

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
AGENDA - Regular School Board Meeting
January 8, 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 November 13, 2024
 - b. Personnel Changes
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
7. **AGENDA**
 - a. Consider SBRC for MSA - Dropout Prevention and At-Risk
 - b. Consider Purchase of Check-In Station for Elementary
 - c. Buchanan County Conference Board
 - d. Facility Use Guideline Policies
 - 905.1 R1
 - e. 1st 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
 - f. Consider adding NHS Sponsor to extracurricular pay scale
 - g. Consider Jester Equipment Maintenance Insurance Program
8. **STUDENT QUESTIONS**
9. **#BUCPR1DE**
10. **ADJOURN**

**East Buchanan Community School District
Annual and Regular Board Meeting Minutes – December 11, 2024**

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

Election of President – The board secretary acted as president pro-tem. The board secretary took nominations for president. Sperflage was nominated. No other nominations were made. Motion to cease nominations by Steffens. Ballots were counted by the board secretary with Sperflage declared the president. The oath of office was administered by the board secretary.

Election of Vice-President - Sperflage took nominations for vice-president. Maas and Steffens were nominated. Ballots were counted and Maas was declared vice-president. The oath of office was administered by the president.

Appoint Board Secretary - Motion by Maas, second by Steffens to appoint Teresa Knipper as board secretary. The oath of office was administered by the president.

Appoint Board Treasurer - Motion by Steffens, second by Cooksley to appoint Marilyn Steinkamp as board treasurer. The board secretary will administer the oath.

Appoint Legal Counsel - Motion by Steffens, second by Maas to appoint Ahlers & Cooney as legal counsel.

Approve Official Depositories - Motion by Maas, second by Cooksley to approve the official depositories and maximum deposits as: Citizens State Bank (\$10 million), UMB (\$2 million), and ISJIT (\$10 million).

Name Official Publication - Motion by Steffens, second by Cooksley to approve Independence Bulletin Journal as official publication for the district.

Establish dates and times of school board meetings - Motion by Steffens, second by Cooksley to approve the second Wednesday of each month at 5:00 pm as the school board meeting date and time.

Approve Agenda – Motion by Maas, second by Steffens to approve the agenda as presented.

Approve Consent Agenda - Motion by Cooksley, second by Maas to approve the consent agenda. Items included on the Consent Agenda: minutes from the regular meeting on November 13, 2024; FY24 financial reports; expenditures listed; and current fiscal year financial reports.

Administrative Updates and Reports – Reck reported staff has been working as a team with Mellisa Schweitzer and Kris McMurrin working as custodians in the evening, staff and students helping with trash and staff filling in for the activity director on Tuesday evening. He also reported the music program was well attended, friends and family reading day was a success, and a snowflake social is planned the week before winter break. Dockstader reported that PLC is getting HS/MS teachers into groups to use Leader in Me and the pep band sounded great at the game the previous night. Kelchen explained the Teacher Accelerated Learning Grant being offered by the state and that the cell phone policy may be in legislative session.

Consider Purchase of Vape Detectors – Kelchen presented quotes for vape detectors. No action taken. Tabled for next meeting.

Consider Elementary Visitor Station – Kelchen presented a quote. No action taken. Tabled for next meeting.

Consider SBRC Application for MSA – Motion by Steffens, second by Maas to approve the SBRC application for MSA for open enrollment out of \$61,046 and EL instruction beyond 5 years of \$1,643. Motion carried with all ayes.

Consider Out of State Field Trip Request – A field trip request form was presented by the fine arts department to look at options for their out of state music trip. Board agreed that it is okay to look at options.

Health Insurance Discussion – Kelchen presented rates in the Iowa Star group as compared to current plan.

Denovo Work Session Discussion – Work session is scheduled for January 22, 2025 at 5:00 pm to meet with Denovo Construction.

Graduation Ceremony Time Discussion – Dunkerton and East Buchanan graduation ceremonies are scheduled at the same time. Board agreed to change the start time to 3:00 pm.

Student Questions - Students asked about new classroom furniture, use of events gym restrooms during the day, visitor check-in stations, and how the baseball team can get updates to the ball field.

BucPr1de – Students behaved well at the elementary concert.

Adjourn – Motion by Steffens, second by Cooksley to adjourn the meeting at 6:07 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.

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ACCELASER	ACCENT LASER SERVICE, INC.	Toner	884.70
			884.70
AGVAFS	AgVantage FS	GREENHOUSE LP	496.81
AGVAFS	AgVantage FS	GREENHOUSE LP	379.30
			876.11
ALLIUTIL	ALLIANT ENERGY	GAS/ELECTRIC	16,157.34
			16,157.34
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	130.70
			130.70
CHILJEFF	Childers, Jeff	SNOW REMOVAL	2,545.00
			2,545.00
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	60.31
			60.31
CITYWINT	CITY OF WINTHROP	WATER/SEWER	727.35
			727.35
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	30.20
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	522.32
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	108.20
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	539.30
			1,200.02
DHS	DHS CASHIER 1ST FL.	STATE MEDICAID MATCH	21,438.48
			21,438.48
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	TELEPHONE	2,663.29
			2,663.29
INDENAPA	Etten Enterprises LLC	PARTS	36.77
INDENAPA	Etten Enterprises LLC	PARTS	19.40
			56.17
HALFADAM	Halford, Adam	REIMBURSEMENT FOR SUPPLIES	17.99
			17.99
HAWKCOMM	HAWKEYE COMMUNITY COLLEGE	Fall Quarter Tuition	7,412.00
			7,412.00
IGN	IOWA COMMUNICATIONS NETWORK	IGN SERVICES	449.25
			449.25
JWPEPPER	J.W. PEPPER & SON, INC.	MUSIC SUPPLIES	27.99
JWPEPPER	J.W. PEPPER & SON, INC.	MUSIC SUPPLIES	30.00
			57.99
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	1,717.13
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	2,005.70
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	1,516.65

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	723.10
			5,962.58
MARC	MARC	BLDGS & GROUNDS SUPPLIES	684.00
			684.00
MENARDSWLO	MENARDS	TRANSPORTATION SUPPLIES	49.99
			49.99
MIDWBUSP	Midwest Bus Parts, Inc.	TRANSPORTATION PARTS	352.25
			352.25
MOOSEMECH	Moose Mechanical	B&G PURCHASED SERVICE	297.50
MOOSEMECH	Moose Mechanical	B&G PURCHASED SERVICE	2,159.50
			2,457.00
MSCIND	MSC INDUSTRIAL SUPPLY CO.	IND ARTS SUPPLIES	162.37
MSCIND	MSC INDUSTRIAL SUPPLY CO.	IND ARTS SUPPLIES	271.44
			433.81
NICKGROC	Nick's Grocery	FCS SUPPLIES	81.59
			81.59
HOGLBUSMN	North Central Intl LLC	BUS PARTS	127.54
			127.54
PERFLEAR	PERFECTION LEARNING CORP	TEXTBOOKS	678.87
			678.87
PRESTOX	PRESTO-X	KITCHEN-PEST SERVICE	76.03
			76.03
SCHOBUSS	SCHOOL BUS SALES CO	VAN/BUS REPAIR	46.80
			46.80
SCHOSPEC	SCHOOL SPECIALTY LLC	SUPPLIES	69.42
			69.42
STIEDANI	Stiefel, Daniel	DOT PHYSICAL	110.00
			110.00
TIMBILL	TIMBERLINE BILLING SERVICE LLC	MEDICAID PURCH SERVICE	2,213.83
			2,213.83
TNTREPA	TNT REPAIR & RECOVERY LLC	TIRES	3,076.24
			3,076.24
USCELL	US CELLULAR	DISTRICT CELL PHONE	273.64
			273.64
VALLWIDE	Valley Wide Towing and Recovery	TOW BUS	540.50
			540.50
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	34.23

List of Bills - School Board Mtg
Unposted: Batch Description List of Bills-January 2025: Fund Description GENERAL
FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			<u>34.23</u>
WHITCARE	White, Carey	DOT PHYSICAL	110.00
			<u>110.00</u>
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	79.69
			<u>79.69</u>
		Batch Total:	<u>72,134.71</u>
		Report Total:	<u>72,134.71</u>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
AMAZON	Amazon	HEALTH OFFICE SUPPLIES	157.42 1
AMAZON	Amazon	LMC BOOKS	275.34 1
AMAZON	Amazon	B&G SUPPLIES	74.16 1
AMAZON	Amazon	SUPPLIES	189.95 1
			696.87
AEDSUPER	Cardio Partners Inc	AED supplies	102.95 1
			102.95
VENTLEAR	Ventris Learning LLC	INSTRUCTIONAL MATERIALS	301.00 1
			301.00
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	52.86 1
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	18.96 1
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	52.44 1
			124.26
Batch Total:			1,225.08
Report Total:			1,225.08

List of Bills - School Board Mtg
Unposted; Batch Description List of Bills-January 2025; PPEL FUND

User ID: TMK

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
SADLPOWE	SADLER POWER TRAIN	EQUIPMENT	1,030.84
			1,030.84
Batch Total:			1,030.84
Report Total:			1,030.84

