

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
AGENDA - Regular School Board Meeting
November 12, 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 October 8, 2025
 - b. Personnel Changes
https://docs.google.com/spreadsheets/d/1JmAtWeBe41IFIU84hzS2yzW5Ov6Wjnx4B_Gx8nQBJAE/edit?gid=626273134#gid=626273134
 - c. List of Bills
 - d. Financial Reports
- 5. COMMUNITY/PROGRAM PRESENTATIONS**
- 6. ADMINISTRATIVE UPDATES & REPORTS**
 - a. Elementary Update
 - b. Secondary Update
 - c. District Update
 - d. Facilities Update
- 7. AGENDA**
 - a. Approve Early Graduate Applications for the class of 2026
 - b. Approve SBRC Request for Admin Costs for River Hills for 26-27 School Year
 - c. Approve SBRC Request for Admin Costs for LIED Center for 26-27 School Year
 - d. Approve Snow Removal Bid for 25-26 School Year
 - e. Board Policy Review - 2nd Reading
 - 505.8, 505.8R1 Parent & Family Engagement District Policy
 - 506.1, 506.1E1-E8,R1: Education Records Access
 - 506.2, 506.2E1, 506.2R1: Student Directory Information
 - 506.4: Student Library Circulation Records
 - f. Board Policy - 1st Reading
 - 503.9 - Student Use of Personal Electronic Devices
 - g. Approve Use of Education Support Personnel Salary Supplement (ESPSS) Funds
- 8. STUDENT QUESTIONS**
- 9. #BUCPR1DE**
- 10. ADJOURN**

**East Buchanan Community School District
Regular Board Meeting Minutes – October 8, 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, Secondary Principal Derick Ludwig, Elementary Principal Nathan Reck, and Board Secretary Teresa Knipper. Several visitors attended the meeting. Motion carried with all ayes unless noted otherwise.

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

Approve Consent Agenda - Motion by Cooksley, second by Steffens to approve the consent agenda. Items included on the consent agenda: minutes from the regular meeting on September 10, 2025; resignation of Al Snyder as girls basketball coach; expenditures listed; and financial reports.

Student Senate Conference Presentation – Student council advisor Lee White presented information about the NASC LEAD conference in Washington DC in late February 2026. He requested approval to travel out of state and use of district vehicles to travel to/from the airport.

Administrative Updates and Reports – Reck reported on progress of the literacy curriculum pilot, student-led conferences will be held on October 21st & 23rd, a Leader in Me coach met with teachers, and the Measurable Results Assessment (MRA) was sent out. Ludwig reported staff took the MRA to get baseline data, banners have been hung in the events gym, pink-out night was held, Timmy the Dreamer spoke to 7th-12th graders this week, and a goal has been set in an effort to reduce students leaving class. Kelchen presented the school performance profile, reported preliminary certified enrollment numbers, and stated that Denovo did a walk-thru of the building with the architect.

Application for MSA – English Learners (EL) - Motion by Steffens, second by Maas to submit a request to the SBRC for a modified supplement amount of \$28,613.92 due to excess costs of providing the EL program in the prior year.

Application for MSA – Special Education Deficit – Motion by Steffens, second by Recker to submit a request for allowable growth and supplemental aid for the negative special education balance of \$50,040.68.

Custodial Position Posting – Motion by Cooksley, second by Steffens to approve the potential posting for a new custodial position beginning the second semester

Music Theatre International Contract – Motion by Steffens, second by Cooksley to approve the Music Theatre International Contract as presented.

Board Policy Review – Motion by Maas, second by Recker to approve the first reading of board policies 505.8 series, 506.1 series, 506.2 series and 506.4 series as presented.

Student Senate Conference Request – Motion by Steffens, second by Cooksley to approve the out of state field trip and use of district vehicles for the student senate conference as requested.

Open Enrollment Requests – Motion by Maas, second by Steffens to approve the open enrollment out requests presented by Kelchen.

Closed Session – Motion by Maas, second by Recker to hold a closed session to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session as authorized by Iowa Code Section 21.5(1)(i). The board entered closed session at 5:44 pm with roll call vote of Aye: Recker, Maas, Steffens, Sperflage; Nay: Cooksley. The board returned to open session at 5:54 pm.

Closes Session Action - Motion by Cooksley, second by Steffens to accept the resignation of Trisha Lindsay as bus driver. Aye: Cooksley, Maas, Steffens, Sperflage; Nay: Recker

BucPr1de – Banners have been hung in the gym and new basketball hoops installed on the playground.

Adjourn- Motion by Maas, second by Recker to adjourn the meeting at 5:57 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 and Monday through Friday between 8:00 am and 4:00 pm.

Personnel Changes

SB Mtg date	Employee	Type	Position	Notice Date	Effective Date
11/12/2025	Trysten Russell	Hire	Boys Asst Basketball	10/30/2025	11/1/25
11/12/2025	Jess Flexsenhar	Hire	Girls Asst Basketball	10/21/2025	11/1/25
11/12/2025	Kierston Amos	Resignation	Cheer Coach	11/6/2025	11/6/25

East Buchanan Community School
10/30/2025 10:41 AM

List of Bills - School Board Mtg
Unposted: Batch Description 2025-10 TMK October-EXTRA

Page: 1
User ID: TMK
Invoice Amount

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>		
AMERUNITED	America United Life	RETIREE INCENTIVE	70,222.00	1
			70,222.00	
BLOOFARM	BLOOMSBURY FARM	1st Grade field trip	272.00	1
			272.00	
CITIBANK	CITIZEN'S STATE BANK	LMC PETTY CASH	225.50	1
			225.50	
PURCPWE	PURCHASE POWER	POSTAGE METER REFILL	1,259.25	1
			1,259.25	
SCHOBUSS	SCHOOL BUS SALES CO	Bus	137,904.00	3
			137,904.00	
			Batch Total:	209,882.75
			Report Total:	209,882.75

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>		
BUCHDAVI	BUCHHOLTZ, DAVID	HS Football Official 10/10/25	150.00	2
			150.00	
JUNKMARK	JUNK, MARK	HS Football Official 10/10/25	150.00	2
			150.00	
KLEVDAWN	Kleve, Dawn	Medical/Security HS Football 10/10/25	50.00	2
KLEVDAWN	Kleve, Dawn	Medical/Security Football 9/26/25	50.00	2
			100.00	
LAMKRACH	LAMKER, RACHEL	MS Volleyball Official 10/7/25	100.00	2
			100.00	
MEYELARR	MEYER, LARRY	HS Football Official 10/10/25	150.00	2
			150.00	
MOORJOLY	Moore, JoLynn	HS Volleyball Official 10/7/25	160.00	2
MOORJOLY	Moore, JoLynn	HS Volleyball Official 9/25/2025	160.00	2
			320.00	
MUSITHEA	MUSICAL THEATRE INTERNATIONAL	Musical Materials	400.00	2
			400.00	
SCHLMARK	SCHLEISMAN, MARK	HS Volleyball Official 10/7/25	160.00	2
SCHLMARK	SCHLEISMAN, MARK	HS Volleyball Official 9/30/2025	160.00	2
			320.00	
SHRODENN	SHROEDER, DENNIS	HS Football Official 10/10/25	170.00	2
			170.00	
SMITANDR	Smith, Andrew	Donation from fundraiser	144.92	2
			144.92	
STEGTEDD	STEGER, TEDDY	HS Football Official 10/13/25	100.00	2
STEGTEDD	STEGER, TEDDY	HS Football Official 9/29/25	100.00	2
			200.00	
TUCKDARR	TUCKER, DARRELL	HS Football Official 10/10/25	150.00	2
			150.00	
WEGMCHAD	WEGMANN, CHAD	HS Football Official 10/13/25	100.00	2
WEGMCHAD	WEGMANN, CHAD	HS Football Official 9/29/25	100.00	2
			200.00	
WERLJEFF	Werling, Jeff	Medical/Security HS Football 10/10/25	50.00	2
			50.00	
WESTNATE	WEsthoff, Nate	HS Football Official 10/13/25	100.00	2
WESTNATE	WEsthoff, Nate	HS Football Official 9/29/2025	100.00	2
			200.00	

