ 103,697.54 | |
| Nutrition Program Sales | 6 | \$ 140,000.00 | \$ 83,545.83 | |
| Student Activities and Sales | 7 | \$ 181,000.00 | \$ 61,273.90 | |
| Other Revenues from Local Sources | 8 | \$ 110,000.00 | \$ 82,774.54 | |
| Revenue from Intermediary Sources | 9 | \$ - | \$ - | |
| State Foundation Aid | 10 | \$ 4,195,341.00 | \$ 1,245,506.70 | |
| Instructional Support State Aid | 11 | \$ 14,163.00 | \$ - | |
| Other State Sources | 12 | \$ 780,000.00 | \$ 316,121.92 | |
| Commercial & Industrial State Replacement | 13 | \$ - | \$ - | |
| Title I Grants | 14 | \$ 70,000.00 | \$ - | |
| IDEA and Other Federal Sources | 15 | \$ 445,000.00 | \$ 53,236.42 | |
| Total Revenues | 16 | \$ 10,118,201.00 | \$ 3,854,952.92 | |
| General Long-Term Debt Proceeds | 17 | \$ - | \$ - | |
| Transfers In | 18 | \$ 312,355.00 | \$ 204,175.00 | |
| Proceeds of Fixed Asset Dispositions | 19 | \$ - | \$ 750.00 | |
| Special Items/Upward Adjustments | 20 | \$ - | \$ - | |
| Total Revenues & Other Sources | 21 | \$ 10,430,556.00 | \$ 4,059,877.92 | |
| Beginning Fund Balance | 22 | \$ 5,190,063.43 | \$ 5,190,063.43 | |
| Total Resources | 23 | \$ 15,620,619.43 | \$ 9,249,941.35 | |
| *Instruction | 24 | \$ 5,828,000.00 | \$ 1,553,874.18 | \$ (4,274,125.82) 27% |
| Student Support Services | 25 | \$ 275,000.00 | \$ 64,740.94 | |
| Instructional Staff Support Services | 26 | \$ 650,000.00 | \$ 190,623.52 | |
| General Administration | 27 | \$ 390,000.00 | \$ 193,262.46 | |
| School/Building Administration | 28 | \$ 440,000.00 | \$ 155,579.41 | |
| Business & Central Administration | 29 | \$ 172,000.00 | \$ 54,072.38 | |
| Plant Operation and Maintenance | 30 | \$ 918,000.00 | \$ 323,203.98 | |
| Student Transportation | 31 | \$ 645,000.00 | \$ 185,126.83 | |
| This row is intentionally left blank | 32 | \$ - | \$ - | |
| *Total Support Services (lines 25-32) | 32A | \$ 3,490,000.00 | \$ 1,166,609.52 | \$ (2,323,390.48) 33% |
| *Noninstructional Programs | 33 | \$ 360,000.00 | \$ 131,121.62 | \$ (228,878.38) 36% |
| Facilities Acquisition and Construction | 34 | \$ 1,600,000.00 | \$ 178,504.35 | |
| Debt Service | 35 | \$ - | \$ 267,543.75 | |
| AEA Support - Direct to AEA | 36 | \$ 307,083.00 | \$ 83,675.70 | |
| *Total Other Expenditures (lines 34-36) | 36A | \$ 1,907,083.00 | \$ 529,723.80 | \$ (1,377,359.20) 28% |
| Total Expenditures | 37 | \$ 11,585,083.00 | \$ 3,381,329.12 | |
| Transfers Out | 38 | \$ 312,355.00 | \$ 204,175.00 | |
| Other Uses | 39 | \$ - | \$ - | |
| Total Expenditures & Other Uses | 40 | \$ 11,897,438.00 | \$ 3,585,504.12 | \$ (8,311,933.88) |
| Ending Fund Balance | 41 | \$ 3,723,181.43 | \$ 5,664,437.23 | |
| Total Requirements | 42 | \$ 15,620,619.43 | \$ 9,249,941.35 | \$ (6,370,678.08) |

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.

Fund: 21 ACTIVITY FUND

| <u>Chart of Account Number</u> | <u>Chart of Account Description</u> | <u>Beginning Balance</u> | <u>Expenses</u> | <u>Revenues</u> | <u>Ending Balance</u> |
|--------------------------------|-------------------------------------|--------------------------|-----------------|-----------------|-----------------------|
| 21 6111 729 910 | DRAMA | 18,159.47 | 0.00 | 0.00 | 18,159.47 |
| 21 6120 729 910 | SPEECH | 662.59 | 0.00 | 0.00 | 662.59 |
| 21 6210 729 910 | MUSIC CLUB | 78.58 | 0.00 | 0.00 | 78.58 |
| 21 6220 729 910 | PEP BAND | 2,141.11 | 0.00 | 0.00 | 2,141.11 |
| 21 6221 729 910 | MUSIC TRIP | 3,014.15 | 0.00 | 0.00 | 3,014.15 |
| 21 6600 729 920 | ATHLETICS | 16,690.09 | 9,412.24 | 4,221.58 | 11,499.43 |
| 21 6645 729 920 | CROSS COUNTRY | 46.50 | 0.00 | 0.00 | 46.50 |
| 21 6693 729 920 | CHEERLEADING | 2,208.81 | 0.00 | 0.00 | 2,208.81 |
| 21 6694 729 920 | DANCE TEAM | 482.68 | 503.00 | 3,475.00 | 3,454.68 |
| 21 6710 729 920 | BOYS' BASKETBALL | 144.72 | 0.00 | 0.00 | 144.72 |
| 21 6720 729 920 | FOOTBALL | 3,361.49 | 580.00 | 300.00 | 3,081.49 |
| 21 6730 729 920 | BASEBALL | 824.85 | 0.00 | 0.00 | 824.85 |
| 21 6740 729 920 | BOYS' TRACK | 680.59 | 0.00 | 0.00 | 680.59 |
| 21 6760 729 920 | BOYS' GOLF | 2,532.10 | 0.00 | 0.00 | 2,532.10 |
| 21 6790 729 920 | WRESTLING | 104.82 | 0.00 | 0.00 | 104.82 |
| 21 6810 729 920 | GIRLS BASKETBALL | 493.15 | 900.00 | 1,489.77 | 1,082.92 |
| 21 6815 729 920 | VOLLEYBALL | 189.03 | 0.00 | 0.00 | 189.03 |
| 21 6835 729 920 | SOFTBALL | 766.65 | 0.00 | 0.00 | 766.65 |
| 21 6840 729 920 | GIRLS TRACK | 412.27 | 0.00 | 0.00 | 412.27 |
| 21 6860 729 920 | GIRLS' GOLF | 156.93 | 0.00 | 0.00 | 156.93 |
| 21 7010 729 950 | FBLA | 6,362.32 | 0.00 | 0.00 | 6,362.32 |
| 21 7011 729 950 | HS STUDENT COUNCIL | 3,273.06 | 604.74 | 0.00 | 2,668.32 |
| 21 7012 729 950 | SPANISH CLUB | 997.45 | 0.00 | 0.00 | 997.45 |
| 21 7013 729 950 | NHS | 662.24 | 0.00 | 400.00 | 1,062.24 |
| 21 7020 729 950 | NEWSPAPER | 2,236.84 | 0.00 | 0.00 | 2,236.84 |
| 21 7021 729 950 | ROBOTICS CLUB | 905.71 | 0.00 | 0.00 | 905.71 |
| 21 7025 729 950 | TECHNOLOGY | 0.00 | 0.00 | 0.00 | 0.00 |
| 21 7026 729 950 | FFA | 14,100.10 | 1,749.95 | 14,221.00 | 26,571.15 |
| 21 7027 729 950 | ART CLUB | 1,060.81 | 0.00 | 0.00 | 1,060.81 |
| 21 7040 729 950 | MS STUDENT COUNCIL | 19.32 | 0.00 | 0.00 | 19.32 |
| 21 7041 729 950 | SOUND SYSTEM | 1,026.50 | 0.00 | 0.00 | 1,026.50 |
| 21 7049 729 950 | PBIS | 2,545.68 | 0.00 | 0.00 | 2,545.68 |
| 21 7051 729 950 | CAMP WAPSIE | 2,274.13 | 0.00 | 0.00 | 2,274.13 |
| 21 7053 729 950 | BREAKFAST CLUB | 1,020.58 | 0.00 | 0.00 | 1,020.58 |
| 21 7079 729 950 | CLASS OF 2024 | 3,301.73 | 0.00 | 0.00 | 3,301.73 |
| 21 7080 729 950 | CLASS OF 2025 | 1,099.61 | 0.00 | 1,804.00 | 2,903.61 |
| 21 7081 729 950 | CLASS OF 2026 | 587.10 | 0.00 | 0.00 | 587.10 |
| 21 7082 729 950 | CLASS OF 2027 | 329.04 | 167.32 | 0.00 | 161.72 |
| 21 8000 729 910 | ANNUAL | 7,016.92 | 0.00 | 0.00 | 7,016.92 |
| 21 8001 729 910 | BUCCANEER CLUB | 468.86 | 0.00 | 0.00 | 468.86 |
| 21 8004 729 910 | INTEREST | 1,625.44 | 0.00 | 474.42 | 2,099.86 |
| Fund Total: 21 | | 104,064.02 | 13,917.25 | 26,385.77 | 116,532.54 |

| RECEIPTS | MONTH | PRIOR RECEIPT | YEAR TO DATE |
|-------------------------------|--------------------|--------------------|---------------------|
| Student Breakfast | \$1,610.40 | \$4,405.80 | \$6,016.20 |
| Student Lunch | \$13,777.80 | \$36,983.24 | \$50,761.04 |
| Adult Breakfast | \$62.40 | \$118.40 | \$180.80 |
| Adult Lunch | \$727.50 | \$1,149.45 | \$1,876.95 |
| à la carte | \$4,729.55 | \$13,019.10 | \$17,748.65 |
| Snacks | \$1,431.76 | \$5,530.43 | \$6,962.19 |
| Federal Breakfast | \$2,589.36 | \$3,633.88 | \$6,223.24 |
| Federal Lunch | \$14,520.54 | \$20,521.64 | \$35,042.18 |
| State Breakfast | \$89.29 | \$0.00 | \$89.29 |
| State Lunch | \$329.33 | \$0.00 | \$329.33 |
| Supply Chain Assistance Funds | \$0.00 | \$0.00 | \$0.00 |
| Other Revenues | \$0.00 | \$230.00 | \$230.00 |
| Other Purchased Services | -\$503.33 | -\$1,015.64 | -\$1,518.97 |
| Rebate | \$0.00 | \$0.00 | \$0.00 |
| Interest | \$967.36 | \$4,144.51 | \$5,111.87 |
| TOTAL INCOME | \$40,331.96 | \$88,720.81 | \$129,052.77 |



| EXPENDITURES | MONTH | PRIOR EXPENSE | YEAR TO DATE |
|---------------------------|--------------------|---------------------|---------------------|
| Food | \$29,699.92 | \$32,406.68 | \$62,106.60 |
| Supplies | \$1,492.37 | \$2,356.00 | \$3,848.37 |
| 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 | \$93.00 | \$0.00 | \$93.00 |
| Salaries | \$15,537.85 | \$24,407.16 | \$39,945.01 |
| Benefits | \$4,134.53 | \$11,030.30 | \$15,164.83 |
| TOTAL EXPENDITURES | \$50,957.67 | \$127,584.14 | \$178,541.81 |

| DAYS MEALS SERVED | |
|-------------------|-----------|
| July | 0 |
| August | 7 |
| September | 19 |
| October | 20 |
| November | 15 |
| December | 0 |
| January | 0 |
| February | 0 |
| March | 0 |
| April | 0 |
| May | 0 |
| June | 0 |
| TOTALS | 61 |

| BALANCE | 0 | PRIOR BALANCE | YEAR TO DATE |
|---------------------|---------------------|---------------------|---------------------|
| Beginning Balance | \$0.00 | \$288,880.62 | \$288,880.62 |
| Income | \$40,331.96 | \$48,385.99 | \$88,717.95 |
| Expenditures | \$50,957.67 | \$86,189.95 | \$137,147.62 |
| FUND BALANCE | -\$10,625.71 | \$251,076.66 | \$240,450.95 |

| MEALS SERVED | MONTH | PRIOR BALANCE | YEAR TO DATE |
|--------------------------------|--------------|---------------|--------------|
| Paid Student Breakfasts | 1,063 | 2,885 | 3,948 |
| Reduced Student Breakfasts | 53 | 261 | 314 |
| Free Student Breakfasts | 776 | 2,022 | 2,798 |
| Second Breakfasts | 0 | 50 | 50 |
| Adult Breakfasts | 39 | 74 | 113 |
| Student Guest Breakfasts | 0 | 0 | 0 |
| Complimentary Breakfasts | 0 | 0 | 0 |
| TOTAL BREAKFASTS SERVED | 1,931 | 5,292 | 7,223 |



| | | | |
|-----------------------------|--------------|---------------|---------------|
| Paid Student Lunches | 5,260 | 12,819 | 18,079 |
| Reduced Student Lunches | 417 | 1,041 | 1,458 |
| Free Student Lunches | 2,084 | 5,716 | 7,800 |
| Second Lunches | 1 | 1 | 2 |
| Adult Lunches | 150 | 237 | 387 |
| Student Guest Lunches | 0 | 0 | 0 |
| Complimentary Lunches | 0 | 0 | 0 |
| TOTAL LUNCHES SERVED | 7,912 | 28,498 | 27,726 |

| LUNCH STATUS | FREE | REDUCED | PAID | TOTAL |
|--------------|------|---------|------|-------|
| | 154 | 31 | 404 | 589 |

PARENTAL INVOLVEMENT AND FAMILY ENGAGEMENT DISTRICT-WIDE POLICY

Parental involvement **Parent and family engagement** is an important component in a student's success in school. The board encourages parents **and families** to become involved in their child's education to ensure the child's academic success. **In order to facilitate parent and family involvement, it is the goal of the district to conduct outreach and implement programs, activities and procedures to further involve parents and families with the academic success of their students.** The board will:

(In each of the following six items, the board must describe within this policy how it will accomplish each of the items. This mandatory policy is not complete without providing specific information for each of these six categories)

- (1) ~~how the board will~~ Involve parents **and families** in the development of the Title I plan, the process for school review of the plan and the process for improvement by:

Parents and families will be provided information and given opportunities for feedback as it relates to the Title I program through information and resources shared in the Title Parent Brochure, parent survey completed each spring, student progress shared each trimester, and participation in parent-teacher conferences.