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
FOURSEAS	4 SEASONS FUND RAISING	Candy Sales	1,800.33
			<u>1,800.33</u>
CENTCOMM	CENTRAL COMMUNITY SCHOOL	Central Girls Wrestling Entry Fee	90.00
			<u>90.00</u>
CHASCARD	CHASE CARD SERVICES	Hotel Rooms for State Dance	3,332.16
CHASCARD	CHASE CARD SERVICES	supplies for cookie sale	149.59
CHASCARD	CHASE CARD SERVICES	Subscription for fruit sales	37.55
			<u>3,519.30</u>
COTTPHIL	COTTRELL, PHIL	HS BBall Official 12/10/2024	150.00
			<u>150.00</u>
DVORJOHN	DVORAK, JOHN	HS BBall Official 12/17/24	160.00
			<u>160.00</u>
EBCSD	EAST BUCHANAN CSD-General	Employee Officials	457.51
EBCSD	EAST BUCHANAN CSD-General	Christmas party treats	25.00
			<u>482.51</u>
EWELEDOC	EWELL EDUCATIONAL SERVICES	AET Subscription	390.00
			<u>390.00</u>
FCCLA	Family Career & Community Leaders of America	FCCLA Dues	359.00
			<u>359.00</u>
FROSRYAN	FROST, RYAN	HS Wrestling Official 12/21/24	250.00
			<u>250.00</u>
GRIFFRED	GRIFFITHS, FRED	HS BBall Official 12/17/24	150.00
			<u>150.00</u>
HEIDCHRI	HEIDELBAUER, CHRIS	HS BBall Official 12/17/24	150.00
			<u>150.00</u>
HEISDOUG	HEISLER, DOUG	HS BBall Official 12/10/2024	150.00
			<u>150.00</u>
HILMCURT	Hilmer, Curt	HS Wrestling Official 12/21/24	250.00
			<u>250.00</u>
HUDL	HUDL	Hudl Subscription Boys BBall	900.00
			<u>900.00</u>
IOWAFFA	IOWA FFA ASSOCIATION	IAT Registration FFA	121.00
			<u>121.00</u>
MINNTEX	MINNTEX CITRUS, INC.	Fruit Sales	7,191.75
			<u>7,191.75</u>
MONTSPOR	MONTICELLO SPORTS	Wrestling Stat Book	20.95
			<u>20.95</u>

List of Bills - School Board Mtg
Unposted: Batch Description January Activities 2025

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
PACKJIM	Packingham, Jim	HS BBall Official 12/10/2024	160.00
			<hr/>
RUSSTRYS	Russell, Trystin	HS BBall Official 12/10/2024	110.00
RUSSTRYS	Russell, Trystin	HS BBall Official 12/17/24	110.00
			<hr/>
			220.00
			<hr/>
WALMART	WALMART COMMUNITY BRC	FCCLA fundraiser hot cocoa bar	61.32
			<hr/>
			61.32
			<hr/>
			Batch Total: 16,576.16
			Report Total: 16,576.16

Vendor ID BIMBBAKE, MARTBROT

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
BIMBBAKE	BIMBO BAKERIES USA	Bread Products	449.75 <u>6</u>
			<u>449.75</u>
MARTBROT	MARTIN BROTHERS	Food Purchased	2,465.70 <u>6</u>
			<u>2,465.70</u>
		Report Total:	<u>2,915.45</u>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
BIMBBAKE	BIMBO BAKERIES USA	Food/Bread Products purchased	362.80
			<u>362.80</u>
MARTBROT	MARTIN BROTHERS	Food purchased	3,118.47
			<u>3,118.47</u>
NICKGROC	Nick's Grocery	Food Purchased	43.15
			<u>43.15</u>
PERFFOOD	PERFORMANCE FOODSERVICE	Food/Supplies Purchased	7,510.76
			<u>7,510.76</u>
PRAIFARM	PRAIRIE FARMS DAIRY, INC.	Milk Purchased	1,658.16
			<u>1,658.16</u>
WALMART	WALMART COMMUNITY BRC	Food Purchased	191.72
			<u>191.72</u>
		Batch Total:	<u>12,885.06</u>
		Report Total:	<u>12,885.06</u>

East Buchanan Community School District
Cash Summary Report

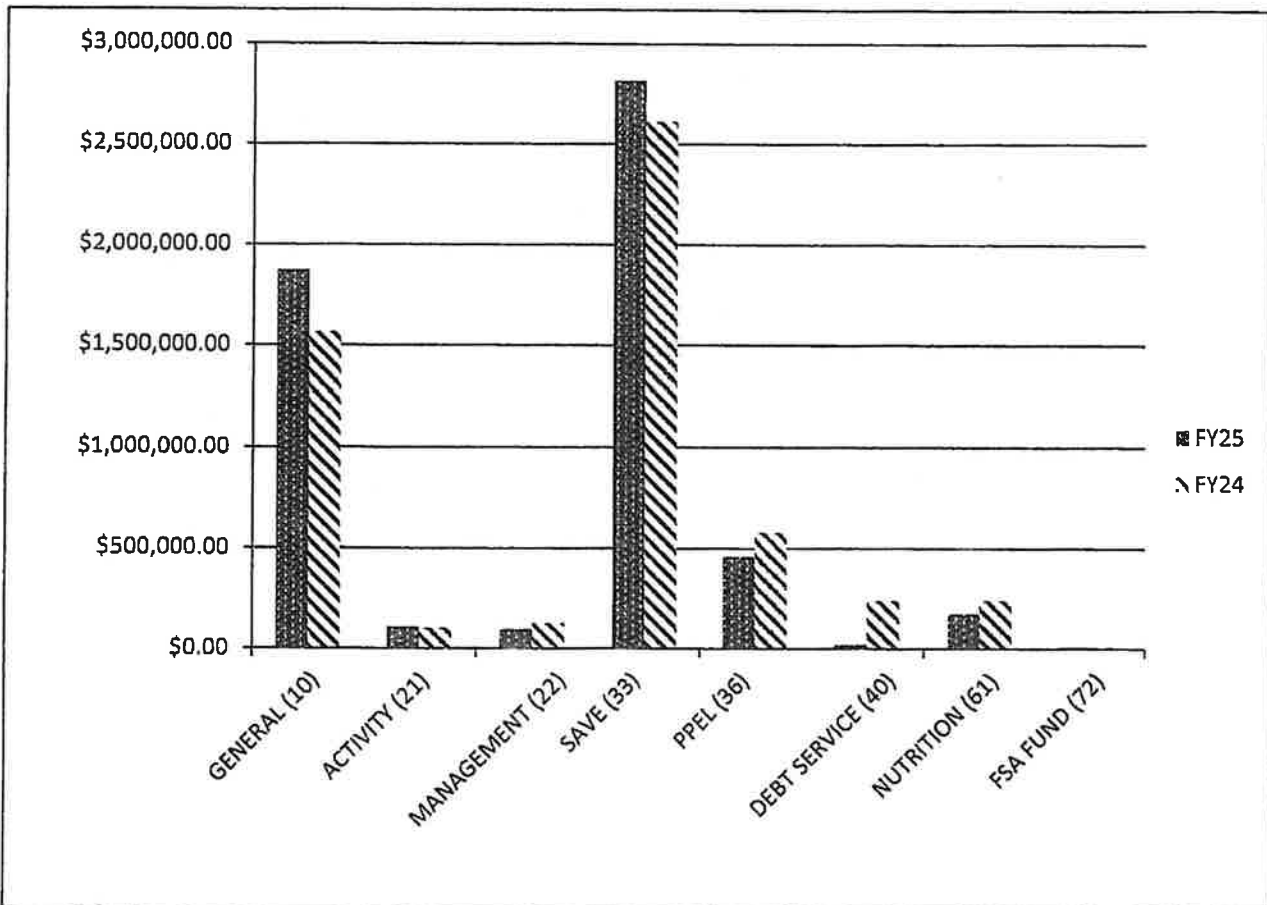
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
10-GENERAL FUND						
Beginning Balance	1,528,451.82	1,163,382.24	751,315.60	834,136.45	1,759,906.93	1,754,589.05
Revenue	471,644.57	147,381.10	636,363.99	1,576,136.61	610,614.40	843,579.64
Expenditures	836,714.15	559,447.74	553,543.14	650,366.13	615,932.28	727,285.02
Ending Balance	1,163,382.24	751,315.60	834,136.45	1,759,906.93	1,754,589.05	1,870,883.67
21-ACTIVITY FUND						
Beginning Balance	87,662.12	91,145.23	92,180.73	103,923.09	109,287.59	109,022.88
Revenue	9,059.13	6,913.14	24,641.12	19,158.24	14,907.78	15,454.09
Expenditures	5,576.02	5,877.64	12,898.76	13,793.74	15,172.49	17,978.51
Ending Balance	91,145.23	92,180.73	103,923.09	109,287.59	109,022.88	106,498.46
22-MANAGEMENT FUND						
Beginning Balance	262,581.63	26,426.30	25,838.89	51,392.23	76,837.27	92,033.49
Revenue	3,603.81	418.84	26,659.59	273,383.44	19,474.22	6,019.46
Expenditures	239,759.14	1,006.25	1,106.25	247,938.40	4,278.00	1,000.00
Ending Balance	26,426.30	25,838.89	51,392.23	76,837.27	92,033.49	97,052.95
33-SAVE						
Beginning Balance	2,809,867.27	2,679,488.94	2,756,068.15	2,739,416.44	2,703,265.80	2,762,501.09
Revenue	77,173.16	76,579.21	112,252.32	78,512.30	59,235.29	73,975.55
Expenditures	207,551.49	0.00	128,904.03	114,662.94	0.00	22,312.50
Ending Balance	2,679,488.94	2,756,068.15	2,739,416.44	2,703,265.80	2,762,501.09	2,814,164.14
36-PPEL						
Beginning Balance	314,010.84	267,109.43	245,696.66	265,088.02	445,396.14	465,308.78
Revenue	4,171.97	6,200.76	32,817.75	180,308.12	24,420.44	25,583.00
Expenditures	51,073.38	27,613.53	13,426.39	0.00	4,507.80	31,608.74
Ending Balance	267,109.43	245,696.66	265,088.02	445,396.14	465,308.78	459,283.04
40-DEBT SERVICE						
Beginning Balance	39,869.90	43,511.19	43,184.74	47,553.32	13,900.40	16,980.44
Revenue	210,821.29	173.55	4,368.58	23,709.58	60,442.54	35,449.56
Expenditures	207,180.00	500.00	0.00	57,362.50	57,362.50	34,792.50
Ending Balance	43,511.19	43,184.74	47,553.32	13,900.40	16,980.44	17,637.50
61-NUTRITION FUND						
Beginning Balance	191,194.54	185,377.66	206,597.70	193,866.90	191,481.56	183,875.31
Revenue	7,289.48	33,188.85	104,932.48	73,790.63	61,522.39	55,205.16
Expenditures	13,106.36	11,968.81	117,663.28	76,175.97	69,128.64	67,300.41
Ending Balance	185,377.66	206,597.70	193,866.90	191,481.56	183,875.31	171,780.06
less: Received on Acct	2,957.37	18,950.11	14,870.48	15,222.05	13,065.00	11,124.20
	182,420.29	187,647.59	178,996.42	176,259.51	170,810.31	160,655.86
72-FLEX SPENDING ACCT FUND						
Beginning Balance	7,653.24	4,335.85	5,341.29	6,251.77	6,656.65	7,311.88
Revenue (contributions)	2,086.99	2,059.99	2,259.99	2,329.99	2,329.99	3,259.67
Expenditures (claims)	5,404.38	1,054.55	1,349.51	1,925.11	1,674.76	1,282.17
Ending Balance	4,335.85	5,341.29	6,251.77	6,656.65	7,311.88	9,289.38
EMPLOYER'S PAYROLL EXPENSE:						
Gross Wages-hourly	78,507.94	22,492.17	46,672.45	96,966.93	98,555.75	89,709.87
Gross Wages-contract	305,036.73	301,768.96	331,598.48	333,280.97	339,546.33	334,976.95
	383,544.67	324,261.13	378,270.93	430,247.90	438,102.08	424,686.82
Employer paid deductions	61,626.73	60,228.03	67,900.51	66,391.12	64,059.37	63,431.25
Employer paid IPERS	31,366.92	29,628.38	34,984.74	39,964.86	40,731.10	39,374.33
Employer paid FICA	28,313.51	23,943.97	28,160.19	32,338.89	32,956.32	31,875.36
	121,307.16	113,800.38	131,045.44	138,694.87	137,746.79	134,680.94
TOTAL	504,851.83	438,061.51	509,316.37	568,942.77	575,848.87	559,367.76