Report Total: 2,804.92

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ACCEELEV	Access Elevator & Lifts Inc	KEYS	100.00
			100.00
ACER	Acer Service Corp	TECH SUPPLIES	214.92
			214.92
ALLIUTIL	ALLIANT ENERGY	GAS/ELECTRIC	10,608.29
			10,608.29
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE SERVICES	893.00
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE SERVICES	893.00
			1,786.00
CARKEYS	Car Keys Express	KEY & REMOTE	188.72
			188.72
CAROBIO	CAROLINA BIOLOGICAL SUPPLY CO	SCIENCE SUPPLIES	190.06
			190.06
CRAEA	CENTRAL RIVERS AEA	AEA SP ED FLOWTHROUGH	16,289.80
			16,289.80
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	70.00
			70.00
CITYWINT	CITY OF WINTHROP	WATER/SEWER	758.94
			758.94
CJCOOP	CJ COOPER & ASSOCIATES, INC.	SCREENING TESTS	372.45
CJCOOP	CJ COOPER & ASSOCIATES, INC.	ANNUAL ADMIN FEE	200.00
			572.45
DEPTINSP	D.I.A.L. / Elevator Safety Bureau	BOILER INSPECTION	80.00
DEPTINSP	D.I.A.L. / Elevator Safety Bureau	BOILER INSPECTION	240.00
			320.00
DECKEQUI	DECKER EQUIPMENT	BLDG & GROUNDS SUPPLIES	82.59
			82.59
DEIKEIMP	Deike Implement Company	BLDG & GROUNDS SUPPLIES	79.68
			79.68
IOWAINSP	Dept of Inspections, Appeals & Licensing	ELEVATOR PERMIT	165.00
IOWAINSP	Dept of Inspections, Appeals & Licensing	ELEVATOR PERMIT	175.00
			340.00
DONWALT	DON & WALT L.L.C.	BLDG & GROUNDS PURC SERVICE	210.48
			210.48
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	TELEPHONE	2,714.28
			2,714.28
EDGEOIL	Edgewood Oil, Inc.	TRANSPORTATION SUPPLIES	1,320.50
			1,320.50
EMCINSU	EMC Insurance	WORKERS COMP PREMIUM	2,064.00
			2,064.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
INDENAPA	Etten Enterprises LLC	PARTS	16.29
INDENAPA	Etten Enterprises LLC	PARTS	145.98
INDENAPA	Etten Enterprises LLC	PARTS	225.96
			388.23
FAMFIRS	Family First Homecare of Iowa	PURCHASED NURSING SERVICES	6,459.39
			6,459.39
FRANCOVE	Franklin Covey Client Sales Inc	LEADER IN ME	2,368.15
FRANCOVE	Franklin Covey Client Sales Inc	LEADER IN ME	3,600.00
FRANCOVE	Franklin Covey Client Sales Inc	LEADER IN ME	7,042.50
FRANCOVE	Franklin Covey Client Sales Inc	LEADER IN ME	1,500.00
FRANCOVE	Franklin Covey Client Sales Inc	LEADER IN ME	6,491.25
			21,001.90
HAASCO	HAASCO, LTD	ASBESTOS INSPECTION	1,441.45
			1,441.45
HAWKCOMM	HAWKEYE COMMUNITY COLLEGE	CONCURRENT CLASSES	56,216.00
			56,216.00
HOEFADAM	Hoefer, Adam	FSA CLAIM REFUND	47.69
			47.69
HOTLUNCH	HOT LUNCH PROGRAM	HALLOWEEN TREAT	152.75
HOTLUNCH	HOT LUNCH PROGRAM	PRESCHOOL SNACKS	321.78
			474.53
ICN	IOWA COMMUNICATIONS NETWORK	ICN SERVICES	349.25
			349.25
JWPEPPER	J.W. PEPPER & SON, INC.	SUPPLIES	149.99
JWPEPPER	J.W. PEPPER & SON, INC.	SUPPLIES	225.00
JWPEPPER	J.W. PEPPER & SON, INC.	SUPPLIES	65.00
JWPEPPER	J.W. PEPPER & SON, INC.	SUPPLIES	55.99
JWPEPPER	J.W. PEPPER & SON, INC.	SUPPLIES	79.50
			575.48
JOHNDEERE	JOHN DEERE FINANCIAL	SUPPLIES	79.69
JOHNDEERE	JOHN DEERE FINANCIAL	SUPPLIES	24.99
			104.68
KAYCHAP	KAY L. CHAPMAN CPA PC	AUDIT SERVICES	4,750.00
			4,750.00
KEHREMIL	Kehrli, Emily	LIBRARY FEE REFUND	7.99
			7.99
KERKMICH	Kerkove, Michael	SCAFFOLD RENT	125.00
			125.00
KIRBLUKE	Kirby, Luke	REIMBURSE FOR SUPPLIES	98.80
			98.80
KONEINC	KONE INC.	Elevator Service Provider	255.87
			255.87

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
LAKESHOR	LAKESHORE LEARNING MATERIALS	SUPPLIES	113.85
			113.85
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	996.70
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	2,171.52
			3,168.22
MAVEPOWE	Maverick Powersports LLC	PARTS	31.95
			31.95
MENARDSWLO	MENARDS	SUPPLIES	15.96
			15.96
MIDWWHEE	MIDWEST WHEEL	TRANSPORTATION-PARTS	1,342.71
MIDWWHEE	MIDWEST WHEEL	RETURN	(951.00)
			391.71
MOOSEMECH	Moose Mechanical	PURCHASED SERVICE	455.00
			455.00
HOGLBUSMN	North Central Intl LLC	BUS PARTS	223.79
			223.79
OELWPUBL	OELWEIN PUBLISHING COMPANY	ADVERTISING	240.73
			240.73
PECKDAVE	Peck, David	DOT PHYSICAL	110.00
			110.00
PRESTOX	PRESTO-X	KITCHEN-PEST SERVICE	83.59
			83.59
SCHMJANI	SCHMITZ JANITORIAL SUPPLY	JANITORIAL SUPPLIES	69.80
			69.80
SCHOBOK	SCHOLASTIC BOOK FAIRS	BOOK FAIR SUPPLIES	1,513.73
			1,513.73
SCHOBUSS	SCHOOL BUS SALES CO	PARTS/SUPPLIES	10.41
			10.41
SUPEWELD	SUPERIOR WELDING SUPPLY	SUPPLIES	432.45
			432.45
USCELL	US CELLULAR	Cell Phones	223.11
			223.11
VANMETER	VAN METER ELECTRIC SUPPLY CO	ELECTRICAL SUPPLIES	352.77
VANMETER	VAN METER ELECTRIC SUPPLY CO	ELECTRICAL SUPPLIES	410.54
			763.31
VERNTRUE	VERN'S TRUE VALUE HARDWARE	EQUIPMENT RENT	175.00
			175.00
WESTMUSI	WEST MUSIC COMPANY	Repair - Parts	12.00
WESTMUSI	WEST MUSIC COMPANY	Repair - Parts	33.60
WESTMUSI	WEST MUSIC COMPANY	General	87.02
WESTMUSI	WEST MUSIC COMPANY	Recorders for classroom	7.38

