HARLAN COMMUNITY SCHOOL DISTRICT

BOARD OF DIRECTORS - REGULAR MEETING

BOARD ROOM - HARLAN COMMUNITY HIGH SCHOOL

November 18, 2019

5:30 p.m.

AGENDA

A. Call meeting to order and determination of a quorum.

B. Recognition of guests.
1. Comments from the public on non-agenda items

C. Approve the Agenda

D. Discussion Item
1. Review Election Results

E. Consent Agenda
1. Minutes
    1. October 21, 2019- Public Hearing and Regular Meeting
    2. November 4, 2019– Regular Meeting
2. Accounts Payable
    3. October and November Pre-Paid Warrants
    4. November General Fund (Operating Warrants)
    5. Student Activity Fund Warrants
    6. Trust Fund Warrants
    7. Agency Fund Warrants
    8. Physical Plant and Equipment Fund Warrants
3. Financial Reports
4. Non-Personnel Contract
    1. Amended Woodbine Transportation Contract

F. Policy Reviews
Policy Review/Approval – Second and Final Reading
Policy 200.1 Organization of the Board of Directors
Policy 200.2 Power of the Board of Directors
Policy 200.3 Responsibilities of the Board of Directors
Policy 200.R1 Organizational Meeting Procedures
Policy 202.1 Qualifications
Policy 204 Code of Ethics
Policy 205 Board Member Liability
Policy 206.3 Secretary

Policy 206.4 Treasurer
Policy 207 Board of Directors' Legal Counsel
Policy 208 Ad Hoc Committees
Policy 208.E1 Ad Hoc Committees Exhibit
Policy 209.1 Development of Policy
Policy 209.2 Adoption of Policy
Policy 209.3 Dissemination of Policy
Policy 209.4 Suspension of Policy
Policy 209.5 Administration in the Absence of Policy
Policy 209.7 Review of Administrative Regulations
Policy 210.1 Annual Meeting
Policy 210.2 Regular Meeting
Policy 210.3 Special Meeting
Policy 210.5 Meeting Notice
Policy 210.6 Quorum
Policy 210.7 Rules of Order
Policy 210.8 Board Meeting Agenda
Policy 210.8E1 Board Meeting Agenda Example
Policy 210.9 Consent Agenda
Policy 210.10 Order of the Regular Board of Directors' Meeting
Policy 212 Closed Sessions
Policy 213 Public Participation in Board Meetings
Policy 213.R1 General Complaints by Citizens
Policy 214 Public Hearings
Policy 215.E1 Board Meeting Minutes
Policy 216.1 Association Membership
Policy 216.2 Board of Directors' Member Development and Training
Policy 216.3 Board of Directors' Member Compensation and Expenses

G. Adjourn the 2018-2019 Board

ORGANIZATION MEETING AND REGULAR MEETING AGENDA

A. Call meeting to order by temporary chair

B. Oath of Office

C. Election of Officers
1. Election of Board President

2. Election of Board Vice-President

D. Adopt meeting rules, procedures and committee assignments
Establish time, day and location for regular meetings
Review of school attorneys
Schedule to Review Monthly Financials

County Conference Board Representative
Salary and Bargaining Representatives
Delegate Assembly Representative
Sick Leave Bank Committee Representatives
District Study Committee (SIAC) Representatives
Finance Representatives

E. Discussion Items:
1. Budget Workshop Format

F. Action Items:
1. Resignation of Personnel:
Angie Kenkel – Preschool Special Education Associate
Karen Ryerson – Intermediate School Special Education Associate

2. Employment of Personnel:
Andrew Sandquist – Middle School Wrestling Coach

3. Disposal of Obsolete Drumline Equipment

G. Exempt Session to Negotiate and Discuss Employment Conditions of the Superintendent Contract

H. Adjournment

BOARD WORKSHOP

Immediately Following the Regular Board Meeting

This is a Board of Education Workshop. No action will be taken, discussion items only will occur during this meeting.

Board Workshop Agenda
1). Presentation on School Funds and Funding Sources

HARLAN COMMUNITY SCHOOL DISTRICT BOARD MEETING
(For approval on 11-18-2019)

OCTOBER 21, 2019

The Board met for a regular meeting at 5:30 p.m. on Monday, October 21, 2019, in the Board Room at Harlan Community High School. President Amy Rueschenberg presided with Board members Jessica Anderson, Al Hazelton, Tarah Devlin-Lawler, Joni Larsen, and Monte Schechinger present. Seth Piro entered after the meeting began.

Administrators Present: Lynn Johnson

Media: Bob Bjoin and Brian Taylor

APPROVAL OF AGENDA: Devlin-Lawler moved, seconded by Larsen to approve the agenda. Motion carried 6-0.

The board received a presentation by Joe Woracek, Field Director, Green Hills AEA

RESIGNATION OF PERSONNEL: Anderson moved, seconded by Hazelton to accept the resignation of Michelle Thorne as high school special education associate. Motion carried 6-0.

EMPLOYMENT OF PERSONNEL: Schechinger moved, seconded by Devlin-Lawler to approve the employment of Gayle Nelson as high school night custodian and Sam Brummer as freshman girls basketball coach and 3 sport stipend. Motion carried 6-0.

APPROVAL OF VOLUNTARY EARLY RETIREMENT PLAN: Hazelton moved, seconded by Larsen to approve the voluntary early retirement plan as presented. Motion carried 6-0.

POLICY APPROVAL – SECOND/FINAL READING: Anderson moved, seconded by Schechinger to approve the second and final reading of Policy 100 – Legal Status of the School District, Policy 101 – Educational Philosophy of the School District, Policy 102 R1 – Grievance Procedure, Policy 103 – Long-Range Needs Assessment, Policy 103 R1 – Long-Range Needs Assessment, Policy 104 – Anti-Bullying/Anti-Harassment, Policy 104 R1 – Anti-Bullying/Anti-Harassment Investigation Procedures, and Policy 105 – Assistance Animals. Motion carried 6-0.

