

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
AGENDA - Regular School Board Meeting
July 10, 2024 at 5:00 p.m. in Library - Middle School Entrance

1. **CALL TO ORDER/MISSION STATEMENT** - To challenge students to think critically, communicate effectively, develop values and contribute to society.
2. **PUBLIC FORUM** - During this time we welcome interested persons who may wish to present comments, suggestions, or concerns in regard to any programs operated by the school district. However, an item must be included on the Agenda before the Board can officially act upon it.
3. **APPROVE AGENDA**
4. **APPROVE CONSENT AGENDA**
 - a. Minutes from Regular Meeting on June 12, 2024
 - b. Personnel Changes
 - c. List of Bills
 - d. Financial Reports
5. **COMMUNITY/PROGRAM PRESENTATIONS**
6. **ADMINISTRATIVE UPDATES & REPORTS**
 - a. Elementary Update
 - b. Secondary Update
 - c. District Update
 - d. Facilities Update
7. **AGENDA**
 - a. Resolution to Consider Continued Participation in the Instructional Support Levy Program
 - b. Physical Plant and Equipment Levy Resolution of Election
 - c. Joint Education Service Agreement with Hawkeye Community College
 - d. Request for Proposal - FY26, FY27 auditor
 - e. FCCLA sponsor on supplemental salary schedule
 - f. Industrial Tech CTSO/SkillsUSA sponsor on supplemental salary schedule
 - g. Board Policy Review
 - Meal Debt Policy
 - Employee Use of Cell Phones Regulation - reimbursement
 - 505 through 508 series
8. **AT THE BOARD TABLE EXERCISE**
9. **#BUCPR1DE**
10. **EXEMPT SESSION** - To discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law per IC 21.9
11. **ADJOURN**

**East Buchanan Community School District
Regular Board Meeting Minutes – June 12, 2024**

Call to Order - President Andy Sperflage called the meeting to order at 4:00 pm. The board recited the East Buchanan Mission Statement. Board members present were Scott Cooksley, Andrew Maas, Tim Recker, Andy Sperflage, and Heather Steffens. Administration attending were Superintendent Dan Fox 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 Recker to approve the agenda.

Approve Consent Agenda - Motion by Steffens, second by Recker to approve the consent agenda. Items included on the Consent Agenda: minutes from the regular meeting on May 8, 2024; resignations of Scott Zhiss as boys golf coach, Ashley Fogle as associate, Jess Flexsenhar as MS volleyball coach, Nathan Reck as assistant HS football coach, Lee White as MS football coach, Dan Steifel as MS boys wrestling coach, Tyler Williams as assistant football coach; hiring of Aerial Brady as assistant HS softball coach, Elisa Brady as HS volleyball coach, David Sattgast as HS science teacher; transfer of Brandi Cornell from associate to HS assistant secretary/food service point-of-sale, Sarah Francois from associate to elementary secretary, Nathan Reck from teacher to Dean of Students, Jill Wilgenbusch from elementary to HS special education teacher, Hunter Podnar from part-time to full-time custodian; expenditures listed; and financial reports.

Administrative Updates and Reports – Fox reported that the district will now charge a convenience fee for all JMC online payments.

FY25 Technology Budget – Kevin Hesner, technology coordinator, presented the budget. Motion by Maas, second by Cooksley to approve the FY25 technology budget as presented.

FY25 Milk Bid – Bids were received from Prairie Farms and AE. Kemps did not submit a bid. Motion by Cooksley, second by Steffens to approve the milk bid from Prairie Farms

FY25 Bread Bid – Bimbo was the only vendor to submit a bid. Motion by Steffens, second by Recker to approve the bread bid from Bimbo.

TimeClock+ Agreements – The board discussed the options for the extended agreement for TimeClock+. Motion by Steffens, second by Cooksley to approve the 7-year extended agreement.

FY25 Superintendent Sharing Agreement – Motion by Steffens, second by Cooksley to approve the FY25 Superintendent sharing agreement with Dunkerton CSD.

FY25 Social Worker Sharing Agreement – Motion by Steffens, second by Maas to approve the FY25 Social Worker sharing agreement with Independence CSD.

FY25 Building and Grounds Director Sharing Agreement – Motion by Maas, second by Steffens to approve the FY25 Building and Grounds Director sharing agreement with Independence CSD with FY25 being the last year.

Payment of Outstanding Invoices – Motion by Steffens, second by Recker to approve the payment of outstanding invoices as of June 30, 2024.

Transfer for protective and safety equipment – Motion by Cooksley, second by Steffens to approve the transfer for \$7,168.30 from the general fund to the activity fund to purchase protective and safety equipment.

Class of 2024 ending balance allocation – Motion by Maas, second by Steffens to approve the transfer of the Class of 2024 ending balance as \$600 to Class of 2026, \$600 to Class of 2027, \$600 to Class of 2028, and remaining balance to SkillsUSA activity account.

Activity Fund interest – Motion by Steffens, second by Cooksley to allocate the activity fund interest income to the Athletics account.

ESports Coach – Motion by Steffens, second by Recker to place the Esports Coach position on the supplemental salary schedule in Column 1. A contract will be issued only if enough students are participating for the season.

Instructional Support Levy Public Hearing Date – Motion by Steffens, second by Recker to set the public hearing date regarding participation in the Instructional Support Levy for July 10, 2024 at 5:00 pm

Voter Approved PPEL resolution requesting an election – Tabled

2024-2025 Fee Schedule – Motion by Steffens, second by Recker to approve the 24-25 fee schedule as discussed.

#BucPr1de – Girls golf placed 6th, students medaled at state track, coaches appreciate the new lawnmower, field day was great, and Mr. Brown coordinated a performance to honor the retirees.

Exempt Session – Motion by Steffens, second by Recker to enter into exempt session at 5:02 pm per Iowa Code 21.9 to discuss employment conditions of employees not covered by the collective bargaining law. Steffens left the meeting at 5:25 pm. Exempt session ended at 5:48 pm.

Action from Exempt Session Discussion – Motion by Maas, second by Cooksley to approve the wages of temporary/substitute employees, board treasurer, and food service director as discussed in the exempt session.

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

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

Personnel Changes

SB Mtg date	Employee	Type	Position	Notice Date	Effective Date
7/10/2024	Keaton Kelly	Resignation	Asst HS Boys Basketball coach	6/14/2024	
7/10/2024	Keaton Kelly	Resignation	MS Football coach	6/14/2024	
7/10/2024	Daron Cornell	Hire	Asst football coach		
7/10/2024	Lindsey Crow	Hire	custodian (elem evening)		7/1/2024
7/10/2024	Mindy Jenkins	Hire	At Risk teacher		start of 24-25 school year
7/10/2024	Luke Kirby	Hire	Industrial Arts teacher		start of 24-25 school year
7/10/2024	Cody Jacobson	Hire	Vocal music teacher		start of 24-25 school year
7/10/2024	Charles Heuer	Hire	HS Special education teacher		start of 24-25 school year
7/10/2024	Douglas Timmer	Hire	part-time custodian		

FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ADVELIGH	ADVENTURE LIGHTING	ELECTRICAL SUPPLIES	382.31
			382.31
ALLIUTIL	ALLIANT ENERGY	GAS/ELECTRIC	9,855.51
			9,855.51
CAMGSD	CAM COMMUNITY SCHOOL DISTRICT	CONCURRENT ENROLLMENT	648.98
CAMGSD	CAM COMMUNITY SCHOOL DISTRICT	OPEN ENROLLMENT	15,757.45
			16,406.43
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	1,738.44
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	1,564.32
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	354.97
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	622.16
			4,279.89
CDWG	CDW GOVERNMENT, INC	PURCHASED SERVICE	557.08
			557.08
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	60.31
			60.31
CLAYRIDG	CLAYTON RIDGE CSD	OPEN ENROLLMENT TUITION	3,911.27
			3,911.27
DUNKERTO	DUNKERTON SCHOOL DISTRICT	SHARED LIBRARIAN	1,185.31
			1,185.31
FORMFASH	Formal Fashions Inc	BAND UNIFORMS	990.81
			990.81
INDECSD	INDEPENDENCE CSD	OPEN ENROLLMENT TUITION	111,582.73
INDECSD	INDEPENDENCE CSD	TRANSPORTATION SERVICES	42,746.38
INDECSD	INDEPENDENCE CSD	TUITION	3,181.50
			157,510.61
MARC	MARC	BLDGS & GROUNDS SUPPLIES	118.75
			118.75
MARION	MARION INDEPENDENT CSD	OPEN ENROLLMENT	2,331.23
			2,331.23
MTMDDRIV	MTMD Driving School LLC	DRIVERS ED	400.00
			400.00
NORTLINN	NORTH-LINN CSD	CONCURRENT ENROLLMENT	145.07
NORTLINN	NORTH-LINN CSD	OPEN ENROLLMENT	31,262.10
			31,407.17
OELWCSD	OELWEIN CSD	OPEN ENROLLMENT	11,656.20
			11,656.20
PERFLEAR	PERFECTION LEARNING CORP	LMC BOOKS	408.64
			408.64

FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
PRESTOX	PRESTO-X	KITCHEN-PEST SERVICE	76.03
			76.03
SCHMJANI	SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	138.20
			138.20
STARMONT	STARMONT CSD	CONCURRENT ENROLLMENT	156.52
STARMONT	STARMONT CSD	FY24-FINAL OE INVOICE	23,583.76
			23,740.28
THRESHOLD	THRESHOLD	SUPPLIES	134.00
			134.00
UNIVPEDI	Universal Pediatrics	PURCHASED SERVICE	2,102.50
UNIVPEDI	Universal Pediatrics	PURCHASED SERVICE	1,580.50
UNIVPEDI	Universal Pediatrics	PURCHASED SERVICE	2,001.00
UNIVPEDI	Universal Pediatrics	PURCHASED SERVICE	1,566.00
			7,250.00
WESTDELA	WEST DELAWARE CSD	OPEN ENROLLMENT	23,312.40
WESTDELA	WEST DELAWARE CSD	CONCURRENT ENROLLMENT	1,298.71
			24,611.11
WOODCOMM	Woodward Community Media	ADVERTISING	228.58
			228.58

Batch Total: 297,639.72

Report Total: 297,639.72

Vendor ID	Vendor Name	Description	Invoice Amount
CENTCITY	CENTRAL CITY COMM. SCHOOL	SPECIAL ED TUITION	8,932.26 *
			8,932.26
CRAEA	CENTRAL RIVERS AEA	COMPUTER REPAIR	499.95
CRAEA	CENTRAL RIVERS AEA	PURCHASED SERVICE	12,740.00
CRAEA	CENTRAL RIVERS AEA	SPECIAL EDUCATION DIRECTOR	28,750.60
CRAEA	CENTRAL RIVERS AEA	FY23 READING RECOVERY	1,150.00
CRAEA	CENTRAL RIVERS AEA	PROF DEV	200.00
CRAEA	CENTRAL RIVERS AEA	SOAR TRAINING	10.00
			43,350.55
CHASCARD	CHASE CARD SERVICES	Books	7.29 *
CHASCARD	CHASE CARD SERVICES	B&G SUPPLIES	94.12 *
CHASCARD	CHASE CARD SERVICES	B&G SUPPLIES	184.37 *
CHASCARD	CHASE CARD SERVICES	GREENHOUSE	101.20 *
CHASCARD	CHASE CARD SERVICES	CONFERENCE LODGING	378.56 *
			765.54
CITYWINT	CITY OF WINTHROP	WATER/SEWER	727.35
			727.35
DHS	DHS CASHIER 1ST FL.	STATE MEDICAID MATCH	32,552.03
			32,552.03
ICN	IOWA COMMUNICATIONS NETWORK	ICN SERVICES	485.05 *
			485.05
IOWATEST	IOWA TESTING PROGRAMS	ISASP TESTING	3,370.25
			3,370.25
LAMKCHAD	Lamker, Chad	CELL PHONE	60.00 *
			60.00
NORTLINN	NORTH-LINN CSD	SPECIAL ED BILLING	6,379.25
			6,379.25
OELWPUBL	OELWEIN PUBLISHING COMPANY	ADVERTISING	36.72
OELWPUBL	OELWEIN PUBLISHING COMPANY	ADVERTISING	144.16
			180.88
PRESTOX	PRESTO-X	KITCHEN-PEST SERVICE	76.03 *
			76.03
TIMBBILL	TIMBERLINE BILLING SERVICE LLC	MEDICAID PURCH SERVICE	3,491.81
			3,491.81
TIMECLOCK	TimeClock Plus	TIME CLOCK LICENSE	1,890.00
			1,890.00
TNTREPA	TNT REPAIR & RECOVERY LLC	TIRES	1,940.08
TNTREPA	TNT REPAIR & RECOVERY LLC	TIRE REPAIR	291.96
			2,232.04
WINTBUIL	WINTHROP BUILDING SUPPLY	TRANSPORTATION SUPPLIES	17.48

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	45.90
WINTBUIL	WINTHROP BUILDING SUPPLY	B&G SUPPLIES	626.66
			690.04
Batch Total:			105,183.08
APPLCOMP	APPLE, INC	TECH EQUIPMENT	352.00 *
			352.00
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	595.00 *
			595.00
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	302.32 *
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	12.55 *
			314.87
CDWG	CDW GOVERNMENT, INC	Firewall Renewal	6,000.00 *
CDWG	CDW GOVERNMENT, INC	Tech Supplies and Equipment	851.41 *
CDWG	CDW GOVERNMENT, INC	TECH SUPPLIES	68.00 *
CDWG	CDW GOVERNMENT, INC	TECH SUPPLIES	1,630.00 *
			8,549.41
CHASCARD	CHASE CARD SERVICES	SUPPLIES	51.99 *
CHASCARD	CHASE CARD SERVICES	SUPPLIES	137.23 *
CHASCARD	CHASE CARD SERVICES	SUPPLIES	105.99 *
CHASCARD	CHASE CARD SERVICES	SUPPLIES	11.21 *
CHASCARD	CHASE CARD SERVICES	SUPPLIES	19.84 *
CHASCARD	CHASE CARD SERVICES	SUPPLIES	196.95 *
CHASCARD	CHASE CARD SERVICES	MEMBERSHIP	605.00 *
CHASCARD	CHASE CARD SERVICES	CONFERENCE REGISTRATION	50.00 *
			1,178.21
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	1,149.79 *
			1,149.79
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	TELEPHONE	2,676.91
			2,676.91
FOLLSOFT	FOLLETT SCHOOL SOLUTIONS, LLC	LMC SOFTWARE	1,270.18
			1,270.18
FOXDANIE	Fox, Daniel	PHYSICAL	110.00 *
			110.00
FRANCOVE	Franklin Covey Client Sales Inc	MEMBERSHIP	4,750.00 *
FRANCOVE	Franklin Covey Client Sales Inc	MEMBERSHIP	4,750.00 *
			9,500.00
GOPHER	GOPHER	MS/HS PE Equipment	1,523.98 *
			1,523.98
GREECLEA	GREENWOOD CLEANING SYSTEMS	Custodial Supplies	2,787.76
			2,787.76

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
IASBO	IA ASSOC OF SCH BUS OFFICIALS	MEMBERSHIP	250.00
			250.00
IHSMA	IA HIGH SCH MUSIC ASSOCIATION	MEMBERSHIP	25.00
			25.00
IMAGLEAR	Imagine Learning	Edgenuity subscription	3,783.09 *
			3,783.09
IASB	IOWA ASSOC OF SCHOOL BOARDS	FY25 MEMBERSHIP	2,470.00
IASB	IOWA ASSOC OF SCHOOL BOARDS	FY25 POLICY SUBSCRIPTION	800.00
			3,270.00
IAAE	IOWA ASSOC. OF AG EDUCATORS	DUES	200.00
			200.00
ISFIS	Iowa School Finance Information Services Inc	FY25 SUBSCRIPTION	1,412.65
			1,412.65
JOHNSUPP	JOHNSTONE SUPPLY	MAINTENANCE SUPPLIES	428.56
			428.56
JPGASWAY	JPGASWAY	BLDG & GROUNDS SUPPLIES	1,226.00
JPGASWAY	JPGASWAY	BLDG & GROUNDS SUPPLIES	714.88
			1,940.88
KAYCHAP	KAY L. CHAPMAN CPA PC	CAR workshop webinar	100.00
			100.00
KONEINC	KONE INC.	Elevator Service Provider	239.25 *
			239.25
NEIBINSU	NEIGHBOR INSURANCE	INSURANCE	195,170.46 *
			195,170.46
SOFTUNLIM	SOFTWARE UNLIMITED	FY25 ANNUAL FEE	8,150.00
			8,150.00
THRESHOLD	THRESHOLD	VISITOR BADGES	138.68 *
			138.68
TOLEPHYS	TOLEDO PHYSICAL EDUCATION	MS/HS PE Equipment	659.94 *
			659.94
USCELL	US CELLULAR	DISTRICT CELL PHONE	288.83
			288.83
		Batch Total:	246,065.45
		Report Total:	351,248.53

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
COPYSYST	COPY SYSTEMS INC	COPIER	4,900.00 *
			4,900.00
Batch Total:			4,900.00
APPLCOMP	APPLE, INC	Computers	632.00 *
APPLCOMP	APPLE, INC	TECH EQUIPMENT	1,432.00 *
APPLCOMP	APPLE, INC	Computers	3,493.00 *
			5,557.00
CDWG	CDW GOVERNMENT, INC	Computer	1,475.00 *
CDWG	CDW GOVERNMENT, INC	MONITOR	174.00 *
CDWG	CDW GOVERNMENT, INC	Tech Supplies and Equipment	1,755.00 *
CDWG	CDW GOVERNMENT, INC	Promethean Panels 7 Carts	28,500.00 *
			31,904.00
INDEECO	Indeeco	BUS BARN EQUIPMENT	548.18 *
			548.18
Batch Total:			38,009.18
Report Total:			42,909.18

List of Bills - School Board Mtg

Unposted; Batch Description List of Bills-June 2024-EOM; Fund Description PPEL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
MYERPOLA	Myers Polaris Inc	2024 Polaris Ranger	9,533.00 3
			9,533.00

