

**EAST BUCHANAN COMMUNITY SCHOOL DISTRICT**  
**AGENDA - Regular School Board Meeting**  
**July 9, 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 June 11, 2025
  - b. Personnel Changes  
[https://docs.google.com/spreadsheets/d/1JmAtWeBe41FIU84hzS2yzW5Ov6Wjnx4B\\_Gx8nQBJAE/edit?gid=626273134#gid=626273134](https://docs.google.com/spreadsheets/d/1JmAtWeBe41FIU84hzS2yzW5Ov6Wjnx4B_Gx8nQBJAE/edit?gid=626273134#gid=626273134)
  - c. List of Bills
  - d. Financial Reports
  - e. Open Enrollment Requests
    - Bowen Brady to North Linn
- 5. COMMUNITY/PROGRAM PRESENTATIONS**
- 6. ADMINISTRATIVE UPDATES & REPORTS**
  - a. Elementary Update
  - b. Secondary Update
  - c. District Update
  - d. Facilities Update
- 7. AGENDA**
  - a. Consider Newline Panels Classroom Displays Purchase
  - b. Consider MTMD Driving School Agreement
  - c. 1st Review Board Policies - 100 Series
  - d. 1st Review Board Policies - 206-217
- 8. STUDENT QUESTIONS**
- 9. #BUCPR1DE**
- 10. ADJOURN**

**East Buchanan Community School District  
Regular Board Meeting Minutes – June 11, 2025**

**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, Tim Recker, Andy Sperflage, and Heather Steffens. Administrators attending were Superintendent Kory Kelchen, Elementary Principal Nathan Reck, and Board Secretary Teresa Knipper. HS/MS Principal Eric Dockstader was absent. Several visitors attended the meeting. Motion carried with all ayes unless noted otherwise.

**Flexibility Fund Expenditure Public Hearing** – Motion by Maas, second by Cooksley to open the public hearing at 5:00 pm. Kelchen presented the flexibility fund resolution. There were no comments from the public. Motion by Maas, second by Recker to close the public hearing at 5:01 pm.

**Approve Agenda** - Motion by Maas, second by Steffens to approve the agenda with change of order as presented.

**Approve Consent Agenda** - Motion by Steffens, second by Cooksley to approve the consent agenda. Items included on the consent agenda: minutes from the regular meeting on May 14, 2025, hiring of AJ Riniker as MS cross country coach and Brent Shannon as MS softball coach; transfer of Kyle Fank to at-risk teacher; resignations of Jersey Cherry as paraprofessional and Trent Robinson as HS and MS softball coach; expenditures listed; and financial reports.

**Administrative Updates and Reports** – Reck reported summer school has started with an emphasis on reading and is scheduled for 4 days/week for 4 weeks. He also stated that Eric Dockstader has been great to work with during his first year as principal. Kelchen provided timelines if the district wants to continue with the MS building project.

**Flexibility Fund Expenditure Resolution** – Director Maas introduced and caused to be read the Resolution hereinafter set out and moved its adoption; seconded by Director Recker after due consideration thereof by the Board, the President put the question upon the adoption of said Resolution and, the roll having been called, the following Directors voted: Aye: Cooksley, Steffens, Maas, Recker, Sperflage; Nay: none. Whereupon the President declared said Resolution duly adopted as follows: WHEREAS, Iowa Code provides school districts with greater flexibility to transfer eligible funds to other specified purposes; WHEREAS, the Board, in consultation with its community, through a public hearing with notice, by the board passing a public hearing date on June 11, 2025 as prescribed by the Iowa Department of Education, has determined that excess funds in the flexibility account shall be transferred to general use in order to provide the best quality education for the students of the school district; and WHEREAS, the Board, proposes to use \$35,159.65 from the flexibility account, which came from excess funds from FY2022 Teacher Quality Professional Development (TQPD). It has been certified that the statutory requirements for TQPD have been met and an approved copy of this board resolution submitted to the Iowa Department of Education. NOW, THEREFORE, be it resolved by the Board: Passed and approved this 11th day of June 2025.

**Photography Bids for 25-26 and 26-27 school years** – Motion by Maas, second by Cooksley to approve the photography bid from Veronica Anne for 25-26 and 26-27 school years as presented.

**25-26 Milk Bids** - Bids were received from Prairie Farms and AE. Motion by Cooksley, second by Maas to approve the bid from Prairie Farms for the 25-26 school year.

**25-26 Bread Bids** - Bimbo Bakeries was the only vendor to submit a bid. Motion by Maas, second by Recker to approve the bid from Bimbo Bakeries for the 25-26 school year.

**Storm Protection Fund** - Kelchen explained how the storm protection fund works. Motion by Maas, second by Recker to participate in the Storm Protection Fund as presented.

**25-26 Operational Sharing Agreements** - Kelchen presented the operational sharing agreements as follows: Superintendent with Dunkerton CSD; Transportation Director with Alburnett CSD; Work Experience Coordinator with Dunkerton, Jesup, and Sumner-Fredericksburg CSDs; Maintenance Director with Dunkerton CSD; and Human Resource Director with Dunkerton CSD. Motion by Steffens, second by Maas to approve the operational sharing agreements as presented.

**25-26 School Fee Schedule** - Motion by Maas, second by Recker to approve the 25-26 fee schedule as presented.

**Outstanding Invoices** - Motion by Steffens, second by Recker to approve the payment of outstanding invoices received as of June 30, 2025.

**Safety Equipment Transfer Resolution** - Motion by Maas, second by Recker to approve the resolution to transfer funds for protective and safety equipment from the general fund to the activity fund in the amount of \$3,629.90.

**Activity Fund Interest Allocation** - Motion by Steffens, second by Recker to approve the allocation of activity fund interest to the athletics account.

**Class of 2025 Ending Balance** - Motion by Recker, second by Maas to approve the allocation of Class of 2025 ending balance equally to Class of 2027 and Class of 2028.

**Robotics Ending Balance** - Motion by Steffens, second by Cooksley to approve the allocation of the Robotics ending balance to activities account.

**ESports Ending Balance** - Motion by Maas, second by Cooksley to approve the allocation of the ESports ending balance to activities account.

**25-26 CRAEA Agreements** - Motion by Steffens, second by Recker to approve the 25-26 Agreements for EL Instructional Services and Technology Services as presented.

**Waterloo 28E Agreement** - Motion by Cooksley, second by Recker to approve the 28E Agreement with Waterloo Career Center as presented.

**Bus Quote** - Bids were received from Hoglund Bus Company and School Bus Sales Co. Motion by Steffens, second by Cooksley to approve the quote from School Bus Sales for a diesel bus at a cost of \$137,904.

**BucPr1de** – We had a strong finish to the end of the school year.

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

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

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	
ALBURNETT	ALBURNETT HIGH SCHOOL	Track Entry Fee	100.00 2
			<b>100.00</b>
ALLIBRIA	Allison, Brian	HS Baseball Official 6/23/25	160.00 2
			<b>160.00</b>
AMERCANC	AMERICAN CANCER SOCIETY	cancer night fundraiser	405.00 2
			<b>405.00</b>
BALLHORT	BALL HORTICULTURAL COMPANY	Mums	55.19 2
			<b>55.19</b>
BARNTOM	BARNES, TOM	HS Softball Official 6/12/25	150.00 2
			<b>150.00</b>
CALAWHEA	Calamus-Wheatland Athletics	cost to play at kirkwood 6/6/25	420.00 2
			<b>420.00</b>
CASTTHEA	CASTLE THEATRE	Move field trip	27.12 2
			<b>27.12</b>
CENTCITY	CENTRAL CITY COMM. SCHOOL	Entry Fee Softball Tournament 6/7/25	75.00 2
			<b>75.00</b>
CHAMRAND	CHAMBERLIN, RANDY	HS Baseball Official 6/9/25	160.00 2
			<b>160.00</b>
DARDFRAN	DARDIS, FRANK	HS Baseball Official 6/11/25	160.00 2
			<b>160.00</b>
FRITSCOT	FRITZ, SCOTT	FB Official 9/23/22	125.00 2
			<b>125.00</b>
GENFUND	GENERAL FUND	YMCA Field Trip	100.00 2
			<b>100.00</b>
GIBBJOE	GIBBS, JOE	HS Softball Official 6/10/25	140.00 2
GIBBJOE	GIBBS, JOE	HS Softball Official 6/25/25	150.00 2
GIBBJOE	GIBBS, JOE	HS Softball Official 6/26/25	150.00 2
GIBBJOE	GIBBS, JOE	HS Softball Official 7/1/25	140.00 2
			<b>580.00</b>
GRETDREW	Grete, Drew	MS Baseball Official 6/16/25	130.00 2
GRETDREW	Grete, Drew	HS Baseball official 6/12/25	160.00 2
GRETDREW	Grete, Drew	HS Baseball Official 6/26/25	160.00 2
			<b>450.00</b>
IOWAFFA	IOWA FFA ASSOCIATION	State FFA	695.00 2
			<b>695.00</b>
KEELJOHN	Keel, John	HS Baseball Official 6/23/25	150.00 2
			<b>150.00</b>
BEAULAND	Lucy's Soil Source Inc.	FFA plants	902.38 2
			<b>902.38</b>
MONTSPOR	MONTICELLO SPORTS	Baseball Jerseys	1,755.00 2
			<b>1,755.00</b>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>		
PAYNCOLL	PAYNE, COLLIN	HS Baseball Official 6/9/25	160.00	2
			<b>160.00</b>	
PENNJUST	Penner, Justin	HS Softball Official 6/25/25	140.00	2
			<b>140.00</b>	
RIMADAVE	RIMA, DAVE	MS Baseball official 6/5/25	150.00	2
			<b>150.00</b>	
RINIADAM	Riniker, Adam	Meal Reimbursement - state track	81.65	2
			<b>81.65</b>	
SADLDENN	SADLER, DENNIS	HS Softball Official 6/26/25	140.00	2
SADLDENN	SADLER, DENNIS	HS Softball Official 6/10/25	140.00	2
SADLDENN	SADLER, DENNIS	HS Softball Official 7/1/25	0.00	2
			<b>280.00</b>	
SCHLMARK	SCHLEISMAN, MARK	HS Baseball Official 6/27/25	160.00	2
SCHLMARK	SCHLEISMAN, MARK	HS Softball Official 6/12/25	150.00	2
			<b>310.00</b>	
SCHNWAYN	SCHNIER, WAYNE	HS Baseball Official 6/11/25	160.00	2
SCHNWAYN	SCHNIER, WAYNE	HS Baseball Official 6/17/25	160.00	2
			<b>320.00</b>	
THOLRONA	THOLE, RONALD	HS Baseball Official 6/17/25	160.00	2
THOLRONA	THOLE, RONALD	HS Baseball Official 6/27/25	160.00	2
			<b>320.00</b>	
TROEMARK	TROENDLE, MARK	HS Baseball Official 6/26/25	160.00	2
			<b>160.00</b>	
VERNTRUE	VERN'S TRUE VALUE HARDWARE	Field Edger Rental - Baseball	50.00	2
			<b>50.00</b>	
WILGKEEG	Wilgenbusch, Keegan	replacement check for check 9/24	50.00	2
			<b>50.00</b>	
WINTBUIL	WINTHROP BUILDING SUPPLY	Field Paint	235.86	2
			<b>235.86</b>	

Batch Total: 8,727.20

Report Total: 8,727.20

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	
SADLDENN	SADLER, DENNIS	HS Softball Official 7/1/25	140.00 2
			<b>140.00</b>
Batch Total:			<b>140.00</b>
Report Total:			<b>140.00</b>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CHASCARD	CHASE CARD SERVICES	Food service director conference	618.37
			<b>618.37</b>
Batch Total:			618.37
Report Total:			618.37

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CHASCARD	CHASE CARD SERVICES	pocket radar	274.95
CHASCARD	CHASE CARD SERVICES	ICCA Membership	324.00
			<b>598.95</b>
WINTBUIL	WINTHROP BUILDING SUPPLY	field paint	208.90
			<b>208.90</b>
Batch Total:			<b>807.85</b>
Report Total:			<b>807.85</b>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	
CHASCARD	CHASE CARD SERVICES	Conference	449.00
CHASCARD	CHASE CARD SERVICES	Hotel	154.42
CHASCARD	CHASE CARD SERVICES	Meal at conferance	14.95
			<b>618.37</b>

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Batch Total: 618.37  
Report Total: 618.37

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	
BOSEKELL	Bose, Kelly	Hot Lunch Account Pay out	98.50 6
			<b>98.50</b>
CABAANDY	CABALKA, ANDREW AND ELIZABETH	Hot Lunch Account Pay out	4.12 6
			<b>4.12</b>
CORBKEVI	Corbin, Kevin	Hot Lunch Account Pay out	6.85 6
			<b>6.85</b>
CRAWKIM	Crawford, Kim	Hot Lunch Account Pay out	15.80 6
			<b>15.80</b>
DEPYBRAN	De Pyper, Brandon	Hot Lunch Account Pay out	6.40 6
			<b>6.40</b>
DEGEKAYL	DEGENHARDT, KAYLA	Hot Lunch Account Pay out	3.40 6
			<b>3.40</b>
GILEJULI	Gile, Julie	Hot Lunch Account Pay out	11.85 6
			<b>11.85</b>
GREICARR	Greiner, Carrie	Hot Lunch Account Pay out	53.30 6
			<b>53.30</b>
HOOKEMIL	Hookom, Emily	Hot Lunch Account Pay out	6.35 6
			<b>6.35</b>
MOSEROBE	Moses, Robert	Hot Lunch Account Pay out	5.45 6
			<b>5.45</b>
NEFFADRI	Neff, Adrian	Hot Lunch Pay out	1.50 6
			<b>1.50</b>
NEFFLAUR	Neff, Laura	Hot Lunch Account Pay out	5.90 6
			<b>5.90</b>
PILLCHRI	Pillard, Christina	Hot Lunch Account Pay out	19.35 6
			<b>19.35</b>
PURCRUSTY	Purcell, Rusty	Hot Lunch Pay out	2.00 6
			<b>2.00</b>
RECKAMY	Reck, Amy	Hot Lunch Account Pay out	25.40 6
			<b>25.40</b>
SATTHEAT	Sattizahn, Heather	Hot Lunch Pay out	32.95 6
			<b>32.95</b>
SHERBRAD	SHERMAN, BRAD	Hot Lunch Account Pay out	6.75 6
			<b>6.75</b>
STAHWADE	Stahr, Wade	Hot Lunch Pay out	2.00 6
			<b>2.00</b>
STEEBILL	Steenstra, Bill	Hot Lunch Pay out	4.16 6
			<b>4.16</b>