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
WESTMUSI	WEST MUSIC COMPANY	Recorders for classroom	132.84
WESTMUSI	WEST MUSIC COMPANY	General	47.96
WESTMUSI	WEST MUSIC COMPANY	Resale	153.88
WESTMUSI	WEST MUSIC COMPANY	Resale	28.99
WESTMUSI	WEST MUSIC COMPANY	Curriculum	59.99
WESTMUSI	WEST MUSIC COMPANY	General	29.97
WESTMUSI	WEST MUSIC COMPANY	General	8.50
WESTMUSI	WEST MUSIC COMPANY	Resale	17.00
WESTMUSI	WEST MUSIC COMPANY	General	23.67
WESTMUSI	WEST MUSIC COMPANY	SUPPLIES	44.65
WESTMUSI	WEST MUSIC COMPANY	Repair	157.00
WESTMUSI	WEST MUSIC COMPANY	Repair	152.00
WESTMUSI	WEST MUSIC COMPANY	Repair	193.00
WESTMUSI	WEST MUSIC COMPANY	Repair	178.00
			1,367.45
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	85.15
			85.15

Batch Total: 139,682.18
Report Total: 139,682.18

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>		
ABEBOOKS	Abe Books	REFUND	(32.92)	1
			(32.92)	
AMAZON	Amazon	SUPPLIES	79.96	1
AMAZON	Amazon	NURSE SUPPLIES	26.59	1
AMAZON	Amazon	BLDG & GROUNDS SUPPLIES	37.56	1
AMAZON	Amazon	SUPPLIES	85.47	1
			229.58	
CHASCARD	CHASE CARD SERVICES	GAS	190.29	1
CHASCARD	CHASE CARD SERVICES	BLDGS & GROUNDS SUPPLIES	58.18	1
CHASCARD	CHASE CARD SERVICES	CONFERENCE LODGING	116.48	1
CHASCARD	CHASE CARD SERVICES	CONFERENCE MEAL	549.50	1
			914.45	
LOWES	Lowe's	STOVE	778.98	1
			778.98	
UPS	UPS	SHIPPING	24.36	1
			24.36	
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	356.79	1
WALMART	WALMART COMMUNITY BRC	SUPPLIES	40.77	1
WALMART	WALMART COMMUNITY BRC	SUPPLIES	36.69	1
			434.25	
			Batch Total:	2,348.70
			Report Total:	2,348.70

Nov 2025 - Activities

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CHASCARD	CHASE CARD SERVICES	ONLINE ORDERING PLATFORM	28.35
CHASCARD	CHASE CARD SERVICES	Boba Pearls for coffee Shop	20.14
CHASCARD	CHASE CARD SERVICES	SUPPLIES	273.52
CHASCARD	CHASE CARD SERVICES	strawberry syrup	31.88
CHASCARD	CHASE CARD SERVICES	Blueberry Boba-coffee bar supplies	29.68
CHASCARD	CHASE CARD SERVICES	coffee bar supplies	108.64
CHASCARD	CHASE CARD SERVICES	CONVENTION PARKING	107.00
CHASCARD	CHASE CARD SERVICES	Whiteboard	79.98
CHASCARD	CHASE CARD SERVICES	FBLA State Conference Expenses	357.72
CHASCARD	CHASE CARD SERVICES	Hotel rooms for State StuCo	665.28
CHASCARD	CHASE CARD SERVICES	hotel rooms-FFA convention	1,247.94
CHASCARD	CHASE CARD SERVICES	FFA CONVENTION	740.59
CHASCARD	CHASE CARD SERVICES	SUPPLIES-FBLA	70.27
CHASCARD	CHASE CARD SERVICES	hotel rooms-cheer	795.20
CHASCARD	CHASE CARD SERVICES	BUC BREW SUPPLIES	53.94
			4,610.13
DERLSCAL	DERLEIN SCALE, INC	WR Scale Certification	100.00
			100.00
DONBOSCO	DON BOSCO HIGH SCHOOL	VB ENTRY FEE	90.00
			90.00
DUNKERTO	DUNKERTON SCHOOL DISTRICT	VB ENTRY FEE	120.00
			120.00
FCCLA	Family Career & Community Leaders of America	Dues	289.00
			289.00
FBLA	FBLA-PBL	Dues	16.00
			16.00
HOTLUNCH	HOT LUNCH PROGRAM	coffee bar supplies	1,466.32
			1,466.32
IBCA	IOWA BASKETBALL COACHES ASSOCIATION	DUES	150.00
			150.00
IOWAFFA	IOWA FFA ASSOCIATION	MEMBERSHIP FEES	1,076.00
			1,076.00
ISDTA	ISDTA	MEMBERSHIP & FEES	960.00
			960.00
JWPEPPER	J.W. PEPPER & SON, INC.	Activity - Pep Band	130.00
			130.00
LOUGPATR	LOUGHREN, PATRICK	MS Wrestling Official 11/6/25	135.00
			135.00
MONTSPOR	MONTICELLO SPORTS	EQUIPMENT/SUPPLIES	1,269.00
			1,269.00
NEIBA	N.E.I.B.A.	HONOR BAND REGISTRATION	22.00 2

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			22.00
NATIFFA	NATIONAL FFA ORGANIZATION	DUES	990.00
			990.00
NORTLINN	NORTH-LINN CSD	CC ENTRY FEE	110.00
			110.00
SCHOBREN	Schott, Brendan	MS Wrestling Official 11/6/25	135.00
			135.00
SITEONE	SiteOne Landscape Supply Holding LLC	Supplies	357.98
			357.98
VASKMICH	VASKE, MICHAEL	HS Football Official 10/13/25	115.00
			115.00
WESTDELA	WEST DELAWARE CSD	CC ENTRY FEE	100.00
			100.00
WDELMs	WEST DELAWARE MIDDLE SCHOOL	MS CC ENTRY FEE	70.00
			70.00
WESTMUSI	WEST MUSIC COMPANY	All state packets	18.00
			18.00
WINTBUIL	WINTHROP BUILDING SUPPLY	supplies boys bball	20.99
			20.99
Batch Total:			12,350.42
Report Total:			12,350.42

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	
BIMBBAKE	BIMBO BAKERIES USA	Bread Products	584.21
			584.21
CHASCARD	CHASE CARD SERVICES	Food Purchased	298.89
			298.89
COUNVIEW	COUNTRY VIEW DAIRY	Food Purchased	206.00
			206.00
EMSDETER	EMS DETERGENT SERVICES CO.	Supplies Purchased	272.33
			272.33
MARTBROT	MARTIN BROTHERS	Food Purchased	6,597.14
			6,597.14
NICKGROC	Nick's Grocery	Food Purchased	81.47
			81.47
PERFFOOD	PERFORMANCE FOODSERVICE	Food/Supplies Purchased	21,764.82
			21,764.82
PRAIFARM	PRAIRIE FARMS DAIRY, INC.	Dairy Products	3,903.68
			3,903.68
Batch Total:			33,708.54
Report Total:			33,708.54