Batch Total: 9,533.00

Report Total: 9,533.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
BALLHORT	BALL HORTICULTURAL COMPANY	Garden Mums	170.10 2
			170.10
BARNTOM	BARNES, TOM	Umpire HS Softball 06/19/24	140.00 2
			140.00
GENFUND	GENERAL FUND	Umpire MS Softball 06/24/24	139.95 2
			139.95
GIBBJOE	GIBBS, JOE	Umpire HS Softball 06/26/24	130.00 2
			130.00
HERMAL	HERMSEN, ALLAN	Umpire HS Softball 06/17/24	140.00 2
			140.00
HUPKDEWE	Hupke, Dewey	HS Umpire Softball 06/17/24	140.00 2
			140.00
LINKRAND	LINK, RANDY	HS Softball Ump 6/12/24	140.00 2
			140.00
NIEHJEFF	NIEHAUS, JEFF	HS Softball Ump 06/12/24	140.00 2
			140.00
PAYNCOLL	PAYNE, COLLIN	Umpire HS Baseball 6/17/24	150.00 2
			150.00
RIMADAVE	RIMA, DAVE	Umpire MS Baseball	280.00 2
			280.00
SADLDENN	SADLER, DENNIS	Umpire HS Softball 06/26/2024	140.00 2
			140.00
SCHLMARK	SCHLEISMAN, MARK	Umpire HS Softball 06/19/24	140.00 2
			140.00
SCHNWAYN	SCHNIER, WAYNE	HS Baseball Umpire 06/13/2024	150.00 2
SCHNWAYN	SCHNIER, WAYNE	Umpire for HS Baseball	300.00 2
			450.00
STEFPHIL	Steffen, Philip	Umpire MS Ball 06/17/24	130.00 2
			130.00
TRENDYTULI	Trendy Tulip	Class of 2024 Commencement Flowers	359.00 2
			359.00
TROEMARK	TROENDLE, MARK	HS Baseball Umpire 06/13/2024	150.00 2
			150.00

Report Total: 2,939.05

Expense Invoices - Nutrition

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
EMSDETER	EMS DETERGENT SERVICES CO.	Supplies	148.40
			148.40
Batch Total:			148.40
Report Total:			148.40

Activities Expense Invoices

East Buchanan Community School
07/10/2024 9:57 AM

List of Bills - School Board Mtg

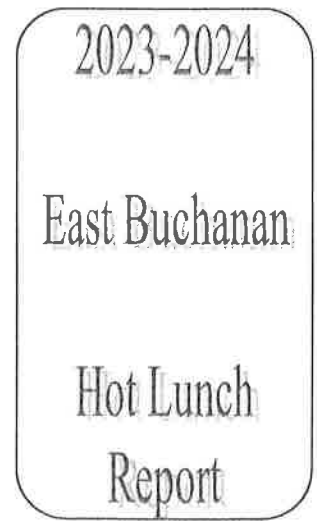
Page: 1

User ID: MSS

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CALAWHEA	Calamus-Wheatland Athletics	Field Rental/Ump for baseball @ Kirkwood	180.00
			180.00
BRITCHAR	CHARLES BRITTAIN	Fee for assigning FB & BBall officials	450.00
			450.00
CHASCARD	CHASE CARD SERVICES	Cheer Dues	135.00
CHASCARD	CHASE CARD SERVICES	Water Soluble Fertilizer	11.49
			146.49
GENFUND	GENERAL FUND	Musical Director Salary & benefits	3,837.62
			3,837.62
GIBBJOE	GIBBS, JOE	HS Softball official 7/3/24	140.00
			140.00
HAMMEJAME	Hammerand, James	HS Softball Ump 07/03/2024	130.00
			130.00
INDECSD	INDEPENDENCE CSD	Sharing agreement for soccer/bowling	450.00
			450.00
WINTBUIL	WINTHROP BUILDING SUPPLY	Line marking paint	131.94
			131.94
Batch Total:			5,466.05
Report Total:			5,466.05

RECEIPTS

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$0.00	\$11,765.10	\$11,765.10
Student Lunch	\$27.42	\$96,016.16	\$96,043.58
Adult Breakfast	\$0.00	\$340.80	\$340.80
Adult Lunch	\$0.00	\$4,141.90	\$4,141.90
Macarte	\$0.00	\$34,235.00	\$34,235.00
Snacks	\$162.54	\$12,140.51	\$12,303.05
Federal Breakfast	\$2,087.30	\$15,179.78	\$17,267.08
Federal Lunch	\$10,540.43	\$86,613.65	\$97,154.08
State Breakfast	\$162.99	\$277.09	\$440.08
State Lunch	\$635.99	\$1,249.89	\$1,885.88
Supply Chain Assistance Funds	\$0.00	\$0.00	\$0.00
Other Revenues	\$199.14	\$3,483.00	\$3,682.14
Other Purchased Services	-\$283.73	-\$3,366.53	-\$3,650.26
Rebate	\$0.00	\$0.00	\$0.00
Interest	\$815.14	\$8,934.02	\$9,749.16
TOTAL INCOME	\$14,347.22	\$271,010.37	\$285,357.59



EXPENDITURES

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$0.00	\$168,006.89	\$168,006.89
Supplies	\$0.00	\$6,999.79	\$6,999.79
Shared Contract	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$57,983.51	\$57,983.51
Travel/Trainings	\$0.00	\$458.08	\$458.08
Other Expenses	\$0.00	\$366.65	\$366.65
Salaries	\$13,663.86	\$113,282.73	\$126,946.59
Benefits	\$3,970.15	\$38,472.68	\$42,442.83
TOTAL EXPENDITURES	\$17,634.01	\$385,570.33	\$403,204.34

DAYS MEALS SERVED	
July	0
August	7
September	19
October	20
November	15
December	15
January	17
February	20
March	17
April	20
May	17
June	0
TOTALS	167

BALANCE

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$288,880.62	\$288,880.62
Income	\$14,347.22	\$267,002.86	\$281,350.08
Expenditures	\$17,634.01	\$344,176.14	\$361,810.15
FUND BALANCE	-\$3,286.79	\$201,583.02	\$208,420.55

MEALS SERVED

	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	0	8,801	8,801
Reduced Student Breakfasts	0	547	547
Free Student Breakfasts	0	6,467	6,467
Second Breakfasts	0	72	72
Adult Breakfasts	0	229	229
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
TOTAL BREAKFASTS SERVED	0	16,116	16,116

Paid Student Lunches	0	43,377	43,377
Reduced Student Lunches	0	3,217	3,217
Free Student Lunches	0	18,072	18,072
Second Lunches	0	6	6
Adult Lunches	0	1,001	1,001
Student Guest Lunches	0	1	1
Complimentary Lunches	0	0	0
TOTAL LUNCHES SERVED	0	65,674	65,674



LUNCH STATUS

FREE	REDUCED	PAID	TOTAL
153	26	398	577

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	22,124.95	0.00	0.00	22,124.95
21 6120 729 910	SPEECH	319.85	0.00	0.00	319.85
21 6210 729 910	MUSIC CLUB	75.82	(5.71)	0.00	81.53
21 6220 729 910	PEP BAND	2,414.13	0.00	0.00	2,414.13
21 6221 729 910	MUSIC TRIP	3,014.15	0.00	0.00	3,014.15
21 6600 729 920	ATHLETICS	2,187.47	10,723.56	8,856.30	320.21
21 6645 729 920	CROSS COUNTRY	46.50	0.00	0.00	46.50
21 6693 729 920	CHEERLEADING	2,536.31	0.00	42.00	2,578.31
21 6694 729 920	DANCE TEAM	1,143.32	0.00	0.00	1,143.32
21 6710 729 920	BOYS' BASKETBALL	1,132.12	0.00	0.00	1,132.12
21 6720 729 920	FOOTBALL	3,311.49	0.00	0.00	3,311.49
21 6730 729 920	BASEBALL	644.12	343.75	0.00	300.37
21 6740 729 920	BOYS' TRACK	212.27	0.00	0.00	212.27
21 6760 729 920	BOYS' GOLF	(512.78)	0.00	0.00	(512.78)
21 6790 729 920	WRESTLING	104.82	0.00	0.00	104.82
21 6810 729 920	GIRLS BASKETBALL	1,082.92	0.00	0.00	1,082.92
21 6815 729 920	VOLLEYBALL	189.03	0.00	0.00	189.03
21 6835 729 920	SOFTBALL	(20.16)	0.00	0.00	(20.16)
21 6840 729 920	GIRLS TRACK	318.32	0.00	0.00	318.32
21 6860 729 920	GIRLS' GOLF	96.93	0.00	0.00	96.93
21 7010 729 950	FBLA	6,597.32	0.00	0.00	6,597.32
21 7011 729 950	HS STUDENT COUNCIL	2,143.71	673.21	0.00	1,470.50
21 7012 729 950	SPANISH CLUB	997.45	0.00	0.00	997.45
21 7013 729 950	NHS	1,062.24	0.00	0.00	1,062.24
21 7017 729 950	SKILLS USA	(33.00)	0.00	0.00	(33.00)
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 7022 729 950	ESPORTS	304.85	0.00	0.00	304.85
21 7025 729 950	TECHNOLOGY	0.00	0.00	0.00	0.00
21 7026 729 950	FFA	15,021.55	1,288.10	0.00	13,733.45
21 7027 729 950	ART CLUB	1,060.81	0.00	0.00	1,060.81
21 7040 729 950	MS STUDENT COUNCIL	133.12	0.00	0.00	133.12
21 7041 729 950	SOUND SYSTEM	0.00	0.00	0.00	0.00
21 7049 729 950	PBIS	500.15	220.00	0.00	280.15
21 7051 729 950	CAMP WAPSIE	2,277.48	225.00	0.00	2,052.48
21 7053 729 950	BREAKFAST CLUB	1,020.58	1,020.58	0.00	0.00
21 7079 729 950	CLASS OF 2024	2,573.61	671.39	0.00	1,902.22
21 7080 729 950	CLASS OF 2025	2,832.98	180.00	0.00	2,652.98
21 7081 729 950	CLASS OF 2026	587.10	0.00	0.00	587.10
21 7082 729 950	CLASS OF 2027	161.72	0.00	0.00	161.72
21 8000 729 910	ANNUAL	7,756.92	0.00	0.00	7,756.92
21 8001 729 910	BUCCANEER CLUB	194.89	19.42	0.00	175.47
21 8004 729 910	INTEREST	4,979.86	0.00	385.65	5,365.51
21 9042 729 950	TRAPSHOOTING	0.00	0.00	0.00	0.00
Fund Total: 21		93,737.47	15,359.30	9,283.95	87,662.12

East Buchanan Community School District
Cash Summary Report

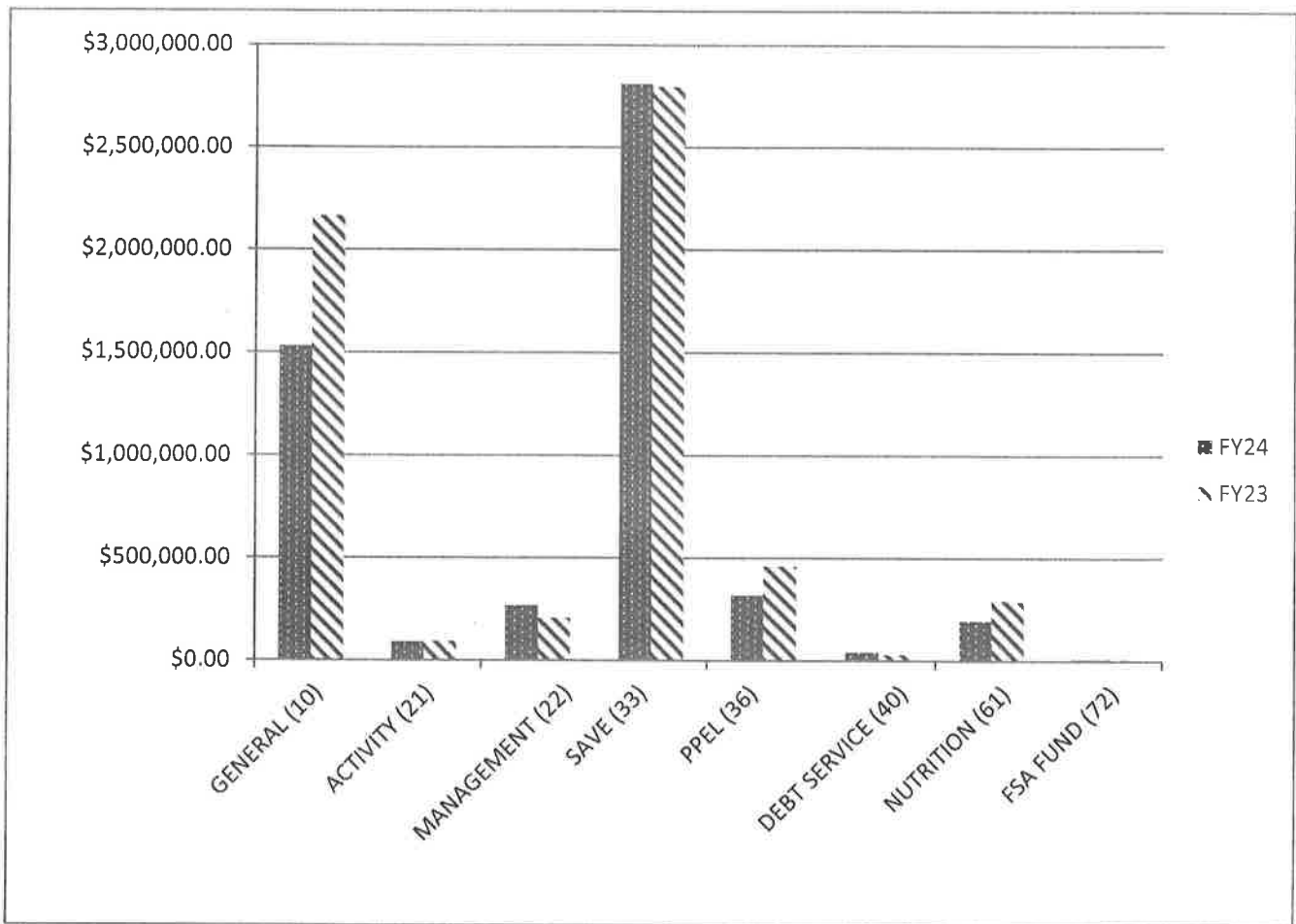
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
10-GENERAL FUND						
Beginning Balance	1,563,695.55	1,621,916.39	1,525,180.07	1,416,678.90	2,051,730.11	1,947,347.92
Revenue	708,194.65	879,794.29	596,038.10	1,254,267.92	587,714.24	585,307.51
Expenditures	649,973.81	976,530.61	704,539.27	619,216.71	692,096.43	1,004,203.61
Ending Balance	1,621,916.39	1,525,180.07	1,416,678.90	2,051,730.11	1,947,347.92	1,528,451.82
21-ACTIVITY FUND						
Beginning Balance	102,863.76	112,432.24	119,034.71	118,859.34	104,886.05	93,737.47
Revenue	17,438.24	14,750.37	10,602.27	12,203.81	6,107.27	16,781.87
Expenditures	7,869.76	8,147.90	10,777.64	26,177.10	17,255.85	22,857.22
Ending Balance	112,432.24	119,034.71	118,859.34	104,886.05	93,737.47	87,662.12
22-MANAGEMENT FUND						
Beginning Balance	123,653.48	129,501.15	132,489.63	144,474.97	239,979.31	259,430.67
Revenue	6,847.67	3,988.48	12,985.34	96,504.34	20,451.36	4,201.82
Expenditures	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,050.86
Ending Balance	129,501.15	132,489.63	144,474.97	239,979.31	259,430.67	262,581.63
33-SAVE						
Beginning Balance	2,611,398.92	2,677,778.62	2,761,917.67	2,817,939.36	2,790,876.13	2,750,699.79
Revenue	66,379.70	84,139.05	60,021.69	152,936.77	74,486.62	174,167.48
Expenditures	0.00	0.00	4,000.00	180,000.00	114,662.96	115,000.00
Ending Balance	2,677,778.62	2,761,917.67	2,817,939.36	2,790,876.13	2,750,699.79	2,809,867.27
36-PPEL						
Beginning Balance	576,373.03	584,434.56	651,737.63	642,311.24	374,904.11	344,120.52
Revenue	11,053.91	72,509.39	18,066.31	133,750.19	25,629.68	8,510.10
Expenditures	2,992.38	5,206.32	27,492.70	401,157.32	56,413.27	38,619.78
Ending Balance	584,434.56	651,737.63	642,311.24	374,904.11	344,120.52	314,010.84
40-DEBT SERVICE						
Beginning Balance	237,146.50	247,309.98	253,850.74	267,681.53	9,175.12	36,405.06
Revenue	10,663.48	6,550.76	13,830.79	707,231.09	27,229.94	4,314.84
Expenditures	500.00	10.00	0.00	965,737.50	0.00	850.00
Ending Balance	247,309.98	253,850.74	267,681.53	9,175.12	36,405.06	39,869.90
61-NUTRITION FUND						
Beginning Balance	239,526.12	237,624.13	234,303.82	220,393.91	211,885.43	200,906.34
Revenue	54,926.04	97,026.55	60,266.80	53,993.28	51,408.44	32,264.96
Expenditures	56,828.03	100,346.86	74,176.71	62,501.76	62,387.53	41,976.76
Ending Balance	237,624.13	234,303.82	220,393.91	211,885.43	200,906.34	191,194.54
less: Received on Acct	13,529.60	11,889.67	11,983.77	8,597.72	3,103.60	2,914.12
	224,094.53	222,414.15	208,410.14	203,287.71	197,802.74	188,280.42
72-FLEX SPENDING ACCT FUND						
Beginning Balance	7,436.00	8,315.24	8,998.46	9,156.86	6,616.89	7,565.71
Revenue (contributions)	2,513.50	2,513.50	2,513.50	2,513.50	2,513.50	2,513.52
Expenditures (claims)	1,634.26	1,830.28	2,355.10	5,053.47	1,564.68	2,425.99
Ending Balance	8,315.24	8,998.46	9,156.86	6,616.89	7,565.71	7,653.24
EMPLOYER'S PAYROLL EXPENSE						
Gross Wages-hourly	100,278.82	104,786.14	117,360.25	99,733.56	113,533.81	138,954.03
Gross Wages-contract	331,272.54	328,229.21	315,819.20	320,647.55	325,096.33	351,507.76
	431,551.36	433,015.35	433,179.45	420,381.11	438,630.14	490,461.79
Employer paid deductions	66,409.77	62,671.48	64,158.64	64,041.72	61,824.21	57,626.14
Employer paid IPERS	39,127.99	39,528.41	39,311.50	39,072.73	40,499.04	43,068.79
Employer paid FICA	32,016.74	32,142.95	32,142.56	31,156.87	32,571.51	36,530.32
	137,554.50	134,342.84	135,612.70	134,271.32	134,894.76	137,225.25
TOTAL	569,105.86	567,358.19	568,792.15	554,652.43	573,524.90	627,687.04