APPROVAL OF CONSENT AGENDA: Larsen moved, seconded by Devlin-Lawler, to approve the consent agenda as presented. This included the minutes from the previous board meetings, accounts payable for September and October, October General Fund (Operating Warrants), Trust Fund Warrants, Agency Fund Warrants and Physical Plant and Equipment Fund Warrants. Financial reports:

Treasurer Report and Revenue Report and a Non-Personnel transportation contract with Woodbine CSD. Motion carried 6-0. The approved warrants are as follows:

OPERATING FUND

AHLERS & COONEY, P.C.	LEGAL SERVICES	192.50
ARKFELD, WILLIAM	BUS LICENSE	43.50
BAND SHOPPE	SUPPLIES	641.05
BAUGHMAN, ELAINE	HOME SCHOOL ASSISTANCE TRAVEL	135.72
BAXTER LUMBER AND HARDWARE	SUPPLIES	128.61
BOMGAARS	SUPPLIES	11.46
CARQUEST	PARTS	652.21
CARROLL CONTROL SYSTEMS INC.	PURCHASED SERVICES	200.00
CENTRAL IOWA DISTRIBUTING INC.	SUPPLIES	269.80
CINTAS	LAUNDRY	130.95
COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT	SPED BILLING	5,958.24
DELTA DENTAL	EMPLOYEE INSURANCE	10,841.94
DEPARTMENT OF EDUCATION	BUS INSPECTIONS	760.00
DUKE AERIAL EQUIPMENT	INSPECTION FEE	612.68
FARM SERVICE COOP	FUEL	4,887.89
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	3,834.55
GREATAMERICA FINANCIAL SERVICES	COPIER LEASES	1,585.00
HARLAN AUTO MART	REPAIRS	2,613.54
HARLAN SCHOOLS NUTRITION	SUPPLIES	50.55
HARLAN MUNICIPAL UTILITIES	UTILITIES	46,831.56
HARLAN NEWSPAPERS	SUPPLIES/LEGAL PUBLICATIONS	156.93
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	14,735.59
HOME PRO VACUUM CENTERS	REPAIRS	450.73
IOWA COUNCIL OF TEACHERS OF MATHEMATICS	DUES/REGISTRATION	95.00
IOWA DEPARTMENT OF HUMAN SERVICES	MEDICAID STATE SHARE	0.37
IOWA DIVISION OF LABOR SERVICES	INSPECTION FEE	240.00
IOWA HIGH SCHOOL MUSIC ASSOCIATION	REGISTRATION	253.00
IOWA SCHOOL COUNSELOR ASSOCIATION	REGISTRATION	250.00
IOWA SCHOOL FINANCE INFORMATION SYSTEMS	BACKGROUND CHECKS	60.00
IOWA WESTERN COMMUNITY COLLEGE	BUS CLASSES	750.00
ITSAVVY LLC	EQUIPMENT	2,825.00
JAMF	SOFTWARE	1,325.50
KNOD	ADVERTISING	110.00
KROGER & SONS HAULING, LLC	GARBAGE COLLECTION	2,360.00
LAMINATION DEPOT, INC	SUPPLIES	117.06
LIFESCAPE - CHILDREN'S CARE	SPED BILLING	6,057.00
LOVEGOOD, LUKE	PURCHASED SERVICES	100.00
MADISON NATIONAL LIFE	EMPLOYEE INSURANCE	3,007.56
MARTIN BROS. DISTRIBUTING CO.	SUPPLIES	68.02
MCGRAW-HILL	MATERIALS/TEXTBOOKS	403.27
MEINERS PLUMBING AND HEATING	PURCHASED SERVICES	1,673.25
MID AMERICAN ENERGY	UTILITIES	10.77
NAPA	SUPPLIES	5.34
NELSON FARM SUPPLY	SUPPLIES	222.67
NMC	PARTS	189.22

NORTHWEST AEA	SUPPLIES	582.63
O'HALLORAN INTERNATIONAL, INC	PARTS	1,226.00
O'KEEFE ELEVATOR COMPANY, INC	ELEVATOR INSPECTION	233.44
O'REILLY AUTOMOTIVE INC.	PARTS	194.65
OMAHA TRUCK CENTER, INC.	PARTS	616.40
OTICON, INC.	EQUIPMENT	1,472.00
PEARSON EDUCATION, INC.	SOFTWARE RENEWAL	6,187.32
PETERSEN FAMILY WELLNESS CENTER	WELLNESS PROGRAM	31,858.20
PETERSEN MOTORS LLC	REPAIRS	229.52
PHONAK LLC	SUPPLIES	119.99
PITTS FAMILY & SPORTS CHIROPRACTIC	EMPLOYEE PHYSICALS	190.00
RAYNER & RINN	SUPPLIES	1,061.85
REALLY GREAT READING	SUPPLIES	298.00
RENAISSANCE LEARNING, INC	MATERIALS	5,913.50
ROGERS PEST CONTROL LLC	PEST CONTROL	196.00
SCHMITT MUSIC CENTERS	MATERIALS	85.55
SCHOOL SPECIALTY, INC.	SUPPLIES	617.34
SEIDL ELECTRIC, INC.	REPAIRS	196.94
SHIFFLER EQUIPMENT SALES, INC	SUPPLIES	226.03
SONDERMAN CLEANING SERVICE	PURCHASED SERVICES	85.00
SORENSEN EQUIPMENT CO.	REPAIRS	976.01
STUDER HARLAN DO IT BEST HARDWARE	SUPPLIES	154.22
TOTAL ADMINISTRATIVE SERVICES CORP.	FLEX ENROLLMENT FEE	1,445.04
VISUAL EDGE INC. DBA COUNSEL OFFICE	COPIER LEASES	1,646.21
W.W. GRAINGER, INC.	SUPPLIES	2,000.85

STUDENT ACTIVITY FUND

ABRAHAM LINCOLN HIGH SCHOOL	ENTRY FEES	75.00
AMERICAN BAND ACCESSORIES	SUPPLIES	218.85
ARKFELD, MARK	OFFICIATING	590.00
ASCENT SPORTS TECHNOLOGY	PURCHASED SERVICES	634.88
ATLANTIC BOTTLING CO.	SUPPLIES	1,556.56
ATLANTIC COMMUNITY SCHOOL DISTRICT	ENTRY FEES	160.00
BERENS, SEAN	OFFICIATING	115.00
BERENS, TOM	OFFICIATING	115.00
BLUMHARDT, WAYDE	OFFICIATING	280.00
BSN SPORTS	SUPPLIES	851.00
BUSCH, SCOTT	OFFICIATING	115.00
CARSTENS FARMSTEAD	ENTRY FEES	297.00
CISHIRTS	SUPPLIES	594.78
CLARK SPEAKS	PURCHASED SERVICES	250.00
CORE-MARK MIDCONTINENT, INC	SUPPLIES	411.62
CRESTON COMMUNITY SCHOOL DISTRICT	ENTRY FEES	120.00
CYCLONE LANES	PURCHASED SERVICES	279.00
DUSENBERRY, STUART	OFFICIATING	125.00
FLORAL ELEGANCE AND UNIQUE GIFTS	SUPPLIES	200.00
GIRRES, CHRIS	OFFICIATING	115.00
GLENWOOD BOOSTER CLUB	SUPPLIES	300.00
GLENWOOD COMMUNITY SCHOOL DISTRICT	ENTRY FEES	90.00
GRAPHIC EDGE	SUPPLIES	750.42