Report Total: 312.03

Vendor ID	Vendor Name	Description	Invoice Amount
ALLIUTIL	ALLIANT ENERGY	GAS/ELECTRIC	9,310.52 1
			<b>9,310.52</b>
AMAZON	Amazon	supplies	20.78 1
AMAZON	Amazon	School Supplies for 2025	5.99 1
AMAZON	Amazon	SUPPLIES	1.49 1
AMAZON	Amazon	MS SUPPLIES	15.99 1
AMAZON	Amazon	SUPPLIES	1.49 1
AMAZON	Amazon	Classroom supplies	2.60 1
AMAZON	Amazon		10.98 1
AMAZON	Amazon	ms/hs supplies	13.97 1
AMAZON	Amazon	Literacy - trade books	352.81 1
AMAZON	Amazon	Reading Recovery/Title 1	5.29 1
AMAZON	Amazon	Reading Recovery/Title 1	17.82 1
AMAZON	Amazon	SUPPLIES	44.20 1
AMAZON	Amazon	ms/hs supplies	80.46 1
AMAZON	Amazon	ELEM OFFICE SUPPLIES	49.56 1
AMAZON	Amazon	SUPPLIES	59.99 1
AMAZON	Amazon	ms/hs supplies	41.84 1
AMAZON	Amazon	MS/HS PE Equipment	16.49 1
AMAZON	Amazon	SUPPLIES	31.67 1
AMAZON	Amazon		19.98 1
AMAZON	Amazon	SUPPLIES	15.99 1
AMAZON	Amazon	Reading Recovery/Title 1	17.45 1
AMAZON	Amazon	SUPPLIES	26.99 1
AMAZON	Amazon	MS/HS PE Equipment	29.86 1
AMAZON	Amazon	SUPPLIES	14.91 1
AMAZON	Amazon	SUPPLIES	46.98 1
			<b>945.58</b>
ASCETRUC	Ascendance Truck Centers	SUPPLIES	765.80
ASCETRUC	Ascendance Truck Centers	SUPPLIES	184.58
ASCETRUC	Ascendance Truck Centers	SUPPLIES	184.58
ASCETRUC	Ascendance Truck Centers	REFUND	(197.60)
ASCETRUC	Ascendance Truck Centers	SUPPLIES	293.63
			<b>1,230.99</b>
CAMBASSE	Cambium Assessment Inc	PURCHASED SERVICE	179.50 1
			<b>179.50</b>
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	3,240.00
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	74.00 1
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	189.18 1
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	2,844.50
			<b>6,347.68</b>
CASTTHEA	CASTLE THEATRE	FIELD TRIP	71.88 1
			<b>71.88</b>
CDWG	CDW GOVERNMENT, INC	AWS Consumption	556.34
CDWG	CDW GOVERNMENT, INC	AWS Consumption	450.03
			<b>1,006.37</b>

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>	
CENTCITY	CENTRAL CITY COMM. SCHOOL	OPEN ENROLLMENT	536.52	1
			<b>536.52</b>	
CRAEA	CENTRAL RIVERS AEA	TECH REPAIRS	499.95	
CRAEA	CENTRAL RIVERS AEA	TECH REPAIRS	253.13	
CRAEA	CENTRAL RIVERS AEA	TECH REPAIRS	499.95	
CRAEA	CENTRAL RIVERS AEA	MOC COORDINATOR	12,065.55	
CRAEA	CENTRAL RIVERS AEA	Work Exp Coordinator	5,430.00	
CRAEA	CENTRAL RIVERS AEA	Network Services	1,000.00	
			<b>19,748.58</b>	
CHASCARD	CHASE CARD SERVICES	CONFERENCE LODGING	2,117.88	
CHASCARD	CHASE CARD SERVICES	GAS	162.54	
CHASCARD	CHASE CARD SERVICES	PROF DEV	232.30	
CHASCARD	CHASE CARD SERVICES	PD SUPPLIES	235.00	
CHASCARD	CHASE CARD SERVICES	INST SUPPLIES	273.00	
CHASCARD	CHASE CARD SERVICES	refund interest charge	(34.74)	
CHASCARD	CHASE CARD SERVICES	SUPPLIES	643.24	
CHASCARD	CHASE CARD SERVICES	SUPPLIES	201.43	
CHASCARD	CHASE CARD SERVICES	GAS	51.85	
CHASCARD	CHASE CARD SERVICES	IAAE Conference lodging	319.52	
CHASCARD	CHASE CARD SERVICES	SUBSCRIPTION	101.20	
CHASCARD	CHASE CARD SERVICES	PURCHASED SERVICE	45.00	
CHASCARD	CHASE CARD SERVICES	PROF DEV	212.81	
			<b>4,561.03</b>	
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	61.64	1
			<b>61.64</b>	
CITYWINT	CITY OF WINTHROP	WATER/SEWER	758.94	1
			<b>758.94</b>	
CJCOOP	CJ COOPER & ASSOCIATES, INC.	SCREENING TESTS	315.50	1
			<b>315.50</b>	
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	2,326.17	
			<b>2,326.17</b>	
DSPORTABLE	D & S PORTABLES INC	PURCHASED SERVICE	350.00	1
			<b>350.00</b>	
DEMCO	DEMCO	LMC SUPPLIES	252.99	
			<b>252.99</b>	
DHS	DHS CASHIER 1ST FL.	STATE MEDICAID MATCH	20,267.87	
			<b>20,267.87</b>	
DUBUFIRE	DUBUQUE FIRE EQUIPMENT, INC.	FIRE EXTINGUISHER SERVICE	221.85	1
			<b>221.85</b>	
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	TELEPHONE	2,617.64	
			<b>2,617.64</b>	
INDENAPA	Etten Enterprises LLC	PARTS	103.52	
INDENAPA	Etten Enterprises LLC	PARTS	34.63	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>	
			<b>138.15</b>	
FIRSEDUCRE	First Educational Resources	PROFESSIONAL DEVELOPMENT	575.00	1
			<b>575.00</b>	
FOLLCONT	FOLLETT CONTENT SOLUTIONS LLC	LMC CONTENT	1,327.32	
FOLLCONT	FOLLETT CONTENT SOLUTIONS LLC	LMC BOOKS	249.11	1
			<b>1,576.43</b>	
GOPHER	GOPHER	MS/HS PE Equipment	585.28	
			<b>585.28</b>	
GREECLEA	GREENWOOD CLEANING SYSTEMS	Custodial Supplies	3,684.14	
			<b>3,684.14</b>	
IASBO	IA ASSOC OF SCH BUS OFFICIALS	FY26 MEMBERSHIP DUES	250.00	
			<b>250.00</b>	
IHSMA	IA HIGH SCH MUSIC ASSOCIATION	FY26 MEMBERSHIP	25.00	
			<b>25.00</b>	
IMAGLEAR	Imagine Learning	Edgenuity subscription	4,430.00	
			<b>4,430.00</b>	
INDECSD	INDEPENDENCE CSD	CONCURRENT ENROLLMENT	2,231.20	
INDECSD	INDEPENDENCE CSD	OPEN ENROLLMENT	139,861.73	1
INDECSD	INDEPENDENCE CSD	PURCHASED TRANSPORTATION	48,339.62	
INDECSD	INDEPENDENCE CSD	SHARING AGREEMENTS	36,983.23	1
			<b>227,415.78</b>	
IASB	IOWA ASSOC OF SCHOOL BOARDS	FY26 MEMBERSHIP	2,573.00	
IASB	IOWA ASSOC OF SCHOOL BOARDS	POLICY REFERENCE	800.00	
			<b>3,373.00</b>	
IAAE	IOWA ASSOC. OF AG EDUCATORS	MEMBERSHIP DUES	200.00	
IAAE	IOWA ASSOC. OF AG EDUCATORS	IAAE Conference	275.00	
			<b>475.00</b>	
IPTA	IOWA PUPIL TRANSPORTATION ASSOCIATION	Conference	410.00	1
			<b>410.00</b>	
ISFIS	Iowa School Finance Information Services Inc	PURCHASED SERVICE	1,404.10	
			<b>1,404.10</b>	
IOWATEST	IOWA TESTING PROGRAMS	TESTING	1,791.75	1
			<b>1,791.75</b>	
JPGASWAY	JPGASWAY	SUPPLIES	2,649.58	1
			<b>2,649.58</b>	
KAYCHAP	KAY L. CHAPMAN CPA PC	CAR workshop webinar	100.00	
			<b>100.00</b>	
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	2,999.68	1
			<b>2,999.68</b>	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>	
MARC	MARC	BLDGS & GROUNDS SUPPLIES	376.00	
MARC	MARC		3,476.50	
			<b>3,852.50</b>	
MARION	MARION INDEPENDENT CSD	OPEN ENROLLMENT	3,763.13	1
			<b>3,763.13</b>	
MAVEPOWE	Maverick Powersports LLC	MOWER maintenance	459.20	
			<b>459.20</b>	
MTMDDRIV	MTMD Driving School LLC	DRIVERS ED	2,772.00	1
			<b>2,772.00</b>	
MYSTSCIE	Mystery Science	SCIENCE CURRICULUM	1,695.00	
			<b>1,695.00</b>	
NEIBINSU	NEIGHBOR INSURANCE	INSURANCE	13,098.62	
			<b>13,098.62</b>	
HOGLBUSMN	North Central Intl LLC	BUS PARTS	280.04	
			<b>280.04</b>	
NORTLINN	NORTH-LINN CSD	CONCURRENT ENROLLMENT	148.69	1
NORTLINN	NORTH-LINN CSD	OPEN ENROLLMENT	26,249.20	1
			<b>26,397.89</b>	
OELWPUBL	OELWEIN PUBLISHING COMPANY	ADVERTISING	226.56	
			<b>226.56</b>	
PIONVALL	PIONEER VALLEY BOOKS	SUPPLIES	23.00	
			<b>23.00</b>	
PRESTOX	PRESTO-X	KITCHEN-PEST SERVICE	80.59	
			<b>80.59</b>	
QUILCORP	QUILL CORPORATION	SUPPLIES	106.47	
QUILCORP	QUILL CORPORATION	Elem. Lit consumables	1,751.85	
QUILCORP	QUILL CORPORATION	SUPPLIES	706.78	
QUILCORP	QUILL CORPORATION	SUPPLIES	38.25	
QUILCORP	QUILL CORPORATION	SUPPLIES	50.55	
QUILCORP	QUILL CORPORATION	SUPPLIES	36.25	
			<b>2,690.15</b>	
REALGOOD	REALLY GOOD STUFF	INSTRUCTIONAL SUPPLIES	286.85	
			<b>286.85</b>	
SAI	SAI	PURCHASED SERVICE	500.00	1
			<b>500.00</b>	
SCHMJANI	SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	69.80	1
			<b>69.80</b>	
STARMONT	STARMONT CSD	CONCURRENT ENROLLMENT	320.87	1
STARMONT	STARMONT CSD	OPEN ENROLLMENT	25,624.08	1
			<b>25,944.95</b>	
SPF	Storm Protection Fund	INSURANCE	16,719.00	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>	
			<b>16,719.00</b>	
SUINSURANC	SU Insurance Company	INSURANCE	13,438.25	
			<b>13,438.25</b>	
MUSICPLAY	Themes & Variations Inc	Online music curriculum	200.00	
			<b>200.00</b>	
TIMBBILL	TIMBERLINE BILLING SERVICE LLC	MEDICAID PURCH SERVICE	2,092.87	
			<b>2,092.87</b>	
TOLEPHYS	TOLEDO PHYSICAL EDUCATION	MS/HS PE Equipment	514.86	
			<b>514.86</b>	
USCELL	US CELLULAR	Cell Phones	218.85	
			<b>218.85</b>	
VANMETER	VAN METER ELECTRIC SUPPLY CO	LIGHTBULBS	407.04	1
			<b>407.04</b>	
VIKISEWI	VIKING SEWING CENTER	MACHINE MAINTENANCE	300.00	1
VIKISEWI	VIKING SEWING CENTER	Sewing machine maintenance	539.90	1
			<b>839.90</b>	
WEEDSON	WEEDS ON FIRE	UPKEEP OF BLDGS & GROUNDS	907.50	1
			<b>907.50</b>	
WESTCENT	WEST CENTRAL COMMUNITY SCHOOL	OPEN ENROLLMENT	4,181.26	1
			<b>4,181.26</b>	
WESTDELA	WEST DELAWARE CSD	FY25 OPEN ENROLLMENT	13,881.78	1
			<b>13,881.78</b>	
WESTMUSI	WEST MUSIC COMPANY	General	35.98	
WESTMUSI	WEST MUSIC COMPANY	General	13.98	
WESTMUSI	WEST MUSIC COMPANY	General	17.00	
WESTMUSI	WEST MUSIC COMPANY	General	28.99	
			<b>95.95</b>	
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	270.87	1
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	127.02	
			<b>397.89</b>	
Report Total:			<b>459,029.57</b>	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>	
CDWG	CDW GOVERNMENT, INC	Firewall	12,000.00	3
			<b>12,000.00</b>	
DENOVOCONS	Denovo Construction Solutions	ASSESSMENT	9,500.00	
			<b>9,500.00</b>	
3EELECTRIC	ELECTRICAL ENGINEERING & EQUIPMENT CO	ELECTRICAL SUPPLIES	968.96	3
3EELECTRIC	ELECTRICAL ENGINEERING & EQUIPMENT CO	ELECTRICAL SUPPLIES	494.13	3
3EELECTRIC	ELECTRICAL ENGINEERING & EQUIPMENT CO	ELECTRICAL SUPPLIES	937.98	3
			<b>2,401.07</b>	
FIVESTAR	Five Star Telecom, Inc	Doors	8,521.78	
			<b>8,521.78</b>	
MOOSEMECH	Moose Mechanical	PURCHASED SERVICE	3,688.75	
			<b>3,688.75</b>	
NOVAKFENCE	Novak Fence LLC	BACKSTOP	725.00	3
			<b>725.00</b>	
SOFTUNLIM	SOFTWARE UNLIMITED	ACCOUNTING SOFTWARE	8,450.00	
			<b>8,450.00</b>	
Report Total:			<b>45,286.60</b>	