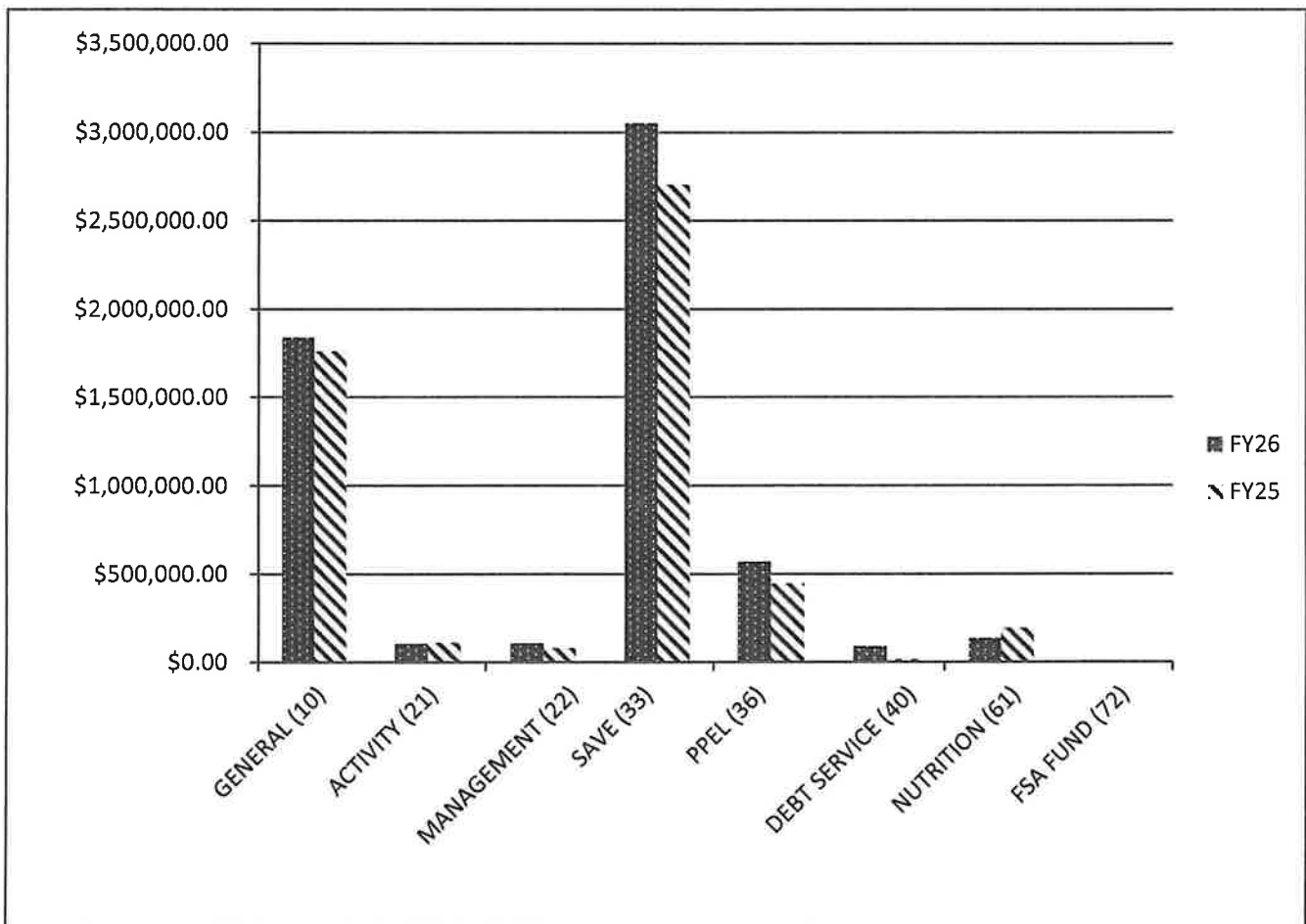
**East Buchanan Community School District
Cash Summary Report**

	Jul-25	Aug-25	Sep-25	Oct-25
10-GENERAL FUND				
Beginning Balance	1,786,108.89	1,513,938.34	881,873.88	927,599.06
Revenue	351,737.36	207,304.81	636,734.88	1,534,171.27
Expenditures	623,907.91	839,369.27	591,009.70	622,242.06
Ending Balance	1,513,938.34	881,873.88	927,599.06	1,839,528.27
21-ACTIVITY FUND				
Beginning Balance	74,058.43	78,287.91	93,365.07	104,031.38
Revenue	6,245.94	24,072.49	22,295.54	15,423.75
Expenditures	2,016.46	8,995.33	11,629.23	15,236.45
Ending Balance	78,287.91	93,365.07	104,031.38	104,218.68
22-MANAGEMENT FUND				
Beginning Balance	219,118.50	-35,683.55	-36,069.93	-7,991.91
Revenue	20,213.82	201.00	42,016.27	183,580.75
Expenditures	275,015.87	587.38	13,938.25	70,722.00
Ending Balance	-35,683.55	-36,069.93	-7,991.91	104,866.84
33-SAVE				
Beginning Balance	3,015,007.25	2,889,335.44	2,948,481.09	3,019,315.15
Revenue	284,093.19	60,303.56	70,834.06	73,470.60
Expenditures	409,765.00	1,157.91	0.00	41,500.00
Ending Balance	2,889,335.44	2,948,481.09	3,019,315.15	3,051,285.75
36-PPEL				
Beginning Balance	588,169.63	573,608.20	525,905.78	526,134.25
Revenue	6,099.10	3,834.39	36,772.26	185,416.94
Expenditures	20,660.53	51,536.81	36,543.79	142,022.67
Ending Balance	573,608.20	525,905.78	526,134.25	569,528.52
40-DEBT SERVICE				
Beginning Balance	43,774.02	44,471.97	44,123.86	59,730.81
Revenue	200,830.45	151.89	15,606.95	82,056.25
Expenditures	200,132.50	500.00	0.00	53,987.50
Ending Balance	44,471.97	44,123.86	59,730.81	87,799.56
61-NUTRITION FUND				
Beginning Balance	127,773.92	121,007.05	136,153.13	130,886.07
Revenue	7,025.24	29,023.86	30,037.33	73,490.00
Expenditures	13,792.11	13,877.78	35,304.39	70,300.36
Ending Balance	121,007.05	136,153.13	130,886.07	134,075.71
less: Received on Acct	5,203.03	19,387.08	13,206.20	13,538.76
	115,804.02	116,766.05	117,679.87	120,536.95
72-FLEX SPENDING ACCT FUND				
Beginning Balance	13,280.70	5,471.23	3,808.47	3,344.98
Revenue (contributions)	11,499.43	1,844.98	1,914.98	4,434.67
Expenditures (claims)	19,308.90	3,507.74	2,378.47	824.73
Ending Balance	5,471.23	3,808.47	3,344.98	6,954.92
EMPLOYER'S PAYROLL EXPENSE:				
Gross Wages-hourly	37,259.33	25,782.44	47,984.72	100,266.28
Gross Wages-contract	330,951.63	315,694.58	342,983.24	342,983.24
	368,210.96	341,477.02	390,967.96	443,249.52
Employer paid deductio	56,402.12	55,438.07	54,677.94	57,187.03
Employer paid IPERS	33,287.06	30,926.68	36,134.42	41,044.51
Employer paid FICA	27,455.56	25,483.55	29,396.20	33,408.28
	117,144.74	111,848.30	120,208.56	131,639.82
TOTAL	485,355.70	453,325.32	511,176.52	574,889.34

CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL

October 2025

Fund Description	Beginning	Revenues	Expenditures	FY26	FY25	Difference
				Ending	End Balance	
GENERAL (10)	\$927,599.06	\$1,534,171.27	\$622,242.06	\$1,839,528.27	\$1,759,906.93	\$79,621.34
ACTIVITY (21)	\$104,031.38	\$15,423.75	\$15,236.45	\$104,218.68	\$109,287.59	(\$5,068.91)
MANAGEMENT (22)	(\$7,991.91)	\$183,580.75	\$70,722.00	\$104,866.84	\$76,837.27	\$28,029.57
SAVE (33)	\$3,019,315.15	\$73,470.60	\$41,500.00	\$3,051,285.75	\$2,703,265.80	\$348,019.95
PPEL (36)	\$526,134.25	\$185,416.94	\$142,022.67	\$569,528.52	\$445,396.14	\$124,132.38
DEBT SERVICE (40)	\$59,730.81	\$82,056.25	\$53,987.50	\$87,799.56	\$13,900.40	\$73,899.16
NUTRITION (61)	\$130,886.07	\$73,490.00	\$70,300.36	\$134,075.71	\$191,481.56	(\$57,405.85)
FSA FUND (72)	\$3,344.98	\$4,434.67	\$824.73	\$6,954.92	\$6,656.65	\$298.27
TOTAL				\$5,898,258.25	\$5,306,732.34	\$591,525.91