HARLAN NEWSPAPERS	SUPPLIES/LEGAL PUBLICATIONS	18.00
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	7,121.98
HARRIS SCHOOL SOLUTIONS	MERCHANT PROCESSING	101.30
IOWA CHEER COACHES ASSOCIATION	MEMBERSHIP/REGISTRATION	195.00
IOWA FCCLA	REGISTRATION	200.00
IOWA GIRLS COACHES ASSOCIATION	MEMBERSHIP	115.00
IOWA HOSA	REGISTRATION	720.00
IOWA SCHOOL DANCE TEAMS ASSOCIATION	REGISTRATION	376.00
JACOBUS, REILLY	OFFICIATING	115.00
JOSTENS INC.	SUPPLIES	6,533.29
KEARNEY, BILL	REIMBURSEMENT PURCHASED SERVICES	150.00
KNUDSEN, LORIE	OFFICIATING	420.00
LANGUAGE TESTING INTERNATIONAL	SUPPLIES	45.00
LEWIS CENTRAL COMMUNITY SCHOOL DISTRICT	ENTRY FEES	120.00
MANZ, KYLE	OFFICIATING	160.00
MILLER, KELLI	SUPERVISION	200.00
MOORES PORTABLE TOILETS & PUMPING	RENTAL	300.00
NEFF COMPANY	SUPPLIES	1,253.44
NORTHWEST MISSOURI STATE UNIVERSITY	ENTRY FEES	132.00
OSBORN, KEVIN	OFFICIATING	590.00
PETERSEN, SHAWN	OFFICIATING	220.00
PIZZA RANCH	SUPPLIES	496.82
POWELL, RICK	OFFICIATING	430.00
RACK PERFORMANCE	PURCHASED SERVICES	850.00
RED OAK COMMUNITY SCHOOL DISTRICT	ENTRY FEES	100.00
REINDL, RANDY	OFFICIATING	115.00
ROSMANN FAMILY FARMS	SUPPLIES	41.70
SCHMITT MUSIC CENTERS	SUPPLIES	621.60
SCHUMACHER, BRENT	OFFICIATING	160.00
STANLEY, MIKE	OFFICIATING	125.00
STEFFENS, KYLE	OFFICIATING	220.00
STOULIL, MITCH	OFFICIATING	185.00
UPTOWN SPORTING GOODS	SUPPLIES	1,606.50
VARSITY	SUPPLIES	4,293.00
VEITZ, JEFF	OFFICIATING	115.00
WEDEMEYER, BRIAN	OFFICIATING	95.00
WENSTRAND, NICOLE	OFFICIATING	85.00
WESTERN CHRISTIAN SCHOOLS	ENTRY FEES	100.00
WIECH, JENNIFER	OFFICIATING	95.00
WOHLERS, KEITH	OFFICIATING	115.00
WOOD, MARTIN	OFFICIATING	115.00
ZANDER INK	SUPPLIES	6,810.70

MANAGEMENT FUND

AGENCY	INSURANCE	818.00
EMC INSURANCE CASUALTY COMPANY	INSURANCE DEDUCTIBLE	1,335.21

CAPITAL FUNDS PROJECT

EDUSPIRE SOLUTIONS, LLC	SOFTWARE RENEWAL	2,000.00
LIGHTBOX SYSTEMS	SOFTWARE LICENSES	3,900.00

RIVERSIDE TECHNOLOGIES	EQUIPMENT	6,800.00
PHYSICAL PLANT & EQUIPMENT		
CONTROL SERVICES INC.	PURCHASED SERVICES	20,401.33
ELEVATE ROOFING	PURCHASED SERVICES	618.47
GETZSCHMAN HEATING, LLC	PURCHASED SERVICES	7,336.00
RIEMANN MUSIC, INC.	REPAIRS	115.66
SCHMITT MUSIC CENTERS	REPAIRS	115.00
SCHOOL NUTRITION FUND		
ALEJANDRO GARCIA, RENE	LUNCH REFUND	8.75
ATLANTIC BOTTLING CO.	SUPPLIES	150.85
BERNARD FOOD INDUSTRIES, INC.	SUPPLIES	67.38
CENTRAL IOWA DISTRIBUTING INC.	SUPPLIES	233.00
EARTHGRAINS COMPANY	SUPPLIES	768.63
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	30.50
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	114.13
HARRIS SCHOOL SOLUTIONS	MERCHANT PROCESSING	467.40
HILAND DAIRY	SUPPLIES	4,335.84
HOBART	REPAIRS	1,166.11
HOFSTADTER, ALICIA	LUNCH REFUND	29.37
HOPP, THOMAS	LUNCH REFUND	2.50
HYVEE FOOD STORE	SUPPLIES	11,042.09
KECK FOODS	SUPPLIES	3,237.04
KRUSE REFRIGERATION & ELECTRIC	REPAIRS	148.00
MARTIN BROS. DISTRIBUTING CO.	SUPPLIES	26,199.28
MEINERS PLUMBING AND HEATING	REPAIRS	176.10
NORDBY, ROD	LUNCH REFUND	4.30
RAPIDS	SUPPLIES	210.04
W.W. GRAINGER, INC.	SUPPLIES	96.66

CLOSED SESSION: Anderson moved, seconded by Devlin-Lawler to move that the Board go into closed session to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to the affected individual's reputation and that individual requests a closed session, all pursuant to Iowa Code section 21.5(1)(i). Role call votes: Rueschenberg – Aye; Anderson – Aye; Hazelton – Aye ; Devlin-Lawler – Aye; Larsen – Aye; and Schechinger – Aye. Nays: None. The Board entered into closed session at 6:25 p.m.

Piro entered the closed session at 7:31 p.m.

The Board re-entered open session at 7:47 p.m.

ADJOURNMENT: Anderson moved, seconded by Larsen to adjourn. Motion carried 7-0 and the meeting was adjourned at 7:47 p.m.

Next Meeting: – November 4, 2019, 5:30 p.m. – Board Room

Board President

Board Secretary

HARLAN COMMUNITY SCHOOL DISTRICT BOARD MEETING
(For approval on 11-18-2019)

NOVEMBER 4, 2019

The Board met for a regular meeting on Monday, November 4, 2019, in the Board Room at the Harlan Community High School. President Amy Rueschenberg presided with Board members, Jessica Anderson, Al Hazelton, Tarah Devlin-Lawler, Joni Larsen, and Monte Schechinger were present. Seth Piro entered the meeting after it began.

Administrators Present:	Lynn Johnson, Scott Frohlich, Bill Mueller, and Jeff Moser
Media:	Amy Barrett and Bob Bjoin

APPROVAL OF AGENDA: Larsen moved, seconded by Devlin-Lawler to approve the agenda. Motion carried 6-0.

