

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
AGENDA - Regular School Board Meeting
October 8, 2025 at 5:00 p.m. in Library - Outside Library Entrance

- 1. CALL TO ORDER /MISSION STATEMENT** - To challenge students to think critically, communicate effectively, develop values and contribute to society.
- 2. PUBLIC FORUM** - During this time we welcome interested persons who may wish to present comments, suggestions, or concerns in regard to any programs operated by the school district. However, an item must be included on the Agenda before the Board can officially act upon it.
- 3. APPROVE AGENDA**
- 4. APPROVE CONSENT AGENDA**
 - a. Minutes from Regular Meeting on September 10, 2025
 - b. Personnel Changes
https://docs.google.com/spreadsheets/d/1JmAtWeBe41FIU84hzS2yzW5Ov6Wjnx4B_Gx8nQBJAE/edit?gid=626273134#gid=626273134
 - c. List of Bills
 - d. Financial Reports
- 5. COMMUNITY/PROGRAM PRESENTATIONS**
 - a. Student Senate Conference
- 6. ADMINISTRATIVE UPDATES & REPORTS**
 - a. Elementary Update
 - b. Secondary Update
 - c. District Update
 - d. Facilities Update
- 7. AGENDA**
 - a. Approve Application for Modified Supplemental Amount - EL
 - b. Approve Application for Modified Supplemental Amount - Special Education Deficit
 - c. Approve Posting for New Custodial Position for Second Semester
 - d. Approve Music Theatre International Contract
 - e. Board Policy Review
 - 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. Approve Student Senate Conference Request
 - g. Open Enrollment Requests
- 8. STUDENT QUESTIONS**
- 9. CLOSED SESSION:** Iowa Code 21.5(1)(i): 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.
- 10. CLOSED SESSION ACTION**
- 11. #BUCPR1DE**
- 12. ADJOURN**

2025-09 September 10, 2025 minutes

East Buchanan Community School District - Regular Board Meeting Minutes – September 10, 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 Steffens, second by Cooksley to approve the consent agenda. Items included on the consent agenda: minutes from the regular meeting on August 13, 2025; hiring of Heather Sattizahn, Sarah Kaufman, and Stacy Hirsch as paraeducators; hiring of Dawn Morris as assistant cook; hiring of Timothy Connolly as assistant HS softball coach; resignation of Kaisha Schumacher as assistant cook; expenditures listed; and financial reports.

Administrative Updates and Reports – Reck reported the new literacy pilot has begun, Leader in Me action teams met to begin planning, the Culture team hung up frames in halls, students are excited to be involved in homecoming events, staff appreciates the full professional development day, therapy dog Molly is back in the school to help students, and the mentor program is beginning again. Ludwig reported homecoming is this week, student organizations/clubs had their first meeting to make plans for their groups, Buctime will be an intervention time beginning September 15th, the cell phone policy change has been going well, FCCLA is starting a coffee bar, and attendance goals have been set for students and staff. Kelchen reported the basketball hoops have been installed on the playground and Denovo will tour the building with the architect on September 18th.

25-26 Junior Achievement Agreement – Motion by Recker, second by Maas to approve the 25-26 Junior Achievement Agreement as presented.

Board Policy Review – Motion by Cooksley, second by Recker to approve the first reading and waive the second reading of board policies 211, 402.2, 402.3, 405.2, 501.3, 507.1, 603.1, and 603.5 as presented. The second reading was waived as changes were due to legislative action. Policy 505.5 was tabled.

Cave Niagara Field Trip – Motion by Steffens, second by Recker to approve the out of state field trip to Cave Niagara in Harmony, MN as presented.

BucPr1de – Teacher Jim Brown organized the Miles for Meals to get donations for student meal debt, everyone is excited to be back in school, the homecoming hallways look great, and the principals are doing a great job.

Adjourn- Motion by Maas, second by Steffens to adjourn the meeting at 5:32 pm.

SB Mtg date	Employee	Type	Position	Notice Date	Effective Date
10/8/2025	Al Snyder	Resignation	Girls Basketball Coach	9/22/2025	9/22/25

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ACCELASER	ACCENT LASER SERVICE, INC.	TECH SUPPLIES	914.70
			914.70
AHLECOON	Ahlers & Cooney, P.C.	Legal Services	110.00
			110.00
ALLIUTIL	ALLIANT ENERGY	GAS/ELECTRIC	12,773.62
			12,773.62
AMPLIFYCKL	Amplify CKLA	INSTRUCTIONAL MATERIALS	336.00
			336.00
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	208.95
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	REPAIR	383.34
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	PURCHASED SERVICE	629.39
			1,221.68
AEDSUPER	Cardio Partners Inc	replacement AED pads	127.00
			127.00
CDWG	CDW GOVERNMENT, INC	SUPPLIES	235.70
			235.70
CENGAGE	CENGAGE LEARNING INC	TEXTBOOKS	136.40
			136.40
CRAEA	CENTRAL RIVERS AEA	WRITING JOURNALS	48.00
CRAEA	CENTRAL RIVERS AEA	SPECIAL EDUCATION	16,289.80
			16,337.80
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	63.83
			63.83
CITYWINT	CITY OF WINTHROP	WATER/SEWER	758.94
			758.94
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	2,247.44
			2,247.44
CORKTIFF	Corkery, Tiffany	FCS SUPPLIES	89.91
			89.91
DONWALT	DON & WALT L.L.C.	PURCHASED SERVICE	163.03
			163.03
BISHTIMO	Dreamer State University LLC	ASSEMBLY PROGRAM SPEAKER	2,600.00 1
			2,600.00
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	TELEPHONE	2,690.63
			2,690.63
INDENAPA	Etten Enterprises LLC	PARTS	145.98
INDENAPA	Etten Enterprises LLC	PARTS	117.22
INDENAPA	Etten Enterprises LLC	PARTS	44.97
INDENAPA	Etten Enterprises LLC	PARTS	66.53
			374.70
FAMIFIRS	Family First Homecare of Iowa	PURCHASED SERVICE	551.25

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			551.25
FLINSCIE	FLINN SCIENTIFIC	SCIENCE SUPPLIES	26.38
			26.38
HALFADAM	Halford, Adam	DOT PHYSICAL	110.00
			110.00
HOTLUNCH	HOT LUNCH PROGRAM	PS SNACKS	663.82
			663.82
IMAGLEAR	Imagine Learning	INSTRUCTIONAL MATERIALS	1,501.50
			1,501.50
IOWABAND	IOWA BANDMASTERS ASSOCIATION, INC. Membership Dues		75.00
			75.00
ICN	IOWA COMMUNICATIONS NETWORK	ICN SERVICES	349.25
			349.25
JWPEPPER	J.W. PEPPER & SON, INC.	10 E prints of Sound of Silence	37.45
			37.45
KAMINOTABL	Kami Notable	Renewal	1,476.57
			1,476.57
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	1,508.66
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	1,862.05
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	1,838.66
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	1,495.21
			6,704.58
MIDWWHEE	MIDWEST WHEEL	TRANSPORTATION-PARTS	470.99
			470.99
MSCIND	MSC INDUSTRIAL SUPPLY CO.	SUPPLIES	108.57
			108.57
NEIBA	N.E.I.B.A.	Registration	50.00
			50.00
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	STOP Class	70.00
			70.00
HOGLBUSMN	North Central Intl LLC	BUS PARTS	618.59
			618.59
OELWPUBL	OELWEIN PUBLISHING COMPANY	PUBLISH MINUTES	187.63
			187.63
PEAREduc	PEARSON EDUCATION	INSTRUCTIONAL MATERIALS	1,634.80
			1,634.80
PRESTOX	PRESTO-X	KITCHEN-PEST SERVICE	80.59
			80.59
REDROCK	Red Rock Farms	FIELD TRIP	175.00
			175.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
RENAISSANC	Renaissance	FAST testing	1,418.60
			1,418.60
RUBBBAND	Rubber Band Arrangements	SUPPLIES	48.00
			48.00
SCHOSPEC	SCHOOL SPECIALTY LLC	SUPPLIES	71.07
			71.07
SHAFDEAN	Shafer, Donna	DOT PHYSICAL	95.00
			95.00
SHERDANI	Sherrets, Daniel	DOT PHYSICAL	110.00
			110.00
SNYDTERE	Snyder, Teresa	GRAD HR REIMBURSEMENT	500.00
			500.00
SUPEWELD	SUPERIOR WELDING SUPPLY	WELDING SUPPLIES	387.53
			387.53
TEACSTRA	TEACHING STRATEGIES, LLC	GOLD renewal	502.80
			502.80
THURABBE	Thurn, Abbey	CONFERENCE TRAVEL	215.35
			215.35
TRUCKCENTE	Truck Center Companies	PARTS	271.95
			271.95
USCELL	US CELLULAR	Cell Phones	222.98
			222.98
VEROANNE	Veronica Anne Photography	STAFF PHOTOS	1,404.00
			1,404.00
VITASOUR	VitalSource	Hawkeye Fall Textbooks	1,735.52
VITASOUR	VitalSource	Hawkeye Texts	54.99
VITASOUR	VitalSource	Hawkeye Fall Text	477.67
			2,268.18
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	103.53
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	17.97
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	198.00
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	102.18
			421.68

Batch Total: 64,010.49

Report Total: 64,010.49

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	
KRESKONC	Kress Concrete LLC	PURCHASED SERVICE	150.00
			<u>150.00</u>
LYNCROOF	LYNCH ROOFING & SIDING, INC	ROOF REPAIR	41,500.00
			<u>41,500.00</u>
MOOSEMECH	Moose Mechanical	B&G PURCHASED SERVICE	2,666.68
			<u>2,666.68</u>
Batch Total:			<u>44,316.68</u>
Report Total:			<u>44,316.68</u>

East Buchanan Community School
10/07/2025 11:06 AM

List of Bills - School Board Mtg
Unposted: Batch Description Cr Card-GEN-Oct 2025

Page: 1
User ID: TMK
Invoice Amount

Vendor ID	Vendor Name	Description	Invoice Amount
AMAZON	Amazon	SUPPLIES	216.93 1
AMAZON	Amazon	SUPPLIES	53.97 1
AMAZON	Amazon	SUPPLIES	20.00 1
AMAZON	Amazon	SUPPLIES	50.95 1
AMAZON	Amazon	SUPPLIES	396.22 1
AMAZON	Amazon	refund	(3.38) 1
AMAZON	Amazon	SUPPLIES	109.74 1
AMAZON	Amazon	SUPPLIES	93.58 1
AMAZON	Amazon	4th gr supplies	(68.55) 1
			869.46
CHASCARD	CHASE CARD SERVICES	CONFERENCE HOTEL	155.68 1
CHASCARD	CHASE CARD SERVICES	BACKGROUND CHECKS	200.00 1
			355.68
NORTCDL	Northland CDL Training & Licensing	CDL Training	895.00 1
			895.00
PARTSTOWN	Parts Town	SUPPLIES	254.48 1
			254.48
UPS	UPS	SHIPPING	17.06 1
			17.06
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	388.26 1
WALMART	WALMART COMMUNITY BRC	MEMBERSHIP	104.86 1
			493.12
Batch Total:			2,884.80
Report Total:			2,884.80

East Buchanan Community School
10/07/2025 11:06 AM

List of Bills - School Board Mtg
Unposted: Batch Description Cr Card-PPEL/SAVE-Oct 2025

Page: 1
User ID: TMK
Invoice Amount

Vendor ID	Vendor Name	Description	Invoice Amount
BENTREAD	Benton Ready Mix	PLAYGROUND	494.69 3
			494.69
MANATTS	MANATTS	CONCRETE	807.30 3
			807.30
Batch Total:			1,301.99
Report Total:			1,301.99

East Buchanan Community School
09/02/2025 2:58 PM

List of Bills - School Board Mtg
Unposted: Batch Description 2025-08 Aug-EXPENSED-0002

Page: 1
User ID: TMK
Invoice Amount

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	
SOLBERGS	SOLBERG'S	EMPLOYEE RECOGNITION	80.22
			80.22
			Batch Total: 80.22
			Report Total: 80.22