- (2) ~~how the board will~~ Provide the coordination, technical assistance and other support necessary to assist **and build the capacity of all** participating schools in planning and implementing effective parent **and family** involvement activities to improve student academic achievement and school performance by:

Student selection will be based on multiple factors. These factors are based on formative reading assessment scores through FAST, reading recovery test packets (RRTP) as well as Fountas and Pinnell (F&P) – bench mark assessment system for reading level and data trends over time. Students will not be accepted into the Title I program if they are receiving an individualized education plan in the area of reading. If a student has an IEP in the area of reading, their services would fall under special education.

- (3) **To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant Federal, State, and local laws and programs by:**

The school provides a parent compact that outlines what the parent, student, teacher, and principal will do to increase student achievement. This compact is provided to the parents of all Title I students and outlines the ways in which all stakeholders will work together to achieve proficiency.

- (4) Conduct with the involvement of parents **and family members**, an annual evaluation of the content and effectiveness of the parental **and family involvement engagement** policy in improving the academic quality of the school served including identifying: barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, ~~minorities~~ **parents of any racial or ethnic minority**, parents with disabilities and parents with low literacy); **needs of parents and family to assist their children's learning; and strategies to support successful school and family interactions by:**

Parents of selected Title I students will be sent a parent letter outlining their child's participation in the Title I program and a returned, signed parent permission slip is required. The Title I teacher will attend the fall and spring parent/teacher conferences to update parents on the progress of the student. Trimester updates will also be completed by the teacher and a paper copy sent home with report cards. If there is a need, the teacher and/or parents have the right to call for a conference. Input from parents on the planning, review and improvement of the Title I program will be gathered through the spring parent Title I parent survey.

- (5) Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parental-and family involvement policies by:

The results from the spring parent survey will be analyzed and incorporated when possible and applicable.

- (6) Involve parents and families in Title I activities by

Through the spring parent survey, parents will be able to comment on the effectiveness of the Title I program. Additional parent resources are provided in the Title I parent brochure and there are opportunities for collaboration during parent/teacher conferences. The brochure and our fall provides parents multiple suggestions and ideas on how to engage with their students in reading.

- (3) — build the schools' and parents' capacity for strong parental involvement;

- (4) — coordinate and integrate parental involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;

The district shall involve parents in determining how to allocate reserved Title I funds in accordance with applicable laws.

The board will review this policy annually. The superintendent is responsible for notifying parents and families of this policy annually or within a reasonable time after it has been amended during the school year. It is the responsibility of The superintendent to may develop an administrative regulations regarding process or procedures to implement this policy.

NOTE: This is a mandatory policy and accompanying regulation. The intent of this portion of Every Student Succeeds Act is that districts will uniquely tailor this policy in a manner and format that suits the needs of their individual community. As a result, there are underlined spaces within this policy that indicate areas where the district should add their own plans after having taken the steps to collaborate with parents and families. This policy is not complete without the necessary description of how each district intends to implement the policy.

Approved: May 10, 2006

Reviewed: November 11, 2015

**Parent and Family Engagement District-Wide Policy (Formerly Parental Involvement) –
Building-Level Regulation**

To further the interests of student achievement, the superintendent will create necessary rules to engage parents and family members within the district in the following ways on a building-level basis:

1. **Policy Involvement**: The district will host an annual meeting and invite all parents to attend; and inform parents of their rights and the district's requirements under Title I. This meeting will also invite parents to become involved in the planning, review and improvement of a building policy and in developing the district plan. The district will inform parents of:
 - programs under this policy,
 - curriculum and assessment used for students,
 - the opportunity to meet with administration to participate in decisions related to their children's education,
 - a description and explanation of curriculum used in the school forms of academic assessment used to measure student progress, and
 - achievement levels of the challenging State academic standards.
2. **Accessibility**: Provide opportunities for informed participation of parents and family members in understandable formats and languages. This includes participation by parents and family members who may have disabilities, limited English proficiency, and migratory children. Offer a flexible number of meetings during the day, evening and weekends to facilitate parent involvement. The superintendent has discretion to allow schools to provide childcare for families of students during these meetings through Title I funds.
3. **High Student Academic Achievement**: Each school in the district will jointly develop with parents and family members a school-parent compact that outlines how parents, staff and students share responsibility for improving student academic achievement; and how a partnership will be built to achieve this. The compact will describe the responsibility of the school to provide high quality curriculum and instruction, and the parents' responsibility to support their children's learning. This will also address the importance of communication between schools and parents through parent teacher conferences, regular reports to parents on their children's progress, and ensuring regular meaningful communication between family and school staff.
4. **Building Capacity for Involvement**: Each school within the district will include in their plan ways to achieve the following:
 - Assist parents and families to understand topics including academic standards and assessments and how to monitor student progress;
 - Provide materials and training to help parents work with students to improve achievement;
 - Educate teachers and staff in how to communicate with parents and build ties to foster academic success;
 - Coordinate and integrate other federal, state and local programs to support parents in more fully participating in students' education;
 - Ensure information related to programs is sent to parents and families in understandable formats; and
 - Provide other reasonable support to encourage parental involvement
5. **Schools Operating a Schoolwide Program**: Each school operating a schoolwide program under this policy shall:
 - Involve parents on a timely and ongoing basis in the planning, review and improvement of programs, including the parent and family engagement school policy drafting and review, and the joint development of the schoolwide program.
 - If the schoolwide program plan is not satisfactory to the parents of the participating children, parent comments will be requested and submitted with the plan to the district.

Legal References: 20 U.S.C. §6318

Cross References: 903.2 Community Resource Persons and Volunteers

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.

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.”

505.8 and 505.8R1 – Parent and Family Engagement District-Wide Policy and 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

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:

PARENTAL INVOLVEMENT AND FAMILY ENGAGEMENT DISTRICT-WIDE POLICY

Parental involvement Parent and family engagement is an important component in a student's success in school. The board encourages parents and families to become involved in their child's education to ensure the child's academic success. In order to facilitate parent and family involvement, it is the goal of the district to conduct outreach and implement programs, activities and procedures to further involve parents and families with the academic success of their students. The board will:

(In each of the following six items, the board must describe within this policy how it will accomplish each of the items. This mandatory policy is not complete without providing specific information for each of these six categories)

- (1) ~~how the board will~~ Involve parents and families in the development of the Title I plan, the process for school review of the plan and the process for improvement by:

Parents and families will be provided information and given opportunities for feedback as it relates to the Title I program through information and resources shared in the Title Parent Brochure, parent survey completed each spring, student progress shared each trimester, and participation in parent-teacher conferences.

- (2) ~~how the board will~~ Provide the coordination, technical assistance and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance by:

Student selection will be based on multiple factors. These factors are based on formative reading assessment scores through FAST, reading recovery test packets (RRTP) as well as Fountas and Pinnell (F&P) – bench mark assessment system for reading level and data trends over time. Students will not be accepted into the Title I program if they are receiving an individualized education plan in the area of reading. If a student has an IEP in the area of reading, their services would fall under special education.

- (3) To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant Federal, State, and local laws and programs by:

The school provides a parent compact that outlines what the parent, student, teacher, and principal will do to increase student achievement. This compact is provided to the parents of all Title I students and outlines the ways in which all stakeholders will work together to achieve proficiency.

- (4) Conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement engagement policy in improving the academic quality of the school served including identifying: barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, ~~minorities~~ parents of any racial or ethnic minority, parents with disabilities and parents with low literacy); needs of parents and family to assist their children's learning; and strategies to support successful school and family interactions by:

Parents of selected Title I students will be sent a parent letter outlining their child's participation in the Title I program and a returned, signed parent permission slip is required. The Title I teacher will attend the fall and spring parent/teacher conferences to update parents on the progress of the student. Trimester updates will also be completed by the teacher and a paper copy sent home with report cards. If there is a need, the teacher and/or parents have the right to call for a conference. Input from parents on the planning, review and improvement of the Title I program will be gathered through the spring parent Title I parent survey.

- (5) Use the findings of the **annual** evaluation to design strategies for more effective parent **and family** involvement and to revise, as necessary, the parental **and family** involvement policies by:

The results from the spring parent survey will be analyzed and incorporated when possible and applicable.

- (6) Involve parents **and families** in Title I activities by

Through the spring parent survey, parents will be able to comment on the effectiveness of the Title I program. Additional parent resources are provided in the Title I parent brochure and there are opportunities for collaboration during parent/teacher conferences. The brochure and our fall provides parents multiple suggestions and ideas on how to engage with their students in reading.

- (3) — build the schools' and parents' capacity for strong parental involvement;

- (4) — coordinate and integrate parental involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;

The district shall involve parents in determining how to allocate reserved Title I funds in accordance with applicable laws.

The board will review this policy annually. The superintendent is responsible for notifying parents **and families** of this policy annually or within a reasonable time after it has been amended during the school year. It is the responsibility of The superintendent to **may** develop **an** administrative regulations regarding **process or procedures to implement** this policy.

NOTE: This is a mandatory policy and accompanying regulation. The intent of this portion of Every Student Succeeds Act is that districts will uniquely tailor this policy in a manner and format that suits the needs of their individual community. As a result, there are underlined spaces within this policy that indicate areas where the district should add their own plans after having taken the steps to collaborate with parents and families. This policy is not complete without the necessary description of how each district intends to implement the policy.

Approved: May 10, 2006

Reviewed: November 11, 2015

**Parent and Family Engagement District-Wide Policy (Formerly Parental Involvement) –
Building-Level Regulation**

To further the interests of student achievement, the superintendent will create necessary rules to engage parents and family members within the district in the following ways on a building-level basis:

1. **Policy Involvement**: The district will host an annual meeting and invite all parents to attend; and inform parents of their rights and the district's requirements under Title I. This meeting will also invite parents to become involved in the planning, review and improvement of a building policy and in developing the district plan. The district will inform parents of:
 - programs under this policy,
 - curriculum and assessment used for students,
 - the opportunity to meet with administration to participate in decisions related to their children's education,
 - a description and explanation of curriculum used in the school forms of academic assessment used to measure student progress, and
 - achievement levels of the challenging State academic standards.
2. **Accessibility**: Provide opportunities for informed participation of parents and family members in understandable formats and languages. This includes participation by parents and family members who may have disabilities, limited English proficiency, and migratory children. Offer a flexible number of meetings during the day, evening and weekends to facilitate parent involvement. The superintendent has discretion to allow schools to provide childcare for families of students during these meetings through Title I funds.
3. **High Student Academic Achievement**: Each school in the district will jointly develop with parents and family members a school-parent compact that outlines how parents, staff and students share responsibility for improving student academic achievement; and how a partnership will be built to achieve this. The compact will describe the responsibility of the school to provide high quality curriculum and instruction, and the parents' responsibility to support their children's learning. This will also address the importance of communication between schools and parents through parent teacher conferences, regular reports to parents on their children's progress, and ensuring regular meaningful communication between family and school staff.
4. **Building Capacity for Involvement**: Each school within the district will include in their plan ways to achieve the following:
 - Assist parents and families to understand topics including academic standards and assessments and how to monitor student progress;
 - Provide materials and training to help parents work with students to improve achievement;
 - Educate teachers and staff in how to communicate with parents and build ties to foster academic success;
 - Coordinate and integrate other federal, state and local programs to support parents in more fully participating in students' education;
 - Ensure information related to programs is sent to parents and families in understandable formats; and
 - Provide other reasonable support to encourage parental involvement
5. **Schools Operating a Schoolwide Program**: Each school operating a schoolwide program under this policy shall:
 - Involve parents on a timely and ongoing basis in the planning, review and improvement of programs, including the parent and family engagement school policy drafting and review, and the joint development of the schoolwide program.
 - If the schoolwide program plan is not satisfactory to the parents of the participating children, parent comments will be requested and submitted with the plan to the district.

Legal References: 20 U.S.C. §6318

Cross References: 903.2 Community Resource Persons and Volunteers

East Buchanan CSD

FY23 Financial Reports

By September 15th of each year, the district is required to certify the transportation report, special education supplement, and the certified annual report (CAR). The district uploads a file from our accounting software to the Iowa Department of Education via the Iowa Education Portal. The file is immediately reviewed and we get an edit report with 4 edit stages that must be cleared to certify the report. Warnings are given to accounts that need to be reviewed but are not required to be cleared to certify the report because there may not have been any activity on them during the fiscal year.

ANNUAL TRANSPORTATION REPORT (ATR) – This report is based on the upload and information Mellisa enters in the Transportation Applications on the portal throughout the year. The information may be used to determine what to charge for non-district use of transportation.