East Buchanan Community School District
Cash Summary Report

	<u>FY25YTD</u>	<u>FY24 YTD-DEC</u>
10-GENERAL FUND		
Beginning Balance	1,528,451.82	2,162,495.30
Revenue	4,285,720.31	4,375,347.88
Expenditures	3,943,288.46	4,974,147.63
Ending Balance	1,870,883.67	1,563,695.55
21-ACTIVITY FUND		
Beginning Balance	87,662.12	89,816.84
Revenue	90,133.50	91,775.55
Expenditures	71,297.16	78,728.63
Ending Balance	106,498.46	102,863.76
22-MANAGEMENT FUND		
Beginning Balance	262,581.63	203,146.70
Revenue	329,559.36	189,769.89
Expenditures	495,088.04	269,263.11
Ending Balance	97,052.95	123,653.48
33-SAVE		
Beginning Balance	2,809,867.27	2,794,533.64
Revenue	477,727.83	1,619,498.14
Expenditures	473,430.96	1,802,632.86
Ending Balance	2,814,164.14	2,611,398.92
36-PPEL		
Beginning Balance	314,010.84	459,321.82
Revenue	273,502.04	416,441.23
Expenditures	128,229.84	299,390.02
Ending Balance	459,283.04	576,373.03
40-DEBT SERVICE		
Beginning Balance	39,869.90	28,354.28
Revenue	334,965.10	960,034.72
Expenditures	357,197.50	751,242.50
Ending Balance	17,637.50	237,146.50
61-NUTRITION FUND		
Beginning Balance	191,194.54	288,880.62
Revenue	335,928.99	334,335.26
Expenditures	355,343.47	383,689.76
Ending Balance	171,780.06	239,526.12
less: Received on Acct		0.00
	171,780.06	239,526.12
72-FLEX SPENDING ACCT FUND		
Beginning Balance	7,653.24	6,775.52
Revenue (contributions)	14,326.62	15,933.86
Expenditures (claims)	12,690.48	15,273.38
Ending Balance	9,289.38	7,436.00
EMPLOYER'S PAYROLL EXPENSI		
Gross Wages-hourly	432,905.11	468,252.21
Gross Wages-contract	1,946,208.42	1,987,883.83
	2,379,113.53	2,456,136.04
Employer paid deductions	383,637.01	366,009.13
Employer paid IPERS	216,050.33	222,523.14
Employer paid FICA	177,588.24	181,201.47
	777,275.58	769,733.74
TOTAL	3,156,389.11	3,225,869.78

CASH SUMMARY REPORT
EAST BUCHANAN COMMUNITY SCHOOL
December 2024

Fund Description	Beginning	Revenues	Expenditures	FY25 Ending	FY24 End Balance	Difference
GENERAL (10)	\$1,754,589.05	\$843,579.64	\$727,285.02	\$1,870,883.67	\$1,563,695.55	\$307,188.12
ACTIVITY (21)	\$109,022.88	\$15,454.09	\$17,978.51	\$106,498.46	\$102,863.76	\$3,634.70
MANAGEMENT (22)	\$92,033.49	\$6,019.46	\$1,000.00	\$97,052.95	\$123,653.48	(\$26,600.53)
SAVE (33)	\$2,762,501.09	\$73,975.55	\$22,312.50	\$2,814,164.14	\$2,611,398.92	\$202,765.22
PPEL (36)	\$465,308.78	\$25,583.00	\$31,608.74	\$459,283.04	\$576,373.03	(\$117,089.99)
DEBT SERVICE (40)	\$16,980.44	\$35,449.56	\$34,792.50	\$17,637.50	\$237,146.50	(\$219,509.00)
NUTRITION (61)	\$183,875.31	\$55,205.16	\$67,300.41	\$171,780.06	\$239,526.12	(\$67,746.06)
FSA FUND (72)	\$7,311.88	\$3,259.67	\$1,282.17	\$9,289.38	\$7,436.00	\$1,853.38
TOTAL				\$5,546,589.20	\$5,462,093.36	\$84,495.84



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

MONTH BY FUND:		Dec-24			
Fund	#	Beginning Fund Balance	+ Revenues	- Expenditures	Ending Fund Balance
General	10	\$ 1,754,589.05	\$ 843,579.64	\$ 727,285.02	\$ 1,870,883.67
Activity	21	\$ 109,022.88	\$ 15,454.09	\$ 17,978.51	\$ 106,498.46
Management	22	\$ 92,033.49	\$ 6,019.46	\$ 1,000.00	\$ 97,052.95
SAVE	33	\$ 114,633.23	\$ 64,191.53	\$ 22,312.50	\$ 156,512.26
SAVE	33	\$ 2,647,867.86	\$ 9,784.02	\$ -	\$ 2,657,651.88
PPEL	36	\$ 465,308.78	\$ 25,583.00	\$ 31,608.74	\$ 459,283.04
Debt Service	40	\$ 16,980.44	\$ 957.06	\$ 300.00	\$ 17,637.50
Debt Service	40	\$ -	\$ 34,492.50	\$ 34,492.50	\$ -
Nutrition	61	\$ 183,875.31	\$ 33,224.40	\$ 45,319.65	\$ 171,780.06
Nutrition	61	\$ -	\$ 21,980.76	\$ 21,980.76	\$ -
FSA	72	\$ 7,311.88	\$ 3,259.67	\$ 1,282.17	\$ 9,289.38
Custodial	91	\$ -	\$ -	\$ -	\$ -
		<u>\$ 5,391,622.92</u>	<u>\$ 1,058,526.13</u>	<u>\$ 903,559.85</u>	<u>\$ 5,546,589.20</u>

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	\$ 13,272,900.90	\$ 13,564,512.53	\$ 1,870,883.67				
Management	22	\$ 203,146.70	\$ 664,308.26	\$ 770,402.01	\$ 97,052.95				
FSA	72	\$ 6,775.52	\$ 45,341.50	\$ 42,827.64	\$ 9,289.38				
					<u>\$ 1,977,226.00</u>	\$ 18,647.54	\$ 1,490.91	\$ 1,960,069.37	XX009
Activity	21	\$ 89,816.84	\$ 260,509.69	\$ 243,828.07	\$ 106,498.46				
Custodial	91	\$ -	\$ -	\$ -	\$ -				
					<u>\$ 106,498.46</u>	\$ -	\$ 1,500.00	\$ 107,998.46	XX306
SAVE	33	\$ 2,783,364.55	\$ 945,693.78	\$ 1,071,406.45	\$ 2,657,651.88			\$ 2,657,651.88	XX1520
SAVE	33	\$ 11,169.09	\$ 1,657,159.88	\$ 1,511,816.71	\$ 156,512.26				
PPEL	36	\$ 459,321.82	\$ 959,462.85	\$ 959,501.63	\$ 459,283.04				
Debt Service	40	\$ 28,354.28	\$ 922,754.47	\$ 933,471.25	\$ 17,637.50				
					<u>\$ 633,432.80</u>	\$ 588.00	\$ 634,020.80		XX900
Debt Service	40	\$ -	\$ 1,142,066.25	\$ 1,142,066.25	\$ -			\$ -	UMB
Nutrition	61	\$ 288,880.62	\$ 997,804.66	\$ 1,114,905.22	\$ 171,780.06			\$ 171,780.06	XX603