**EAST BUCHANAN CSD
TREASURER'S REPORT**

MONTH BY FUND:		Oct-25			
Fund	#	Beginning Fund Balance	+ Revenues	- Expenditures	Ending Fund Balance
General	10	\$ 927,599.06	\$ 1,534,171.27	\$ 622,242.06	\$ 1,839,528.27
Activity	21	\$ 104,031.38	\$ 15,423.75	\$ 15,236.45	\$ 104,218.68
Management	22	\$ (7,991.91)	\$ 183,580.75	\$ 70,722.00	\$ 104,866.84
SAVE	33	\$ 645,812.69	\$ 65,548.30	\$ 41,500.00	\$ 669,860.99
SAVE	33	\$ 2,373,502.46	\$ 7,922.30	\$ -	\$ 2,381,424.76
PPEL	36	\$ 526,134.25	\$ 185,416.94	\$ 142,022.67	\$ 569,528.52
Debt Service	40	\$ 59,730.81	\$ 82,056.25	\$ 53,987.50	\$ 87,799.56
Debt Service	40	\$ -	\$ -	\$ -	\$ -
Nutrition	61	\$ 130,886.07	\$ 51,492.44	\$ 48,302.80	\$ 134,075.71
Nutrition	61	\$ -	\$ 21,997.56	\$ 21,997.56	\$ -
FSA	72	\$ 3,344.98	\$ 4,434.67	\$ 824.73	\$ 6,954.92
		\$ 4,763,049.79	\$ 2,152,044.23	\$ 1,016,835.77	\$ 5,898,258.25

BY BANK ACCOUNT		Bank Acct	Beginning Fund Balance	+ Revenues	- Expenditures	Ending Fund Balance	Outstanding Deposits	Outstanding Checks	Ending Bank Balance	Bank Acct
General	10		\$ 1,786,108.89	\$ 2,729,948.32	\$ 2,676,528.94	\$ 1,839,528.27				
Management	22		\$ 219,118.50	\$ 246,011.84	\$ 360,263.50	\$ 104,866.84				
FSA	72		\$ 13,280.70	\$ 19,694.06	\$ 26,019.84	\$ 6,954.92				
		XX009				\$ 1,951,350.03	\$ -	\$ 152,362.72	\$ 2,103,712.75	XX009
Activity	21		\$ 74,058.43	\$ 68,037.72	\$ 37,877.47	\$ 104,218.68				
		XX306				\$ 104,218.68	\$ -	\$ 2,944.92	\$ 107,163.60	XX306
SAVE	33	XX1520	\$ 2,349,394.86	\$ 232,162.40	\$ 200,132.50	\$ 2,381,424.76	\$ -		\$ 2,381,424.76	XX1520
SAVE	33		\$ 665,612.39	\$ 256,539.01	\$ 252,290.41	\$ 669,860.99				
PPEL	36		\$ 588,169.63	\$ 232,122.69	\$ 250,763.80	\$ 569,528.52				
Debt Service	40		\$ 43,774.02	\$ 298,645.54	\$ 254,620.00	\$ 87,799.56				
		XX900				\$ 1,327,189.07		\$ 137,904.00	\$ 1,465,093.07	XX900
Debt Service	40	UMB	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	UMB
Nutrition	61	XX603	\$ 127,773.92	\$ 132,989.56	\$ 126,687.77	\$ 134,075.71	\$ -	\$ 138.71	\$ 134,214.42	XX603

RECEIPTS	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$2,450.28	\$2,851.32	\$5,301.60
Student Lunch	\$15,414.12	\$18,337.07	\$33,751.19
Adult Breakfast	\$52.50	\$50.75	\$103.25
Adult Lunch	\$465.00	\$580.00	\$1,045.00
Alacarte	\$7,903.10	\$9,924.10	\$17,827.20
Snacks	\$1,141.00	\$3,031.00	\$4,172.00
Federal Breakfast	\$0.00	\$0.00	\$0.00
Federal Lunch	\$0.00	\$0.00	\$0.00
State Breakfast	\$3,441.34	\$0.00	\$3,441.34
State Lunch	\$20,340.22	\$0.00	\$20,340.22
Supply Chain Assistance Fund	\$0.00	\$0.00	\$0.00
Convenience fees	\$357.00	\$513.00	\$870.00
Rebate/sale of items	\$0.00	\$0.00	\$0.00
Interest	\$444.55	\$1,357.07	\$1,801.62
Donations	\$1.00	\$2,020.00	\$2,021.00
TOTAL INCOME	\$52,010.11	\$38,664.31	\$90,674.42

2025-2026

East Buchanan

**Hot Lunch
Report**

EXPENDITURES	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$25,139.16	\$14,127.13	\$39,266.29
Supplies	\$177.80	\$489.75	\$667.55
Student Meal Debt	\$0.00	\$0.00	\$0.00
NelNet	\$448.89	\$458.98	\$907.87
Equipment/repairs	\$157.50	\$0.00	\$157.50
Travel/Trainings	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Salaries	\$15,799.73	\$14,816.16	\$30,615.89
Benefits	\$6,199.75	\$8,452.14	\$14,651.89
Refund lunch accounts	\$0.00	\$57.45	\$57.45
TOTAL EXPENDITURES	\$47,922.83	\$38,401.61	\$86,324.44

DAYS MEALS SERVED	
July	0
August	5
September	20
October	21
November	0
December	0
January	0
February	0
March	0
April	0
May	0
June	0
TOTALS	41

MEALS SERVED	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	1137	1259	2396
Reduced Student Breakfasts	164	239	403
Free Student Breakfasts	772	981	1753
Second Breakfasts	5	0	5
Adult Breakfast	30	29	59
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
TOTAL BREAKFAST SERVED	2108	2508	4616

Paid Student Lunches	5049	5533	10582
Reduced Student Lunches	806	1141	1947
Free Student Lunches	2098	2660	4758
Second Lunches	0	0	0
Adult Lunches	93	116	209
Student Guest Lunches	0	0	0
Complimentary Lunches	0	0	0
TOTAL LUNCHES SERVED	8046	9450	17496