SPECIAL EDUCATION SUPPLEMENT (SES) – This report is based on the upload, tuition-in billing, and information entered specific to this report. It calculates the amount the district can request for allowable growth and supplemental aid to help offset a negative special education balance. The district did not have a negative special education balance in FY23

CERTIFIED ANNUAL REPORT (CAR) – This report is based on the upload and is reviewed by the auditor during the annual audit.

CERTIFIED BUDGET – 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. This is preliminary until the audit fieldwork is complete.

CITIZEN STATE BANK ENDING BALANCE LIST

ANNUAL TREASURER REPORT – This report is provided by board treasurer Marilyn Steinkamp.

ANNUAL TRANSPORTATION REPORT (ATR) SUMMARY

| | FY21 | FY22 | FY23 |
|---|---------------|---------------|---------------|
| MILEAGE | | | |
| Cost/mile (IRS rate) | \$ 0.56 | \$ 0.58 | \$ 0.655 |
| School Bus | | | |
| Regular route miles traveled | 63,540 | 67,145 | 64,133 |
| Miscellaneous miles traveled | 243 | 172 | 143 |
| Activity and educational trip miles | 9,194 | 12,815 | 13,030 |
| Other person/group miles | 0 | 0 | 0 |
| Auto/Van | | | |
| Regular route miles traveled | 0 | 553 | 573 |
| Miscellaneous miles traveled | 1,304 | 279 | 82 |
| Special education miles | 64,085 | 43,786 | 66,242 |
| Activity and educational trip miles | 10,192 | 22,150 | 24,877 |
| Other person/group miles | 0 | 0 | 0 |
| Staff miles including drivers ed | 3,556 | 4,504 | 6,149 |
| STUDENT COUNT | | | |
| Number of days buses operated | 173 | 171 | 171 |
| Transportation required by law: | | | |
| Elementary students 2+ miles | 201 | 167 | 186 |
| High school students 3+ miles | 44 | 75 | 36 |
| Transportation not required by law: | | | |
| Elementary students less than 2 miles | 18 | 11 | 19 |
| High school students less than 3 miles | 0 | 7 | 4 |
| OPERATING COSTS/REVENUES | | | |
| Transportation Costs | | | |
| Cost of fuel | \$ 27,387.62 | \$ 51,116.89 | \$ 58,362.94 |
| Other Equip-fuel tank spill-monitoring devices/systems, etc | \$ 8,074.00 | \$ 1,924.00 | \$ 1,730.03 |
| Vehicle depreciation | \$ 18,443.28 | \$ 38,436.07 | \$ 36,230.43 |
| Rental of equipment and vehicles | \$ - | \$ 29,064.00 | \$ - |
| Salaries | \$ 214,854.50 | \$ 226,869.17 | \$ 218,881.84 |
| Benefits | \$ 62,284.08 | \$ 66,678.85 | \$ 69,641.32 |
| Supplies and parts | \$ 13,182.91 | \$ 12,823.01 | \$ 15,423.01 |
| Repairs, maintenance, and inspection fees | \$ 6,404.39 | \$ 20,080.61 | \$ 9,318.24 |
| Vehicle insurance costs | \$ 11,403.00 | \$ 12,195.00 | \$ 14,000.00 |
| Drug/Alcohol testing | \$ 1,748.49 | \$ 1,873.60 | \$ 2,478.78 |
| Transportation provided by non-district personnel | \$ 14,345.76 | \$ 27,688.62 | \$ 40,245.81 |
| Other expenditures | \$ 2,686.24 | \$ 5,946.38 | \$ 3,469.76 |
| Total Operating Costs | \$ 380,814.27 | \$ 494,696.20 | \$ 469,782.16 |
| Transportation Revenues | | | |
| Nonpublic transportation reimbursement | \$ - | \$ - | \$ - |
| Transportation fees received | \$ - | \$ - | \$ 34,262.25 |
| Total Transportation Revenues | \$ - | \$ - | \$ 34,262.25 |
| Adjustments | | | |
| Admin/teacher/custodial & drivers ed cost adj (auto/van) | \$ 1,991.36 | \$ 2,612.32 | \$ 4,027.60 |
| Special education SES adj | \$ 35,887.60 | \$ 25,395.88 | \$ 43,388.51 |
| Activity & educational trip adj (auto/van) | \$ 5,707.52 | \$ 12,847.00 | \$ 16,294.44 |
| Other persons & group mileage adj (auto/van) | \$ - | \$ - | \$ - |
| Total Adjustments | \$ 43,586.48 | \$ 40,855.20 | \$ 63,710.55 |
| Net Transportation Costs | \$ 337,227.79 | \$ 453,841.00 | \$ 371,809.36 |
| MISCELLANEOUS | | | |
| Average number of students transported | 255.00 | 223.00 | 239.91 |
| Route/misc miles traveled | 65,087 | 68,149 | 64,931 |
| Non-route miles traveled | 9,194 | 12,815 | 13,030 |
| Total route/misc & non-route miles traveled | 74,281 | 80,964 | 77,961 |
| Average cost/mile traveled | \$ 4.54 | \$ 5.61 | \$ 4.77 |
| Net operating cost | | | |
| Non-route operating costs | \$ 41,740.76 | \$ 71,892.15 | \$ 62,153.10 |
| Net operating cost | \$ 295,487.03 | \$ 381,948.85 | \$ 309,656.27 |
| Average cost/pupil transported | \$ 1,158.91 | \$ 1,712.70 | \$ 1,290.72 |

SPECIAL EDUCATION SUPPLEMENT (SES) SUMMARY REPORT

| | FY21 | FY22 | FY23 |
|---|------------------------|------------------------|------------------------|
| REVENUE | | | |
| Special Ed Receipts | \$ 1,126,270.00 | \$ 1,188,263.00 | \$ 1,224,850.00 |
| Tuition In Receipts | \$ 28,737.80 | \$ 36,888.39 | \$ 24,996.28 |
| MEDICAID Reimbursement | \$ 132,275.79 | \$ 183,120.38 | \$ 142,773.36 |
| Part B Receipts | \$ 25,094.00 | \$ 25,238.00 | \$ 24,594.00 |
| Teacher Quality | \$ 36,911.05 | \$ 42,010.30 | \$ 42,206.11 |
| Foster Care/High Cost Fund/Termination of Rights Claims | \$ 18,376.46 | \$ - | \$ 34,345.66 |
| Other Revenue | \$ - | \$ - | \$ - |
| DE Revenue Adjustment | \$ (5,087.76) | \$ 10,108.33 | \$ - |
| TOTAL REVENUE | \$ 1,362,577.34 | \$ 1,485,628.40 | \$ 1,493,765.41 |
| EXPENDITURES | | | |
| Salaries | \$ 446,678.79 | \$ 545,793.62 | \$ 520,513.57 |
| Benefits | \$ 150,364.81 | \$ 182,281.19 | \$ 159,192.11 |
| Employee Travel | \$ 4.83 | \$ - | \$ - |
| Supplies | \$ 1,941.51 | \$ 3,089.29 | \$ 4,555.47 |
| Total Contract Services | \$ 89,983.82 | \$ 74,789.41 | \$ 66,933.32 |
| Transportation | \$ 84,213.24 | \$ 86,783.62 | \$ 105,042.86 |
| Equipment | \$ 34.18 | \$ 318.68 | \$ 592.01 |
| Subtotal Special Education | \$ 773,221.18 | \$ 893,055.81 | \$ 856,829.34 |
| SBRC Approval for Admin Costs | \$ - | \$ 3,654.39 | \$ 4,035.37 |
| General Program Expenditures (1.0 Funds) | \$ 303,838.00 | \$ 317,771.00 | \$ 350,931.00 |
| Tuition Out totals | \$ 373,994.88 | \$ 240,451.86 | \$ 308,726.09 |
| TOTAL SPECIAL ED EXPENDITURES | \$ 1,451,054.06 | \$ 1,454,933.06 | \$ 1,520,521.80 |
| Total Special Ed Revenue | \$ 1,362,577.34 | \$ 1,485,628.40 | \$ 1,493,765.41 |
| Total Special Ed Expenditures | \$ 1,451,054.06 | \$ 1,454,933.06 | \$ 1,520,521.80 |
| Net Revenue (over/under) | \$ (88,476.72) | \$ 30,695.34 | \$ (26,756.39) |
| Previous Year Carryover (Screen 4) | \$ - | \$ - | \$ 30,695.00 |
| If negative - amount to request for allowable growth & supplemental aid* | \$ (88,476.72) | \$ 30,695.34 | \$ 3,938.61 |
| Receipts for Add'l Weighted Dollars (Screen 4) | \$ 625,862.00 | \$ 667,919.00 | \$ 683,701.00 |
| Carryover Allowed (10% of wgt rev) ** | \$ 62,586.20 | \$ 66,791.90 | \$ 68,370.10 |

* A district may request allowable growth and supplement aid for a negative special education balance for the current school year. The supplemental aid payment will be calculated by the Department of Management after all special education balances have been finalized. The district's board needs to approve seeking allowable growth and supplemental aid for the negative special education balance.

** Carryover is not allowed if there is a negative special education balance.

Certified Budget compared to Actual Revenues/Expenditures - All Funds

| | | FY23 Certified Budget | Final FY23 | over / (under) budget | |
|--|-----|--------------------------|------------------|-----------------------|------|
| Taxes Levied on Property | 1 | \$ 3,195,996.00 | \$ 3,196,211.15 | | |
| Utility Replacement Excise Tax | 2 | \$ 43,516.00 | \$ 44,474.60 | | |
| Income Surtaxes | 3 | \$ 153,339.00 | \$ 177,827.00 | | |
| Tuition\Transportation Received | 4 | \$ 600,000.00 | \$ 719,486.39 | | |
| Earnings on Investments | 5 | \$ 57,100.00 | \$ 140,946.03 | | |
| Nutrition Program Sales | 6 | \$ 140,000.00 | \$ 192,219.07 | | |
| Student Activities and Sales | 7 | \$ 189,000.00 | \$ 114,884.50 | | |
| Other Revenues from Local Sources | 8 | \$ 91,000.00 | \$ 126,466.90 | | |
| Revenue from Intermediary Sources | 9 | \$ - | \$ - | | |
| State Foundation Aid | 10 | \$ 4,131,931.00 | \$ 4,097,070.00 | | |
| Instructional Support State Aid | 11 | \$ 14,816.00 | \$ - | | |
| Other State Sources | 12 | \$ 577,850.00 | \$ 924,757.93 | | |
| Commercial & Industrial State Replacement | 13 | \$ - | \$ - | | |
| Title I Grants | 14 | \$ 70,000.00 | \$ 72,441.00 | | |
| IDEA and Other Federal Sources | 15 | \$ 320,000.00 | \$ 904,770.26 | | |
| Total Revenues | 16 | \$ 9,584,548.00 | \$ 10,711,554.83 | | |
| General Long-Term Debt Proceeds | 17 | \$ - | \$ - | | |
| Transfers In | 18 | \$ 1,646,618.00 | \$ 492,254.94 | | |
| Proceeds of Fixed Asset Dispositions | 19 | \$ - | \$ 13,555.90 | | |
| Special Items/Upward Adjustments | 20 | \$ - | \$ - | | |
| Total Revenues & Other Sources | 21 | \$ 11,231,166.00 | \$ 11,217,365.67 | | |
| Beginning Fund Balance | 22 | \$ 6,326,708.24 | \$ 6,326,708.24 | | |
| Total Resources | 23 | \$ 17,557,874.24 | \$ 17,544,073.91 | | |
| *Instruction | 24 | \$ 5,632,000.00 | \$ 5,605,012.46 | \$ (26,987.54) | 100% |
| Student Support Services | 25 | \$ 270,000.00 | \$ 251,610.02 | | |
| Instructional Staff Support Services | 26 | \$ 555,000.00 | \$ 592,310.55 | | |
| General Administration | 27 | \$ 310,000.00 | \$ 357,334.61 | | |
| School/Building Administration | 28 | \$ 415,000.00 | \$ 429,235.97 | | |
| Business & Central Administration | 29 | \$ 332,500.00 | \$ 139,942.20 | | |
| Plant Operation and Maintenance | 30 | \$ 653,000.00 | \$ 872,961.23 | | |
| Student Transportation | 31 | \$ 565,000.00 | \$ 633,600.73 | | |
| This row is intentionally left blank | 32 | \$ - | | | |
| *Total Support Services (lines 25-32) | 32A | \$ 3,100,500.00 | \$ 3,276,995.31 | \$ 176,495.31 | 106% |
| *Noninstructional Programs | 33 | \$ 360,000.00 | \$ 424,290.20 | \$ 64,290.20 | 118% |
| Facilities Acquisition and Construction | 34 | \$ 1,350,000.00 | \$ 1,069,564.63 | | |
| Debt Service | 35 | \$ 1,988,405.00 | \$ 1,203,630.00 | | |
| AEA Support - Direct to AEA | 36 | \$ 302,609.00 | \$ 280,439.00 | | |
| *Total Other Expenditures (lines 34-36) | 36A | \$ 3,641,014.00 | \$ 2,553,633.63 | \$ (1,087,380.37) | 70% |
| Total Expenditures | 37 | \$ 12,733,514.00 | \$ 11,859,931.60 | | |
| Transfers Out | 38 | \$ 1,461,618.00 | \$ 492,254.94 | | |
| Other Uses | 39 | \$ - | \$ 1,823.94 | | |
| Total Expenditures & Other Uses | 40 | \$ 14,195,132.00 | \$ 12,354,010.48 | \$ (1,841,121.52) | |
| Ending Fund Balance | 41 | \$ 3,362,742.24 | \$ 5,190,063.43 | | |
| Total Requirements | 42 | \$ 17,557,874.24 | \$ 17,544,073.91 | \$ (13,800.33) | |

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.

