HARLAN COMMUNITY SCHOOL DISTRICT

BOARD OF DIRECTORS - REGULAR MEETING

BOARD ROOM - HARLAN COMMUNITY HIGH SCHOOL

December 16, 2019

5:30 p.m.
Finance: Rueschenberg and Larsen

AGENDA

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

B. Public Forum

In accordance with Policy 213 - Public Participation in Board Meetings the board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board has set aside this specific time for public comment.

Citizens wishing to address the board during public comment must notify the board secretary ***no later than 2 hours*** *prior to the board meeting. The board president will recognize these individuals to make their comments at the appropriate time during public comment. Citizens wishing to present petitions to the board may also do so at this time. The board however, will only receive the petitions and not act upon them or their contents.*

Normally, speakers will be limited to five minutes. However, the board president may modify this time limit, if deemed appropriate or necessary. Public comment is a time set aside for community input, but the board will not discuss or take any action on any matter during public comment. Only individuals recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting.

C. Approve the Agenda

D. Presentations
1. FFA Presentation to the Board on State FFA

E. Discussion Items
1. Community Engagement Meeting(s)

G. **Action Items:**

1. Employment of Personnel
    1. Gaylen Petsche – Primary/Intermediate School Special Education Associate
    2. William Arkfeld – Bus Driver

2. Administrator Contract Addendum

H. Consent Agenda

1. Minutes
    1. November 18, 2019 – Regular Meeting and Organizational Meeting
    2. December 2, 2019 – Regular Meeting
2. Accounts Payable
    1. November and December Pre-Paid Warrants
    2. December General Fund (Operating Warrants)
    3. Student Activity Fund Warrants
    4. Trust Fund Warrants
    5. Agency Fund Warrants
    6. Physical Plant and Equipment Fund Warrants
3. Financial Reports
4. Personnel Contract
    1. Amended Coaching Contract – Hillgartner
    2. Amended Associate Contract - Kurtz
5. Non-Personnel Contract
    1. MS/HS Annual Maintenance Agreement – Controlled Services
    2. Council Bluffs Community School District – Children's Square

I. Policy Reviews

Policy Review/Approval – Second and Final Reading
Policy 300 – Role of School District Administration
Policy 301.1 – Management
Policy 302.2 – Superintendent Contract and Contract Nonrenewal
Policy 302.3 – Superintendent Salary and Other Compensation
Policy 302.4 – Superintendent Duties
Policy 302.5 E1 – Superintendent Evaluation Instrument
Policy 302.7 – Superintendent Civic Activities
Policy 302.8 – Superintendent Consulting/Outside Employment
Policy 303.4 – Administrator Salary and Other Compensation
Policy 303.8 – Administrator Civic Activities
Policy 303.9 – Administrator Consulting/Outside Employment
Policy 303.10 – Administrator Sick Leave – DELETE
Policy 303.11 – Administrator Vacation – DELETE
Policy 303.12 – Administrator's Early Retirement – DELETE
Policy 304.1 – Development and Enforcement of Administrative Regulations
Policy 304.2 – Monitoring of Administrative Regulations
Policy 305 – Administrator Code of Ethics
Policy 307 – Communication Channels
Policy 711.8 – Transportation in Inclement Weather

J. Upcoming Events and Community Updates

1. Budget Workshop on January 16 at 5:30 p.m.
2. Harlan Education Foundation Met on December 11, 2019
3. Board Workshop following the February 17, 2020 regular meeting

H. Adjournment

COMMUNITY ENGAGEMENT

One of the many roles of the Board is to gather community input on issues related to students, their learning environment, and academic learning and achievement. People who have a vested interest in the education of our children have an important voice and this is one avenue in which to hear that voice. This allows the board to respond to the operational and instructional goals in a manner that reflects the community's values. By maintaining a focus based on needs, the process is applicable to all stakeholders in our communities, rather than just parents, employees, etc.

COMMUNITY ENGAGEMENT OUTCOMES:

- Parents and community stakeholders are involved and engaged in the school district
- The board is accessible to stakeholders and accountable for the performance of the school district
- The board is responsible for setting the standard for student achievement and the learning environment, while incorporating the community's view, and
- The board is working collaboratively with the superintendent to establish a vision and mission to measure student growth and improvement to ensure district priorities are achieved.