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>	<u>Dec-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	1,765,568.66
Revenue	465,881.19	896,466.06	708,380.39	1,237,573.30	605,093.42	461,953.52
Expenditures	1,207,397.37	1,169,144.22	615,876.97	643,234.72	674,667.72	663,826.63
Ending Balance	1,420,979.12	1,148,300.96	1,240,804.38	1,835,142.96	1,765,568.66	1,563,695.55
21-ACTIVITY FUND						
Beginning Balance	89,816.84	86,302.23	113,016.67	110,529.60	104,064.02	108,642.76
Revenue	354.22	31,744.31	13,937.51	6,304.98	26,598.82	12,835.71
Expenditures	3,868.83	5,029.87	16,424.58	12,770.56	22,020.08	18,614.71
Ending Balance	86,302.23	113,016.67	110,529.60	104,064.02	108,642.76	102,863.76
22-MANAGEMENT FUND						
Beginning Balance	203,146.70	23,245.04	22,169.27	64,064.50	128,679.24	119,018.69
Revenue	914.78	39.50	42,895.23	120,770.14	19,515.45	5,634.79
Expenditures	180,816.44	1,115.27	1,000.00	56,155.40	29,176.00	1,000.00
Ending Balance	23,245.04	22,169.27	64,064.50	128,679.24	119,018.69	123,653.48
33-SAVE						
Beginning Balance	2,794,533.64	2,673,630.79	2,446,860.19	2,514,681.58	2,546,015.78	2,555,677.28
Revenue	632,673.52	442,300.21	71,896.39	126,661.21	144,113.95	95,349.24
Expenditures	753,576.37	669,070.81	4,075.00	95,327.01	134,452.45	39,627.60
Ending Balance	2,673,630.79	2,446,860.19	2,514,681.58	2,546,015.78	2,555,677.28	2,611,398.92
36-PPEL						
Beginning Balance	459,321.82	461,072.82	379,912.47	422,201.57	567,369.92	594,113.34
Revenue	11,176.00	143,933.56	55,164.10	153,507.35	26,743.42	25,916.80
Expenditures	9,425.00	225,093.91	12,875.00	8,339.00	0.00	43,657.11
Ending Balance	461,072.82	379,912.47	422,201.57	567,369.92	594,113.34	576,373.03
40-DEBT SERVICE						
Beginning Balance	28,354.28	32,568.43	32,198.84	92,745.36	200,247.37	228,534.89
Revenue	412,564.15	204,305.41	60,546.52	170,370.76	91,156.27	21,091.61
Expenditures	408,350.00	204,675.00	0.00	62,868.75	62,868.75	12,480.00
Ending Balance	32,568.43	32,198.84	92,745.36	200,247.37	228,534.89	237,146.50
61-NUTRITION FUND						
Beginning Balance	288,880.62	288,586.31	252,706.00	251,076.66	240,913.04	230,087.33
Revenue	3,386.83	26,251.17	33,672.73	61,997.77	139,197.19	69,829.57
Expenditures	3,681.14	62,131.48	35,302.07	72,161.39	150,022.90	60,390.78
Ending Balance	288,586.31	252,706.00	251,076.66	240,913.04	230,087.33	239,526.12
less: Received on Acct	9,783.51	22,924.60	16,788.05	13,549.80	13,523.85	11,236.25
	278,802.80	229,781.40	234,288.61	227,363.24	216,563.48	228,289.87
72-FLEX SPENDING ACCT FUND						
Beginning Balance	6,775.52	7,182.29	6,153.17	4,899.50	5,308.02	6,275.21
Revenue (contributions)	1,936.83	1,936.83	2,721.83	2,721.83	2,721.83	3,894.71
Expenditures (claims)	1,530.06	2,965.95	3,975.50	2,313.31	1,754.64	2,733.92
Ending Balance	7,182.29	6,153.17	4,899.50	5,308.02	6,275.21	7,436.00
EMPLOYER'S PAYROLL EXPENSE:						
Gross Wages-hourly	62,307.13	25,227.85	55,664.36	110,095.32	106,990.57	107,966.98
Gross Wages-contract	317,070.77	313,413.98	336,342.87	339,706.34	342,325.51	339,024.36
	379,377.90	338,641.83	392,007.23	449,801.66	449,316.08	446,991.34
Employer paid deductions	55,817.66	53,599.78	60,493.48	69,004.33	63,553.96	63,539.92
Employer paid IPERS	33,779.66	31,069.52	36,124.69	41,162.19	41,450.09	38,936.99
Employer paid FICA	27,816.37	24,819.58	28,639.44	33,386.74	33,354.87	33,184.47
	117,413.69	109,488.88	125,257.61	143,553.26	138,358.92	135,661.38
TOTAL	496,791.59	448,130.71	517,264.84	593,354.92	587,675.00	582,652.72

CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL June 2024

Fund Description	Beginning	Revenues	Expenditures	FY24 Ending	FY23 End Balance	Difference
GENERAL (10)	\$1,947,347.92	\$585,307.51	\$1,004,203.61	\$1,528,451.82	\$2,162,495.30	(\$634,043.48)
ACTIVITY (21)	\$93,737.47	\$16,781.87	\$22,857.22	\$87,662.12	\$89,816.84	(\$2,154.72)
MANAGEMENT (22)	\$259,430.67	\$4,201.82	\$1,050.86	\$262,581.63	\$203,146.70	\$59,434.93
SAVE (33)	\$2,750,699.79	\$174,167.48	\$115,000.00	\$2,809,867.27	\$2,794,533.64	\$15,333.63
PPEL (36)	\$344,120.52	\$8,510.10	\$38,619.78	\$314,010.84	\$459,321.82	(\$145,310.98)
DEBT SERVICE (40)	\$36,405.06	\$4,314.84	\$850.00	\$39,869.90	\$28,354.28	\$11,515.62
NUTRITION (61)	\$200,906.34	\$32,264.96	\$41,976.76	\$191,194.54	\$288,880.62	(\$97,686.08)
FSA FUND (72)	\$7,565.71	\$2,513.52	\$2,425.99	\$7,653.24	\$6,775.52	\$877.72
TOTAL				\$5,241,291.36	\$6,033,324.72	(\$792,033.36)



Certified Budget compared to Actual Revenues/Expenditures - All Funds

		FY24 Certified		
		Budget	as 6/30/24	over / (under) budget
Taxes Levied on Property	1	\$ 3,316,980.00	\$ 3,330,119.93	
Utility Replacement Excise Tax	2	\$ 44,118.00	\$ 44,947.23	
Income Surtaxes	3	\$ 151,599.00	\$ 194,600.04	
Tuition\Transportation Received	4	\$ 600,000.00	\$ 399,663.37	
Earnings on Investments	5	\$ 70,000.00	\$ 267,129.41	
Nutrition Program Sales	6	\$ 140,000.00	\$ 195,999.36	
Student Activities and Sales	7	\$ 181,000.00	\$ 116,114.35	
Other Revenues from Local Sources	8	\$ 110,000.00	\$ 201,242.95	
Revenue from Intermediary Sources	9	\$ -		
State Foundation Aid	10	\$ 4,195,341.00	\$ 4,139,486.00	
Instructional Support State Aid	11	\$ 14,163.00	\$ -	
Other State Sources	12	\$ 780,000.00	\$ 826,953.76	
Commercial & Industrial State Replacement	13	\$ -		
Title 1 Grants	14	\$ 70,000.00	\$ 50,971.23	
IDEA and Other Federal Sources	15	\$ 445,000.00	\$ 482,925.65	
Total Revenues	16	\$ 10,118,201.00	\$ 10,250,153.28	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ 312,355.00	\$ 313,523.30	
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 1,270.00	
Special Items/Upward Adjustments	20	\$ -	\$ -	
Total Revenues & Other Sources	21	\$ 10,430,556.00	\$ 10,564,946.58	
Beginning Fund Balance	22	\$ 5,190,063.43	\$ 5,190,063.43	
Total Resources	23	\$ 15,620,619.43	\$ 15,755,010.01	
*Instruction	24	\$ 5,917,000.00	\$ 5,925,198.94	\$ 8,198.94
Student Support Services	25	\$ 275,000.00	\$ 296,267.34	
Instructional Staff Support Services	26	\$ 650,000.00	\$ 483,070.63	
General Administration	27	\$ 435,000.00	\$ 440,354.58	
School/Building Administration	28	\$ 440,000.00	\$ 446,135.63	
Business & Central Administration	29	\$ 145,000.00	\$ 137,931.80	
Plant Operation and Maintenance	30	\$ 917,000.00	\$ 885,581.30	
Student Transportation	31	\$ 640,000.00	\$ 515,506.39	
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*Total Support Services (lines 25-32)	32A	\$ 3,502,000.00	\$ 3,204,847.67	\$ (297,152.33)
*Noninstructional Programs	33	\$ 426,350.00	\$ 413,698.36	\$ (12,651.64)
Facilities Acquisition and Construction	34	\$ 1,020,000.00	\$ 261,854.07	
Debt Service	35	\$ 763,693.00	\$ 764,242.50	
AEA Support - Direct to AEA	36	\$ 278,919.00	\$ 278,919.00	
*Total Other Expenditures (lines 34-36)	36A	\$ 2,062,612.00	\$ 1,305,015.57	\$ (757,596.43)
Total Expenditures	37	\$ 11,907,962.00	\$ 10,848,760.54	
Transfers Out	38	\$ 312,355.00	\$ 313,523.30	
Other Uses	39	\$ -	\$ -	
Total Expenditures & Other Uses	40	\$ 12,220,317.00	\$ 11,162,283.84	\$ (1,058,033.16)
Ending Fund Balance	41	\$ 3,400,302.43	\$ 4,592,726.17	
Total Requirements	42	\$ 15,620,619.43	\$ 15,755,010.01	\$ 134,390.58

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.

Certified Budget compared to Actual Budget - General Fund Only

		Certified Budget	YTD as of 6/30/2024	
Taxes Levied on Property	1	\$ 2,144,253	\$ 2,152,721	100%
Utility Replacement Excise Tax	2	\$ 28,520	\$ 29,056	102%
Income Surtaxes	3	\$ 192,254	\$ 194,600	101%
Tuition\Transportation Received	4	\$ 750,000	\$ 399,663	53%
Earnings on Investments	5	\$ 70,000	\$ 85,503	122%
Nutrition Program Sales	6	\$ -	\$ -	0%
Student Activities and Sales	7	\$ 3,000	\$ 3,605	120%
Other Revenues from Local Sources	8	\$ 100,000	\$ 132,558	133%
Revenue from Intermediary Sources	9	\$ -	\$ -	0%
State Foundation Aid	10	\$ 4,140,033	\$ 4,139,486	100%
Instructional Support State Aid	11	\$ -	\$ -	0%
Other State Sources	12	\$ 178,000	\$ 175,392	99%
Commercial & Industrial State Replacement	13	\$ -	\$ -	0%
Title I Grants	14	\$ 70,000	\$ 50,971	73%
IDEA and Other Federal Sources	15	\$ 290,000	\$ 321,859	111%
Total Revenues	16	\$ 7,966,060	\$ 7,685,414	96%
General Long-Term Debt Proceeds	17	\$ -	\$ -	0%
Transfers In	18	\$ -	\$ -	0%
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 550	0%
Special Items/Upward Adjustments	20	\$ -	\$ -	0%
Total Revenues & Other Sources	21	\$ 7,966,060	\$ 7,685,964	96%
Beginning Fund Balance	22	\$ 1,360,549	\$ 1,360,549	
Total Resources	23	\$ 9,326,609	\$ 9,046,513	
Instruction	24	\$ 5,450,000	\$ 5,206,815	96%
Student Support Services	25	\$ 275,000	\$ 296,267	108%
Instructional Staff Support Services	26	\$ 620,000	\$ 454,161	73%
General Administration	27	\$ 402,000	\$ 417,499	104%
School/Building Administration	28	\$ 440,000	\$ 438,136	100%
Business & Central Administration	29	\$ 145,000	\$ 137,932	95%
Plant Operation and Maintenance	30	\$ 665,000	\$ 571,980	86%
Student Transportation	31	\$ 420,000	\$ 406,633	97%
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Total Support Services (lines 25-32)	32A	\$ 2,967,000	\$ 2,722,608	92%
Noninstructional Programs	33	\$ -	\$ -	0%
Facilities Acquisition and Construction	34		\$ -	
Debt Service	35		\$ -	
AEA Support - Direct to AEA	36	\$ 278,919	\$ 278,919	
Total Other Expenditures (lines 34-36)	36A	\$ 278,919	\$ 278,919	100%
Total Expenditures	37	\$ 8,695,919	\$ 8,208,342	
Transfers Out	38	\$ 6,700	\$ 7,168	
Other Uses	39			
Total Expenditures & Other Uses	40	\$ 8,702,619	\$ 8,215,510	
Ending Fund Balance	41	\$ 623,990	\$ 831,003	
Total Requirements	42	\$ 9,326,609	\$ 9,046,513	

ISL

The President of the Board called up for consideration the Resolution to Consider Continued Participation in the Instructional Support Program which requires that a public hearing be held on this proposal.

Director _____ introduced the following Resolution and moved its adoption. Director _____ seconded the motion to adopt. The roll was called and the vote was:

AYES:

NAYS:

The President declared the Resolution adopted as follows:

RESOLUTION

TO CONSIDER CONTINUED PARTICIPATION IN THE INSTRUCTIONAL SUPPORT PROGRAM

WHEREAS, the Board of Directors has approved a five (5) year finance plan, which anticipates the level of funding that will be possible to continue the current level of services and to fund the ongoing programs of the School District; and

WHEREAS, the Board of Directors wishes to consider continued participation in the Instructional Support Program as provided in Iowa Code sections 257.18 through 257.27; and

WHEREAS, the authorization for the Instructional Support Program will expire on June 30, 2025; and

WHEREAS, this resolution sets forth the proposal of the Board of Directors, including the method that will be used to fund the program; and

WHEREAS, notice of the time and place of a public hearing must be published:

NOW, THEREFORE, it is resolved:

1. The Board of Directors wishes to consider continued participation in the Instructional Support Program as provided in Iowa Code sections 257.18 through 257.27, for a period of five (5) years, commencing the fiscal year ending June 30, 2026.

2. The additional funding for the Instructional Support Program for a budget year shall be determined annually, and shall not exceed ten percent (10%) of the total regular program district cost for the budget year and moneys received under Iowa Code section 257.14 as a budget adjustment for the budget year.

3. Moneys received by the District for the Instructional Support Program may be used for any general fund purpose.

4. The Instructional Support Program shall be funded by instructional support state aid and a combination instructional support property tax levied annually upon the taxable property within the School District commencing with the levy of property taxes for collection in the fiscal year ending June 30, 2026, and instructional support income surtax imposed annually, the percent of income surtax to be determined by the Board for each budget year to be imposed upon the state individual income tax of each individual income taxpayer resident in the School District on December 31, 2025, and each year thereafter.

5. The Secretary is authorized and directed to give notice of a public hearing to be held in the Library, East Buchanan Community School District, Winthrop, Iowa on August 14, 2024, 5:00 p.m.

6. Following the public hearing the Board intends to take action on the question whether to consider continued participation in the Instructional Support Program.

PASSED AND APPROVED this ____ day of _____, 20__.

ATTEST:

President

Secretary

Board needs to determine # of years. We have been doing every 5 years but we can choose 10 years maximum so we don't have to do an election until 2034.

Physical Plant and Equipment Levy

Resolution of Election

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

Aye: _____

Nay: _____

Whereupon the President declared said Resolution duly adopted as follows:

RESOLUTION

WHEREAS, the Board deems it necessary and desirable to provide additional funding for the East Buchanan Community School District pursuant to the Physical Plant and Equipment Levy and

WHEREAS, the Board wishes to take action to adopt a Resolution of Election directing an election on the question of participating in the Physical Plant and Equipment Levy;

NOW, THEREFORE, be it resolved by the Board:

Section 1: That the Board Secretary is hereby authorized to direct the County Commissioner of Elections to submit the question of participation in the Physical Plant and Equipment Levy ballot question to the qualified electors of the District on September 10, 2024, on the following proposition:

"Shall the Board of Directors of the East Buchanan Community School District, in the County of Buchanan, State of Iowa, be authorized for a period of () years to levy annually, as determined by the board, a voter-approved physical plant and equipment property tax not to exceed \$1.34 per One Thousand Dollars (\$1,000) of the assessed valuation of the taxable property within the school district commencing with the levy for collection in the fiscal year ending June 30, 2026, to be used for the purchase and improvement of grounds; the construction of schoolhouses or building and opening roads to schoolhouses or buildings; the purchase of buildings and the purchase, lease or lease-purchase of a single unit of equipment or technology system exceeding Five Hundred Dollars (\$500) in value; the payment of debts contracted for the erection or construction of schoolhouses or buildings, not including interest on bonds; procuring or acquisition of libraries; repairing, remodeling, reconstruction, improving, or expanding the schoolhouses or buildings and additions to existing schoolhouses; expenditures for energy conservation; the rental of facilities under Chapter 28E; purchase of transportation equipment for transporting students; lease purchase option agreements for school buildings and equipment exceeding Five Thousand Dollars (\$5,000) in value per single unit; or equipment purchases for recreational purposes?"

Section 2: That all resolutions or orders or parts thereof in conflict herewith be and the same are hereby repealed to the extent of such conflict.