Citizens State Bank

| <u>Account Name</u> | <u>Account #</u> | <u>Balance 6/30/2023</u> |
|-------------------------------------|------------------|--------------------------|
| East Buchanan General Fund | 1009 | \$2,452,114.42 |
| East Buchanan Activity Fund | 1306 | \$97,658.63 |
| East Buchanan Lunch Program | 1603 | \$288,976.67 |
| East Buchanan School House Fund | 1900 | \$552,858.61 |
| East Buchanan Elementary Project | 1520 | \$2,783,364.55 |
| East Buchanan Scholarship Fund | 1804 | \$41,389.12 |
| East Buchanan Scholarship Fund | 17322 | \$5000.00 |

**EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
ANNUAL REPORTS**

GENERAL FUND
PPEL
ACTIVITY
NUTRITION

2022-2023



**SUBMITTED BY
MARILYN STEINKAMP, TREASURER**

**EAST BUCHANAN CSD
TREASURER'S REPORT - FY 2023**

MONTH BY FUND: **Jun-23**

| Fund | # | Beginning Fund Balance | + Revenues | - Expenditures | Ending Fund Balance |
|--------------|----|------------------------|---------------|-----------------|---------------------|
| General | 10 | \$ 2,379,816.58 | \$ 564,314.82 | \$ 750,023.43 | \$ 2,194,107.97 |
| Activity | 21 | \$ 100,614.67 | \$ 11,104.83 | \$ 21,902.66 | \$ 89,816.84 |
| Management | 22 | \$ 202,714.15 | \$ 1,432.55 | \$ 1,000.00 | \$ 203,146.70 |
| SAVE | 33 | \$ 4,006.76 | \$ 100,046.18 | \$ 92,883.85 | \$ 11,169.09 |
| SAVE | 33 | \$ 2,813,660.21 | \$ 72,291.20 | \$ 102,586.86 | \$ 2,783,364.55 |
| PPEL | 36 | \$ 507,509.81 | \$ 6,697.26 | \$ 52,991.79 | \$ 461,215.28 |
| Debt Service | 40 | \$ 20,119.24 | \$ 9,085.04 | \$ 850.00 | \$ 28,354.28 |
| Debt Service | 40 | \$ - | \$ - | \$ - | \$ - |
| Nutrition | 61 | \$ 302,870.21 | \$ 22,456.83 | \$ 36,446.42 | \$ 288,880.62 |
| Nutrition | 61 | \$ - | \$ 15,130.59 | \$ 15,130.59 | \$ - |
| FSA | 72 | \$ 5,197.73 | \$ 3,101.19 | \$ 1,523.40 | \$ 6,775.52 |
| Custodial | 91 | \$ - | \$ - | \$ - | \$ - |
| | | \$ 6,336,509.36 | \$ 805,660.49 | \$ 1,075,339.00 | \$ 6,066,830.85 |

BY BANK ACCOUNT - Fiscal Year-to-date

| Fund | # | Beginning Fund Balance | + Revenues | - Expenditures | Ending Fund Balance | Outstanding Deposits | Outstanding Checks | Ending Bank Balance | Bank Acct |
|--------------|----|------------------------|-----------------|-----------------|---------------------|----------------------|--------------------|---------------------|-----------|
| General | 10 | \$ 2,472,133.59 | \$ 7,795,698.71 | \$ 8,073,724.33 | \$ 2,194,107.97 | | | | |
| Management | 22 | \$ 237,237.81 | \$ 126,584.17 | \$ 160,675.28 | \$ 203,146.70 | | | | |
| FSA | 72 | \$ 5,454.89 | \$ 37,671.20 | \$ 36,350.57 | \$ 6,775.52 | | | | |
| | | | | | \$ 2,404,030.19 | \$ - | \$ 48,084.23 | \$ 2,452,114.42 | XX009 |
| Activity | 21 | \$ 108,627.75 | \$ 145,955.89 | \$ 164,766.80 | \$ 89,816.84 | | | | |
| Custodial | 91 | \$ 2,184.57 | \$ 1,848.94 | \$ 4,033.51 | \$ - | | | | |
| | | | | | \$ 89,816.84 | \$ - | \$ 7,841.79 | \$ 97,658.63 | XX306 |
| SAVE | 33 | \$ 2,702,866.29 | \$ 891,449.75 | \$ 810,951.49 | \$ 2,783,364.55 | \$ - | \$ - | \$ 2,783,364.55 | XX1520 |
| SAVE | 33 | \$ 362,372.00 | \$ 963,509.76 | \$ 1,314,712.67 | \$ 11,169.09 | | | | |
| PPEL | 36 | \$ 559,779.27 | \$ 535,853.13 | \$ 634,417.12 | \$ 461,215.28 | | | | |
| Debt Service | 40 | \$ 22,725.07 | \$ 654,073.71 | \$ 648,444.50 | \$ 28,354.28 | | | | |
| | | | | | \$ 500,738.65 | \$ 52,119.96 | \$ - | \$ 552,858.61 | XX900 |
| Debt Service | 40 | \$ 340,000.00 | \$ 1,172,090.61 | \$ 1,512,090.61 | \$ - | \$ - | \$ - | \$ - | UMB |
| Nutrition | 61 | \$ 241,963.34 | \$ 567,657.11 | \$ 520,739.83 | \$ 288,880.62 | \$ - | \$ 96.05 | \$ 288,976.67 | XX603 |

Reviewed by:

Marilyn Steinkamp

**EAST BUCHANAN CSD
GENERAL FUND ANNUAL REPORT 2023**

GENERAL FUND EAST BUCHANAN SCHOOL

Account #- 009--CITIZENS STATE BANK IN WINTHROP, IA

| OUTSTANDIN MONTH | CHECK NO. | VENDOR | CHECK DATE | CHECK AMT. | CLEARED | CLEARED DATE |
|-----------------------------|----------------------|-----------------------------|-----------------------|-------------------|----------------|-------------------------|
| JUNE | 11006 | JOAN BRACE | 5/19/2023 | 59.22 | X | 6/13/2023 |
| | 30593 | RUMMELS RENTAL LLC | 4/13/2023 | 187.50 | X | 6/15/2023 |
| | 30651 | CRYSTAL LAKE CAVE | 5/17/2023 | 246.00 | X | 6/20/2023 |
| | 30592 | DENISE RORABAUGH | 4/13/2023 | 210.00 | | |
| | 30607 | GRANT YOUNG | 4/13/2023 | 100.00 | | |
| | 11012 | JOAN BRACE | 6/20/2023 | 101.86 | | |
| | 11023 | BYRON REEDER | 6/20/2023 | 3807.16 | | |
| | 11027 | BYRON REEDER | 6/20/2023 | 3807.22 | | |
| | 11030 | BYRON REEDER | 6/20/2023 | 104.84 | | |
| | 11031 | JAMES BROWN | 6/20/2023 | 230.87 | | |
| | 11034 | JESSICA LEHS | 6/20/2023 | 230.87 | | |
| | 11037 | BYRON REEDER | 6/20/2023 | 230.87 | | |
| | 11038 | LEE WHITE | 6/20/2023 | 115.44 | | |
| | 30714 | KATHERINE GRAHAM | 6/20/2023 | 92.35 | | |
| | 30723 | ABBAY THURN | 6/20/2023 | 92.35 | | |
| | 30724 | KARIANN NOESEN | 6/22/2023 | 134.43 | | |
| | 30726 | ALLIANT ENERGY | 6/30/2023 | 10219.49 | | |
| | 30727 | CHERYL BEATTY | 6/30/2023 | 160.91 | | |
| | 30728 | CAPITAL SANITARY SUPPLY | 6/30/2023 | 39.24 | | |
| | 30729 | CDW GOVT INC. | 6/30/2023 | 625.09 | | |
| | 30730 | CITY OF WINTHROP | 6/30/2023 | 727.35 | | |
| | 30731 | D & S PORTABLES | 6/30/2023 | 375.00 | | |
| | 30732 | JOHN DOESE | 6/30/2023 | 20.48 | | |
| | 30733 | GREENWOOD CLEANING SYS | 6/30/2023 | 5865.79 | | |
| | 30734 | IMAGINE LEARNING | 6/30/2023 | 1000.00 | | |
| | 30735 | IOWA TESTING PROGRAMS | 6/30/2023 | 1692.25 | | |
| | 30736 | JOHNSTON SUPPLY | 6/30/2023 | 403.20 | | |
| | 30737 | MARC | 6/30/2023 | 13926.68 | | |
| | 30738 | MTMD DRIVING SCHOOL | 6/30/2023 | 1925.00 | | |
| | 30739 | PERFECTION LEARNING CORP | 6/30/2023 | 369.45 | | |
| | 30740 | PRESTO-X | 6/30/2023 | 76.03 | | |
| | 30741 | TIMBERLINE BILLING SERVICE | 6/30/2023 | 1400.01 | | |
| | | JUNE BANK STATEMENT BALANCE | | \$2,452,114.42 | | |
| | | LESS OUTSTANDING CHECKS | | 48084.23 | | |
| | | PLUS OUTSTANDING DEPOSIT | | | | |
| | | SECRETARY BALANCE | | \$2,404,030.19 | | |
| | | TREASURERS BALANCE | | \$2,404,030.19 | | |
| | | DIFFERENCE | | 0 | | |

**EAST BUCHANAN CSD
PPEL ANNUAL REPORT 2022-2023**

**EAST BUCHANAN COMMUNITY SCHOOL
2023 SCHOOL HOUSE FUND--PPEL--Account # 900**

| JUNE | CHECK NO. | CHECK DATE | VENDOR | CHECK AMT | CLEARED | CLEARED DATE |
|--------------------------------------|--------------|---------------|-------------------|---------------------|---------|-----------------|
| NO OUTSTANDING CHECKS | | | | | | |
| JUNE BANK BALANCE | | | | \$552,858.61 | | |
| LESS OUTSTANDING CKS | | | | | | |
| | 1719 | 6/30/2023 | DEMCO | \$1,364.96 | | |
| | 1720 | 6/30/2023 | KRESS CONCRETE | \$4,550.00 | | |
| | 1721 | 6/30/2023 | MONTICELLO SPORTS | \$10,205.00 | | |
| | 1722 | 6/30/2023 | MOOSE MECH | \$36,000.00 | | |
| LESS TOTAL OUTSTANDING CHECKS | | | | \$52,119.96 | | |
| SECRETARY'S BALANCE | | | | \$500,738.65 | | |
| TREASURERS BALANCE | | | | \$500,738.65 | | |
| DIFFERENCE | | | | \$0.00 | | |

**EAST BUCHANAN CSD
ACTIVITY ANNUAL REPORT 22-23**

**EAST BUCHANAN COMMUNITY SCHOOL
OUTSTANDING CHECK REGISTER--STUDENT ACTIVITY--Acct # 306**

| CHECK NO. | VENDOR | CHECK DATE | CHECK AMT | CLEARED | CLEARED DATE |
|-----------|---------------------|------------|-----------|----------|--------------|
| 12968 | JAKE WOODWARD | 9/17/2021 | 100.00 | STOP PAY | |
| 13680 | MARK TROENDLE | 5/24/2023 | 125.00 | X | 6/7/2023 |
| 13681 | BILL YUSKA | 5/24/2023 | 135.00 | X | 6/6/2023 |
| 13683 | JOE GIBBS | 5/321/23 | 130.00 | X | 6/9/2023 |
| 13684 | DENNIS SADLER | 5/31/2023 | 120.00 | X | 6/6/2023 |
| 13686 | MARK SCHLEISMAN | 5/31/2023 | 130.00 | X | 6/16/2023 |
| 13687 | MARK TROENDLE | 5/31/2023 | 125.00 | X | 6/7/2023 |
| 13688 | BILL YUSKA | 5/31/2023 | 135.00 | X | 6/21/2023 |
| 13411 | SCOTT FRITZ | 9/26/2022 | 125.00 | | |
| 13423 | AMERICAN CANCER SOC | 10/12/2022 | 405.00 | | |
| 13589 | JOHN DVORAK | 2/9/2023 | 140.00 | | |
| 13611 | EB BOOSTER CLUB | 3/8/2023 | 1420.66 | | |
| 13630 | EB BOOSTER CLUB | 4/12/2023 | 763.91 | | |
| 13685 | JEFF NIEHAUS | 5/31/2023 | 130.00 | | |
| 13694 | TOM BARNES | 6/14/2023 | 120.00 | | |
| 13699 | ANDREA COOK | 6/14/2023 | 579.97 | | |
| 13705 | HOYLE PHOTOGRAPHY | 6/14/2023 | 160.00 | | |
| 13720 | DAVE RIMA | 6/21/2023 | 135.00 | | |
| 13722 | YMCA CAMP WAPSIE | 6/21/2023 | 1469.00 | | |
| 13723 | ROBERT GRAWE | 6/28/2023 | 265.00 | | |
| 13724 | ADAM HUEHNERGARTH | 6/28/2023 | 145.00 | | |
| 13725 | DAVE RIMA | 6/28/2023 | 130.00 | | |
| 13726 | WAYNE SCHNIER | 6/28/2023 | 145.00 | | |
| 13727 | RONALD THOLE | 6/28/2023 | 135.00 | | |
| 13728 | ENTOURAGE YRBOOKS | 6/29/2023 | 1573.25 | | |

| | |
|----------------------------|--------------------|
| JUNE BANK BALANCE | 97658.63 |
| LESS OUTSTANDING CHECKS | 7841.79 |
| SECRETARY'S BALANCE | \$89,816.84 |
| TREAS. BALANCE | \$89,816.84 |
| DIFFERENCE | 0 |

**EAST BUCHANAN CSD
NUTRITION ANNUAL REPORT 22=23**

EAST BUCHANAN SCHOOL

OUTSTANDING CHECK REGISTER--NUTRITION--BANK ACCT # 1603

| | CHECK 2023 NO. | VENDOR | CHECK DATE | AMOUNT | CLEARED DATE | CLEARED DATE |
|-------------|------------------------------------|------------------------|---------------|---------------------|-----------------|-----------------|
| JUNE | | | | | | |
| | JUNE BANK STATEMENT BALANCE | | | \$288,976.67 | | |
| | LESS OC | | | | | |
| | 1942 | DONNA SWEET | 5/10/2023 | 66.05 | | |
| | 1951 | MILLMICH | 6/26/2023 | <u>30.00</u> | | |
| | TOTAL OC CHECKS | | | 96.05 | | |
| | | TREASURERS BAL | | \$288,880.62 | | |
| | | SECRETARY'S BAL | | \$288,880.62 | | |
| | | DIFFERENCE | | \$0.00 | | |

State of Iowa
Abstract of Votes

Buchanan County, Iowa

We, the undersigned members of the County Board of Canvassers, hereby certify the following to be a true and correct abstract of the votes cast in this county, at the 2023 City-School Election held on Tuesday, November 07, 2023, as shown by the tally lists returned from the several election precincts.