Certified Budget compared to Actual Revenues/Expenditures - All Funds

		FY25 Certified		
		Budget	as of 12/31/2024	over / (under) budget
Taxes Levied on Property	1	\$ 3,409,879.00	\$ 1,959,922.27	
Utility Replacement Excise Tax	2	\$ 43,480.00	\$ 21,482.54	
Income Surtaxes	3	\$ 241,064.00	\$ 210,982.31	
Tuition\Transportation Received	4	\$ 720,000.00	\$ 21,945.00	
Earnings on Investments	5	\$ 136,000.00	\$ 117,272.48	
Nutrition Program Sales	6	\$ 192,000.00	\$ 80,250.30	
Student Activities and Sales	7	\$ 113,000.00	\$ 42,454.59	
Other Revenues from Local Sources	8	\$ 135,000.00	\$ 89,741.12	
Revenue from Intermediary Sources	9	\$ -		
State Foundation Aid	10	\$ 4,239,711.00	\$ 1,739,550.60	
Instructional Support State Aid	11	\$ 14,153.00	\$ -	
Other State Sources	12	\$ 872,700.00	\$ 332,870.35	
Two Tier Assessment Limitation Repl	13	\$ -	\$ -	
Title I Grants	14	\$ 70,000.00	\$ -	
IDEA and Other Federal Sources	15	\$ 470,000.00	\$ 101,206.37	
Total Revenues	16	\$ 10,656,987.00	\$ 4,717,677.93	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ 560,313.00	\$ 217,312.50	
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 2,150.00	
Special Items/Upward Adjustments	20	\$ -	\$ -	
Total Revenues & Other Sources	21	\$ 11,217,300.00	\$ 4,937,140.43	\$ (6,280,159.57)
Beginning Fund Balance	22	\$ 4,813,192.36	\$ 4,813,192.36	
Total Resources	23	\$ 16,030,492.36	\$ 9,750,332.79	
<i>*Instruction</i>	24	\$ 5,890,300.00	\$ 1,867,678.66	\$ (4,022,621.34)
Student Support Services	25	\$ 300,000.00	\$ 99,767.63	
Instructional Staff Support Services	26	\$ 659,700.00	\$ 222,230.44	
General Administration	27	\$ 351,500.00	\$ 186,858.08	
School/Building Administration	28	\$ 450,000.00	\$ 184,141.66	
Business & Central Administration	29	\$ 145,000.00	\$ 68,188.85	
Plant Operation and Maintenance	30	\$ 900,000.00	\$ 617,346.49	
Student Transportation	31	\$ 652,500.00	\$ 179,262.79	
This row is intentionally left blank	32	\$ -	\$ -	
<i>*Total Support Services (lines 25-32)</i>	32A	\$ 3,458,700.00	\$ 1,557,795.94	\$ (1,900,904.06)
<i>*Noninstructional Programs</i>	33	\$ 425,000.00	\$ 206,059.47	\$ (218,940.53)
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	\$ 307,916.00	\$ 93,703.60	
<i>*Total Other Expenditures (lines 34-36)</i>	36A	\$ 2,369,554.00	\$ 370,094.35	\$ (1,999,459.65)
Total Expenditures	37	\$ 12,143,554.00	\$ 4,001,628.42	
Transfers Out	38	\$ 560,313.00	\$ 217,312.50	
Other Uses	39	\$ -	\$ -	
Total Expenditures & Other Uses	40	\$ 12,703,867.00	\$ 4,218,940.92	\$ (8,484,926.08)
Ending Fund Balance	41	\$ 3,326,625.36	\$ 5,531,391.87	
Total Requirements	42	\$ 16,030,492.36	\$ 9,750,332.79	

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 12/31/2024	over / (under) budget
Taxes Levied on Property	1	\$ 2,597,103	\$ 1,492,757	
Utility Replacement Excise Tax	2	\$ 33,116	\$ 16,362	
Income Surtaxes	3	\$ 241,064	\$ 210,982	
Tuition\Transportation Received	4	\$ 720,000	\$ 21,945	
Earnings on Investments	5	\$ 50,000	\$ 34,748	
Nutrition Program Sales	6		\$ -	
Student Activities and Sales	7	\$ 1,000	\$ 934	
Other Revenues from Local Sources	8	\$ 100,000	\$ 32,998	
Revenue from Intermediary Sources	9		\$ -	
State Foundation Aid	10	\$ 4,239,711	\$ 1,739,551	
Instructional Support State Aid	11	\$ 14,153	\$ -	
Other State Sources	12	\$ 170,000	\$ 48,745	
Two Tier Assessment Limitation Repl	13			
Title I Grants	14	\$ 70,000		
IDEA and Other Federal Sources	15	\$ 300,000	\$ 42,063	
Total Revenues	16	\$ 8,536,147	\$ 3,641,084	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ -	\$ -	
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ -	
Special Items/Upward Adjustments	20	\$ -	\$ -	
Total Revenues & Other Sources	21	\$ 8,536,147	\$ 3,641,084	\$ (4,895,063)
Beginning Fund Balance	22	\$ 980,469	\$ 980,469	
Total Resources	23	\$ 9,516,616	\$ 4,621,552	
Instruction	24	\$ 5,500,000	\$ 1,681,578	\$ (3,818,422)
Student Support Services	25	\$ 300,000	\$ 99,180	
Instructional Staff Support Services	26	\$ 625,000	\$ 187,171	
General Administration	27	\$ 324,000	\$ 77,210	
School/Building Administration	28	\$ 450,000	\$ 175,992	
Business & Central Administration	29	\$ 145,000	\$ 68,189	
Plant Operation and Maintenance	30	\$ 670,000	\$ 251,420	
Student Transportation	31	\$ 430,000	\$ 153,124	
This row is intentionally left blank	32			
Total Support Services (lines 25-32)	32A	\$ 2,944,000	\$ 1,012,285	\$ (1,931,715)
Noninstructional Programs	33	\$ -	\$ -	\$ -
Facilities Acquisition and Construction	34	\$ -	\$ -	
Debt Service	35	\$ -	\$ -	
AEA Support - Direct to AEA	36	\$ 307,916	\$ 93,704	
Total Other Expenditures (lines 34-36)	36A	\$ 307,916	\$ 93,704	\$ (214,212)
Total Expenditures	37	\$ 8,751,916	\$ 2,787,566	
Transfers Out	38	\$ 7,000	\$ -	
Other Uses	39			
Total Expenditures & Other Uses	40	\$ 8,758,916	\$ 2,787,566	\$ (5,971,350)
Ending Fund Balance	41	\$ 757,700	\$ 1,833,986	
Total Requirements	42	\$ 9,516,616	\$ 4,621,552	

RECEIPTS	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$1,205.75	\$7,096.30	\$8,302.05
Student Lunch	\$9,090.20	\$52,410.06	\$61,500.26
Adult Breakfast	\$8.00	\$139.20	\$147.20
Adult Lunch	\$475.30	\$2,143.70	\$2,619.00
Alacarte	\$5,001.85	\$21,759.05	\$26,760.90
Snacks	\$936.11	\$6,335.29	\$7,271.40
Federal Breakfast	\$2,818.05	\$6,622.26	\$9,440.31
Federal Lunch	\$13,910.76	\$35,792.62	\$49,703.38
State Breakfast	\$0.00	\$84.47	\$84.47
State Lunch	\$0.00	\$303.77	\$303.77
Supply Chain Assistance Funds	\$0.00	\$0.00	\$0.00
Other Revenues/conv fee	\$222.00	\$6,324.00	\$6,546.00
Rebate/donations	\$376.14	\$0.00	\$376.14
Interest	\$688.54	\$3,866.71	\$4,555.25
TOTAL INCOME	\$34,732.70	\$142,877.43	\$177,610.13



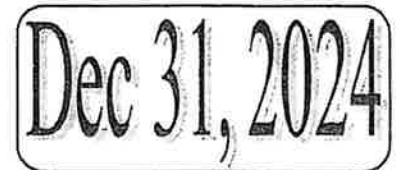
EXPENDITURES	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$12,316.91	\$84,692.24	\$97,009.15
Supplies	\$376.43	\$3,447.35	\$3,823.78
Shared Contract	\$0.00	\$0.00	\$0.00
Purchased Services/NetNet	\$366.06	\$392.37	\$758.43
Equipment	\$0.00	\$30.47	\$30.47
Travel/Trainings	\$0.00	\$160.00	\$160.00
Other Purchased Services	\$0.00	\$456.17	\$456.17
Salaries	\$14,166.33	\$44,969.93	\$59,136.26
Benefits	\$5,185.96	\$19,554.70	\$24,740.66
TOTAL EXPENDITURES	\$32,411.69	\$153,703.23	\$186,114.92

BALANCE	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$190,514.78	\$190,514.78
Income	\$34,732.70	\$100,674.34	\$135,407.04
Expenditures	\$32,411.69	\$107,220.91	\$139,632.60
FUND BALANCE	\$2,321.01	\$183,968.21	\$186,289.22

DAYS MEALS SERVED	
July	0
August	6
September	20
October	21
November	18
December	15
January	0
February	0
March	0
April	0
May	0
June	0
TOTALS	80

MEALS SERVED	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	689	3,952	4,641
Reduced Student Breakfasts	106	601	707
Free Student Breakfasts	590	2,808	3,398
Second Breakfasts	3	1	4
Adult Breakfasts	5	87	92
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
TOTAL BREAKFASTS SERVED	1,393	7,449	8,842

Paid Student Lunches	3,732	16,814	20,546
Reduced Student Lunches	534	2,179	2,713
Free Student Lunches	1,679	7,113	8,792
Second Lunches	0	4	4
Adult Lunches	103	449	552
Student Guest Lunches	0	0	0
Complimentary Lunches	0	0	0
TOTAL LUNCHESES SERVED	6,048	26,559	32,607