**East Buchanan Community School District  
Cash Summary Report**

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
<b>10-GENERAL FUND</b>						
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
<b>21-ACTIVITY FUND</b>						
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
<b>22-MANAGEMENT FUND</b>						
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
<b>33-SAVE</b>						
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
<b>36-PPEL</b>						
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
<b>40-DEBT SERVICE</b>						
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
<b>61-NUTRITION FUND</b>						
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
<b>72-FLEX SPENDING ACCT FUND</b>						
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
<b>EMPLOYER'S PAYROLL EXPENSE:</b>						
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 deduction	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
<b>TOTAL</b>	<b>504,851.83</b>	<b>438,061.51</b>	<b>509,316.37</b>	<b>568,942.77</b>	<b>575,848.87</b>	<b>559,367.76</b>

**East Buchanan Community School District  
Cash Summary Report**

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
<b>10-GENERAL FUND</b>						
Beginning Balance	1,870,883.67	1,787,606.34	1,714,777.58	1,652,902.25	2,292,825.31	2,277,724.49
Revenue	522,224.49	830,262.60	639,599.86	1,292,218.76	629,296.71	574,131.55
Expenditures	605,501.82	903,091.36	701,475.19	652,295.70	644,397.53	1,064,851.94
Ending Balance	1,787,606.34	1,714,777.58	1,652,902.25	2,292,825.31	2,277,724.49	1,787,004.10
<b>21-ACTIVITY FUND</b>						
Beginning Balance	106,498.46	93,709.44	95,746.49	93,031.34	95,463.97	89,399.68
Revenue	10,917.89	9,302.19	17,269.71	9,973.97	7,248.29	10,769.61
Expenditures	23,706.91	7,265.14	19,984.86	7,541.34	13,312.58	26,110.86
Ending Balance	93,709.44	95,746.49	93,031.34	95,463.97	89,399.68	74,058.43
<b>22-MANAGEMENT FUND</b>						
Beginning Balance	97,052.95	88,771.38	91,306.25	88,984.06	199,348.01	215,596.71
Revenue	6,045.43	3,534.87	12,004.81	110,863.95	16,748.70	4,521.79
Expenditures	14,327.00	1,000.00	14,327.00	500.00	500.00	1,000.00
Ending Balance	88,771.38	91,306.25	88,984.06	199,348.01	215,596.71	219,118.50
<b>33-SAVE</b>						
Beginning Balance	2,814,164.14	3,051,579.13	3,110,905.09	3,176,974.36	2,885,404.94	2,957,551.50
Revenue	237,414.99	59,325.96	66,069.27	428,430.58	72,146.56	57,455.75
Expenditures	0.00	0.00	0.00	720,000.00	0.00	0.00
Ending Balance	3,051,579.13	3,110,905.09	3,176,974.36	2,885,404.94	2,957,551.50	3,015,007.25
<b>36-PPEL</b>						
Beginning Balance	459,283.04	467,415.52	453,414.62	459,954.43	600,789.06	603,185.04
Revenue	9,163.32	5,229.72	15,456.89	142,885.83	21,168.18	5,710.66
Expenditures	1,030.84	19,230.62	8,917.08	2,051.20	18,772.20	20,726.07
Ending Balance	467,415.52	453,414.62	459,954.43	600,789.06	603,185.04	588,169.63
<b>40-DEBT SERVICE</b>						
Beginning Balance	17,637.50	18,597.04	18,664.52	20,578.22	40,773.09	43,442.37
Revenue	965.06	567.48	1,913.70	734,919.87	2,669.28	631.65
Expenditures	5.52	500.00	0.00	714,725.00	0.00	300.00
Ending Balance	18,597.04	18,664.52	20,578.22	40,773.09	43,442.37	43,774.02
<b>61-NUTRITION FUND</b>						
Beginning Balance	171,780.06	177,939.97	170,081.40	166,093.78	153,582.20	139,982.05
Revenue	53,575.27	59,468.65	58,401.56	55,419.33	50,725.75	35,210.28
Expenditures	47,415.36	67,327.22	62,389.18	67,930.91	64,325.90	47,418.41
Ending Balance	177,939.97	170,081.40	166,093.78	153,582.20	139,982.05	127,773.92
less: Received on Acct	11,717.60	14,166.30	12,664.80	11,466.40	4,887.88	4,946.38
	166,222.37	155,915.10	153,428.98	142,115.80	135,094.17	122,827.54
<b>72-FLEX SPENDING ACCT FU</b>						
Beginning Balance	9,289.38	8,234.65	10,177.72	11,089.17	10,221.23	11,818.42
Revenue (contributions)	2,329.95	2,329.95	2,329.95	2,329.95	2,329.95	2,476.56
Expenditures (claims)	3,384.68	386.88	1,418.50	3,197.89	732.76	1,014.28
Ending Balance	8,234.65	10,177.72	11,089.17	10,221.23	11,818.42	13,280.70
<b>EMPLOYER'S PAYROLL EXPEI</b>						
Gross Wages-hourly	80,676.40	107,447.24	95,692.22	88,134.91	100,606.31	180,490.50
Gross Wages-contract	334,087.65	334,012.93	327,329.20	328,283.41	332,955.46	354,927.87
	414,764.05	441,460.17	423,021.42	416,418.32	433,561.77	535,418.37
Employer paid deduction	63,980.21	62,419.83	63,267.06	64,618.52	62,858.26	53,909.63
Employer paid IPERS	38,363.64	40,637.73	38,765.50	38,452.48	39,963.14	48,064.22
Employer paid FICA	31,175.91	33,218.18	31,807.62	31,299.03	32,604.47	40,211.01
	133,519.76	136,275.74	133,840.18	134,370.03	135,425.87	142,184.86
<b>TOTAL</b>	<b>548,283.81</b>	<b>577,735.91</b>	<b>556,861.60</b>	<b>550,788.35</b>	<b>568,987.64</b>	<b>677,603.23</b>

East Buchanan Community School District  
Cash Summary Report

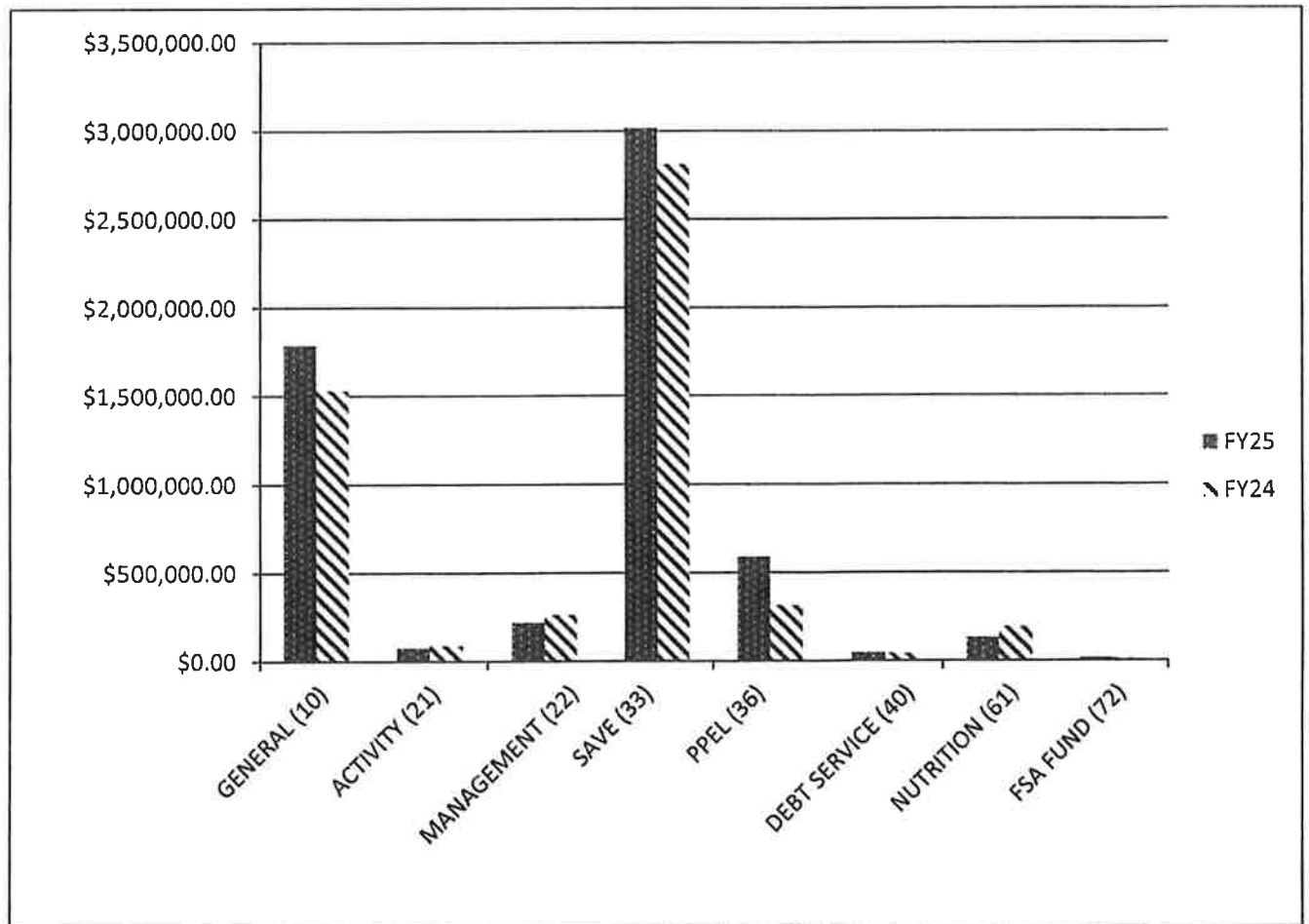
	<u>FY25YTD</u>	<u>FY24 YTD-June 2024</u>
10-GENERAL FUND		
Beginning Balance	1,528,451.82	2,162,495.30
Revenue	8,773,454.28	8,986,664.59
Expenditures	8,514,902.00	9,620,708.07
Ending Balance	1,787,004.10	1,528,451.82
21-ACTIVITY FUND		
Beginning Balance	87,662.12	89,816.84
Revenue	155,615.16	169,659.38
Expenditures	169,218.85	171,814.10
Ending Balance	74,058.43	87,662.12
22-MANAGEMENT FUND		
Beginning Balance	262,581.63	203,146.70
Revenue	483,278.91	334,748.90
Expenditures	526,742.04	275,313.97
Ending Balance	219,118.50	262,581.63
33-SAVE		
Beginning Balance	2,809,867.27	2,794,533.64
Revenue	1,398,570.94	2,231,629.45
Expenditures	1,193,430.96	2,216,295.82
Ending Balance	3,015,007.25	2,809,867.27
36-PPEL		
Beginning Balance	314,010.84	459,321.82
Revenue	473,116.64	685,960.81
Expenditures	198,957.85	831,271.79
Ending Balance	588,169.63	314,010.84
40-DEBT SERVICE		
Beginning Balance	39,869.90	28,354.28
Revenue	1,076,632.14	1,729,855.62
Expenditures	1,072,728.02	1,718,340.00
Ending Balance	43,774.02	39,869.90
61-NUTRITION FUND		
Beginning Balance	191,194.54	288,880.62
Revenue	648,729.83	684,775.51
Expenditures	712,150.45	782,461.59
Ending Balance	127,773.92	191,194.54
less: Received on Acct		
	127,773.92	191,194.54
72-FLEX SPENDING ACCT FU		
Beginning Balance	7,653.24	6,775.52
Revenue (contributions)	28,452.93	31,014.88
Expenditures (claims)	22,825.47	30,137.16
Ending Balance	13,280.70	7,653.24
EMPLOYER'S PAYROLL EXPEI		
Gross Wages-hourly	1,085,952.69	1,142,898.82
Gross Wages-contract	3,957,804.94	3,960,456.42
	5,043,757.63	5,103,355.24
Employer paid deduction	754,690.52	742,741.09
Employer paid IPERS	460,297.04	463,131.60
Employer paid FICA	377,904.46	377,762.42
	1,592,892.02	1,583,635.11
TOTAL	6,636,649.65	6,686,990.35

# CASH SUMMARY REPORT

## EAST BUCHANAN COMMUNITY SCHOOL

### June 2025

Fund Description	Beginning	Revenues	Expenditures	FY25 Ending	FY24 End Balance	Difference
GENERAL (10)	\$2,277,724.49	\$574,131.55	\$1,064,851.94	\$1,787,004.10	\$1,528,451.82	\$258,552.28
ACTIVITY (21)	\$89,399.68	\$10,769.61	\$26,110.86	\$74,058.43	\$87,662.12	(\$13,603.69)
MANAGEMENT (22)	\$215,596.71	\$4,521.79	\$1,000.00	\$219,118.50	\$262,581.63	(\$43,463.13)
SAVE (33)	\$2,957,551.50	\$57,455.75	\$0.00	\$3,015,007.25	\$2,809,867.27	\$205,139.98
PPEL (36)	\$603,185.04	\$5,710.66	\$20,726.07	\$588,169.63	\$314,010.84	\$274,158.79
DEBT SERVICE (40)	\$43,442.37	\$631.65	\$300.00	\$43,774.02	\$39,869.90	\$3,904.12
NUTRITION (61)	\$139,982.05	\$35,210.28	\$47,418.41	\$127,773.92	\$191,194.54	(\$63,420.62)
FSA FUND (72)	\$11,818.42	\$2,476.56	\$1,014.28	\$13,280.70	\$7,653.24	\$5,627.46
			TOTAL	\$5,868,186.55	\$5,241,291.36	\$626,895.19