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	
CHAMRAND	CHAMBERLIN, RANDY	HS Volleyball Official 9/18/25	160.00 2
			160.00
CITIZENS	CSB-CASH	Start up money for coffee bar	270.00 2
			270.00
OMNICHEER	Elite Sportswear LP	SUPPLIES	213.78 2
			213.78
ELLIMICH	Ellis, Michael	Medical/Security Football 9/12/2025	50.00 2
			50.00
FONTJOE	FONTENOT, JOSEPH	Football Official 9/12/2025	150.00 2
			150.00
FRAKTIM	Frake, Tim	HS Football Official 09/12/2025	150.00 2
			150.00
GALLBLAK	GALLERY, BLAKE	Medical/Security HS Football 9/12/2025	100.00 2
			100.00
HUNDMICH	HUNDLEY, MICHAEL	Medical/Security Football 9/12/2025	50.00 2
			50.00
IOWAFBLA	IOWA FBLA	FBLA IA State Conference	1,440.00 2
			1,440.00
LAKEBRAD	Lake, Brad	HS Football Official 9/12/25	150.00 2
			150.00
LOUGPATR	LOUGHREN, PATRICK	MS Football Official 9/11/2025	110.00 2
			110.00
MOORJOLY	Moore, JoLynn	HS Volleyball Official 9/18/2025	160.00 2
			160.00
THOMDANIE	THOMAS, DANIEL	HS Football Official 09/12/2025	170.00 2
			170.00
VENNLOGA	Vennega, Logan	HS Football Official 9/12/2025	150.00 2
			150.00

Batch Total: 3,323.78
Report Total: 3,323.78

2025 - October Activities

East Buchanan Community School
10/07/2025 10:27 AM

List of Bills - School Board Mtg

Page: 1

User ID: MSS

Invoice Amount

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	
BSNSPORT	BSN SPORTS, LLC	MS Football Jersey	2,905.10
BSNSPORT	BSN SPORTS, LLC	Volleyball Net/shipping	648.04
			3,553.14
CENTCOMM	CENTRAL COMMUNITY SCHOOL	ENTRY FEES	105.00
			105.00
CHASCARD	CHASE CARD SERVICES	class of 28 Hoco Decor	81.96
CHASCARD	CHASE CARD SERVICES	class of 2027 hoco decorations	50.25
CHASCARD	CHASE CARD SERVICES	DUES	75.00
CHASCARD	CHASE CARD SERVICES	State Cheer & Honor Squad	467.00
CHASCARD	CHASE CARD SERVICES	Homecoming Royalty	36.97
CHASCARD	CHASE CARD SERVICES	coffee bar startup	119.88
CHASCARD	CHASE CARD SERVICES	FIELD TRIP	296.64
CHASCARD	CHASE CARD SERVICES	Senior HoCo decorations	148.92
CHASCARD	CHASE CARD SERVICES	SUPPLIES	244.38
CHASCARD	CHASE CARD SERVICES	SUPPLIES	22.09
CHASCARD	CHASE CARD SERVICES	Icecream social	53.43
			1,596.52
HOFFCHRI	CHRIS HOFFERT	HS Football Official 9/26/25	170.00
			170.00
CLARRAND	Clark, Randall	HS Volleyball Official 9/25/25	160.00
			160.00
COOKMATT	COOK, MATTHEW	HS Football Official 9/26/25	100.00
			100.00
FBLA	FBLA-PBL	FBLA DUES	32.00
FBLA	FBLA-PBL	Dues	16.00
FBLA	FBLA-PBL	Dues	16.00
			64.00
GENFUND	GENERAL FUND	Officials-Employees	161.46
			161.46
GLADREIN	GLADBROOK-REINBECK H.S.	ENTRY FEES	100.00
			100.00
HOFFSTEVE	Hoffert, Steve	HS Football Official 9/26/25	150.00
			150.00
HOTLUNCH	HOT LUNCH PROGRAM	coffee bar supplies	174.32
			174.32
JWPEPPER	J.W. PEPPER & SON, INC.	Activity - Pep Band	144.99
			144.99
JESUPCSD	JESUP COMMUNITY SCHOOL DISTRICT	ENTRY FEES	61.00
			61.00
JOHNMIKE	Johnson, Mike	HS Football Official 9/26/25	150.00
			150.00
KEYTAG	KEYTAG LLC	Homecoming Dance Tickets	253.02

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			253.02
KLEVDAWN	Kleve, Dawn	Medical/Security Football 9/26/25	50.00
			50.00
LAKEBRAD	Lake, Brad	MS Football Official 9/25/25 10/2/2025	250.00
			250.00
LINCPAT	Lincoln, Pat	HS Football Official 9/26/25	150.00
			150.00
LOUGPATR	LOUGHREN, PATRICK	MS Football Official 9/25/25 10/2/2025	270.00
			270.00
MFL	MFL MARMAC SCHOOLS	ENTRY FEES	80.00
			80.00
MOORJOLY	Moore, JoLynn	HS Volleyball Official 9/25/2025	160.00
			160.00
NATIFFA	NATIONAL FFA ORGANIZATION	PLAQUES	146.00
			146.00
PIONMANU	PIONEER MANUFACTURING CO.	Football Paint	1,176.15
			1,176.15
PROUJIM	PROUTY, JIM	HS Football Official 9/26/25	150.00
			150.00
RECKNICO	Reck, Nicole	Flowers homecoming	90.00
			90.00
SCHLMARK	SCHLEISMAN, MARK	HS Volleyball Official 9/30/2025	160.00
			160.00
SCHOHEAL	SCHOOL HEALTH CORPORATION	SUPPLIES	135.53
			135.53
SIGNWORK	SIGN WORKS OF MUSCATINE LLC	HELMET DECALS	171.67
			171.67
SPRINGVI	SPRINGVILLE COMM. SCHOOL	ENTRY FEE	100.00
			100.00
STARMONT	STARMONT CSD	ENTRY FEE	95.00
			95.00
STEGTEDD	STEGER, TEDDY	HS Football Official 9/29/25	100.00
			100.00
UHALJOHN	Uhal, John	HS Volleyball Official 9/30/2025	160.00
			160.00
VASKMICH	VASKE, MICHAEL	HS Football Official 9/29/25	115.00
			115.00
VERNTRUE	VERN'S TRUE VALUE HARDWARE	Baseball Paint	27.16
			27.16

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
WALMART	WALMART COMMUNITY BRC	(4 pack) The Original Duck Tape Brand Du	0.00
WALMART	WALMART COMMUNITY BRC	class of 2027 hoco decorations	40.05
WALMART	WALMART COMMUNITY BRC	class of 28 Hoco Decor	81.96
			122.01
WEGMCHAD	WEGMANN, CHAD	HS Football Official 9/29/25	100.00
			100.00
WESTMARS	WEST MARSHALL COMMUNITY SCHOOL	ENTRY FEES	85.00
			85.00
WESTNATE	WEsthoff, Nate	HS Football Official 9/29/2025	100.00
			100.00
WILGKEEG	Wilgenbusch, Keegan	Medical/Security Football 9/26/25	50.00
			50.00
WINTBUIL	WINTHROP BUILDING SUPPLY	football paint	116.97
			116.97
			Batch Total: 11,103.94
			Report Total: 11,103.94

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
BIMBBAKE	BIMBO BAKERIES USA	bread products	538.84
			538.84
CHASCARD	CHASE CARD SERVICES	Food purchased	532.37
			532.37
EMSDETER	EMS DETERGENT SERVICES CO.	supplies	173.83
			173.83
KAISWELD	KAISER'S WELDING & REPAIR LLC	Repairs to kitchen sink	157.50
			157.50
MARTBROT	MARTIN BROTHERS	food purchased	5,417.03
			5,417.03
NICKGROC	Nick's Grocery	food purchased	100.66
NICKGROC	Nick's Grocery	food purchased	15.95
			116.61
PERFFOOD	PERFORMANCE FOODSERVICE	food/supplies purchased	16,599.37
			16,599.37
PRAIFARM	PRAIRIE FARMS DAIRY, INC.	dairy	3,851.54
			3,851.54
WALMART	WALMART COMMUNITY BRC	food purchased	13.79
			13.79
Batch Total:			27,400.88
Report Total:			27,400.88

East Buchanan Community School District
Cash Summary Report

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

RECEIPTS	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$1,869.70	\$981.62	\$2,851.32
Student Lunch	\$11,700.60	\$6,636.47	\$18,337.07
Adult Breakfast	\$43.75	\$7.00	\$50.75
Adult Lunch	\$475.00	\$105.00	\$580.00
Alacarte	\$8,347.15	\$1,576.95	\$9,924.10
Snacks	\$1,610.00	\$1,421.00	\$3,031.00
Federal Breakfast	\$0.00	\$0.00	\$0.00
Federal Lunch	\$0.00	\$0.00	\$0.00
State Breakfast	\$0.00	\$0.00	\$0.00
State Lunch	\$0.00	\$0.00	\$0.00
Supply Chain Assistance Fund	\$0.00	\$0.00	\$0.00
Convenience fees	\$222.00	\$291.00	\$513.00
Rebate/sale of items	\$0.00	\$0.00	\$0.00
Interest	\$468.65	\$888.42	\$1,357.07
Donations	\$1,970.00	\$50.00	\$2,020.00
TOTAL INCOME	\$26,706.85	\$11,957.46	\$38,664.31

2025-2026

East Buchanan

**Hot Lunch
Report**

EXPENDITURES	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$14,127.13	\$0.00	\$14,127.13
Supplies	\$489.75	\$0.00	\$489.75
Student Meal Debt	\$0.00	\$0.00	\$0.00
NelNet	\$448.89	\$10.09	\$458.98
Equipment/repairs	\$0.00	\$0.00	\$0.00
Travel/Trainings	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Salaries	\$6,682.74	\$7,417.50	\$14,100.24
Benefits	\$3,411.57	\$5,756.49	\$9,168.06
Refund lunch accounts	\$0.00	\$57.45	\$57.45
TOTAL EXPENDITURES	\$25,160.08	\$13,241.53	\$38,401.61

DAYS MEALS SERVED

July	0
August	5
September	20
October	0
November	0
December	0
January	0
February	0
March	0
April	0
May	0
June	0
TOTALS	20

MEALS SERVED	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	1036	223	1259
Reduced Student Breakfasts	189	50	239
Free Student Breakfasts	815	166	981
Second Breakfasts	0	0	0
Adult Breakfast	25	4	29
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
TOTAL BREAKFAST SERVED	2065	443	2508

**Sept 30,
2025**

Paid Student Lunches	4472	1061	5533
Reduced Student Lunches	892	249	1141
Free Student Lunches	2142	518	2660
Second Lunches	0	0	0
Adult Lunches	95	21	116
Student Guest Lunches	0	0	0
Complimentary Lunches	0	0	0
TOTAL LUNCHES SERVED	7601	1849	9450

Lunch Status	Free	Reduced	Paid	Total
	135	50	361	546

10/07/2025 11:53 AM

09/2025 - 09/2025

User ID: TMK

Fund: 21 ACTIVITY FUND

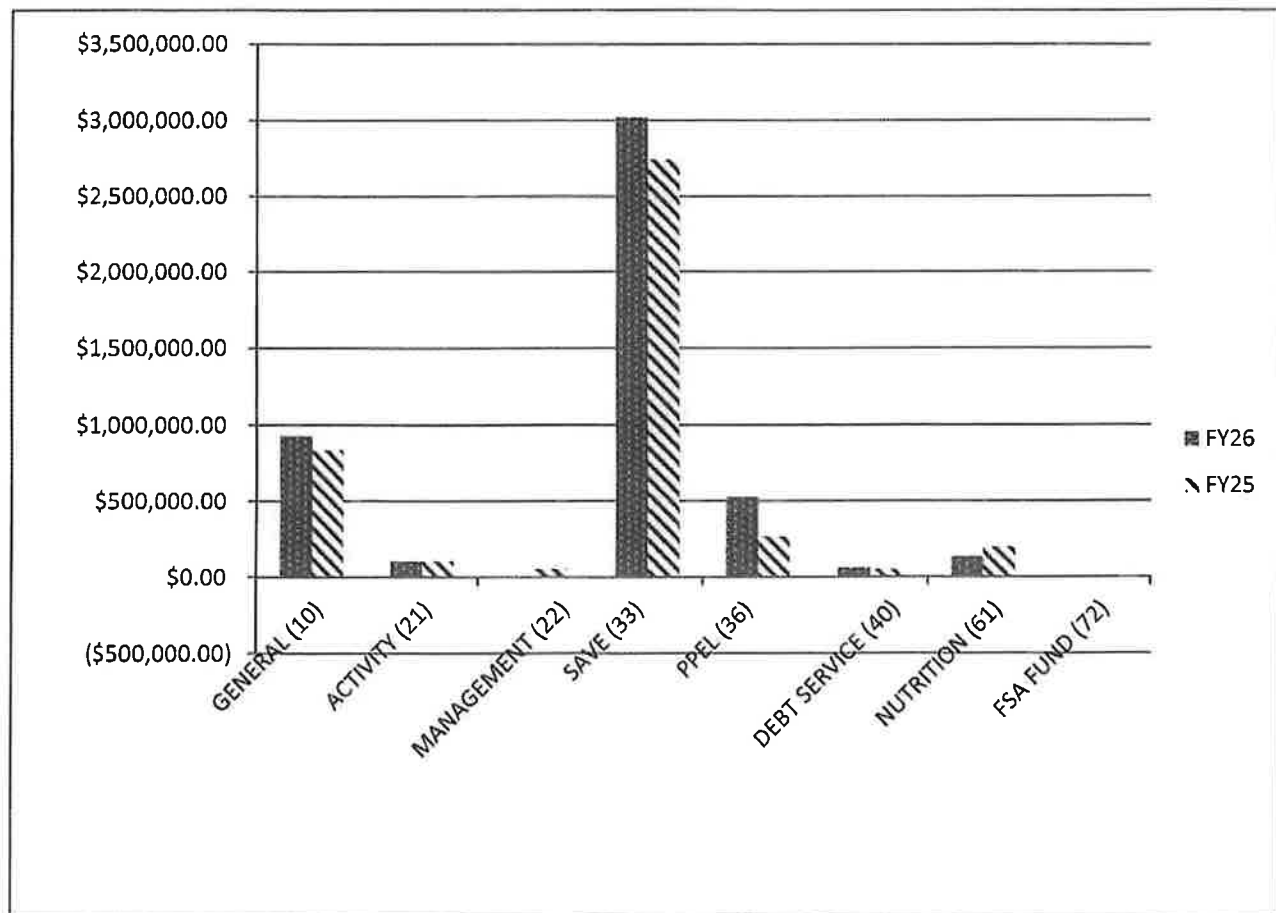
<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Ending Balance</u>
21 8111 729 910	DRAMA	16,442.37	0.00	0.00	16,442.37
21 8120 729 910	SPEECH	55.85	0.00	0.00	55.85
21 8210 729 910	MUSIC CLUB	323.96	0.00	0.00	323.96
21 8220 729 910	PEP BAND	2,598.63	0.00	0.00	2,598.63
21 8221 729 910	MUSIC TRIP	3,014.15	0.00	0.00	3,014.15
21 8600 729 920	ATHLETICS	21,771.25	6,594.82	18,435.00	33,611.83
21 8645 729 920	CROSS COUNTRY	48.50	0.00	0.00	48.50
21 8693 729 920	CHEERLEADING	2,241.31	213.78	0.00	2,027.53
21 8694 729 920	DANCE TEAM	172.41	0.00	0.00	172.41
21 8710 729 920	BOYS' BASKETBALL	1,573.92	0.00	0.00	1,573.92
21 8720 729 920	FOOTBALL	3,687.88	2,124.00	0.00	1,563.88
21 8730 729 920	BASEBALL	1,509.78	0.00	0.00	1,509.78
21 8740 729 920	BOYS' TRACK	9.87	0.00	0.00	9.87
21 8780 729 920	BOYS' GOLF	2,012.76	0.00	0.00	2,012.76
21 8790 729 920	WRESTLING	254.82	0.00	0.00	254.82
21 8810 729 920	GIRLS BASKETBALL	907.29	0.00	0.00	907.29
21 8815 729 920	VOLLEYBALL	597.00	0.00	0.00	597.00
21 8835 729 920	SOFTBALL	222.30	0.00	0.00	222.30
21 8840 729 920	GIRLS TRACK	233.38	0.00	0.00	233.38
21 8860 729 920	GIRLS' GOLF	98.93	0.00	0.00	98.93
21 7010 729 950	FBLA	5,099.06	1,642.30	0.00	3,456.76
21 7011 729 950	HS STUDENT COUNCIL	2,225.34	351.30	1,610.00	3,484.04
21 7012 729 950	SPANISH CLUB	997.45	0.00	0.00	997.45
21 7013 729 950	NHS	1,707.04	26.30	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	725.22	296.30	796.00	1,224.92
21 7026 729 950	FFA	10,926.27	166.85	765.00	11,524.42
21 7040 729 950	MS STUDENT COUNCIL	1,379.84	0.00	37.00	1,416.84
21 7081 729 950	CLASS OF 2026	2,374.69	0.00	0.00	2,374.69
21 7082 729 950	CLASS OF 2027	902.57	0.00	0.00	902.57
21 7083 729 950	CLASS OF 2028	805.90	0.00	0.00	805.90
21 8000 729 910	ANNUAL	5,684.57	0.00	105.00	5,689.57
21 8004 729 910	INTEREST	580.70	0.00	333.76	894.46
Fund Total: 21		93,385.07	11,415.45	22,081.76	104,031.38

CASH SUMMARY REPORT

EAST BUCHANAN COMMUNITY SCHOOL

September 2025

Fund Description	Beginning	Revenues	Expenditures	FY26 Ending	FY25 End Balance	Difference
GENERAL (10)	\$881,873.88	\$636,734.88	\$591,009.70	\$927,599.06	\$834,136.45	\$93,462.61
ACTIVITY (21)	\$93,365.07	\$22,295.54	\$11,629.23	\$104,031.38	\$103,923.09	\$108.29
MANAGEMENT (22)	(\$36,069.93)	\$42,016.27	\$13,938.25	(\$7,991.91)	\$51,392.23	(\$59,384.14)
SAVE (33)	\$2,948,481.09	\$70,834.06	\$0.00	\$3,019,315.15	\$2,739,416.44	\$279,898.71
PPEL (36)	\$525,905.78	\$36,772.26	\$36,543.79	\$526,134.25	\$265,088.02	\$261,046.23
DEBT SERVICE (40)	\$44,123.86	\$15,606.95	\$0.00	\$59,730.81	\$47,553.32	\$12,177.49
NUTRITION (61)	\$136,153.13	\$30,037.33	\$35,304.39	\$130,886.07	\$193,866.90	(\$62,980.83)
FSA FUND (72)	\$3,808.47	\$1,914.98	\$2,378.47	\$3,344.98	\$6,251.77	(\$2,906.79)
TOTAL				\$4,763,049.79	\$4,241,628.22	\$521,421.57



**EAST BUCHANAN CSD
TREASURER'S REPORT**

MONTH BY FUND:		Sep-25			
Fund	#	Beginning Fund Balance	+ Revenues	- Expenditures	Ending Fund Balance
General	10	\$ 881,873.88	\$ 636,734.88	\$ 591,009.70	\$ 927,599.06
Activity	21	\$ 93,365.07	\$ 22,295.54	\$ 11,629.23	\$ 104,031.38
Management	22	\$ (36,069.93)	\$ 42,016.27	\$ 13,938.25	\$ (7,991.91)
SAVE	33	\$ 582,855.84	\$ 62,956.85	\$ -	\$ 645,812.69
SAVE	33	\$ 2,365,625.25	\$ 7,877.21	\$ -	\$ 2,373,502.46
PPEL	36	\$ 525,905.78	\$ 36,772.26	\$ 36,543.79	\$ 526,134.25
Debt Service	40	\$ 44,123.86	\$ 15,606.95	\$ -	\$ 59,730.81
Debt Service	40	\$ -	\$ -	\$ -	\$ -
Nutrition	61	\$ 136,153.13	\$ 19,893.02	\$ 25,160.08	\$ 130,886.07
Nutrition	61	\$ -	\$ 10,144.31	\$ 10,144.31	\$ -
FSA	72	\$ 3,808.47	\$ 1,914.98	\$ 2,378.47	\$ 3,344.98
		\$ 4,597,641.35	\$ 856,212.27	\$ 690,803.83	\$ 4,763,049.79

BY BANK ACCOUNT

Fund	#	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	\$ 1,195,777.05	\$ 2,054,286.88	\$ 927,599.06				
Management	22		\$ 219,118.50	\$ 62,431.09	\$ 289,541.50	\$ (7,991.91)				
FSA	72		\$ 13,280.70	\$ 15,259.39	\$ 25,195.11	\$ 3,344.98				
		XX009				\$ 922,952.13	\$ 10,096.06	\$ 56,251.97	\$ 969,108.04	XX009
Activity	21		\$ 74,058.43	\$ 52,613.97	\$ 22,641.02	\$ 104,031.38				
		XX306				\$ 104,031.38	\$ -	\$ 3,695.00	\$ 107,726.38	XX306
SAVE	33	XX1520	\$ 2,349,394.86	\$ 224,240.10	\$ 200,132.50	\$ 2,373,502.46	\$ -		\$ 2,373,502.46	XX1520
SAVE	33		\$ 665,612.39	\$ 190,990.71	\$ 210,790.41	\$ 645,812.69				
PPEL	36		\$ 588,169.63	\$ 46,705.75	\$ 108,741.13	\$ 526,134.25				
Debt Service	40		\$ 43,774.02	\$ 216,589.29	\$ 200,632.50	\$ 59,730.81				
		XX900				\$ 1,231,677.75		\$ 10,896.40	\$ 1,242,574.15	XX900
Debt Service	40	UMB	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	UMB
Nutrition	61	XX603	\$ 127,773.92	\$ 59,499.56	\$ 56,387.41	\$ 130,886.07	\$ -	\$ 10,244.87	\$ 141,130.94	XX603

Certified Budget compared to Actual Revenues/Expenditures - All Funds

		FY25 Certified		
		Budget	as of 9/15/2025	over / (under) budget
Taxes Levied on Property	1	\$ 3,409,879.00	\$ 3,409,973.50	
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	\$ 811,508.70	
Earnings on Investments	5	\$ 136,000.00	\$ 234,455.15	
Nutrition Program Sales	6	\$ 192,000.00	\$ 196,197.95	
Student Activities and Sales	7	\$ 113,000.00	\$ 85,239.22	
Other Revenues from Local Sources	8	\$ 135,000.00	\$ 160,627.67	
Revenue from Intermediary Sources	9	\$ -	\$ -	
State Foundation Aid	10	\$ 4,314,924.00	\$ 4,314,924.00	
Instructional Support State Aid	11	\$ -	\$ -	
Other State Sources	12	\$ 872,700.00	\$ 814,291.32	
Two Tier Assessment Limitation Repl	13	\$ 41,697.00	\$ 41,697.00	
Title I Grants	14	\$ 70,000.00	\$ 59,670.14	
IDEA and Other Federal Sources	15	\$ 470,000.00	\$ 620,700.89	
Total Revenues	16	\$ 10,730,788.00	\$ 11,004,358.60	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ 560,313.00	\$ 583,253.56	
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 3,810.00	
Special Items/Upward Adjustments	20	\$ -	\$ -	
Total Revenues & Other Sources	21	\$ 11,291,101.00	\$ 11,591,422.16	\$ 300,321.16
Beginning Fund Balance	22	\$ 4,813,192.36	\$ 4,813,192.36	
Total Resources	23	\$ 16,104,293.36	\$ 16,404,614.52	
*Instruction	24	\$ 6,000,000.00	\$ 5,896,928.47	\$ (103,071.53)
Student Support Services	25	\$ 341,300.00	\$ 302,041.38	
Instructional Staff Support Services	26	\$ 659,700.00	\$ 511,641.97	
General Administration	27	\$ 351,500.00	\$ 360,268.98	
School/Building Administration	28	\$ 450,000.00	\$ 436,959.03	
Business & Central Administration	29	\$ 145,000.00	\$ 144,130.03	
Plant Operation and Maintenance	30	\$ 900,000.00	\$ 936,472.30	
Student Transportation	31	\$ 652,500.00	\$ 470,971.07	
This row is intentionally left blank	32	\$ -		
*Total Support Services (lines 25-32)	32A	\$ 3,500,000.00	\$ 3,162,484.76	\$ (337,515.24)
*Noninstructional Programs	33	\$ 475,000.00	\$ 480,403.21	\$ 5,403.21
Facilities Acquisition and Construction	34	\$ 501,657.00	\$ 110,758.09	
Debt Service	35	\$ 633,638.00	\$ 633,637.50	
AEA Support - Direct to AEA	36	\$ 234,259.00	\$ 234,259.00	
*Total Other Expenditures (lines 34-36)	36A	\$ 1,369,554.00	\$ 978,654.59	\$ (390,899.41)
Total Expenditures	37	\$ 11,344,554.00	\$ 10,518,471.03	
Transfers Out	38	\$ 560,313.00	\$ 583,253.56	
Other Uses	39	\$ -	\$ -	
Total Expenditures & Other Uses	40	\$ 11,904,867.00	\$ 11,101,724.59	\$ (803,142.41)
Ending Fund Balance	41	\$ 4,199,426.36	\$ 5,302,889.93	
Total Requirements	42	\$ 16,104,293.36	\$ 16,404,614.52	

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

		FY25 Certified Budget	YTD as of 9/15/25	over / (under) budget
Taxes Levied on Property	1	\$ 2,597,103	\$ 2,597,175	
Utility Replacement Excise Tax	2	\$ 33,116	\$ 32,723	
Income Surtaxes	3	\$ 212,109	\$ 212,109	
Tuition\Transportation Received	4	\$ 720,000	\$ 811,509	
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	\$ 69,461	
Revenue from Intermediary Sources	9		\$ -	
State Foundation Aid	10	\$ 4,314,924	\$ 4,314,924	
Instructional Support State Aid	11	\$ -	\$ -	
Other State Sources	12	\$ 170,000	\$ 104,895	
Two Tier Assessment Limitation Repl	13	\$ 31,758	\$ 31,758	
Title I Grants	14	\$ 70,000	\$ 59,670	
IDEA and Other Federal Sources	15	\$ 300,000	\$ 278,162	
Total Revenues	16	\$ 8,600,010	\$ 8,590,299	
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	\$ 8,590,359	\$ (9,651)
Beginning Fund Balance	22	\$ 980,469	\$ 980,469	
Total Resources	23	\$ 9,580,479	\$ 9,570,828	
Instruction	24	\$ 5,609,700	\$ 5,605,548	\$ (4,152)
Student Support Services	25	\$ 341,300	\$ 301,453	
Instructional Staff Support Services	26	\$ 625,000	\$ 460,760	
General Administration	27	\$ 324,000	\$ 250,621	
School/Building Administration	28	\$ 450,000	\$ 428,809	
Business & Central Administration	29	\$ 145,000	\$ 144,130	
Plant Operation and Maintenance	30	\$ 670,000	\$ 600,141	
Student Transportation	31	\$ 430,000	\$ 429,811	
This row is intentionally left blank	32			
Total Support Services (lines 25-32)	32A	\$ 2,985,300	\$ 2,615,726	\$ (369,574)
Noninstructional Programs	33	\$ -	\$ -	\$ -
Facilities Acquisition and Construction	34	\$ -	\$ -	
Debt Service	35	\$ -	\$ -	
AEA Support - Direct to AEA	36	\$ 234,259	\$ 234,259	
Total Other Expenditures (lines 34-36)	36A	\$ 234,259	\$ 234,259	\$ -
Total Expenditures	37	\$ 8,829,259	\$ 8,455,532	
Transfers Out	38	\$ 7,000	\$ 5,941	
Other Uses	39			
Total Expenditures & Other Uses	40	\$ 8,836,259	\$ 8,461,473	\$ (374,786)
Ending Fund Balance	41	\$ 744,220	\$ 1,109,354	
Total Requirements	42	\$ 9,580,479	\$ 9,570,828	

English Learners (EL) Excess Costs Application for MSA

Districts may request a modified supplement amount (MSA) from the school budget review committee (SBRC) for the costs in excess of weightings and other resources for providing its EL program as shown below. If approved by the SBRC, there will be an increase in the district's spending authority for the current year. This does not provide any revenue.

The EL Excess Costs application is populated using district data from the Certified Annual Report (FY24 and FY25 CAR), Student Reporting in Iowa (fall 2024 and spring 2025), Certified Enrollment (fall 2024), and Fall BEDS Staff (fall 2024). The application includes only costs for students who were served in an English Language (EL) program during the 202-2025 school year. (Source: Sept 2025 School Business Alert)

	Salaries	Benefits	Other (tuition)	Supplies	Total
1. Instruction	1,880.37	616.84	29,514.50	172.50	32,184.21

12. Weighted funding received (from October 2022 CE x FY24 DCPP)	1,643.00	
13. Other resources (expenditures above that have project >0000, excluding 1112)	284.29	
14. FY23 state and federal carryover	0.00	
15. MSA on FY24 Application form (from SBRC application form)	1,643.00	
16. Resources Available but unused	0.00	
Total Resources Available (Sum Lines 12 thru 16)	3,570.29	
21. Maximum allowable request (Line 17 minus Lines 18-20, if positive, otherwise zero)		28,613.92
22. Amount requested (may be less than maximum allowable) (district input)		28,613.92

Motion 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.

Minutes uploaded: _____

Request for Allowable Growth and Supplemental Aid

A district may request allowable growth and supplement aid for a negative special education balance for the current school year. The supplemental aid payment will be calculated by the Department of Management after all special education balances have been finalized. If a district has a positive special education balance, they do not have the ability to request allowable growth and supplemental aid. The date listed below indicates when the district's board approved seeking allowable growth and supplemental aid for a negative special education balance.

The amount is calculated on the Special Education Supplement that is part of the fiscal year end reporting process as shown below.

Previous Year Carryover (Screen 4)	Weighted Receipts (Screen 4)
\$0.00	\$671,706.00
Total Special Education Revenue	Carryover Allowed in Current Year (10% of Weighted Receipts)
\$1,547,398.13	\$67,170.60
Total Special Education Expenditures	Amount to be Redistributed to Districts with a Negative Balance
\$1,597,438.81	\$0.00
Special Education Balance in Current Year	Amount of Allowable Growth Request
(\$50,040.68)	\$50,040.68

- Motion to approve the request for allowable growth and supplemental aid for the negative special education balance of \$50,040.68.

Date approved: _____

Minutes uploaded: _____

CONTRACT CHECKLIST

Read through your contract, then **COMPLETE, SIGN, and RETURN** the following:

► **CONTRACT CONFIRMATION Page**

• **Fill in the following:**

- Number of Performances (*first blank line on Contract Confirmation*)
- Royalty per Performance (*second blank line on Contract Confirmation*)
- Additional Rental costs (*if any*)
- Grand Total of Additional Materials (*from Additional Materials page, if ordering*)

• **Include Payment:**

Check or Money Order (no personal checks)
OR Credit Card information with signature
OR Purchase Order (only for schools and government agencies)
The \$400 security fee *must* be paid by Credit Card, Check or Money Order

► **ADDITIONAL MATERIALS Page**— if ordering (*optional*)

► **ADDITIONAL ORCHESTRATION Page**— if ordering (*optional*)

► **VIDEO LICENSE, if available, and \$75 fee** — if ordering (*optional*)

► **Any other Contract Riders that require signature**

ADDITIONAL NOTES

TO POSTPONE OR CANCEL A SHOW:

- Log into your MyMTI account at <https://account.mtishows.com>
- Click on *Change Booking*

To Postpone: Select your new dates and click *Submit*

You will receive an email confirmation including a summary of your requested changes

To Cancel: Select *I'd Like to Cancel My Booking* and click *Submit*

Once your request is processed, you will receive an email confirmation and you'll be able to access your invoice through your MyMTI account by clicking *Booking Details*, and then select *My Invoice*

MULTIPLE ORCHESTRATIONS: For shows with multiple Orchestrations, you may order additional parts only for the Orchestration you selected on the Contract Confirmation page.

FINAL SALES TAX AND SHIPPING FEES: Final Sales Tax and Shipping Fees can only be determined after Contract and security deposit have been processed.

HOW TO RETURN YOUR CONTRACT:

- By Email: Scan and email your signed Contract, with payment information, to your licensing representative
- By Mail: Sign and mail your Contract, with payment information, to:

Music Theatre International
423 West 55th Street
New York, NY 10019

Please read through the entire Contract to ensure proper compliance with the terms of your agreement with MTI.

***The Licensing FAQ/Guidelines and Contract Checklist are provided for information only
and are not part of the MTI Production Contract***

MTI PRODUCTION CONTRACT

Your MTI Rep: ROSEANNE GEORGE
Your MTI Account Number: 0017924
Contract #: 7077644 Printed on: 09/15/25

Licensee:

- REPRINT -

EAST BUCHANAN COMMUNITY SCHOOLS
ATTN.: CODY JACOBSON
414 5TH STREET NORTH
WINTHROP, IA 50682

TELE#: 319-935-3367 FAX:
E-MAIL: cjacobson@east-buc.k12.ia.us

Contract Issue Date: 09/15/25
Contract Expiration Date: 10/27/25
Valid For Performances From: 03/20/26 - 03/22/26
MTI Access Code: ANN4079796

THIS IS A LICENSE FOR AN AMATEUR PRODUCTION OF:
ANNIE

SPECIAL CONDITIONS

ROYALTY

ROYALTY A) \$210.00 For Each Regular, Benefit or Other Performance
Provisions: Regular Performance
Seating Limited to 150 per Performance
Tickets @ 5.00 12.00 0.00 0.00 0.00

SECURITY FEE

\$400.00 to be refunded following the safe, timely return of the rented material to us, less handling/shipping/missing materials/brokerage fees, late charges and/or any outstanding account obligations.

RENTAL FEE

\$745.00 for a standard set of materials or any part thereof
Provisions:

See attached ADDITIONAL MATERIALS page for a complete list of all materials included in the Standard Rental Set.

The Standard Rental Set (see attached) is the ONLY acting edition authorized by the Authors and MUST be rented from us as a condition of this offering.

If the rental materials are needed in advance of the standard two-month rental period, they may be rented for \$400.00 extra each month or part thereof, pending availability.

CONTRACT CONFIRMATION

COMPLETE AND RETURN TO MTI

Your MTI Rep: ROSEANNE GEORGE
Your MTI Account Number: 0017924
Contract #: 7077644 Printed on: 09/15/25

CONFIRMATION OF PERFORMANCE INFORMATION

Name of Organization: EAST BUCHANAN COMMUNITY SCHOOLS

Name of Show: ANNIE

Name and address of performance space/venue: AUDITORIUM
414 5TH STREET NORTH, WINTHROP, IA 50682

Date(s) of performance(s): 03/20/2026 - 03/22/2026

Offer Expires: 10/27/2025

Please list number of performances
for each calendar month: _____

SHIP WITH:
(check one)

☐ Standard Orchestration

☐ Alternate Orchestration

☐ Partial

☒ No Orchestration

(if "Partial," you MUST mark the required parts on the ORCHESTRATION DETAILS sheet, and return a copy with your signed contract.)

ROYALTY: Royalty A for _____ performance(s) @ \$ 210.00 per performance, a total of \$ _____

RENTAL: \$745.00 for a standard set of materials or any part thereof \$ 745.00

ADDITIONAL RENTAL (Outside of the standard two (2) month period): \$100 per week X _____ weeks \$ _____

SECURITY FEE: Your security fee MUST be paid in full by check, credit card or money order (No Purchase Orders accepted) in order to process your license. Failure to do so may result in a delay in the processing of your license. \$ 400.00

ADDITIONAL MATERIALS GRAND TOTAL (from ADDITIONAL MATERIALS page): \$ _____

SALES TAX (where applicable): \$ _____

TOTAL: \$ _____

TOTAL AMOUNT ENCLOSED: \$ _____

BALANCE REMAINING: \$ _____

SHIPPING

You will be billed for all shipping charges.
Canadian and overseas shipments are by most efficient carrier, unless otherwise instructed.

Special Shipping Instructions: (check one)

☐ OVERNIGHT

☐ 3-DAY

☒ GROUND (up to 7 days)

If no shipping method is selected, shipment will be by FedEx Ground Service

Shipping Address: 414 5th St N

(NO P.O. BOXES)

City: Winthrop

State: IA Zip/Postal Code: 50682

PAYMENT

ALL PAYMENTS MUST BE MADE IN U.S. FUNDS

☐ CHECK or MONEY ORDER (No personal checks accepted. Make payable to MUSIC THEATRE INTERNATIONAL)

☐ CREDIT CARD: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

Card Number: _____ Exp. Date: _____

Name on Card: _____ Billing Postal Code: _____

Signature: _____ Amount: _____

*PLEASE NOTE: ANY REFUNDS ISSUED ON CREDIT CARD PAYMENTS WILL BE PAID TO THE ORGANIZATION BY CHECK

☐ PURCHASE ORDER: For schools and government agencies ONLY, a signed, authorized purchase order is acceptable for ROYALTY and RENTAL payment. YOU MUST STILL return your check, money order or credit card information for the SECURITY FEE along with your signed, authorized P.O. with this license to cause materials to be shipped.

ACCEPTANCE

By signing below, you agree that (i) you have read and understand the terms and conditions of this Production Contract, the accompanying Performance License and all attached riders, which are incorporated by reference into the Performance License and (ii) Licensee shall abide by the terms and conditions contained therein.

PRINT YOUR NAME _____ TITLE _____

AUTHORIZED SIGNATURE _____ DATE _____

EMAIL _____ DAY PHONE _____

CONFIRM_0_13r

YOU MUST COMPLETE AND RETURN THIS PAGE WITH PAYMENT

STANDARD RENTAL SET

Your MTI Rep: ROSEANNE GEORGE
Your MTI Account Number: 0017924
Contract #: 7077644 Printed on: 09/15/25

The rental fee includes the materials below and, when applicable, a full OR partial set of the standard OR alternate orchestration. The rental fee will not change if no orchestrations are ordered.

YOUR STANDARD RENTAL SET WILL INCLUDE:

- 25 LIBRETTO/VOCAL BOOK
- 2 PIANO CONDUCTOR'S SCORE
- 1 STUDY GUIDE

ORCHESTRATION

STANDARD ORCHESTRATION

Your MTI Rep: ROSEANNE GEORGE
 Your MTI Account Number: 0017924
 Contract #: 7077644 Printed on: 09/15/25

Below is a detailed list of all orchestra parts available for this title, along with doublings and other instrumentation notes. If you wish to order additional parts, mark the number of additional parts for each instrument, and return this page with your Contract Confirmation page and include the total number of additional parts on the Additional Materials form.

STANDARD ORCHESTRATION

BOOKS INCLUDED	ADDITIONAL REQUESTED	INSTRUMENT	DOUBLINGS
1	_____	BASS	
1	_____	CELLO	
1	_____	DRUMS	
1	_____	GUITAR/BANJO	
1	_____	KEYBOARD 2	
1	_____	PERCUSSION	BELLS, CABASA, RATCHET, SIREN, SLAPSTICK, SLEIGH BELLS TEMPLE BLOCK, TIMPANI, TRIANGLE, WHIP, XYLOPHONE
1	_____	REED 1	ALTO SAXOPHONE, CLARINET, FLUTE, PICCOLO, SOPRANO SAX
1	_____	REED 2	ALTO SAXOPHONE, BARITONE SAXOPHONE, CLARINET, FLUTE
1	_____	REED 3	BASS CLARINET, CLARINET, TENOR SAXOPHONE
1	_____	REED 4	CLARINET, FLUTE, PICCOLO
1	_____	REED 5	BASS CLARINET, CLARINET, FLUTE
1	_____	TROMBONE 1	
1	_____	TROMBONE 2	
1	_____	TRUMPET 1 & 2	
1	_____	TUBA	
1	_____	VIOLIN	

ADDITIONAL MATERIALS

Your MTI Rep: ROSEANNE GEORGE
Your MTI Account Number: 0017924
Contract #: 7077644 Printed on: 09/15/25

ADDITIONAL STANDARD SET MATERIALS ORDER FORM

You can order additional materials and theatrical resources at the following rates.
To order, simply indicate the quantity of each item you would like and
add this Total to the Grand Total on the following page to the Confirmation Page of this Product on Contract.

ITEM	QUANTITY	COST EACH	TOTAL
ADDITIONAL MATERIALS			
LIBRETTO/VOCAL BOOK (Replacement Fee \$25.00)	_____	x \$ 6.25	= \$ _____
PIANO CONDUCTOR'S SCORE (Replacement Fee \$120.00)	_____	x \$ 30.00	= \$ _____
STUDY GUIDE	_____	x \$ 5.95	= \$ _____
ADDITIONAL ORCHESTRA PARTS (Replacement Fee \$60.00)	_____	x \$ 15.00	= \$ _____
(Attach ORCHESTRATION sheet with additional parts required marked - list total quantity of parts above)			

STANDARD SET MATERIALS TOTAL (add this total to Grand Total on next page)
You MUST return this form along with your contract to receive materials.

\$ _____

***See Vendor Pricing following the next page for pricing information

ADMAT-SS_1

RETURN THIS PAGE ONLY IF ORDERING ADDITIONAL STANDARD SET MATERIALS

MUSIC THEATRE INTERNATIONAL • 423 West 55th Street, New York, NY 10019 • (212) 541-4684 • Fax (212) 397-4684 • www.mtishows.com

PAGE 5

ADDITIONAL MATERIALS

Your MTI Rep: ROSEANNE GEORGE
Your MTI Account Number: 0017924
Contract #: 7077644 Printed on: 09/15/25

THEATRICAL RESOURCE MATERIALS ORDER FORM

You can order additional materials and theatrical resources at the following rates.
To order: Indicate the quantity of each item you would like and add the Grand Total of your entire
Additional Materials order to the Confirmation Page of this Production Contract

ITEM	QUANTITY	COST EACH	TOTAL
THEATRICAL RESOURCES			
CHOREOGRAPHY VIDEO GUIDES		x \$ 395.00	= \$
CUSTOMIZABLE SHOW POSTERS AND ARTWORK		x \$ 175.00	= \$
FULL SCORE VOL. 1 OF 4 (Replacement Fee \$100.00)		x \$ 25.00	= \$
FULL SCORE VOL. 2 OF 4 (Replacement Fee \$100.00)		x \$ 25.00	= \$
FULL SCORE VOL. 3 OF 4 (Replacement Fee \$100.00)		x \$ 25.00	= \$
FULL SCORE VOL. 4 OF 4 (Replacement Fee \$100.00)		x \$ 25.00	= \$
HOW DOES THE SHOW GO ON?		x \$ 21.00	= \$
LOGO PACK DIGITAL	1	x \$ 75.00	= \$ 75.00
PERFORMANCE ACCOMPANIMENT RECORDING (PERFORMANCE & REHEARSAL)	1	x \$ 750.00	= \$ 750.00
PRODUCTIONPRO-DIGITAL SCRIPT/SCORE		x \$ 199.00	= \$
REFERENCE RECORDING		x \$ 20.00	= \$
PERFORMANCE ACCOMPANIMENT RECORDING (REHEARSAL ONLY)		x \$ 350.00	= \$
REHEARSCORE APP		x \$ 350.00	= \$
SCENIC PROJECTIONS	1	x \$ 850.00	= \$ 850.00
SCENIC PROJECTIONS PRO		x \$ 1,795.00	= \$
SOCIAL MEDIA MARKETING KIT		x \$ 250.00	= \$
STAGE MANAGER SCRIPT (Replacement Fee \$100.00)	1	x \$ 25.00	= \$ 25.00
STAGE WRITE APPLICATION		x \$ 150.00	= \$
STREAMING LICENSE		x \$ 75.00	= \$
VIDEO LICENSE		x \$ 75.00	= \$
LOGO TEES SIX-PACK ADULT LARGE		x \$ 80.00	= \$
LOGO TEES SIX-PACK ADULT MEDIUM		x \$ 80.00	= \$
LOGO TEES SIX-PACK ADULT SMALL		x \$ 80.00	= \$
LOGO TEES SIX-PACK ADULT X-LARGE		x \$ 80.00	= \$
LOGO TEES SIX-PACK ADULT XX-LARGE		x \$ 80.00	= \$
LOGO TEES SIX-PACK CHILD LARGE		x \$ 80.00	= \$
LOGO TEES SIX-PACK CHILD MEDIUM		x \$ 80.00	= \$
LOGO TEES SIX-PACK CHILD SMALL		x \$ 80.00	= \$
KEYBOARDTEK ***			
ORCHEXTRA ***			
TRANSPOSITIONS-ON-DEMAND ***			

Add total for all items here.

Standard Set Additional Materials Total (from previous page) \$ 00.00

Theatrical Resource Additional Materials Total \$ 1700.00

ADDITIONAL MATERIALS GRAND TOTAL (add this total to Contract Confirmation Page) \$ 1700.00

You MUST return this form along with your contract to receive materials.

***See next page for pricing information

- For shows offering Customized Poster, the purchase of a Customized Poster requires purchase of Logo Pack. If you order a Customized Poster without ordering a Logo Pack, a Logo Pack (at \$75) will automatically be added to your order.

ADMAT-TH-1

RETURN THIS PAGE IF ORDERING ADDITIONAL MATERIALS

ADDITIONAL MATERIALS

Your MTI Rep: ROSEANNE GEORGE
Your MTI Account Number: 0017924
Contract #: 7077644 Printed on: 09/15/25

A NOTE ABOUT ADDITIONAL MATERIALS

The following guide will help you determine the price of available Additional Materials for your show.

Note: Not all Additional Materials are available for every show title.

To check for availability of any Additional Materials in the show you are licensing, please see the show-specific list of Additional Materials on the previous page.

Transpositions-on-Demand (per song title) \$150
(complete set of orchestra parts, and piano/conductor or piano/vocal score)

KeyboardTEK (Keyboard patches & programming)
for pricing and to place an order, visit www.KeyboardTEK.com

OrchExtra® for pricing, visit www.rms.biz

Performance Accompaniment Recordings

As requested, if you want to order Performance Accompaniment Recordings, the pricing has already been calculated for you on the previous Additional Materials page. For your convenience, a breakdown of how the cost is calculated is below:

Rehearsal only \$350

Rehearsal and Performance

Accredited schools: up to 10 performances \$750
11 or more performances (cost per performance over 10) \$100

All other eligible organizations:

0 – 499 seats up to 10 performances \$750
11 or more performances (cost per performance over 10) \$100

500+ seats up to 10 performances \$999
11 or more performances (cost per performance over 10) \$100

— THIS PAGE IS FOR PRICING REFERENCE ONLY —

To order available Additional Materials,
enter the price on the previous ADDITIONAL MATERIALS page

BILLING CREDITS

Your MTI Rep: ROSEANNE GEORGE
Your MTI Account Number: 0017924
Contract #: 7077644 Printed on: 09/15/25

SHOW BILLING CREDITS

For proper usage, refer to **Section I, Paragraphs 4 (A & B)** of the Performance License.

***** SEE BILLING RIDER *****

MTI BILLING

In accordance with the **Performance License**, all advertising materials (posters, programs, websites, etc.) **MUST** include the following credit:

ANNIE

**Is presented through special arrangement with Music Theatre International (MTI).
All authorized performance materials are also supplied by MTI.
www.mtishows.com**

In addition, all press releases and press kits MUST indicate the production is licensed by Music Theatre International.

VIDEO RECORDING WARNING

This license does NOT grant the right** to make, use and/or distribute an audio or audiovisual recording (rehearsal, performance or otherwise) of the Play or any portion of it by any means whatsoever, including, but not limited to, through physical media (e.g., film, CD, DVD, tape) or any method of digital recording or distribution. You agree to inform all parents, students and attendees of the above prohibitions against recording the show by means of both a program note and a pre-show announcement.

In compliance with the above condition, you **MUST** include the following warning in your program:

**Any video and/or audio recording of this
production is strictly prohibited.**

**except with respect to certain titles, where a limited video license is available for \$75.00 and you have purchased that license.

SHOW BILLING CREDITS

CREDITS: You agree to bill the Play, the Authors and the underlying rights owners whenever and wherever the title of the Play appears, including without limitation, in all programs (on the title pages), houseboards, and displays and in all advertising and all paid publicity, in the following manner:

			Type Size
ANNIE			100%
Book by THOMAS MEEHAN	Music by CHARLES STROUSE	Lyrics by MARTIN CHARNIN	50%
Original Broadway Production Directed by MARTIN CHARNIN			50%
Based on "Little Orphan Annie"® By Permission of Tribune Content Agency, LLC			20%

The names of the Bookwriter, Composer and Lyricist shall be equal in size, type, coloring boldness and prominence. No billing shall appear in type larger or more prominent than the billing to the Authors except for the title of the Play.

The following billing to Goodspeed Opera House shall appear at the end of the billing credits on the title page of all Playbills and programs and wherever a subsequent producer receives credit.

Originally Produced at The Goodspeed Opera House,
Michael P. Price, Executive Director

ADDITIONAL TITLE PAGE CREDITS: In addition, the following credit shall be accorded on the title page of all programs:

Presented on Broadway by Mike Nichols

Irwin Meyer	Produced by Stephen R. Friedman	Lewis Allen
Alvin Nederlander Associates, Inc.	The John F. Kennedy Center for the Performing Arts	Icarus Productions

SHORTENED BILLING: In advertisements of 1/4 page size or less, and online and mobile ads where in each case only the title of the play, performance dates and venue are provided and in outdoor advertising, transit and taxi ads and marquees where no other person is billed, the following "shortened billing" is permissible:

ANNIE

PERFORMANCE LICENSE

Your MTI Rep: ROSEANNE GEORGE
Your MTI Account Number: 0017924
Contract #: 7077644 Printed on: 09/15/25

This Performance License (the "License"), and any Contract Riders attached to the MTI Production Contract ("Production Contract"), are incorporated by reference into the Production Contract and contain important restrictions and requirements regarding Licensee's production. Throughout this License, Music Theatre International is referred to as "MTI", "we" or "us"; the organization to which the Production Contract is issued is referred to as "Licensee" or "you"; and the individual signing on behalf of the Licensee is referred to as the "Authorized Signatory."

Please read this Performance License carefully and keep this copy for your records.

Your signature on the acceptance line of the Production Contract accompanying this License will acknowledge that:

- a) you have read and understand the terms, conditions and provisions set forth below;
- b) you are authorized to sign the Production Contract on behalf of Licensee;
- c) you agree to the terms, conditions and provisions contained herein on behalf of Licensee; and
- d) you will inform the producer(s), director(s) and creative team of Licensee's production of the terms, conditions and provisions contained in this Production Contract.

I. COPYRIGHT PROVISIONS, PRODUCTION RULES AND BILLING

Any violation of these copyright provisions shall automatically and immediately terminate the Production Contract.

1. **Rights Granted and Restrictions on Use of Replica Elements:** This Production Contract allows the public performance of the Play as represented in the rental materials provided by MTI under the following terms and conditions. The rights granted by MTI do not include the right to utilize any of the choreography, staging, direction, designs (including set, costume, video or projections), logos, or other intellectual property from any prior productions of the Play or from any film version of the Play. The rights to all of those elements, in whole or in part, are owned by third parties and are not granted as part of this Performance License. Licensee may use production elements such as choreography, direction, designs and/or logos when (i) any such elements are specifically provided as part of the standard rental materials, and thereby authorized for use by MTI, or (ii) where available, the Licensee purchases an MTI Production Resource thereby granting a license to use said element.
2. **Changing the Play; Casting:** Under federal law and under the terms of this Production Contract, you may not make any changes to the Play or any additional materials purchased or rented from MTI (the "MTI Rental Materials"), including but not limited to the following:
 - a. You may not add music, dialogue, lyrics, non-verbal scenes or anything to the Play as embodied in the MTI Rental Materials, including any songs or dialogue from any film version of the Play or from any other production of the Play.
 - b. You may not delete, in whole or in part, any material in the Play as embodied in the MTI Rental Materials.
 - c. You may not make changes of any kind, including but not limited to changes of music, lyrics, dialogue, sequence of songs and/or scenes, time period, setting, characters or characterizations or gender of characters in the Play.
 - d. You agree that any proposed change, addition, omission, interpolation, or alteration in the book, music, or lyrics of the Play shall first be submitted in writing to MTI. MTI may, in its sole discretion, seek approval for such change from the authors or other rightsholders of the Play (the "Rightsholders"). If permission for any such change is granted, such changes shall become the property of the Rightsholders without any obligation to you or any third party making such changes, and MTI may require you to enter into a work for hire agreement or copyright assignment with such third party. If MTI does not respond to a request for any changes in writing, the change shall be deemed disapproved. No such change shall be implemented in your production unless and until MTI has notified you in writing that the change is approved.
 - e. The use of makeup to alter a performer's race or ethnicity (e.g., blackface, etc.) is strictly prohibited under this Performance License. Certain titles may have additional casting requirements set forth in a separate contract rider.
 - f. You may not make any physical or digital copies of the materials provided or physically alter, amend, or change them, or digitally distribute them, without MTI's prior written permission. If such permission is granted, you agree to collect and destroy all such copies upon the completion of your production.
 - g. MTI and the Rightsholders shall not be obligated at any time to offer royalty participation or make any payment to any person whom you may hire to direct, choreograph, stage, design, furnish musical services or otherwise actualize your production unless that person has entered into a written agreement directly with the Rightsholders or MTI.
 - h. **The Authorized Signatory agrees to review these copyright provisions with the director and entire creative team of your production.**

PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: ROSEANNE GEORGE
Your MTI Account Number: 0017924
Contract #: 7077644 Printed on: 09/15/25

3. **Advertising/Recording/Broadcast (Audio, Video, Digital, etc.):** Except for the customary right to advertise and publicize the Play by means of print, radio, television, online and social media, including TV commercials and B-Roll (in which no radio, television or digital commercial produced by Producer shall contain excerpts from the Play in excess of 30 seconds (90 seconds in the aggregate)), this Production Contract grants no rights to record, stream or distribute the Play or any portion of it by any means whatsoever (subject to the last sentence of this Paragraph). Specifically, except as set forth in the previous sentence, this Production Contract does not grant you any right to (i) make an audio or audiovisual recording (rehearsal, performance or otherwise) of the Play or any portion of it by any means whatsoever, including, but not limited to, tape, film, CD, DVD or digital versions; or (ii) to televise, broadcast, stream, make available for download or otherwise post online or in social media or through any mobile device the Play or any portion of it. You agree to inform all audience members of the above prohibitions against recording the show by means of both a program note and a pre-show announcement. If you have purchased a Streaming or Video License (where available) for your production of the Play, you may permit limited recording in accordance with the terms of the Streaming or Video License.
4. **Billing Credits and Use of Logos in Advertising and Promotion:**
- a. **Billing:** You must bill the Play, the authors and other creative personnel in all programs, houseboards, displays, websites, advertising and publicity (print or digital) exactly as set out in the Billing Credits section of this Production Contract. Your program must also include any other required language that appears in the Billing Credits (e.g., MTI credit, video recording warning language).
 - b. **Bios:** If your program or website includes bios of any member of your creative team, you must include both (i) author bios and (ii) Music Theatre International's bio in your program. Bios may be found on our website at www.mtishows.com/bios or may be obtained by request from MTI.
 - c. **Logos:** You may not use the copyrighted logo of the Play or any logo associated with any other production or film version of the Play, unless you purchase an MTI Logo Pack featuring that logo (where available) and you pay MTI the appropriate fee, if required.
 - d. **Use of Play Title in Domain Names and Social Media:** You may not use any domain name or social media or account/handle incorporating the name of the Play without the prior written permission of MTI. If permission is granted, you must agree to assign the domain name to the Rightsholders or their duly authorized representatives.
 - e. **Program Copies:** One (1) print copy of the program for your production should be sent to MTI's Business Office (in lieu of a print version, digital copies can be emailed to licensing@mtishows.com) not later than three (3) days following the opening performance.
5. **Merchandise:** You may not create merchandise based on the Play or using the Play's title, logo, characters, lyrics or text, whether for sale or distribution, without written permission from MTI acting on behalf of the Rightsholders or their duly authorized representatives. You may sell merchandise purchased from MTI (e.g., T-shirts), where available.

II. PERFORMANCE LICENSE AND PAYMENT PROVISIONS

1. **License Effective Date; Payments:** MTI must receive, prior to the Offer Expiration Date on the first page of the Production Contract, (i) a signed copy of the Production Contract and (ii) your security fee and any other payments that are due on execution, in U.S. funds, or your application for a license to produce the Play on the performance dates listed in the Production Contract will expire. Furthermore, MTI reserves the right to revoke the license offer at any time in its sole discretion before it has received the signed Production Contract and required payments. You will receive a confirmation from MTI when all such necessary submissions have been received and accepted (please allow approximately ten (10) business days) and at such time your Production Contract will take effect and your production will be considered licensed ("Fully Licensed"). Until such time, you agree not to advertise, announce, audition, present or sell tickets for any performances of the Play. Your license to produce the Play is conditioned on MTI receiving payment in full of all royalties, rental fees and other materials costs under this Production Contract (including payment for any ancillary productions or services purchased subsequent to the date the Production Contract was issued). (Accredited schools and government agencies only may provide a purchase order in lieu of upfront payment pursuant to Paragraph II. below). Payment in full is required before MTI will ship materials to you. In any case, if payment in full has not been received by MTI prior to the first scheduled performance date, the rights granted to you in this Production Contract will terminate and your production will be deemed to be unlicensed. You agree to pay all royalties, rental and any other amounts due to MTI upon execution or within the time period specifically set forth in the Production Contract and any rider. If no time period is listed for any other charges, you agree to pay such amounts owing to MTI within forty-five (45) days from the end of your production or within thirty (30) days of receipt of an invoice from MTI, as applicable.

PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: ROSEANNE GEORGE
Your MTI Account Number: 0017924
Contract #: 7077644 Printed on: 09/15/25

2. **Changes:** If you wish to change any of the conditions set forth in this Production Contract in any way (including change of dates, reducing or increasing the number of performance(s), ticket price adjustments or change of venue), you must submit such requested changes to MTI's Business Office in writing immediately, and MTI must approve all changes before they may take effect. Changes in dates may be disallowed because of licensing restrictions on the Play (e.g., due to tours). Changes in the number of performances, tickets prices and venue or seating capacity may alter the fees quoted in the Production Contract. If MTI does not receive notice of changes prior to your first scheduled performance date under your Production Contract, MTI reserves the right to retain all amounts received or due to MTI under the original Production Contract. In addition, if any such changes would increase the amount owing to MTI (e.g., increased ticket prices; adding performances or increasing seating capacity), MTI will charge your account for such additional amounts. MTI in its discretion may charge a change fee of \$25 each time changes (other than addition of performances or increased ticket prices) are made following the issuance of this Production Contract. If you wish to cancel your entire production, you must do so in accordance with Paragraph II.4 below.
3. **Additional Performances:** If you request the right to add performances or sell additional seats per performance pursuant to Paragraph 2 above, you agree to make additional royalty and rental payments for all such additional performances. You agree not to announce, advertise, present or sell tickets for such additional performances or additional capacity without prior written permission from MTI and payment of the additional royalty and fees due.
4. **Cancellation of Production:** If you wish to cancel your entire production, you must notify MTI's Business Office in writing immediately, but in any case prior to the date of the first scheduled performance set forth in the Production Contract. You understand that, even if you do not present the Play, you may be obligated for the fees set forth in this License and the Production Contract. MTI reserves the right to charge a cancellation fee of fifty dollars (\$50.00) and is entitled to retain all other amounts paid or owing to MTI under this Production Contract. Cancellation of individual performances is covered in Paragraph II. 2 above. Refunds, if any, for a cancelled production will be issued in accordance with Paragraph II. 14 below. If MTI does not receive notice of cancellation of your production prior to the first scheduled performance date under your Performance License, MTI reserves the right to retain all amounts received or due to MTI under the original Production Contract as well as any other payments received for ancillary products and services after the Production Contract was issued.
5. **Complimentary Tickets:** You agree as a condition of this Production Contract to reserve two (2) complimentary tickets for each performance (if requested) for the use of MTI and the Rightsholders and MTI agrees not to sell such tickets.
6. **Purchase Orders:** For accredited schools and government agencies only, a signed, authorized Purchase Order is acceptable in lieu of upfront payment. You must still provide a check, credit card or money order for the SECURITY FEE as well as your signed, authorized Purchase Order when you return the signed Production Contract to cause materials to be shipped. Following the end of the production, you agree to promptly pay royalty and rental payments as well as any other amounts owing for ancillary products and services purchased after the original Production Contract was issued.
7. **Accounting:** You agree to keep and maintain full and regular books and records in which you shall record all items in connection with the production and presentation of the Play, including dates of performance, ticket prices and number of tickets sold. Such books and records shall be open at all reasonable business hours for inspection by MTI or its representatives at your office, and MTI shall have the right to make copies of and take extracts from such books and records. You shall submit to MTI's Business Office, within five (5) days following demand by MTI, a sworn statement setting forth the total number of performances actually presented and the precise date and place of each such performance. MTI's rights under this Paragraph shall continue for five (5) years following (i) the date of the last performance licensed under the Production Contract or (ii) the date on which MTI received final payment due hereunder, whichever is later.
8. **Default:** This License is conditioned upon your fulfillment of all obligations set forth in the License and in the accompanying Production Contract, including the prompt payment of all rental, royalty, security and other fees owing to MTI in U.S. funds when due. If any such payments are not made in full to MTI when due, the rights granted to you under this License will be deemed void ab initio (i.e., this License will be deemed invalid from the outset) and the production that is the subject of this License (and all performances thereof) will be deemed to constitute infringement and breach of contract under applicable law. Nevertheless, you will remain liable for the payment of all fees that might be due to us under this License and will be subject as well to statutory damages for copyright infringement. If you default in the performance of any of the terms of this License, then, in addition to any and all other remedies which we might have at law, we shall have the right to a preliminary injunction to enjoin further performance of the Play. You agree to reimburse us for any expenses incurred by us in enforcing our rights under this Paragraph 8, including, but not limited to, attorneys' fees, telephone, fax, and postage charges and collection expenses. If you pay by check and it is returned insufficient funds or if you stop payment, MTI will charge a returned check fee (currently \$45).

PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: ROSEANNE GEORGE
Your MTI Account Number: 0017924
Contract #: 7077644 Printed on: 09/15/25

9. **Warranty:** MTI warrants that, on behalf of the Rightsholders of the Play, it is authorized to grant this License to you. MTI makes no other warranties.
10. **Reserved Rights:** All rights in and to the Play other than those specifically licensed to you under the terms of this Production Contract are reserved to MTI, with the unrestricted right of MTI to use, exploit or dispose of any of them at any time, whether or not the exercise of such rights may be in competition with the rights granted to you in this License.
11. **Transfer of Rights:** Under no conditions can this License be assigned or transferred without written consent from MTI.
12. **Governing Law:** This License shall be governed by the Laws of the State of New York, and any dispute arising out of or under this License agreement shall be litigated only in the courts of the City or State of New York in the City of New York or the United States District Court in the Southern District of New York, and in no other forum.
13. **Indemnification of Licensor:** You agree to indemnify MTI and its affiliates and the Rightsholders of the Play from any claim arising out of your violation of any of the provisions of this Production Contract.
14. **Refunds:** Refunds will be issued in the following circumstances.
- a. Following the conclusion of your production, if any refund is due to you (e.g., unused portion of security fee), you may elect to keep such amounts on your account to be used for future productions. If you do not elect to keep your refund amount on account, MTI will automatically process the refund within 6 to 8 weeks from the conclusion of your production. Your refund amount may be affected by charges such as shipping fees, missing materials charges, bank charges and other charges and fees specifically mentioned in this Production Contract.
 - b. If you have cancelled your entire production in a timely manner in accordance with Paragraph II.4 above and are entitled to a refund, you may elect to keep the refund on your account to be used for future productions. If you do not elect to keep your refund on account, MTI will process your refund within 6 to 8 weeks from the date MTI receives written notice of the cancellation. Your refund amount may be affected by charges such as shipping fees, missing materials charges, bank charges and other charges and fees specifically mentioned in this Production Contract.

You acknowledge that during a Force Majeure Event (as defined in Paragraph II.15 below), any refunds due to you may be delayed due to the volume of cancellations and refunds to be processed.

15. **Force Majeure:** Neither MTI nor the Licensee will be deemed in default of this License as a result of its delay or failure to perform its obligations (other than the Licensee's payment obligations) when such delay or failure arises out of causes beyond the reasonable control of MTI or the Licensee. Such causes may include, but are not restricted to, acts of God or the public enemy, war, insurrections, riots, civil disturbances, acts of terrorism, government restriction, fires, floods, strikes, unusually severe weather, epidemics, pandemics or other large-scale health events; but, in every case, delay or failure to perform must be beyond the reasonable control of and without the fault or negligence of the party (a "Force Majeure Event").

In the case of a Force Majeure Event that results in the cancellation or postponement of Licensee's production, Licensee must, as soon as reasonably practicable after the onset of a Force Majeure Event, (a) provide written notice to MTI of the nature and extent of such Force Majeure Event and (b) inform MTI whether it has cancelled or changed the production dates or intends to do so. Cancellation of Licensee's production shall be in accordance with Paragraph II.4. Proposed changes (such as postponement) to Licensee's production shall be in accordance with Paragraph II.2. If Licensee is unable to notify MTI in writing prior to the cancellation or proposed change, Licensee shall do so as soon as reasonably practicable but in any event within five (5) business days of the originally scheduled first performance date (or if the Force Majeure Event begins after performances have begun, within five (5) business days of the onset of the Force Majeure Event). If MTI does not receive written notice that Licensee has cancelled its production due to the Force Majeure Event within such time period, MTI will assume such production has taken place in accordance with the terms of the Production Contract and will have the right to retain all amounts previously paid or owing to MTI for such production (and no refunds will be issued).

Except in the case of cancellations and changes for which Licensee has notified MTI as provided above, nothing in this Paragraph shall affect or reduce Licensee's payment obligations under this Production Contract. Licensee shall remain liable for any cancellation fees, missing materials charges, shipping fees and other charges set forth in the Production Contract, including royalties for performances of the Play that were presented prior to the Force Majeure Event. Licensee also will remain liable for amounts owing for ancillary products and services purchased after the original Production Contract was issued, all of which MTI may deduct from the security fee or other funds on account at MTI.

PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: ROSEANNE GEORGE
Your MTI Account Number: 0017924
Contract #: 7077644 Printed on: 09/15/25

In the case of a Force Majeure Event affecting MTI, MTI shall, as soon as reasonably practicable after the occurrence of the Force Majeure Event, (a) provide written notice (such notice may be given by emails, social media or website postings to customers generally); and (b) use commercially reasonable efforts to resume performance (e.g., shipping materials) as reasonably practicable.

16. **Compliance with Laws.** Licensee represents and agrees that it shall be aware of and comply with all federal, state and local laws applicable to its production, including laws, regulations and ordinances pertaining to in-person gathering restrictions as well as any other rules or guidelines regarding any public health emergency (or similar situation) which may impact any aspect of Licensee's production, including but not limited to rehearsals, performances and audience attendance. MTI makes no representation or assessment of the legality or prudence of Licensee's decision to proceed with its production, nor shall MTI or the Rightsholders be held liable for any claims arising out of Licensee's decision to proceed with its production. Licensee shall indemnify and hold MTI and the rightsholders harmless from any claims, costs, and damages arising out of Licensee's production.

III. MATERIALS RENTAL PROVISIONS

1. **Rental Term and Delivery:** Delivery of the MTI Rental Materials is conditioned on your production being Fully Licensed as described in Paragraph II.1 (i.e., you have received written confirmation from MTI after submitting the signed Production Contract and paying all applicable royalty, rental and security fees). Provided your production is Fully Licensed, the MTI Rental Materials will be shipped approximately two (2) months prior to the first performance of your production; however, if you have not signed and submitted the Production Contract and remitted full payment in time to enable shipment by such date, MTI will process your shipment as soon as practicable once your production is Fully Licensed. In such case, MTI cannot guarantee the MTI Rental Materials will be delivered in sufficient time to meet your production schedule. If the MTI Rental Materials are needed in advance of the two (2)-month period, the charge is one hundred dollars (\$100.00) for each additional week or partial week, subject to availability. You acknowledge that if materials have shipped MTI has the right to retain a pro-rated portion of the rental fees if your production is cancelled or shortened for any reason, including all fees paid for additional rental weeks, all of which would be determined by MTI in its sole discretion.
2. **Authorized Rental Materials:** The MTI Rental Materials are the only Play materials authorized by the Rightsholders and must be rented from MTI as a condition of this Production Contract. You may not use scripts or orchestra parts obtained from other sources (including materials posted online). The full rental fee must be paid even if you do not intend to use all of the MTI Rental Materials in your production.
3. **Ownership:** All MTI Rental Materials, including missing materials, remain the property of MTI and must be returned to MTI following the conclusion of your production. You understand that the MTI Rental Materials (i) cannot be used for any purpose other than as stated in this License and (ii) may not be copied, scanned or otherwise reproduced, sold, traded, offered for sale or trade, posted online, used for performances other than those specified in this Production Contract or otherwise transferred physically or digitally.
4. **Suitability:** Although MTI strives to provide the highest quality service to you, MTI makes no representation as to the adequacy, suitability and/or condition of the MTI Rental Materials. Any missing or damaged materials **MUST** be reported to MTI's Business Office within five (5) business days after receipt of your shipment, or you may be liable for full replacement charges upon their return to MTI.
5. **Shipping Charges:** You are responsible for shipping charges BOTH WAYS for materials that MTI rents and/or supplies to you, as well as all customs charges, duties and the like in connection with shipments of materials outside of the United States and return shipment to MTI. You are responsible for complying with all customs regulations applicable to the return of materials to the United States. MTI ships by USPS, FedEx, UPS or other carriers at its sole option. Any expense that MTI incurs with respect to the delivery or return of the materials to its library shall be charged to you; you agree upon demand promptly to reimburse MTI for the full amount of such expense, whether or not your production is cancelled. A \$10 handling fee is applied to each order.
6. **Return of Materials:** You agree that, no later than seven (7) days after the last performance under this Production Contract, you will return to MTI, by prepaid carrier, insured for not less than seven hundred fifty dollars (\$750.00), the complete set of materials (including any additional materials ordered) in as good condition as when you received it. Should you fail to do so, MTI shall be entitled to an additional rental fee of twenty dollars (\$20.00) per item for each day that you retain any material beyond the period of seven (7) days after the last performance. You are responsible for the safe return to MTI of all MTI Rental Materials. If complete materials are not returned all at once and properly labeled, your account may not be credited or you may be liable for a restocking fee. If a Force Majeure Event (as defined in Paragraph II.15)

PERFORMANCE LICENSE

(CONTINUED)

Your MTI Rep: ROSEANNE GEORGE
Your MTI Account Number: 0017924
Contract #: 7077644 Printed on: 09/15/25

prevents you from returning the materials, you will not be charged a missing materials fee for any days covered by the Force Majeure Event provided (a) you have notified MTI you are unable to return the materials due to the Force Majeure Event and (b) you return the materials promptly after circumstances permit you to do so but in no event later than three (3) months after the onset of the Force Majeure Event.

7. **Address for Return of Materials:** All materials must be returned to MTI's Music Library in Connecticut (Address listed below):
8. **DO NOT SHIP RENTED PRODUCTION MATERIALS TO THE NEW YORK BUSINESS OFFICE!**

**RETURN ALL RENTED
PRODUCTION MATERIALS TO:**

**Music Theatre International
31A Industrial Park Road
New Hartford, CT 06057
Phone: 860-379-3320**

Any materials returned to MTI's New York Business Office will be subject to a transfer charge of up to \$50.00.

9. **Damage/Loss:** Any damage to or loss of the materials shall be charged to you. You agree upon demand promptly to reimburse MTI for the full amount of such evaluated damage to or loss of materials. Any materials lost or damaged while in your possession will be assessed replacement fees as set forth in this Production Contract.

LIMITED STREAMING LICENSE

Your MTI Rep: ROSEANNE GEORGE
Your MTI Account Number: 0017924
Contract #: 7077644 Printed on: 09/15/25

LIMITED STREAMING LICENSE

MTI Access Code: ANN4079796

Defined Terms Used in this License:

Licensee: EAST BUCHANAN COMMUNITY SCHOOLS

Streaming License Fee: \$ 75.00

Play: ANNIE

Minimum Per Performance Royalty of \$ 35.00 against 15.00% of gross receipts, whichever is greater

When signed by Licensee in the space indicated below, and upon receipt by Music Theatre International ("MTI") of Licensee's payment of the Streaming License Fee, the following terms shall constitute an agreement between the Licensee and MTI with respect to the Play.

Licensee has requested the right to record its AMATEUR production of the Play to make it solely available for viewing remotely on the CUR8.com streaming platform ("MTI Authorized Streaming Platform"), and MTI has agreed, insofar as it is concerned, to permit such recording and streaming, strictly on the terms and conditions set forth in this Limited Streaming License and the associated Production Contract.