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

Attest:

Board Secretary

Board President

JOINT EDUCATION SERVICE AGREEMENT

Between

HAWKEYE COMMUNITY COLLEGE

and

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT

WHEREAS, pursuant to authority granted in Chapter 28E of the Iowa Code, the East Buchanan Community School District (the "School District") wishes to provide certain of its students the opportunity to receive instruction in certain academic courses (collectively the "Courses" or individually a "Course") in collaboration with Hawkeye Community College (Merged Area VII) ("Hawkeye") pursuant to this Joint Education Services Agreement (the "Agreement") for the 2024-2025 academic year;

THEREFORE, the parties, for mutual consideration and benefits, agree to provide joint services on the terms and conditions hereinafter set forth.

PURPOSE. The purpose of the Agreement is to assist specified School District students to prepare for the world of college and career by receiving instruction in the Courses through collaboration and cooperation with Hawkeye and to utilize the expertise of the respective parties in providing such instruction.

JOINT ADMINISTRATION OF COURSES. The parties jointly agree to facilitate the program for instruction of the Courses under this Agreement as follows:

1. The School District agrees to:
 - (a) Identify eligible students for Courses; eligibility is determined by Hawkeye Course prerequisites and Iowa Department of Education guidance on proficiency, including alternative measures;
 - (b) Provide student registrations to Hawkeye by November 30, 2024 for the Spring 2025 semester and May 15, 2025 for the Fall 2025 semester;
 - (c) Provide administrative and counseling support to students enrolled in the program;
 - (d) Follow the applicable Course syllabi and identified student learning outcomes;
 - (e) Provide textbooks, equipment and software updates as required by Iowa Department of Education guidelines;
 - (f) Provide appropriate information to students and parents/guardians regarding Hawkeye policies, procedures, creation of permanent transcripts, and course dropping and/or withdrawal methods;
 - (g) Ensure college-level rigor and learning experiences, assist appropriate Hawkeye personnel in implementing college assessment policies, instructor guidelines, procedures and instruments for Course effectiveness (such assessments will include classroom observations and student surveys);
 - (h) Ensure qualified high school instructors attend mandatory annual professional development opportunities (noncompliance with this expectation could result in restrictions on Course offerings the following academic year);
 - (i) Ensure qualified high school instructors provide Hawkeye all necessary materials, information and credentials and complete the College's Course Orientation prior to the first term of a new Course;
 - (j) Grant high school credit for Course completion;
 - (k) The following billing rates and schedule:

- (i) For Courses taught by a qualified high school instructor and/or employee of the School District, the district would pay 25% of Hawkeye's current tuition (without fees) per student for the college credit Course(s);
- (ii) For Courses taught by a Hawkeye instructor at any location:
 - (1) The School District will pay 75% of Hawkeye's current tuition (without fees) for courses designated as "College Provided Faculty," defined as sections reserved for students from the School District, provided faculty are available and the minimum enrollment is met;
 - (2) The School District would pay 100% of Hawkeye's current tuition (without fees) for all other courses;
 - (3) The School District would pay no tuition or fees for students enrolled in the Summer College Credit Program.
- (iii) A "Roster Lock Date" of three business days after the Course's drop deadline, as established by the College, for billing purposes;
- (b) Name a designee of the School District to receive student grade and transcript data;
- (c) Notify students in writing of the Courses available and, upon registration, the College's Course title and the number of credit hours to be earned;
- (d) Assist students in completion of Hawkeye registration;
- (e) Facilitate transportation to the Course teaching site in accordance with State of Iowa requirements;
- (f) Provide liability insurance with respect to the conduct of the portion of the Courses provided under the School District's direction and/or at the School District's facilities;
- (g) Participate in an annual "Partnership Meeting" to share ideas, plan concurrent offerings, and review updated policies and procedures; and
- (h) Follow all policies and procedures outlined in Hawkeye Concurrent Enrollment Handbooks.

2. Hawkeye agrees to:

- (a) Administer the program;
- (b) Provide staff and/or approve local instructional staff who meet Hawkeye and other applicable requirements for program teaching;
- (c) Provide annual professional development comparable to that given to adjunct faculty;
- (d) Develop and maintain a curriculum that achieves the same learning outcomes as experienced by students on its campus; thus, Hawkeye will ensure a consistency in Course syllabi, instructional materials, resources, equipment, and textbooks;
- (e) At the completion of the term, provide the designee of the School District with a grade report of the students' academic performance;
- (f) Provide the School District with necessary documentation for billing purposes; and
- (g) Follow all policies and procedures outlined in Hawkeye's Concurrent Enrollment Handbooks.

1. It is further mutually agreed that:

- (a) The Courses offered to students at the School District shall those listed in "Appendix A: 2024-25 Approved Courses";
- (b) Upon termination of the program at the high school:
 - (i) Any instructional materials or equipment provided by the School District shall remain the property of the School District;
 - (ii) Any instructional materials or equipment provided by Hawkeye shall remain the property of Hawkeye;
- (c) The program and Courses may qualify for supplementary weighted funding if the requirements of Iowa Code section 257.11(3) are met; and
- (d) All state and federal statutes regarding nondiscrimination on the basis of race, color, national origin, sex, handicap, religion, or economic status will be followed.

STUDENTS.

Under this Agreement, students:

1. who successfully complete the course of study in the Courses will earn college credit at Hawkeye according to Hawkeye's then-current credit policies;
2. are registered as Hawkeye students and therefore have a Hawkeye transcript;
3. will not be charged either by College or the School District for the Hawkeye credit awarded through this Agreement;
4. have no assurance that the Courses awarded credit will transfer to any other postsecondary institution.

DURATION.

The duration of this Agreement shall be from July 1, 2024 to June 30, 2025
Amendments to this Agreement become effective upon the acceptance of all parties as certified by their signatures upon the amendment.

AUTHORIZATION.

The undersigned hereby certify that we, the properly authorized officers of our respective institutions, approve and agree to implement this Joint Education Service Agreement on behalf of our respective institutions.

East Buchanan Community School District

Board of Education President

Date

Hawkeye Community College (Merged Area VII)

Vice President of Academic Affairs

Date

Audit Proposal for the Fiscal Years Ending
June 30, 2025, and 2026
EAST BUCHANAN Community School District

Submitted by Kay L. Chapman, CPA PC
116 Harrison Street
Muscatine, Iowa 52761
563-264-1385

Kay L. Chapman, CPA PC

116 Harrison Street
Muscatine, IA 52761
563-264-1385

Audit Engagement Letter

June 10, 2024

East Buchanan Community School District
Attn: Teresa Knipper
414 5th Street N.
Winthrop, IA 50682

I am pleased to confirm my understanding of the services I am to provide for East Buchanan Community School District for the years ended June 30, 2025 and 2026.

Audit Scope of Objectives

I will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of East Buchanan Community School District as of and for the years ended June 30, 2025 and 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement East Buchanan Community School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to East Buchanan Community School District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedule
- 3) Notes to Required Supplementary Information – Budgetary Reporting
- 4) Schedule of the District's Proportionate Share of the Net Pension Liability
- 5) Schedule of the District Contributions
- 6) Notes to Required Supplementary Information – Pension Liability
- 7) Schedule of Changes in the District's Total OPEB Liability, Related Ratios and Notes
- 8) Notes to Required Supplementary Information – OPEB Liability

I have also been engaged to report on supplementary information other than RSI that accompanies East Buchanan Community School District's financial statements. I will subject the following supplementary information to the auditing procedures applied in my audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and I will provide an opinion on it in relation to the financial statements as a whole:

- 1) Combining schedules for individual governmental and enterprise funds

- 2) Schedule of Changes in Special Revenue Fund, Student Activity Accounts
- 3) Schedule of revenues by source and expenditures by function – governmental funds prior 10 years
- 4) Schedule of expenditures of federal awards

In connection with my audit of the basic financial statements, I will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, I conclude that an uncorrected material misstatement of the other information exists, I am required to describe it in my report.

The objectives of my audit is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes my opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, cost Principles, and Audit Requirements for Federal Awards*

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

My audit will be conducted in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of the accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures I consider necessary to enable me to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

I will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. I will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. I will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by me, even though the audit is properly planned and performed in accordance with the GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, I will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential. I will include such matters in reports required for a Single Audit. My responsibility as auditor is limited to the periods covered by my audit and does not extend to any later periods for which I am not engaged as auditor.

I will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will also request written representations from your attorneys as part of the engagement.

I have identified the following significant risk(s) of material misstatement as part of my audit planning.

I may, from time to time and depending on the circumstances, use third-party service providers in serving your account. I may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, I maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, I will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and I will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that I am unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, I will remain responsible for the work provided by any such third-party service providers.

My audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

I will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for my opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, I will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that I consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, my tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, I will express no such opinion. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of East Buchanan Community School District's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that I also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. My procedures will consist of tests of transactions and other applicable procedures described in *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of East Buchanan Community School District's major programs. For federal programs that are included in the Compliance Supplement, my compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these

procedures will be to express an opinion on East Buchanan Community School District's compliance with requirements applicable to each of its major programs in my report on compliance issued pursuant to the Uniform Guidance.

Other Services

I will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of East Buchanan Community School District in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. I will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. I, in my sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services I provide. You will be required to acknowledge in the management representation letter my assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferable from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

My audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to me and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing me with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that I may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence. At the conclusion of my audit, I will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to me in the management representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud

or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for my review upon approval of the draft of the audited financial statements.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include my report on the schedule of expenditures of federal awards in any document that contains and indicates that I have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes my report thereon. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which I have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include my report on the supplementary information in any document that contains, and indicates that I have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my report thereon. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to me corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

I understand that your employees will prepare all cash, accounts receivable, or other confirmations I request and will locate any documents selected by me for testing.

At the conclusion of the engagement, I will complete the appropriate sections of the Data Collection Form that summarizes my audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. I will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

I will provide copies of my reports to East Buchanan Community School District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or

containing privileged and confidential information, copies of my reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Kay L. Chapman, CPA PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Iowa or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Kay L. Chapman, CPA PC personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Iowa. If I am aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, I will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

I expect to begin my audit on mutually agreed-upon dates and to issue my reports no later than March 31 following year-end. Kay Chapman is the engagement partner and is responsible for supervising the engagement and signing the report.

My fee for these services will be at my standard hourly rates and will not exceed \$9,500 for FY25 and \$10,000 for FY26. I will bill for cost of travel, including mileage at 65.5 cents per mile, food and motel costs. My standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. My invoices for these fees will be submitted to you as follows: ½ upon completion of the **on-site or virtual** fieldwork and ½ upon submission of the draft of the audit report. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate me for all time expended through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs. Either party can elect to terminate this contract with written notification.

This fee does not include services performed in connection with the preparation of the Certified Annual Report, the budget, year-end adjusting entries, consultation on the district's accounting software program or other non-audit services. Nor does it include the presentation of the audit report to the board of education. These services will be billed at my standard hourly rate of \$165 per hour.

Reporting

I will issue a written report upon completion of my Single Audit. My reports will be addressed to East Buchanan Community School District. Circumstances may arise in which my report may differ from its expected form and content based on the results of my audit. Depending on the nature of these circumstances, it may be necessary for us to modify my opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to my auditor's report, or if necessary, withdraw from this engagement. If my opinions are other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or are unable to form or have not formed opinions, I may decline to express opinions or issue reports, or I may withdraw from this engagement.

The Government Auditing Standards report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

I appreciate the opportunity to be of service to East Buchanan Community School District and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If

you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,



Kay L. Chapman, CPA PC

RESPONSE:

This letter correctly sets forth the understanding of East Buchanan Community School District.

By: _____

Title: _____

Date: _____

Poulsen VanLeuven & Catmull PA

Certified Public Accountants

Members of the American Institute of CPA's
and the Idaho Society of CPA's
Jeffrey D. Poulsen, CPA
Darren B. VanLeuven, CPA
Jacob H. Catmull, CPA

Report on the Firm's System of Quality Control

September 6, 2022

To the Owner of Kay L. Chapman CPA, PC
and the Peer Review Committee of the Illinois CPA Society

We have reviewed the system of quality control for the accounting and auditing practice of Kay L. Chapman CPA, PC (the firm) in effect for the year ended April 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Kay L. Chapman CPA, PC in effect for the year ended April 30, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Kay L. Chapman CPA, PC has received a peer review rating of *pass*.

Poulsen VanLeuven & Catmull

Poulsen VanLeuven & Catmull PA

Profile of Staff and Firm

Kay L. Chapman, CPA PC is a local firm located in Muscatine, Iowa. The firm offers a variety of accounting, auditing and tax services. Kay Chapman is the only professional employed by the firm. She became a Certified Public Accountant in August of 1987, receiving certificate number 6269. Kay was admitted into the Iowa Society of Certified Public Accountants in 1987.

The firm is in compliance with the registration and permit requirements to engage in the practice of public accounting within Iowa and is a properly licensed CPA firm in the State of Iowa. The firm and its employees meet the independence standards of GAO's Standards for Audits of Governmental Organizations, Programs, Activities and Functions.

Qualifications

1. Kay L. Chapman, CPA PC performed 41 audits of local school districts for the fiscal year ending June 30, 2022. The firm also prepares approximately 500 income tax returns for individuals, corporations and not-for-profit organizations each year. In addition, the firm provides bookkeeping services for various clients on a monthly basis.
2. Upon graduation from the University of Northern Iowa in 1987, Kay began her career as a Certified Public Accountant. Kay worked as a staff accountant for three small CPA firms before starting her own CPA firm in August of 1997. Kay has performed approximately 15-35 audits of school districts in each of her 25+ years in public accounting. She has been involved in every aspect of the audits from planning the audit, performing the fieldwork, writing the audit report, presenting the audit report at district board meetings and advising district personnel on various accounting and auditing subjects.
3. Kay Chapman will be in-charge of the District's audit and she is independent to the District, as defined by applicable auditing standards. If there is any change in the key personnel involved with the audit, the District will be notified on a timely basis.
4. Kay is the sole professional employed by the firm.
5. Kay is available throughout the year to advise the District on matters or questions that may arise. Since the firm performs a number of governmental audits, Kay's hours in the office are limited during the audit season. However, District are encouraged to leave a message at the office. Kay checks messages on a daily basis and usually replies the next day. Also, the telephone number where Kay can be reached each day is available by calling the firm's office.
5. In performing audits, checklists and questionnaires are utilized to ensure that all necessary steps have been taken and all pertinent items reviewed. The firm uses guidance provided by the Office of the Auditor of the State of Iowa as well as Practitioners Publishing Company's Audits of Local Governments.

Scope of Services and Proposed Project Schedule

The firm will provide both financial and compliance audits for the fiscal years ending June 30, 2023, 2024 and 2025. The audits will not meet the requirements of the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, unless it is determined that the District needs to have a Single Audit. If a Single Audit is required, the District will be notified immediately. An additional fee will be required if a Single Audit is to be performed.

The fieldwork portion of the audit will begin on dates agreed upon between the auditor and District personnel. The fieldwork portion of the audit is expected to take one day on-site. Delivery of the audit report will be approximately eight to ten weeks after completion of the fieldwork.

Fees and Compensation

Fees will be \$9,500 for 2025 and \$10,000 for 2026. The audit fee is to be paid as follows: 1/2 at conclusion of **virtual fieldwork** and the remainder to be paid upon delivery of the draft audit report to the District. This fee includes all out-of-pocket expenses. This fee is specifically for the audit of the District's financial statements for the fiscal years ending June 30, 2025, and 2026 and does not include extraordinary bookkeeping, consulting, CAR preparation or other non-audit services that may be requested by the District in addition to the annual audit. Fees for these services would be billed at the firm's standard hourly rates of \$150 an hour for such services.

Kay L. Chapman, CPA PC
School Audits Performed

<u>District</u>	<u>Contact Persons</u>	<u>Telephone #</u>
Alburnett CDS 131 Roosevelt Street Alburnett, IA 52202	Harley McBurney, District Secretary	319-842-2266
BGM CSD 1090 Jackson Street Brooklyn, Iowa 52211	Brady Miller, Business Manager	641-522-7058
Bennett CSD 300 Cedar Street Bennett, Iowa 52721	Lonnie Luepker, Superintendent	563-890-2228
Calamus Wheatland CSD PO Box 158 Calamus, Iowa 52739	Marika Pewe, Board Secretary	563-374-1292
Central CSD 400 1st Street NW Elkader, Iowa 52043	Joyce Piorkowski, Board Secretary	563-245-1751
Durant CSD 408 Seventh Street Durant, Iowa 52561	Lesa Kephart, Board Secretary	563-785-4432
Dunkerton CSD 509 South Canfield Street, Dunkerton, IA 50626	Lyle McIntosh, Business Manager	319-239-3072
East Buchanan CSD 414 5th Street North Winthrop, Iowa 50682	Teresa Knipper, Board Secretary	319-935-3367
East Sac County CSD PO Box 110 801 Jackson Street Lake View, Iowa 51450	Tyler Ruse, Board Secretary	712-665-5000

Kay L. Chapman, CPA PC
School Audits Performed

<u>District</u>	<u>Contact Persons</u>	<u>Telephone #</u>
Eastern Allamakee CSD 596 Main Street Lansing, Iowa 52151	Janet Heiderscheid, Board Secretary	563-538-4202
Galva-Holstein 519 East Maple Street Holstein, Iowa 51025	Natalie Kliegel, Board Secretary	712-368-4353
Garner-Hayfield-Ventura 605 W. Lyons Street Garner, IA 50438	Holly Fischer, Board Secretary	641-923-2718
GMG 306 Park Street Garwin, Iowa 50632	Katie Mathern, Board Secretary	641-499-2239
Highland CSD 1715 Vine Ave, PO Box B Riverside, Iowa 52327	Sue Rich, Board Secretary	319-648-3822
HLV CSD 402 5th Street Victor, Iowa 52347	Brady Miller, Business Manager	319-647-2161
Iowa Valley CSD 359 E. Hilton Street Marengo, Iowa 52301	Wendy Ayers, Board Secretary	319-642-7714
Janesville Consolidated School PO Box 478 505 Barrick Road Janesville, Iowa 50647	Kelly Zahrt, Board Secretary	319-987-2581
Jesup CSD PO Box 287 531 Prospect Street Jesup, Iowa 50648	Sheila Tharp, Board Secretary	319-827-1700