Lunch Status	Free	Reduced	Paid	Total
	135	50	361	546

**October 31,
2025**

Fund: 21 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Ending Balance</u>
21 6111 729 910	DRAMA	16,442.37	400.00	0.00	16,042.37
21 6120 729 910	SPEECH	55.85	0.00	0.00	55.85
21 6210 729 910	MUSIC CLUB	323.96	0.00	113.00	436.96
21 6220 729 910	PEP BAND	2,596.63	144.99	0.00	2,451.64
21 6221 729 910	MUSIC TRIP	3,014.15	0.00	0.00	3,014.15
21 6600 729 920	ATHLETICS	33,611.63	10,006.41	5,608.34	29,213.56
21 6645 729 920	CROSS COUNTRY	46.50	0.00	0.00	46.50
21 6693 729 920	CHEERLEADING	2,027.53	467.00	549.00	2,109.53
21 6694 729 920	DANCE TEAM	172.41	0.00	2,326.00	2,498.41
21 6710 729 920	BOYS' BASKETBALL	1,573.92	0.00	0.00	1,573.92
21 6720 729 920	FOOTBALL	1,563.88	171.67	0.00	1,392.21
21 6730 729 920	BASEBALL	1,509.78	0.00	0.00	1,509.78
21 6740 729 920	BOYS' TRACK	9.87	0.00	0.00	9.87
21 6760 729 920	BOYS' GOLF	2,012.76	0.00	0.00	2,012.76
21 6790 729 920	BOYS' WRESTLING	254.82	0.00	0.00	254.82
21 6810 729 920	GIRLS BASKETBALL	907.29	0.00	0.00	907.29
21 6815 729 920	VOLLEYBALL	597.00	0.00	500.00	1,097.00
21 6835 729 920	SOFTBALL	222.30	0.00	0.00	222.30
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	3,456.76	64.00	17.00	3,409.76
21 7011 729 950	HS STUDENT COUNCIL	3,484.04	379.99	0.00	3,104.05
21 7012 729 950	SPANISH CLUB	997.45	0.00	0.00	997.45
21 7013 729 950	NHS	1,680.74	0.00	0.00	1,680.74
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 7023 729 950	FCCLA	1,224.92	2,511.12	1,954.75	668.55
21 7026 729 950	FFA	11,524.42	146.00	3,276.00	14,654.42
21 7040 729 950	MS STUDENT COUNCIL	1,416.84	296.64	0.00	1,120.20
21 7081 729 950	CLASS OF 2026	2,374.69	148.92	0.00	2,225.77
21 7082 729 950	CLASS OF 2027	902.57	50.25	0.00	852.32
21 7083 729 950	CLASS OF 2028	805.90	81.96	0.00	723.94
21 8000 729 910	ANNUAL	5,689.57	0.00	350.00	6,039.57
21 8004 729 910	INTEREST	894.46	0.00	362.16	1,256.62
Fund Total: 21		104,031.38	14,868.95	15,056.25	104,218.68

Certified Budget compared to Actual Revenues/Expenditures - All Funds

		FY26 Certified		
		Budget	as of 10/31/2025	over / (under) budget
Taxes Levied on Property	1	\$ 3,520,480.00	\$ 1,810,641.00	
Utility Replacement Excise Tax	2	\$ 42,094.00	\$ 8,083.98	
Income Surtaxes	3	\$ 254,795.00	\$ -	
Tuition\Transportation Received	4	\$ 725,000.00	\$ 8,975.00	
Earnings on Investments	5	\$ 205,000.00	\$ 71,236.18	
Nutrition Program Sales	6	\$ 192,000.00	\$ 32,065.47	
Student Activities and Sales	7	\$ 121,000.00	\$ 45,600.69	
Other Revenues from Local Sources	8	\$ 116,500.00	\$ 50,171.58	
Revenue from Intermediary Sources	9	\$ -		
State Foundation Aid	10	\$ 4,070,994.00	\$ 818,935.00	
Instructional Support State Aid	11	\$ 13,450.00		
Other State Sources	12	\$ 749,000.00	\$ 244,739.96	
Two Tier Assessment Limitation Repl	13	\$ 41,697.00		
Title I Grants	14	\$ 60,000.00		
IDEA and Other Federal Sources	15	\$ 390,000.00		
Total Revenues	16	\$ 10,502,010.00	\$ 3,090,448.86	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ 366,270.00	\$ 200,132.50	
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 950.00	
Special Items/Upward Adjustments	20	\$ -	\$ -	
Total Revenues & Other Sources	21	\$ 10,868,280.00	\$ 3,291,531.36	\$ (7,576,748.64)
Beginning Fund Balance	22	\$ 5,302,889.93	\$ 5,302,889.93	
Total Resources	23	\$ 16,171,169.93	\$ 8,594,421.29	
*Instruction	24	\$ 5,913,000.00	\$ 1,019,341.39	\$ (4,893,658.61)
Student Support Services	25	\$ 300,000.00	\$ 40,514.25	
Instructional Staff Support Services	26	\$ 491,000.00	\$ 137,509.93	
General Administration	27	\$ 310,000.00	\$ 80,675.69	
School/Building Administration	28	\$ 430,000.00	\$ 130,872.22	
Business & Central Administration	29	\$ 150,000.00	\$ 42,066.39	
Plant Operation and Maintenance	30	\$ 1,482,000.00	\$ 315,157.84	
Student Transportation	31	\$ 555,120.00	\$ 253,694.37	
This row is intentionally left blank	32	\$ -		
*Total Support Services (lines 25-32)	32A	\$ 3,718,120.00	\$ 1,000,490.69	\$ (2,717,629.31)
*Noninstructional Programs	33	\$ 470,000.00	\$ 85,473.02	\$ (384,526.98)
Facilities Acquisition and Construction	34	\$ 200,000.00	\$ 55,551.99	
Debt Service	35	\$ 623,846.00	\$ 254,620.00	
AEA Support - Direct to AEA	36	\$ 212,920.00	\$ 16,289.80	
*Total Other Expenditures (lines 34-36)	36A	\$ 1,036,766.00	\$ 326,461.79	\$ (710,304.21)
Total Expenditures	37	\$ 11,137,886.00	\$ 2,431,766.89	
Transfers Out	38	\$ 366,270.00	\$ 200,132.50	
Other Uses	39	\$ -	\$ -	
Total Expenditures & Other Uses	40	\$ 11,504,156.00	\$ 2,631,899.39	\$ (8,872,256.61)
Ending Fund Balance	41	\$ 4,667,013.93	\$ 5,962,521.90	
Total Requirements	42	\$ 16,171,169.93	\$ 8,594,421.29	

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 10/31/2025	over / (under) budget
Taxes Levied on Property	1	\$ 2,492,761	\$ 1,280,093	
Utility Replacement Excise Tax	2	\$ 29,806	\$ 5,715	
Income Surtaxes	3	\$ 254,795	\$ -	
Tuition\Transportation Received	4	\$ 725,000	\$ 8,975	
Earnings on Investments	5	\$ 60,000	\$ 19,672	
Nutrition Program Sales	6	\$ -		
Student Activities and Sales	7	\$ 1,000	\$ 530	
Other Revenues from Local Sources	8	\$ 66,500	\$ 21,967	
Revenue from Intermediary Sources	9			
State Foundation Aid	10	\$ 4,070,994	\$ 818,935	
Instructional Support State Aid	11	\$ 13,450	\$ -	
Other State Sources	12	\$ 96,500	\$ 46,647	
Two Tier Assessment Limitation Repl	13	\$ 31,758		
Title I Grants	14	\$ 60,000		
IDEA and Other Federal Sources	15	\$ 220,000		
Total Revenues	16	\$ 8,122,564	\$ 2,202,533	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ -	\$ -	
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 250	
Special Items/Upward Adjustments	20	\$ -	\$ -	
Total Revenues & Other Sources	21	\$ 8,122,564	\$ 2,202,783	\$ (5,919,781)
Beginning Fund Balance	22	\$ 1,109,354	\$ 1,109,354	
Total Resources	23	\$ 9,231,918	\$ 3,312,137	
Instruction	24	\$ 5,500,000	\$ 862,281	\$ (4,637,719)
Student Support Services	25	\$ 300,000	\$ 40,514	
Instructional Staff Support Services	26	\$ 450,000	\$ 98,483	
General Administration	27	\$ 265,000	\$ 39,420	
School/Building Administration	28	\$ 430,000	\$ 122,422	
Business & Central Administration	29	\$ 150,000	\$ 42,066	
Plant Operation and Maintenance	30	\$ 650,000	\$ 162,263	
Student Transportation	31	\$ 425,000	\$ 88,869	
This row is intentionally left blank	32			
Total Support Services (lines 25-32)	32A	\$ 2,670,000	\$ 594,038	\$ (2,075,962)
Noninstructional Programs	33	\$ -	\$ -	\$ -
Facilities Acquisition and Construction	34	\$ -	\$ -	
Debt Service	35	\$ -	\$ -	
AEA Support - Direct to AEA	36	\$ 212,920	\$ 16,290	
Total Other Expenditures (lines 34-36)	36A	\$ 212,920	\$ 16,290	\$ (196,630)
Total Expenditures	37	\$ 8,382,920	\$ 1,472,609	
Transfers Out	38	\$ 7,000		
Other Uses	39			
Total Expenditures & Other Uses	40	\$ 8,389,920	\$ 1,472,609	\$ (6,917,311)
Ending Fund Balance	41	\$ 841,998	\$ 1,839,528	
Total Requirements	42	\$ 9,231,918	\$ 3,312,137	



Kory Kelchen <kkelchen@east-buc.k12.ia.us>

Resignation

1 message

Kiersten Amos <kamos@east-buc.k12.ia.us>

Thu, Nov 6, 2025 at 8:46 PM

To: Kory Kelchen <kkelchen@east-buc.k12.ia.us>, Chad Lamker <clamker@east-buc.k12.ia.us>

Chad and Kory,

I am resigning as the high school football and wrestling cheerleading coach. I have been in contact with Teresa about what terminating my contract entails.