East Buchanan School Director At-Large

| | |
|------------------|---|
| Andrew Sperflage | Received Three Hundred and Thirty-Three (333) votes |
| Scattering | Received Sixteen (16) votes |
| Total | Three Hundred and Forty-Nine (349) votes |

We therefore declare :

Andrew Sperflage to be duly nominated for the office of East Buchanan School Director At-Large.

IN TESTIMONY WHEREOF, we have hereunto set our hands and caused to be affixed the seal of this county by the Clerk of the Board of Supervisors at Independence, the county seat of Buchanan County, this Tuesday, November 14, 2023.

Clayton Ort

Chairperson

[Signature]

Alain Voss

[Signature]

Attest: County Auditor and Clerk of the Board of Supervisors



Members of
the Board
of
Supervisors
and ex-
officio
County
Board of
Canvassers

State of Iowa
Abstract of Votes

Buchanan County, Iowa

We, the undersigned members of the County Board of Canvassers, hereby certify the following to be a true and correct abstract of the votes cast in this county, at the 2023 City-School Election held on Tuesday, November 07, 2023, as shown by the tally lists returned from the several election precincts.

East Buchanan School Director District 2

| | |
|-------------|--|
| Andrew Maas | Received Two Hundred and Eighty-Four (284) votes |
| Scattering | Received Seventy-Three (73) votes |
| Total | Three Hundred and Fifty-Seven (357) votes |

We therefore declare :


Andrew Maas to be duly nominated for the office of East Buchanan School Director District 2.

IN TESTIMONY WHEREOF, we have hereunto set our hands and caused to be affixed the seal of this county by the Clerk of the Board of Supervisors at Independence, the county seat of Buchanan County, this Tuesday, November 14, 2023.



Chairperson







Attest: County Auditor and Clerk of the Board of Supervisors



Members of
the Board
of
Supervisors
and ex-
officio
County
Board of
Canvassers

State of Iowa
Abstract of Votes

Buchanan County, Iowa

We, the undersigned members of the County Board of Canvassers, hereby certify the following to be a true and correct abstract of the votes cast in this county, at the 2023 City-School Election held on Tuesday, November 07, 2023, as shown by the tally lists returned from the several election precincts.

East Buchanan School Director District 3

| | |
|------------------|---|
| Heather Steffens | Received Three Hundred and Forty-Four (344) votes |
| Scattering | Received Four (4) votes |
| Total | Three Hundred and Forty-Eight (348) votes |

We therefore declare :

Heather Steffens to be duly nominated for the office of East Buchanan School Director District 3.

IN TESTIMONY WHEREOF, we have hereunto set our hands and caused to be affixed the seal of this county by the Clerk of the Board of Supervisors at Independence, the county seat of Buchanan County, this Tuesday, November 14, 2023.

Clayton Christ

Chairperson

John Lutz

Haun Vogel



Members of
the Board
of
Supervisors
and ex-
officio
County
Board of
Canvassers

Kevin W. [Signature]

Attest: County Auditor and Clerk of the Board of Supervisors

Organizational Meeting (election year)

- New School Board Member Oath of Office
 - Board Secretary: Do you solemnly swear that you will support the constitution of the United States and the constitution of the State of Iowa and that you will faithfully and impartially to the best of your ability discharge the duties of SCHOOL BOARD MEMBER in the EAST BUCHANAN COMMUNITY SCHOOL DISTRICT as now or hereafter required by law?
 - Board Member(s): I do.

- Election of President
 - The president pro-tem calls for nominations; nominations need not be seconded.
 - The board will vote on the nominations and the president pro-tem will announce the results.
 - The board secretary will administer the oath of office to the newly elected president and the newly elected president will assume the chair.
 - Board Secretary: Do you solemnly swear that you will support the constitution of the United States and the constitution of the State of Iowa and that you will faithfully and impartially to the best of your ability discharge the duties of the office of President in the East Buchanan Community School District as now or hereafter required by law?
 - President: I do.

- Election of Vice-President
 - President will take nominations for vice-president; nominations need not be seconded
 - The board will vote on the nominations and the president will announce the results
 - President administers the oath of office to the vice-president

President: Do you solemnly swear that you will support the constitution of the United States and the constitution of the State of Iowa and that you will faithfully and impartially to the best of your ability discharge the duties of the office of Vice-President in the East Buchanan Community School District as now or hereafter required by law?

Vice-President: I do.

- Motion to approve the appointment of Teresa Knipper as Board Secretary
 - Oath of office (by president)

President: Do you solemnly swear that you will support the constitution of the United States and the constitution of the State of Iowa and that you will faithfully and impartially to the best of your ability discharge the duties of the office of Board Secretary in the East Buchanan Community School District as now or hereafter required by law?

Board Secretary: I do.

- Motion to approve the appointment of Marilyn Steinkamp as Board Treasurer
 - Oath of office (by president)

President: Do you solemnly swear that you will support the constitution of the United States and the constitution of the State of Iowa and that you will faithfully and impartially to the best of your ability discharge the duties of the office of Board Treasurer in the East Buchanan Community School District as now or hereafter required by law?

Board Treasurer: I do.

- Motion to appoint Steve Weidner of Swisher and Cohrt as Legal Counsel
- Motion to approve official depositories
 - \$10 million maximum deposit at Citizens State Bank
 - \$2 million maximum deposit at UMB
 - \$10 million maximum deposit at Iowa Schools Joint Investment Trust
- Motion to approve Independence Bulletin Journal as the official publication of the district
- Motion to approve the second Wednesday of each month at 5:00 pm as the school board meeting date and time.

Brad Harms, Assessor
Justin Joerger, Appraiser
Kim Fox, Office Manager
Maureen Even, Transfer Specialist

**Buchanan County
Assessor's Office**
PO Box 388
Independence, IA 50644-0388

Phone: 319.334.2706
Fax: 319.334.7451

November 21, 2023

Board of Education,

Please provide the contact information for your school district representative selected to serve on the Buchanan County Conference Board. You can provide their contact information to bharms@co.buchanan.ia.us, or return this form to **PO Box 388, Independence, IA, 50644**. The Buchanan County Conference Board is the governing body for the county assessor's office. This person must reside in Buchanan County and the appointment is for 2023.

Chapter 441.2 of the code of Iowa will serve as a reference to you if you have any questions. I will also be happy to clarify any questions you may have about the conference board position as well.

As you are aware, accurate assessed values are essential not only for each property owner's proportionate share of property tax, but equally important in the school aid funding formula.

Returning this information to me as soon as possible will enable me to send information about the conference board to your representative in a timely manner.

Sincerely,



Brad Harms
Buchanan County Assessor

REPRESENTATIVE NAME: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

The team shall include, but not be limited to, a school administrator, a school counselor, teachers, including career and technical education teachers, and individuals responsible for coordinating work-based learning activities. Additionally, consider including an Intermediary, representatives of special populations, postsecondary administrators and faculty, instructional support staff, members of local workforce development boards or organizations, parents, students, etc.

1. District Team Members

List the current Career and Academic Planning team members. Required team members are marked with an * and bolded.

| Role | Names of Stakeholders | School/Organization/Company | Email/Contact Information |
|--|------------------------------|------------------------------------|----------------------------------|
| Secondary principal/administrator(s)*: | Eric Dockstader | East Buchanan MS/HS | edockstader@east-buc.k12.ia.us |
| Secondary career and academic school counselor(s)*: | Kelly Henderson | East Buchanan MS/HS | khenderson@east-buc.k12.ia.us |
| Secondary CTE teachers*: | Tiffany Bowers | East Buchanan MS/HS | tbowers@east-buc.k12.ia.us |
| | Jon Doese | East Buchanan MS/HS | jdoese@east-buc.k12.ia.us |
| | Glen Unwin | East Buchanan MS/HS | gunwin@east-buc.k12.ia.us |
| | Carla Becker | East Buchanan MS/HS | cbecker@east-buc.k12.ia.us |
| Secondary teachers*: | Nathan Reck | East Buchanan MS/HS | nreck@east-buc.k12.ia.us |
| | Alecia Schoonover | East Buchanan MS/HS | aschoonover@east-buc.k12.ia.us |
| Work-based Learning Coordinator/Intermediary*: | Mitzi Petersen | Central Rivers AEA | mpetersen@centralriversaea.org |
| | Shyla Bagge | Central Rivers AEA | sbagge@centralriversaea.org |

| | | | |
|---|---|--|---|
| | | | |
| Secondary instructional support staff/ paraprofessional: | Barb Reed Chad Lamker Beth Auer Melissa Trumbauer Tayler Klusener | East Buchanan MS/HS East Buchanan MS/HS East Buchanan MS/HS Geater School to Work Coordinator Innovative Ag Services (IAS) | breed@east-buc.k12.ia.us clamker@east-buc.k12.ia.us Bauer@east-buc.k12.ia.us mtrumbauer@geater.com tayler.klusener@ias.coop |
| Postsecondary CTE faculty: | NA | NA | NA |
| Postsecondary administrators: | David Grunklee | Hawkeye Community College | david.grunklee@hawkeyecollege.edu |
| Members of local workforce development board | Gerald Dennie, Chair | Buchanan County Economic Development | director@growbuchanan.com |
| Member of regional economic development organization: | Lisa Kremer | Buchanan County Economic Development | director@growbuchanan.com |
| Local business and industry representatives: | Rod McGraw Marilyn Steinkamp Andy Sperfslage | Financial Decisions Group School Auditor Local Farmer | rmcgraw@fdg.net steinyd@netins.net abcsgeibvieh@gmail.com |
| Parents and students: | Derrick Lindsay | Student | ddlindsay@east-bu.k12.ia.us |

| | | | |
|--|---|---|--|
| | Carter Rosburg Kaylee Gallery Ayda Cook Cliffy Franzen | Student Student Student Parent | cjerosburg@east-buc.k12.ia.us kjgallery@east-buc.k12.ia.us acccook@east-buc.k12.ia.us cfranzen@east-buc.k12.ia.us |
| Representatives of special populations: Gender, race, ethnicity, migrant status, disability, economically disadvantaged, nontraditional, single parent, pregnant women, out of work individuals, English-language learners, homeless, foster care, active duty military, corrections. | Nathan Reck Alisa Nelson | East Buchanan MS/HS East Buchanan/Independence Schools | nreck@east-buc.k12.ia.us anelson@east-buc.k12.ia.us |
| Representatives of regional or local agencies serving out-of-school youth, homeless children and youth and at-risk youth: | Kelly Decker Paula McGraw | Families Inc East Buchanan MS/HS | decker2014@gmail.com pmcgraw@east-buc.k12.ia.us |
| Other stakeholders desired: | Cliffy Franzen | Collins Aerospace | cfranzen@east-buc.k12.ia.us |

Summary of ICAP Activities

Ensure each ICAP achieves the following:

- Prepare the student for successful completion of the core curriculum developed by the state board of education by the time the student graduates from high school.
 - 4-year plan is created in 8th grade
 - Parent/guardian signs acknowledgment of review
 - Plan is reviewed each year by student/family
 - Student and family are advised on progress towards graduation

- Identify the coursework and work-based learning needed in grades nine through twelve to support the student's postsecondary education and career options.
 - In yearly review, student and family are advised on opportunities on coursework including concurrent enrollment options that support the student's postsecondary goals
 - Work-based learning is incorporated into the student's experience to support their postsecondary goals
- Prepare the student to successfully complete, prior to graduation and following a timeline included in the plan, the 5 essential components
 - The 5 Essential Components are completed each year 9-12
 - Data collection process is identified
 - Student reflection in each component is included
 - Each district has identified and implemented the use of an approved Career Information System (CIS).
 - The CIS usage is identified and there is an included overview on how the CIS is used to support each essential component
 - Additional resources can be used outside of the CIS; CIS is the primary tool
 - 5 essential components are outlined and incorporated in DCAP for each year 9-12 for all students
- Prior to graduation, advise the student how to successfully complete the free application for federal student aid (FAFSA).
 - FAFSA advisement includes but is not limited to the following:
 - Connection to financial aid process and scholarships
 - Steps required to file including pre-file and post-file to include the FAFSA verification, flagged FAFSA and resources to support students and families

Points to consider when completing the summaries for each section:

- Identify how internal and external team members collaborate to holistically implement self-understanding at each grade level.
- Who are the team members assigned in grades 8-12 and what are their assigned roles in the implementation of the District Plan?
- How will completion of each essential component contribute to the successful completion of high school, including student identified and ICAP activity supported postsecondary education and career options and goals?
- How is reflection incorporated in each of the 5 Essential Components?