RESIGNATION OF PERSONNEL: Anderson moved, seconded by Hazelton to approve the resignation of Brooke Wilson as Head Softball Coach. Motion carried 6-0.

EMPLOYMENT OF PERSONNEL: Hazelton moved, seconded by Schechinger to approve the employment of Katie Arentson as High School Special Education Associate. Motion carried 6-0.

APPROVAL OF EARLY RETIREMENT PLAN REQUESTS: Anderson moved, seconded by Devlin-Lawler to approve the early retirement plan requests from Matt Koesters – Transportation Director; Nancy Osborn – School Nurse, High School Health Occupational Teacher, and HOSA Sponsor; Diana Rauterkus – High School Business Teacher and Yearbook Sponsor; Brent Tucker – High School Science Teacher; and Kim Zaccone – Middle School STEM/Math Teacher, Middle School Instructional Coach, Middle School Building Instructional Leader, and Math Bee Sponsor. Motion carried 6-0.

Piro entered the meeting at 5:51 p.m.

POLICY REVIEW/APPROVAL: Anderson moved, seconded by Piro to approve the review and adoption of policies as presented. Policy 200.R1 – Organizational Meeting Procedures; Policy 200.2 – Powers of the Board of Directors; Policy 200.3 – Responsibilities of the Board of Directors; Policy 202.1 – Qualifications; Policy 207 – Board of Directors' Legal; Policy 208 – Ad Hoc Committees; Policy 208.E1 – Ad Hoc Committees Exhibit; Policy 209.3 – Dissemination of Policy; Policy 209.4 – Suspension of Policy; Policy 209.5 – Administration in the Absence of Policy; Policy 209.7 – Review of Administrative Regulations; Policy 210.5 – Meeting Notice; Policy 210.7 – Rules of Order; Policy 210.8 – Board Meeting Agenda; Policy 210.8E1 – Board Meeting Agenda

Example; Policy 210.9 – Consent Agenda; Policy 210.10 – Order of the Regular Board of Directors' Meeting; Policy 214 – Public Hearings; Policy 216.1 – Association Membership; and Policy 216.2 – Board of Directors' Member Development and Training are new policies and will be officially adopted at the second and final reading at the next meeting. Policy 201 – Board of Directors' Elections; Policy 202.2 – Oath of Office; Policy 202.3 – Term of Office; Policy 202.4 – Vacancies; Policy 203 – Board of Directors' Conflict of Interest; Policy 206.1 – President; Policy 206.2 – Vice-President; Policy 209.6 – Review and Revision of Policy; Policy 210.4 – Work Sessions; Policy 210.7R1 – Rules of Order Regulation; Policy 211 – Open Meetings; Policy 215 – Board of Directors' Records; and Policy 217 – Gifts to Board of Directors were reviewed by the board with no changes. Policy 200.1 – Organization of the Board of Directors; Policy 204 – Code of Ethics; Policy 205 – Board Member Liability; Policy 206.3 – Secretary; Policy 206.4 – Treasurer; Policy 209.1 – Development of Policy; Policy 209.2 – Adoption of Policy; Policy 210.1 – Annual Meeting; Policy 210.2 – Regular Meeting; Policy 210.3 – Special Meeting; Policy 210.6 – Quorum; Policy 212 – Closed Sessions; Policy 213 – Public Participation in Board Meetings; Policy 213.R1 – Public Complaints; and Policy 216.3 – Board of Directors' Member Development and Training are current policies that the board will be reviewing again to finalize revisions at the next meeting. Motion carried 7-0.

DISCUSSION ITEMS: The Board discussed extending Mrs. Johnson's Interim Superintendent contract for one additional year and Mr. Moser gave an administrator report.

ADJOURNMENT: Anderson moved, seconded by Larsen to adjourn. Motion carried 7-0 and the meeting was adjourned at 6:48 p.m.

Next Meeting: Monday, November 18, 2019, 5:30 p.m. – Board Room

Board President

Board Secretary

HARLAN COMMUNITY SCHOOL DISTRICT
BILLS FOR BOARD APPROVAL
NOVEMBER 18, 2019

OPERATING FUND

AHLERS & COONEY, P.C.	LEGAL SERVICES	385.00
ALL IOWA CONCERT BAND FESTIVAL	REGISTRATION	175.00
AMERICAN FLOOR MATS	SUPPLIES	756.09
AMERICAN TIME & SIGNAL COMPANY	EQUIPMENT	3,654.84
BAUGHMAN, ELAINE	HOME SCHOOL TRAVEL	149.76
BAXTER LUMBER AND HARDWARE	SUPPLIES	925.00
BOMGAARS	SUPPLIES	629.99
BRUCK, TANYA	TRAVEL	39.00
C3 MEDIA INC. DBA INGENUITY WORKS	SUPPLIES	695.00
CAPITAL SANITARY SUPPLY	SUPPLIES	4,930.30
CAROLINA BIOLOGICAL SUPPLY CO.	SUPPLIES	737.20
CARQUEST	PARTS	299.33
CENTRAL IOWA DISTRIBUTING INC.	SUPPLIES	1,975.00
CINTAS	LAUNDRY	87.30
CLARK SPEAKS	PURCHASED SERVICES	200.00
CONCERNED, INC.	PURCHASED SERVICES	72.68
CUMMINS SALES AND SERVICE	REPAIRS	1,053.32
DEPARTMENT OF EDUCATION	IOWA LEARNING ONLINE	285.00
ED M. FELD EQUIPMENT CO.	PURCHASED SERVICES	600.00
EDUCATIONAL SERVICE UNIT #3	REGISTRATION	112.60
EWELL EDUCATIONAL SERVICES	SUBSCRIPTION RENEWAL	460.00
FARM SERVICE COOP	FUEL	5,898.87
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	3,908.64
GIL, ANA	TRAVEL	13.92
GREATAMERICA FINANCIAL SERVICES	COPIER LEASES	1,585.00
GREEN HILLS AEA	PURCHASED SERVICES	30.00
HARLAN MUNICIPAL UTILITIES	UTILITIES	35,425.49
HARLAN NEWSPAPERS	SUPPLIES/LEGAL PUBLICATIONS	367.54
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	9,442.52
HARRIS SCHOOL SOLUTIONS	MERCHANT PROCESSING	8.25
HORIZON EQUIPMENT	REPAIRS	129.23
IOWA ASSOCIATION OF SCHOOL BOARDS	REGISTRATION	140.00
IOWA SCHOOL COUNSELOR ASSOCIATION	REGISTRATION	250.00
IOWA SCHOOL FINANCE INFORMATION SYSTEMS	BACKGROUND CHECKS	195.00
IOWA WESTERN COMMUNITY COLLEGE	BUS CLASSES	130.00
JOHNSON CONTROLS	REPAIRS	651.48
KELLER, GARY	PURCHASED SERVICES	150.00
KROGER & SONS HAULING, LLC	GARBAGE COLLECTION	2,500.00
LAWSON PRODUCTS, INC.	SUPPLIES	107.46
LIFESCAPE - CHILDREN'S CARE	SPED BILLING	10,552.50
MADISON NATIONAL LIFE	EMPLOYEE INSURANCE	2,951.77
MARTIN BROS. DISTRIBUTING CO.	SUPPLIES	10.00
MATHESON TRI-GAS INC.	MATERIALS	3,558.00
NAPA	SUPPLIES	48.34
NORTHWEST IOWA SPRINKLER	PURCHASED SERVICES	1,090.82
O'KEEFE ELEVATOR COMPANY, INC.	ELEVATOR INSPECTION	233.44
O'REILLY AUTOMOTIVE INC.	PARTS	34.26
OMAHA TRUCK CENTER, INC.	PARTS	955.94
POMP'S TIRE SERVICE, INC.	TIRES AND TUBES	2,005.38
POWERSCHOOL	SOFTWARE RENEWAL	9,020.88
RAYNER & RINN-SCOTT	MATERIALS	810.23
READ NATURALLY	SUPPLIES	1,380.00