COMMUNITY ENGAGEMENT PROCESS:

The process could have multiple formats in which we could gather feedback/information that would enable the board of education to make informed decisions regarding the direction and needs of the school district. The information gathered from stakeholders will be focused around some basic framing questions. The following are *examples* of framing questions and these can be modified to fit our specific needs.

1. Identify the strengths of the school district.
2. Identify the challenges that our school district faces.
3. Identify priorities for our school district relative to academic learning, achievement and the learning environment.
4. Identify the obstacles which may prevent the board/administration from realizing progress or success of the identified challenges.
5. Identify strategies to address the identified challenges to ensure growth and progress of the district.
6. What specifically can you or the organization you represent offer to student learning and/or to the district?

SURVEY –

Online surveys can be made available to the patrons. These surveys would have questions that are the same or similar to the framing questions that will be used in the community engagement meeting format.

STUDENT ENGAGEMENT –

A cross representation of the students in grades 8-12 will be interviewed and asked to respond to identified questions that parallel the feedback sought in the staff and patron engagement sessions. The superintendent and the administration will organize and manage these interviews. Board member attendance is welcome.

STAFF ENGAGEMENT MEETING –

Professional development time on February 19 will be used to gather information/feedback from our staff members. The format for this engagement will mimic that which is to be used at the patron meeting and described below. Board member attendance is welcome.

COMMUNITY ENGAGEMENT MEETING –

Dr. Dick Christie, retired superintendent from Council Bluffs would serve as the facilitator for this engagement opportunity. The superintendent would serve as local liaison and work with the administration and the board of education to plan the engagement opportunity and then coordinate that with Dr. Christie. The meeting(s) would be held on campus and we would openly invite all patrons of the community to participate. All patrons are invited to attend and engage. The board of education will develop an intentional list of patrons to specifically invite to try to ensure that we have a solid cross-section of our population.

The evening may be kicked off with optional tours of the facilities prior to the actual meeting. The work space for the evening is set up with chairs/tables strategically placed for small group discussion. As participants enter, they are given the questionnaire and find seating in the circles. The evening promptly begins at designated time with a quick introduction to the evening from either the Board President or Superintendent followed by a short presentation regarding data and demographics to capture our "Current Reality." Dr. Christie facilitates the discussion and brainstorming process. Each group identifies a recorder/spokesperson to report out to the rest of the groups at the end of the timed period a summary of their group discussion. This process is followed until all questions had been discussed by the groups and shared by the designated spokesperson. Allowing two hours for this event will ensure time for all stakeholders to have a voice. Board members and administration will be assigned to groups and are tasked with answering questions, helping to keep the group on task and being an active listener.

COMMUNICATION OF RESULTS –

The information gathered from the surveys and the engagement meetings will be organized and reported out to the board of education and to the patrons of our community.

COMMUNITY ENGAGEMENT PLANNING

CHECKLIST

1. Affirm the desired format.	Sup and Board
2. Identify and secure a facilitator (if needed).	Sup and Board
3. Determine a list of invitee's.	Board
4. Determine the framing questions.	Sup and Board
5. Determine the date for patron engagement session.	Board
6. Develop and deploy online survey.	Sup and Tech Director
7. Organize sessions for students and staff.	Sup and administration
8. Develop letter and send to patron invitee's.	Sup and Board
9. Advertise the opportunity to patrons.	Sup with Board input
10. Organize the format and logistics for patron engagement.	Sup and Facilitator
11. Organize the data and information that is obtained and report to the public.	Sup and Board

CONTRACT FOR EMPLOYMENT

THIS CONTRACT is entered into by and between **PETSCHE, GAYLEN**, the employee, and the Board of Directors, hereinafter called the "District" of the Harlan Community School District located at Harlan, County of Shelby, State of Iowa.

The Employee agrees to serve as **Associate** in the School District for the 2019-2020 school year, with service commencing and ending on the dates designated by the Superintendent of Schools and/or his designee.

In consideration for the services under this contract, the District agrees to pay the amount of **$10,815.75** per year (**$1,201.75** per month), payable on the 20th day of each calendar month for a period of 9 consecutive months, the first payment to be made on the 20th day of December, 2019. Starting date: **12/3/2019**

If service under this contract is less than the number of hours assigned, final settlement under this contract shall be made so that the total amount paid by the District for work performed under this contract shall be an amount equal to the product of the number of hours' service multiplied by the amount considered as pay for one hour of service.