2. District Plan Statement Summary:

Consider in your summary:

- Identified district goals
- Data points and data sources that were used in the formation of the district goals for student ICAP completion
- Points of collaboration with internal and external stakeholders
- Methods of communication and connection with students, their families and their community
- Connection to prior year rubric score and steps taken to evaluate prior DCAP and improve

3. Prepare the student for successful completion of the core curriculum developed by the state board of education by the time the student graduates from high school.

- a. 4-year plan is created in 8th grade

- b. Parent/guardian signs acknowledgment of review
- c. Plan is reviewed each year by student/family
- d. Student and family are advised on progress towards graduation

8th Grade: Creation of 4-year plan of coursework that meets graduation requirements & supports student's current postsecondary plan

| 8th grade | Activity/Experience to Support students 4-year plan portion of ICAP | Timeline | Staff Members included | Resources used including CIS |
|--|---|----------------|----------------------------|---|
| 4-year plan is completed | MAP to fulfill all | Winter, yearly | Kelly Henderson, counselor | <u>Sample Plan - MAP</u> |
| Advisement of coursework supporting graduation | 8th grade orientation in Spring | Spring, yearly | Kelly Henderson, counselor | <u>Secondary handbook Graduation Requirements</u> |
| Advisement of coursework to support post-secondary goals | 8th grade orientation in Spring and MAP | Winter, yearly | Kelly Henderson, Counselor | <u>Link secondary handbook</u> |
| Parent or Guardian signs acknowledgement of plan | Four Year Plan | Winter, yearly | Kelly Henderson, Counselor | <u>SUMMARY Sample</u> |

Grades 9-12: Student reviews plan each year for graduation progress and alignment to postsecondary goal(s); parent/guardian are included and advised in the yearly review.

| Grade: | Activity/Experience to support review and update of 4-year plan portion of ICAP | Timeline | Staff Members Included | Resources used including CIS |
|------------|--|----------|---|---|
| 9th Grade | <ul style="list-style-type: none"> • The Special Education Teacher will review classes and work study options with students with IEP's. This will be done at their annual IEP meetings. | Yearly | Special Education Teacher/LEA/Students/ Student Parents/ General Education Teachers | Student data and observations. <u>Transition Assessments</u> |
| 10th Grade | <ul style="list-style-type: none"> • The Special Education Teacher will review classes and work study options | Yearly | Special Education Teacher/LEA/Students/ | Student data and observations. |

| | | | | |
|-------------------|---|--------|---|---|
| | with students with IEP's. This will be done at their annual IEP meetings. | | Student Parents/ General Education Teachers | <u>Transition Assessments</u> |
| 11th Grade | <ul style="list-style-type: none"> The Special Education Teacher will review classes and work study options with students with IEP's. This will be done at their annual IEP meetings. | Yearly | Special Education Teacher/LEA/Students/ Student Parents/ General Education Teachers | Student data and observations. <u>Transition Assessments</u> |
| 12th Grade | <ul style="list-style-type: none"> The Special Education Teacher will review classes and work study options with students with IEP's. This will be done at their annual IEP meetings. Vocational Rehab: They work with student populations and families to set up job/school/adulthood. | Yearly | Special Education Teacher/LEA/Students/ Student Parents/ General Education Teachers | Student data and observations. <u>Transition Assessments</u> <u>Rehab School Plan</u> |

4. Work-Based Learning Incorporated into the student's ICAP

Work-based learning (WBL) experiences and reflection are included in the student ICAP process. For detailed information on WBL including implementation, activity clarification, integration strategies and ICAP connection, please refer to the Iowa Department of Education's Work-Based Learning Guide.

| Grade: | Description and reflection of Work-Based Learning Experience(s) | Timeline | Staff Members Included | Resources used including CIS |
|-------------------|---|--|---|--|
| 9th Grade | Supervised Agricultural Experience (SAE) <ul style="list-style-type: none"> All agricultural students keep records on their own work based learning projects outside of school hours. FCS classroom survey Job Shadows: | Year long Semester Trimester | Jon Doese, Agriculture Teacher Tiffany Bowers, FCS Teacher | <u>Theaet.com</u> - <u>Kreighton Peck</u> - <u>Records</u> <u>Interest Survey</u> <u>Job Shadow Documentation</u> <u>Theaet.com</u> |
| 10th Grade | SAE | Year long | Jon Doese, Agriculture Teacher | <u>Theaet.com</u> |

| | | | | |
|-------------------|---|--|--|--|
| | <p>Job Shadows: - All agricultural students keep records on their own work based learning projects outside of school hours.</p> <p>FCS classroom survey</p> | <p>Trimester Trimester</p> | <p>Tiffany Bowers, FCS Teacher</p> | <p>- Lindsay Beyer - <u>Records</u> <u>Job Shadow Documentation</u> <u>Interest Survey</u></p> |
| 11th Grade | <p>SAE - All agricultural students keep records on their own work based learning projects outside of school hours.</p> <p>FCS classroom survey</p> <p>Job Shadows</p> | <p>Year long Trimester Trimester</p> | <p>Jon Doese, Agriculture Teacher Tiffany Bowers, FCS Teacher</p> | <p><u>Theaet.com</u> - Carter Rosburg - <u>Records</u> <u>Interest Survey</u> <u>Job Shadow Documentation</u></p> |
| 12th Grade | <p>SAE - All agricultural students keep records on their own work based learning projects outside of school hours.</p> <p>All seniors have the option to participate in 3 hours/day of WBL (work based learning) for 1 credit each term. They are placed in an area of interest.</p> <p>FCS classroom survey</p> <p>Geater Machining and Manufacturing Pre Apprenticeship program</p> | <p>Year long Trimester Trimester Trimester/Yearly</p> | <p>Jon Doese, Agriculture Teacher Mitzi Peterson, AEA WBL Coordinator Tiffany Bowers, FCS Teacher Jon Doese, Agriculture Teacher Tiffany Bowers, FCS Teacher Kelly Henderson, Guidance Counselor Melissa Trumbauer, Geater School to Work Coordinator</p> | <p><u>Theaet.com</u> - Dalton Kortenkamp - <u>Records</u> <u>MOC Policy</u> <u>Interest Survey</u> <u>Pre-Apprenticeship Policy</u></p> |

| | | | |
|---|---------------|---|--------------------------------|
| Innovative Ag Services Experience Program | 3rd Trimester | Taylor Kluesner, Innovative Ag Communications Specialists | <u>IAS Ag Experience Flyer</u> |
|---|---------------|---|--------------------------------|

5. Essential Components

Essential Component #1: Self-Understanding (assessments, inventories, reflections)

Students shall engage in developmentally appropriate inventories and assessments that promote self-understanding, the connection to work, and engage in **meaningful reflective activities about the results**. Self-understanding can include but is not limited to interest inventories, work values assessments, personal values inventories, abilities strengths and skills assessments, career cluster assignment, learning styles inventories and noncognitive skill assessment.

| Grade: | Activity or Experience Description, Outcomes and Reflection | Timeline | Staff Members Included | Resources used including CIS |
|--------|---|--|---|--|
| 8th | <p>My Academic Plan- https://www.planyouradventure.net/form.php</p> <ul style="list-style-type: none"> - Students take career interest surveys and learn about multiple career choices - Small group/individual conferences <p>HS Orientation</p> <ul style="list-style-type: none"> - Create 4 year plan | <p>8th Grade Careers Exploratory (6 week course) all students</p> <p>Throughout 2nd Trimester</p> <p>2 Trimester</p> | <p>Kelly Henderson, Guidance Counselor and Carla Becker, Business Teacher</p> <p>Guidance Counselor and HS/MS Principal</p> | <p><u>My Academic Plan</u></p> <p><u>Course Description Packet</u></p> |
| 9th | <p>My Academic Plan-</p> <ul style="list-style-type: none"> - Students take career interest surveys and learn about multiple career choices - Small group/individual conferences | <p>2nd Trimester</p> | <p>Kelly Henderson, Guidance Counselor</p> | <p><u>My Academic Plan</u></p> |

| | | | | |
|------|---|--|---|---|
| | <p>Review 4 year plan</p> <p>AFNR</p> <ul style="list-style-type: none"> - Agricultural students complete a survey and explore career options based on results of their survey <p>Fashion Merchandising (FCS)</p> | <p>Throughout 2nd Trimester</p> <p>1st Trimester</p> <p>Trimester</p> | <p>Kelly Henderson, Guidance Counselor</p> <p>Jon Doese, Agriculture Teacher</p> <p>Tiffany Bowers</p> | <p><u>Course Description Packet</u></p> <p><u>Agexplorer.com</u></p> <p><u>Careers Assignment</u></p> |
| 10th | <p>My Academic Plan-</p> <ul style="list-style-type: none"> - Students take career interest surveys and learn about multiple career choices - Small group/individual conferences <p>Review 4 year plan</p> <p>Begin discussion regarding placement tests: ACT, SAT, Accuplacer, ASVAB</p> <p>ICAN presentation - Career and College Planning</p> <p>Plant Science</p> <ul style="list-style-type: none"> - Students explore careers related to the subject <p>Animal Science</p> <ul style="list-style-type: none"> - Students explore careers related to the subject | <p>2nd Trimester</p> <p>Throughout 2nd Trimester</p> <p>1st Trimester</p> <p>2nd Trimester</p> | <p>Kelly Henderson, Guidance Counselor</p> <p>Kelly Henderson, Guidance Counselor</p> <p>Jon Doese, Agriculture Teacher</p> <p>Jon Doese, Agriculture Teacher</p> | <p><u>My Academic Plan</u></p> <p><u>Course Description Packet</u></p> <p><u>Plant Science</u></p> <p><u>Animal Science</u></p> |
| 11th | <p>My Academic Plan-</p> <ul style="list-style-type: none"> - Students take career interest surveys and learn about multiple career choices - Small group/individual conferences <p>Review 4 year plan</p> | <p>2nd Trimester</p> | <p>Kelly Henderson, Guidance Counselor</p> <p>Kelly Henderson, Guidance Counselor</p> | <p><u>My Academic Plan</u></p> |

| | | | | |
|-------------|--|--|--|--|
| | <p>Discuss placement tests: ACT, SAT, Accuplacer, ASVAB</p> <p>PSAT Test offered</p> <p>ICAN Presentation FAFSA, College Planning</p> <p>Plant Science</p> <ul style="list-style-type: none"> - Students explore careers related to the subject <p>Animal Science</p> <ul style="list-style-type: none"> - Students explore careers related to the subject | <p>Throughout 2nd Trimester</p> <p>1st Trimester</p> <p>2nd Trimester</p> | <p>Jon Doese, Agriculture Teacher</p> <p>Jon Doese, Agriculture Teacher</p> | <p><u>Course Description Packet</u></p> <p><u>Plant Science</u></p> <p><u>Animal Science</u></p> |
| <p>12th</p> | <p>My Academic Plan-</p> <ul style="list-style-type: none"> - Students take career interest surveys and learn about multiple career choices - Small group/individual conferences <p>Review 4 year plan</p> <p>CPR required</p> <p>Agricultural Business</p> <ul style="list-style-type: none"> - Students explore careers related to the subject | <p>2nd Trimester</p> <p>Throughout 2nd Trimester</p> <p>1st Trimester</p> <p>1st Trimester</p> | <p>Kelly Henderson, Guidance Counselor</p> <p>Kelly Henderson, Guidance Counselor</p> <p>Alieca Schoonover, Physical Education Teacher</p> <p>Jon Doese, Agriculture Teacher</p> | <p><u>My Academic Plan</u></p> <p><u>Course Description Packet</u></p> <ul style="list-style-type: none"> 📄 First Aid-CPR-AED I... 📄 First Aid-CPR-AED ... <p><u>Agricultural Business</u></p> |

Essential Components #2 Career Information - Understanding the World of Work (state and national wage, earning, employment outlook)

Students shall research careers based on self-understanding results and engage in meaningful reflection about the findings.