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

MONTH BY FUND: Jun-25					
Fund	#	Beginning Fund Balance	+ Revenues	- Expenditures	Ending Fund Balance
General	10	\$ 2,277,724.49	\$ 574,131.55	\$ 1,064,851.94	\$ 1,787,004.10
Activity	21	\$ 89,399.68	\$ 10,769.61	\$ 26,110.86	\$ 74,058.43
Management	22	\$ 215,596.71	\$ 4,521.79	\$ 1,000.00	\$ 219,118.50
SAVE	33	\$ 615,970.46	\$ 49,641.93	\$ -	\$ 665,612.39
SAVE	33	\$ 2,341,581.04	\$ 7,813.82	\$ -	\$ 2,349,394.86
PPEL	36	\$ 603,185.04	\$ 5,710.66	\$ 20,726.07	\$ 588,169.63
Debt Service	40	\$ 43,442.37	\$ 631.65	\$ 300.00	\$ 43,774.02
Debt Service	40	\$ -	\$ -	\$ -	\$ -
Nutrition	61	\$ 139,982.05	\$ 15,424.42	\$ 27,632.55	\$ 127,773.92
Nutritlon	61	\$ -	\$ 19,785.86	\$ 19,785.86	\$ -
FSA	72	\$ 11,818.42	\$ 2,476.56	\$ 1,014.28	\$ 13,280.70
Custodial	91	\$ -	\$ -	\$ -	\$ -
		<u>\$ 6,338,700.26</u>	<u>\$ 690,907.85</u>	<u>\$ 1,161,421.56</u>	<u>\$ 5,868,186.55</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	\$ 17,760,634.87	\$ 18,136,126.07	\$ 1,787,004.10				
Management	22	\$ 203,146.70	\$ 818,027.81	\$ 802,056.01	\$ 219,118.50				
FSA	72	\$ 6,775.52	\$ 59,467.81	\$ 52,962.63	\$ 13,280.70				
					<u>\$ 2,019,403.30</u>	\$ 1,630.08	\$ 393,408.60	\$ 2,411,181.82	XX009
Activity	21	\$ 89,816.84	\$ 325,991.35	\$ 341,749.76	\$ 74,058.43				
Custodial	91	\$ -	\$ -	\$ -	\$ -				
					<u>\$ 74,058.43</u>	\$ -	\$ 6,836.71	\$ 80,895.14	XX306
SAVE	33	\$ 2,783,364.55	\$ 997,436.76	\$ 1,431,406.45	\$ 2,349,394.86	\$ -	\$ -	\$ 2,349,394.86	XX1520
SAVE	33	\$ 11,169.09	\$ 2,526,260.01	\$ 1,871,816.71	\$ 665,612.39				
PPEL	36	\$ 459,321.82	\$ 1,159,077.45	\$ 1,030,229.64	\$ 588,169.63				
Debt Service	40	\$ 28,354.28	\$ 1,307,059.01	\$ 1,291,639.27	\$ 43,774.02				
					<u>\$ 1,297,556.04</u>		\$ 15,126.07	\$ 1,312,682.11	XX900
Debt Service	40	\$ -	\$ 1,499,428.75	\$ 1,499,428.75	\$ -	\$ -	\$ -	\$ -	UMB
Nutrition	61	\$ 288,880.62	\$ 1,310,605.50	\$ 1,471,712.20	\$ 127,773.92	\$ -	\$ 179.76	\$ 127,953.68	XX603

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

		FY25 Certified		
		Budget	as of 6/30/25	over / (under) budget
Taxes Levied on Property	1	\$ 3,409,879.00	\$ 3,417,345.54	
Utility Replacement Excise Tax	2	\$ 43,479.00	\$ 42,964.36	
Income Surtaxes	3	\$ 212,109.00	\$ 212,108.70	
Tuition\Transportation Received	4	\$ 720,000.00	\$ 423,012.54	
Earnings on Investments	5	\$ 136,000.00	\$ 238,396.19	
Nutrition Program Sales	6	\$ 192,000.00	\$ 198,442.37	
Student Activities and Sales	7	\$ 113,000.00	\$ 74,902.42	
Other Revenues from Local Sources	8	\$ 135,000.00	\$ 151,610.23	
Revenue from Intermediary Sources	9	\$ -	\$ -	
State Foundation Aid	10	\$ 4,314,924.00	\$ 4,314,442.78	
Instructional Support State Aid	11	\$ -	\$ -	
Other State Sources	12	\$ 872,700.00	\$ 732,628.26	
Two Tier Assessment Limitation Repl	13	\$ 41,697.00	\$ -	
Title 1 Grants	14	\$ 70,000.00	\$ 52,737.14	
IDEA and Other Federal Sources	15	\$ 470,000.00	\$ 554,627.25	
Total Revenues	16	\$ 10,730,788.00	\$ 10,413,217.78	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ 560,313.00	\$ 580,942.40	
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 3,810.00	
Special Items/Upward Adjustments	20	\$ -	\$ -	
Total Revenues & Other Sources	21	\$ 11,291,101.00	\$ 10,997,970.18	\$ (293,130.82)
Beginning Fund Balance	22	\$ 4,813,192.36	\$ 4,813,192.36	
<b>Total Resources</b>	23	\$ 16,104,293.36	\$ 15,811,162.54	
<b>*Instruction</b>	24	\$ 6,000,000.00	\$ 5,639,480.30	\$ (360,519.70)
Student Support Services	25	\$ 341,300.00	\$ 295,055.09	
Instructional Staff Support Services	26	\$ 659,700.00	\$ 498,712.45	
General Administration	27	\$ 351,500.00	\$ 294,614.38	
School/Building Administration	28	\$ 450,000.00	\$ 433,968.31	
Business & Central Administration	29	\$ 145,000.00	\$ 141,764.93	
Plant Operation and Maintenance	30	\$ 900,000.00	\$ 988,196.11	
Student Transportation	31	\$ 652,500.00	\$ 417,199.83	
This row is intentionally left blank	32	\$ -		
<b>*Total Support Services (lines 25-32)</b>	32A	\$ 3,500,000.00	\$ 3,069,511.10	\$ (430,488.90)
<b>*Noninstructional Programs</b>	33	\$ 475,000.00	\$ 446,445.87	\$ (28,554.13)
Facilities Acquisition and Construction	34	\$ 501,657.00	\$ 6,731.12	
Debt Service	35	\$ 633,638.00	\$ 633,637.50	
AEA Support - Direct to AEA	36	\$ 234,259.00	\$ 234,259.00	
<b>*Total Other Expenditures (lines 34-36)</b>	36A	\$ 1,369,554.00	\$ 874,627.62	\$ (494,926.38)
Total Expenditures	37	\$ 11,344,554.00	\$ 10,030,064.89	
Transfers Out	38	\$ 560,313.00	\$ 580,942.40	
Other Uses	39	\$ -	\$ -	
Total Expenditures & Other Uses	40	\$ 11,904,867.00	\$ 10,611,007.29	\$ (1,293,859.71)
Ending Fund Balance	41	\$ 4,199,426.36	\$ 5,200,155.25	
<b>Total Requirements</b>	42	\$ 16,104,293.36	\$ 15,811,162.54	

This report shows the district's progress towards staying on budget according to the certified budget published and approved. The expenditures with \* must stay below the budgeted amount to avoid having to revise the budget by May 31st of each fiscal year. Revenues and expenses will continue for the fiscal year until the Certified Annual Report (CAR) is completed in September.

**Certified Budget compared to Actual Budget - General Fund Only**

		Certified Budget	YTD as of 6/30/25	over / (under) budget
Taxes Levied on Property	1	\$ 2,597,103	\$ 2,602,790	
Utility Replacement Excise Tax	2	\$ 33,116	\$ 32,723	
Income Surtaxes	3	\$ 212,109	\$ 212,109	
Tuition\Transportation Received	4	\$ 720,000	\$ 423,013	
Earnings on Investments	5	\$ 50,000	\$ 75,535	
Nutrition Program Sales	6		\$ -	
Student Activities and Sales	7	\$ 1,000	\$ 2,378	
Other Revenues from Local Sources	8	\$ 100,000	\$ 58,961	
Revenue from Intermediary Sources	9		\$ -	
State Foundation Aid	10	\$ 4,314,924	\$ 4,314,443	
Instructional Support State Aid	11	\$ -	\$ -	
Other State Sources	12	\$ 170,000	\$ 97,371	
Two Tier Assessment Limitation Repl	13	\$ 31,758	\$ -	
Title 1 Grants	14	\$ 70,000	\$ 52,737	
IDEA and Other Federal Sources	15	\$ 300,000	\$ 252,376	
Total Revenues	16	\$ 8,600,010	\$ 8,124,435	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ -	\$ -	
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 60	
Special Items/Upward Adjustments	20	\$ -	\$ -	
Total Revenues & Other Sources	21	\$ 8,600,010	\$ 8,124,495	\$ (475,515)
Beginning Fund Balance	22	\$ 980,469	\$ 980,469	
<b>Total Resources</b>	23	\$ 9,580,479	\$ 9,104,964	
<b>Instruction</b>	24	\$ 5,609,700	\$ 5,351,846	\$ (257,854)
Student Support Services	25	\$ 341,300	\$ 294,467	
Instructional Staff Support Services	26	\$ 625,000	\$ 447,903	
General Administration	27	\$ 324,000	\$ 184,967	
School/Building Administration	28	\$ 450,000	\$ 425,818	
Business & Central Administration	29	\$ 145,000	\$ 141,765	
Plant Operation and Maintenance	30	\$ 670,000	\$ 564,155	
Student Transportation	31	\$ 430,000	\$ 376,040	
This row is intentionally left blank	32			
<b>Total Support Services (lines 25-32)</b>	32A	\$ 2,985,300	\$ 2,435,114	\$ (550,186)
<b>NonInstructional Programs</b>	33	\$ -	\$ -	\$ -
Facilities Acquisition and Construction	34	\$ -	\$ -	
Debt Service	35	\$ -	\$ -	
AEA Support - Direct to AEA	36	\$ 234,259	\$ 234,259	
<b>Total Other Expenditures (lines 34-36)</b>	36A	\$ 234,259	\$ 234,259	\$ -
Total Expenditures	37	\$ 8,829,259	\$ 8,021,219	
Transfers Out	38	\$ 7,000	\$ 3,630	
Other Uses	39			
Total Expenditures & Other Uses	40	\$ 8,836,259	\$ 8,024,849	\$ (811,410)
Ending Fund Balance	41	\$ 744,220	\$ 1,080,115	
<b>Total Requirements</b>	42	\$ 9,580,479	\$ 9,104,964	

<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	16,750.12	307.75	0.00	16,442.37
21 6120 729 910	SPEECH	55.85	0.00	0.00	55.85
21 6210 729 910	MUSIC CLUB	323.96	0.00	0.00	323.96
21 6220 729 910	PEP BAND	2,676.63	80.00	0.00	2,596.63
21 6221 729 910	MUSIC TRIP	3,014.15	0.00	0.00	3,014.15
21 6600 729 920	ATHLETICS	8,121.34	12,934.07	13,060.36	8,247.63
21 6645 729 920	CROSS COUNTRY	46.50	0.00	0.00	46.50
21 6693 729 920	CHEERLEADING	2,405.31	0.00	0.00	2,405.31
21 6694 729 920	DANCE TEAM	172.41	0.00	0.00	172.41
21 6710 729 920	BOYS' BASKETBALL	1,043.12	0.00	0.00	1,043.12
21 6720 729 920	FOOTBALL	7,639.63	5,701.75	0.00	1,937.88
21 6730 729 920	BASEBALL	1,464.73	1,805.00	2,125.00	1,784.73
21 6740 729 920	BOYS' TRACK	9.87	0.00	0.00	9.87
21 6760 729 920	BOYS' GOLF	2,278.32	265.56	0.00	2,012.76
21 6790 729 920	WRESTLING	254.82	0.00	0.00	254.82
21 6810 729 920	GIRLS BASKETBALL	537.29	0.00	0.00	537.29
21 6815 729 920	VOLLEYBALL	597.00	405.00	405.00	597.00
21 6835 729 920	SOFTBALL	0.00	0.00	0.00	0.00
21 6840 729 920	GIRLS TRACK	233.38	0.00	0.00	233.38
21 6860 729 920	GIRLS' GOLF	96.93	0.00	0.00	96.93
21 7010 729 950	FBLA	4,454.26	0.00	0.00	4,454.26
21 7011 729 950	HS STUDENT COUNCIL	1,269.17	546.43	0.00	722.74
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	905.71	0.00	0.00
21 7022 729 950	ESPORTS	304.85	304.85	0.00	0.00
21 7023 729 950	FCCLA	195.56	115.11	0.00	80.45
21 7026 729 950	FFA	12,135.39	2,417.57	200.00	9,917.82
21 7027 729 950	ART CLUB	0.00	0.00	0.00	0.00
21 7040 729 950	MS STUDENT COUNCIL	1,379.84	0.00	0.00	1,379.84
21 7049 729 950	PBIS	127.12	127.12	0.00	0.00
21 7051 729 950	CAMP WAPSIE	26.13	26.13	0.00	0.00
21 7080 729 950	CLASS OF 2025	1,385.86	1,385.86	0.00	0.00
21 7081 729 950	CLASS OF 2026	2,374.69	0.00	0.00	2,374.69
21 7082 729 950	CLASS OF 2027	680.43	0.00	222.14	902.57
21 7083 729 950	CLASS OF 2028	583.76	0.00	222.14	805.90
21 8000 729 910	ANNUAL	7,241.82	0.00	0.00	7,241.82
21 8001 729 910	BUCCANEER CLUB	76.47	76.47	0.00	0.00
21 8004 729 910	INTEREST	4,171.51	0.00	(4,171.51)	0.00
Fund Total: 21		89,399.68	27,404.38	12,083.13	74,058.43

RECEIPTS	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$0.00	\$16,238.75	\$16,238.75
Student Lunch	\$0.00	\$105,737.10	\$105,737.10
Adult Breakfast	\$0.00	\$334.40	\$334.40
Adult Lunch	\$0.00	\$5,490.20	\$5,485.35
Alacarte	\$0.00	\$57,466.20	\$57,466.20
Snacks	\$178.95	\$13,001.62	\$13,180.57
Federal Breakfast	\$1,954.74	\$20,348.22	\$22,302.96
Federal Lunch	\$11,591.29	\$118,357.25	\$129,948.54
State Breakfast	\$144.77	\$567.46	\$712.23
State Lunch	\$585.92	\$1,119.75	\$1,705.67
Supply Chain Assistance Fund	\$0.00	\$0.00	\$0.00
Other Revenues/conv fees	\$0.00	\$2,773.00	\$2,773.00
Rebate/donations/sale	\$250.00	\$5,025.00	\$5,275.00
Interest	\$454.30	\$6,851.67	\$7,305.97
<b>TOTAL INCOME</b>	<b>\$15,159.97</b>	<b>\$353,310.62</b>	<b>\$368,465.74</b>