Thanks,

Kiersten Amos

**East Buchanan Community Schools
NEW HIRE RECOMMENDATION**

Recommended Applicant: Jess Flexsenhar

Date of Interview: 10/21/25

Date of Job Offer: 10/21/25

Date of Acceptance: 10/21/25

Position: HS Assistant Girls Basketball

Step and Lane: Column 3, Step 3

Vacated by: Al Snyder Resignation

Starting date: 11/10/25

Reference(s) contacted and brief description of the conversation(s):

Has coached before. The head coach reached out to her to help out.

Administrator / Hiring Manager: Chad Lamker

Date: 10/22/25

Superintendent Approval: _____ Date: _____

This will be on the Board of Education agenda for final approval. This employee is approved to start work by virtue of Board Approval and successful background check.

_____ Copy back to hiring manager.

****Attach a copy of the completed application form to this sheet and turn it into the HR Department.**

Successful Background Check Date: _____

Board Approval Date: _____

**East Buchanan Community Schools
NEW HIRE RECOMMENDATION**

Recommended Applicant: Trystin Russell

Date of Interview: 8/1/25

Date of Job Offer: 8/13/25

Date of Acceptance: 10/30/25

Position: HS Assistant Boys Basketball

Step and Lane: Column 3, Step 1

Vacated by: Lee White Resignation

Starting date: 11/17/25

Reference(s) contacted and brief description of the conversation(s):

Administrator / Hiring Manager: Chad Lamker

Date: 11/3/25

Superintendent Approval: _____ Date: _____

This will be on the Board of Education agenda for final approval. This employee is approved to start work by virtue of Board Approval and successful background check.

_____ Copy back to hiring manager.

****Attach a copy of the completed application form to this sheet and turn it into the HR Department.**

Successful Background Check Date: _____

Board Approval Date: _____

East Buchanan Community School District

414 5th Street N ◊ Winthrop, IA ◊ 50682

PH: 319-935-3660

www.eastbuchananschools.com

Board of Directors

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



EAST BUCHANAN
BUCCANEERS

Administration

Kory Kelchen, Superintendent
Teresa Knipper, Business Manager/Bd Sec
Derick Ludwig, Secondary Principal
Nathan Reck, Elementary Principal
Chad Lamker, Activities Director

September 22, 2025

Early Graduation Applicants

The Seniors listed below have applied for early graduation. They will graduate on December 19, 2025, at the end of semester 1 if they have earned the required credits, reached the necessary 54 credits and their request is approved by the East Buchanan School Board.

Abigayle Dawes

Zachary Devlin

James Graham

Carslyn Griswold

Harmony Hoveland

Parker Kress

Trevor Lindsay

Jake Sherman

Landon Wilson

Thomas Yearous

Thank you,

Kelly Henderson, Counselor
Derick Ludwig, MS/HS Principal

I move that the Board of Directors of the East Buchanan Community School District approve the application to the School Budget Review Committee in the amount of \$ 2,390.76 for special education administrative costs associated with the River Hills Consortium program for the **2026-2027** school year.

I move that the Board of Directors of the East Buchanan Community School District approve the application to the School Budget Review Committee in the amount of \$2,748.03 for special education administrative costs associated with the Lied Center Consortium program for the 2026/2027 school year.

SNOW REMOVAL BIDS

Fiscal Year	Vendor	Hours	Rate	Total
2024-2025	Jeff Childers	55.29	\$90.00	\$ 4,975.75
2023-2024	Jeff Childers	94.42	\$85.00	\$ 8,025.38
2022-2023	Jeff Childers	120.33	\$75.00	\$ 9,024.75
2021-2022	Jeff Childers	57.42	\$65.00	\$ 3,732.00
2020-2021	Jeff Childers	167.75	\$60.00	\$10,065.00
2019-2020	Jeff Childers	71.67	\$60.00	\$ 4,300.00
2018-2019	Jeff Childers	143.25	\$60.00	\$ 8,595.00
2017-2018	Jeff Childers	75.50	\$60.00	\$ 4,530.00
2016-2017	Jeff Childers	38.33	\$60.00	\$ 2,300.00

Motion to approve the bid from _____ at a rate of \$_____/_____
or snow removal during the 25-26 school year.

PARENT AND FAMILY ENGAGEMENT DISTRICT-WIDE POLICY

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

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

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

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

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

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

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

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

Parents of selected Title I students will be sent a parent letter outlining their child's participation in the Title I program and a returned, signed parent permission slip is required. The Title I teacher will attend the fall and spring parent/teacher conferences to update parents on the progress of the student.

Trimester updates will also be completed by the teacher and a paper copy sent home with report cards. If there is a need, the teacher and/or parents have the right to call for a conference. Input from parents on the planning, review and improvement of the Title I program will be gathered through the spring parent Title I parent survey.

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

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

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

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

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

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

Cross Reference: 903.2 – Community Resource Persons and Volunteers

Approved: May 10, 2006

Reviewed: November 11, 2015; December 13, 2023; August 14, 2024

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

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

1. **Policy Involvement**: The district will host an annual meeting and invite all parents to attend; and inform parents of their rights and the district's requirements under Title I. This meeting will also invite parents to become involved in the planning, review and improvement of a building policy and in developing the district plan. The district will inform parents of:
 - programs under this policy,
 - curriculum and assessment used for students,
 - the opportunity to meet with administration to participate in decisions related to their children's education,
 - a description and explanation of curriculum used in the school forms of academic assessment used to measure student progress, and
 - achievement levels of the challenging State academic standards.
2. **Accessibility**: Provide opportunities for informed participation of parents and family members in understandable formats and languages. This includes participation by parents and family members who may have disabilities, limited English proficiency, and migratory children. Offer a flexible number of meetings during the day, evening and weekends to facilitate parent involvement. The superintendent has discretion to allow schools to provide childcare for families of students during these meetings through Title I funds.
3. **High Student Academic Achievement**: Each school in the district will jointly develop with parents and family members a school-parent compact that outlines how parents, staff and students share responsibility for improving student academic achievement; and how a partnership will be built to achieve this. The compact will describe the responsibility of the school to provide high quality curriculum and instruction, and the parents' responsibility to support their children's learning. This will also address the importance of communication between schools and parents through parent teacher conferences, regular reports to parents on their children's progress, and ensuring regular meaningful communication between family and school staff.
4. **Building Capacity for Involvement**: Each school within the district will include in their plan ways to achieve the following:
 - Assist parents and families to understand topics including academic standards and assessments and how to monitor student progress;
 - Provide materials and training to help parents work with students to improve achievement;
 - Educate teachers and staff in how to communicate with parents and build ties to foster academic success;
 - Coordinate and integrate other federal, state and local programs to support parents in more fully participating in students' education;
 - Ensure information related to programs is sent to parents and families in understandable formats; and
 - Provide other reasonable support to encourage parental involvement
5. **Schools Operating a Schoolwide Program**: Each school operating a schoolwide program under this policy shall:
 - Involve parents on a timely and ongoing basis in the planning, review and improvement of programs, including the parent and family engagement school policy drafting and review, and the joint development of the schoolwide program.