HARLAN COMMUNITY SCHOOL DISTRICT
BILLS FOR BOARD APPROVAL
NOVEMBER 18, 2019

ROGERS PEST CONTROL LLC	PEST CONTROL	300.00
SCHOOL ADMINISTRATORS OF IOWA	MEMBERSHIPS	2,250.00
SCHMITT MUSIC CENTERS	MATERIALS	35.31
SCHROER & ASSOCIATES, P.C.	AUDIT FEES	4,250.00
SHI INTERNATIONAL CORP	PURCHASED SERVICES	2,169.69
SOLUTION TREE, LLC.	SCCS TITLE IIA PROFESSIONAL DEV.	689.00
SONDERMAN CLEANING SERVICE	PURCHASED SERVICES	85.00
STUDER HARLAN DO IT BEST HARDWARE	SUPPLIES	368.55
TY'S OUTDOOR POWER & SERVICE	REPAIRS	466.11
VERIZON WIRELESS	TELEPHONE SERVICE	675.78
VETERAN'S MEMORIAL AUDITORIUM	FACILITY RENTAL	400.00
VETTER EQUIPMENT CO.	PARTS	1,158.30
VISUAL EDGE INC. DBA COUNSEL OFFICE	COPIER LEASES	2,452.89
W.W. GRAINGER, INC.	SUPPLIES	4,112.28
WALSH DOOR & HARDWARE, CO.	REPAIRS	1,545.00
WELLMARK BLUE CROSS/BLUE SHIELD	EMPLOYEE INSURANCE	124,173.92

STUDENT ACTIVITY FUND

AMERICAN CANCER SOCIETY	FUNDRAISING PAYMENT	968.46
ARKFELD, MARK	OFFICIATING	230.00
ATLANTIC BOTTLING CO.	SUPPLIES	520.79
AUDUBON COMMUNITY SCHOOL DISTRICT	FFA TRAVEL	4,523.32
BLUMHARDT, WAYDE	OFFICIATING	80.00
BOWHAY, JERRY	OFFICIATING	115.00
BSN SPORTS	SUPPLIES	700.50
BUENTING, JEFF	OFFICIATING	115.00
C & A SCALE SERVICE, INC.	PURCHASED SERVICES	185.00
CHRISTENSEN, JERRY	OFFICIATING	70.00
COMFORT INN & SUITES	TRAVEL	985.60
CORE-MARK MIDCONTINENT, INC.	SUPPLIES	650.40
DALLAS CENTER GRIMES COMMUNITY SCHOOLS	BAND PLAYOFF TICKETS	448.00
DEMPSTER, RUSS	OFFICIATING	115.00
DIAMONDS GROUNDSKEEPER	PURCHASED SERVICES	800.00
DISTRICT FOUR FCCLA	REGISTRATION	32.00
FAMILY, CAREER, COMMUNITY LEADERS OF AMER.	DUES	177.00
FLORAL ELEGANCE AND UNIQUE GIFTS	SUPPLIES	182.00
GREAT AMERICAN PREFERRED	FUNDRAISING SUPPLIES	9,380.00
HARLAN NEWSPAPERS	SUPPLIES/LEGAL PUBLICATIONS	72.00
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	5,732.92
HARRIS SCHOOL SOLUTIONS	MERCHANT PROCESSING	106.22
HOLIDAY INN DOWNTOWN	TRAVEL	358.92
HOSA - FUTURE HEALTH PROFESSIONALS	REGISTRATION	768.00
IOWA GIRLS HIGH SCHOOL ATHLETIC UNION	TICKET SALES	1,362.00
IOWA HIGH SCHOOL ATHLETIC ASSOCIATION	REGISTRATION	315.00
IOWA HIGH SCHOOL MUSIC ASSOCIATION	REGISTRATION	123.00
KNUDSEN, LORIE	OFFICIATING	355.00
LANGUAGE TESTING INTERNATIONAL	TESTING FEES	650.00
LOU'S SPORTING GOODS	SUPPLIES	430.54
MIDSTATES BANK	TRAVEL	320.00
MILLER, KELLI	PURCHASED SERVICES	100.00
MOORES PORTABLE TOILETS & PUMPING	RENTAL	360.00
MORRISON, MIKE	OFFICIATING	115.00
NATIONAL FFA ORGANIZATION	SUPPLIES	611.00

HARLAN COMMUNITY SCHOOL DISTRICT
BILLS FOR BOARD APPROVAL
NOVEMBER 18, 2019

OSBORN, KEVIN	OFFICIATING	230.00
OSTLUND, SHAWN	OFFICIATING	115.00
POWELL, RICK	OFFICIATING	150.00
ROYAL PUBLISHING	SUPPLIES	175.00
SOUTHWEST DISTRICT FFA	REGISTRATION	360.00
STADTLANDER, JEAN	OFFICIATING	95.00
STANLEY, MIKE	OFFICIATING	200.00
STEFFENS, KYLE	OFFICIATING	95.00
TROPHIES PLUS	SUPPLIES	587.40
UPTOWN SPORTING GOODS	SUPPLIES	1,148.40
ZANDER INK	SUPPLIES	3,643.00
MANAGEMENT FUND		
THE AGENCY	INSURANCE	552.00
PHYSICAL PLANT & EQUIPMENT		
CONTROL SERVICES INC.	PURCHASED SERVICES	2,720.45
GETZSCHMAN HEATING, LLC	PURCHASED SERVICES	433.00
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	141.16
KEAST AUTO CENTER	MAINTENANCE DEPARTMENT VEHICLE	25,788.00
RIEMANN MUSIC, INC.	REPAIRS	98.25
RIVERSIDE TECHNOLOGIES	PURCHASED SERVICES	1,991.00
TRANE U.S. INC.	PURCHASED SERVICES	2,540.50
WALSH DOOR & HARDWARE	SECURITY EQUIPMENT	9,435.00
SCHOOL NUTRITION FUND		
ATLANTIC BOTTLING CO.	SUPPLIES	129.30
EARTHGRAINS COMPANY	SUPPLIES	1,120.06
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	30.50
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	305.51
HARRIS SCHOOL SOLUTIONS	MERCHANT PROCESSING	573.03
HILAND DAIRY	SUPPLIES	5,813.80
KRUSE REFRIGERATION & ELECTRIC	REPAIRS	451.00
MARTIN BROS. DISTRIBUTING CO.	SUPPLIES	25,181.40
RAPIDS	SUPPLIES	564.15
W.W. GRAINGER, INC.	SUPPLIES	31.12
AGENCY FUND		
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	403.00

HARLAN COMMUNITY SCHOOL DISTRICT
P-CARD FOR BOARD APPROVAL
NOVEMBER 18, 2019

HARRIS BANK P-CARD	
AMERICAN CHORAL DIRECTORS ASSN. - MEMBERSHIP	128.00
AED MARKET - SUPPLIES	996.00
AMAZON - SUPPLIES	2,387.63
BOMGAARS - SUPPLIES	185.88
BORDER FARE - SUPPLIES	23.06
CHEER ORDERS - SUPPLIES	49.80
DOC FIZZ - SUPPLIES	106.55
DOLLAR GENERAL - SUPPLIES	56.25
FAREWAY - SUPPLIES	291.38
IOWA STATE FFA ASSN. - REGISTRATION	385.00
FISLER DATA - SUPPLIER	379.00
FOLLETT - SUPPLIES	311.75
GODADDY.COM - SUPPLIES	127.98
GREEN HILLS AEA - REGISTRATION	350.00
HUDL - SUPPLIES	1,000.00
HYVEE - SUPPLIES	393.86
IOWA ASSOCIATION OF TRACK COACHES - MEMBERSHIP	50.00
IOWA SCHOOL CONFERENCES - REGISTRATION	130.00
IFIXIT - SUPPLIES	112.08
IMAGE MARKET - SUPPLIES	306.90
ITAG CONFERENCE - REGISTRATION	295.00
JW PEPPER - SUPPLIES	132.98
K & J MAGNETICS - SUPPLIES	51.65
KWIK STAR - TRAVEL	27.79
LESSON PIX - SUPPLIES	36.00
MCCALLS - SUPPLIES	30.00
NASSP - SUPPLIES	24.60
OMAHA ZOO - ENTRY FEES	511.00
PEARSON - SUPPLIES	839.50
PIONEER DRAMA - SUPPLIES	385.50
PITSCO EDUCATION - SUPPLIES	474.00
PIZZA RANCH - SUPPLIES	426.03
POPPLER MUSIC - SUPPLIES	247.25
POST OFFICE - POSTAGE	77.13
PRAIRIE MEADOWS AND HOTELS - TRAVEL	705.60
REALLY GOOD STUFF - SUPPLIES	111.98
REVOLUTION DANCE - SUPPLIES	30.50
ROCKBROOK CAMERA - SUPPLIES	125.96
SAM'S CLUB - SUPPLIES	511.14
SCHOOL HEALTH CORP. - SUPPLIES	182.00
SCHOOL SPECIALTY - SUPPLIES	194.13
SECURITY LATCH - SUPPLIES	250.19
SMART ESSENTIALS - REGISTRATION	49.37
SOUTHWEST IOWA BANDMASTERS - MEMBERSHIP	25.00
SWIBA MIDDLE SCHOOL HONOR BAND - REGISTRATION	84.00
TEACHERS PAY TEACHERS - SUPPLIES	10.47
TEACHING STRATEGIES - SUPPLIES	992.75
TICKET OMAHA - ENTRY FEES	760.00
USI - SUPPLIES	78.45
VERIZON - SUPPLIES	38.51
VIMEO - SUBSCRIPTION	212.93
WALMART - SUPPLIES	29.38
WIZARD SPORTS EQUIPMENT - SUPPLIES	37.20
WRISTBAND - SUPPLIES	266.00
	16,025.11

Harlan Community School District

October 2019 Treasurer Report By Fund

	General Fund	Student Activity Fund	Management Levy Fund	SAVE Statewide Sales and Services Tax Fund	PPEL Fund	Debt Service Fund	Enterprise Funds	Trust Funds
Beginning Balance - October 1, 2019	$ 1,317,772.16	$ 218,548.16	$ 314,916.39	$ 1,003,442.66	$ 324,599.07	$ 10,406.14	$ 81,850.13	$ 150,783.62
Revenues and other Financing Sources	2,946,913.74	75,408.35	110,180.27	123,455.75	206,926.89	7.05	94,032.34	406.61
Total Sources Available	$ 4,264,685.90	$ 293,956.51	$ 425,096.66	$ 1,126,898.41	$ 531,525.96	$ 10,413.19	$ 175,882.47	$ 151,190.23
Expenditures and Other Financing Uses	1,228,801.27	44,575.07	458.25	0.00	54,515.62	0.00	78,273.67	0.00
Ending Balance - October 31, 2019	$ 3,035,884.63	$ 249,381.44	$ 424,638.41	$ 1,126,898.41	$ 477,010.34	$ 10,413.19	$ 97,608.80	$ 151,190.23
Comments	General fund balance will increase in October as our fall property tax collections are received and expenses are somewhat level.	Revenues from fall activities as well as activity ticket collections build our balance up.	Management fund balance increases as our fall property tax collections are received and not much for expenses this part of year.	Our revenues are steady throughout the year but our larger expenses are only in a few of the months.	PPEL balance increases due to our fall property tax collections.	Very little change from month to month.	Balance will increase during year at times to cover end of year annual expenses.	Only change is the interest earned this month.

Harlan Community School District

October 2019 Treasurer Report By Depository

	General Fund	Student Activity Fund	Management Levy Fund	SAVE Statewide Sales and Services Tax Fund	PPEL Fund	Debt Service Fund	Enterprise Funds	Trust Funds
Midstates Bank, N.A.	$ 2,793,403.84	$ 249,381.44	$ 411,861.41	$ 1,126,040.21	$ 477,010.34	$ 10,413.19	$ 261,477.01	$ 151,190.23
Iowa Schools Joint Investment Trust	$ 103.79	$ -	$ -	$ 858.20	$ -	$ -	$ -	$ -
Town and Country Credit Union	$ 102.08	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Totals	$ 2,793,609.71	$ 249,381.44	$ 411,861.41	$ 1,126,898.41	$ 477,010.34	$ 10,413.19	$ 261,477.01	$ 151,190.23

Harlan Community School District
Revenue Summary Report
As of October 31, 2019

OPERATING FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	7,154,438.00	2,003,122.09	2,717,626.82	37.99%
REVENUE FROM STATE SOURCES	2,585,298.00	909,291.02	1,783,203.67	68.97%
REVENUE FROM FEDERAL SOURCES	360,105.00	34,500.63	34,581.75	9.60%
OTHER SOURCES	10,000.00	0.00	528.20	5.28%
Fund Total:	10,109,841.00	2,946,913.74	4,535,940.44	44.87%

STUDENT ACTIVITY FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	565,000.00	75,408.35	194,168.12	34.37%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	565,000.00	75,408.35	194,168.12	34.37%

MANAGEMENT FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	284,500.00	108,163.05	140,057.49	49.23%
REVENUE FROM STATE SOURCES	4,433.00	2,017.22	2,017.22	45.50%
Fund Total:	288,933.00	110,180.27	142,074.71	49.17%

CAPITAL FUNDS PROJECT	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	12,000.00	1,422.75	3,692.04	30.77%
REVENUE FROM STATE SOURCES	1,504,128.00	122,033.00	366,099.00	24.34%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	1,516,128.00	123,455.75	369,791.04	24.39%

PHYSICAL PLANT & EQUIPMENT	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	548,946.00	203,006.03	264,853.94	48.25%
REVENUE FROM STATE SOURCES	8,527.00	3,920.86	3,920.86	45.98%
REVENUE FROM FEDERAL SOURCES	0.00	0.00	0.00	0.00%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	557,473.00	206,926.89	268,774.80	48.21%

DEBT SERVICE FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	25.00	7.05	14.69	58.76%
REVENUE FROM STATE SOURCES	0.00	0.00	0.00	0.00%
OTHER SOURCES	1,088,719.00	0.00	287,404.75	26.40%
Fund Total:	1,088,744.00	7.05	287,419.44	26.40%

SCHOOL NUTRITION FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	373,400.00	53,277.58	108,740.57	29.12%
REVENUE FROM STATE SOURCES	5,500.00	0.00	0.00	0.00%
REVENUE FROM FEDERAL SOURCES	400,000.00	40,754.76	66,243.49	16.56%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	778,900.00	94,032.34	174,984.06	22.47%

PRIVATE-PURPOSE TRUST FUNDS	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	0.00	406.61	920.04	0.00%
Fund Total:	0.00	406.61	920.04	0.00%

Harlan Community School District
Expenditure Summary Report
As of October 31, 2019

OPERATING FUND	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	11,660,921.58	854,653.75	2,002,201.79	17.17%
TOTAL SUPPORT SERVICES	5,149,805.69	374,147.52	1,336,607.87	25.95%
OTHER EXPENDITURES	626,046.00	0.00	0.00	0.00%
Fund Total:	17,436,773.27	1,228,801.27	3,338,809.66	19.15%

STUDENT ACTIVITY FUND	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	565,000.00	44,575.07	135,567.73	23.99%
Fund Total:	565,000.00	44,575.07	135,567.73	23.99%

MANAGEMENT FUND	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	27,000.00	2,239.04	36,269.12	134.33%
TOTAL SUPPORT SERVICES	240,500.00	(1,780.79)	261,020.71	108.53%
Fund Total:	267,500.00	458.25	297,289.83	111.14%

CAPITAL FUNDS PROJECT	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	300,000.00	0.00	120,188.46	40.06%
TOTAL SUPPORT SERVICES	0.00	0.00	12,700.00	0.00%
OTHER EXPENDITURES	1,089,719.00	0.00	287,404.75	26.37%
Fund Total:	1,389,719.00	0.00	420,293.21	30.24%

PHYSICAL PLANT & EQUIPMENT	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	105,000.00	371.82	1,927.22	1.84%
TOTAL SUPPORT SERVICES	223,000.00	25,788.00	143,067.44	64.16%
OTHER EXPENDITURES	227,000.00	28,355.80	108,441.20	47.77%
Fund Total:	555,000.00	54,515.62	253,435.86	45.66%

DEBT SERVICE FUND	Budget	Current Month	Year To Date	% of Budget
TOTAL SUPPORT SERVICES	1,500.00	0.00	300.00	20.00%
OTHER EXPENDITURES	1,087,719.00	0.00	287,104.75	26.40%
Fund Total:	1,089,219.00	0.00	287,404.75	26.39%

SCHOOL NUTRITION FUND	Budget	Current Month	Year To Date	% of Budget
NON INSTRUCTIONAL PROGRAMS	768,611.97	78,273.67	160,910.96	20.94%
Fund Total:	768,611.97	78,273.67	160,910.96	20.94%

PRIVATE-PURPOSE TRUST FUNDS	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	9,750.00	0.00	0.00	0.00%
Fund Total:	9,750.00	0.00	0.00	0.00%

Transportation Agreement between the Harlan Community School District and the Woodbine Community School District

The Harlan Community School District agrees to transport the following children who are resident students of the Woodbine Community School District from a pickup point in or near Panama, Iowa which is in the Harlan Community School District. In exchange for this service the Woodbine Community School District agrees that the Harlan Community School District will claim the children listed below on their non-public transportation claim for the fiscal year 2019-2020. This claim will be filed the summer of 2020 and per this agreement, Woodbine is waiving rights to claim these students on a non-public transportation claim.

Children's Names:

Whlie Reisz

Wyatt Reisz

Kaylie Reisz

Kennedi Reisz

This agreement shall be for the 2019-2020 school year. Both parties will ratify this agreement by signing, dating, and listing title below.

Harlan Community School District

By _____

Title _____

Date _____

Woodbine Community School District

By _____

Title _____

Date _____

ORGANIZATION OF THE BOARD OF DIRECTORS

The Harlan Community School District Board is authorized by and derives its organization from Iowa law. The Board will consist of 7 Board members. Board members are elected at-large by director district.

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

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

Legal Reference: Iowa Code §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8 , .33 (2013).