**2024-2025**

**East Buchanan**

**Hot Lunch  
Report**

EXPENDITURES	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$8,609.66	\$206,859.67	\$215,469.33
Supplies	\$808.09	\$6,605.64	\$7,413.73
Student Meal Debt	\$0.00	\$3,302.02	\$3,302.02
Purchased Services/Nelnet	\$241.40	\$3,587.76	\$3,829.16
Equipment/repairs	\$0.00	\$7,413.33	\$7,413.33
Travel/Trainings	\$0.00	\$250.00	\$250.00
Other Purchased Services	\$0.00	\$0.00	\$0.00
Salaries	\$13,883.32	\$129,926.18	\$143,809.50
Benefits	\$5,497.70	\$49,467.93	\$54,965.63
<b>TOTAL EXPENDITURES</b>	<b>\$29,040.17</b>	<b>\$407,412.53</b>	<b>\$436,452.70</b>

DAYS MEALS SERVED	
July	0
August	6
September	20
October	21
November	18
December	15
January	19
February	18
March	18
April	20
May	17
June	0
<b>TOTALS</b>	<b>172</b>

MEALS SERVED	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	0	8099	8099
Reduced Student Breakfasts	0	1205	1205
Free Student Breakfasts	0	6016	6016
Second Breakfasts	0	54	54
Adult Breakfast	0	179	179
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
<b>TOTAL BREAKFAST SERVED</b>	<b>0</b>	<b>15553</b>	<b>15553</b>

Paid Student Lunches	0	37920	37920
Reduced Student Lunches	0	5140	5140
Free Student Lunches	0	16572	16572
Second Lunches	0	8	8
Adult Lunches	0	1018	1018
Student Guest Lunches	0	0	0
Complimentary Lunches	0	0	0
<b>TOTAL LUNCHES SERVED</b>	<b>0</b>	<b>60658</b>	<b>60658</b>

Lunch Status	Free	Reduced	Paid	Total
Free	150	53	363	566

**June 30,  
2025**

### 2024 - 2025 Personnel Changes

SB Mtg date	Employee	Type	Position	Notice Date	Effective Date	Contract Issued
7/9/2025	Lisa Smith	Hire	Special Education Teacher	6/18/2025	August 2025	

# Quote # PMLX813

Description: PKVC515

Created Date: 07/02/25

Status: Open

Requested By: KEVIN HESNER

Customer Notes:

Ship to:

EAST BUCHANAN COMMUNITY SCHOOLS  
KEVIN HESNER  
414 5TH ST N  
WINTHROP , IA 50682

Billed to:

EAST BUCHANAN COMMUNITY SCHOOLS  
ATTN: ACCOUNTS PAYABLE  
PO BOX 40  
414 5TH ST NORTH  
WINTHROP , IA 50682-0040  
(319) 935-3367

Shipping method:

"Drop Ship Ground"

Payment method:

NET 30 Days-Govt/Ed

## Quote Summary

Subtotal \$30,300.00

\*US Tax \$0.00

Shipping \$0.00



Grand Total \$30,300.00

\*Tax may change if this quote is amended by your account manager.

Checkout

Add to Cart

## Product Details

ITEM	AVAILABILITY	PRICE	QUANTITY	ITEM TOTAL
 <p><b>Newline Q Pro Series 75" 4K UHD LED-Backlit LCD Display with Native Google</b> MFG Part: TT-7524QP CDW Part: 7787073 UNSPSC: 43211902</p>	25664 units In Stock Get it Tue, Jul 08	\$2,150.00 Pricing Option Applied: MARKET	12.0	\$25,800.00
 <p><b>Newline TrueTouch Mobile Stand</b> <b>EPR8A50500-SQR - cart</b> MFG Part: EPR8A50500-SQR CDW Part: 5580996 UNSPSC: 43212002</p>	9953 units In Stock Get it Tue, Jul 08	\$375.00 Pricing Option Applied: MARKET	12.0	\$4,500.00

Contract with East Buchanan Community Schools  
and the MTMD Driving School L.L.C.

It is the intent of the MTMD Driving School L.L.C. and affiliates of the company to provide instruction and experience to students aged 14 and older in driver education. Instructors of the MTMD Driving School L.L.C. are certified teachers in the state of Iowa. The format of the school may vary depending on the time of year, (summer or during the school year) however, instructional content will be the same.

Iowa State requirements will be met or exceeded:

1. Length of classroom instruction may not exceed 180 minutes per day.
2. Number of classroom hours will be a minimum of 30 hours.
3. Students will receive 240 minutes of substance abuse and distracted driving education.
4. Students will receive a minimum of 20 minutes of railroad crossing safety.
5. Students will be provided instruction relating to organ donation under the Uniform Anatomical Gift Act.
6. Two or more students will be scheduled together for all behind the wheel instruction.
7. Driving sessions are 30 minutes per session, 60 minutes per day is the maximum a student may drive in one day.
8. Each student is required to drive a minimum of 6 hours.
9. All driver education instructors, with the exception of behind the wheel instructors, must hold a valid Iowa secondary teaching license and the Driver Education endorsement.

It is our intent that all students will complete the course at program's end. However, students with excessive absences, tardies, deficient driving abilities, or disruptive behavior, as judged by the instructor, will be dismissed from the program or be required to obtain more driving experience before the student's name and license number is submitted to the Department of Motorized Vehicles, verifying successful completion of the course, and thus making the student eligible for the student's intermediate driver's license under the Graduated License System of the state of Iowa. All other Graduated License requirements must be met. (See graduated License information from the Department of Transportation). Additional driving experience may be obtained with the instructor or other persons meeting state requirements as at discretion of the instructor.

\*Upon completion of the course the MTMD Driving School L.L.C. is not responsible for any action of students.

**Contract with East Buchanan Community Schools  
and the MTMD Driving School L.L.C.**

**Costs**

- This three year contract shall run from July 1, 2025 through June 30, 2027
- The cost of the in-person course is \$385.00. The cost of the online course is \$400.00. A \$200.00 deposit is required to confirm registration. The remainder of the balance will be due the first day of class. Deposits are refundable if notification is ten days before beginning driver's education. No refunds will be given after the session starts. Checks will be made payable to MTMD Driving School, L.L.C. Completion verification will not be entered into the DOT database until all financial obligations have been fulfilled.
- Students on the free or reduced lunch program are eligible for tuition reimbursement contact Mark Torgerson at 319-361-6148.
- Students failing to show up for scheduled behind the wheel instruction, without prior notification, will be subject to a \$40.00 non-refundable fee.

**Free and Reduced Students**

- MTMD Driving School L.L.C. will invoice East Buchanan Community Schools at the conclusion of each session. If a student begins a session but is dropped from the course at any time for any reason, East Buchanan Community Schools will not be refunded the cost of the course.
- East Buchanan Community Schools will be responsible for paying the MTMD Driving School L.L.C. 100 percent of the cost of the course for each free student enrolled.
- East Buchanan Community Schools will be responsible for paying the MTMD Driving School L.L.C. 60 percent of the cost, or \$231.00, for the in-person course, for each reduced student enrolled. The student will be responsible for paying the balance.
- East Buchanan Community Schools will be responsible for paying the MTMD Driving School L.L.C. 60 percent of the cost, or \$240.00, for the online course, for each reduced student enrolled. The student will be responsible for paying the balance.

**Other**

- Anticipated sessions: 4-5 per calendar year.
- The MTMD Driving School L.L.C. will be allowed to promote the Driver's Education program within the East Buchanan Community Schools.
- The MTMD Driving School L.L.C. will be allowed to promote the Driver's Education program within the East Buchanan Community Schools District's website and/or Facebook page.
- The MTMD Driving School L.L.C. will be responsible for all expenditures including, but not limited to: fuel, insurance, and annual report fees.
- The terms of this agreement will remain in effect with MTMD Driving School L.L.C. and East Buchanan Community Schools unless modifications are made and agreed upon by both parties sixty (60) days prior to any one session.

The MTMD Driving School L.L.C. and East  
Buchanan Community Schools agree to the conditions  
listed on the previous pages.

Mark Torgerson 6/11/2025  
Mark Torgerson, MTMD Driving School L.L.C., member

Michael Doyle 6/11/2025  
Michael Doyle, MTMD Driving School L.L.C., member

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## LEGAL STATUS OF THE SCHOOL DISTRICT

Iowa law authorizes the creation of a Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Iowa law. This school district is known as the East Buchanan Community School District.

This school corporation is located in Buchanan County, and its affairs are conducted by elected school officials, the East Buchanan Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in the territory of the school district.

Legal Reference: Iowa Code §§ 274.1, .2, .6, .7; 279.8; 594A.

Cross Reference: 200 Legal Status of the Board of Directors

Approved: April 11, 2001

Reviewed: February 11, 2004; January 16, 2010; March 9, 2015; January 8, 2020; January 13, 2021  
*Board Policy East Buchanan Community School District*

## EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

As a school corporation of Iowa, the East Buchanan Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. The board's ability may be limited by the school district's ability and willingness to furnish financial support in cooperation with student's parents and school district community. The board is also dedicated to providing the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors, through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem solving skills that will assist the students' preparation for life is instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

Legal Reference: Iowa Code §§ 256.11, .11A

Cross Reference:	102	Equal Educational Opportunity
	103	Long-Range Needs Assessment
	209	Board of Directors' Management Procedures
	600	Goals and Objectives of the Education Program
	602	Curriculum Development

Approved: March 10, 2004

Reviewed: January 16, 2010; March 9, 2015

Revised: January 13, 2021

*Board Policy East Buchanan Community School District*

## EQUAL EDUCATIONAL OPPORTUNITY

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The East Buchanan Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

~~Eric Dockstader, 414 Fifth Street N, Winthrop, Iowa 50682; edockstader@east-buc.k12.ia.us;~~  
Kory Kelchen, 414 5th St N, Winthrop, Iowa 50682; kkelchen@east-buc.k12.ia.us

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, East Buchanan Community School District, Winthrop, Iowa 50682; or by telephoning 319-935-3367.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319, (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Legal Reference: 20 U.S.C. §§ 1221 *et seq.*; 20 U.S.C. §§ 1681 *et seq.*; 20 U.S.C. §§ 1701 *et seq.*  
29 U.S.C. §206 *et seq.*; 29 U.S.C. § 794; 42 U.S.C. §§ 2000d and 2000e.  
42 U.S.C. §§12101 *et seq.*; 34 C.F.R. Pt. 100; 34 C.F.R. Pt. 104  
Iowa Code §§ 216.6; 216.9; 256.11, 280.3; 281 I.A.C. 12.

Cross Reference: 101 Educational Philosophy of the School District  
401.1 Equal Employment Opportunity  
500 Objectives for Equal Educational Opportunities for Students  
506.1 Student Records

Approved: March 10, 2004  
Reviewed: January 16, 2010; March 9, 2015  
Revised: July 15, 2016; February 10, 2021



## ANNUAL NOTICE OF NONDISCRIMINATION

The East Buchanan Community School offers career and technical programs in the following areas of study:

Family Consumer Science; Industrial Technology; Business Education, Agricultural Education

It is the policy of the East Buchanan Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

~~Eric Dockstader~~

Kory Kelchen

414 Fifth Street, North  
Winthrop, Iowa 50682  
(319) 935-3367

## CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the East Buchanan Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

~~Eric Dockstader~~

Kory Kelchen

414 Fifth Street, North

Winthrop, Iowa 50682

(319) 935-3367

edockstader@east-buc.k12.ia.us

## NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS

The East Buchanan Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of East Buchanan Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

**Dan Fox, Kory Kelchen**, Superintendent of Schools, 414 5<sup>th</sup> St N, Winthrop IA 50682 319-935-3767

**COMPLAINT FORM**  
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else): \_\_\_\_\_

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)? \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Names of any witnesses (if any): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Board Policy East Buchanan Community School*

## WITNESS DISCLOSURE FORM

Name of Witness: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee): \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of incident witnessed: \_\_\_\_\_

Additional information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Board Policy East Buchanan Community Schools

## DISPOSITION OF COMPLAINT FORM

Date: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee): \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Name of Respondent (include whether the Respondent is a student or employee): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Summary of Investigation: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Board Policy East Buchanan Community Schools*

## GRIEVANCE PROCEDURE

It is the policy of the East Buchanan Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs) sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

~~Chad Lamker, 414-5<sup>th</sup> Street, North, Winthrop, IA 50682; [clamker@east-buc.k12.ia.us](mailto:clamker@east-buc.k12.ia.us)~~  
 Kory Kelchen, 4114 5th Street North, Winthrop, IA 50682; [kkelchen@east-buc.k12.ia.us](mailto:kkelchen@east-buc.k12.ia.us)

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

### **Investigation**

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

### **Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent.

Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

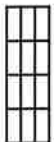
Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

**NOTE:** A school district may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email address for each coordinator.

**NOTE:** The sample grievance procedures include an appeal process that ends with the superintendent. If the board chooses to have a different practice that involves the board in these grievance procedures, the procedures should be updated to reflect this practice.

**NOTE:** The Office for Civil Rights requires that the procedures must designate reasonably prompt time frames for the major stages of the complaint process. The number listed in the italic brackets for each stage includes suggested time frames based on guidance from both the United States Office for Civil Rights and the Iowa Department of Education. Districts should ensure that the time frames selected are reasonable for the individual district.

**NOTE:** Some conduct that falls under a school's equal educational opportunity policy also may trigger responsibilities under the state's anti-bullying/anti-harassment laws. By limiting the response to a specific application of its equal educational opportunity policy and the accompanying grievance procedures, a school may fail to properly consider whether the alleged conduct also results in bullying and/or harassment.





### 103 - LONG-RANGE NEEDS ASSESSMENT

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectation of students and determine how well students are meeting student learning goals. The board will conduct ongoing and in-depth needs assessment, soliciting information from business, labor, industry, higher education and community members, regarding their expectations for adequate student preparation.

In conjunction with the in-depth needs assessment of the school district, the board will authorize the appointment of a committee, representing administrators, employees, parents, students and community members, to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skills areas of the education program.

The district will provide opportunities for local feedback on an ongoing basis. Opportunities include: parent advisory committees; district task forces; district and building-level committees; and the District Advisory Committee.