This contract may be terminated by either party by giving thirty days written notice, however, this provision shall not in any way affect the right of the District, if it so elects, to terminate this contract immediately for proper cause.

Other Specifications:

1) Employee shall work **7.5** hours per day.
2) Employee shall work the **106** student attendance days, **1** professional development days, and **0** extended contract days. Total contract days (including holidays): **110.**
3) Employee pay shall be at the rate of **$12.61** per hour
4) Employee shall receive **$0.00** per year longevity (included in above stated amount.
5) If applicable, $.50 per hour additional pay for acquiring the Paraeducator Certificate, or Associate's Degree or higher is included in above amount.
6) Employee shall be paid **3** days holiday pay for the following holidays: Christmas, New Year's Day and Memorial Day.
7) This contract is subject to immediate amendment or adjustment based upon the needs of the District.
8) This contract is subject to Board approval at the next regular Board of Education meeting.

This contract shall be without force and effect unless it is in the hands of the Secretary of the District, bearing the signature of the Employee, on or before the 3rd day of December, 2019.

IN TESTIMONY WHEREOF, we have hereunto subscribed our names on dates as hereinafter stated.

Dated 12/4/19, 2019 _____ Employee

Dated: December 2, 2019 _____

Board President, Harlan Community Schools

CONTRACT OF EMPLOYMENT

This contract is entered into by and between **ARKFELD, WILLIAM (19-20)** the Employee, and the Board of Directors, hereinafter called the "District" of the Harlan Community School District located at Harlan, County of Shelby, State of Iowa.

The Employee agrees to serve as **BUS DRIVER** in the School District for the 2019-2020 school year, with service commencing and ending on the dates designated by the Superintendent of Schools and/or designee.

In consideration for the services under this contract, the District agrees to pay the amount of **$10,126.60** per year, ($1,265.83 per month), payable on the 20th day of each calendar month for a period of 8 consecutive months, the first payment to be made on the 20th day of January, 2020.

If service under this contract is less than the number of days assigned, final settlement under this contract shall be made so that the total amount paid by the District for work performed under this contract shall be an amount equal to the product of the number of days' service multiplied by the amount considered as pay for one day of service.

This contract may be terminated by either party by giving thirty days written notice, however, this provision shall not in any way affect the right of the District, if it so elects, to terminate this contract immediately for proper cause.

Other Specifications:

1) Employee shall transport students to and from school on the 107 student attendance days plus 3 professional development days.
2) Employee pay shall be at the rate of **$1,841.19** per month for a regular route
3) Employee shall receive **$0.00** per month longevity (included in above stated amount)
4) Employee shall receive **$153.17** per month mileage.
5) Employee shall have the option of driving extracurricular activity trips at the rate of $**20.13** per hour.
6) If reassignment of routes is to be greater than 30 days, compensation will be adjusted accordingly.
7) Employee will comply with all State and Federal laws and school district policies regulating student transportation.
8) If employee is driving a special education route transporting a specific student and that student is no longer enrolled at Harlan Community Schools, this contract shall be null and void effective of the date of the student transfer.

This contract shall be without force and effect unless it is in the hands of the Secretary of the District, bearing the signature of the Employee, on or before the 16th day of December, 2019.

IN TESTIMONY WHEREOF, we have hereunto subscribed our names on dates as hereinafter stated.

Dated _____, 2019

_____
Employee

Dated: December 16, 2019

BY: _____
President, Board of Education
Harlan Community Schools

ADDENDUM TO 2019-2020 PRINCIPAL CONTRACT

This addendum to the administrator contract originates as a result of policy revisions which eliminated two board policies 303.10 Sick Leave and 303.11 Administrator Vacation. This addendum captures the content that was currently in policy.

SICK LEAVE:
Administrators shall be granted fifteen (15) days of sick leave the first contract year, seventeen (17) days the second contract year, nineteen (19) days the third contract year, and twenty (20) days for each year thereafter until the maximum of 150 days is reached.

There shall be no payment for unused accumulated sick leave.

Deductions for absence or leave for which pay is not allowed shall be made in an amount equal to pay for one day's service for each day of absence.