Kay L. Chapman, CPA PC
School Audits Performed

<u>District</u>	<u>Contact Persons</u>	<u>Telephone #</u>
Lisbon CSD PO Box 839 235 West School Street Lisbon, Iowa 52253	Laurie Maher, Board Secretary	319-455-2075
Lone Tree CSD 303 S Devoe Street Lone Tree, Iowa 52755	Kelli Forbes, Board Secretary	319-752-8747
Louisa-Muscatine CSD 14354 170th Street Letts, Iowa 52754	Charles Domer, Board Secretary	319-726-3541
MFL MarMac CSD PO Box 1040 700 South Page Street Monona, Iowa 52159	Karla Hanson, Board Secretary	563-539-4795
Mediapolis CSD PO Box 358 Mediapolis, Iowa 52637	Dawn Kelly, Board Secretary	319-394-3101
Morning Sun CSD 311 Division Street Morning Sun, Iowa 52640	Kim Hagge, Board Secretary	319-868-7701
Nashua-Plainfield CSD 612 Greeley Street Nashua, Iowa 50658	Brittany McNeil, Board Secretary	641-435-4835
North Cedar CSD 102 E. North Street PO Box 247 Stanwood, Iowa 52337	Carrie Fortin, Board Secretary	563-942-3341
Olin Consolidated School 212 Trilby Street Olin, Iowa 52320	Carrie Fortin, Business Manager	319-484-2261

Kay L. Chapman, CPA PC
School Audits Performed

<u>District</u>	<u>Contact Persons</u>	<u>Telephone #</u>
Northeast CSD PO Box 66 1450 370th Ave Goose Lake, Iowa 52750	Kim Dornbush, Board Secretary	563-577-2249
Oelwein CSD 307 8th Ave Southeast Oelwein, IA 50662	Michael Rueber, Board Secretary	319-283-3016
River Valley CSD 916 Hackberry Street	Tish Evans, Business Manager	712-372-4420
Rudd-Rockford-Marble Rock CSD 1460 210th Street PO Box 218 Rockford, Iowa 50468	Holly Fischer, Board Secretary	641-756-3610
Springville CSD 400 Academy Street Springville, Iowa 52336	Stacey Matus, Board Secretary	319-854-6197
Schaller-Crestland CSD PO Box 249 300 S Berwick Street Schaller, Iowa 51053	Stephanie Wandrey, Board Secretary	712-275-4267
Tipton CSD 400 E 6th Street Tipton, Iowa 52772	Jim Becker, Board Secretary	563-886-6121
Sumner-Fredericksburg CSD 802 W. 6th Street Sumner, Iowa 50674	Beth Weepie, Board Secretary	563-578-3341

Kay L. Chapman, CPA PC
School Audits Performed

<u>District</u>	<u>Contact Persons</u>	<u>Telephone #</u>
South Tama County CSD 1702 Harding Street Tama, IA 52339	Katie Mathern, Business Manager	641-484-4811
Tripoli CSD 209 8th Avenue SW Tripoli, Iowa 50676	Tracie Fette, Board Secretary	319-269-8661
WACO CSD 706 N Pearl St. Wayland, IA 52654	Carrie Coble, Business Manager	319-256-6201
Wapsie Valley CSD 2535 Viking Ave Fairbank, Iowa 50629	Kim Arndt, Board Secretary	319-638-6711
West Central CSD 305 Pember Street Maynard, Iowa 50655	Beth Weepie, Board Secretary	563-637-2283
West Delaware County CSD 701 New Street Manchester, Iowa 52057	Lynnette Engel, Board Secretary	563-27-3515
Whiting CSD 606 West Street Whiting , Iowa 51063	Lori West, Board Secretary	712-455-2468
Wilton CSD 1002 Cypress, PO Box 3001 Wilton, Iowa 52778	Angela Dann, Business Manager Business Manager	563-732-2035

AGREEMENT BETWEEN

East Buchanan Community School District
AND
Kay L. Chapman CPA PC

THIS AGREEMENT made and entered into this 17th day of June,
2024 by and between East Buchanan CSD, hereinafter called
East Buchanan CSD and Kay L. Chapman CPA PC, hereinafter called "CPA."

WHEREAS, the _____ wishes to obtain the services of the CPA
to perform an audit in accordance with Section 11.6, Code of Iowa, for the 2 year(s)
ending June 30th 2025 and 2026

WHEREAS, the CPA is equipped and staffed to perform the above audit; and

WHEREAS, this agreement is in the public interest in fulfilling the requirements
of Chapter 11 of the Code of Iowa.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED:

1. That the CPA will:

- A. Provide auditors of various classifications and for the estimated hours as detailed in 2.A of this agreement.
- B. Begin work on the audit as specifically agreed upon with the East Buchanan CSD.
- C. Perform all work in accordance with U.S. generally accepted auditing standards, Government Auditing Standards, and applicable federal requirements.
- D. Immediately inform the East Buchanan CSD the Auditor of State, and County Attorney if the audit discloses any irregularity in the collection or disbursement of public funds.
- E. Provide access to the working papers to any appropriate federal agencies for the period of time specified in relevant agreements entered into by the East Buchanan CSD.
- F. Provide access to the working papers to the Auditor of State in accordance with Chapter 11 of the Code of Iowa.

Agreement - Page 2

2. Conditions of Payment:

A. It is understood that the fees for the services set forth above shall be reimbursed at the following hourly rates:

Classification	Estimated Hours	Hourly Rate
FY25 All	90	\$ 105
FY26 All	90	\$ 110

B. The CPA shall present an invoice for services in the following manner: 1/2 after fieldwork and 1/2 after completion of audit report

C. Payment shall be made within 30 days of receipt of invoice.

D. The total reimbursement shall not be for more than \$ 19,500 for FY25 and \$ 10,000 for FY26, except as specifically agreed by the East Buchanan CSD and the CPA.

3. Termination of Agreement:

A. East Buchanan CSD may terminate this contract without notice if the CPA fails to perform the covenants or agreements contained herein.

B. The CPA shall be paid for all work satisfactorily performed to the date of termination.

IT WITNESS THEREOF, East Buchanan CSD and CPA have executed this AGREEMENT as of the date indicated below:

CPA
By Kay Chapman
Title Prps.
Date 6-17-24

East Buchanan CSD
By _____
Title _____
Date _____

SUPPLEMENTAL SALARY SCHEDULE

\$ 15.00	Pep Bus Sponsor (per event)
\$ 10.00	VCR Crew (one event/night)
\$ 18.00	VCR Crew (2 events/night)
\$ 200.00	Girls Basketball Chaperone
\$ 15.00	Elementary concert supervision (per concert)
\$ 15.00	Preschool PAC meetings (per meeting)
\$ 15.00	Preschool Spring Fling (per event)
\$ 35.00	Certified Staff Additional Pay (per hour)
\$ 24.00	MS/HS sub during prep period
\$ 16.00	Elementary sub during prep period

The following positions are to be paid at a percentage of the base salary as shown below:

Salary		Base	%
\$ 331.50	FBLA Sponsor	\$ 33,150	1%
\$ 331.50	FFA Advisor	\$ 33,150	1%
\$ 331.50	Jr Class Sponsor	\$ 33,150	1%
\$ 331.50	Prom Sponsor	\$ 33,150	1%
\$ 331.50	Student Council Sponsor	\$ 33,150	1%
\$ 2,320.50	Secondary Vocal Music Concert	\$ 33,150	7%
\$ 1,326.00	Elementary Vocal Music Concert	\$ 33,150	4%

The following positions use the table shown below:

- Column 1 Buc Network - divided into 3 seasons (Fall - 40%, Winter - 40%, Spring - 20%)
- Column 1 MS Volleyball, MS Track, MS Wrestling, MS Baseball, MS Softball, School Play, Newspaper
- Column 2 MS Football, MS Basketball, Asst Volleyball, Asst Baseball, Asst Softball, Asst Track, Yearbook, Speech, Robotics
- Column 3 Asst Football, Asst Basketball, Asst Wrestling, Cheerleading, Dance Coach, Performance Coach (per season)
- Column 4 Instrumental Music, Musical Director, HS Track, HS Golf, Cross Country (7-12)
- Column 5 HS Football, HS Basketball, HS Wrestling, HS Volleyball, HS Baseball, HS Softball
- Column 6 Athletic Director

*Any HS sport that has 20+ athletes with no assistant coach will receive an additional \$600 to their contract.

*Any MS sport that has 20+ athletes with no assistant coach will receive an additional \$500 to their contract.

*A concert is a performance in school that is at least one hour in length. Contests shall not be included.

Base	\$ 33,150	Column 1		Column 2		Column 3		Column 4		Column 5		Column 6		Step
Step	Base	Factor	Amt	Factor	Amt	Factor	Amt	Factor	Amt	Factor	Amt	Factor	Amt	Step
1	\$ 33,150	5.00%	\$ 1,657.50	5.00%	\$ 1,989.00	8.00%	\$ 2,652.00	20.00%	\$ 3,315.00	12.00%	\$ 3,978.00	20.00%	\$ 6,663.32	1
2	\$ 33,150	5.50%	\$ 1,823.25	6.50%	\$ 2,154.75	8.50%	\$ 2,817.75	10.50%	\$ 3,480.75	12.50%	\$ 4,143.75	20.60%	\$ 6,829.07	2
3	\$ 33,150	6.00%	\$ 1,989.00	7.00%	\$ 2,320.50	9.00%	\$ 2,983.50	11.00%	\$ 3,646.50	13.00%	\$ 4,309.50	21.10%	\$ 6,994.82	3
4	\$ 33,150	6.50%	\$ 2,154.75	7.50%	\$ 2,486.25	9.50%	\$ 3,149.25	11.50%	\$ 3,812.25	13.50%	\$ 4,475.25	21.60%	\$ 7,160.57	4
5	\$ 33,150	7.00%	\$ 2,320.50	8.00%	\$ 2,652.00	10.00%	\$ 3,315.00	12.00%	\$ 3,978.00	14.00%	\$ 4,641.00	22.10%	\$ 7,326.32	5
6	\$ 33,150	7.00%	\$ 2,320.50	8.00%	\$ 2,652.00	10.50%	\$ 3,480.75	12.50%	\$ 4,143.75	14.50%	\$ 4,806.75	22.60%	\$ 7,492.07	6
7	\$ 33,150	7.00%	\$ 2,320.50	8.00%	\$ 2,652.00	11.00%	\$ 3,646.50	13.00%	\$ 4,309.50	15.00%	\$ 4,972.50	23.10%	\$ 7,657.82	7
8	\$ 33,150	7.00%	\$ 2,320.50	8.00%	\$ 2,652.00	11.00%	\$ 3,646.50	13.00%	\$ 4,309.50	15.50%	\$ 5,138.25	23.10%	\$ 7,657.82	8
9	\$ 33,150	7.00%	\$ 2,320.50	8.00%	\$ 2,652.00	11.00%	\$ 3,646.50	13.00%	\$ 4,309.50	16.00%	\$ 5,304.00	23.10%	\$ 7,657.82	9
10	\$ 33,150	7.00%	\$ 2,320.50	8.00%	\$ 2,652.00	11.00%	\$ 3,646.50	13.00%	\$ 4,309.50	16.50%	\$ 5,469.75	23.10%	\$ 7,657.82	10
11	\$ 33,150	7.00%	\$ 2,320.50	8.00%	\$ 2,652.00	11.00%	\$ 3,646.50	13.00%	\$ 4,309.50	16.50%	\$ 5,469.75	23.10%	\$ 7,657.82	11
12	\$ 33,150	7.00%	\$ 2,320.50	8.00%	\$ 2,652.00	11.00%	\$ 3,646.50	13.00%	\$ 4,309.50	16.50%	\$ 5,469.75	23.10%	\$ 7,657.82	12
13	\$ 33,150	7.00%	\$ 2,320.50	8.00%	\$ 2,652.00	11.00%	\$ 3,646.50	13.00%	\$ 4,309.50	16.50%	\$ 5,469.75	23.10%	\$ 7,657.82	13
14	\$ 33,150	7.00%	\$ 2,320.50	8.00%	\$ 2,652.00	11.00%	\$ 3,646.50	13.00%	\$ 4,309.50	16.50%	\$ 5,469.75	23.10%	\$ 7,657.82	14
15	\$ 33,150	7.00%	\$ 2,320.50	8.00%	\$ 2,652.00	11.00%	\$ 3,646.50	13.00%	\$ 4,309.50	16.50%	\$ 5,469.75	23.10%	\$ 7,657.82	15
16	\$ 33,150	7.00%	\$ 2,320.50	8.00%	\$ 2,652.00	11.00%	\$ 3,646.50	13.00%	\$ 4,309.50	16.50%	\$ 5,469.75	23.10%	\$ 7,657.82	16
17	\$ 33,150	7.00%	\$ 2,320.50	8.00%	\$ 2,652.00	11.00%	\$ 3,646.50	13.00%	\$ 4,309.50	16.50%	\$ 5,469.75	23.10%	\$ 7,657.82	17
18	\$ 33,150	7.00%	\$ 2,320.50	8.00%	\$ 2,652.00	11.00%	\$ 3,646.50	13.00%	\$ 4,309.50	16.50%	\$ 5,469.75	23.10%	\$ 7,657.82	18
19	\$ 33,150	7.00%	\$ 2,320.50	8.00%	\$ 2,652.00	11.00%	\$ 3,646.50	13.00%	\$ 4,309.50	16.50%	\$ 5,469.75	23.10%	\$ 7,657.82	19
20	\$ 33,150	7.00%	\$ 2,320.50	8.00%	\$ 2,652.00	11.00%	\$ 3,646.50	13.00%	\$ 4,309.50	16.50%	\$ 5,469.75	23.10%	\$ 7,657.82	20

MEAL CHARGES

In accordance with state and federal law, the East Buchanan Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

All meal purchases are to be prepaid before meal service begins. Families may add money to student accounts via electronic payment options, pay at the school office, etc. ~~Students who do not have sufficient funds shall not be allowed to charge meals or a la carte items until additional money is deposited in the student account.~~ **When the account is nearing a negative balance of \$10 per child the family will receive an email. Once the account balance has reached a -\$40 the parent/guardian will receive a letter or phone call from the Food Service Director. When the student's account reaches a negative balance of -\$40, they will not be allowed to purchase a la carte items unless the funds are deposited into the account.**

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Schools are encouraged to provide a reimbursable meal to students with outstanding meal charge debt. If an alternate meal is provided, the meal must be the same meal presented in the same manner to any student requesting an alternate meal. **Students will never be denied a reimbursable meal, even if they have accrued a negative balance, we will provide a reimbursable meal to students with an outstanding meal charge debt.**

Employees may use a charge account for meals, but may charge no more than \$0.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

Negative Account Balances

The school district will make reasonable efforts to notify parents or guardians when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. ~~Parents or guardians will be notified of an outstanding negative balance once the negative balance reaches \$0.00.~~ **Parents or guardians will be notified when \$10 remains in the account.** ~~Parents or guardians will be notified by an automated e-mail notification system or letters sent by mail to the home.~~ **Negative account balances of -\$40 or more will receive a letter or phone call from the Food Service Director.** Negative balances of more than \$40.00, not paid prior to the end of the month **within 10 days of notification** will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Unpaid Student Meals Account

The district will establish an unpaid student meals account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account from private sources shall be used only to pay individual student meal debt. Funds deposited into this account from the district flexibility account shall be used to pay individual student meal debt as specified in the flexibility funds resolution.

MEAL CHARGES

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

It is the responsibility of the superintendent to develop an administrative process to implement this policy.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.*
7 C.F.R. §§ 210 *et seq.*
U.S. DEP'T OF AGRIC., SP 46-2016, UNPAID MEAL CHARGES: LOCAL MEAL CHARGE POLICIES (2016).
U.S. DEP'T OF AGRIC., SP 47-2016, UNPAID MEAL CHARGES: CLARIFICATION ON COLLECTION OF DELINQUENT MEAL PAYMENTS (2016).
U.S. DEP'T OF AGRIC., SP 57-2016, UNPAID MEAL CHARGES: GUIDANCE AND Q&A (2016).
Iowa Code 283A.
281 I.A.C. 58.

Cross Reference: 710.1 School Food Program
710.2 Free or Reduced Cost Meals Eligibility
710.3 Vending Machine

Approved: April 9, 2008
Last Reviewed: February 8, 2023

Board Policy East Buchanan Community

EMPLOYEE USE OF CELL PHONES REGULATION

Cell phone Usage

1. Cell phones shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.
2. Cell phones should not be used to transmit confidential student or personal information either verbally or written.
3. Employees are prohibited from using a cell phone while driving as part of their work duties, unless in the case of an emergency, unless the vehicle has come to a complete stop and the gear is in park.
4. Cell phones are provided specifically to carry out official school district business when other means of communications are not readily available. These devices may not be used for routine personal communications except in emergencies.
5. Personal use of school district-provided cell phones is limited to making or receiving calls for family emergency and/or incidental purposes. Whenever possible, such calls should be made or received on school district or other public telephones.
6. Employees issued a cell phone are responsible for its safekeeping at all times. Defective, lost or stolen cell phones are to be reported immediately to the superintendent who will in turn notify the service provider. Reckless or irresponsible use of school district equipment, resulting in loss or damage may result in the employee having to reimburse the school district for any associated costs of replacement or repair.
7. Cell phones and any other school district issued communication equipment issued for employees are to be returned to the board secretary at the conclusion of the school year, activity or as otherwise specified or immediately upon request.

Cell Phone Authorization - School district provided cell phones may be purchased and authorized for staff use in accordance with the following guidelines:

Cell phones may be assigned or made available on a temporary basis, by the superintendent, when it is determined:

1. The assignment of a cell phone device to the employee is a prudent use of school district resources;
2. The employee's job responsibilities requires the ability to communicate frequently. Outside of district property and/or regular district hours.
3. The employee's job involves situations where immediate communication is necessary to ensure the safety of individuals and security of school district property.

Cell Phone Business Procedures

School district employees may be reimbursed for use of privately-owned cell phones to conduct school district business in accordance with board policy and this regulation, with prior approval of the superintendent.

1. Requests for reimbursement for authorized use of employee owned cell phones are to be submitted on school district provided forms accompanied by a copy of the billing statement with the school district business related calls highlighted. A notation for each highlighted entry, indicating the nature of the call is required. The employee's immediate supervisor must sign-off on the billing statement verifying the calls were school district business related. School district reimbursement for authorized use of employee owned cell phones will be made in conformance with school district payment procedures. Requests for reimbursement, including the highlighted billing statement must be submitted within thirty (30) days of the end of the time period for which reimbursement is requested. Requests submitted after the reimbursement deadline has passed will be denied.
2. If personal calls are made on a district-owned phone and the calls result in an additional plan charge to the district, the calls must be itemized and reimbursed to the district.