LUNCH STATUS	FREE	REDUCED	PAID	TOTAL
	149	52	369	570

<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	0.00	0.00	14,666.33
21 6120 729 910	SPEECH	319.85	100.00	0.00	219.85
21 6210 729 910	MUSIC CLUB	70.66	0.00	211.00	281.66
21 6220 729 910	PEP BAND	2,414.13	0.00	211.00	2,625.13
21 6221 729 910	MUSIC TRIP	3,014.15	0.00	0.00	3,014.15
21 6600 729 920	ATHLETICS	16,882.37	5,317.10	6,154.00	17,719.27
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 6894 729 920	DANCE TEAM	1,974.32	1,195.85	3,054.10	3,832.57
21 6710 729 920	BOYS' BASKETBALL	1,132.12	0.00	0.00	1,132.12
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	1,929.92	1,742.63	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	7,389.10	4,699.60	2,245.00	4,914.50
21 7011 729 950	HS STUDENT COUNCIL	1,936.23	642.70	0.00	1,293.53
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	0.00	0.00	461.00	461.00
21 7026 729 950	FFA	24,316.64	170.20	681.00	24,827.44
21 7027 729 950	ART CLUB	0.00	0.00	0.00	0.00
21 7040 729 950	MS STUDENT COUNCIL	375.59	0.00	0.00	375.59
21 7049 729 950	PBIS	280.15	153.03	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	4,070.89	3,581.00	1,624.26	2,134.15
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	0.00	6,501.82
21 8001 729 910	BUCCANEER CLUB	76.47	0.00	0.00	76.47
21 8004 729 910	INTEREST	2,088.72	0.00	416.33	2,505.05
Fund Total: 21		109,022.88	17,582.11	15,057.69	106,498.46

SBRC Application for At-Risk/Dropout MSA (January 2025)

From School Business Alert:

- The At-Risk/Dropout Application will be available via the [Iowa Education Portal](#) by early December. The application will not open until the Fall 2024 Certified Enrollment numbers have been finalized. The application includes an optional request for MSA so only those districts wishing to request SBRC-granted MSA (Project 1119) will need to complete a submission.
- Eligibility: The purpose of the requested MSA is to provide additional resources for the 2025-2026 school year that are necessary to implement the at-risk, dropout prevention, and returning dropout services for identified students that are included in the required local school board's adopted plan ([Iowa Code § 257.38](#)). If a board has not adopted a plan as statutorily required, the district is not eligible to make this request for MSA.

Note:

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

#	Description	Amount
1	District cost per pupil	\$7,826
2	Certified enrollment (October 1, current school year) Certified enrollment was found and certified on 10/15/2024 9:50:57 AM.	509.2
3	Maximum modified supplemental amount possible (0.033 x line 1 x line 2)	\$131,505
4	Previous FY Carry-forward from CAR Project 1116 Carry-forward: \$0 Project 1119 Carry-forward: \$0	\$0
5	Requested modified supplemental amount Enter an amount equal to, or less than (Ln3 - Ln4): \$131,505	\$131,505
<i>"Requested MSA and required match (and the associated spending authority) is solely for the purpose of implementing the district's board-adopted At-Risk/Dropout program."</i>		
6	Required local match (Total Project Cost(Line 5 / 0.75) X 0.25)	\$43,835
7	Enter the number of enrolled students in the budget year identified as returning dropouts and potential dropouts.	

Motion 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.

Motion by: _____

Second by: _____

Submit to IDOE: _____

Five Star Telecom Inc.

Phone: 608.796-9088
Fax: 608.519-3599
5136 Mormon Coulee Rd
La Crosse, WI 54601



Quote

No.: **29673**
Date: **1/3/2025**

Prepared for:

East Buchanan Community Schools
414 5th Street North
Winthrop, IA 50682 U.S.A.

Prepared by: Alex Bluske
Account No.: 8469
Phone: (319) 935-3367

Quantity	Item ID	Description	UOM	Sell	Total
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Elementary - Verkada Workplace with 1-Yr License

1	LIC-WP-1Y-K	1 Year Workplace K-12 License	EA	\$1,080.00	\$1,080.00
1	ACCX-TBL-2	10.9 Inch iPad 64GB	EA	\$418.80	\$418.80
1	ACCX-TBL-STD-1	iPad Stand	EA	\$46.80	\$46.80
1	ACCX-PRT-1	Brother QL-820NWB Label Printer	EA	\$298.80	\$298.80
1	ACCX-PRT-LBL-1	Labels for Brother QL-820NWB, Qty 200, Color White	EA	\$22.80	\$22.80
1	FST-ProService-001	Five Star Telecom Professional Installation and Service Support	EA	\$134.00	\$134.00

Quote includes 1 labor hour for remote support.

Verkada products come with up to 10-year hardware warranty.

Verkada software licenses include:

Unlimited users and access across web and mobile platforms

Unlimited cloud archiving of video clips

Automatic firmware and cloud software updates

Verkada customer support (available via phone, email, and live chat)

Your Price: \$2,001.20

Freight: \$50.00

SubTotal: \$2,051.20

Total: \$2,051.20

Prices are firm until 2/2/2025

Terms: Net 10

Prepared by: Alex Bluske, abluske@5startel.com

Date: 1/3/2025

Accepted by: _____

Date: _____

Disclaimer

The above price, specifications and conditions are satisfactory. You are authorized to do the work described, payment will be made as indicated above. Cancellation of this proposal once accepted as an order is subject to restocking charges of 15% of contract price. Seller shall not be liable for failure to deliver due to strikes, casualty, loss or delay of carriers of suppliers. Unless Specified

Five Star Telecom Inc.

Phone: 608.796-9088

Fax: 608.519-3599

5136 Mormon Coulee Rd

La Crosse, WI 54601



Quote

No.: **29674**

Date: **1/3/2025**

Prepared for:

East Buchanan Community Schools
414 5th Street North
Winthrop, IA 50682 U.S.A.

Prepared by: Alex Bluske

Account No.: 8469

Phone: (319) 935-3367

Quantity	Item ID	Description	UOM	Sell	Total
Elementary - Verkada Workplace with 3-Yr License					
1	LIC-WP-3Y-K	3 Year Workplace K-12 License	EA	\$3,240.00	\$3,240.00
1	ACCX-TBL-2	10.9 Inch iPad 64GB	EA	\$418.80	\$418.80
1	ACCX-TBL-STD-1	iPad Stand	EA	\$46.80	\$46.80
1	ACCX-PRT-1	Brother QL-820NWB Label Printer	EA	\$298.80	\$298.80
1	ACCX-PRT-LBL-1	Labels for Brother QL-820NWB, Qty 200, Color White	EA	\$22.80	\$22.80
1	FST-ProService-001	Five Star Telecom Professional Installation and Service Support	EA	\$134.00	\$134.00

Quote includes 1 labor hour for remote support.

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Unlimited cloud archiving of video clips

Automatic firmware and cloud software updates

Verkada customer support (available via phone, email, and live chat)

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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:

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

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 D 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 D.

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 D 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

Approved April 14, 2004

Reviewed May 11, 2015; January 8, 2020

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 _____

OATH OF OFFICE

Board members are officials of the state. As a public official, each board member must pledge to uphold the Iowa and the United States Constitution and carry out the responsibilities of the office to the best of the board member's ability.

Each newly-elected board member will take the oath of office prior to any action taken as a school official. The oath of office is taken by each new board member elected at the school election at or before the organizational meeting of the board. In the event of an appointment or special election to fill a vacancy, the new board member will take the oath of office within ten days of the appointment or election.

Board members elected to offices of the board will also take the same oath of office but replacing the office of board member with the title of the office to which they were elected.

The oath of office is administered by the board secretary and does not need to be given at a board meeting. In the event the board secretary is absent, the oath is administered by another board member.

"Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the state of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the office of _____ (naming the office) in _____ (naming the district) as now and hereafter required by law?"

Legal Reference: Iowa Code §§ 277.28; 279.1, .6 (2013).

Cross Reference: 200.1 Organization of the Board of Directors
201 Board of Directors' Elections
202 Board of Directors Members
204 Code of Ethics
206 Board of Directors' Officers

Approved April 14, 2004
Reviewed May 11, 2015; February 12, 2020
Revised _____

TERM OF OFFICE

Board members elected for a full term at a regularly scheduled school election in November, of odd-numbered years, serve for four years. Board members appointed to fill a vacant position will serve 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. A board member elected to fill a vacancy will serve out the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference: Iowa Code §§ 69.12; 274.7; 279.6-.7 (2013).

Cross Reference: 201 Board of Directors' Elections
202 Board of Directors Members
202.4 Vacancies

Approved April 14, 2004
Reviewed May 11, 2015; February 12, 2020
Revised March 14, 2018

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
Reviewed: May 11, 2015
Revised: January 8, 2020

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

Approved: May 12, 2004
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
Reviewed May 11, 2015
Revised February 12, 2020

BOARD MEMBER LIABILITY

Board members will not be held personally liable for actions 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