It is the responsibility of the superintendent to ensure the school district community is informed of students' progress on state and locally determined indicators. The superintendent will report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board will determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Iowa Department of Education.

The school district's long range needs assessment process includes these items:

- provisions for collecting, analyzing and reporting information derived from local, state and national sources;

- provisions for reviewing information acquired on the following:

  - state indicators and other locally determined indicators,

  - locally established student learning goals,

  - specific data collection required by state and federal programs;

- provisions for collecting and analyzing assessment data on the following:

  - state indicators,

  - locally determined indicators,

  - locally established student learning goals

## **103 - LONG-RANGE NEEDS ASSESSMENT**

**Legal Reference:** Iowa Code §§ 21; 256.7; 280.12  
281 I.A.C. 12.8(1)(b).

**Cross Reference:**

101	Educational Philosophy of the School District
200	Legal Status of the Board of Directors
208	Committees of the Board of Directors
603.1	Basic Instruction Program
801.1	Buildings and Sites Long Range Planning
801.2	Buildings and Sites Surveys

**Approved:** March 10, 2004

**Reviewed:** January 16, 2010; March 9, 2015; January 13, 2021; September 11, 2024

## LONG-RANGE NEEDS ASSESSMENT

The school district's long range needs assessment process includes these items:

- provisions for collecting, analyzing and reporting information derived from local, state and national sources;
- provisions for reviewing information acquired on the following:
  - state indicators and other locally determined indicators,
  - locally established student learning goals,
  - specific data collection required by state and federal programs;
- provisions for collecting and analyzing assessment data on the following:
  - state indicators,
  - locally determined indicators,
  - locally established student learning goals.

ANTI-BULLYING/ANTI-HARASSMENT POLICY

The East Buchanan Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

**Retaliation Prohibited**

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

**Definitions**

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

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the individual in reasonable fear of harm to the individual's person or property.
  2. Has a substantial detrimental effect on the individual's physical or mental health.
  3. Has the effect of substantially interfering the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.

- “Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

### **Publication of Policy**

The board will annually publish this policy. The policy may be publicized by the following means:

- ☐ Inclusion in the student handbook,
- ☐ Inclusion in the employee handbook
- ☐ Inclusion in the registration materials
- ☐ Inclusion on the school or school district’s web site,
- ☐ Inclusion in the school district newsletter publications and a copy shall be made to any person at the central administrative office at 414 5<sup>th</sup> Street, North, Winthrop, IA 50682.

Legal References:      20 U.S.C. §§ 1221-1234i.  
                                  29 U.S.C. § 794.  
                                  42 U.S.C. §§ 2000d-2000d-7.  
                                  42 U.S.C. §§ 12001 *et. seq.*  
                                  Iowa Code §§ 216.9; 280.28; 280.3  
                                  281 I.A.C. 12.3(6).  
                                  *Morse v. Frederick*, 551 U.S. 393 (2007)

Cross References:      102      Equal Educational Opportunity  
                                  401.1   Equal Employment Opportunity  
                                  401.13 Staff Technology Use/Social Networking  
                                  402.3   Abuse of Students by School District Employees  
                                  404      Employee Conduct and Appearance  
                                  604.11 Appropriate Use of Online Learning Platforms  
                                  605.6   Internet – Appropriate Use

Approved: February 18, 2008

Reviewed: June 15, 2016; January 16, 2010; March 9, 2015; January 13, 2021; August 9, 2023

*Board Policy East Buchanan Community School*

**COMPLAINT FORM**  
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else): \_\_\_\_\_

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)? \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Names of any witnesses (if any): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Board Policy East Buchanan Community School*

## WITNESS DISCLOSURE FORM

Name of Witness: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee): \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of incident witnessed: \_\_\_\_\_

Additional information: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Board Policy East Buchanan Community School*

## DISPOSITION OF COMPLAINT FORM

Date: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee): \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Name of Respondent (include whether the Respondent is a student or employee): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Summary of Investigation: \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Board Policy East Buchanan Community School

ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES**Filing a Complaint**

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available on the district's website and in each school office. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

**Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent's (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint ("Respondent")
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal.

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

**Decision**

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school

volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in

violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Approved: July 15, 2016

Reviewed: January 13, 2021; August 9, 2023

*East Buchanan CSD Board Policy*

## ASSISTANCE ANIMALS

It is the policy of East Buchanan CSD to foster an equal education environment for all students, employees and community members within the district. The purpose of this policy is to provide guidance to the district on the proper use of assistance animals while on district property. The district shall allow the use of qualified service to accompany individuals with disabilities in all areas of district buildings where the public is normally allowed to go. This can include classrooms, cafeteria and school buses. Individuals with disabilities are people who have a physical or mental impairment that substantially limits one or more major life activities. Service animals are dogs and in some instances miniature horses trained to do work or perform tasks for individuals with disabilities.

Service animals must be current on all required vaccinations. Service animals also must be under control while on district grounds. The animal may be under control by either the individual with a disability, or a handler of the service. Under control means harnessed, leashed or tethered, unless these devices interfere with the animal's work, in which case under voice or other directive control.

### **Miniature Horses as Service Animals**

Miniature horses shall be allowed as service animals within the district whenever it is reasonable to allow them. Factors to consider when determining reasonableness include: whether the miniature horse is house broken; whether the miniature horse is under the owner's control; whether the facility can accommodate the miniature horse's type, size and weight; and whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

### **Establishing the Need for a Service Animal**

When no prior notice is given to the district of the use of a service animal, the Superintendent and/or school administrators are permitted to ask the following questions:

*"Do you need/require this animal because of a disability?"*

If the animal's trained tasks are not readily apparent, the administrator may ask:

*"What work or task has the animal been trained to perform?"*

### **Service Animals in training**

Assuming the handler and animal are otherwise allowed, individuals who train service animals will also be allowed access with their service animal in training to public areas of district buildings and property. The service animal in training is expected to abide by the same requirements as a service or assistive animal.

### **Exclusion of Service Animals**

In certain limited circumstances, it may be reasonable to exclude the use of a service animal from district property. The Superintendent is permitted to exclude service animals from district buildings and property in the following circumstances: The presence of the animal poses a direct threat to the health and safety of others; the owner or handler is unable to control the animal; the animal is not house broken; the presence of the animal significantly disrupts or interferes with the educational process; or the presence of the animal would require a fundamental alteration to the program. If a service animal is properly excluded from district property, the district shall provide the student served by the animal the opportunity to participate in the program, service or activity without having the service animal on district property.

### **Emotional Support Animals and Therapy Animals**

Emotional support animals are medically prescribed to provide therapeutic benefit through dedicated companionship. Emotional support animals' sole function is to provide emotional support or comfort. Therapy animals are involved in an animal-assisted therapy program involving animals as a form of treatment.

Emotional support animals and therapy animals do not meet the definition of service animals. However, the district recognizes their value in our community. The superintendent shall evaluate the use of emotional support animals and therapy animals on a case-by-case basis. District employees may use therapy animals in the course of their regular duties only after receiving permission from the superintendent.

### **Student use of Emotional Support Animals and Therapy Animals**

Factors the superintendent should consider in making the determination include but are not limited to:

- a. Whether the animal is housebroken
- b. Whether the animal has a current vaccination certificate
- c. Whether the animal has been recommended through an individual education plan (IEP) or a 504 plan as necessary for the student to receive free access to public education
- d. Whether the facility can accommodate the animal's type size and weight, and
- e. Whether the animal's presence will not compromise legitimate safety requirements necessary for safe operation of the facility

### **Employee use of Therapy Animals as part of Education Environment**

Before permission to use therapy animals is granted, staff members must provide:

1. Proof that the animal is certified to be a therapy animal;
2. An explanation of how the animal will be used, including research supporting the use of therapy animals;
3. A plan for how the staff member will provide for the care and control of the animal;
4. A plan for how the staff member will accommodate students with allergies to the animal; and
5. A current vaccination certificate for the animal.

Legal References:      29 U.S.C. §794  
                                 42 U.S.C. §12132  
                                 28 C.F.R. 35  
                                 Iowa Code §216C

Cross References:      606.3      Animals in the Classroom

Approved: February 9, 2022

## **Policy 106: Title IX - Discrimination and Harassment Based on Sex Prohibited**

In accordance with Title IX of the Education Amendments Act of 1972, the Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title Coordinator, Eric Dockstader.

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believes they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

Approved: September 11, 2024

## PRESIDENT

It is the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president will set the tone of the board meetings and, as the representative of the consensus of the board, speak on behalf of the board to the public.

The president of the board is elected by a majority vote at the organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years, to serve a one-year term of office.

The president, in addition to presiding at the board meetings, will take an active role in board decisions by discussing and voting on each motion before the board in the same manner as other board members. Before making or seconding a motion, the board president will turn over control of the meeting to either the vice-president or other board member.

The board president has the authority to call special meetings of the board. Prior to board meetings, the board president will consult with the superintendent on the development of the agenda for the meeting.

The board president, as the chief officer of the school district, will sign employment contracts and sign other contracts and school district warrants approved by the board and appear on behalf of the school corporation in causes of action involving the school district.

Legal Reference: Iowa Code §§ 279.1-.2; 291.1 (2013).

Cross Reference: 200.1 Organization of the Board of Directors  
202.2 Oath of Office  
206.2 Vice-President

Approved: May 12, 2004

Reviewed: May 11, 2015; February 12, 2020

Revised: June 2010

## VICE-PRESIDENT

The vice-president of the board is elected by a majority vote at the organizational meeting in odd-numbered years, or at the annual meeting in even-number years to serve a one-year term of office.

By this election, if the board president is unable or unwilling to carry out the duties required, it is the responsibility of the Vice-President of the board to carry out the duties of the president. If the president is unable or unwilling to complete the term of office, the vice-president will serve as president for the balance of the president's term of office, and a new vice-president will be elected.

The vice-president will accept control of the meeting from the president when the president wishes to make or second a motion. The vice-president will take an active role in board decisions by discussing and voting on matters before the board in the same manner as other board members.

Legal Reference: Iowa Code § 279.5

Cross Reference: 200.1 Organization of the Board of Directors  
202.2 Oath of Office  
206.1 President

Approved: May 12, 2004

Reviewed: February 10, 2010; May 11, 2015

Revised: June 2010; February 12, 2020

## SECRETARY

A board secretary may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter. It is the responsibility of the board to evaluate the board secretary annually.

It is the responsibility of the board secretary, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students. The board secretary will also be responsible for filing the required reports with the Iowa Department of Education.

It shall be the responsibility of the board secretary with the help of the treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. It shall also be the responsibility of the board secretary with the help of the treasurer to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.

In the event the board secretary is unable to fulfill the responsibilities set out by the board and the law, the Superintendent of Schools will assume those duties until the board secretary is able to resume the responsibility or a new board secretary is appointed. The board secretary will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 64; 279.3, .5, .7, .32, .33, .35; 291.2-.4, .6-.8, .10-.11; 299.10, (2013).  
281 I.A.C. 12.3(1).

Cross Reference: 202.2 Oath of Office  
206.4 Treasurer  
210.1 Annual Meeting  
215 Board of Directors' Records  
501.10 Truancy - Unexcused Absences  
707.1 Secretary's Reports  
708 Care, Maintenance and Disposal of School District Records

Approved: May 12, 2004

Reviewed: May 11, 2015; February 12, 2020

Revised:

## TREASURER

It is the responsibility of the board to appoint a treasurer. The board may appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the treasurer will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter.

It is the responsibility of the treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. It will also be the responsibility of the treasurer to work with the secretary to coordinate the financial records and the financial reports.

If the treasurer is unable or unwilling to carry out the duties required, it is the responsibility of the board secretary to carry out the duties of the treasurer.

The treasurer will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 12B.10; 12C; 279.3, .31-.33; 291.2-.4, .8, .11,.14 .  
281 I.A.C. 12.3(1).  
1978 Op. Att'y Gen. 328.

Cross Reference: 202.2 Oath of Office  
206.3 Secretary  
210.1 Annual Meeting  
215 Board of Directors' Records  
704.3 Investments  
707 Fiscal Reports

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

BOARD OF DIRECTORS' LEGAL COUNSEL

It is the responsibility of the board to employ legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district. The board may appoint legal counsel at its annual meeting.

The superintendent and board secretary will have the authority to contact the board's legal counsel on behalf of the board when the superintendent or board secretary believe it is necessary for the management of the school district. The board president may contact and seek advice from the school board's legal counsel. The board's legal counsel will attend both regular and special school board meetings upon the request of the board or the superintendent. Board members may contact legal counsel upon approval of a majority of the board. It is the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter.

It is the responsibility of the superintendent to keep the board informed of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense for the school district.

Legal Reference: Bishop v. Iowa State Board of Public Instruction, 395 N.W.2d 888 (Iowa 1986).  
Iowa Code § 279.37  
(2013).

Cross Reference: of Directors	200	Legal Status of the Board
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Approved: May 12, 2004  
Reviewed: May 11, 2015; February 12, 2020  
Revised:

## AD HOC COMMITTEES

Whenever the board deems it necessary, the board may appoint a committee composed of citizens, employees or students to assist the board. Committees formed by the board are ad hoc committees.

An ad hoc committee may be formed by board resolution which will outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the board resolution. The committee will automatically dissolve upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution. The board will receive the report of the committee for consideration. The board retains the authority to make a final decision on the issue. The committee may be subject to the open meetings law.

The method for selection of committee members will be stated in the board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and will consider the various viewpoints on the issue. The board may designate a board member and the superintendent to serve on an ad hoc committee. The committee will select its own chairperson, unless the board designates otherwise.

***NOTE: Most, if not all, board committees are subject to the open meetings law just as the board is. The only difference between the two bodies is that committees are not required to publish their minutes. That is only a requirement specifically for school boards, not a requirement of the open meetings law.***

Legal Reference: Iowa Code §§ 21; 279.8; 280.12(2) (2013).  
281 I.A.C. 12.3(3), .3(8); .5(8).  
O.A.G., Nov. 18, 1993

Cross Reference: 103 Long-Range Needs Assessment  
211 Open Meetings  
212 Closed Sessions  
215 Board of Directors' Records  
605.1 Instructional Materials Selection  
900 Principles and Objectives for Community Relations

Approved: June 9, 2004  
Reviewed: May 11, 2015; February 12, 2020  
Revised:

## AD HOC COMMITTEES EXHIBIT

### Ad Hoc Committee Purpose and Function

The specific purpose of each ad hoc committee varies. Generally, the primary function of an ad hoc committee is to give specific advice and suggestions. The advice and suggestions should focus on the purpose and duties stated in the board resolution establishing the committee. It is the board's role to take action based on information received from the ad hoc committee and other sources. Ad hoc committees may be subject to the open meetings law.