STUDENT PROGRESS REPORTS AND CONFERENCES

Students will receive a progress report at the end of each ~~twelve-week~~ grading period. Students, who are doing poorly, and their parents, are notified prior to the end of the ~~trimester~~ **semester** in order to have an opportunity to improve their grade. The board encourages the notification of students who have made marked improvement prior to the end of the ~~trimester~~ **semester**.

Parent-teacher conferences will be held twice per year in grades PK-12. Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

NOTE: This is a mandatory policy. The second paragraph should be written to reflect the school district's practice.

Legal Reference: Iowa Code §§ 256.11, .41; -280, 284.12
281 I.A.C. 12.3(4), 12.3(6), .5(16).

Adopted: February 14, 2007
Reviewed: November 11, 2015;

STUDENT PROMOTION - RETENTION - ACCELERATION

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The district shall adhere to the following:

- **Retention/Promotion in kindergarten – eighth grade:** The retention of a student will be determined based upon the judgment of the district's professional staff. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- **Retention/Promotion in ninth – twelfth grade:** Students in grades nine through twelve will be informed of the required course work necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- **Acceleration in kindergarten – twelfth grade:** Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.
- **Retention or Acceleration in kindergarten – twelfth grade** may also occur in additional instances as provided by law.

For students in grades kindergarten through sixth, if a student is not reading at a proficient level, the district will notify a student's parent or guardian of the student's reading level, and the option for parents to request that the student be retained in the student's current grade level for the subsequent school year. The district is prohibited from promoting a student to the next grade level if the student is not reading proficiently, and the student's parent or guardian requests the student be retained at their current grade level for the next year.

Any student or parent who is not satisfied with the decision of the district's professional staff may seek recourse through policy 502.4 – *Student Complaints and Grievances*.

NOTE: School districts that use specific steps or processes for determining retention or acceleration should reference the applicable criteria or where to locate the criteria in the bulleted information above.

Legal Reference: Iowa Code §§ 256.11, 279.8; .68.
281 I.A.C. 12.5(16).

Cross Reference: 410.2 Summer School Licensed Employees
603.2 Summer School Instruction

Adopted: July 12, 2000

Reviewed: January 8, 2003; February 14, 2007; November 11, 2015; November 15, 2017

STUDENT HONORS AND AWARDS

The school district will provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist students in setting goals. Students are made aware of honors and awards and the action necessary on the part of the student to achieve them. Students who have not attended ~~the school district for their entire education or have not attended~~ an accredited public or private school for their entire high school education, will not be eligible for honors and awards.

It is the responsibility of the superintendent to develop the administrative regulations regarding this policy.

Note: The last sentence of the first paragraph is where a school district should insert a residency requirement for receipt of school district honors and awards. The policy is written to require four years of attendance prior to eligibility for honors and awards. School districts that want more specific language, such as requiring students to attend the school district for four semesters prior to being eligible for honors and awards, should add it here.

Legal Reference: Iowa Code § 279.8

Cross Reference: 501.6 Student Transfers In

Approved February 14, 2007 Reviewed November 11, 2015 Revised _____

TESTING PROGRAM

A comprehensive testing program is established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student is required, as part of any applicable program, **funded by the United States Department of Education**, to submit to a survey, analysis or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or student's parent **or guardian**;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or student's parent **or guardian**; or
- income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

Prior to an employee or contractor of the district providing information on a student enrolled in the district on any survey related to the social or emotional abilities, competencies or characteristics of the student; the district will provide the parent/guardian of the student detailed information related to the survey and obtain written consent of the parent/guardian of the student. This includes the person who created the survey, the person who sponsors the survey, how the information generated by the survey is used and how information generated by the survey is stored. This requirement will not prohibit a district employee from answering questions related to a student enrolled in the district as part of developing or implementing an individualized education program for the student.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

It is the responsibility of the board to review and approve the evaluation and testing program.

Legal Reference: 20 U.S.C. § 1232h
Iowa Code §§ 2279.79; 80.3

Cross Reference: 607.2 Student Health Services
607.2R1 Student Health Services Regulation

Adopted: February 14, 2007
Reviewed: November 11, 2015

GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete the required credits prior to graduation as outlined in the student handbook.

The required courses of study will be reviewed by the board annually.

Prior to graduation, the district will advise students on how to successfully complete the free application for federal student aid.

Graduation requirements for special education students include successful completion of four years of English, three years of math, three years of social studies and three years of science.

Students who complete a regular session in the Legislative Page Program of the general assembly at the state capitol will be credited $\frac{1}{2}$ credit of social studies.

Students enrolled in a junior officers' training corp will receive $\frac{1}{8}$ th physical education credit for each semester the student is enrolled in the program.

Legal Reference: Iowa Code §§ 256.7, 11, .41; 279.8; 279.61; 280.3, .14.
281 I.A.C. 12.3(5); 12.5

Cross Reference: 603.3 Special Education

Approved: February 14, 2007
Last Reviewed: February 8, 2023

EARLY GRADUATION

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises.

NOTE: This is a mandatory policy. School districts do not have the authority to limit when a student may graduate early. Students can graduate early whenever they meet the school district's graduation requirements. It is recommended that when a student graduates early, the student either gets the diploma or a notice from the school district that the student has graduated. The board should determine in policy how an early graduate will be treated after the student graduates. The board should determine whether the early graduate will be allowed to participate in activities and, if so, which activities.

Legal Reference: Iowa Code §§ 279.8; 280.3
281 I.A.C. 12.3(5); 12(5)

Cross Reference: 505 Student Scholastic Achievement

Approved: February 14, 2007

Reviewed: November 11, 2015; March 9, 2022

COMMENCEMENT

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district. Students will not participate in commencement until all financial and disciplinary obligations are fulfilled or a plan is established with the business office. It is the responsibility of the principal to solicit input from each graduating class regarding the proceedings for their commencement.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2013).
281 I.A.C. 12.5.

Cross Reference: 505 Student Scholastic Achievement

Approved: February 14, 2007

Reviewed: November 11, 2015; May 8, 2024

PARENT AND FAMILY ENGAGEMENT DISTRICT-WIDE POLICY

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:

- (1) 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) 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 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, 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 parent 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 provides parents multiple suggestions and ideas on how to engage with their students in reading.

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

Cross Reference: 903.2 – Community Resource Persons and Volunteers

Approved: May 10, 2006

Reviewed: November 11, 2015

Revised: December 13, 2023

**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

EDUCATION RECORDS ACCESS

The board recognizes the importance of maintaining education records and preserving their confidentiality as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of education records. Education records may be maintained in the central administration office or administrative office of the student's attendance center.

Definitions

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

- “Education Record” means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- “Eligible Student” means a student who has reached eighteen years or attends a postsecondary institution. Parents/guardians of an eligible student are provided access to education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents/guardians may be provided access without the written permission of the student.

An education record may contain information on more than one student. Parents/guardians will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information.

Parents/guardian, eligible students, and other individuals authorized in accordance with law will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parent/guardians, other than parents/guardians of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents/guardians may not access the student records. Parents/guardians, an eligible student or an authorized representative of the parents/guardians will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of education records will be provided if failure to do so would effectively prevent the parents/guardians or student from exercising the right to access the education records. Fees for copies of the records are waived if it would prevent the parents/guardians or student from accessing the records. A fee may not be charged to search or retrieve information from education records.

Upon the request of parents/guardians or an eligible student, the school district will provide an explanation and interpretation of the education records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents/guardians or an eligible student believes the information in the education records is inaccurate, misleading or violates the privacy of the student, the parents/guardians or an eligible student may request that the school district amend the education records.

EDUCATION RECORDS ACCESS

Education records may be disclosed in limited circumstances without parental/guardian or eligible student's written permission. This disclosure is made on the condition that the education record will not be disclosed to a third party without the written permission of the parents/guardians or the eligible student. This disclosure may be:

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents/guardians the education records are being sent and the parents/guardians have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with a student's application for, or receipt of, financial aid;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents/guardians by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- To accrediting organizations;
- To parents/guardians of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- Consistent with an interagency agreement between the school district and juvenile justice agencies;
- In connection with a health or safety emergency;
- As directory information; or
- In additional instances as provided by law.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's education records without the permission of the parents/guardians or the eligible student. Individuals not listed are not allowed access without parental/guardian or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's education records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents/guardians, authorized educational employees, officers and agencies of the school district who have accessed the student's education records. This list for an education record may be accessed by the parents/guardians, the eligible student and the custodian of education records.

Permanent education records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent education records will be kept in a fire-safe vault or they may be maintained electronically with a secure backup file.

EDUCATION RECORDS ACCESS

When personally identifiable information, other than permanent education records, is no longer needed to provide educational services to a special education student, the parents/guardians or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents/guardians or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records, except for permanent records. Prior to the destruction of the records, the school district must inform the parents/guardians or eligible student the records may be needed by the parents/guardians or eligible student for social security benefits or other purposes. For purposes of policy, "no longer needed to provide educational services" means that a record is no longer relevant to the provision of instruction, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after completion of the activity for which funds were used.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental/guardian consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental/guardian consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within a reasonable time following receipt of the request.

EDUCATION RECORDS ACCESS

The school district will provide training or instruction to employees about parents/guardians' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to annually notify parents/guardians and eligible students that they have the right to:

- (1) Inspect and review the student's education records;
- (2) Seek amendment of the student's education records that the parent/guardian or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- (3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and
- (4) File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

The notice is given in a parents/guardians' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents/guardians of such activity.

The notice will include a statement that the parents/guardians have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-8520.

NOTE: This is a mandatory policy.

NOTE: For districts that include the option language regarding the interagency agreement, please ensure that the policy is included in the student handbook in accordance with law.

Legal Reference: 20 U.S.C. § 1232g, 1415.
34 C.F.R. Pt. 99, 300, .610 *et seq.*
Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10.
281 I.A.C. 12.3(4); 41

Cross Reference:	102 series	Equal Educational Opportunity
	603.3	Special Education
	604.11	Appropriate Use of Online Learning Platforms
	605.8 series	Artificial Intelligence in the Educational Environment
	708	Care, Maintenance and Disposal of School District Records
	712 series	Technology and Data Security
	804.6 series	Use of Record Devices on School Property
	901	Public Examination of School District Records

Adopted: April 9, 2008
Reviewed: June 14, 2017

USE OF EDUCATION RECORDS REGULATION

Parents and eligible students will have a right to access a student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. The intent of this regulation is to establish procedures for granting requests from eligible students and parents to access a student's education records.

Education records mean those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution. These may include, but are not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

A. Access to Records

1. Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. An eligible student or parent, upon written request to the board secretary, shall receive an explanation and interpretation of the education records. A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.
2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

B. Release of Information Outside the School – Information from education records may be disclosed to outside parties as outlined in board policy and otherwise provided by law.

C. Procedures for Requesting a Record Amendment

1. If the eligible student, parent, or legal guardian believe the information in the education records is inaccurate, misleading, or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education student records.
2. The school district will decide whether to amend the education student records within a reasonable time after receipt of the request.
3. If the school district determines an amendment is made to the education student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.
4. If the school district determines that amendment of the student's education record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. The hearing officer may be an employee of the school district, so long as the employee does not have a direct interest in the outcome of the hearing.

5. Upon parental request, the school district will hold a hearing regarding the content of a student's education records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
6. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
7. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
8. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
9. The parents may appeal the hearing officer's decision to the superintendent within 10 days if the superintendent does not have a direct interest in the outcome of the hearing.
10. The parents may appeal the superintendent's decision or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within 10 days. It is within the discretion of the board to hear the appeal.
11. If the parents' and the eligible student's request to amend the education student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the education student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the education student record and be maintained like other education student records. If the school district discloses the education student records, the explanation by the parents will also be disclosed or the eligible student of the decision in writing.

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF EDUCATION RECORDS

The undersigned hereby requests permission to examine the East Buchanan Community School District's official education records of:

(Legal Name of Student)

(Date of Birth)

The undersigned requests copies of the following official education records of the above student:

The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll. ()
- (b) An authorized representative of the Comptroller General of the United States. ()
- (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General ()
- (d) A state or local official to whom such is specifically allowed to be reported or disclosed. ()
- (e) A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE.) ()
- (f) Otherwise authorized by law. (SPECIFY DETAILS: _____). ()
- (g) A representative of a juvenile justice agency with which the school district has an interagency agreement. ()

The undersigned agrees that the information obtained will only be redisclosed consistent with state or federal law without the written permission of the parents of the student, or the student if the student is of majority age.

(Signature)

(Title)

(Agency)

APPROVED:

Signature: _____

Title: _____

Dated: _____

Date: _____

Address: _____

City: _____

State: _____ ZIP: _____

Phone Number: _____

AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS

The undersigned hereby authorizes East Buchanan School District to release copies of the following official student records:

concerning

_____ (Full Legal Name of Student)

_____ (Date of Birth)

_____ (Name of Last School Attended)

from 20 ____ to 20 ____ (Year(s) of Attend.)

The reason for this request is: _____

My relationship to the child is: _____

Copies of the records to be released are to be furnished to:

- the undersigned
- the student
- other (please specify)

_____ (Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

REQUEST FOR HEARING ON CORRECTION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

I believe certain official student records of my child, _____, (full legal name of student), _____ (school name), are inaccurate, misleading or in violation of privacy rights of my child.

The official education records which I believe are inaccurate, misleading or in violation of the privacy or other rights of my child are:

The reason I believe such records are inaccurate, misleading or in violation of the privacy or other rights of my child is:

My relationship to the child is: _____

I understand that I will be notified in writing of the time and place of the hearing; that I will be notified in writing of the decision; and I have the right to appeal the decision by so notifying the hearing officer in writing within ten days after my receipt of the decision or a right to place a statement in my child's record stating I disagree with the decision and why.

(Signature)
Date: _____
Address: _____
City: _____
State: _____ ZIP _____
Phone Number: _____

REQUEST FOR EXAMINATION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

of _____ , _____ (Grade)
(Full Legal Name of Student) (Date of Birth)

(Name of School)

My relationship to the student is: _____

(check one)

I do
 I do not

desire a copy of such records. I understand that a reasonable charge may be made for the copies.

(Parent's Signature)

APPROVED:

Signature: _____
Title: _____
Dated: _____

Date: _____
Address: _____
City: _____
State: _____ ZIP _____
Phone Number: _____

NOTIFICATION OF TRANSFER OF EDUCATION RECORDS

To: _____ Date: _____
Parent/or Guardian

Street Address: _____
City/State _____ ZIP: _____

Please be notified that copies of the East Buchanan Community School District's official education records concerning _____, (full legal name of student) have been transferred to:

School District Name Address

upon the written statement that the student intends to enroll in said school system.

If you desire a copy of such records furnished, please check here _____ and return this form to the undersigned. A reasonable charge will be made for the copies.

If you believe such records transferred are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, you have the right to a hearing to challenge the contents of such records.

(Name)

(Title)

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent/Guardian) :

This letter is to notify you that the East Buchanan Community School District has received a (subpoena or court order) requesting copies of your child's education records. The specific records requested are _____.

The school district has until (date on subpoena or court order) to deliver the documents to (requesting party on subpoena or court order). If you have any questions, please do not hesitate to contact me at (phone #).

Sincerely,

(Principal or Superintendent)

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Statement of Purpose: The purpose of this Agreement is to allow for the sharing of information among the School District and the Agencies prior to a student's adjudication in order to promote and collaborate to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

Identification of Agencies: This agreement is between the East Buchanan Community School District (hereinafter "School District") and _____ (hereinafter "Agencies").

Statutory Authority: This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38 (2002).

Parameters of Information Exchange:

1. The School District may share any information with the Agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student.
2. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the Agencies without parental consent or court order.
3. Information contained in a student's permanent record may be disclosed by the School District to the Agencies after adjudication only with parental consent or a court order.
4. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.
5. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.
6. Information obtained by the school from other juvenile justice agencies may not be used as the basis for disciplinary action of the student.
7. This agreement only governs a school district's ability to share information and the purposes for which that information can be used. Other agencies are bound by their own respective confidentiality policies.

Records' Transmission: The individual requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within 10 business days of the request.

Confidentiality: Confidential information shared between the Agencies and the school district will remain confidential and will not be shared with any other person, unless otherwise provided by law.

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent. Agencies or individuals violating the terms of this agreement subject their entity represented and themselves personally to legal action pursuant to federal and state law.

Amendments: This agreement constitutes the entire agreement among the agencies with respect to information sharing. Agencies may be added to this agreement at the discretion of the school district.

Term: This agreement is effective from _____ (September 1st or other date) .

Termination: The School District may discontinue information sharing with an Agency if the School District determines that the Agency has violated the intent or letter of this Agreement.

APPROVED:

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

This agreement is optional and can only be used if the board has adopted a policy approving of its use.

ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask school district to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, a or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment of transfer. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)]

ANNUAL NOTICE

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-4605.

NOTE: If the board decides to eliminate name, address or telephone listing from their directory information, military recruiters and postsecondary institutions still have the right, under federal law, to access the three items. If the board eliminates name, address or telephone listing, the district needs to give parents a second notice allowing them to withhold this information from military recruiters or postsecondary institutions.

STUDENT DIRECTORY INFORMATION

~~Student directory information is designed to be used internally within the school district.~~ Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information":

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children home schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

NOTE: This is a mandatory policy. A school district may limit what it considers to be directory information. If the school district limits the information, it must also make those changes in the school district's annual notice.

[Note: a district may, but does not have to, include all the information listed, which is included in the United States Department of Education's sample policy. This information should match the information contained in 506.02R1, and 506.02E1].

Legal Reference: 20 U.S.C. § 1232g.
34 C.F.R. Pt. 99.
Iowa Code § 22; 622.10.
281 I.A.C. 12.3(4); 41.