- If the schoolwide program plan is not satisfactory to the parents of the participating children, parent comments will be requested and submitted with the plan to the district.

Legal References: 20 U.S.C. §6318

Cross References: 903.2 Community Resource Persons and

EDUCATION RECORDS ACCESS

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

Definitions

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

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

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

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

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

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

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

EDUCATION RECORDS ACCESS

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

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

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

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

education record may be accessed by the parents/guardians, the eligible student and the custodian of education records.

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

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EDUCATION RECORDS ACCESS

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

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

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

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

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

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

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

EDUCATION RECORDS ACCESS

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

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

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

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

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

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

Adopted: April 9, 2008
Reviewed: June 14, 2017; August 14, 2024

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF EDUCATION RECORDS

The undersigned hereby requests permission to examine the East Buchanan Community School District's official education records of:						
(Legal Name of Student)					(Date of Birth)	
The undersigned requests copies of the following official education records of the above student:						
The undersigned certifies that they are (check one):						
(a)	An official of another school system in which the student intends to enroll.					()
(b)	An authorized representative of the Comptroller General of the United States.					()
(c)	An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General					()
(d)	A state or local official to whom such is specifically allowed to be reported or disclosed.					()
(e)	A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE.)					()
(f)	Otherwise authorized by law. (SPECIFY DETAILS: _____).					()
(g)	A representative of a juvenile justice agency with which the school district has an interagency agreement.					()
The undersigned agrees that the information obtained will only be redisclosed consistent with state or federal law without the written permission of the parents of the student, or the student if the student is of majority age.						
					(Signature)	
					(Title)	
					(Agency)	
APPROVED:				Date:		
				Address:		

Signature:			City:		
Title:			State:		ZIP:
Dated:			Phone Number:		

AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS

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

concerning _____ (Full Legal Name of Student) _____ (Date of Birth)

_____ from 20 _____ to 20 _____
(Name of Last School Attended) (Year(s) of Attendance)

The reason for this request is: _____

My relationship to the child is: _____

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

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

Signature

Date: _____

Address: _____

City: _____

State: _____ ZIP: _____

Phone Number: _____

REQUEST FOR HEARING ON CORRECTION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

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

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

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

My relationship to the child is: _____

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

Signature

Date: _____

Address: _____

City: _____

State: _____ ZIP: _____

Phone Number: _____

REQUEST FOR EXAMINATION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

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

(Name of School)

My relationship to the student is: _____

(Check one)

_____ I do

_____ I do not

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

Parent's Signature

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

APPROVED:

Signature: _____

Title: _____

Dated: _____

NOTIFICATION OF TRANSFER OF EDUCATION RECORDS

To: _____ Date: _____

Parent/Guardian

Street Address: _____

City/State/ZIP: _____

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

School District Name: _____

School District Address: _____

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

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

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

Name

Title

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent/Guardian) :

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

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

Sincerely,

(Principal or Superintendent)

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

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

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

Parameters of Information Exchange:

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

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

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

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

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

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

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

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

APPROVED:

Signature: _____
Title: _____
Agency: _____
Dated: _____

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

Signature: _____
Title: _____
Agency: _____
Dated: _____

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

Signature: _____
Title: _____
Agency: _____
Dated: _____

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

Signature: _____
Title: _____
Agency: _____
Dated: _____

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

ANNUAL NOTICE

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

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

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

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

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

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

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

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

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

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible

student of the records request unless it states in its annual notification that it intends to forward records on request.)

ANNUAL NOTICE

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

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

USE OF EDUCATION RECORDS REGULATION

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

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

A. Access to Records

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

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

C. Procedures for Requesting a Record Amendment

1. If the eligible student, parent, or legal guardian believe the information in the education records is inaccurate, misleading, or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education student records.
2. The school district will decide whether to amend the education student records within a reasonable time after receipt of the request.
3. If the school district determines an amendment is made to the education student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

4. If the school district determines that amendment of the student's education record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. The hearing officer may be an employee of the school district, so long as the employee does not have a direct interest in the outcome of the hearing.

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

STUDENT DIRECTORY INFORMATION

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

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

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

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

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

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

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

Approved: February 14, 2007

Reviewed: June 14, 2017; August 24, 2024

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

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

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

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

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

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

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

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

RETURN THIS FORM

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

Student Name: _____

Date of Birth:

School: _____

Grade:

Signature of Parent/Legal Guardian/Custodian of Child)

(Date)

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

USE OF DIRECTORY INFORMATION

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

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

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

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

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

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

- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

STUDENT LIBRARY CIRCULATION RECORDS

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

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

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

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

Cross Reference: 506 Student Records

Approved: February 14, 2007
Reviewed: November 11, 2015; August 14, 2024

Policy 503.09: Student Use of Personal Electronic Devices

Status:

Original Adopted Date: | Last Revised Date: | Last Reviewed Date: 03/25/2025

In order to promote the best educational experience, students should feel connected to their educational environment and to others in the school community. Building meaningful connections can occur in a variety of ways. Technology has advanced peoples' ability to connect with one another across a variety of virtual platforms, and when used appropriately, adds value to the learning environment. However, it is vital to the developmental health and growth of students that the district provides opportunities for students to connect with peers and other members of their school community in-person whenever possible. In-person learning and interactions teach vital life and social skills that students will need for their continued success in the community.

For this reason, student use of personal electronic devices during instructional time is prohibited. Students have access to district-owned electronic devices as appropriate for the instructional needs of the learning environment and authorized by the classroom teacher. Parents or guardians who need to communicate with students during instructional time may contact the school building administrative office.

Instructional time is defined as from the beginning of class bell until the end of class bell. Personal electronic devices means any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. This may include but is not limited to electronic communication equipment, mobile phones, smart phones, electronic watches, video game devices and portable media players. Personal electronic devices that have been specifically authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt from this policy.

Parents or guardians of students may request to building level administration that a student retain access to the student's personal electronic device during instructional time if the parent or guardian can establish there is a legitimate reason related to the student's mental or physical health for the student to retain access during instructional time. This reason must be tied to the student's multi-tiered system of support framework. Any denials may be appealed to the Superintendent, who will be the final decisionmaker on the request.

Students who choose to use personal electronic devices outside instructional time but while on school property, at school-sponsored events, or in a manner that may impact the educational environment must use these devices in accordance with all applicable laws and board policies. Students who violate this policy may face disciplinary consequences up to and including suspension or expulsion. The Superintendent, in conjunction with building level administration, will develop administrative regulations in accordance with this policy.

The district is not responsible for the loss, theft, or destruction of personal electronic devices brought onto school, or district property, or while the student is attending district or school-sponsored events.

34 C.F.R. pt. 99
47 C.F.R. 54.520
Iowa Code 279.8

I.C. Iowa Code

Iowa Code § 279.8

C.F.R. - Code of Federal Regulations

16 C.F.R. 312

34 C.F.R. Pt. 99

47 C.F.R. 54.520

Cross References**Code**

401.12

401.12-R(1)

Description

Directors - General Rules - Bonds of Employees

Description

Children's Online Privacy Protection Rule

Education - Family Rights and Privacy

Communications - Children's Internet Protection Act

Description

Employee Use of Cell Phones

Employee Use of Cell Phones - Regulation