### Role of an Ad Hoc Committee Member

The primary role of an ad hoc committee member is to be a productive, positive member of the committee. In doing so, it is important to listen to and respect the opinions of others. When the ad hoc committee makes a recommendation to the board, it is important for the ad hoc committee members to support the majority decision of the ad hoc committee. An ad hoc committee will function best when its members work within the committee framework and bring items of business to the ad hoc committee.

### Ad Hoc Committee Membership

Ad hoc committee members may be appointed by the board. The board may request input from individuals or organizations, or it may seek volunteers to serve. Only the board or superintendent has the authority to appoint members to an ad hoc committee. Boards must follow the legal limitations or requirements regarding the membership of an ad hoc committee.

## DEVELOPMENT OF POLICY

The board has jurisdiction to legislate policy for the school district with the force and effect of law. Board policy provides the general direction as to what the board wishes to accomplish and why it wishes to accomplish it while allowing the superintendent to implement board policy.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, employees and students in the school district community. The policy statements are the basis for the formulation of regulations by the administration. The board will determine the effectiveness of the policy statements by evaluating periodic reports from the administration.

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas will be submitted to the superintendent's office for possible placement on the board agenda. It is the responsibility of the superintendent to bring these proposals to the attention of the board.

Legal Reference: Iowa Code §§ 274.1-.2; 279.8 (2013).  
281 I.A.C. 12.3(2).  
1970 Op. Att'y Gen. 287.

Cross Reference: 101 Educational Philosophy of the School District  
200.2 Powers of the Board of Directors  
200.3 Responsibilities of the Board of Directors  
209 Board of Directors' Management Procedures

Approved: June 9, 2004  
Reviewed: May 11, 2015; January 8, 2020  
Revised: \_\_\_\_\_

*Board Policy East Buchanan Community Schools*



## ADOPTION OF POLICY

The board will give notice of adoption of new policies by placing the item on the agenda of two regular board meetings. This notice procedure will be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy will be included in the minutes. The board will have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy will be approved by a simple majority vote of the board at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy will expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Legal Reference: Iowa Code § 279.8 (2013).  
281 I.A.C. 12.3(2).  
1970 Op. Att'y Gen. 287.

Cross Reference: 200.2 Powers of the Board of Directors  
200.3 Responsibilities of the Board of Directors  
209 Board of Directors' Management Procedures

Approved June 9, 2004  
Reviewed May 11, 2015  
Revised January 8, 2020

## DISSEMINATION OF POLICY

The board policy manual is available electronically. Persons unable to access the policy manual electronically should contact the board secretary for assistance.

Copies of changes in board policy will also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

Legal Reference: Iowa Code §§ 277.31; 279.8 (2013).  
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors  
209 Board of Directors' Management Procedures

Approved June 9, 2004  
Reviewed May 11, 2015  
Revised January 8, 2020

## SUSPENSION OF POLICY

Generally, the board will follow board policy and enforce it equitably. The board, and only the board, may, in extreme emergencies of a very unique nature, suspend policy. It is within the discretion of the board to determine when an extreme emergency of a very unique nature exists. Reasons for suspension of board policy will be documented in board minutes.

Legal Reference: Iowa Code § 279.8 (2013).  
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors  
209 Board of Directors' Management Procedures

Approved June 9, 2004  
Reviewed May 11, 2015; January 8, 2020  
Revised \_\_\_\_\_

## ADMINISTRATION IN THE ABSENCE OF POLICY

When there is no board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances surrounding the situation keeping in mind the educational philosophy and financial condition of the school district.

It is the responsibility of the superintendent to inform the board of the situation and the action taken and to document the action taken. If needed, the superintendent will draft a proposed policy for the board to consider.

Legal Reference: Iowa Code § 279.8 (2013).  
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors  
209 Board of Directors' Management Procedures  
302.4 Superintendent Duties  
304 Policy Implementation

Approved June 9, 2004  
Reviewed May 11, 2015; January 8, 2020  
Revised \_\_\_\_\_

## REVIEW AND REVISION OF POLICY

The board shall, at least once every five years, review board policy. Once the policy has been reviewed, even if no changes were made, a notation of the date of review is made on the face of the policy statement.

The board will review one-fifth of the policy manual annually according to the following subject areas:

- Board of Directors (Series 200)
- Administration, Employees (Series 300 and 400)
- School District, Education Program (Series 100 and 600)
- Students (Series 500)
- Noninstructional Operations and Business Services, Buildings and Sites, School District-Community Relations (Series 700, 800 and 900)

It is the responsibility of the superintendent to keep the board informed as to legal changes at both the federal and state levels. The superintendent will also be responsible for bringing proposed policy statement revisions to the board's attention.

If a policy is revised because of a legal change over which the board has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the board.

Legal Reference: Iowa Code § 279.8 (2013).  
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors  
209 Board of Directors' Management Procedures

Approved June 9, 2004  
Reviewed May 11, 2015; January 8, 2020  
Revised \_\_\_\_\_

## REVIEW OF ADMINISTRATIVE REGULATIONS

Board policy sets the direction for the administration of the education program and school district operations. Some policies require administrative regulations for implementation.

It is the responsibility of the superintendent to develop administrative regulations to implement the board policies. The regulations, including handbooks, will be approved by the board prior to their use in the school district.

The administrative regulations will be available no later than the first regular board meeting after the adoption of the board policy unless the board directs otherwise.

Legal Reference: Iowa Code §§ 279.8, .20 (2013).

Cross Reference: 200.3 Responsibilities of the Board of Directors  
209 Board of Directors' Management Procedures

Approved June 9, 2004  
Reviewed May 11, 2015; January 8, 2020  
Revised \_\_\_\_\_

## ANNUAL MEETING

Each year after August 31 and prior to the organizational meeting of the board in odd-numbered years, the board will hold its annual meeting.

At the annual meeting, the board will examine the financial books and settle the secretary's and treasurer's statements for the fiscal year ending the preceding June 30. As part of the annual reports, the treasurer will present affidavits from depository banks. The board may also appoint the board's legal counsel at the annual meeting.

Legal Reference: Iowa Code §§ 279.1, .3, .33.

Cross Reference: 206.3

Funds

Secretary  
206.4 Treasurer  
701.1 Depository of  
707 Fiscal Reports

Approved: June 9, 2004  
Reviewed: July 13, 2015; January 8, 2020  
Revised: June 10, 2010

## REGULAR MEETING

The regular meeting time and date will be set by the board at the organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years.

The regular meetings of the board will be held on the second Wednesday of each month. Meetings will begin promptly at 5:00 p.m. The board will adhere to this meeting date and time unless the board requires additional meetings or, due to circumstances beyond the board's control, the meeting cannot be held on the regular meeting date, and the meeting will be re-scheduled in accordance with law and policy. Public notice of the meetings will be given.

Legal Reference: Iowa Code §§ 21.3, .4; 279.1

Cross Reference: 200.1 Organization of the Board of Directors  
210 Board of Directors' Meetings

Approved: June 9, 2004

Reviewed: November 15, 2017; March 11, 2020

Revised:

*Board Policies – East Buchanan Community School*

## SPECIAL MEETING

It may be necessary for the board to conduct a special meeting in addition to the regularly scheduled board meeting. Special meetings may be called by the president of the board or by the board secretary at the request of a majority of the board. Should a special meeting be called, public notice will be given.

If the special meeting called is an emergency meeting and the board cannot give public notice in its usual manner, the board will give public notice of the meeting as soon as practical and possible in light of the situation. Emergency meetings will only be held when an issue cannot wait twenty-four hours necessary for a special meeting. The reason for the emergency meeting and why notice in its usual manner could not be given will be stated in the minutes.

Only the purpose or issue for which the special meeting was called may be discussed and decided in the special meeting. The board will strictly adhere to the agenda for the special meeting and action on other issues will be reserved for the next regular or special board meeting.

Legal Reference: Iowa Code §§ 21.3, .4; 279.2  
1980 Op. Att'y Gen. 148.

Cross Reference: 200.1 Organization of the Board of Directors  
210 Board of Directors' Meetings

Approved: June 9, 2004  
Reviewed: July 13, 2015; March 11, 2020  
Revised:

## MEETING NOTICE

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date and tentative agenda of board meetings. The public notice will be posted on the bulletin board or another prominent place clearly designated for posting agendas in the central administration office at least two days before it is scheduled, but, at the minimum, twenty-four hours' notice needs to be given.

A copy of the public notice will be provided to those who have filed a request for notice with the secretary. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice will be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting will be given as soon as practical and possible in light of the situation. The media and others who have requested notice will be notified of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or board members will constitute a waiver of notice.

It is the responsibility of the board secretary to give public notice of board meetings and work sessions.

Legal Reference:     *Dobrovolny v. Reinhardt*, 173 N.W.2d 837 (Iowa 1970).  
Iowa Code §§ 21.2-.4; 279.1, .2.  
1952 Op. Att'y Gen. 133.

Cross Reference:     210     Board of Directors' Meetings  
                          210.8   Board of Directors' Meeting Agenda

Approved: June 9, 2004  
Reviewed: July 13, 2015  
Revised: January 8, 2020

## QUORUM

Action by the board regarding the affairs of the school district may be taken only when a quorum, a majority of the board members, is in attendance at the board meeting. While in person participation is encouraged, board members may attend meetings either in person or electronically provided each member can hear and be heard in real time by all members present and the public.

While board members are encouraged to attend board meetings, 3 members will constitute a quorum and are a sufficient number to transact business of the school corporation. The adjournment of a meeting may be executed without a quorum.

An affirmative vote of a majority of the votes cast is sufficient to pass a motion or take action unless law or board policy requires a vote of a greater number.

It is the responsibility of each board member to attend board meetings.

Legal Reference: Iowa Code §§ 21.5(1); 279.4.

Cross Reference: 210 Board of Directors' Meetings

Approved: July 14, 2004

Reviewed: July 13, 2015

Revised: January 8, 2020

## RULES OF ORDER

An orderly board meeting allows the board members to participate in the discussion and decision process on an issue confronting the school district. Rules of order for board meetings allow school district business and the relative information concerning the business to be brought to the attention of the board. They also allow the board to discuss, act upon and make a clear record of school district business in a regular, ordered, reasonable and consistent manner.

The board will follow Robert's Rule of Order, Revised, latest edition as modified by this policy and subsequent rule.

The purpose of modified rules adopted by the board are:

- To establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
- To organize the meetings so all necessary matters can be brought to the board and decisions of the board can be made in an orderly and reasonable manner;
- To ensure members of the board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to ensure adequate discussion of decisions to be made; and,
- To ensure meetings and actions of the board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

It is the responsibility of each board member to follow the rules of order stated in this policy at each meeting, and it is the responsibility of the presiding officer to conduct the board meeting within these rules.

Legal Reference: Iowa Code §§ 21.2, .7; 279.8

Cross Reference: 210 Board of Directors' Meetings  
210.8 Board Meeting Agenda

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised:

## RULES OF ORDER REGULATION

The following rules of procedure have been adopted by the board at the annual or organizational meeting:

1. Board members need not rise to gain the recognition of the board president.
2. All motions will be made as a positive action.
3. A motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only "yes" and "no" votes are counted in this calculation. It should be noted that some motions require larger numbers of affirmative votes, such as to move into a closed session.
4. All motions shall receive a second, prior to opening the issue for discussion of the board. If a motion does not receive a second, the board president may declare the motion dead for lack of a second.
5. The board president may decide the order in which board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions.
6. The board president shall rule on all motions that come before the board.
7. The board president may rule on points of order brought before the board.
8. The board president shall have complete authority to recognize a member of the audience regarding a request to participate in the board meeting. Members of the public who wish to participate shall follow board policy.
9. The board president has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.
10. The board president has the same authority and responsibility as each board member to vote on all issues.

Approved: May 12, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised: June 2010

## BOARD MEETING AGENDA

The tentative agenda for each board meeting will state the topics for discussion and action at the board meeting. The agenda is part of the public notice of the board meeting and will be posted and distributed.

Persons requesting to place an item on the agenda must make a request to the superintendent prior to the drafting of the tentative agenda. The person making the request must state the person's name, address, purpose of the presentation, action desired and pertinent background information. Requests from the public may be added to the tentative agenda at the discretion of the superintendent after consultation with the board president. Requests received after the deadline may only be added to the agenda for good cause.

The tentative agenda and supporting documents will be sent to the board members 5 days prior to the scheduled board meeting. These documents are the private property of the board member. Persons wishing to view the tentative agenda and supporting documents may do so at the central administration office.

The board will take action only on the items listed on the tentative agenda posted with the public notice. Items added to the agenda may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting will state the reason justifying the immediate action.

It is the responsibility of the board president and superintendent to develop the agenda for each board meeting. Any board member may place an item on the next regular agenda with the consent of a majority of the board. Board members wishing to do so should provide notice to the superintendent and board president 5 days prior to the scheduled meeting.

Legal Reference:	Iowa Code §§ 21; 279.8
Cross Reference:	210 Board of Directors' Meetings
	211 Open Meetings
	213 Public Participation in Board Meetings
	215 Board of Directors' Records
	402.5 Public Complaints About Employees
	502.4 Student Complaints and Grievances

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised: February 9, 2022

## CONSENT AGENDAS

Very often the board must consider agenda items which are noncontroversial or similar in content. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school buildings and grounds, open enrollment requests or approval of various schedules.

In order for a more efficient administration of board meetings, the board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

The superintendent in consultation with the board president and board secretary shall place items on the consent agenda. By using a consent agenda, the board has consented to the consideration of certain items as a group under one resolution. Items may be removed from the consent agenda at the request of a board member.

Nothing in this policy is to be construed as an attempt to avoid full compliance with laws dealing with open meetings or public notice of the agenda and meeting.