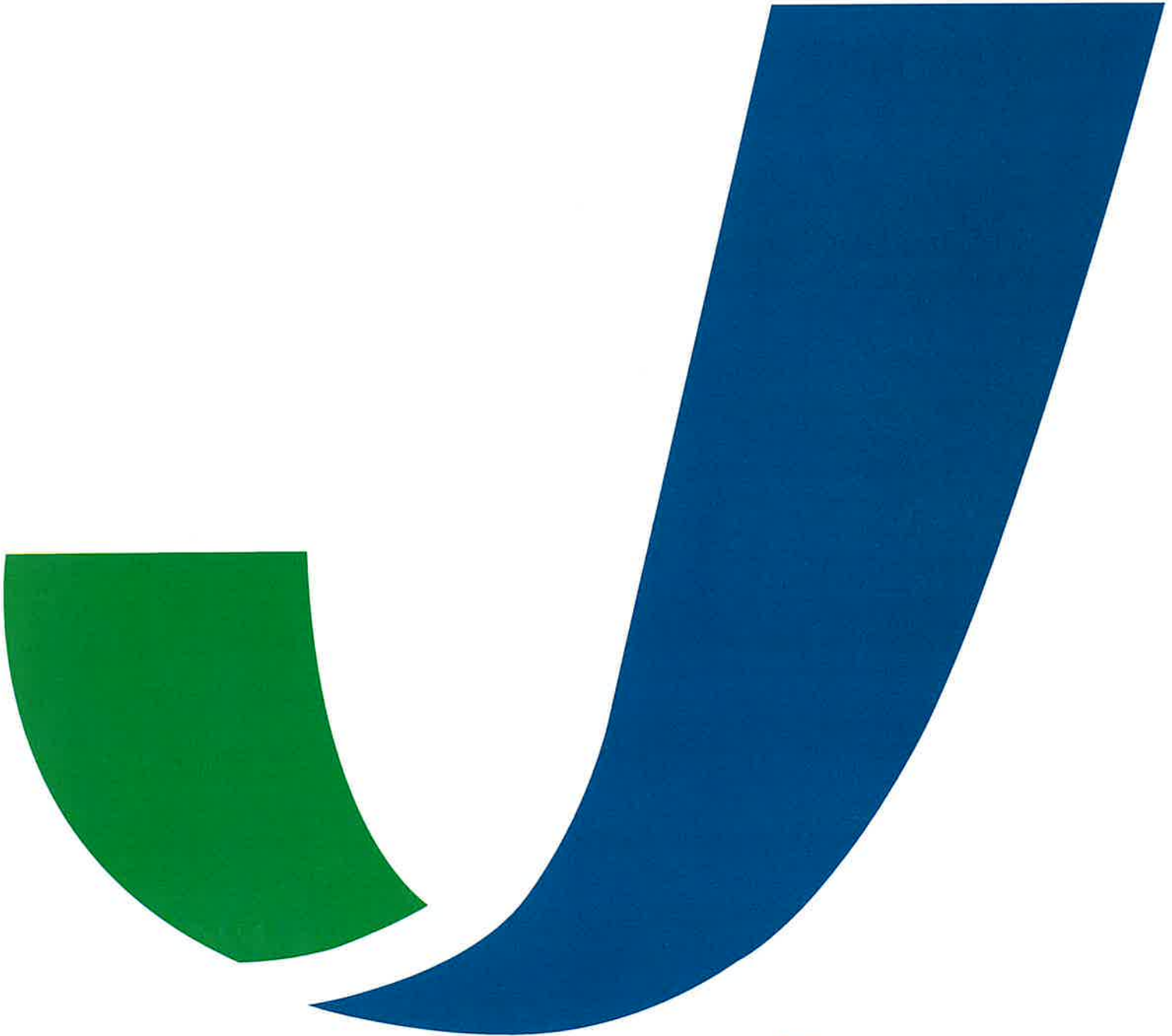
Cross Reference: 709

Insurance Program

Approved: May 12, 2004

East Buchanan CSD

EQUIPMENT MAINTENANCE PROPOSAL



611 5TH AVE, SUITE 150
DES MOINES, IOWA 50309
515. 243. 2707 Office & Fax
WWW.JESTERINSURANCE.COM



303 WATSON POWELL JR. WAY, SUITE 300
DES MOINES, IOWA 50309-1724
515. 243. 2707 Office
515. 243. 6862 Fax
WWW.JESTERINSURANCE.COM

East Buchanan Community School District – Equipment Maintenance Program

Dear Kory and Teresa,

Jester Insurance would like to thank East Buchanan CSD for the opportunity to present our comprehensive Equipment Maintenance proposal through Specialty Underwriters (SU). Our team takes pride in helping Iowa schools stay aware of new exposures and trends, which include providing a solution to insure equipment maintenance costs out of the general fund. Below are some advantages of the program and policy highlights.

Key Benefits of Equipment Maintenance Program

- **Cost Transfer** – Move equipment repair costs to the management fund to preserve General/PPEL fund.
- **Comprehensive Coverage** – District will get reimbursed for labor, parts, and shipping costs for the 80 different categories of equipment including HVAC.
- **In-House Reimbursement** – District will receive an hourly rate for repairs completed by district staff and funds are reimbursed back to general fund as miscellaneous income.
- **Vendor Choice** – District may utilize any qualified vendor of choice to service eligible equipment.
- **Preventative Maintenance** – Included in policy for all eligible equipment per manufacturer specifications.
- **Online Portal** – Real-time reports to help administrators track reimbursements and evaluate performance of equipment.
- **Fixed Budget** – Fixed equipment maintenance costs allow management to plan for future budgetary needs.
- **Local Service** – Jester Insurance will initiate educational training with staff throughout the policy term on program coverages and processes to ensure a smooth transition.

East Buchanan CSD Policy Highlights

Coverage and Equipment List (pg. 7-8 in proposal)

- Includes 75 out of 80 equipment categories
- Includes 733 computers
- Includes 6 Copiers (5 Kyocera, 1 Canon) including toner/drums.
- Includes 1 RISO Digital Duplicator

Cost (pg. 7 in proposal)

Jester Insurance is offering East Buchanan CSD the Equipment Maintenance program for an annual cost of \$53,753. This would be pro-rated if the district would implement coverage mid-term. The premium can be paid out of the management fund annually or quarterly.

Training/Service/Expertise

Jester Insurance will schedule initial implementation training and follow-up trainings with East Buchanan CSD staff to educate team on eligible equipment, claim submission process, and coverage features. This personal approach accompanied with 25 years experience managing the Equipment Maintenance Program will help the district fully maximize the program.

Special thanks and appreciation to East Buchanan CSD, especially Kory Kelchen and Teresa Knipper for all of your patience and assistance during this process. We look forward to continuing our relationship with you and your district for many years to come.

Sincerely,

Nolan G Grimm

Executive Vice President
Jester Insurance Services



SUIC Equipment Maintenance Insurance

Prepared for East Buchanan Community School District

Underwritten By

SU Insurance Company
9667 South 20th Street
Oak Creek, WI 53154



SU INSURANCE COMPANY

www.su-group.com

Administered By

Jester Insurance Services
611 5th St. Suite 150
Des Moines, IA 50309-1724



JESTER
INSURANCE SERVICES

www.jesterinsurance.com

Table of Contents



	<u>Page</u>
Proprietary Information	01
Company Profile	02
✔ Unmatched Experience	
✔ Financial Strength	
✔ Continued Growth	
✔ Our Partner	
✔ Program Staff	
Program Overview	05
✔ Program History	
✔ Active Program Map	
✔ Key Benefits	
SUIC Proposal	07
✔ Equipment Breakdown Quote	
✔ Equipment Coverage (Exclusions/Inclusions)	
✔ Testimonial Letters	
Next Steps	14

Proprietary Information

This data, furnished in connection with SU Insurance Company's (SUIC) proposal* for a Consolidated Equipment Maintenance Program shall not be disclosed outside East Buchanan Community School District and shall not be duplicated, used, or disclosed in whole, or in part for any purpose other than to evaluate the Proposal. This restriction does not limit East Buchanan Community School District's information contained in this Proposal, if it is obtained from East Buchanan Community School District or another source without restrictions. This material remains the property of Specialty Underwriters LLC and must be returned to Specialty Underwriters LLC, in the event no Agreement is awarded to Specialty Underwriters LLC.



**This proposal remains valid for sixty (60) days.*

Company Profile

Specialty Underwriters LLC, a subsidiary of SU Group LLC, was established in Wisconsin on July 21, 1982. Expanding over time, the company pioneered the comprehensive equipment maintenance management program (EMMP) concept as a flexible alternative to full cost service contracts. Today SU and its affiliates serve various corporations, governmental bodies, educational institutions, medical facilities, high technology industries and other organizations worldwide!



▲ SU's corporate headquarters, located in Oak Creek, Wisconsin (a suburb of Milwaukee, WI)

Unmatched Experience

As a testament to SU Group's leadership role in the equipment maintenance industry, the company has designed and managed equipment maintenance management programs (EMMPs) for entities including, but not limited to the following:

- Aventis Pharmaceuticals (contract term value, over \$20 million)
- Continuum Healthcare (contract term value, over \$50 million)
- US Bank (contract term value, over \$40 million)
- Vizion (contract term value, over \$25 million)



Education



Healthcare



Government



Finance



Pharmaceuticals

SU Group LLC has also held numerous state contracts over the years:

- ✓ Alabama (AL)
- ✓ Arizona (AZ)
- ✓ Delaware (DE)
- ✓ Florida (FL)
- ✓ Georgia (GA)
- ✓ Iowa (IA)
- ✓ Louisiana (LA)
- ✓ Minnesota (MN)
- ✓ Mississippi (MS)
- ✓ Missouri (MO)
- ✓ New Jersey (NJ)
- ✓ Ohio (OH)
- ✓ Oklahoma (OK)
- ✓ Pennsylvania (PA)
- ✓ South Carolina (SC)
- ✓ Tennessee (TN)
- ✓ West Virginia (WV)
- ✓ Wisconsin (WI)

Financial Strength

SU Insurance Company is proud to be rated “A- Excellent” by the A.M Best Company and is the only insurance company offering this program directly to Iowa school districts. **No other insurance company in this marketplace is established and dedicated exclusively to equipment maintenance insurance.**



Continued Growth

From the start, we have continually refined and improved our programs, services and approach to this specialized market. We believe that because something worked in the past, does not mean it will necessarily solve tomorrow's challenges. Our clients continue to assist in the evolution of our services as we mutually develop new ways to capture and report meaningful data and structure innovative financial products to drive down costs.

Our Partner

Jester Insurance has been an established leader in property and casualty insurance in Iowa for more than a century. The agency specializes in developing insurance solutions for all forms of governmental entities, nonprofit organizations, and privately owned businesses. Today, Jester insures over 475 municipalities, 330 public and private schools, and 400 nonprofits. Jester Insurance is fully committed to the Iowa community, investing in its future and taking unique pride in protecting what makes it great.

As managing agent for over 300 Iowa schools, Jester Insurance brings an unparalleled level of expertise to the Safety Group and Equipment Maintenance program and an unwavering commitment to serving its members. Jester Insurance has a long history and an even brighter future.