Career information shall include, but is not limited to,

- State and national wage earnings
- Employment outlook data for a given occupation
- Job descriptions including such information as:
 - Essential duties
 - Aptitudes
 - Work conditions
 - Physical demands
- Education and training requirements

| Grade: | Activity or Experience Description, Outcomes and Reflection | Timeline | Staff Members Included | Resources used including CIS |
|--------|--|------------------------------------|---|--|
| 8th | 8th Grade Careers Exploratory <ul style="list-style-type: none"> - Research careers interesting in - Guest speakers come to discuss their career Field trips to experience different work environments | 6 week course for all 8th graders | Carla Becker, Business teacher | Classroom discussions |
| | My Academic Plan- <ul style="list-style-type: none"> - Students take career interest surveys and learn about multiple career choices - Small group/individual conferences | 2nd Trimester | Kelly Henderson, Guidance Counselor | My Academic Plan My Academic Plan |
| 9th | My Academic Plan- <ul style="list-style-type: none"> - Students take career interest surveys and learn about multiple career choices - Small group/individual conferences AFNR <ul style="list-style-type: none"> - Students will choose three careers based on their survey results and create a visual representation of each career by | 2nd Trimester 1st Trimester | Kelly Henderson, Guidance Counselor Jon Doese, Agriculture Teacher | My Academic Plan agexplorer.com |

| | | | | |
|------|---|-----------------------------|---|--|
| 10th | displaying important information related to the career. | Offered throughout the year | Carla Becker, Business teacher | Classroom discussions |
| | <p>Workplace Readiness Course-Aptitude, Interest, and abilities exploration</p> <ul style="list-style-type: none"> Myers-Briggs Test 16 Personality Assessment RIASEC Holland Theory mynextmove.org <p>My Academic Plan-</p> <ul style="list-style-type: none"> Students take career interest surveys and learn about multiple career choices <p>Small group/individual conferences</p> <p>Guest Speaker: Iowa National Guard</p> <ul style="list-style-type: none"> Career opportunities and presentation Question and answer session | 2nd Trimester | <p>Kelly Henderson, Guidance Counselor</p> <p>Glen Unwin, Industrial Technology Teacher</p> | <p><u>My Academic Plan</u></p> <p>https://www.iowanationalguard.com/?page_id=597</p> <p>https://www.nationalguard.com/careers</p> |
| | <p>Animal Science</p> <ul style="list-style-type: none"> Students will identify one career that is of interest to them in relation to their class. Students will create a visual representation of the chosen career by displaying important information related to the chosen career. | 2nd Trimester | Jon Doese, Agriculture Teacher | <u>Animal Science</u> |
| | <p>Plant Science</p> <ul style="list-style-type: none"> Students will identify one career that is of interest to them in relation to their class. Students will create a visual representation of the chosen career by | 2nd Trimester | Jon Doese, Agriculture Teacher | <u>Plant Science</u> |

| | | | | |
|------|---|---|---|---|
| | <p>displaying important information related to the chosen career.</p> <p>Child Development</p> <ul style="list-style-type: none"> - Students will research and identify careers in Child Development/Early Childhood, comparing and contrasting. | 1 trimester | Tiffany Bowers, FCS Teacher | <u>Career Research Assignment</u> |
| 11th | <p>Workplace Readiness Course-Aptitude, Interest, and abilities exploration</p> <ul style="list-style-type: none"> • Myers-Briggs Test • 16 Personality Assessment • RIASEC Holland Theory • mynextmove.org <p>My Academic Plan-</p> <ul style="list-style-type: none"> - Students take career interest surveys and learn about multiple career choices - Small group/individual conferences <p>Guest Speaker IBEW</p> <ul style="list-style-type: none"> • Career opportunities and presentation • Question and answer session <p>Animal Science</p> <ul style="list-style-type: none"> - Students will identify one career that is of interest to them in relation to their class. - Students will create a visual representation of the chosen career by displaying important information related to the chosen career. <p>Plant Science</p> <ul style="list-style-type: none"> - Students will identify one career that is of interest to them in relation to their class. | <p>Offered throughout the year</p> <p>2nd Trimester</p> <p>2nd Trimester</p> <p>2nd Trimester</p> | <p>Carla Becker, Business Teacher</p> <p>Kelly Henderson, Guidance Counselor</p> <p>Glen Unwin, Industrial Technology Teacher</p> <p>Jon Doese, Agriculture Teacher</p> <p>Jon Doese, Agriculture Teacher</p> | <p>Classroom discussions</p> <p><u>My Academic Plan</u></p> <p>https://www.ibew288.org/</p> <p><u>Animal Science</u></p> <p><u>Plant Science</u></p> |

| | | | | |
|------|--|---|---|---|
| | <ul style="list-style-type: none"> - Students will create a visual representation of the chosen career by displaying important information related to the chosen career. | | | |
| 12th | <p>Workplace Readiness Course-Aptitude, Interest, and abilities exploration</p> <ul style="list-style-type: none"> • Myers-Briggs Test • 16 Personality Assessment • RIASEC Holland Theory • mynextmove.org <p>My Academic Plan-</p> <ul style="list-style-type: none"> - Students take career interest surveys and learn about multiple career choices - Small group/individual conferences <p>Guest Speaker East Buchanan Telephone</p> <p>Career opportunities for the Telephone company.</p> <p>Agricultural Business</p> <ul style="list-style-type: none"> - Students will identify one career that is of interest to them in relation to their class. - Students will create a visual representation of the chosen career by displaying important information related to the chosen career. | <p>Offered throughout the year</p> <p>2nd Trimester</p> <p>3rd Trimester</p> <p>2nd Trimester</p> | <p>Carla Becker, Business Teacher</p> <p>Guidance Counselor goes into 12th grade classrooms to go through My Academic Plan and results</p> <p>Glen Unwin, Industrial Technology Teacher</p> <p>Jon Doese, Agriculture Teacher</p> | <p>Classroom discussions</p> <p><u>My Academic Plan</u></p> <p><u>https://eastbuchanan.com/</u></p> <p><u>Agricultural Business</u></p> |

Essential Component #3: Career Exploration Experiences

Students shall engage in activities that reveal connections among school-based instruction, career clusters, and the world of work and engage in meaningful reflection.

Career exploration experiences may be face-to-face or virtual and may include, but are not limited to

- Job tours
- Career days or career fairs
- Work-based learning activities (outlined in [Iowa Department of Education's Work-Based Learning Guide](#))
- Internships
- Pre-apprenticeships & apprenticeships

| Grade: | Activity or Experience Description, Outcomes and Reflection | Timeline | Staff Members Included | Resources used including CIS |
|--------|---|--|---|--|
| 8th | <p>Careers Exploratory - go through the Career Clusters/Pathways</p> <p>Field Trip to Hawkeye Community College-Career Day</p> <p>My Academic Plan-</p> <ul style="list-style-type: none"> - Students take career interest surveys and learn about multiple career choices - Small group/individual conferences | <p>2nd Trimester during 8th Grade Exploratory</p> <p>2nd Trimester</p> | <p>Carla Becker, Business Teacher</p> <p>Kelly Henderson, Guidance Counselor</p> | <p>My Academic Plan</p> |
| 9th | <p>Career Fair</p> <ul style="list-style-type: none"> - students get to learn about a variety of careers from local employees - Students reflect on the day and what they have learned <p>My Academic Plan-</p> <ul style="list-style-type: none"> - Students take career interest surveys and learn about multiple career choices | <p>4 years</p> <p>2nd Trimester</p> | <p>CTE Members & HS/MS Principal</p> <p>Kelly Henderson, Guidance Counselor</p> | <p>Interest Survey Student Sign Up Post career fair survey</p> <p>My Academic Plan</p> |

| | | | | |
|-------------|---|--|---|---|
| | <ul style="list-style-type: none"> - Small group/individual conferences <p>Supervised Agricultural Experience</p> <ul style="list-style-type: none"> - Students will conduct "Supervised Agricultural Experiences" and document what they did while at their internship/enterprise through AET. - Students will also create a plan and agreements with their parents/supervisors/partners. <p>Parenting/Child Development</p> <ul style="list-style-type: none"> - Students go over to the neighboring Daycare and work/observe in each of the rooms. They have to fill out an experience sheet, reflecting on their experiences at the daycare. | <p>Year Long</p> <p>1 trimester</p> | <p>Jon Doese, Agriculture Teacher</p> <p>Tiffany Bowers, FCS</p> | <p>Theaet.com</p> <ul style="list-style-type: none"> - Frankie Dolan - Records <p>Example of observation form</p> |
| <p>10th</p> | <p>Career Fair</p> <ul style="list-style-type: none"> - students get to learn about a variety of careers from local employees - Students reflect on the day and what they have learned <p>My Academic Plan-</p> <ul style="list-style-type: none"> - Students take career interest surveys and learn about multiple career choices - Small group/individual conferences <p>Supervised Agricultural Experiences</p> <ul style="list-style-type: none"> - Students will conduct "Supervised Agricultural Experiences" and document what they did while at their internship/enterprise through AET. - Students will also create a plan and agreements with their parents/supervisors/partners. | <p>3rd Trimester every 4 years</p> <p>2nd Trimester</p> <p>Year Long</p> | <p>CTE Teachers, Guidance Counselor, and HS/MS Principal</p> <p>Kelly Henderson, Guidance Counselor</p> <p>Jon Doese, Agriculture Teacher</p> | <p>Guest speakers Interest Survey Student Sign Up Post career fair survey</p> <p>My Academic Plan</p> <p>Theaet.com</p> <ul style="list-style-type: none"> - Trey Johnson - Proficiency Application |

| | | | | | |
|------|--|-----------------------------|---|--|--|
| | <ul style="list-style-type: none"> - Can apply for proficiency awards showcasing their project against other students within the same area. | | | | |
| 11th | <p>Career Fair</p> <ul style="list-style-type: none"> - students get to learn about a variety of careers from local employees - Students reflect on the day and what they have learned <p>My Academic Plan-</p> <ul style="list-style-type: none"> - Students take career interest surveys and learn about multiple career choices - Small group/individual conferences <p>Supervised Agricultural Experiences</p> <ul style="list-style-type: none"> - Students will conduct "Supervised Agricultural Experiences" and document what they did while at their internship/enterprise through AET. - Students will also create a plan and agreements with their parents/supervisors/partners. - Can apply for proficiency awards showcasing their project against other students within the same area. - Eligible to apply for a state FFA degree. | 3rd Trimester every 4 years | CTE Teachers, Guidance Counselor, and HS/MS Principal | <p><u>Guest speakers</u> <u>Interest Survey</u> <u>Student Sign Up</u> <u>Post student survey for Career Fair</u></p> <p><u>Theaet.com</u> - <u>Kyle Wessels</u> - <u>FFA</u> - <u>Degree</u> - <u>Records</u></p> | |
| 12th | <p>Career Fair</p> <ul style="list-style-type: none"> - students get to learn about a variety of careers from local employees - Students reflect on the day and what they have learned <p>My Academic Plan-</p> <ul style="list-style-type: none"> - Students take career interest surveys and | 3rd Trimester every 4 years | CTE Teachers, Guidance Counselor, and HS/MS Principal | <p><u>Guest speakers</u> <u>Interest Survey</u> <u>Student Sign Up</u> <u>Post career fair student survey</u></p> | |

| | | | | |
|--|---|---------------------------------------|--|---|
| | <ul style="list-style-type: none"> - learn about multiple career choices - Small group/individual conferences <p>Supervised Agricultural Experience</p> <ul style="list-style-type: none"> - Students will conduct "Supervised Agricultural Experiences" and document what they did while at their internship/enterprise through AET. - Students will also create a plan and agreements with their parents/supervisors/partners. - Can apply for proficiency awards showcasing their project against other students within the same area. - Eligible to apply for a state FFA degree. | <p>2nd Trimester</p> <p>Year Long</p> | <p>Kelly Henderson, Guidance Counselor</p> <p>Jon Doese, Agriculture Teacher</p> | <p>Theaet.com</p> <ul style="list-style-type: none"> - Lauren Beyer - Iowa Degree Records |
|--|---|---------------------------------------|--|---|

Essential Component #4: Postsecondary Exploration

Students shall engage in activities to explore relevant postsecondary education and training options related to career interests and engage in meaningful reflection on the exploration experience.

Postsecondary exploration activities may be face-to-face or virtual and may include, but are not limited to:

- Site or campus visits
- Career, employment, or college fairs
- Visits with recruiters and representatives of postsecondary education and training options.
- Postsecondary research and connection

| | | | | |
|----------------------|---|------------------------|--|--|
| <p>Grade:</p> | <p>Activity or Experience Description, Outcomes and Reflection</p> | <p>Timeline</p> | <p>Staff member(s) included in implementation with brief statement included on their involvement/role</p> | <p>Resources used including CIS</p> |
|----------------------|---|------------------------|--|--|

| | | | | |
|------|---|---|--|--|
| 8th | <p>Career Fair</p> <ul style="list-style-type: none"> - students get to learn about a variety of careers from local employees - Students reflect on the day and what they have learned | 3rd Trimester every 4 years | CTE Teachers, Guidance Counselor, and HS/MS Principal | <u>Guest speakers</u> <u>Interest Survey</u> <u>Post career fair student survey</u> <u>Student Sign Up</u> |
| 9th | <p>Career Fair</p> <ul style="list-style-type: none"> - students get to learn about a variety of careers from local employees - Students reflect on the day and what they have learned | 3rd Trimester every 4 years | CTE Teachers, Guidance Counselor, and HS/MS Principal | <u>Guest speakers</u> <u>Interest Survey</u> <u>Post career fair student survey</u> <u>Student Sign Up</u> |
| 10th | <p>Career Fair</p> <ul style="list-style-type: none"> - students get to learn about a variety of careers from local employees - Students reflect on the day and what they have learned | 3rd Trimester every 4 years | CTE Teachers, Guidance Counselor, and HS/MS Principal | <u>Guest speakers</u> <u>Interest Survey</u> <u>Post career fair student survey</u> <u>Student Sign Up</u> |
| 11th | <p>Career Fair</p> <ul style="list-style-type: none"> - students get to learn about a variety of careers from local employees - Students reflect on the day and what they have learned | 3rd Trimester every 4 years | CTE Teachers, Guidance Counselor, and HS/MS Principal | <u>Guest speakers</u> <u>Interest Survey</u> <u>Post career fair student survey</u> <u>Student Sign Up</u> |
| 12th | <p>Career Fair</p> <ul style="list-style-type: none"> - students get to learn about a variety of careers from local employees - Students reflect on the day and what they have learned <p>Financial Aid night for FAFSA information with parents and students</p> | 3rd Trimester every 4 years Throughout | CTE Teachers, Guidance Counselor, and HS/MS Principal Kelly Henderson, Guidance | <u>Guest speakers</u> <u>Interest Survey</u> <u>Post career fair student survey</u> <u>Student Sign Up</u> <u>College Possible</u> |

| | | | | |
|--|---|---|---|--|
| | <p>College Reps- students get a chance to meet with college reps throughout the school day</p> <p>College Visits- students have a chance to go and visit one college throughout their junior year</p> <p>Agriculture College Days</p> | <p>the year</p> <p>Throughout the year</p> <p>Year Long</p> | <p>Counselor</p> <p>Kelly Henderson, Guidance Counselor</p> <p>Postsecondary Colleges</p> | <p>College Reps</p> <p>College Visit Form</p> <p><u>Hawkeye Community College</u></p> <p><u>Iowa State University Dairy Day</u></p> <p><u>Morningside College</u></p> <p><u>Northeast Iowa Community College</u></p> |
|--|---|---|---|--|

Essential Component #5: Career and Postsecondary Decision

Students shall complete relevant activities to meet their postsecondary goals consistent with the plan and stated postsecondary intention and engage in meaningful reflection on the exploration experience.