Legal Reference: Iowa Code §§ 21; 279.8

Cross Reference: 210 Board of Directors' Meetings

Approved: February 10, 2010

Reviewed: July 13, 2015; March 11, 2020

Revised:

## OPEN MEETINGS

A gathering of a majority of board members either in person or electronically in which deliberation of an issue within scope of the board's policy-making duties takes place is a board meeting. A gathering for the purpose of social or ministerial action will not constitute a board meeting when there is no discussion of policy or intent to avoid the purpose of the open meetings law. Meetings of the board will be conducted in an open meeting unless a closed session is authorized by law or the meeting is exempt from the open meetings law.

Legal Reference: Iowa Code §§ 21, 279.1-.2.  
1982 Op. Att'y Gen. 162.  
1980 Op. Att'y Gen. 167.

Cross Reference: 208 Ad Hoc Committees  
210  
Meetings 210.8  
212

Board of Directors'

Board Meeting Agenda  
Closed Sessions

Approved: July 14, 2004  
Reviewed: July 13, 2015  
Revised: January 8, 2020

## CLOSED SESSIONS

Generally, board meetings will be open meetings, unless a closed session is provided for by law.

Closed sessions take place as part of an open meeting. The board may enter into a closed session for any reason permitted by law.

The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice with the full text of the *Iowa Code* citation reference stated on the agenda. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. A minimum of two-thirds of the board, or all of the board members present, if any are absent, must vote in favor of the motion on a roll call vote. Closed sessions will be recorded and have detailed minutes kept by the board secretary. No voting will take place in the closed session. Final action on matters discussed in the closed session will be taken in an open meeting.

The minutes and the recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The recordings and the written minutes will be kept for one year from the date of the meeting. Real estate related minutes and recordings will be made public after the real estate transaction is completed.

The detailed minutes and recording will be sealed and will not be public records open to public inspection. The minutes and recording will only be available to board members or opened upon court or administrative order in an action to enforce the requirements of the open meetings law. The board has complete discretion as to whom may be present at a closed session, but generally closed sessions will be limited to the board, a recording secretary and the superintendent if indicated. The board has discretion to nominate the board secretary or any board member to serve as recording secretary for the closed session.

Legal Reference: Iowa Code §§ 21; 22.7; 279.24.

Cross Reference: 208 Ad Hoc Committees  
211 Open Meetings  
212.1 Exempt Meetings

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised: January 11, 2012; February 9, 2022

## EXEMPT MEETINGS

Board meetings at which a quorum is not present, or gatherings of the board for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of the open meetings law, are exempt from the open meetings law requirements. Since gatherings of this type are exempt from the open meetings requirements, they can be held without public notice, be separate from an open meeting, be held without recording the gathering or taking minutes, and be held without a vote or motion. The board may also hold an exempt session for the following reasons, or as may be otherwise authorized by law:

1. Negotiating sessions, strategy meetings of public employers or employee organizations, mediation and the deliberative process of arbitration;
2. to discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law;
3. to conduct a private hearing relating to the recommended termination of a teacher's contract. The private hearing however, in the teacher's contract termination will be recorded verbatim by a court reporter; and
4. to conduct a private hearing relating to the termination of a probationary administrator's contract or to review the proposed decision of the administrative law judge regarding the termination of an administrator's contract.

Legal Reference: Iowa Code §§ 20.17; 21; 22.7; 279.15, .16.

Cross Reference: 208 Ad Hoc Committees  
211 Open Meetings  
212 Closed Sessions

Approved: February 9, 2022

## PUBLIC PARTICIPATION IN BOARD MEETINGS

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board will set aside a specific time for public comment.

**Public Comment During Board Meetings**

Citizens wishing to address the board during public comment must notify the board secretary prior to the board meeting. The board president will recognize these individuals to make their comments at the appropriate time during public comment. Citizens wishing to present petitions to the board may also do so at this time. The board however, will only receive the petitions and not act upon them or their contents.

The board has the discretion to limit the amount of time set aside for public participation. Normally, speakers will be limited to 3 minutes with a total allotted time for public participation of 12 minutes. However, the board president may modify this time limit, if deemed appropriate or necessary. Public comment is a time set aside for community input, but the board will not discuss or take any action on any matter during public comment.

Public comment shall be limited to regular board meetings and will not be routinely held during special board meetings.

**Petitions to Place a Topic on the Agenda**

Individuals who wish for an item to be placed on the board agenda may submit a valid petition to the board. For a petition to be valid, it must be signed by at least 500 eligible electors of the district, or ten percent of the individuals who voted in the last school election, whichever number is lower.

Upon receiving a valid petition to the board to place a proposal on the next board agenda for public hearing, the board will place the proposal identified in the petition on the agenda of the next regular meeting, or a special meeting held within 30 days of receipt of the petition. The board will provide a sign-up sheet for all individuals who wish to speak on the proposal, and individuals will be called to speak in order of sign-up. The sign-up sheet will require each individual to list their legal name and mailing address. Each speaker will be limited to an amount of time established by the board president that is reasonable and necessary based on the number of speakers signed up. The same time limit will apply to all speakers on the proposal. Each individual will be limited to one opportunity to speak. The board maintains absolute discretion on whether or not to discuss or act on the public comments made on the proposal. If a petition is related to curriculum, the district maintains discretion to determine whether to stop teaching that curriculum until the board holds the public hearing to discuss the curriculum.

The board has a significant interest in maintaining the decorum of its meetings, and it is expected that members of the public and the board will address each other with civility. The orderly process of the board meeting will not be interfered with or disrupted by public comment. Only individuals recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting. Defamatory comments may be subject to legal action.

Legal Reference: Iowa Code §§ 21; 22; 279.8, 279.8B

Cross Reference: 205 Board Member Liability  
210.8 Board Meeting Agenda  
213.1 Public Complaints  
214 Public Hearings  
401.4 Employee Complaints  
502.4 Student Complaints and Grievances  
605.3 Objection to Instructional and Library Materials

Approved July 14, 2004

Reviewed July 13, 2015; June 12, 2019; August 9, 2023

## PUBLIC COMPLAINTS

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

- (a) Matters should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal.
- (c) Unsettled matters from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only consider whether to address complaints if they are in writing, signed, and the complainant has complied with this policy. The board is not obligated to address a complaint and may defer to the decision of the superintendent. If the board elects not to address a complaint, the decision of the superintendent shall be final. If the board does elect to address a complaint, its decision shall be final.

Legal Reference: Iowa Code § 279.8

Cross Reference: 210.8 Board Meeting Agenda  
213 Public Participation in Board Meetings  
307 Communication Channels

Approved: June 12, 2019

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

GENERAL COMPLAINTS BY CITIZENS  
POLICY GRIEVANCE FORM

Name and Position of Complainant: \_\_\_\_\_

Date: \_\_\_\_\_

Policy(ies) in Question:

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Evidence of Policy Misappropriation (witnesses, written documentation, taped evidence, etc.):

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Other Important Information:

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I attest that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved July 14, 2004 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

*Board Policy East Buchanan Community Schools*

## PUBLIC HEARINGS

Public hearings may be held on school district matters at the discretion of the board. Public notice of a public hearing will be in the same manner as for a board meeting except that the notice will be given at least ten days before the hearing is to be held unless it is impossible or impractical to do so, or the law requires otherwise.

At public hearings, citizens of the district who register at the door will be allowed to speak on the issue for which the public hearing is being held. Others may be allowed to speak at the board's discretion. Speakers are asked to keep their remarks as brief as possible. Prior to the beginning of the hearing, speakers and spectators will be apprised of the rules of order to be followed regarding time limitations, questions, remarks and rebuttals. In no event will a speaker be allowed to take the time of another speaker.

The board will conduct public hearings in an orderly fashion. At the beginning of the hearing, statements, background materials and public hearing rules and procedures will be presented by the board president. The board president will recognize the speakers. A board member may ask questions of the speakers after receiving permission from the board president. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the board or the proceedings will be asked to leave.

Legal Reference: Iowa Code §§ Ch. 21; 26.12; Ch. 24; 279.8, .10; 297.22

Cross Reference: 210 Board of Directors' Meetings  
213 Public Participation in Board Meetings  
601.1 School Calendar  
703.1 Budget Planning

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised:

## BOARD OF DIRECTORS' RECORDS

The board will keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings and other required records of the board.

It is the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting will include, at a minimum, the following items: a record of the date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed will be attached. This information will be available within two weeks of the board meeting and forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be published within two weeks. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next board meeting will be available for inspection at the central administration office after the board secretary transcribes the notes into typewritten material which has been proofread for errors and retyped.

Legal Reference: Iowa Code §§ 21; 22; 279.8, .35, .36; 291.6, .7; 618.3, 281 I.A.C. 12.3(1).

215. 1982 Op. Att'y Gen.

403. 1974 Op. Att'y Gen.

133. 1952 Op. Att'y Gen.

Cross Reference: 206.3

Secretary  
206.4 Treasurer  
208 Ad Hoc

Committees

Agenda

Maintenance and Disposal of School District Records

Examination of School District Records

210.8 Board Meeting  
708 Care,  
901 Public

Approved: July 14, 2004  
Reviewed: July 13, 2015; January 8, 2020  
Revised:

## BOARD MEETING MINUTES

Since the official minutes of the board are the only legal record, it is important that they be recorded with extreme care and completeness. The board secretary will follow the following guidelines in writing board minutes:

With respect to content, the minutes should show the following:

1. The place, date, and time of each meeting.
2. The type of meeting--regular, special, emergency, work session.
3. Members present and members absent, by name.
4. The call to order and adjournment.
5. The departure of members by name before adjournment.
6. The late arrival of members, by name.
7. The time and place of the next meeting.
8. Approval, or amendment and approval, of the minutes of the preceding meeting.
9. Complete information as to each subject of the board's deliberation and the action taken.
10. The maker and seconder of the motion, what action was taken, and the vote on the motion detailed enough to attribute a vote to each member present.
11. Complete text of all board resolutions, numbered consecutively for each fiscal year.
12. A record of all contracts entered into, with the contract documents kept in a separate file.
13. A record of all change orders on construction contracts.
14. All employment changes, including resignations or terminations.
15. A record, by number, of the bills of account approved by the board for payment.
16. A record of all calls for bids, bids received, and action taken thereon.
17. Approval of all transfers of funds from one budgetary fund to another.
18. Important documents forming a part of a motion should be made a part of the minutes by exhibit and placed in the minute book along with the minutes.
19. Board policy and administrative guides should be made a part of the minutes by exhibit.
20. Adoption of textbooks and establishment of bus routes by the board for the school year as well as the school calendar should become a part of the minutes.

BOARD MEETING MINUTES

21. Approval or disapproval of open enrollment requests with justification for disapproval or approval after the deadline.
22. A record of all delegations appearing before the board and a record of all petitions.
23. At the annual meeting each year the record should indicate that the books of the treasurer and secretary and the Certified Annual Report have been examined and approved subject to audit.
24. The election or appointment of board officers.
25. The appointment of auditors to examine the books.

At the annual or organizational meeting in odd numbered years, the minutes should reflect the following:

26. Appointment of a temporary chairperson if not specified in policy.
27. Oath of office administered to newly elected board members.
28. Nominations taken for the office of president and vice-president.
29. Election of the president and vice-president, the votes and the oath of office administered to the president and vice-president.
30. The resolution to pay bills when the board is not in session.
31. A resolution to automatically disburse payroll along with a roster of all employees under contract.
32. A resolution naming depositories along with the maximum deposit for each depository.
33. Resolution authorizing the use of a check protector and signer and the proper control of the signer.
34. Motion designating a member or a committee to examine the bills of account for a designated period of time on a rotation basis if desired for the balance of the school year.

## ASSOCIATION MEMBERSHIP

Participation in board member associations are beneficial to the board. The board will maintain an active membership in the Iowa Association of School Boards and in organizations the board determines will be of benefit to the board and the school district.

Legal Reference: Iowa Code § 279.38

Cross Reference: 216.2 Board of Directors' Member Development and Training

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised:

## BOARD OF DIRECTORS' MEMBER DEVELOPMENT AND TRAINING

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

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

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

Cross Reference: 216.1 Association Membership

Approved July 14, 2004

Last Reviewed: December 13, 2023

## BOARD OF DIRECTORS' MEMBER COMPENSATION AND EXPENSES

As an elected public official, the board member is a public servant who serves without compensation. Board members will be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

Prior to reimbursement of actual and necessary expenses, the board member must submit a detailed receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a detailed receipt will make the expense nonreimbursable. Personal expenses will be reimbursed by the board member to the school district no later than ten working days following the date of the expense. In exceptional circumstances, the board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the school district's record of the claim.

It is the responsibility of the board secretary to compile the expenses of board members and bring them to the board for audit and approval in the same manner as other claims of the school district. It is the responsibility of the board to determine through the audit and approval process of the board whether the expenses incurred by a board member are actual and necessary expenses incurred in the performance of their official duties.

Legal Reference: Iowa Code §§ 68B; 277.27; 279.7A, .8, .32

Cross Reference: 203 Board of Directors' Conflict of Interest  
401.7 Employee Travel Compensation  
401.10 Credit Cards

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised:

## GIFTS TO BOARD OF DIRECTORS

Board members may receive a gift on behalf of the school district. Board members will not, either directly or indirectly, solicit, accept or receive a gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be or is a party to any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the board member's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

- Contributions to a candidate or a candidate's committee;
- Information material relevant to a board member's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the board recipient;
- Items received from a charitable, professional, educational or business organization to which the board member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of a board member for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;

## GIFTS TO BOARD OF DIRECTORS

- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by a board member's employer or the firm in which the board member is a member for the cost of attending a meeting of a subunit of an agency when the board member whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district;
- Gifts other than food, beverages, travel and lodging received by a board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the board member; or
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, a board member as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of a board member for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;
- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the department of general services; or
- A payment made to a board member for services rendered as part of a private business, trade or profession in which the board member is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a board member but, rather, because of some special expertise or other qualification.

It is the responsibility of each board member to know when it is appropriate to accept or reject gifts or honorariums.

Legal References: Iowa Code ch. 68B (2013).  
1972 Op. Att'y Gen. 276.  
1970 Op. Att'y Gen. 319.

Cross References: 203 Board of Directors' Conflict of Interest  
402.4 Gifts to Employees  
704.4 Gifts - Grants - Bequests

Approved: July 14, 2009  
Reviewed: July 13, 2015; March 11, 2020  
Revised: