

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT  
AGENDA - Regular School Board Meeting  
February 13, 2025 at 5:00 p.m. in Library - Outside Library 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 January 8, 2025 and January 22, 2025
  - b. Personnel Changes  
[https://docs.google.com/spreadsheets/d/1JmAtWeBe41FIU84hzS2yzW5Ov6Wjnx4B\\_Gx8nQBJAE/edit?gid=626273134#gid=626273134](https://docs.google.com/spreadsheets/d/1JmAtWeBe41FIU84hzS2yzW5Ov6Wjnx4B_Gx8nQBJAE/edit?gid=626273134#gid=626273134)
  - 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
    - Denovo Facilities Assessment
7. **AGENDA**
  - a. Consider Out of State Field Trip Request
  - b. Approval of Facility Use Guideline Policies
    - 905.1 R1
  - c. 2nd Reading of Board Policies:
    - 200 - Legal Status of The Board of Directors
    - 201 - Board of Directors Elections
    - 202 - Board of Directors Members
    - 203 - Board of Directors Conflict of Interest
    - 204 - Code of Ethics
    - 205 - Board Member Liability
  - d. Consider Open Enrollment Request
8. **STUDENT QUESTIONS**
9. **#BUCPR1DE**
10. **ADJOURN**



**East Buchanan Community School District  
Regular Board Meeting Minutes - January 8, 2025**

**Call to Order-** President Andy Sperflage called the meeting to order at 5:00pm. The board recited the East Buchanan Mission Statement. Board members present were Scott Cooksley, Andrew Maas, Tim Recker, Andy Sperflage, and Heather Steffens. Administrators attending were Superintendent Kory Kelchen and Dean of Students Nathan Reck. Board secretary Teresa Knipper was absent. Kelchen served as board secretary. Several visitors attended the meeting. Motion carried with all ayes unless noted otherwise.

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

**Approve Consent Agenda-** Motion by Cooksley, second by Steffens to approve the consent agenda. Items included on the consent agenda: minutes from the regular meeting in December; hiring of Olivia Siglin as a custodian; expenditures listed; and financial reports.

**Community/Program Presentations-** No presentations.

**Administrative Updates and Reports-** Reck discussed stop the bleed training, upcoming ISASP testing and FAST screening, provided an update on Leader in Me teams, action photos being placed throughout the school, and assemblies moving to early out Wednesdays. Kelchen discussed the work experience coordinator position, potentially sharing a special education director for the 25-26 school year, and updating some graphics/branding around the school with the community foundation monies for this fiscal year.

**SBRC for MSA -Dropout Prevention and At-Risk-** Motion by Steffens, second by Maas to approve the application to the SBRC in the amount of \$131,505.00 for At-Risk/Dropout Prevention for the 2025-2026 school year. +

**Visitor Check-In Station for Elementary-** Motion by Cooksley, second by Recker to approve the purchase of a check-in station for the elementary school with a 1-year license.

Ayes: Sperflage, Cooksley, Steffens, Recker    Nays: Maas

**Buchanan County Conference Board-** Board Member Steffens volunteered to serve on the Buchanan County Conference Board.

**Facility Use Guidelines Policies-** The board discusses a fee structure for facility use and what groups would be required to pay to rent the facilities. Final policy will be approved in February.

**1st Reading of Board Policies 200-205-** Motion by Steffens, second by Recker to approve the 1st reading of board policies 200-205 with a few changes that will be presented during the second reading in February.

**NHS Sponsor-** Motion by Cooksley, second by Maas to add the position of NHS sponsor to the extra-curricular salary schedule.

**Jester Equipment Maintenance Insurance Program-** Motion by Steffens, second by Recker to approve participating in the maintenance insurance program for the remainder of the fiscal year with the premium amount of \$26,876.50 paid from the management fund.

**Student Questions-** No students were present.

**BucPrIde-** School Board Recognition, variety of items in the lunchroom going over well with students and parents, Mrs. Gallup for her volunteering many hours for the NHS program, successful archery tournament hosted at East Buchanan and kids did well.

**Adjourn-** Motion by Maas, second by Recker to adjourn the meeting at 5:58pm

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 8:00am and 4:00pm.



**East Buchanan Community School District  
Special Board Meeting and Work Session Minutes - January 22, 2025**

**Call to Order-** President Andy Sperflage called the meeting to order at 5:00pm. The board recited the East Buchanan Mission Statement. Board members present were Scott Cooksely, Andrew Maas, Tim Recker, Andy Sperflage, and Heather Steffens. School administrative staff attending were Superintendent Kory Kelchen, Dean of Students Nathan Reck, and Building and Grounds Supervisor Mike Kerkove. Board secretary Teresa Knipper was absent. Kelchen served as board secretary. Motion carried with all ayes unless noted otherwise.

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

**Approve Consent Agenda-** Motion by Cooksley, second by Steffens to approve the consent agenda which consisted of the following personnel changes: resignation/retirement of Kris McMurrin, termination of Lindsay Crow, and hiring of Kendra Burchett as MS girls wrestling coach.

**Facility Planning Work Session –** Denovo Construction discussed the results of the facility assessment report with the board.

**Adjourn-** Motion by Steffens, second by Maas to adjourn the meeting at 6:36 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 8:00am and 4:00pm.



**2024 - 2025 Personnel Changes**

SB Mtg date	Employee	Type	Position	Notice Date	Effective Date
2/12/2025	McGraw, Paula	Resignation/Retirement	Teacher	1/30/2025	End of Current Contract
2/12/2025	Kerkove, Mike	Resignation/Retirement	Maintenance Director	1/31/2025	12/31/25
2/12/2025	Dockstader, Eric	Resignation/Retirement	Secondary Principal	1/23/2025	End of Current Contract
2/12/2025	Reck, Nathan	Title Change	Elementary Principal	2/12/2025	2/12/25
2/12/2025	Bagge, Shyla	Hire	Work Experience Coordinator	1/30/2025	7/1/25





# East Buchanan Community School District

414 5th Street N <> Winthrop, IA <> 50682

PH: 319-935-3360

[www.eastbuchananschools.com](http://www.eastbuchananschools.com)

Board of Directors

Administration



**EAST BUCHANAN  
BUCCANEERS**

Andy Sperfslage, President  
Scott Cooksley, Vice-President  
Andrew Maas  
Tim Recker  
Heather Steffens

Kory Kelchen, Superintendent/ElemPrincipal  
Teresa Knipper, Business Manager/Bd Sec  
Eric Dockstader, Secondary Principal  
Nathan Reck, Elem Dean of Students  
Chad Lamker, Activities Director

01/23/2025

To: Superintendent Kory Kelchen and East Buchanan School Board,

This letter is to inform you of my resignation from the position of Secondary Principal at East Buchanan Community Schools at the end of my contract for the 2024-2025 school year. It has been my privilege to be a Buccaneer for the past 9 years. I want to thank the students, staff, and school board for their support through those years and will look forward to hearing of the great things that continue to happen in the district.

Sincerely,

A handwritten signature in black ink that reads "Eric Dockstader". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Eric Dockstader, Secondary Principal



January 30, 2025

*East Buchanan School Board*

*I, Mike Kerkove am submitting my letter of resignation/retirement to be effective December 31, 2025.*

*In consideration of this, I request that I receive the current policy in place, all benefits, days and raise I would normally receive at the start of the '25/'26 School year. I would like to thank East Buchanan School for the Opportunities and experiences I've had. I feel that retiring at a later date will help with the transition of learning and understanding the Facility.*

*I would also like to request an exception on eligibility to be rehired at a later date with the East Buchanan Community School District.*

*Respectfully,*

*Mike Kerkove*

A handwritten signature in cursive script that reads "Mike Kerkove". The signature is written in dark ink and is positioned below the printed name.

# 407.6E4 - CERTIFIED APPLICATION FOR RETIREMENT

I hereby submit my formal application for participation in the East Buchanan Community School District's Retirement Program.

As part of my application I will, by January 31, 2025, submit a resignation from my contract with the Board which will be effective at the end of my <sup>DEC 31 2025</sup> current contract. It is my understanding that this application and my Resignation will be acted upon simultaneously by the Board of Education.

*[Handwritten Signature]*                      1/31/2025

Employee Signature                      Date

Application received by the Board of Education on 1/31/2025, 20  

*[Handwritten Signature]*                      1/31/2025

Board Secretary                      Date

Resignation received by the Board of Education on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Board Secretary                      Date

Resignation accepted and Retirement Program Participant approved by the Board of Education on

\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Board Secretary                      Date

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ANAMOSA	ANAMOSA SCHOOL DISTRICT	Anamosa Wrestling Entry Fee 01/11/25	120.00 2
			<b>120.00</b>
BSNSPORT	BSN SPORTS, LLC	Boys Basketball Uniforms	2,808.75 2
			<b>2,808.75</b>
BUHRBLAK	Buhr, Blake	HS BBall Official 01/06/2025	160.00 2
			<b>160.00</b>
CAMPBOB	CAMP, BOB	H.S. BBall Official 01/03/2025	160.00 2
			<b>160.00</b>
CPU	CENTER POINT-URBANA HS	1/4/25 JV Girls Wrestling Entry Fee	40.00 2
			<b>40.00</b>
DVORJOHN	DVORAK, JOHN	HS BBall Official 01/17/2025	150.00 2
			<b>150.00</b>
FOPMJOE	FOPMA, JOEL	HS BBall Official 01/03/2025	160.00 2
			<b>160.00</b>
FORSBRAD	FORSYTH, BRADY	HS BBall Official 01/06/2025	160.00 2
			<b>160.00</b>
GIBBJOE	GIBBS, JOE	HS BBall Official 01/10/2025	150.00 2
			<b>150.00</b>
GRIFFRED	GRIFFITHS, FRED	HS BBall Official 01/17/25	150.00 2
			<b>150.00</b>
HEIDCHRI	HEIDELBAUER, CHRIS	HS BBall Official 01/17/25	160.00 2
			<b>160.00</b>
HEUEPUBL	Heuer Publishing	Extra scripts for play	36.00 2
			<b>36.00</b>
IHSSA	IOWA HIGH SCHOOL SPEECH ASSOCIATION	District Speech Entry Fee	29.00 2
			<b>29.00</b>
KELLKEAT	Kelly, Keaton	HS BBall Official 01/03, 01/06, 01/10	295.00 2
KELLKEAT	Kelly, Keaton	HS BBall Official 01/17/25	110.00 2
			<b>405.00</b>
MAQVALL	MAQUOKETA VALLEY CSD	Maq Valley Wrestling Entry Fee	100.00 2
			<b>100.00</b>
MONTSPOR	MONTICELLO SPORTS	Mat Tape	432.00 2
			<b>432.00</b>
OSAGE	OSAGE COMMUNITY SCHOOLS	Osage Wrestling Entry Fee	150.00 2
			<b>150.00</b>
RUSSTRYS	Russell, Trystin	HS BBall Official 01/17/2025	110.00 2
RUSSTRYS	Russell, Trystin	HS BBall Official 1/3, 1/6, 1/10	295.00 2
			<b>405.00</b>
SADLDENN	SADLER, DENNIS	HS BBall Official 01/10/2025	160.00 2

List of Bills - School Board Mtg

Posted - All; Batch Description Extra Invoices Activities Jan 2025; Processing Month  
01/2025

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			<u>160.00</u>
SCHNWAYN	SCHNIER, WAYNE	HS BBall Official 01/10/2025	150.00 2
			<u>150.00</u>
SCHOBREN	Schott, Brendan	Wrestling Tournament Official 1/18/25	375.00 2
			<u>375.00</u>
STARMONT	STARMONT CSD	Starmont Wrestling Entry Fee	100.00 2
			<u>100.00</u>
STEPDAVI	STEPHAN, DAVID	H.S. BBall Official 01/03/2025	160.00 2
			<u>160.00</u>
THOMDANIE	THOMAS, DANIEL	HS Bball Official 01/06/25	160.00 2
			<u>160.00</u>
WATLCOMM	Waterloo Community School District	Battle of Waterloo Girls Wrestling Fee	250.00 2
			<u>250.00</u>
			<u>7,130.75</u>

Report Total: 7,130.75

List of Bills - School Board Mtg

Unposted: Batch Description ~~1022~~ List of Bills-Jan 2025-EXTRA

User ID: TMK

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>	
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	893.00	1
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	893.00	1
			<u>1,786.00</u>	
OELWPUBL	OELWEIN PUBLISHING COMPANY	ADVERTISING	226.56	1
			<u>226.56</u>	
SUINSURANC	SU Insurance Company	Break/Fix Insurance	13,327.00	1
			<u>13,327.00</u>	
			Batch Total:	<u>15,339.56</u>
			Report Total:	<u>15,339.56</u>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ACCEELEV	Access Elevator & Lifts Inc	SAFETY TEST	490.00
			<b>490.00</b>
ACER	Acer Service Corp	Chromebook Parts	523.22
			<b>523.22</b>
AGVAFS	AgVantage FS	GREENHOUSE LP	450.02
AGVAFS	AgVantage FS	GREENHOUSE LP	361.22
			<b>811.24</b>
AHLECOON	Ahlers & Cooney, P.C.	Legal Services	189.50
			<b>189.50</b>
ALLIUTIL	ALLIANT ENERGY	GAS/ELECTRIC	20,258.93
			<b>20,258.93</b>
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	893.00
			<b>893.00</b>
CAMCSD	CAM COMMUNITY SCHOOL DISTRICT	OPEN ENROLLMENT	12,962.34 ✘
CAMCSD	CAM COMMUNITY SCHOOL DISTRICT	OPEN ENROLLMENT	743.47 ✘
			<b>13,705.81</b>
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	516.46
			<b>516.46</b>
CDWG	CDW GOVERNMENT, INC	AWS Consumption	549.29
			<b>549.29</b>
CENTCITY	CENTRAL CITY COMM. SCHOOL	SP ED BILLING	6,218.96
			<b>6,218.96</b>
CRAEA	CENTRAL RIVERS AEA	EL Instructional Services	12,888.50
CRAEA	CENTRAL RIVERS AEA	Network Services	1,000.00
CRAEA	CENTRAL RIVERS AEA	Work Exp Coordinator	5,430.00
CRAEA	CENTRAL RIVERS AEA	Network Services	1,000.00
			<b>20,318.50</b>
CHRIDOOR	CHRISTIE DOOR	FIRE DROP TEST	228.75
			<b>228.75</b>
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	61.64
			<b>61.64</b>
CITYWINT	CITY OF WINTHROP	WATER/SEWER	758.94
			<b>758.94</b>
CJCOOP	CJ COOPER & ASSOCIATES, INC.	SCREENING TESTS	559.85
			<b>559.85</b>
COLLBOARD	CollegeBoard	PSAT/NMSQT	115.20
COLLBOARD	CollegeBoard	AP EXAMS	89.00
			<b>204.20</b>
COPYSYST	COPY SYSTEMS INC	STAPLES	78.63
			<b>78.63</b>



<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
DEPTINSP	D.I.A.L. / Elevator Safety Bureau	BOILER INSPECTION	320.00
			<b>320.00</b>
DOORSINC	DOORS INC	B&G SUPPLIES	200.00
			<b>200.00</b>
DUBUFIRE	DUBUQUE FIRE EQUIPMENT, INC.	FIRE EXTINGUISHER SERVICE	255.00
DUBUFIRE	DUBUQUE FIRE EQUIPMENT, INC.	FIRE EXTINGUISHER SERVICE	967.50
			<b>1,222.50</b>
DUNKERTO	DUNKERTON SCHOOL DISTRICT	SHARED LMC	387.04
DUNKERTO	DUNKERTON SCHOOL DISTRICT	SHARED LMC	991.79
			<b>1,378.83</b>
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	TELEPHONE	2,646.11
			<b>2,646.11</b>
EDGEOIL	Edgewood Oil, Inc.	TRANSPORTATION SUPPLIES	731.50
			<b>731.50</b>
ERICTANN	Erickson-Dale, Tanner	VAN FUEL REIMBURSEMENT	36.00
			<b>36.00</b>
INDENAPA	Etten Enterprises LLC	SUPPLIES	142.30
INDENAPA	Etten Enterprises LLC	SUPPLIES	32.45
INDENAPA	Etten Enterprises LLC	SUPPLIES	25.22
INDENAPA	Etten Enterprises LLC	B&G SUPPLIES	19.78
			<b>219.75</b>
FIRSEUCRE	First Educational Resources	CONFERENCE REGISTRATION	5,445.00
			<b>5,445.00</b>
GALLBLUE	GBPAC-UNI	TICKETS FOR PLAY	77.00
			<b>77.00</b>
GROSSTEE	GROSSE STEEL CO INC	B&G SUPPLIES	149.00
			<b>149.00</b>
HAUSERSWAT	HAUSERS WATER SYSTEMS INC	B&G SUPPLIES	439.55
			<b>439.55</b>
HOTLUNCH	HOT LUNCH PROGRAM	PS SNACKS	277.66
HOTLUNCH	HOT LUNCH PROGRAM	PRESCHOOL SNACKS	314.01 ✖
			<b>591.67</b>
INDECSD	INDEPENDENCE CSD	OPEN ENROLLMENT	134,598.45
INDECSD	INDEPENDENCE CSD	OPEN ENROLLMENT-SPEC ED	29,543.40
			<b>164,141.85</b>
IASB	IOWA ASSOC OF SCHOOL BOARDS	ISFLC CONFERENCE	350.00
			<b>350.00</b>
ICN	IOWA COMMUNICATIONS NETWORK	ICN SERVICES	449.25
			<b>449.25</b>
ISFIS	Iowa School Finance Information Services Inc	BUDGET WORKSHOP	300.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			<b>300.00</b>
JWPEPPER	J.W. PEPPER & SON, INC.	Music for HS Choir	102.49
JWPEPPER	J.W. PEPPER & SON, INC.	MUSIC SUPPLIES	149.99
			<b>252.48</b>
JOHNSUPP	JOHNSTONE SUPPLY	MAINTENANCE SUPPLIES	12.25
			<b>12.25</b>
JPGASWAY	JPGASWAY	B&G SUPPLIES	611.00
			<b>611.00</b>
KONEINC	KONE INC.	Elevator Service Provider	255.87
			<b>255.87</b>
LAMKCHAD	Lamker, Chad	CELL PHONE	50.00
LAMKCHAD	Lamker, Chad	CELL PHONE	50.00
			<b>100.00</b>
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	521.75
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	2,119.94
			<b>2,641.69</b>
MARION	MARION INDEPENDENT CSD	OPEN ENROLLMENT	3,763.13
			<b>3,763.13</b>
MARTKORI	Martin, Kori	DOT PHYSICAL	110.00
			<b>110.00</b>
MIDWALAR	MIDWEST ALARM SERVICES	FIRE INSPECTION	1,116.24
			<b>1,116.24</b>
MOOSEMECH	Moose Mechanical	B&G PURCHASED SERVICE	190.00
			<b>190.00</b>
MSCIND	MSC INDUSTRIAL SUPPLY CO.	INDUSTRIAL ARTS SUPPLIES	72.38
MSCIND	MSC INDUSTRIAL SUPPLY CO.	INDUSTRIAL ARTS SUPPLIES	21.36
			<b>93.74</b>
NICKGROC	Nick's Grocery	SUPPLIES	15.16
NICKGROC	Nick's Grocery	FCS SUPPLIES	107.32
			<b>122.48</b>
HOGLBUSMN	North Central Intl LLC	BUS PARTS	74.23
			<b>74.23</b>
NORTLINN	NORTH-LINN CSD	OPEN ENROLLMENT	20,906.30
			<b>20,906.30</b>
OELWPUBL	OELWEIN PUBLISHING COMPANY	ADVERTISING	152.22
OELWPUBL	OELWEIN PUBLISHING COMPANY	ADVERTISING	30.09
			<b>182.31</b>
NEWSOMATIC	Press4Kids	NewsOMatic - SS/Sci Lit	1,249.00 1
			<b>1,249.00</b>
PRESTOX	PRESTO-X	KITCHEN-PEST SERVICE	76.03

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			<b>76.03</b>
SCHOBUSS	SCHOOL BUS SALES CO	TRANSPORTATION SUPPLIES	35.64
			<b>35.64</b>
SCHOSPEC	SCHOOL SPECIALTY LLC	SUPPLIES	301.90
			<b>301.90</b>
SOLUTREE	Solution Tree	PLC CONFERENCE	10,766.00
			<b>10,766.00</b>
STARMONT	STARMONT CSD	OPEN ENROLLMENT	25,624.08
STARMONT	STARMONT CSD	OPEN ENROLLMENT-SE BILLING	17,843.40
			<b>43,467.48</b>
TNTREPA	TNT REPAIR & RECOVERY LLC	TIRE REPAIRS	461.24
			<b>461.24</b>
UNIVPEDI	Universal Pediatrics	PURCHASED SERVICE	1,116.00
UNIVPEDI	Universal Pediatrics	PURCHASED SERVICE	558.00
			<b>1,674.00</b>
USCELL	US CELLULAR	DISTRICT CELL PHONE	286.97
			<b>286.97</b>
VITASOUR	VitalSource	Hawkeye Spring Text	1,138.06
VITASOUR	VitalSource	Hawkeye Fall Textbooks 2024	39.95
VITASOUR	VitalSource	REFUND	(394.85)
VITASOUR	VitalSource	REFUND	(79.90)
			<b>703.26</b>
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	96.83
			<b>96.83</b>
WESTCENT	WEST CENTRAL COMMUNITY SCHOOL	OPEN ENROLLMENT	4,181.26
			<b>4,181.26</b>
WESTDELA	WEST DELAWARE CSD	PURCHASED SERVICE	1,223.82
			<b>1,223.82</b>
WESTMUSI	WEST MUSIC COMPANY	SUPPLIES	38.49
WESTMUSI	WEST MUSIC COMPANY	SUPPLIES	8.50
WESTMUSI	WEST MUSIC COMPANY	SUPPLIES	5.99
WESTMUSI	WEST MUSIC COMPANY	RESALE SUPPLIES	24.99
WESTMUSI	WEST MUSIC COMPANY	BAND SUPPLIES	25.98
WESTMUSI	WEST MUSIC COMPANY	BAND SUPPLIES	34.48
WESTMUSI	WEST MUSIC COMPANY	BAND SUPPLIES	83.50
WESTMUSI	WEST MUSIC COMPANY	BAND INSTRUMENT REPAIR	245.50
			<b>467.43</b>
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ARTS SUPPLIES	26.99
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	156.76
			<b>183.75</b>

Batch Total: 340,671.26

Report Total: 340,671.26

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
AMAZON	Amazon	office supplies	41.00 1
AMAZON	Amazon	BAND SUPPLIES	7.99 1
AMAZON	Amazon	B&G SUPPLIES	35.16 1
AMAZON	Amazon	Social skills materials	66.00 1
AMAZON	Amazon	SUPPLIES	22.93 1
AMAZON	Amazon	W2 ENVELOPES	56.98 1
AMAZON	Amazon	PHYSICS SUPPLIES	40.17 1
AMAZON	Amazon	Hawkeye Spring Text	30.27 1
AMAZON	Amazon	Social skills materials	67.47 1
			<b>367.97</b>
AEDSUPER	Cardio Partners Inc	AED PADS	115.00 1
			<b>115.00</b>
CHASCARD	CHASE CARD SERVICES	Music/ resources for LIM concert/class	120.00 1
			<b>120.00</b>
LEARAZ	Learning A-Z	SUBSCRIPTION	405.00 1
			<b>405.00</b>
NORTCDL	Northland CDL Training & Licensing	CDL training	1,790.00 1
			<b>1,790.00</b>
PARTSTOWN	Parts Town	B&G SUPPLIES	263.13 1
			<b>263.13</b>
SECRETSTOR	Secret Stories,	Decorative Brights Class Kit	120.99 1
			<b>120.99</b>
SINGIOWA	SING Iowa Background Checks	BACKGROUND CHECKS	200.00 1
			<b>200.00</b>
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	223.54 1
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	57.20 1
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	105.05 1
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	87.48 1
WALMART	WALMART COMMUNITY BRC	life skills materials	39.31 1
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	36.81 1
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	36.00 1
			<b>585.39</b>
Batch Total:			<b>3,967.48</b>
Report Total:			<b>3,967.48</b>

List of Bills-Feb 2025: DEBT SERVICE FUND, PPEL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
LINNCOOP	LINN CO-OPERATIVE OIL CO	FUEL TANK	2,050.00
			<u>2,050.00</u>
LOCKSPERTS	Locksperts Inc	DOOR CORES	595.37
			<u>595.37</u>
MOOSEMECH	Moose Mechanical	B&G PURCHASED SERVICE	4,645.25
			<u>4,645.25</u>
SCHOBUSS	SCHOOL BUS SALES CO	TRANSMISSION	11,940.00
			<u>11,940.00</u>
UMBBANK	UMB Bank, N.A.	FINANCIAL FEES	500.00
			<u>500.00</u>

Batch Total: 19,730.62

Report Total: 19,730.62

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
BIMBBAKE	BIMBO BAKERIES USA	Bread Products	325.00
			<u>325.00</u>
COUNVIEW	COUNTRY VIEW DAIRY	Peppermint froyo	660.00 ✖
			<u>660.00</u>
MARTBROT	MARTIN BROTHERS	Food purchased	6,043.52
			<u>6,043.52</u>
NICKGROC	Nick's Grocery	Food purchased	114.20 ✖
			<u>114.20</u>
PERFFOOD	PERFORMANCE FOODSERVICE	Food/supplies	15,794.98 ✖
			<u>15,794.98</u>
PRAIFARM	PRAIRIE FARMS DAIRY, INC.	Milk purchased	4,014.58
			<u>4,014.58</u>
RAPIWHOL	Rapids Wholesale	Lever Handle repair	21.86
			<u>21.86</u>
WALMART	WALMART COMMUNITY BRC	Food purchased	201.70 ✖
			<u>201.70</u>
		Batch Total:	<u>27,175.84</u>
		Report Total:	<u>27,175.84</u>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ANAMOSA	ANAMOSA SCHOOL DISTRICT	Boys Wrestling Entry Fee	120.00
			<b>120.00</b>
CAMPBOB	CAMP, BOB	HS BBall Official 01/30/25	150.00 2
			<b>150.00</b>
CASCADE	CASCADE HIGH SCHOOL	Varsity Girls Wrestling Entry Fee	150.00
			<b>150.00</b>
CHASCARD	CHASE CARD SERVICES	FFA online order membership	39.95
CHASCARD	CHASE CARD SERVICES	outdoor/indoor putting green matt	149.98
CHASCARD	CHASE CARD SERVICES	State wrestling tickets	525.00
			<b>714.93</b>
DERLSCAL	DERLEIN SCALE, INC	Scale Calibrate/repair	135.00
			<b>135.00</b>
DESIUNLI	DESIGNS UNLIMITED	shirts for boys bball camp	480.00
			<b>480.00</b>
FROSRYAN	FROST, RYAN	Wrestling Official 02/3/25	135.00 2
			<b>135.00</b>
GENFUND	GENERAL FUND	Cookies for V-Day	30.00
			<b>30.00</b>
GIBBJOE	GIBBS, JOE	HS BBall Official 01/24/25	160.00 2
			<b>160.00</b>
KELLKEAT	Kelly, Keaton	HS BBall Official 01/24/25 & 02/03/2025	220.00 2
			<b>220.00</b>
MILLJOHN	MILLER, JOHN	HS BBall Official 02/3/25	160.00 2
			<b>160.00</b>
RUSSTRYS	Russell, Trystin	HS BBall Official 02/03/25	110.00 2
RUSSTRYS	Russell, Trystin	Official BBall 01/24/25 & 01/30/2025	220.00 2
			<b>330.00</b>
SADLDENN	SADLER, DENNIS	HS BBall official 01/24/25	150.00 2
			<b>150.00</b>
SCHLMARK	SCHLEISMAN, MARK	HS Official 1/30/25 & 02/3/25	310.00 2
			<b>310.00</b>
SCHNWAYN	SCHNIER, WAYNE	HS Official 01/24/2025	150.00 2
			<b>150.00</b>
SHANWRES	SHANNON WRESTLING AND TIMING, LLC	Online set up/score clocks	800.00
SHANWRES	SHANNON WRESTLING AND TIMING, LLC	wrestling clock rental	1,010.50
			<b>1,810.50</b>
TROTTROP	TROTT TROPHIES	medals girls wrestling	74.80
			<b>74.80</b>
WATEGOLF	Waterloo Golf Headquarters	Boys Golf Balls	494.91
			<b>494.91</b>

List of Bills - School Board Mtg  
Unposted: Batch Description February Activities Invoices

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
YESSJORD	YESSAK, JORDAN	HS BBall Official 01/30/2025	150.00 <u>2</u>
YESSJORD	YESSAK, JORDAN	HS BBall Official 02/03/25	160.00 <u>2</u>
			<u>310.00</u>

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Batch Total: 6,085.14

Report Total: 6,085.14



East Buchanan Community School District  
Cash Summary Report

	Jul-24	Aug-24	Sep-24	Oct-24
<b>10-GENERAL FUND</b>				
Beginning Balance	1,528,451.82	1,163,382.24	751,315.60	834,136.45
Revenue	471,644.57	147,381.10	636,363.99	1,576,136.61
Expenditures	836,714.15	559,447.74	553,543.14	650,366.13
Ending Balance	1,163,382.24	751,315.60	834,136.45	1,759,906.93
<b>21-ACTIVITY FUND</b>				
Beginning Balance	87,662.12	91,145.23	92,180.73	103,923.09
Revenue	9,059.13	6,913.14	24,641.12	19,158.24
Expenditures	5,576.02	5,877.64	12,898.76	13,793.74
Ending Balance	91,145.23	92,180.73	103,923.09	109,287.59
<b>22-MANAGEMENT FUND</b>				
Beginning Balance	262,581.63	26,426.30	25,838.89	51,392.23
Revenue	3,603.81	418.84	26,659.59	273,383.44
Expenditures	239,759.14	1,006.25	1,106.25	247,938.40
Ending Balance	26,426.30	25,838.89	51,392.23	76,837.27
<b>33-SAVE</b>				
Beginning Balance	2,809,867.27	2,679,488.94	2,756,068.15	2,739,416.44
Revenue	77,173.16	76,579.21	112,252.32	78,512.30
Expenditures	207,551.49	0.00	128,904.03	114,662.94
Ending Balance	2,679,488.94	2,756,068.15	2,739,416.44	2,703,265.80
<b>36-PPEL</b>				
Beginning Balance	314,010.84	267,109.43	245,696.66	265,088.02
Revenue	4,171.97	6,200.76	32,817.75	180,308.12
Expenditures	51,073.38	27,613.53	13,426.39	0.00
Ending Balance	267,109.43	245,696.66	265,088.02	445,396.14
<b>40-DEBT SERVICE</b>				
Beginning Balance	39,869.90	43,511.19	43,184.74	47,553.32
Revenue	210,821.29	173.55	4,368.58	23,709.58
Expenditures	207,180.00	500.00	0.00	57,362.50
Ending Balance	43,511.19	43,184.74	47,553.32	13,900.40
<b>61-NUTRITION FUND</b>				
Beginning Balance	191,194.54	185,377.66	206,597.70	193,866.90
Revenue	7,289.48	33,188.85	104,932.48	73,790.63
Expenditures	13,106.36	11,968.81	117,663.28	76,175.97
Ending Balance	185,377.66	206,597.70	193,866.90	191,481.56
less: Received on Acct	2,957.37	18,950.11	14,870.48	15,222.05
	182,420.29	187,647.59	178,996.42	176,259.51
<b>72-FLEX SPENDING ACCT FUND</b>				
Beginning Balance	7,653.24	4,335.85	5,341.29	6,251.77
Revenue (contributions)	2,086.99	2,059.99	2,259.99	2,329.99
Expenditures (claims)	5,404.38	1,054.55	1,349.51	1,925.11
Ending Balance	4,335.85	5,341.29	6,251.77	6,656.65
<b>EMPLOYER'S PAYROLL EXPENSE:</b>				
Gross Wages-hourly	78,507.94	22,492.17	46,672.45	96,966.93
Gross Wages-contract	305,036.73	301,768.96	331,598.48	333,280.97
	383,544.67	324,261.13	378,270.93	430,247.90
Employer paid deductions	61,626.73	60,228.03	67,900.51	66,391.12
Employer paid IPERS	31,366.92	29,628.38	34,984.74	39,964.86
Employer paid FICA	28,313.51	23,943.97	28,160.19	32,338.89
	121,307.16	113,800.38	131,045.44	138,694.87
<b>TOTAL</b>	<b>504,851.83</b>	<b>438,061.51</b>	<b>509,316.37</b>	<b>568,942.77</b>

East Buchanan Community School District  
Cash Summary Report

	Nov-24	Dec-24	Jan-25	FY25YTD	FY24 YTD-JAN
<b>10-GENERAL FUND</b>					
Beginning Balance	1,759,906.93	1,754,589.05	1,870,883.67	1,528,451.82	2,162,495.30
Revenue	610,614.40	843,579.64	522,224.49	4,807,944.80	5,083,542.53
Expenditures	615,932.28	727,285.02	605,501.82	4,548,790.28	5,624,121.44
Ending Balance	1,754,589.05	1,870,883.67	1,787,606.34	1,787,606.34	1,621,916.39
<b>21-ACTIVITY FUND</b>					
Beginning Balance	109,287.59	109,022.88	106,498.46	87,662.12	89,816.84
Revenue	14,907.78	15,454.09	10,917.89	101,051.39	109,213.79
Expenditures	15,172.49	17,978.51	23,706.91	95,004.07	86,598.39
Ending Balance	109,022.88	106,498.46	93,709.44	93,709.44	112,432.24
<b>22-MANAGEMENT FUND</b>					
Beginning Balance	76,837.27	92,033.49	97,052.95	262,581.63	203,146.70
Revenue	19,474.22	6,019.46	6,045.43	335,604.79	196,617.56
Expenditures	4,278.00	1,000.00	14,327.00	509,415.04	270,263.11
Ending Balance	92,033.49	97,052.95	88,771.38	88,771.38	129,501.15
<b>33-SAVE</b>					
Beginning Balance	2,703,265.80	2,762,501.09	2,814,164.14	2,809,867.27	2,794,533.64
Revenue	59,235.29	73,975.55	237,414.99	715,142.82	1,685,877.84
Expenditures	0.00	22,312.50	0.00	473,430.96	1,802,632.86
Ending Balance	2,762,501.09	2,814,164.14	3,051,579.13	3,051,579.13	2,677,778.62
<b>36-PPEL</b>					
Beginning Balance	445,396.14	465,308.78	459,283.04	314,010.84	459,321.82
Revenue	24,420.44	25,583.00	9,163.32	282,665.36	427,495.14
Expenditures	4,507.80	31,608.74	1,030.84	129,260.68	302,382.40
Ending Balance	465,308.78	459,283.04	467,415.52	467,415.52	584,434.56
<b>40-DEBT SERVICE</b>					
Beginning Balance	13,900.40	16,980.44	17,637.50	39,869.90	28,354.28
Revenue	60,442.54	35,449.56	965.06	335,930.16	345,993.20
Expenditures	57,362.50	34,792.50	5.52	357,203.02	127,037.50
Ending Balance	16,980.44	17,637.50	18,597.04	18,597.04	247,309.98
<b>61-NUTRITION FUND</b>					
Beginning Balance	191,481.56	183,875.31	171,780.06	191,194.54	288,880.62
Revenue	61,522.39	55,205.16	53,575.27	389,504.26	274,504.06
Expenditures	69,128.64	67,300.41	47,415.36	402,758.83	325,760.55
Ending Balance	183,875.31	171,780.06	177,939.97	177,939.97	237,624.13
less: Received on Acct	13,065.00	11,124.20	11,717.60		0.00
	170,810.31	160,655.86	166,222.37	177,939.97	237,624.13
<b>72-FLEX SPENDING ACCT FUND</b>					
Beginning Balance	6,656.65	7,311.88	9,289.38	7,653.24	6,775.52
Revenue (contributions)	2,329.99	3,259.67	2,329.95	16,656.57	18,447.36
Expenditures (claims)	1,674.76	1,282.17	3,384.68	16,075.16	16,907.64
Ending Balance	7,311.88	9,289.38	8,234.65	8,234.65	8,315.24
<b>EMPLOYER'S PAYROLL EXPENSI</b>					
Gross Wages-hourly	98,555.75	89,709.87	80,676.40	513,581.51	568,531.03
Gross Wages-contract	339,546.33	334,976.95	334,087.65	2,280,296.07	2,319,156.37
	438,102.08	424,686.82	414,764.05	2,793,877.58	2,887,687.40
Employer paid deductions	64,059.37	63,431.25	63,980.21	447,617.22	432,418.90
Employer paid IPERS	40,731.10	39,374.33	38,363.64	254,413.97	261,651.13
Employer paid FICA	32,956.32	31,875.36	31,175.91	208,764.15	213,218.21
	137,746.79	134,680.94	133,519.76	910,795.34	907,288.24
<b>TOTAL</b>	<b>575,848.87</b>	<b>559,367.76</b>	<b>548,283.81</b>	<b>3,704,672.92</b>	<b>3,794,975.64</b>

**EAST BUCHANAN CSD  
TREASURER'S REPORT - FY 2025**

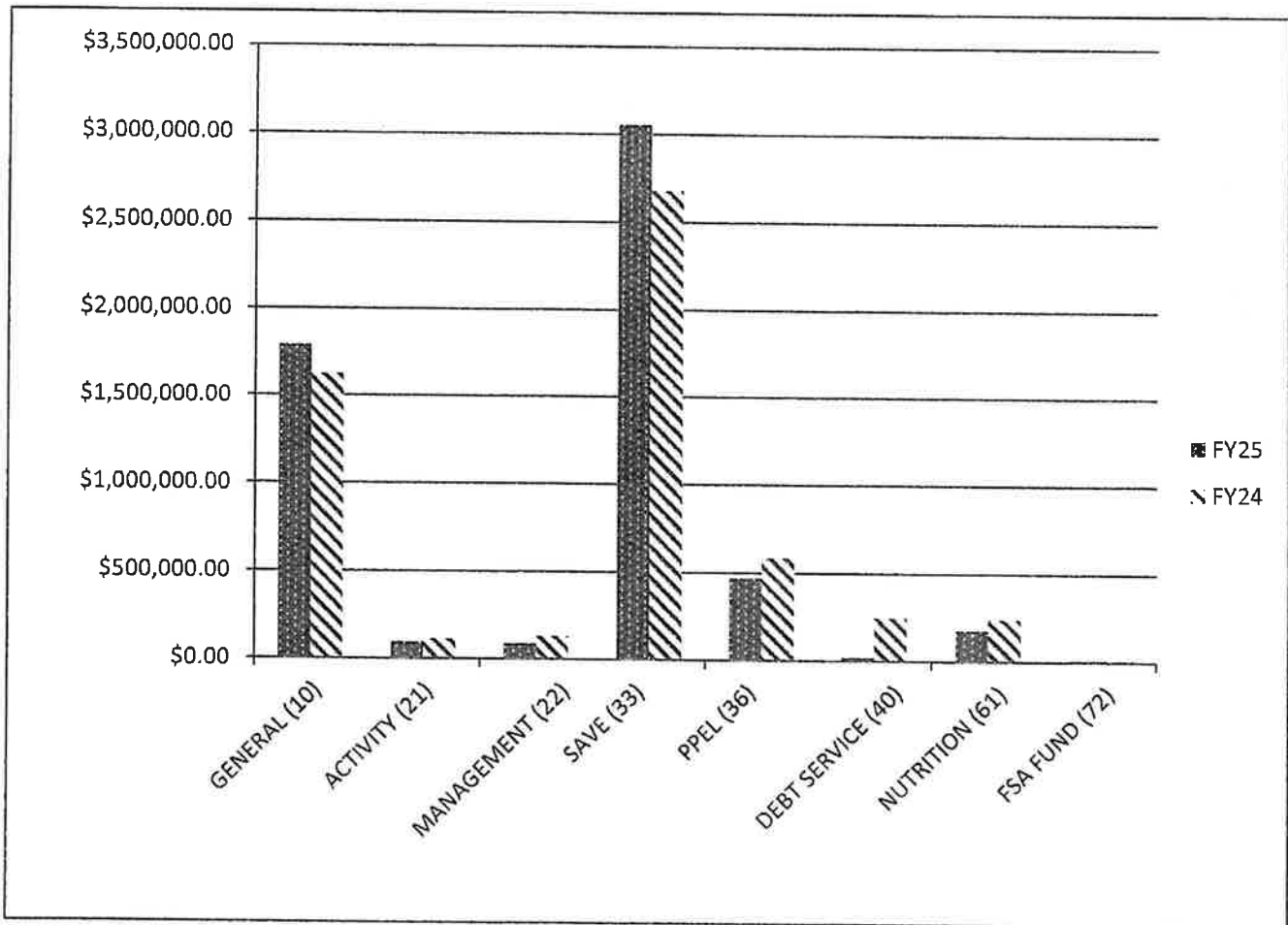
MONTH BY FUND:		Jan-25			
Fund	#	Beginning Fund Balance	+ Revenues	- Expenditures	Ending Fund Balance
General	10	\$ 1,870,883.67	\$ 522,224.49	\$ 605,501.82	\$ 1,787,606.34
Activity	21	\$ 106,498.46	\$ 10,917.89	\$ 23,706.91	\$ 93,709.44
Management	22	\$ 97,052.95	\$ 6,045.43	\$ 14,327.00	\$ 88,771.38
SAVE	33	\$ 156,512.26	\$ 227,975.59	\$ -	\$ 384,487.85
SAVE	33	\$ 2,657,651.88	\$ 9,439.40	\$ -	\$ 2,667,091.28
PPEL	36	\$ 459,283.04	\$ 9,163.32	\$ 1,030.84	\$ 467,415.52
Debt Service	40	\$ 17,637.50	\$ 965.06	\$ 5.52	\$ 18,597.04
Debt Service	40	\$ -	\$ -	\$ -	\$ -
Nutrition	61	\$ 171,780.06	\$ 36,420.93	\$ 30,261.02	\$ 177,939.97
Nutrition	61	\$ -	\$ 17,154.34	\$ 17,154.34	\$ -
FSA	72	\$ 9,289.38	\$ 2,329.95	\$ 3,384.68	\$ 8,234.65
Custodial	91	\$ -	\$ -	\$ -	\$ -
		<b>\$ 5,546,589.20</b>	<b>\$ 842,636.40</b>	<b>\$ 695,372.13</b>	<b>\$ 5,693,853.47</b>

**BY BANK ACCOUNT**

Fund	#	Beginning Fund Balance	+ Revenues	- Expenditures	Ending Fund Balance	Outstanding Deposits	Outstanding Checks	Ending Bank Balance	Bank Acct
General	10	\$ 2,162,495.30	\$ 13,795,125.39	\$ 14,170,014.35	\$ 1,787,606.34				
Management	22	\$ 203,146.70	\$ 670,353.69	\$ 784,729.01	\$ 88,771.38				
FSA	72	\$ 6,775.52	\$ 47,671.45	\$ 46,212.32	\$ 8,234.65				
					<b>\$ 1,884,612.37</b>	\$ -	\$ 1,845.46	\$ 1,886,457.83	XX009
Activity	21	\$ 89,816.84	\$ 271,427.58	\$ 267,534.98	\$ 93,709.44				
Custodial	91	\$ -	\$ -	\$ -	\$ -				
					<b>\$ 93,709.44</b>	\$ -	\$ 5,526.75	\$ 99,236.19	XX306
SAVE	33	\$ 2,783,364.55	\$ 955,133.18	\$ 1,071,406.45	\$ 2,667,091.28	\$ -	\$ -	\$ 2,667,091.28	XX1520
SAVE	33	\$ 11,169.09	\$ 1,885,135.47	\$ 1,511,816.71	\$ 384,487.85				
PPEL	36	\$ 459,321.82	\$ 968,626.17	\$ 960,532.47	\$ 467,415.52				
Debt Service	40	\$ 28,354.28	\$ 923,719.53	\$ 933,476.77	\$ 18,597.04				
					<b>\$ 870,500.41</b>			\$ 870,500.41	XX900
Debt Service	40	\$ -	\$ 1,142,066.25	\$ 1,142,066.25	\$ -	\$ -	\$ -	\$ -	UMB
Nutrition	61	\$ 288,880.62	\$ 1,051,379.93	\$ 1,162,320.58	\$ 177,939.97	\$ -	\$ -	\$ 177,939.97	XX603

## CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL January 2025

Fund Description	Beginning	Revenues	Expenditures	FY25 Ending	FY24 End Balance	Difference
GENERAL (10)	\$1,870,883.67	\$522,224.49	\$605,501.82	\$1,787,606.34	\$1,621,916.39	\$165,689.95
ACTIVITY (21)	\$106,498.46	\$10,917.89	\$23,706.91	\$93,709.44	\$112,432.24	(\$18,722.80)
MANAGEMENT (22)	\$97,052.95	\$6,045.43	\$14,327.00	\$88,771.38	\$129,501.15	(\$40,729.77)
SAVE (33)	\$2,814,164.14	\$237,414.99	\$0.00	\$3,051,579.13	\$2,677,778.62	\$373,800.51
PPEL (36)	\$459,283.04	\$9,163.32	\$1,030.84	\$467,415.52	\$584,434.56	(\$117,019.04)
DEBT SERVICE (40)	\$17,637.50	\$965.06	\$5.52	\$18,597.04	\$247,309.98	(\$228,712.94)
NUTRITION (61)	\$171,780.06	\$53,575.27	\$47,415.36	\$177,939.97	\$237,624.13	(\$59,684.16)
FSA FUND (72)	\$9,289.38	\$2,329.95	\$3,384.68	\$8,234.65	\$8,315.24	(\$80.59)
TOTAL				\$5,693,853.47	\$5,619,312.31	\$74,541.16



**Certified Budget compared to Actual Revenues/Expenditures - All Funds**

		FY25 Certified		
		Budget	as of 01/31/25	over / (under) budget
Taxes Levied on Property	1	\$ 3,409,879.00	\$ 2,016,352.93	
Utility Replacement Excise Tax	2	\$ 43,479.00	\$ 21,482.54	
Income Surtaxes	3	\$ 212,109.00	\$ 212,108.70	
Tuition\Transportation Received	4	\$ 720,000.00	\$ 35,047.52	
Earnings on Investments	5	\$ 136,000.00	\$ 137,190.38	
Nutrition Program Sales	6	\$ 192,000.00	\$ 97,106.65	
Student Activities and Sales	7	\$ 113,000.00	\$ 50,099.33	
Other Revenues from Local Sources	8	\$ 135,000.00	\$ 98,312.69	
Revenue from Intermediary Sources	9	\$ -	\$ -	
State Foundation Aid	10	\$ 4,314,924.00	\$ 2,168,532.50	
Instructional Support State Aid	11	\$ -	\$ -	
Other State Sources	12	\$ 872,700.00	\$ 417,803.08	
Two Tier Assessment Limitation Repl	13	\$ 41,697.00	\$ -	
Title I Grants	14	\$ 70,000.00	\$ -	
IDEA and Other Federal Sources	15	\$ 470,000.00	\$ 298,529.66	
Total Revenues	16	\$ 10,730,788.00	\$ 5,552,565.98	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ 560,313.00	\$ 217,312.50	
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 2,210.00	
Special Items/Upward Adjustments	20	\$ -	\$ -	
Total Revenues & Other Sources	21	\$ 11,291,101.00	\$ 5,772,088.48	\$ (5,519,012.52)
Beginning Fund Balance	22	\$ 4,813,192.36	\$ 4,813,192.36	
<b>Total Resources</b>	23	\$ 16,104,293.36	\$ 10,585,280.84	
<b>*Instruction</b>	24	\$ 5,890,300.00	\$ 2,275,876.52	\$ (3,614,423.48)
Student Support Services	25	\$ 300,000.00	\$ 119,318.00	
Instructional Staff Support Services	26	\$ 659,700.00	\$ 254,210.78	
General Administration	27	\$ 351,500.00	\$ 194,746.94	
School/Building Administration	28	\$ 450,000.00	\$ 218,437.58	
Business & Central Administration	29	\$ 145,000.00	\$ 81,580.82	
Plant Operation and Maintenance	30	\$ 900,000.00	\$ 680,021.76	
Student Transportation	31	\$ 652,500.00	\$ 216,606.10	
This row is intentionally left blank	32	\$ -		
<b>*Total Support Services (lines 25-32)</b>	32A	\$ 3,458,700.00	\$ 1,764,921.98	\$ (1,693,778.02)
<b>*NonInstructional Programs</b>	33	\$ 425,000.00	\$ 236,320.49	\$ (188,679.51)
Facilities Acquisition and Construction	34	\$ 1,428,000.00	\$ 915.75	
Debt Service	35	\$ 633,638.00	\$ 275,475.00	
AEA Support - Direct to AEA	36	\$ 234,259.00	\$ 117,129.50	
<b>*Total Other Expenditures (lines 34-36)</b>	36A	\$ 2,295,897.00	\$ 393,520.25	\$ (1,902,376.75)
Total Expenditures	37	\$ 12,069,897.00	\$ 4,670,639.24	
Transfers Out	38	\$ 560,313.00	\$ 217,312.50	
Other Uses	39	\$ -	\$ -	
Total Expenditures & Other Uses	40	\$ 12,630,210.00	\$ 4,887,951.74	\$ (7,742,258.26)
Ending Fund Balance	41	\$ 3,474,083.36	\$ 5,697,329.10	
<b>Total Requirements</b>	42	\$ 16,104,293.36	\$ 10,585,280.84	

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 as of 1/31/2025		over / (under) budget
Taxes Levied on Property	1	\$ 2,597,103	\$ 1,535,737	
Utility Replacement Excise Tax	2	\$ 33,116	\$ 16,362	
Income Surtaxes	3	\$ 212,109	\$ 212,109	
Tuition\Transportation Received	4	\$ 720,000	\$ 35,048	
Earnings on Investments	5	\$ 50,000	\$ 41,315	
Nutrition Program Sales	6		\$ -	
Student Activities and Sales	7	\$ 1,000	\$ 1,164	
Other Revenues from Local Sources	8	\$ 100,000	\$ 37,720	
Revenue from Intermediary Sources	9		\$ -	
State Foundation Aid	10	\$ 4,314,924	\$ 2,168,533	
Instructional Support State Aid	11	\$ -	\$ -	
Other State Sources	12	\$ 170,000	\$ 56,850	
Two Tier Assessment Limitation Repl	13	\$ 31,758		
Title 1 Grants	14	\$ 70,000	\$ -	
IDEA and Other Federal Sources	15	\$ 300,000	\$ 75,807	
<b>Total Revenues</b>	<b>16</b>	<b>\$ 8,600,010</b>	<b>\$ 4,180,644</b>	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ -	\$ -	
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 60	
Special Items/Upward Adjustments	20	\$ -	\$ -	
<b>Total Revenues &amp; Other Sources</b>	<b>21</b>	<b>\$ 8,600,010</b>	<b>\$ 4,180,704</b>	\$ (4,419,306)
Beginning Fund Balance	22	\$ 980,469	\$ 980,469	
<b>Total Resources</b>	<b>23</b>	<b>\$ 9,580,479</b>	<b>\$ 5,161,173</b>	
<b>Instruction</b>	<b>24</b>	<b>\$ 5,500,000</b>	<b>\$ 2,065,594</b>	\$ (3,434,406)
Student Support Services	25	\$ 300,000	\$ 118,730	
Instructional Staff Support Services	26	\$ 625,000	\$ 219,151	
General Administration	27	\$ 324,000	\$ 85,099	
School/Building Administration	28	\$ 450,000	\$ 210,288	
Business & Central Administration	29	\$ 145,000	\$ 81,581	
Plant Operation and Maintenance	30	\$ 670,000	\$ 300,768	
Student Transportation	31	\$ 430,000	\$ 189,436	
This row is intentionally left blank	32			
<b>Total Support Services (lines 25-32)</b>	<b>32A</b>	<b>\$ 2,944,000</b>	<b>\$ 1,205,053</b>	\$ (1,738,947)
<b>Noninstructional Programs</b>	<b>33</b>	<b>\$ -</b>	<b>\$ -</b>	\$ -
Facilities Acquisition and Construction	34	\$ -	\$ -	
Debt Service	35	\$ -	\$ -	
AEA Support - Direct to AEA	36	\$ 234,259	\$ 117,130	
<b>Total Other Expenditures (lines 34-36)</b>	<b>36A</b>	<b>\$ 234,259</b>	<b>\$ 117,130</b>	\$ (117,130)
<b>Total Expenditures</b>	<b>37</b>	<b>\$ 8,678,259</b>	<b>\$ 3,387,776</b>	
Transfers Out	38	\$ 7,000	\$ -	
Other Uses	39			
<b>Total Expenditures &amp; Other Uses</b>	<b>40</b>	<b>\$ 8,685,259</b>	<b>\$ 3,387,776</b>	\$ (5,297,483)
Ending Fund Balance	41	\$ 895,220	\$ 1,773,397	
<b>Total Requirements</b>	<b>42</b>	<b>\$ 9,580,479</b>	<b>\$ 5,161,173</b>	

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 0000 729 000	Fund Balance	0.00	0.00	0.00	0.00
21 6111 729 910	DRAMA	14,666.33	36.00	0.00	14,630.33
21 6120 729 910	SPEECH	219.85	29.00	0.00	190.85
21 6210 729 910	MUSIC CLUB	281.66	0.00	0.00	281.66
21 6220 729 910	PEP BAND	2,625.13	0.00	0.00	2,625.13
21 6221 729 910	MUSIC TRIP	3,014.15	0.00	0.00	3,014.15
21 6600 729 920	ATHLETICS	17,719.27	8,749.21	6,273.20	15,243.26
21 6645 729 920	CROSS COUNTRY	46.50	0.00	0.00	46.50
21 6693 729 920	CHEERLEADING	2,405.31	0.00	0.00	2,405.31
21 6694 729 920	DANCE TEAM	3,832.57	3,332.16	0.00	500.41
21 6710 729 920	BOYS' BASKETBALL	1,132.12	900.00	400.00	632.12
21 6720 729 920	FOOTBALL	2,059.63	0.00	0.00	2,059.63
21 6730 729 920	BASEBALL	1,464.73	0.00	0.00	1,464.73
21 6740 729 920	BOYS' TRACK	9.87	0.00	0.00	9.87
21 6760 729 920	BOYS' GOLF	2,987.22	0.00	0.00	2,987.22
21 6790 729 920	WRESTLING	254.82	0.00	0.00	254.82
21 6810 729 920	GIRLS BASKETBALL	187.29	0.00	0.00	187.29
21 6815 729 920	VOLLEYBALL	597.00	0.00	0.00	597.00
21 6835 729 920	SOFTBALL	0.00	0.00	0.00	0.00
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	4,914.50	0.00	25.00	4,939.50
21 7011 729 950	HS STUDENT COUNCIL	1,295.53	0.00	1,774.37	3,069.90
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	69.22	0.00	0.00	69.22
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 7023 729 950	FCCLA	461.00	569.91	237.00	128.09
21 7026 729 950	FFA	24,827.44	9,540.63	559.00	15,845.81
21 7027 729 950	ART CLUB	0.00	0.00	0.00	0.00
21 7040 729 950	MS STUDENT COUNCIL	375.59	25.00	0.00	350.59
21 7049 729 950	PBIS	127.12	0.00	0.00	127.12
21 7051 729 950	CAMP WAPSIE	26.13	0.00	0.00	26.13
21 7080 729 950	CLASS OF 2025	2,494.46	0.00	0.00	2,494.46
21 7081 729 950	CLASS OF 2026	2,134.15	0.00	690.54	2,824.69
21 7082 729 950	CLASS OF 2027	680.43	0.00	0.00	680.43
21 7083 729 950	CLASS of 2028	583.76	0.00	0.00	583.76
21 8000 729 910	ANNUAL	6,501.82	0.00	70.00	6,571.82
21 8001 729 910	BUCCANEER CLUB	76.47	0.00	0.00	76.47
21 8004 729 910	INTEREST	2,505.05	0.00	363.78	2,868.83
Fund Total: 21		106,498.46	23,181.91	10,392.89	93,709.44

**RECEIPTS**

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$1,789.80	\$8,309.35	\$10,099.15
Student Lunch	\$11,803.90	\$51,121.80	\$62,925.70
Adult Breakfast	\$30.40	\$147.20	\$177.60
Adult Lunch	\$582.00	\$2,643.25	\$3,225.25
Alacarte	\$6,893.50	\$26,787.65	\$33,681.15
Snacks	\$826.00	\$7,271.40	\$8,097.40
Federal Breakfast	\$1,886.43	\$9,440.31	\$11,326.74
Federal Lunch	\$11,692.48	\$49,703.38	\$61,395.86
State Breakfast	\$0.00	\$303.77	\$303.77
State Lunch	\$0.00	\$84.47	\$84.47
Supply Chain Assistance Funds	\$0.00	\$0.00	\$0.00
Other Revenues/conv fee	\$294.00	\$2,201.00	\$2,495.00
Rebate/donations	\$0.00	\$4,225.00	\$4,225.00
Interest	\$622.42	\$4,555.25	\$5,177.67
<b>TOTAL INCOME</b>	<b>\$36,420.93</b>	<b>\$166,793.83</b>	<b>\$182,115.16</b>



**EXPENDITURES**

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$12,508.63	\$94,468.02	\$106,976.65
Supplies	\$376.43	\$3,646.28	\$4,022.71
Student Meal Debt	\$0.00	\$3,302.02	\$3,302.02
Purchased Services/NetNet	\$221.62	\$1,581.31	\$1,802.93
Equipment	\$0.00	\$7,391.47	\$7,391.47
Travel/Trainings	\$0.00	\$0.00	\$160.00
Other Purchased Services	\$0.00	\$0.00	\$0.00
Salaries	\$12,486.65	\$59,136.26	\$71,622.91
Benefits	\$4,667.69	\$24,740.66	\$29,408.35
<b>TOTAL EXPENDITURES</b>	<b>\$30,261.02</b>	<b>\$194,266.02</b>	<b>\$224,687.04</b>

DAYS MEALS SERVED	
July	0
August	6
September	20
October	21
November	18
December	15
January	19
February	0
March	0
April	0
May	0
June	0
<b>TOTALS</b>	<b>99</b>

**BALANCE**

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$191,194.54	\$191,194.54
Income	\$36,420.93	\$166,793.83	\$203,214.76
Expenditures	\$30,261.02	\$194,266.02	\$224,527.04
<b>FUND BALANCE</b>	<b>\$6,159.91</b>	<b>\$163,722.35</b>	<b>\$169,882.26</b>

**MEALS SERVED**

	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	1,002	4,641	5,643
Reduced Student Breakfasts	121	707	828
Free Student Breakfasts	779	3,398	4,177
Second Breakfasts	7	4	11
Adult Breakfasts	19	92	111
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
<b>TOTAL BREAKFASTS SERVED</b>	<b>1,928</b>	<b>8,842</b>	<b>10,770</b>
Paid Student Lunches	4,742	20,546	25,288
Reduced Student Lunches	640	2,713	3,353
Free Student Lunches	2,084	8,792	10,876
Second Lunches	0	4	4
Adult Lunches	120	552	672
Student Guest Lunches	0	0	0
Complimentary Lunches	0	0	0
<b>TOTAL LUNCHES SERVED</b>	<b>7,586</b>	<b>32,607</b>	<b>40,193</b>



**LUNCH STATUS**

FREE	REDUCED	PAID	TOTAL
150	52	368	570



# **FACILITY USE GUIDELINES**

## **EAST BUCHANAN COMMUNITY SCHOOL DISTRICT**

### **Guidelines**

The East Buchanan Community School District facilities and buildings are owned, maintained and supported by the public. The Board of Education actively seeks to respond to the educational, recreational and cultural needs of its total community through the total resources of the community schools. However, all school facilities have been primarily erected and maintained for the use of the students of East Buchanan Schools and shall not be used for another purpose that will conflict with that use.

This document outlines policies and guidelines for community use of school facilities in the East Buchanan Community School District (hereafter referred to as the District). The guidelines have been reviewed by the Board of Education (hereafter referred to as the Board) and Superintendent of Schools (hereafter referred to as the Superintendent) and approved by the Board.

Any activity connected with the approved school programs will take precedence over any request for use of the facilities for any other purpose.

It is understood that the District will make its facilities available for use by certain local, state, civic or service organizations when the use does not conflict with the school program. Such use shall be for community purposes or the promotion of community activities and shall be of educational, recreational or cultural value to the community.

East Buchanan Community School District facilities are not intended to be a location for profit making enterprises.

Approval of a request does not imply the endorsement or sponsorship by the Administration, the Board or East Buchanan Community School District.

Organizations interested in using school facilities should make such requests through The Activities Office. The Activities Office, with the help of the Administration, will determine the availability and appropriate usage of the facilities. Completion of a Facility Request Form is required.

It is the responsibility of those requesting usage of school facilities to know the contents of these Facility Use Guidelines and be aware of all guidelines for usage as well as specific guidelines set forth by the Board and Administration.

The District reserves the right to cancel or postpone any activity due to conflict, disregard of policies or other uncontrollable circumstances. If approval has been given to a group to use facilities and it is later determined that the facilities are not available, notice of cancellation shall be given to the applicant as soon as possible with reasons for the cancellation. District administrators, the designated building supervisor or the custodian on duty have the right to terminate any activity at any time if, in his/her judgment, there are violations of Board policies and rules, or federal, state or municipal laws, or if the activity is deemed to be hazardous to people, buildings, or equipment.

All District facilities will be closed and not available for use on legal holidays and to allow for cleaning/restoration in the summer.

The District requires at least two weeks prior notice on extra-ordinary facilities use requests and reserves the right to cancel or postpone any activity, including school and school related activities, due to conflict, disregard of policies, or other uncontrollable circumstances. Regular Requests for facility usage will not be processed if not received at least 48 hours prior to date requested. Weekend usage requests must be received no later than twelve o'clock noon on the preceding Thursday. Usage requests received more than 6 weeks in advance of usage will not be acted upon.

The requester is responsible for notifying the Activities Office when his/her group wants to change or cancel a confirmed request or the group is not using the facility at the scheduled time. Cancellation requests are due to the Activities Office no later than twenty-four hours prior to the scheduled time of use. Failure to make the proper notification will result in a forfeiture of all fees paid in advance, and may result in loss of use privileges.

Overnight stays are not permitted by the District.

If school is canceled for the day, all community use of the buildings is canceled.

If home evening activities are canceled, all community use of the buildings will be canceled.

Food and beverages are permitted in designated areas only.

Use of tobacco, alcohol, or illegal drugs is prohibited on any school property

Non-marking gym shoes are required for participants in all sports and games. Group members not wearing proper shoes may be charged for the professional cleaning or refinishing of the gym floor.

No slam-dunking or hanging on rims.

No bouncing balls in halls, off walls or on ceilings.

Indoor balls ONLY: indoor soccer balls, mush balls, tennis balls, waffle balls, basketballs, volleyballs.

No baseballs or softballs.

No roller Blades.

No batting practice.

No Pitching Machines.

No leaning into volleyball nets. This loosens standards and damages equipment. More importantly, loose standards could fall and cause personal injury.

No climbing or playing on bleachers.

No pulling of bleachers. Facility Supervisors will be responsible for pulling bleachers out for use if previously approved by the Activities Office.

No tape or markers on floor or walls.

No propping open doors or windows.

No pushing/pulling chairs, tables, or other equipment across the floors.

No spitting or foul language allowed.

Children are not allowed to roam or play in the halls while their parents are participating in activities in the gym.

Children are to be supervised by adults at all times during gym usage.

No motorized vehicles may be used on school property

The use of the football stadium, softball fields, baseball fields and running track will require the regular facility form to be completed.

The East Buchanan Community School District Superintendent shall have sole discretion to determine if any reserved outdoor facility is unusable. It shall be the responsibility of the Activities Director, or his designee, to notify the appropriate parties if weather has rendered the outdoor spaces unusable.

### **Classification of Potential Users**

Groups using the facilities will be classified as A, B, or C, with Class A having the highest priority for use when scheduling facilities. District Administration will determine the classification of each group requesting use of a facility.

### **CLASS A**

#### **SCHOOL DISTRICT AND DISTRICT-RELATED ORGANIZATIONS:**

Regular classroom activities

School-sponsored activities for students (e.g., clubs, athletics)

School-sponsored activities for parents (e.g. plays, open houses)

School and district-sponsored activities for District staff (e.g. Training Sessions, Wellness)

Facility Use Fee:

- No fees for custodians or building usage
- No fees for administrative supervision
- No fees for necessary staffing to sell tickets, run clocks, etc.

#### **PUBLIC AGENCIES AND DISTRICT CO-SPONSORED ACTIVITIES:**

Youth organizations: meetings involving District residents belonging to nonprofit, chartered youth groups or organizations sponsoring youth activities during the regular program season or year. Such groups would include the following:

East Buchanan Sport Camps

Boys and Girls Club

Softball/Baseball Little League

Booster Clubs

PTO

A charge for specialty rooms may be assessed

Facility Use Fee:

- Events / tournaments will be charged \$30 / hour for post-custodial cleaning for the event.

### **CLASS B**

#### **Nonprofit/Private Interest Groups:**

Activities not conducted for profit by business concerns located within the boundaries of and paying property taxes to the East Buchanan Community School District.

Groups who charge fees for their own purposes or for profit may be charged at Class C rates. For purposes of determining nonprofit organizations, a tax-exempt identification number and/or an annual organizational or event budget may be requested.

Adult groups whose members reside in the District for regularly scheduled meetings or recreation (e.g. basketball groups, volleyball groups, community singing groups)

Local non-profit organizations conducting profit-making activities for charitable purposes

If the activity does not meet the criteria, it will be placed in Class C.

#### Facility Use Fee:

- Events / tournaments will be charged \$30 / hour for post-custodial cleaning for the event.
- Building rental fee as outlined in the Hourly Fee Structure
- Users will be required to file a non-profit exempt documentation to the district.

### **CLASS C**

#### **Out-of-District Private Interest Groups and Organizations:**

Out of District adult or youth groups with less than 75% East Buchanan Community School District residents as participants. (Rosters may be required and must be submitted prior to the first usage)

Businesses located outside the East Buchanan Community School District

Businesses, private interest groups, individuals conducting activities for which a fee or admission is charged or items are sold.

Businesses holding non-gate fee events for which the participant directly or indirectly is charged a fee (e.g. rehearsals, ceremonies, performances)

#### Facility Use Fee:

- Events / tournaments will be charged \$30 / hour for post-custodial cleaning for the event.
- Building rental fee as outlined in the Hourly Fee Structure

## **COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT**

### **Special Events**

The District welcomes local, state and national groups hosting special events which enrich our community and provide a variety of lifelong learning opportunities for community members. In scheduling such events, we must ensure that the learning environment for students is preserved and the upkeep of the facilities is maintained. In that light, the following guidelines were developed.

#### **A. Guidelines for giving access to local, state, and national groups hosting special events in District facilities:**

1. People (adults and children) in our district are participating in the events, as well as being observers.
2. The group can provide references from previous hosts attesting to reasonable group behavior, lack of damage, and prompt payment of costs incurred.
3. Additional workload incurred for District staff (custodians, technicians, athletic personnel, etc.) is not so excessive that it conflicts with regular job responsibilities.
4. The facilities are able to sustain the additional usage
5. Summer usage does not prohibit cleaning and repair projects from being accomplished.
6. The nature of the event does not conflict with previously scheduled groups

#### **Guidelines for Establishing Fees:**

1. For-profit groups will pay Class C rates (out-of-district groups, or for-profit activities).
2. Groups are eligible for non-profit rate only if they provide proof of non-profit status and a tax exempt identification number. The Activities Office may request a copy of the group's annual budget and/or the budget for the event.
3. All groups must cover all personnel costs involved before, during, and after the event. This may include costs for building supervisors, custodians, technicians and food service workers. Overtime hours incurred by the facility use personnel if the event requires an excessive amount of time to coordinate will be paid by the requesting group.
4. A damage deposit will be required.

If groups are considered non-profit they are still required to pay personnel costs and they may be asked to cover direct costs of usage (e.g. electricity, water, air conditioning, heat)

## FEES

The Superintendent of Schools or a designated representative will prepare a schedule of fees for the rental of school facilities. This schedule shall be reviewed and approved at five year intervals and approved by the Board of Education.

All fees for facility rentals and usage must be paid in advance unless other arrangements have been made. Upon payment, the requester will be issued a receipt of payment which will serve as approval to use the facility. When necessary, additional fees may include such things as cleaning fees, failure to cancel charges, replacement or repair for damage or theft or other pertinent administrative costs.

In the case of damage caused by a group, a deposit will be required after the first incident of damage. Administration shall determine the amount of the deposit, or to revoke the renter's privilege. Note: On occasion, a fee may be waived or reduced depending upon use and organization. This waiver will be made at the sole discretion of the Superintendent or Board.

Any person found willfully damaging or defacing property belonging to the school district shall be held responsible for the replacement or repair of such property and all costs shall be the obligation of the offender.

It is possible that criminal charges may be filed against the offender. If the individual offender is not known, the group/requester is liable for damage costs. If the group refuses to make payment, the group will not be allowed to use District facilities again. If damage or theft is not reported by the group, an administrative fee will be charged to the group for the labor involved in tracking the responsible group. This charge is in addition to the cost for replacement/repair and any labor costs incurred. A damage deposit may be required if the group has the potential to incur excessive wear and/or cause excessive damage to the facility.

### Hourly Fee Structure

<u>Facility</u>	<u>Class A</u>	<u>Class B</u>	<u>Class C</u>
Gymnasium	NC	\$35	\$50
Auditorium/Commons	NC	\$25	\$35
Classroom	NC	\$15	\$30
Kitchen	NC	\$35	\$50
Computer Lab	NC	\$50	\$100
Football Stadium	NC	\$50	\$100
Baseball Field	NC	\$25	\$50
Softball Field	NC	\$25	\$50
Custodian	NC	\$30/hr	\$30/hr
Utilities:	To be determined by Superintendent or Board based upon current rates and usage		
Security Deposit:	To be determined by Superintendent or Board based upon previous experience		





## ORGANIZATION OF THE BOARD OF DIRECTORS

The East Buchanan Community School District board is authorized by and derives its organization from Iowa law. The board will consist of 5 board members. Board members are elected two (2) at-large and three (3) by director district.

The board is organized for the purpose of setting policy and providing general direction for the school district. The board will hold its organizational meeting at or before the first regular meeting following the canvass of votes. The retiring board will transfer materials, including the board policy manual, and responsibility to the new board.

The organizational meeting allows the outgoing board to approve minutes of its previous meetings, complete unfinished business and review the school election results. The retiring board will adjourn and the new board will then begin. The board secretary will administer the oath of office to the newly-elected board members. The board secretary will preside while the new board elects the president and vice-president of the new board.

Legal Reference: Iowa Code §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8, .33.  
281 I.A.C. 12.3(2).

Cross Reference: 202 Board of Directors Members  
206.1 President  
206.2 Vice-President  
210 Board of Directors' Meetings

Approved: April 14, 2004  
Reviewed: February 10, 2010; May 11, 2015; February 9, 2022  
Revised: January 8, 2020



## ORGANIZATIONAL MEETING PROCEDURES

The board will hold its organizational meeting in odd-numbered years at or before the first regular meeting following the canvass of votes. Notice of the meeting's place and time will be given by the board secretary to each member, member-elect and the public.

The purpose of the meeting is to transfer material and responsibility from the outgoing board to the new board. At the meeting, the board will elect a president and a vice president who will hold office for one year. Once elected, the president and vice president will be entitled to vote on all matters before the board.

### Meeting Procedure

The organizational meeting of the board will be held in two parts: the final meeting of the outgoing board and the organizational meeting of the new board.

#### 1. Final Meeting of the Retiring Board

- (1) Call to order.
- (2) Roll call.
- (3) Approval of minutes of previous meeting(s).
- (4) Visitors.
- (5) Unfinished business.
  - (a) Current claims and accounts (for the retiring board to authorize).
- (6) Examine and settle the books for the previous year.
- (7) Review of election results. The board secretary will present the county auditor's official report on the latest elections. Official results are recorded in the minutes.
- (8) Adjournment of the retiring board.

#### 2. Organizational Meeting of the New Board

- (1) Board Secretary, as president pro-tem, will preside over the meeting until a new board president is elected.
- (2) Call to order.
- (3) Roll call.
- (4) Oath of office. The board secretary will administer the oath to new members.
- (5) Election of a president of the board. The president pro-tem calls for nominations; nominations need not be seconded. The board will then vote on the nominations. The secretary will announce the result of the vote, and the Board Secretary will administer the oath of office to the newly elected president and the newly elected president will assume the chair.
- (6) Election of the vice-president. The president of the board will call for nominations; the nominations need not be seconded. The board will then vote on the nominations. The president will announce the results and administer the oath of office to the vice-president.

Other items of business at the organizational meeting may include:

- (7) Board resolution of appreciation recognizing the public service rendered by retiring board members.
- (8) Determination of dates, times, and places for regular meetings of the board.
- (9) Board resolution to define the operating rules and practices that will be followed by the new board.
- (10) Board resolution to authorize the interim payment of bills pursuant to policy 705.3.
- (11) Visitors.
- (12) Superintendent's report.
- (13) Adjournment.



## POWERS OF THE BOARD OF DIRECTORS

The board, acting on behalf of the school district, will have jurisdiction over school matters within the territory of the school district.

The board is empowered to make policy for its own governance, for employees, for students and for school district facilities. The board is also empowered to enforce its policies. The board may, through its quasi-judicial power, conduct hearings and rule on issues and disputes confronting the school district.

The board has these powers and all other powers expressly granted to it in federal and state law as well as the powers that can be reasonably implied from the express powers.

Legal Reference:        Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).  
Iowa Code §§ 28E; 274.1-.2; 279.8 (2013).  
281 I.A.C. 12.1(2).  
1990 Op. Att'y Gen. 66.

Cross Reference:        209     Board of Directors' Management Procedures

Approved: April 14, 2004  
Reviewed: May 11, 2015; January 8, 2020



## RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The board is authorized to govern the school district which it oversees. As the governing board of the school district, the board has three duties to perform: legislative duty, executive duty and evaluative duty.

As a representative of the citizens of the school district community, the board is responsible for legislating policy for the school district. As a policy making body, the board has jurisdiction to enact policy with the force and effect of law for the management and operation of the school district.

It is the responsibility of the board, under the board's executive duty, to select its chief executive officer, the superintendent, to operate the school district on the board's behalf. The board delegates to the superintendent its authority to carry out board policy, to formulate and carry out rules and regulations and to handle the administrative details in a manner which supports and is consistent with board policy.

The board has a responsibility to review the education program's performance under its evaluative duty. The board regularly reviews the education program and ancillary services. The review includes a careful study and examination of the facts, conditions and circumstances surrounding the amount of funds received or expended and the education program's ability to achieve the board's educational philosophy and goals for the school district.

The board fulfills its quasi-judicial duties in serving as a neutral arbiter for hearings related to student suspension or expulsion proceedings and certain employment termination hearings and appeals. This important power was granted by the Iowa legislature and cannot be delegated. To preserve the board's neutrality to hear and decide upon these matters, the board does not investigate or become involved in student disciplinary matters or employment matters that may come before it and would require the board to serve in its quasi-judicial role.

Legal Reference: Iowa Code §§ 274.1; 279.1, .8, .20; 280.12 (2013).  
281 I.A.C. 12.3(2).

Cross Reference: 101 Educational Philosophy of the School District  
103 Long-Range Needs Assessment  
209 Board of Directors' Management Procedures  
600 Goals and Objectives of the Education Program

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Revised \_\_\_\_\_



## ORGANIZATIONAL MEETING PROCEDURES

The board will hold its organizational meeting in odd-numbered years at the first regular meeting following the canvass of votes. Notice of the meeting's place and time will be given by the board secretary to each member, member-elect and the public.

The purpose of the meeting is to transfer material and responsibility from the outgoing board to the new board. At the meeting, the board will elect a president and a vice president who will hold office for one year. Once elected, the president and vice president will be entitled to vote on all matters before the board.

### Meeting Procedure

The organizational meeting of the board will be held in two parts: the final meeting of the outgoing board and the organizational meeting of the new board.

#### 1. Final Meeting of the Retiring Board

- (1) Call to order.
- (2) Roll call.
- (3) Approval of minutes of previous meeting(s).
- (4) Visitors.
- (5) Unfinished business.
  - (a) Current claims and accounts (for the retiring board to authorize).
- (6) Examine and settle the books for the previous year.
- (7) Review of election results. The board secretary will present the county auditor's official report on the latest elections. Official results are recorded in the minutes.
- (8) Adjournment of the retiring board.

#### 2. Organizational Meeting of the New Board

- (1) Board Secretary as president pro-tem, will preside over the meeting until a new board president is elected.
- (2) Call to order.
- (3) Roll call.
- (4) Oath of office. The board secretary will administer the oath to new members.
- (5) Election of a president of the board. The president pro-tem calls for nominations; nominations need not be seconded. The board will then vote on the nominations. The secretary will announce the result of the vote, and the Board Secretary will administer the oath of office to the newly elected president and the newly elected president will assume the chair.

Approved July 12, 2017

Reviewed July 12, 2017

Revised \_\_\_\_\_

## ORGANIZATIONAL MEETING PROCEDURES

- (6) Election of the vice-president. The president of the board will call for nominations; the nominations need not be seconded. The board will then vote on the nominations. The president will announce the results and administer the oath of office to the vice-president.

Other items of business at the organizational meeting may include:

- (7) Board resolution of appreciation recognizing the public service rendered by retiring board members.
- (8) Determination of dates, times, and places for regular meetings of the board.
- (9) Board resolution to define the operating rules and practices that will be followed by the new board.
- (10) Board resolution to authorize the interim payment of bills pursuant to policy 705.3.
- (11) Visitors.
- (12) Superintendent's report.
- (13) Adjournment.

***NOTE: Board members elected at a regular school election must take the oath of office at or before the organization meeting. Failure to do so results in a vacancy.***

***NOTE: The board president and vice president are each elected to a one year term at the organizational meeting in odd-numbered years and at the annual meeting in even-numbered years.***

Legal Reference: Iowa Code §§ 274.2; 275.23A; 277  
281 I.A.C 12.3.

Cross Reference: 202 Board of Directors Members  
206.1 President  
206.2 Vice-President





BOARD OF DIRECTORS' ELECTIONS

The school election takes place on the first Tuesday after the first Monday in November of odd-numbered years. Each school election is used to elect citizens to the board to maintain a 5 member board and to address questions that are submitted to the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with the board secretary, or the board secretary's designee in accordance with the timelines established by law.

If a vacancy occurs on the board it shall be filled in accordance with law and board policy.

It is the responsibility of the county commissioner of elections to conduct school elections.

Legal Reference: Iowa Code §§ 39; 47, 63, 69; 274.7; 277; 278.1, 279.7 (2013).

Cross Reference: 202 Board of Directors Members  
202.3 Term of Office  
202.4 Vacancies  
203 Board of Directors' Conflict of Interest

Approved April 14, 2004

Reviewed May 11, 2015

Revised March 14, 2018



## QUALIFICATIONS

Serving on the board of directors is an honor and privilege. Its rewards are respect from the community, students, and employees and the satisfaction from knowing each board member contributed to the success of the children in the school district community. Only those who are willing to put forth the effort to care and to make a difference should consider running for a position on the board.

Individuals who are willing to serve on the board should believe public education is important, support the democratic process, willingly devote time and energy to board work, respect educators and have the ability to examine the facts and make a decision. The board believes an individual considering a position on the school board should possess these characteristics.

Citizens wanting to run for a position on the board must be a citizen of the school district, an eligible elector of the district and free from a financial conflict of interest with the position.

Legal Reference: Iowa Code §§ 63; 68B; 277.4, .27; 279.7A (2013).

Cross Reference: 201 Board of Directors' Elections  
202.4 Vacancies  
203 Board of Directors' Conflict of Interest

Approved April 14, 2004

Reviewed May 11, 2015; February 12, 2020

Revised \_\_\_\_\_





## VACANCIES

A vacancy occurs as provided by law, which includes but is not limited to when a board member dies, resigns, or leaves office, or fails to reside in the school district or director district.

If a vacancy occurs prior to the expiration of a term of office, the vacancy will be filled by board appointment within 30 days of the vacancy. The board shall publish notice stating that the board intends to fill the vacancy by appointment, but the electors of the school district have the right to file a petition within 14 days of the publication of the notice requiring the vacancy be filled by a special election.

A person appointed to fill a vacancy shall hold office until a successor is elected and qualified at the next regular school election, unless there is an intervening special election for the school district, in which event a successor shall be elected at the intervening special election.

If the board is unable to fill a vacancy by appointment within 30 days after the vacancy occurs or if a valid petition is submitted, the board secretary will call a special election to be held no sooner than 60 days and not later than 70 days after the vacancy occurred. A board member elected at the special election will serve the remaining portion of the unexpired term.

Legal Reference: Iowa Code §§ 69; 277.29; 279  
Good v. Crouch, 397 N.W.2d 757 (Iowa 1986).  
Board of Directors of Grimes Independent School Dist. v. County Board of Public Instruction of Polk Co., 257 Iowa 106, 131 N.W.2d 802 (1965).  
Board of Directors of Menlo Consol. School Dist. v. Blakesburg, 240 Iowa 910, 36 N.W.2d 751 (1949).  
1944 Op. Att'y Gen. 39.

Cross Reference: 201 Board of Directors' Elections  
202 Board of Directors Members  
202.3 Term of Office

Approved: April 14, 2004  
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## BOARD OF DIRECTORS' CONFLICT OF INTEREST

Board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in law or policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for school textbooks or school supplies including sports apparel or equipment, in any transaction with a director, officer, or other staff member of the school district during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts for the purchase of goods or services which benefits a board member, or to compensation for part-time or temporary employment which benefits a board member, if the benefit to the board member does not exceed \$6,000 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily awarded by competitive bid.

It will also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist includes, but are not limited to, any of the following:

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district badge, uniform, business card or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of money or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member, during the performance of the board member's duties of office or employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment of or activity. If the activity or employment falls under (3), then the board member must:

## BOARD OF DIRECTORS' CONFLICT OF INTEREST

- Cease the outside employment or activity; or;
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, determining the facts or law in a contested case or rulemaking proceeding, conducting any inspection, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by Federal Child Nutrition funds, board members will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the board member, board member's immediate family, partner, or a non-school district employer of these individuals is a party to the contract.

It is the responsibility of each board member to be aware of and take the action necessary to eliminate a potential conflict of interest should it arise.

Legal Reference: 22 C.F.R. § 518.42.  
Iowa Code §§ 68B; 71.1; 277.27; 279.7A; 301.28.

Cross Reference: 201 Board of Directors' Elections  
202.1 Qualifications  
204 Code of Ethics  
216.3 Board of Directors' Member Compensation and Expenses  
217 Gifts to Board of Directors  
401.3 Nepotism

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Reviewed: May 11, 2015; March, 9, 2016  
Revised: February 12, 2020; August 10, 2022

## CODE OF ETHICS

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to their position.

Each board member shall follow the code of ethics stated in this policy.

### AS A SCHOOL BOARD MEMBER:

- 1.I will listen.
- 2.I will respect the opinion of others.
- 3.I will recognize the integrity of my predecessors and associates and the merit of their work.
- 4.I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
- 5.I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
- 6.I will vote for a closed session of the board if the situation requires it, but I will consider "star chamber" or "secret" sessions of board members unethical.
- 7.I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
- 8.I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
- 9.I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
- 10.I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
- 11.I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have decisions made for the best interests of the children and the education program.
- 12.I will insist that the members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
- 13.I will abide by majority decisions of the board.
- 14.I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.
- 15.I will not discuss the confidential business of the board in my home, on the street or in my office; the place for such discussion is the board meeting.
- 16.I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

### IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY

- 1.I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
- 2.I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the school district to the community.
- 3.I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
- 4.I will attempt to procure adequate financial support for the school district.

## CODE OF ETHICS

- 5.I will represent the entire school district rather than individual electors, patrons or groups.
- 6.I will not regard the school district facilities as my own private property but as the property of the people.

### IN MY RELATIONSHIP WITH SUPERINTENDENT AND EMPLOYEES

- 1.I will function, in meeting the legal responsibility that is mine, as a part of a legislative, evaluative, policy-forming body, not as an administrative officer.
- 2.I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not to run them myself.
- 3.I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
- 4.I will recognize the superintendent as executive officer of the board.
- 5.I will work through the administrative employees of the board, not over or around them.
- 6.I will expect the superintendent to keep the board adequately informed through oral and written reports.
- 7.I will vote to employ employees only after the recommendation of the superintendent has been received.
- 8.I will insist that contracts be equally binding on teachers and the board.
- 9.I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
- 10.I will give the superintendent friendly counsel and advice.
- 11.I will present any personal criticism of employees to the superintendent.
- 12.I will refer complaints to the proper administrative officer.

### TO COOPERATE WITH OTHER SCHOOL BOARDS

- 1.I will not employ a superintendent, principal or teacher who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
- 2.I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.
- 3.I will associate myself with board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Legal Reference: Iowa Code §§ 21.6(3)(d); 68B; 69; 277.28; 279.7A, 279.8, 301.28.

Cross Reference: 202 Board of Directors Members  
203 Board of Directors' Conflict of Interest

Approved May 12, 2004  
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BOARD MEMBER LIABILITY

Board members will not be held personally liable for actions taken or actions not taken in the performance of their duties and responsibilities vested in them by the laws of Iowa and the members of the school district community. In carrying out the duties and responsibilities of their office, board members will act in good faith.

The school district will defend, save harmless and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties, unless the act constitutes a willful or wanton act or omission. The school district, however, cannot save harmless or indemnify board members for punitive damages.

Legal Reference: Wood v. Strickland, 420 U.S. 308 (1975).

1985 (2012).

(2013).

42 U.S.C. §§ 1983,

Iowa Code ch. 670

Cross Reference: 709

Insurance Program

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