Relevant career and postsecondary decision activities may include, but are not limited to:

- Completion of required college or university admission or placement examinations
- Completion of relevant entrance applications and documents
- Job applications, résumés, and cover letters
- Completion of financial aid and scholarship applications
- Review and comparison of award letters
- Completion requirements for different postsecondary options, such as annual financial aid requirements, the role of remedial courses, course-of-study requirements, and the role of the academic advisory.

| | | | | |
|----------------------|---|------------------------|--|--|
| <p>Grade:</p> | <p>Activity or Experience Description, Outcomes and Reflection</p> | <p>Timeline</p> | <p>Staff member(s) included in implementation with brief statement included on their involvement/role</p> | <p>Resources used including CIS</p> |
|----------------------|---|------------------------|--|--|

| | | | | |
|------|--|---|--|---|
| 8th | Revisiting MAP plan and 4-year plan | 2nd Trimester | HS/MS Guidance Counselor | <u>My Academic Plan</u> |
| 9th | Revisiting MAP plan and 4-year plan FFA - Career and Leadership Development Events through FFA Career and Leadership Development Events | 2nd Trimester | HS/MS Guidance Counselor | <u>My Academic Plan</u> <u>Career Development Events</u> <u>Leadership Development Events</u> |
| 10th | Financial Literacy Course-Financial Aid and Scholarship Opportunities Workplace Readiness Course <ul style="list-style-type: none"> • Career Portfolio: Job Application, Resume, and Cover Letter • Interview Skills • First Impressions Job Shadow Experience FFA - Career and Leadership Development Events through FFA Career and Leadership Development Events | Offered Every Trimester Offered 2nd and 3rd Trimester | Carla Becker, Business Teacher Jon Doese, Agriculture Teacher | <u>Classroom Documents and Activities</u> <u>Career Development Events</u> <u>Leadership Development Events</u> |
| 11th | Financial Literacy Course-Financial Aid and Scholarship Opportunities Workplace Readiness Course <ul style="list-style-type: none"> • Career Portfolio: Job Application, Resume, | Offered Every Trimester | Carla Becker, Business Teacher | <u>Classroom Documents and Activities</u> |

| | | | | |
|------|---|--|---|--|
| | <ul style="list-style-type: none"> and Cover Letter Interview Skills First Impressions <p>Job Shadow Experience</p> <p>FFA</p> <ul style="list-style-type: none"> - Career and Leadership Development Events through FFA Career and Leadership Development Events | 2nd and 3rd Trimester | Jon Doese, Agriculture Teacher | <p><u>Classroom Documents and Activities</u></p> <p><u>Career Development Events</u></p> <p><u>Leadership Development Events</u></p> |
| 12th | <p>Financial Literacy Course-Financial Aid and Scholarship Opportunities</p> <p>Workplace Readiness Course</p> <ul style="list-style-type: none"> • Career Portfolio: Job Application, Resume, and Cover Letter • Interview Skills • First Impressions <p>Job Shadow Experience</p> <p>FFA</p> <ul style="list-style-type: none"> - Career and Leadership Development Events through FFA Career and Leadership Development Events - National FFA Scholarships are available to graduating and college students. <p>Agricultural Business</p> <ul style="list-style-type: none"> - Resumes | <p>Offered Every Trimester</p> <p>2nd and 3rd Trimester</p> <p>3rd Trimester</p> | <p>Carla Becker, Business Teacher</p> <p>Jon Doese, Agriculture Teacher</p> <p>Jon Doese, Agriculture Teacher</p> | <p><u>Classroom Documents and Activities</u></p> <p><u>Classroom Documents and Activities</u></p> <p><u>Career Development Events</u></p> <p><u>Leadership Development Events</u></p> <p><u>National FFA Grants & Scholarships</u></p> <p><u>Resume Activity</u></p> |

6. FAFSA Advisement: Prior to graduation, all students must be advised on how to successfully complete the Free Application For Federal Student Aid (FAFSA)

Considerations for this section:

- Process for completion
- Reasons for completion
- Connections to financial aid including scholarships & all connections to state and federal aid
- Terms connected to FAFSA process
- FAFSA verification and other FAFSA complications
- State-wide resources for student and family support of FAFSA completion
- Parent/guardian engagement

| Grade: | Activity/Experience to support FAFSA Advisement | Timeline | Staff member(s) included in implementation with brief statement included on their involvement/role | Resources used including CIS |
|------------|---|----------|--|---|
| 10th Grade | ICAN | Yearly | Kelly Henderson | <u>PowerPoint</u> <u>Video</u> |
| 11th Grade | ICAN | Yearly | Kelly Henderson | <u>PowerPoint</u> <u>Video</u> |
| 12th Grade | ICAN | Yearly | Kelly Henderson | <u>PowerPoint</u> <u>Video</u> <u>Financial Aid Process</u> |

7. District plan integration

After reflecting on our DCAP plan from the previous year, we met as a CTE group to see where we need to improve our plan. Not only were we looking at more specificity in how we are addressing our needs, but also look at new programming and access for our students to be well informed and prepared for the future. We streamlined our Workplace Learning offering and processes to make the program more responsive to student interests. In addition we are exploring the Portrait of a Graduate process and how our district would benefit from implementation. The school district continues to partner with local industries for pre-apprenticeship and apprenticeship opportunities. This school year we are finding it difficult to implement some of the requirements because of teacher shortages in the CTE areas around the state of Iowa. Qualified candidates for our Business opening were not forthcoming, and although we hired from industry the learning curve has been large. Our team of CTE teachers,

administration and counselors have all attended trainings that focus on career readiness and career planning, which will keep their knowledge current in regards to best practices. The district will obtain occupational outlook data to make informed decisions, so we can advise students on what are some of the career fields that are going to be sustainable in the future.

SBRC APPLICATION FOR MODIFIED SUPPLEMENT AMOUNT - 2023-2024

106

The district can submit an application to the SBRC for a modified supplement amount for Increased Enrollment, Open Enrollment Out, and LEP Instruction Beyond 5 Years as shown below. If approved by the SBRC, there will be an increase in the district's spending authority for the current year.

Request: Increased Enrollment Districts may request modified supplemental amount (MSA) (i.e. spending authority) for on-time funding (awarded in current year) if the certified enrollment count of the current year exceeded the certified enrollment count of the prior year.

| Certified Enrollment Current Year FTE | Certified Enrollment Previous Year FTE | Cert Enroll Increase FTE | DCPP Current Yr | Maximum MSA Request Increase FTE x DCPP) |
|---------------------------------------|--|--------------------------|-----------------|--|
| 534.50 | 541.90 | 0.00 | 7635.00 | 0.00 |

Request: Open Enrollment Out Districts may request MSA for students open enrolled out (OEO) in the current year for whom the district is required to pay tuition in the current year and were not included in the certified enrollment count of the prior year.

| Preliminary Eligible FTE | Certified Enrollment Increase FTE | Final Eligible FTE | SCPP Previous Year | TLC | Maximum MSA Request(Final FTE x (TLC + Previous Year SCPP) |
|--------------------------|-----------------------------------|--------------------|--------------------|--------|--|
| 8.60 | 0.00 | 8.60 | 7413.00 | 357.80 | 66,828.88* |

Request: EL Instruction Beyond 5 Years - Districts may request MSA for the costs of providing instructional services to English learner (EL) students being served beyond the five years of weightings.

| Eligible LEP Count | Test Level | Weighting | DCPP | Maximum MSA Request (Count x Weighting X DCPP) |
|--------------------|--------------|-----------|------------|--|
| 1.00 | Intermediate | 0.21 | \$7,635.00 | \$1,603.35* |
| 0.00 | Intensive | 0.26 | | 0 |

*Amounts requested are rounded down to the nearest whole dollar.

"I move that that the board approve the SBRC application for modified supplement amount for open enrollment out of \$66,828.00 and EL Instruction beyond 5 years of \$1,603.00."

Motion:

Second:

Minutes uploaded: _____

SBRC Application for At-Risk/Dropout MSA

From School Business Alert: The restricted use of related MSA is to provide additional resources for the 2024-2025 school year that are necessary to implement the at-risk, alternative school, dropout prevention, and returning dropout services for identified students that are included in the local school board's adopted plan pursuant to Iowa Code section 257.38. MSA awarded for this purpose will not increase regular program spending authority.

| # | Description | Amount |
|--|---|-----------|
| 1 | District cost per pupil | \$7,635 |
| 2 | Certified enrollment (October 1, current school year) Certified enrollment was found and certified on 10/13/2023 12:56:59 PM. | 534.5 |
| 3 | Maximum modified supplemental amount possible (0.033 x line 1 x line 2) | \$134,670 |
| 4 | Previous FY Carry-forward from CAR Project 1116 Carry-forward: \$0 Project 1119 Carry-forward: \$0 | \$0 |
| 5 | Requested modified supplemental amount Enter an amount equal to, or less than (Ln3 - Ln4): \$134,670 | \$134,670 |
| <i>"Requested MSA and required match (and the associated spending authority) is solely for the purpose of implementing the district's board-adopted At-Risk/Dropout program."</i> | | |
| 6 | Required local match (Total Project Cost(Line 5 / 0.75) X 0.25) | \$44,890 |
| 7 | Enter the number of enrolled students in the budget year identified as returning dropouts and potential dropouts. | |

The amount is calculated based on the finalized Fall Certified Enrollment numbers. There will be no increase in taxes and we do not receive more money from the state.

Motion to approve:

I move that the Board of Directors of the East Buchanan Community School District approve the application to the School Budget Review Committee in the amount of \$134,670.00 for At-Risk/Dropout Prevention for the 2024-2025 school year.

Motion by: _____

Second by: _____

Submit to IDOE: _____

SIAC Meeting Minutes - November 27, 2023 @ 6 pm (LMC)

Agenda

East Buchanan Performance Profile
Long Rang and Annual Goals

Talking Points...

EB Performance Profile highlights

Elementary (K-6)

Met Comprehensive and Target Status, No Support Required, 48.69 - Needs Improvement
Proficiencies in Math and ELA above state average, but well below in growth in both

- Incorporating new guided reading expectations
- New math curriculum this year
- Need to focus on improving writing skills as a district
- Conditions of Learning Survey is a concern

MS (7-8)

Met Comprehensive and Target Status, No Support Required, 56.21 - Commendable
At or above state average on proficiencies

Great Growth in Math

- Need to focus on improving writing skills as a district
- Conditions of Learning Survey is a concern

HS (9-12)

Met Comprehensive and Target Status, No Support Required, 53.98 - Acceptable
At or above state average on proficiencies

Just below the state average in ELA, well below on growth

- Need to focus on improving writing skills as a district
- Conditions of Learning Survey is a concern

CTE classes are well attended

ACT is not a priority and it reflects in our school. A lot of our students attend a two year school, state school or go directly to the workforce - so really no need to take the ACT unless looking for scholarships.

College classes in HS are average - where our school is located in the Hawkeye CC region - not a lot of options other than online.

Discussed the performance detail and how scores are determined by calculating a building's student growth percentile score.

Big discussion on the Conditions of Learning Survey feeling that it is not a true representation of our district culture. Going to work through the process, looking at what other schools are doing, to front load for a better understanding of the survey before students take it. Looking for honesty, but feel that students need a better understanding of how they are feeling at school.

- The district has invested in Leader In Me to help with our culture

Compared the Performance Profiles over the past 6 years - seeing improvement as a whole, but need to keep working in areas.

Discussed Long Term Goals - these are what we have had in place and align with our standards

Long Range Goals

Goal 1 All students will feel safe and connected to school.

Goal 2 All K-12 students will achieve proficiency in reading comprehension in order to be prepared for the future beyond high school.

Goal 3 All K-12 students will achieve proficiency in mathematics in order to be prepared for the future beyond high school.

Goal 4 All K-12 students will achieve proficiency in science in order to be prepared for the future beyond high school.

Goal 5 All K-12 students will achieve proficiency in social studies in order to be prepared for the future beyond high school.

Goal 6 All K-12 students will continue to improve technology aptitude in developing proficiency in reading, math and science.

Goal 7 All students will demonstrate 21st Century skills necessary for successful employment.

Discussed Annual Goals

Annual Goals

By the Spring 2024 testing 80% of students in grades K through 6 will be at or above benchmark on the Fast Assessments.

100% of our students in grades K through 6 will show growth in Reading from Spring 2023 to Spring 2024 using the FAST Assessments.

100% of our students in grades 3-11 will show growth on ISASP in Math and ELA

Future Meeting (February) - discuss Conditions of Learning Survey, Preparing for ISASP