Cross Reference: 901 Public Examination of School District Records
902.4 Live Broadcast or videotaping

Approved: February 14, 2007

Reviewed: June 14, 2017

USE OF DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that East Buchanan Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, East Buchanan Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the East Buchanan Community Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and,
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want the East Buchanan Community School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1st. East Buchanan Community Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The East Buchanan Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review at <https://east-buc.isfis.net/policy/5062-student-directory-information>.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than October 2nd of each school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

RETURN THIS FORM

East Buchanan Community School District Parental Directions to
Withhold Student/Directory Information for Education Purposes, for 20__ - 20__ school year.

Student Name: _____

Date of Birth _____

School: _____

Grade: _____

(Signature of Parent/Legal Guardian/Custodian of Child)

(Date)

This form must be returned to your child's school no later than October 1 of each school year.
Additional forms are available at your child's school.

STUDENT PHOTOGRAPHS

The board will permit student "portrait" photographs to be taken on school premises by a commercial photographer as a service to the students and their families.

Parents will be notified prior to the taking of pictures by a commercial photographer for student "portraits." In no case will students be required to have their picture taken or be pressured to purchase pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative rules regarding student photographs.

Legal Reference: Iowa Code § 279.8

Approved: February 14, 2007

Reviewed: Nov. 11, 2015

STUDENT LIBRARY CIRCULATION RECORDS

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries and media center. As a general rule, student library circulation records are considered confidential records and will not be released without parental consent. Individuals who may access such records include a student's parents, the student, authorized licensed employees, authorized government officials from the U.S. Comptroller General, the Secretary of Education, the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education and State Education Department. Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student's parents. Parents may not access records, without the student's permission, of a student who has reached the age of majority or who is attending a post-secondary educational institution unless the student is considered a dependent for tax purposes.

It is the school librarian's responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students' library circulation records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying is charged.

It is the responsibility of the superintendent, in conjunction with the school librarian, to develop administrative regulations regarding this policy.

NOTE: This is a mandatory policy and a reflection of federal and Iowa law. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1 - August 31, 2007.

Legal Reference: 20 U.S.C. § 1232g
34 C.F.R. Pt. 99
Iowa Code §§ 22
281 I.A.C. 12.3(4).

Cross Reference: 506 Student Records

Approved February 14, 2007 Reviewed November 11, 2015 Revised _____

STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

Students desiring to participate in athletic activities or enrolling in kindergarten or first grade in the school district will have a physical examination by a licensed ~~physician~~ **healthcare provider** and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district.

A certificate of health stating the results of a physical examination and signed by the ~~physician~~ **licensed healthcare provider** is on file at the attendance center. Each student will submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

NOTE: Physical examinations are not required by law but are strongly recommended. Immunizations and the certificate of immunization are legal requirements.

Legal Reference: Iowa Code §§ 139.9; 280.13
281 I.A.C. 33.5.
641 I.A.C. 7.

Cross Reference: 402.2 Child Abuse Reporting
501.4 Entrance – Admissions
501.16 Homeless Children and Youth
604.1 Private Instruction
604.8 Foreign Students

Approved: March 19, 2007
Reviewed: Nov 11, 2015

507.2 – ADMINISTRATION OF MEDICATION TO STUDENTS

The board is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container. Administration of medication may also occur consistent with board policy 804.05 – Stock Prescription Medication Supply.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by ~~an authorized practitioner~~ **licensed health personnel working under the auspice of the school with collaboration from the parent or guardian, individual's health care provider or education team pursuant to 281.14.2(256)** with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma, airway constricting diseases, respiratory distress or students with a risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners, such as, licensed registered nurses and physicians and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course **conducted by a registered nurse or pharmacist that is provided by the department**). ~~A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion shall be maintained by the school.~~ **The medication administration course is completed every five years with an annual procedural skills check completed with a registered nurse or a pharmacist. A record of course completion shall be maintained by the school.**

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. **The development of** emergency protocols for medication-related reactions ~~shall be posted~~ **is required**. Medication information shall be confidential information as provided by law.

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

Legal Reference: Disposing on Behalf of Ultimate Users, 79 Fed. Reg. 53520, 53546 (Sept. 9, 2014)
Iowa Code §§124.101(1); 147.107; 152.1; 155A.4(2) 280.16; 280.23
281 IAC §14.1, 2
655 IAC §6.2(152).

Cross Reference: 603.3 Special Education
607.2 series Student Health Services
804.5 series Stock Prescription Medication Supply

Approved: July 12, 2000

Revised: August 10, 2022

507.2E1 - AUTHORIZATION - ASTHMA OR AIRWAY CONSTRICTING OR RESPIRATORY DISTRESS
MEDICATION ADMINISTRATION CONSENT FORM

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

In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency. The following must occur for a student to self-administer asthma medication, bronchodilator canisters or spacers or other airway constricting disease medication or ~~for a student with a risk of anaphylaxis~~ to self-administer an epinephrine auto-injector:

- Parent/guardian provides signed, dated authorization for student medication self-administration.
- Parent/guardian provides a written statement from the student's licensed health care professional (A person licensed under chapter 148 to practice medicine and surgery or osteopathic medicine and surgery, an advanced registered nurse practitioner licensed under chapter 152 or 152E and registered with the board of nursing, or a physician assistant licensed to practice under the supervision of a physician as authorized in chapters 147 and 148C) containing the following:
 - Name and purpose of the medication or epinephrine auto-injector;
 - Prescribed dosage; and
 - Times or special circumstances under which the medication or epinephrine auto-injector is to be administered.
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization shall be renewed annually. In addition, if any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

Provided the above requirements are fulfilled, the school shall permit the self-administration of **prescribed** medication by a student with ~~asthma, respiratory distress, or other airway constricting disease or the use of an epinephrine auto-injector~~ by a student with a risk of anaphylaxis while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent.

Pursuant to state law, the school district and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication or use of an epinephrine auto-injector by the student. The parent or guardian of the student shall sign a statement acknowledging that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or an epinephrine auto-injector by the student as provided by law.

507.2E1 - AUTHORIZATION - ASTHMA OR AIRWAY CONSTRICTING OR RESPIRATORY DISTRESS
MEDICATION ADMINISTRATION CONSENT FORM

_____	_____	_____	_____
Medication	Dosage	Route	Time

Purpose of Medication & Administration /Instructions

_____	_____/_____/_____ Discontinue/Re-Evaluate/ Follow-up Date
Special Circumstances	

_____	_____/_____/_____ Date
Prescriber's Signature	

_____	_____
Prescriber's Address	Emergency Phone

- I request the above-named student possess and self-administer asthma medication, bronchodilator canisters or spacers or other airway constricting disease medication(s), and/or an epinephrine auto-injector at school and in school activities according to the authorization and instructions.
- I understand the school district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or an epinephrine auto-injector or for supervising, monitoring, or interfering with a student's self-administration of medication or use of an epinephrine auto-injector. I acknowledge that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or use of an epinephrine auto-injector by the student.
- I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.
- I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.
- I agree the information is shared with school personnel in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws.
- I agree to provide the school with back-up medication approved in this form.
- **Student maintains self-administration record.**

Note: This bullet is recommended but not required.

_____	_____/_____/_____ Date
Parent/Guardian Signature (agreed to above statement)	

_____	_____
Parent/Guardian Address	Home Phone

	Business Phone

Self-Administration Authorization Additional Information

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION
OF MEDICATION TO STUDENTS

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

School medications and health services are administered following these guidelines:

- Parent has provided a signed, dated authorization to administer **prescription** medication, ~~an epinephrine auto-injector,~~ and/or provide the health services **listed. Electronic signatures meet the requirement of written signatures.**
- The **prescribed** medication is in the original, labeled container as dispensed. ~~or the manufacturer's labeled container.~~
- The **prescription** medication label contains the student's name, name of the medication, ~~directions for use,~~ **the medication dosage, time(s) to administer, route to administer,** and date.
- Authorization is renewed annually and as soon as practical when the parent notifies the school that changes are necessary.

Prescribed Medication Dosage Route Time at School

Special Health Services and instructions, in indicated:

_____/_____/_____
Discontinue/Re-Evaluate/Follow-up Date **for Prescribed Medication or Special Health Services Listed**

Prescriber's Signature _____
And credentials (when indicated for health service delivery) Date

Parent/Guardian Signature _____
Date

Parent/Guardian Address _____
Home Phone

Additional Information _____
Business Phone

Authorization Form

~~AUTHORIZATION ASTHMA OR AIRWAY CONSTRICTING MEDICATION SELF-
ADMINISTRATION CONSENT FORM~~

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

~~In order for a student to self-administer medication for asthma or any airway constricting disease:~~

- ~~• Parent/guardian provides signed, dated authorization for student medication self-administration.~~
- ~~• Physician (person licensed under chapter 148, 150, or 150A, physician, physician's assistant, advanced registered nurse practitioner, other person licensed or registered to distribute or dispense a prescription drug or device in the course of professional practice in Iowa in accordance with section 147.107, or a person licensed by another state in a health field in which, under Iowa law, licensees in this stat may legally prescribe drugs provides written authorization containing:
 - ~~➢ purpose of the medication;~~
 - ~~➢ prescribed dosage;~~
 - ~~➢ times or;~~
 - ~~➢ special circumstances under which the medication is to be administered~~~~
- ~~• The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.~~
- ~~• Authorization is renewed annually. If any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.~~

~~Provided the above requirements are fulfilled, a student with asthma or other airway constricting disease may possess and use the student's medication while in school, at school sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be imposed.~~

~~Pursuant to state law, the school district or accredited nonpublic school and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication by the student. The parent or guardian of the student shall sign a statement acknowledging that the school district or nonpublic school is to incur no liability, except for gross negligence, as a result of self-administration of medication by the student as establishing by Iowa Code 280.16.~~

~~_____ / / _____ / /
Medication Dosage Route Time~~

~~_____ / /
Purpose of Medication & Administration/Instructions~~

~~_____ / /
Special Circumstances~~

~~AUTHORIZATION ASTHMA OR AIRWAY CONSTRICTING MEDICATION SELF-
ADMINISTRATION CONSENT FORM~~

~~Discontinue/Re-Evaluate ____/____/____.~~

~~Follow-up Date ____/____/____.~~

~~_____
Prescriber's Signature _____ Date~~

~~_____
Prescriber's Address _____ Emergency Phone~~

~~I request the above named student possess and self-administer asthma or other airway constricting disease medication(s) at school and in school activities according to the authorization and instructions.~~

~~I understand the school district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or for supervision, monitoring, or interfering with a student's self-administration of medication.~~

~~I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.~~

~~I agree to provided safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.~~

~~I agree the information is shared with school personnel in accordance with the Family Education Rights and Privacy Act (FERPA).~~

~~I agree to provide the school with back-up medication approved in this form.~~

~~Student maintains self-administration record.~~

~~_____
Parent/Guardian Signature (agrees to above statement) _____ Date~~

~~_____
Parent/Guardian Address _____ Home Phone~~

~~_____
Business Phone~~

~~Self-Administration Authorization Additional Information _____~~

PARENTAL AUTHORIZATION AND RELEASE FORM FOR INDEPENDENT SELF CARRY AND
ADMINISTRATION OF PRESCRIBED MEDICATION OR INDEPENDENT DELIVERY OF
HEALTH SERVICES BY THE STUDENT

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

I request the above-named student (Parent/Guardian initial all that apply)

_____ Carry and complete co-administration of prescribed medication, when competency has been demonstrated to licensed health personnel working under the auspices of the school. In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency. The information provided by the parent for medication administration is confidential as provided by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to provide safe delivery of the medication to and from school and to pick up remaining medication at the end of the school year or when medication is expired. If the students abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent.

Prescribed Medication	Dosage	Route	Time at School
-----------------------	--------	-------	----------------

_____ Co-administer, participate in planning, management and implementation of special health services at school and school activities after demonstration of proficiency to licensed health personnel working under the auspices of the school. The information provided by the parent for health service delivery is confidential as provide by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to coordinate and work with school personnel and the prescriber (if indicated) when questions arise. I agree to provide safe delivery of the student's equipment necessary for health service delivery to and from school and to pick up remaining equipment at the end of the school year.

Special Health Services Delivery:

Procedures for abandoned medication disposal shall be in accordance with applicable laws.

_____/_____/_____
Prescriber's Signature Date
and credentials (when indicated for health service delivery)

Parent/Guardian Signature Date

Parent/Guardian address Home phone

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION
OF VOLUNTARY SCHOOL STOCK OF OVER-THE-COUNTER MEDICATION TO
STUDENTS

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

The district supplies the following nonprescription, over-the-counter medications that are listed below. Generic brands may be substituted, *(select all that apply)*:

- *Acetaminophen administered per manufacturer label*
- *Throat Lozenges administered per manufacturer label*
- *Other: _____ administered per manufacturer label (Please Specify)*
- *Other: _____ administered per manufacturer label (Please Specify)*
- *Other: _____ administered per manufacturer label (Please Specify)*
- *Other: _____ administered per manufacturer label (Please Specify)*

Voluntary school stock of nonprescription, over-the-counter medications are administered following these guidelines:

- Parent has provided a signed, dated annual authorization to administer of the nonprescription, over-the-counter medication(s) listed according to the manufacturer instructions. Electronic signature meets the requirement of written signature.
- The nonprescription, over-the-counter medication is in the original, labeled container and dispensed per the manufacturing label.
- All other nonprescription, over-the-counter medication not listed will require a written parent authorization and supply for the over-the counter medication.
- Supplements are not nonprescription, over-the-counter medications approved by the Federal Drug Administration and are **NOT** applicable.
- Nonprescription, over-the-counter medications approved by the Federal Drug Administration that require emergency medical service (EMS) notification after administration are **NOT** applicable.
- Persons administering nonprescription, over-the-counter medication include licensed health personnel working under the auspices of the school and individuals, whom licensed health personnel have delegated the administration of medication with valid certification who have successfully completed a medication administration course approved by the department and annual medication administration procedural skills check.
 - Districts stocking the administration of a voluntary stock of nonprescription, over-the-counter medications, collaborate with licensed health personnel to develop and adopt a protocol shared with the parent to define at a minimum:
 - when to contact the parent when a nonprescription medication, over the counter medication is administered;

- documentation of the administration of the nonprescription, over-the-counter medication and parent contact;
- a limit to the administration of a school's stock nonprescription, over-the-counter medications that would require a prescriber signature for further administration of a school's nonprescription, over-the-counter medications for the remaining school year;
- the development of an individual health plan for ongoing medication administration or health service delivery at school.

I request that the above-named student receive the voluntary stock nonprescription, over-the-counter medications supplied by the school in accordance with the district guidelines and protocol.

Parent Signature

Date

Parent/Guardian Address

Home Phone

COMMUNICABLE DISEASES - STUDENTS

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district's bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent and school nurse.

The health risk to immunosuppressed students is determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

It is the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

For more information on communicable disease charts, and reporting forms, go to the Iowa Department of Public Health Web site: <https://idph.iowa.gov/CADE/reportable-diseases>.

NOTE: This policy is consistent with current health practices regarding communicable diseases. The bloodborne pathogen language in the second paragraph and accompanying regulation is in compliance with federal law on control of bloodborne pathogens.

Legal Reference: School Board of Nassau County v. Arline, 480 U.S. 273 (1987).
29 U.S.C. §§ 701 *et seq.*
45 C.F.R. Pt. 84.3
Iowa Code ch. 139A.8
641 I.A.C. 1.2-.5, 7.

Cross Reference: 403.3 series Communicable Diseases - Employees

Approved: March 19, 2007

Reviewed: November 11, 2015

STUDENT ILLNESS OR INJURY AT SCHOOL

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

It is the responsibility of the principal to file an accident report with the superintendent within twenty-four hours after the student is injured.

Annually, parents are required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness.

The superintendent is responsible, in conjunction with the school nurse, to develop rules and regulations governing the procedure in the event a student should become ill or be injured at school.

NOTE: This policy outlines the recommended practice.

Legal Reference: Iowa Code § 613.17

Approved: March 19, 2007

Reviewed: November 11, 2015

EMERGENCY PLANS AND DRILLS

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters are conducted each school year. Fire and tornado drills are each conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1.

Each attendance center will develop and maintain a written plan containing emergency and disaster procedures. The plan will be communicated to and review with employees. Employees will participate in emergency drills. Licensed employees are responsible for instructing the proper techniques to be followed in the drill.

NOTE: The last sentence of the first paragraph is a legal requirement.

Legal Reference: Iowa Code § 100.31

Cross Reference: 711.7 School Bus Safety Instruction

Approved: March 19, 2007

Reviewed: November 11, 2015

STUDENT INSURANCE

Students will have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the health and accident insurance program is borne by the student. Participation in the health and accident insurance plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

~~It is recommended~~ Students participating in intramural or extracurricular athletics **are required to** have health and accident insurance. The student ~~shall~~ **will** bring written proof of insurance **or** participate in the health and accident insurance program selected by the school district, ~~or parents shall sign a waiver.~~

~~Persons signing waivers shall be counseled by appropriate staff.~~

NOTE: Although it is a recommended practice, it is within the board's discretion to determine whether it wants to require student athletes to have insurance.

Legal Reference: Iowa Code § 279.8

Approved: March 19, 2007

Reviewed: November 11, 2015

CUSTODY AND PARENTAL RIGHTS

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued are followed by the school district. It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

This policy does not prohibit an employee from listening to a student's problems and concerns.

It is the responsibility of the superintendent to ensure employees remain neutral in a disagreement about custody and parental rights.

Legal Reference: Iowa Code §§ 232.67, .70, .73, .75; 235A; 279.8; 710.6
441 I.A.C. 9.2; 155; 175.

Approved: March 19, 2007
Reviewed: November 11, 2015

STUDENT SPECIAL HEALTH SERVICES

The board recognizes that some special education students need special health services during the school day. These students will receive special health services in conjunction with their individualized health plan.

The superintendent, in conjunction with licensed health personnel, will establish administrative regulations for the implementation of this policy.

Legal Reference: Board of Education v. Rowley, 458 U.S. 176 (1982).
Springdale School District #50 v. Grace, 693 F.2d 41 (8th Cir. 1982).
Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).
20 U.S.C. §§ 1400 *et seq.*
34 C.F.R. Pt. 300 *et seq.*
Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8.
281 I.A.C. 14.2

Cross Reference: 603.3 Special Education
711.1 Student School Transportation Eligibility

Approved: March 19, 2007

Reviewed: November 11, 2015; April 14, 2021

SPECIAL HEALTH SERVICES REGULATION

Some students who require special education need special health services in order to participate in the educational program. These students will receive special health services in accordance with their individualized educational program.