281 I.A.C. 12.3(2).

Cross Reference: 202 Board of Directors Members

206.1 President

206.2 Vice-President

210 Board of Directors' Meetings

Adopted: 8.8.1988 and 8.22.1988

POWERS OF THE BOARD OF DIRECTORS

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

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

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

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

Cross Reference: 209 Board of Directors' Management Procedures

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

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

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

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

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

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

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

ORGANIZATIONAL MEETING PROCEDURES

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

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

Meeting Procedure

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

1. Final Meeting of the Retiring Board

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

2. Organizational Meeting of the New Board

   (1) Superintendent, as president pro-tem, will preside over the meeting until a new board president is elected.
   (2) Call to order.
   (3) Roll call.
   (4) Oath of office. The board secretary will administer the oath to new members.
   (5) Election of a president of the board. The president pro-tem calls for nominations; nominations need not be seconded. The board will then do a roll call vote on the nominations. The secretary will announce the result of the vote, and the board secretary will administer the oath of office to the newly elected president and the newly elected president will assume the chair.
   (6) Election of the vice-president. The president of the board will call for nominations; the nominations need not be seconded. The board will then do roll call vote on the nominations. The president will announce the results and administer the oath of office to the vice-president.
   (7) Board appreciation recognizing the public service rendered by retiring board members.
   (8) Review of school attorneys.

Other regular board items of business may follow organizational meeting.. ~~at the organizational meeting may include:~~

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

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

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

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

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

QUALIFICATIONS

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

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

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

NOTE: The last paragraph states the legal requirements to run for the school board. An individual must be an eligible elector in order to run for the school board. An eligible elector need not be registered to vote. An eligible elector needs only to be eligible to be registered to vote. Also, a spouse of an employee may run for the board. Details on conflict of interest are in Policy 203, Board of Directors' Conflict of Interest.

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

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

BOARD MEMBER ETHICS

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

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

AS A SCHOOL BOARD MEMBER

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

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it and advance it, giving to the children of my school district community the educational ~~opportunities that area~~ facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the Board to interpret the aims, methods, and attitudes of the school district to the community.
3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the educationa~~l~~ program of the school~~s~~ district.
4. I will attempt to procure adequate financial support for the school district~~'s~~ programs.
5. I will represent the entire school district rather than individual electors, patrons, or groups.
6. I will not regard the school~~s~~ district facilities as my own private property, but as the property of the people.

IN MY RELATIONSHIP WITH SUPERINTENDENT AND STAFF

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

TO COOPERATE WITH OTHER SCHOOL BOARDS

1. I will not employ a superintendent, principal, or teacher who is already under contract with another school without first securing assurance from the proper authority that the person can be released from contract.

2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or ~~superintendent~~. it's representatives.

~~1. I will not recommend an employee for a position in another school unless I would employ the individual under similar circumstances.~~

~~2. I will answer all inquiries about the standing and ability of an employee to the best of my knowledge and judgment, with complete frankness.~~

3. I will associate myself with ~~school~~ board members of other school districts, ~~both personally and in conferences,~~ for the purpose of discussing school ~~problems~~ district issues and cooperating in the improvement of ~~public school conditions~~ the education program.

Legal Reference: Iowa Code §§ 21.6(3)(d); 68B; 69; 277.28; 279.7A, 279.8, 301.28 (2013).

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

Approved _____ Reviewed _____ Revised _____

BOARD MEMBER LIABILITY

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

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

~~The school district will purchase errors and omissions insurance to cover tort claims against its board members and superintendent.~~

~~Legal reference Iowa Code §613A (1987 & Supp. 1987).~~

Legal Reference: *Wood v. Strickland*, 420 U.S. 308 (1975).
42 U.S.C. §§ 1983,
1985 (2012).
Iowa Code ch. 670
(2013).

Cross Reference: 709 Insurance Program

SECRETARY

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

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

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

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

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

Adopted: 8.8.1988 and 8.22.1988

TREASURER

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

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

If the treasurer is unable or unwilling to carry out the duties required, it is the responsibility of the superintendent or the superintendent's designee to carry out the duties of the treasurer.

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

Legal Reference: Iowa Code §§ 12B.10; 12C; 279.3, .31-.33; 291.2-.4, .8, .11-.14 (2013).

281 I.A.C. 12.3(1).

1978 Op. Att'y Gen. 328.

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

Adopted: 8.8.1988 and 8.22.1988

BOARD OF DIRECTORS' LEGAL COUNSEL

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

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

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

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

Cross Reference: 200 Legal Status of the Board of Directors

AD HOC COMMITTEES

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

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

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

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

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

AD HOC COMMITTEES EXHIBIT

Ad Hoc Committee Purpose and Function

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

Role of an Ad Hoc Committee Member

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

Ad Hoc Committee Membership

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

DEVELOPMENT OF POLICY

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

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

~~Policy proposals may be initiated by a member of the board, administration, school staff, student, or any other patron of the district. Policy proposals must be submitted to the board through the office of the superintendent in order to be placed on the agenda of a school board meeting.~~ Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas will be submitted to the superintendent's office for possible placement on the board agenda. It is the responsibility of the superintendent to bring these proposals to the attention of the board.

The board shall review the policies at least once every **five or three** years, and make a notation of such review.

Legal Reference: Iowa Code §§ 274.1-.2, 279.8, ~~280.12 (1989)~~ (2013)

281 Iowa Admin. Code 12.3(2)~~ new standards~~

1970 Op. Att'y Gen. 287.

~~The board of education policies may be adopted or amended upon a majority vote of the board at two consecutive regular meetings. A newly adopted policy or the amendments to an existing policy shall take effect immediately following the second majority action on the policy, unless otherwise stipulated.~~

ADOPTION OF POLICY

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

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

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

NOTE: There is no legal requirement for the number of readings a board policy needs to have prior to its adoption by the board. The standard practice is two meetings, and this policy is written to reflect that practice. If a board holds fewer or more readings, the policy should be amended to reflect that practice. It is recommended the expiration date of an emergency policy be the number of meetings needed to adopt a regular policy plus an additional meeting.

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

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

DISSEMINATION OF POLICY

~~*[A board policy manual is housed in each school attendance center and in the central administration office. Each board member will have a personal copy of the board policy manual. Persons wishing to review the board policy manual may contact the board secretary, who will have a board policy manual available for public inspection. It is the responsibility of the board secretary to ensure copies of new and revised policy statements are distributed to the custodians of board policy manuals no later than the first regular board meeting following the policy's adoption. It is the responsibility of each board member, during the board member's term of office, to keep the manual current and up-to-date and to surrender the manual to the board secretary at the conclusion of the board member's term of office.*~~

~~*Or*~~

An updated board policy manual is housed in hard copy in the central administrative office and is available electronically. Persons unable to access the policy manual electronically should contact the board secretary for assistance.

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

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

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

Adopted: 11.18.2019

SUSPENSION OF POLICY

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

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

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

ADMINISTRATION IN THE ABSENCE OF POLICY

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

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

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

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