Accordingly, the Licensee agrees as follows:

A. GRANT OF RIGHTS AND STREAMING OPTIONS

- Grant of Capture and Streaming Rights.** Notwithstanding any prohibition against video recording in the associated Production Contract for the Play, this Streaming License grants Licensee permission to capture its live stage production of the Play, solely for the purpose of streaming it on the MTI Authorized Streaming Platform to remote audience members who have purchased tickets to view the stream through the MTI Authorized Streaming Platform ("Stream Viewers"). Licensee acknowledges and agrees that (i) all terms and conditions of the Production Contract and any associated riders, including the prohibition on making changes to the book, music and lyrics of the Play, apply to any performance livestreamed or recorded pursuant to this Streaming License (each, a "Video Performance"), and (ii) all Video Performances may be distributed only via the MTI Authorized Streaming Platform, and streaming, broadcasting or any other distribution of the Video Performance is not permitted on any other platform or service (e.g., YouTube, Vimeo, Google Classroom, Facebook, Zoom or other social media).
- Streaming Options for the Play:** This Streaming License permits the Licensee to do the following using the MTI Authorized Streaming Platform:
 - Livestream:** Licensee may livestream one or more performances of its live stage production solely to Stream Viewers broadcast live in real-time. Livestreams may be shown only live, although the MTI Authorized Streaming Platform will permit Stream Viewers a limited period of time to pause or restart from the beginning.
 - Scheduled Stream:** Licensee may live-capture one or more performances of its live stage production of the Play (either at a live performance in front of an audience and/or at an onstage, recording session scheduled for this purpose, all of which may be edited into one Video Performance provided that no changes or additions in the book, lyrics or music of the Play may be made in the editing process) and make such capture available for viewing solely by Stream Viewers who have purchased tickets to view at limited, scheduled times during the Term of Licensee's Production Contract.
- Streaming Platform:** As a condition of this Streaming License, all streams must take place on the MTI Authorized Streaming Platform and Licensee must make arrangements with the MTI Authorized Streaming Platform separately. Licensee acknowledges that the MTI Authorized Streaming Platform will be password-protected and will not permit downloading, copying or other duplication or redistribution of the Video Performance.
- Royalties and Fees:** Licensee acknowledges that in addition to the royalties payable pursuant to the Production Contract for the right to produce and present the Play and the Streaming License Fee to acquire the rights granted in this Streaming License, Licensee must pay the Streaming Royalty listed at the top of this Streaming License. The Streaming Royalty is the greater of (a) the gross proceeds from all streaming tickets sold times the streaming royalty percentage set forth above and (b) the Per Performance Minimum Royalty set forth above. For example, if you are not charging for streaming tickets, you must still pay the Per Performance Minimum Royalty for each streaming performance. The aggregate Streaming Royalty will be deducted from the proceeds of all streaming tickets sales and paid directly to MTI by the MTI Authorized Streaming Platform. Additional per ticket charges may be imposed by the MTI Authorized Streaming Platform.

LIMITED STREAMING LICENSE *continued*

B. GENERAL TERMS AND CONDITIONS

5. **Changes:** If any of the conditions set forth in the Production Contract have changed in any way that would affect streaming performances (including change of dates, cancellation or addition of performance(s), ticket price adjustments), Licensee agrees it will notify its MTI customer representative in writing immediately, and MTI must approve all changes in writing before they may take effect. Such changes may alter the fees quoted in the Production Contract. If Licensee requests the right to add additional streaming performances, Licensee agrees not to announce, advertise, present or sell tickets for such additional performances without prior written approval from MTI.
6. **Advertising Restrictions:** Licensee is not permitted to advertise and sell tickets for the Video Production regionally or nationally. Accordingly, Licensee agrees that its advertising, marketing and promotion of the Video Performance will be limited to its customary local outlets and its social media accounts. Licensee shall not issue any advertising or publicity for streaming to national media such as Broadway.com, Broadway World, Playbill, etc.
7. **Non-Commercial Venture.** Licensee acknowledges that the Video Performance may be created by Licensee solely for streaming on the MTI Authorized Streaming Platform and neither the Video Performance nor any other video recording of the Play may be sold, leased, duplicated or rented except as provided as herein or in a separate MTI video license (available for certain titles only).
8. **Billing.** Licensee shall post the full billing credits for the Play onscreen, and shall follow all requirements as to order, size and wording of credits, as provided in the associated Production Contract. Licensee may also distribute a digital program to each Stream Viewer. Such billing shall include the following credit:

**STREAMING IS PRESENTED BY SPECIAL ARRANGEMENT WITH
MUSIC THEATRE INTERNATIONAL (MTI) NEW YORK, NY.**

All authorized performance materials are also supplied by MTI. mtishows.com

9. **Restriction on Distribution.** In no event may any recording of the Play authorized herein, either in whole or in part, be otherwise reproduced and/or disseminated in any way, including broadcasting, televising, sale or electronic transmission and/or posting on the Internet or social media except as expressly authorized in this Streaming License.
10. **Copyright Infringement.** Licensee understands that its failure to follow the above requirements, even if inadvertent, could subject Licensee to liability for statutory copyright infringement under federal law. Licensee agrees that, without limiting any other recovery that MTI and/or the rightsholder(s) may obtain against Licensee, whether at law or at equity, for its breach of this Agreement, Licensee shall, at a minimum, reimburse MTI and/or the rightsholder(s) for its out-of-pocket expenses and shall pay to MTI and/or the rightsholder(s) damages equal to three times the total license royalty fees paid or payable to MTI by Licensee for its production of the Play or statutory damages in lieu thereof.
11. **Third-Party Permissions.** Permission granted herein to make a Video Performance available to Stream Viewers is limited to rights in the Play only. MTI cannot grant permission for others whose permission may be required such as, but not limited to, performers, production personnel, directors, choreographers, and designers as well as the theatre or venue owner. Licensee shall obtain all necessary releases and permissions from such personnel (including parents or legal guardians of minor children) and any applicable unions (e.g., Actors Equity, American Federation of Musicians, etc.).
12. **Compliance with Laws.** Licensee represents and agrees that it shall be aware of and comply with any and all applicable federal, state and local laws applicable to its production, including laws, regulations and ordinances pertaining to in-person gathering which may impact any aspect of Licensee's production of the Play, including but not limited to Licensee's rehearsals, performances and audience attendance. By permitting Licensee to stream its production, MTI makes no representation or assessment of the legality or prudence of the Licensee's decision to proceed with its production, nor shall MTI or the rightsholders be held liable for any claims arising out of Licensee's decision to proceed with its production.
13. **Limited Audiovisual Rights.** Other than to the limited extent provided for in the foregoing, no film rights, television rights or merchandising rights are made available to Licensee as part of this Streaming License. Licensee acknowledges that the rights granted are limited to capturing a live-stage performance and Licensee is not permitted to adapt the Play for video conferencing (e.g., Zoom) unless Paragraph 2 of this Streaming License includes remote performance rights.
14. **Limitation of Liability.** To the fullest extent provided by law, except as provided in the next sentence, in no event will MTI or the rightsholders of the Play be liable to Licensee on any legal theory (including, without limitation, negligence) or for its errors or omissions, or otherwise for any direct, special, indirect, incidental, consequential, punitive, exemplary, or other losses, costs,

LIMITED STREAMING LICENSE *continued*

expenses, or damages arising out of this Limited Streaming License, even MTI has been advised of the possibility of such losses, costs, expenses, or damages. MTI's and the rightsholders' total liability is limited to the total compensation paid to MTI under this Limited Streaming License.

15. Miscellaneous. All other provisions, terms and conditions of the Production Contract and Riders shall continue in full force and effect.

ACCEPTANCE

By signing this Streaming License, you represent that you are authorized to sign this Streaming License on behalf of the Licensee, that you have read and understand the terms and conditions set forth in this Streaming License and that the Licensee agrees to abide by the terms and conditions contained herein.

PRINT YOUR NAME _____ TITLE _____
AUTHORIZED SIGNATURE _____ DATE _____
EMAIL _____ DAY PHONE _____

VIDEO LICENSE

LIMITED HOME USE VIDEO RECORDING PERMISSION

WHEN SIGNED IN THE SPACES INDICATED BELOW, AND UPON RECEIPT BY MTI OF LICENSEE'S PAYMENT OF SEVENTY-FIVE DOLLARS (\$75.00), THE FOLLOWING TERMS SHALL CONSTITUTE AN AGREEMENT BETWEEN EAST BUCHANAN COMMUNITY SCHOOLS (THE "LICENSEE") AND MUSIC THEATRE INTERNATIONAL ("MTI"), GRANTING LICENSEE LIMITED PERMISSION TO MAKE ONE VIDEO RECORDING OF LICENSEE'S PRODUCTION OF THE PLAY ENTITLED ANNIE (THE "PLAY").

If Licensee wishes to purchase a video license, please sign and return this form and pay the \$75 fee (see Additional Materials Order Form).

1. Notwithstanding the general prohibition against any video recording whatsoever in the License, MTI hereby grants permission for your organization to permit one authorized videographer (who can be an individual associated with your production or a commercial videographer as set forth in Paragraph 2 below) to record a single performance of your production of the Play, subject to Licensee's strict observance of the conditions set forth herein.

2. A video recording of the Play (the "Video Recording") may be created by Licensee as a non-commercial venture for archival purposes, which video recording may not be sold, leased or rented except as provided as herein. Alternatively, Licensee may hire an outside party to professionally make one video recording of the Play provided that such video recording may only be used (a) for archival purposes, and/or (b) to make additional copies of the recording that may be provided to participants in the Play or their families for their own personal, at-home (i.e., non-commercial use). It is permissible to charge the participants in the Play or their families the duplication costs of the copies, but the videos cannot be sold for a profit and may not be distributed online or to the general public. Such outside party may not use the name of the owner of the Play or any other trademarks of the Owner in any way, except to indicate the content of the video recording. In addition, Licensee may authorize participants in the Play (i.e., cast, crew, creative team) or their families to create a video recording of the Play solely for their own personal, at-home (i.e., non-commercial) use.

3. As a condition to the rights granted herein, Licensee agrees to use good faith efforts to inform all audience members of the restrictions and limitations on video recording and the subsequent use thereof, as set forth herein. At a minimum, Licensee agrees to include a statement in the Play's program substantially in the form provided below and shall further inform audience members of the below limitations by way of an announcement prior to the start of each performance of the Play:

ANY VIDEO RECORDING MADE OF THIS PERFORMANCE IS AUTHORIZED FOR PERSONAL, AT-HOME, NON-COMMERCIAL USE ONLY. THE SALE OR DISTRIBUTION OF SUCH RECORDING IS STRICTLY PROHIBITED UNDER FEDERAL COPYRIGHT LAW.

In addition, the following notice must be displayed as the opening 45 seconds of the video:

WARNING! THIS VIDEO RECORDING HAS BEEN CREATED SOLELY FOR PERSONAL, NON-COMMERCIAL PURPOSES WITH THE SPECIAL PERMISSION OF MUSIC THEATRE INTERNATIONAL UNDER FEDERAL COPYRIGHT LAW, IT MAY NOT, IN WHOLE OR IN PART, BE SOLD, STREAMED, BROADCAST, DUPLICATED OR DISSEMINATED TO THE PUBLIC IN ANY WAY, BY ANY MEANS NOW KNOWN OR INVENTED IN THE FUTURE.

4. In no event may any video recording of the Play authorized herein, either in whole or in part, be otherwise reproduced and/or disseminated in any way, including broadcasting, televising, sale and/or electronic transmission and/or posting on the Internet.

5. Licensee understands that its failure to follow the above requirements, even if inadvertent, will incur liability for statutory copyright infringement under federal law. Licensee agrees that, without limiting any other recovery that MTI may obtain against Licensee, whether at law or at equity, for its breach of this Agreement, Licensee shall, at a minimum, reimburse MTI for its out-of-pocket legal fees and shall pay to MTI damages equal to three times the total license royalty fees paid or payable to MTI by Licensee for its production of the Play. In addition, Licensee shall indemnify MTI and the authors and owners of the Play and hold them harmless from any costs or expenses arising out of claims made by third parties appearing in the video, or whose work is used in the video (such as performers, musicians, directors, choreographers or designers).

6. All other provisions, terms and conditions of the License Agreement shall continue in full force and effect.

SIGN AND RETURN THIS PAGE TO MTI ONLY IF YOU WISH TO PURCHASE A VIDEO LICENSE. A FEE OF \$75 APPLIES.

ACCEPTANCE

By signing below, you agree that you have read and that you understand the terms and conditions set forth in this Production Contract and the accompanying Performance License and agree to abide by terms and conditions contained therein.

PRINT YOUR NAME _____ TITLE _____

AUTHORIZED SIGNATURE _____ DATE _____

EMAIL _____ DAY PHONE _____

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.

Code No. 506.1

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

(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, 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.

Code No. 506.1R1

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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

STUDENT NAME	REQUEST	DATE PAPERWORK TURNED IN	DATE REQUESTED TO TRANSFER
Autumn Kress	To Wapsie Valley	9/30/2025	Start of 2nd Semester
Maliah Lynn-Zahnd Hulin	To Independence	9/30/2025	Immediate
Dakota Dean-Zahnd Hulin	To Independence	9/30/2025	Immediate