A. Definitions

"Assignment and delegation" - occurs when licensed health personnel, in collaboration with the education team, determine the special health services to be provided and the qualifications of individuals performing the health services. Primary consideration is given to the recommendation of the licensed health personnel. Each designation considers the student's special health service. The rationale in accordance with licensed practice for the designation is documented. If the designation decision of the team differs from the licensed health professional, team members may file a dissenting opinion in the student's education record.

"Co-administration" - the eligible student's participation in the planning, management and implementation of the student's special health service and demonstration of proficiency to licensed health personnel.

"Educational program" - includes all school curricular programs and activities both on and off school grounds.

"Education team" - may include the eligible student, the student's parent, administrator, teacher, licensed health personnel, and others involved in the student's educational program, or as described in the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 .

"Health assessment" - health data collection, observation, analysis, and interpretation relating to the eligible student's educational program.

"Health instruction" - education by licensed health personnel to prepare qualified designated personnel to deliver and perform special health services contained in the eligible student's health plan. Documentation of education and periodic updates are on file at school.

"Individual health plan" - the confidential, written, preplanned and ongoing special health service in the educational program. It includes assessment, nursing diagnosis, outcomes, planning, interventions, implementation, documentation, evaluation, student goals, if applicable, and a plan for emergencies. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with collaboration from the parent or guardian, individual's health care provider or education team.

"Licensed health personnel" - includes licensed registered nurse, licensed physician, and other licensed health personnel legally authorized to provide special health services and medications.

"Prescriber" - licensed health personnel legally authorized to prescribe special health services and medications.

"Qualified designated personnel" - persons instructed, supervised and competent in implementing the eligible student's health plan.

SPECIAL HEALTH SERVICES REGULATION

"Special health services" - includes, but is not limited to, services for eligible students whose health status (stable or unstable) requires:

- Interpretation or intervention,
- Administration of health procedures and health care, or
- Use of a health device to compensate for the reduction or loss of a body function.

"Supervision" - the assessment, delegation, evaluation and documentation of special health services by licensed health personnel. Levels of supervision include situations in which licensed health personnel are:

- physically present.
- available at the same site.
- available on call.

B. Licensed health personnel will provide special health services under the auspices of the school. Duties of the licensed personnel include the duty to:

- Participate as a member of the education team.
- Provide the health assessment.
- Plan, implement and evaluate the written individual health plan.
- Plan, implement and evaluate special emergency health services.
- Serve as liaison and encourage participation and communication with health service agencies and individuals providing health care.
- Provide health consultation, counseling and instruction with the eligible student, the student's parent and the staff in cooperation and conjunction with the prescriber.
- Maintain a record of special health services. The documentation includes the eligible student's name, special health service, prescriber or person authorizing, date and time, signature and title of the person providing the special health service and any unusual circumstances in the provision of such services.
- Report unusual circumstances to the parent, school administration, and prescriber.
- Assign and delegate to, instruct, provide technical assistance and supervise qualified designated personnel.
- Update knowledge and skills to meet special health service needs.

C. Prior to the provision of special health services the following will be on file:

- Written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated.
- Written statement by the student's parent requesting the provision of the special health service.
- Written report of the preplanning staffing or meeting of the education team.
- Written individual health plan available in the health record and integrated into the IEP or IFSP.

SPECIAL HEALTH SERVICES REGULATION

- D. Licensed health personnel, in collaboration with the education team, will determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale will include the following:
- Analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome and risk of improperly performed service.
 - Determination that the special health service, task, procedure or function is part of the person's job description.
 - Determination of the assignment and delegation based on the student's needs **and qualifications of school personnel performing health services.**
 - Review of the designated person's competency.
 - Determination of initial and ongoing level of supervision, **monitoring and evaluation** required to ensure quality services.
- E. Licensed health personnel will supervise the special health services, define the level **and frequency** of supervision and document the supervision.
- F. Licensed health personnel will instruct qualified designated personnel to deliver and perform special health services contained in the eligible individual health plan. Documentation of instruction, **written consent of personnel as required in Iowa Code 280.23** and periodic updates are on file at school.
- G. Parents will provide the usual equipment, supplies and necessary maintenance for such, **unless the school is required to provide the equipment, supplies, and maintenance under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.** The equipment is stored in a secure area. The personnel responsible for the equipment are designated in the individual health plan. The individual health plan will designate the role of the school, parents, and others in the provision, supply, storage and maintenance of necessary equipment.

WELLNESS POLICY

The East Buchanan Board of Education promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The Board of Education is committed to the optimal development of every student. The board believes for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to be a positive, safe, and health-promoting learning environment at every level, in every setting.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. **In accordance with law and this belief, the board commits to the following areas:**

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. Foods available on school grounds and at school sponsored activities during the instructional day should be with consideration of the school district nutrition standards. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high quality meals.

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced price meals.

The school district will maintain a local wellness policy committee comprised of representatives of the board, parents, students, leaders in food/exercise authority and employees. The local wellness policy committee will develop a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy. The committee will designate an individual to monitor implementation and evaluation the implementation of the policy. The committee will report to the board regarding the effectiveness of this policy.

The school district will identify at least one goal in each of the following areas:

- **Nutrition Education and Promotion: Schools will provide nutrition education and engage in nutrition promotion that helps students develop lifelong healthy eating behaviors.**
- **Physical Activity: Schools will provide students with age and grade appropriate opportunities to engage in physical activity that meet the Iowa Healthy Kids Act.**
- **Other School Based Activities that Promote Wellness: As appropriate, schools will support students, staff, and parents' efforts to maintain a healthy lifestyle.**

The following nutritional guidelines for food available on school campuses will be adhered to:

- **Meals served through the National School Lunch and School Breakfast Program will be appealing and meet, at a minimum, nutrition requirements established by state and federal law;**
- **Schools providing access to healthy foods outside the reimbursable meal programs before school, during school and thirty minutes after school shall meet the United States Department of Agriculture ("USDA") Smart Snacks in Schools nutrition standards, at a minimum. This includes such items as those sold through a la carte lines, vending machines, student run stores, and fundraising activities;**
- **Snacks provided to students during the school day without charge (e.g., class parties) will meet standards set by the district in accordance law. The district will provide parents a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations; and**
- **Schools will only allow marketing and advertising of foods and beverages that meet the Smart Snacks in school nutritional standards on campus during the school day.**

WELLNESS POLICY

The superintendent or superintendent's designee shall implement and ensure compliance with the policy by:

- Reviewing the policy at least every three years and recommending updates as appropriate for board approval;
- Implementing a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators and the public to participate in the development, implementation, and periodic review and update of the policy;
- Making the policy and updated assessment of the implementation available to the public (e.g., posting on the website, newsletters, etc). This information shall include the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of the policy; and
- Developing administrative regulations, which shall include specific wellness goals and indicators for measurement of progress consistent with law and district policy.

Specific Wellness Goals are shown in the following: ~~WELLNESS POLICY: ADMINISTRATIVE GUIDELINES APPENDIX. 507.9R1 Wellness Regulation~~

NOTE: This is a mandatory policy.

NOTE: The Iowa Department of Education has tools and resources available to help districts with progress reports and other aspects of policy implementation and review. Please visit the "School Wellness Policy" section of the Iowa Department of Education's website, located at: <https://www.educateiowa.gov/pk-12/nutrition-programs/school-wellness>.

NOTE: School districts are required by federal law to have at least one wellness goal in each of the goal areas identified in paragraph three of the sample policy. These goal areas include the following: nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. School districts should select goals to include in the regulation (507.09R1) from the options provided in the sample regulation (507.9R1) or identify a district specific goal. Districts must remember the sample policy and sample regulation cannot be adopted in the current format. School boards and administration must make a choice for all text in italicized brackets.

Legal Reference: Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 *et seq.*
 Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*,
 Iowa Code 256.7(29), 256.11(6)
 281 IAC 12.5(19), 12.5(20), 58.11

Cross Reference: 504.6 Student Activity Program

Approved: June 14, 2006

Reviewed: November 9, 2011; August 6, 2014; November 11, 2015

WELLNESS POLICY**(Code No. 507.9)****ADMINISTRATIVE GUIDELINES APPENDIX**

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards and be in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals. (See the DE guidance on Healthy Kids Act).

The school district will make every effort to eliminate any social stigma attached to and prevent the overt identification of students who are eligible for free and reduced meals. Toward this end, the school district may utilize electronic identification and payment systems; provide meals at no charge to all children, regardless of income; and promote the availability of meals to all students.

The school district will develop a local wellness policy committee composed of parents, students, and representatives of the school food authority, the school board, school administrators and the public, physical education teachers, and school health professionals. The local wellness policy committee will develop a plan to implement the local wellness policy and review and update the policy every three years. The committee will designate an individual to monitor implementation and evaluation of the implementation of the policy. The committee will report annually to the board and community regarding the content and effectiveness of this policy and recommend updates if needed. When monitoring implementation, schools will be evaluated individually with reports prepared by the school district. The report will include if the school is in compliance with this policy, the extent to which this policy compares to the model Wellness policies and describe the progress made in achieving the goals of this policy.

SPECIFIC GOALS

- SPECIFIC GOALS FOR NUTRITION EDUCATION AND PROMOTION (SEE APPENDIX A)
- PHYSICAL ACTIVITY (SEE APPENDIX B)
- OTHER SCHOOL-BASED ACTIVITIES THAT ARE DESIGNED TO PROMOTE STUDENT WELLNESS (SEE APPENDIX C)

APPENDIX A

NUTRITION EDUCATION AND PROMOTION

The school district will provide nutrition education and engage in nutrition promotion that:

- is offered at Pre, K,1,2,3,4 ,5,8 & Food and Consumer Science as part of a comprehensive program throughout a students educational career; elementary teachers will teach units reinforcing proper nutrition; high school health classes will each review the essentials and the importance of proper nutrition.
- includes enjoyable, developmentally appropriate, culturally relevant participatory activities such as contests, promotions, taste-testing, farm visits and work on getting a school garden started.
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;

PHYSICAL ACTIVITY GUIDELINES

DAILY PHYSICAL EDUCATION

The school district will provide physical education classes that:

- are taught by a certified physical education teacher;
- are for all students in grades K-12 for the entire school year, grades 9-12 for 2 trimesters, and can only have a waiver for one trimester for sport involvement and academic schedule. If a waiver is signed, the parent is responsible for making sure the time in physical activity is completed by the student.
- includes students with disabilities, students with special health-care needs may be provided in alternative educational settings;
- engage students in moderate to vigorous activity during at least 50 percent of physical education class time, examines possible fitness options for secondary students, (i.e. Pilates, yoga, tae chi, aerobic exercise), and encourages personal recordkeeping of fitness endeavors;

(The Center for Disease Control and Prevention recommends at least 150 minutes a week for elementary students and 225 minutes for middle and high school students);

Daily Recess:

Elementary schools should provide recess for students that:

- is at least 20 minutes a day;
- is preferably outdoors and if weather prohibits will be physically active in the classroom or other facilities within the building;
- encourages moderate to vigorous physical activity verbally and through the provision of space and equipment; recess monitors shall engage themselves with inactive students.
- discourages extended periods (i.e., periods of two or more hours) of inactivity.

When activities, such as mandatory school wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity and Punishment

Employees should not use physical activity (e.g. running laps, pushups) or withhold opportunities for physical activity (e.g. recess, physical education) for punishment.

Note- Iowa law now requires elementary students, k-5, to have 30 minutes of physical activity, not physical education, per day. This requirement can be met through a combination of PE, recess, classroom and other activities. Middle and high school students must have at least 120 minutes of physical activity per week. Again this is not just physical education but can be met with a combination of PE, school and non-school sponsored athletics and other activities where the body is exerted. Should a student wish to meet the requirements outside of school, the student and the school district must have an agreement detailing the outside activity. A physical activity sample agreement may be found at [East Buchanan Physical Activity Contract](#)

OTHER SCHOOL-BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS**Integrating Physical Activity into Classroom Settings**

For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the school district will:

- encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.

OPTIONAL ISSUES**COMMUNICATION WITH PARENTS**

The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school district will:

- provide nutrient analyses of school menus;
- encourage parents to pack healthy lunches and to refrain from including beverages and foods that do not meet the established nutrition standards for individual foods and beverages or are larger than 20 ounces. (e.g. no pop or juice containing less than 50% fruit juice for cold lunches and field trips).

Food Marketing in Schools

School-based marketing will be consistent with nutrition education and health promotion. The school district will:

- limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually;
- promote healthy foods, including fruits, vegetables, whole grains and low fat dairy products.

Staff Wellness

The school district values the health and well-being of every staff member and will plan and implement activities and policies that support efforts by staff to maintain a healthy lifestyle:

- establish and maintain a staff wellness committee composed of staff members, school nurse, students, physical education teacher, students, food service, administration, parents, school board members and community members.

Appendix D

NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS**School Meals**

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children
- be served in a clean and pleasant setting
- meet, at a minimum, nutrition requirements established by local, state and federal law
- offer a variety of fruits and vegetables, legumes and whole grains;
- serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA)
- have nutritional substitutes (salads or salad bar) for the main entrée .

Schools should:

- engage students and parents, through taste-tests of new entrée and surveys (establish Taste-Test Ambassadors from student council and each elementary classroom), in selecting foods offered through the meal programs in order to identify new, healthful and appealing food choices: and,
- share information about the nutritional content of meals with parents and students. Enlist a student cadet to help food service publish the nutritional content on the school website and menu board.

Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn the school will:

- operate the breakfast program, to the extent possible;
- arrange bus schedules and utilize methods to serve breakfasts that encourage participation,

Free and Reduced-Priced Meals

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end the school district may:

- utilize electronic identification and payment systems;
- provide meals at no charge to all children, regardless of income; and,
- promote the availability of meals to all students.

Meal Times and Scheduling

The school district:

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch
- should schedule meal periods at appropriate times, e.g. lunch should be scheduled

between 11 a.m. and 1 p.m.: should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;

- will attempt to schedule lunch periods to follow recess periods (in elementary schools)
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks
- take reasonable steps to accommodate students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Qualification of Food Service Staff

Qualified nutrition professionals will administer the meal programs. As part of the school district's responsibility to operate a food service program, the school district will

- provide continuing professional development for all nutrition professionals; and,
- provide staff development programs that include appropriate certification and/or training programs for cafeteria workers according to their levels of responsibility.
- hire a part time dietician or other food service specialist to help food service staff develop and serve healthy attractive complete meals that meet federal guidelines.

Sharing of Foods

The school district discourages students from sharing their foods or beverages, except from the sharing table, with one another during meal or snack times, given concerns about allergies and some children's diet restrictions.

Foods Sold Outside the Meal (e.g. vending, a la carte, sales)

All foods and beverages sold individually outside the reimbursable meal programs(including those sold through a la carte lines, vending machines, student stores or fundraising activities) during the school day, or through programs for students after the school day will meet nutrition standards as required by state and federal law.

Fundraising Activities

There are two types of fundraising-regulated and other. Regulated fundraisers are those that offer the sale of foods or beverages on school property and that are targeted primarily to PK-12 students by or through other PK-12 students, student groups, school organizations or through on-campus school stores. Regulated fundraising activities must comply with the state nutritional guidelines. All other fundraising activities are encouraged, but not required, to comply with the state nutritional guidelines if the activities involve foods and beverages.

The school district encourages fundraising activities that promote physical activity.

Snacks

Snacks served during the school day will make a positive contribution to children's diets and health. With an emphasis on serving fruits and vegetables as the primary snack, a fruit or a vegetable will be offered for elementary snacks on Tuesday and Thursday. The wellness committee will look into applying for a fruit and vegetable grant for the upcoming years. Schools will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages and other considerations. Snacks offered at school will come from the cafeteria.

Rewards

The school district will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through meals) as a punishment.

Celebrations

Schools should evaluate their celebrations/birthday practices that involve food during the school day.

School-Sponsored Events

Foods and beverages offered or sold at school-sponsored events outside the school day are encouraged to comply with nutrition standards for meals or for foods and beverages sold individually.

Food Safety

All foods made available on campus comply with the state and local food safety and security guidelines.

- All foods made available on campus comply with state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.
- For the safety and security of food and facility, access to the food service operations are limited to food service staff and authorized personnel.

MONITORING GUIDELINES

The superintendent will ensure compliance with established school district-wide nutrition and physical activity wellness policies.

In each school:

- the principal will ensure compliance with those policies in the school and will report on the schools compliance to the superintendent; and
- food service staff will ensure compliance with nutrition policies within food service areas and will report on this matter to the superintendent or principal.

In the school district:

- The school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school district has not received a SMI

review from the state agency within the past five years, the school district will request from the state agency that a SMI review be scheduled as soon as possible;

- the superintendent will develop a summary report every three years on school district-wide compliance with the school district's established nutrition and physical activity, wellness policies; based on input from schools within the district' and
- The report will be provided to the school board and also distributed to all school wellness committee, principals and health service personnel in the school district.

POLICY REVIEW

To help with the initial development of the school district's wellness policies, each building in the school district will conduct a baseline assessment of the school's existing nutrition and physical activity environments and practices. The results of those assessments will be compiled at the school district level to identify and prioritize needs.

Assessments will be repeated every year to help review policy compliance, assess progress and determine areas in need of improvement. As part of that review, the school district will review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity. The school district will revise the wellness policies and develop work plans to facilitate their implementation.

Approved September 13, 2023

Reviewed September 13, 2023

CLASS OR STUDENT GROUP GIFTS

The board welcomes gifts to the school district from a class or student group. While class gifts to the school district do not require the approval of the superintendent, the board encourages students to consult with the superintendent or other licensed employees prior to selecting a gift for the school district.

Legal Reference: Iowa Code §§ 68B; 722.1, .2

Cross Reference: 704.4 Gifts - Grants – Bequests
704.6 series Fundraising Within the District

Approved: March 19, 2007
Reviewed: November 11, 2015

OPEN NIGHT

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 p.m. whenever possible. It is the responsibility of the principal to oversee the scheduling of school activities for compliance with this policy.

Legal Reference: Iowa Code § 279.8

Cross Reference: 900 Principles and Objectives for Community Relations

Approved: March 19, 2007

Reviewed: November 11, 2015