Program Staff

SU Insurance Company



José McFarland

Regional Sales Manager

P: (800) 558-9910, Ext. 2710 | C: (414) 313-1930

jmcfarland@su-group.com



Leah Sladek

Senior Account Executive

P: (800) 558-9910, Ext. 2767

lsladek@su-group.com

Jester Insurance Services



Nolan Grimm, CIC

Vice President

P: (515) 350-7668 | C: (515) 201-2292

ngrimm@jesterinsurance.com



Melissa Kauffman, CIC, CPCU

Account Executive

P: (515) 350-7664 | C: (563) 299-3020

mkauffman@jesterinsurance.com



Debra Pekarek, CPCU

Account Manager

P: (515) 243-2712

dpekarek@jesterinsurance.com

Program Overview

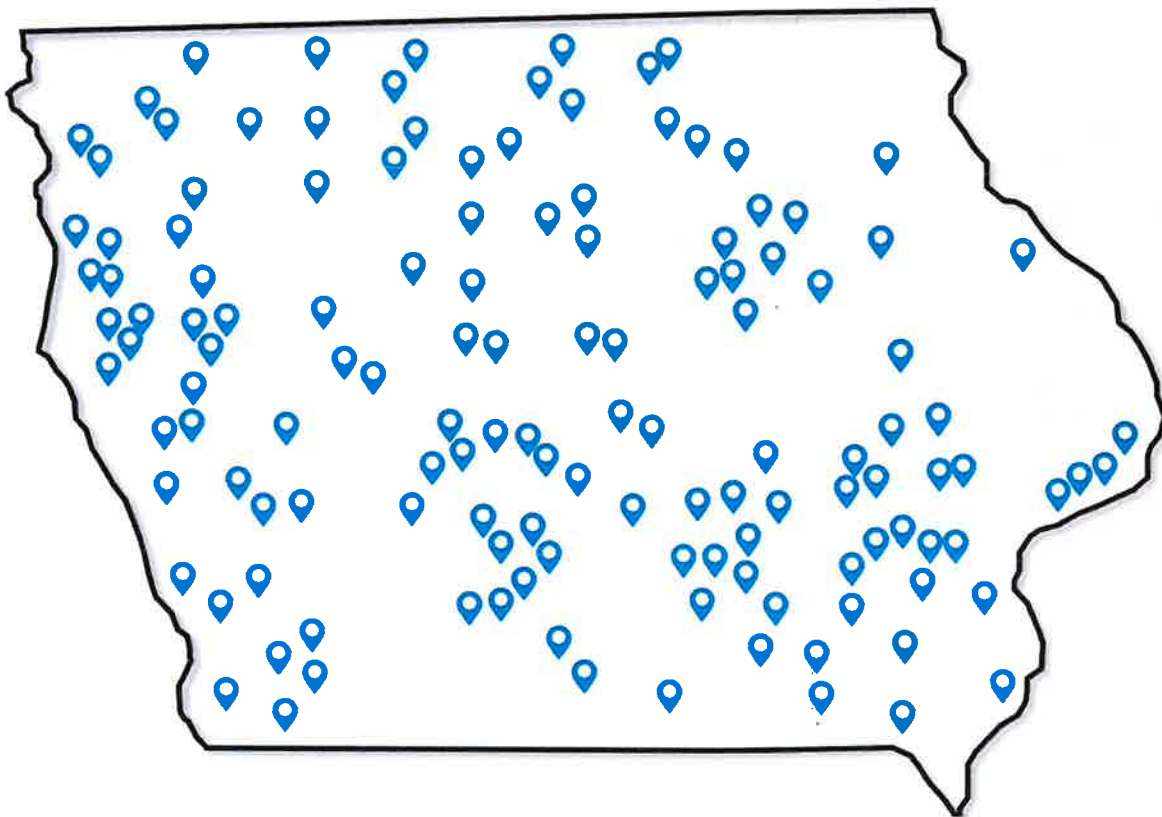
Program History

Over 20 years ago, Jester Insurance and Specialty Underwriters created an insurance program to assist Iowa schools who were struggling with their General Fund budgets. This Equipment Maintenance Program was developed with input from Iowa school districts and allows districts to purchase a specialized insurance policy that will pay for expensive repairs to electronic equipment using Management Fund dollars.

The Program initially provided coverage for limited types of equipment and served a handful of districts. As state funding levels were reduced, enrollments declined and budgets became tighter, the demand for the Program increased and the Specialty Underwriters' insurance policy has expanded to cover over 80 different categories of district-owned equipment. We now proudly serve over 130 public schools districts in Iowa, allowing each of our program members to allocate more of their General Fund dollars to educating students. Our dedication to service and ability to continuously improve the Program allows us to retain over 95% of our policy holders each year.

Active Program Map

We are proud to partner with over 130 districts of various enrollments, demographics and financial positions. Below is a representative map of where our partner districts are located.



Key Benefits

SU Insurance Company offers an innovative and comprehensive Equipment Maintenance Program. By using an insurance policy, districts can take advantage of several benefits (see below):



Cost Transfer

Move equipment repair costs to the management fund to preserve general fund dollars



Vendor of Choice

Utilize any qualified vendor of your choice to service eligible equipment (With option to maintain direct contact with vendor)



Increased Cash Flow

Quarterly or monthly program payments increase your cash flow



Improved Accountability

Member only, real-time, online management reports help clients better evaluate equipment life cycles and vendor performance



Comprehensive Coverage

Corrective maintenance, PMs, repair parts, and rental of substitute equipment included



Cash-Out

Available for recurrent defective equipment



In-house Reimbursement

Corrective and preventative maintenance performed by the customer's in-house staff is reimbursed at a negotiated rate



Fixed Budget

Fixed equipment maintenance costs allow administrators to plan for future budgetary needs



Second-Source Information

SU engineering resources offer second-source information



Asset Management

SU provides equipment tags OR an equipment list to help track and manage service of assets covered (reports available for internal stakeholders)

SUIC Proposal

Equipment Breakdown Quote

TELESERVE™

Property Damage Insurance

Quote: TW30213

January 2, 2025

**EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
414 5TH STREET NORTH
WINTHROP, IA 50682**

INCLUDED EQUIPMENT CATEGORIES (Per Attached Schedule)	
Description	
RISO EZ220U – DIGITAL DUPLICATOR <i>INCLUDES: PM KIT</i> <i>EXCLUDES: INK CARTRIDGES, MASTERS</i>	
KYOCERA TASKALFA3011I COPIER, SERIAL V927501973 <i>INCLUDES: DRUMS, DEVELOPER CARTRIDGES, BLACK TONER CARTRIDGES, PM KITS, CLEANING WEBS AND WASTE CONTAINERS, EXCEPT PAPER AND STAPLES</i>	
KYOCERA TASKALFA4501I COPIER, SERIAL L7N6312128 <i>INCLUDES: DRUMS, DEVELOPER CARTRIDGES, BLACK TONER CARTRIDGES, PM KITS, CLEANING WEBS AND WASTE CONTAINERS, EXCEPT PAPER AND STAPLES</i>	
CANON IRA4545I COPIER, SERIAL UMV03944 <i>INCLUDES: DRUMS, DEVELOPER CARTRIDGES, BLACK TONER CARTRIDGES, PM KITS, CLEANING WEBS AND WASTE CONTAINERS, EXCEPT PAPER AND STAPLES</i>	
KYOCERA TASKALFA5053CI COLOR COPIER <i>INCLUDES: DRUMS, DEVELOPER CARTRIDGES, BLACK TONER CARTRIDGES, PM KITS, CLEANING WEBS AND WASTE CONTAINERS, EXCEPT PAPER AND STAPLES</i>	
KYOCERA TASKALFA5052CI COLOR COPIER, SERIAL W2H7Y05987 <i>INCLUDES: DRUMS, DEVELOPER CARTRIDGES, BLACK TONER CARTRIDGES, PM KITS, CLEANING WEBS AND WASTE CONTAINERS, EXCEPT PAPER AND STAPLES</i>	
KYOCERA TASKALFA5053CI COLOR COPIER, SERIAL RF70907429 <i>INCLUDES: DRUMS, DEVELOPER CARTRIDGES, BLACK TONER CARTRIDGES, PM KITS, CLEANING WEBS AND WASTE CONTAINERS, EXCEPT PAPER AND STAPLES</i>	
TOTAL SU ANNUAL COST:	\$53,753

SU Insurance Company EMI Coverage List

School District East Buchanan Community School District

Quote # TW30213

Enrollment 535

Classroom		
A10	X	Driving Simulators
A20	X	Electrical & Electronic Auto Shop
A30	X	Electrical & Electronic Fitness
A40	X	Electrical & Electronic Laboratory
A50	X	Electrical & Electronic Sewing
A60	X	Electrical & Electronic Shop
A70	X	Electrical & Electronic Wood Shop
A80	X	Electronic Audio Visual <i>(i.e., DVRs, projection devices, VR Technology)</i>
A802	X	Electric Whiteboards
A90	X	Electronic Band Equipment
A100	X	Electronic Photo Shop Equipment
A120	X	ICN Equipment
A790	X	Student Response Systems

Communications		
A180	X	Audio/Visual Systems
A390	X	Overhead Paging/Intercom & Clock Systems
A400	X	Radios
A650	X	Telephone System PBX
A660	X	Telephones, VMS PBX
A661	X	Telephone System VOIP

Computer			QTY
A130	X	Controllers	
A168	X	Computer Communications <i>(i.e., modems, switches, routers, wireless access points)</i>	
A160	X	Desktop Computers	
A140	X	File Servers	
A165	X	Laptops # of	715
A167	X	Tablets # of	18
A170	X	Printers	
A150	X	Scanners	

Security		
A230	X	Card Access Systems
A240	X	CCTV Systems
A200	X	Electronics on Interior Gates/Interior/ Exterior Doors
A210	X	Electronic Library Security System
A220	X	Fire Alarms
A280	X	Metal Detectors
A260	X	Police Alarms
A840	X	Safes, Chests, Vault Doors

Mail		
A780	X	Inserters, Labelers, Openers, Stackers
A770	X	Mail Machines/Scales <i>(not system)</i>

Facilities			QTY
A850	X	Auditorium <i>(i.e., stage motors, lighting/audio boards, microphones, speakers)</i>	
A730	X	Auto Light Sensors	
A880	X	Buildings/Grounds <i>(i.e., lawn mowers, leaf blowers, weed wackers, pole saws, power tools)</i>	
A310	X	Clothes Washers and Dryers	
A810	X	Concession Stand Equipment & Vending Machines	
A320	X	Electrical & Electronic Food Preparation	
A330	X	Electrical & Electronic Housekeeping	
A340	X	Electrical & Electronic Pool/Whirlpool	
		Environmental Controls <i>(see itemized)</i>	CMI <input type="text"/>
		Handicap Lifts <i>(see itemized)</i>	
A360	X	Indoor Electronic Sign/Scoreboard	
A680	X	Kilns	
A860		Manlifts # of <i>(not itemized)</i>	<input type="text" value="0"/>
A380	X	Motors for Bleachers, Basketball Hoops	
A350	X	Outdoor Electronic Sign/Scoreboard	
A760	X	Pitching Machines	
		Riding Mowers <i>(see itemized)</i>	
A750	X	Sports Time/Measure/Record System	
A890	X	Walk-In Coolers/Freezers <i>(see itemized)</i>	
A740	X	Water Drinking Fountains** <i>** (refrigerant & connected plumbing excluded)</i>	

Office		
A410	X	Binders
A420	X	Bursters
A430	X	CAD/CAM Systems
A450	X	Card Readers
A460	X	Cash Registers
A470	X	Check Signers
A490	X	Coin Sorters/Packagers
A500	X	Copiers <i>(see itemized)</i>
A510	X	Currency Counters
A620	X	Dictation
A830	X	Electrical & Electronic Office <i>(i.e., calculators, typewriters, staplers, hole punchers)</i>
A530	X	Electrical & Electronic Print/Press <i>(non production)</i>
A540	X	Electric Rotary Files
A560	X	Embossers
A570	X	Facsimile Machines
A580	X	Folders
A590	X	ID Card Systems
A600	X	Laminators
A610	X	Microfilmmers, Microfilm Reader/Printers
A630	X	Retail Scanners
A640	X	Shredders
A820	X	Time & Attendance Systems
A670	X	Uninterrupted Power Supply/TVP Systems <i>(up to 40 KVA)</i>

TELESERVE™ Services & Coverage

Services

Work Order Process	Included
Vendor Pay Process for covered items only	Included
Management reporting	Included

Coverage

Corrective Maintenance

• Electrical Breakdown	Included
• Mechanical Breakdown	Included
Parts	Included
Labor	Included
Travel	Included
Preventative Maintenance	Included

Coverage in Excess OR Secondary to Any Other Insurance for Repairs

Caused By:

• Power Surge	Included
• Human Error	Included
• Air Conditioning Failure	Included
Rental of Substitute Equipment	Included
Overtime, Weekend time, Holiday Time	Included
In-House Reimbursements for Low Voltage Equipment Only @ \$50/Hour	Included
Physical plant equipment, Consumables, Supplies, Projector Tubes/Lamps, Cosmetic Restoration, Upgrades, Refurbishments, Obsolescence, Wiring/Cabling, Vehicles/Tractors/Heavy Equipment, Furniture and Fixtures, Software	Excluded
Non-Electrical/Non-Electronic Equipment	Excluded
Fire, All Risk, EC, Flood, Earthquake	Excluded

Deductible	\$0.00
Student Enrollment	535

Note

TERRORISM RISK INSURANCE (as mandated by the Terrorism Risk Insurance Act, as amended in 2015) can be purchased as an optional coverage.

Any and all information shared between the organization listed herein and Specialty Underwriters LLC shall be treated as CONFIDENTIAL and shall not be directly or indirectly disclosed to any third party.

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Quoted costs are exclusive of applicable taxes.



January 2, 2025

DATE

ACCEPTED BY

DATE

Equipment Coverage (Exclusions/Inclusions)

Policy Exclusions

- Building Wiring and Cabling
- Calibrations Including Tuning
- Certifications
- Consumables* (i.e.: Supplies, PM Kits, Bulbs, Ink Cartridges, Batteries, Ballasts, Filters) *unless noted otherwise
- Cosmetic Restoration (including, but not limited to scratches, dents and broken or cracked parts that do not otherwise affect the functionality or materially impair the intended use of the equipment)
- Damage caused by animals
- Equipment Which is not Electrical or Electronic in Nature (except buildings & grounds equipment)
- Furniture and Fixtures
- Obsolescence
- Physical Plant Equipment (i.e.: Generators, Elevators, Water Heaters etc.)
- Plumbing
- Production Print/Press Equipment
- Recommended User Maintenance (i.e., clearing paper jams, toner installation, periodic cleaning/lubricants etc.)
- Refurbishments
- Replacement of Missing Parts/Components
- Software
- Standalone Exhaust Fans
- Upgrades
- Vandalism/Malicious Mischief
- Vehicles/Tractors/Heavy Equipment

Environmental Controls Inclusions *(if quoted)*

Coverage is only intended for Electronic Type Equipment and may include:

- Actuators
- Bearings
- Circuit Boards
- Compressors (limitations may apply)
- Contactors
- Controllers
- Control Center
- Control Panel
- Control & Safety
- Couplers
- Dampers (only electronic components)
- Electrical Disconnect
- Eliminators
- Variable Speed Drives (VFDs)
- Fans (some fans are excluded)
- Flow Switches
- Gauges
- Impellers
- Lubrication Pumps
- Motors
- Positioners
- Pressure Sensors
- Pulleys
- Purge Units
- Relays
- Thermal Expansion Valve
- Thermostats & Sensors
- Valves (electronically controlled)
- Vanes
- Zone Control

Note:

- All coverage is subject to the actual SUIC policy provisions
- Repairs exceeding \$5,000 MUST be reported to SUIC at 800-833-7050 for authorization prior to commencing any repair



Akron-Westfield Community School

Randy Collins
Superintendent of Schools

Derek Briggs
7-12 Principal

Michelle Henrich
PK-6 Principal

850 Kerr Drive, Box 950, Akron, Iowa 51001 (712) 568-2020 FAX (712) 568-2997

January 4, 2021

To Whom It May Concern:

For many years, we have been a client of the Jester Insurance and Specialty Underwriters Equipment Maintenance Insurance Program. We have purchased and implemented this program at all of my districts. Our success in implementation and execution is a direct reflection from the support and assistance we receive from Jester Insurance and Specialty Underwriters. We have appreciated their knowledge and willingness to go the extra mile for our staff.

The people from Jester and SU have proven to be experts in school insurance for decades and created this valuable resource for Iowa schools. At first glance, I thought their program was too good to be true, but they continue to fulfill their promise to reimburse our eligible repair bills. The program continues to evolve and broaden coverage to meet our district's changing needs.

At end of the day, I trust Jester and SU to be our provider for Equipment Maintenance insurance and would highly recommend other districts to do the same. It has been an excellent relationship for many years.

Respectfully,

Randy Collins, Akron-Westfield Superintendent



January 17, 2020

To Whom it May Concern;

The Dubuque Community School District has participated in the "Break-Fix" insurance program offered by SU Group LLC for several years. The District has successfully moved costs that were generally paid out of the General Fund to an insurance policy that is paid out of the Management Fund. Expenses like copier/printer maintenance costs, computer repairs and HVAC items are just a small sample.

During our relationship, Dubuque has made suggestions of several types of expenses that we would like moved to the insurance program and SU representative's Jose McFarland and Leah Sladek listen and take those ideas back to the company. On several suggestions, they were successful in getting that accomplished.

Jose and Leah have been great to work with during this time. Their service to our District has been excellent. When the District first started the program, they met with multiple staff in multiple departments to help us understand the requirements of the program and the documentation needed to make a claim. For example, they were able to work with our current District programs that tracked things like work orders for Buildings & Grounds Dept. as well as the IT Dept. and use that documentation and reports for the claims processing. In other words, we gained efficiencies by having one system provide the documentation for both our internal process and the claim process. There are other things they have done to make the claims process work with our systems.

Jose and Leah continue to meet with us annually to go over what happened in the past year and to explore ways of improvement for the next year. They are both very accessible when an issue comes up or the District has a claim question. Each time they have worked with us to come up with an answer or solution or in some cases just to say kindly that it isn't possible.

Sincerely,

A handwritten signature in black ink that reads "Kevin Kelleher". The signature is written in a cursive style with a large initial 'K'.

Kevin Kelleher
Chief Financial Officer



LAWTON-BRONSON COMMUNITY SCHOOL DISTRICT



Chad Shook, Superintendent
Brandi Jessen, Secondary Principal

Lawton-Bronson Junior-Senior High School
100 Tara Way
Lawton, Iowa 51030

Phone 712-944-5181
Superintendent 712-944-5183
Fax 712-944-5568

Bronson Elementary
113 West 1st Street
Bronson, Iowa 51007

Phone 712-948-3361
Fax 712-948-3211

The support that we have received from Jester and SU has been crucial to the equipment breakdown policy working for our district. I regularly call with questions and have been consistently impressed with the helpful response and willingness to work on behalf of our district. Our district has also had reimplementation meetings with Jester and our staff where we went over our policy to ensure that we all know what is covered and discuss ways to improve our processes. This has greatly improved our understanding of our policy which will help us utilize the program to its fullest potential and make sure we're successful going forward.

Ryan Anderson

Business Manager

Next Steps

- Superintendent/Business Manager or Board Approval
- Signed Quote Coverage (page 9)
- Tax Exempt Certificate
- Schedule Implementation Training
- Follow-up Meeting (60-90 days)
- Follow-up Meeting (120 days)