VACATION:
During his/her first three years as an administrator in the Harlan Community Schools, a certificated administrator shall be entitled to ten (10) contract days of vacation per year, exclusive of legal holidays, which shall be taken within the twelve (12) months of the year earned, unless granted an extension by the Superintendent. During the fourth and fifth years as an administrator, an administrator shall be entitled to fifteen (15) contract days of vacation per year, (5) years as an administrator, twenty (20) contract days per year.

_____ _____

Board President Date

_____ _____

Administrator Date

HARLAN COMMUNITY SCHOOL DISTRICT BOARD MEETING
(For approval on 12-16-2019)

NOVEMBER 18, 2019

The Board met for a regular meeting at 5:30 p.m. on Monday, November 18, 2019, in the Board Room at Harlan Community High School. President Amy Rueschenberg presided with Board members Jessica Anderson, Al Hazelton, Tarah Devlin-Lawler, Seth Piro, Joni Larsen, and Monte Schechinger present.

Administrators Present: Lynn Johnson, Scott Frohlich, Bill Mueller, and Jeff Moser

Media: Bob Bjoin and Amy Barrett

APPROVAL OF AGENDA: Schechinger moved, seconded by Hazelton, to approve the agenda. Motion carried 7-0.

DISCUSSION ITEM: The board reviewed the election results as presented. The results for Director District 5 were: Joni Larsen received 720 votes, Allyson Bendorf received 439 votes, and scattering of 7 votes. Joni Larsen was elected. The results for Director District 6 were: Tarah Devlin-Lawler received 774 votes, Marcy Muenchrath received 95 votes, and scattering of 11 votes. Tarah Devlin-Lawler was elected. The results for Director District 7 were: Monte Schechinger received 926 votes and scattering of 7 votes. Monte Schechinger was elected. The results of Director District 3, to fill a vacancy were: Seth Piro 843 votes and scattering of 8 votes. Seth Piro was elected. The results for public measure SY the results were: Yes 730 votes, No 418 votes. Public measure SY was passed. The results for public measure SZ were: Yes 711 and No 429. Public Measure SZ was passed.

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 October and November, November General Fund (Operating Warrants). Trust Fund Warrants, Agency Fund Warrants, Physical Plant and Equipment Fund Warrants, Financial Reports, and a Non-Personnel Contract with Woodbine Community School District. Motion carried 7-0. The approved warrants are as follows:

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
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
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

POLICY REVIEW/APPROVAL – SECOND AND FINAL READING: Hazelton moved, seconded by Anderson to approve second and final reading 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 Counsel; 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 215.E1 – Board Meeting Minutes; Policy 216.1 – Association Membership; and Policy 216.2 – Board of Directors' Member Development and Training are new policies and are now officially adopted. 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 Compensation and Expenses are current policies that the board officially adopted the amendments. Motion carried 7-0.

ADJOURNMENT: Larsen moved, seconded by Piro, to adjourn the 2018-2019 Board of Education. Motion carried 7-0 and the meeting was adjourned at 5:50 p.m.

ORGANIZATIONAL MEETING AND REGULAR MEETING

Temporary Chairman Superintendent Johnson called the meeting to order at 5:51 p.m.

ELECTION OF BOARD PRESIDENT: Larsen nominated Amy Rueschenberg as President. Nominations ceased. The Board voted on the nomination for Rueschenberg as President. Ayes included Anderson, Hazelton, Devlin-Lawler, Piro, Larsen, Schechinger, and Rueschenberg. Nayes included: none Motion carried 7-0.

Board President Rueschenberg conducted the remainder of the meeting.

ELECTION OF BOARD VICE PRESIDENT: Schechinger nominated Jessica Anderson as Vice President. Nominations ceased. The Board voted on the nomination for Anderson as Vice President. Ayes included: Rueschenberg, Hazelton, Devlin-Lawler, Piro, Larsen, Schechinger, and Anderson. Nayes included: none. Motion carried 7-0.

ADOPTION OF MEETING RULES, PROCEDURES AND COMMITTEE ASSIGNMENTS: Anderson moved, seconded by Hazelton, to approve the following committee selections: County Conference Board Rep: Schechinger; Salary and Bargaining Representatives: Schechinger, Rueschenberg, and Anderson; Delegate Assembly Representative: Larsen as delegate, Schechinger

as alternate; Sick Leave Bank Committee: Devlin-Lawler and Rueschenberg; and District Study Team: Hazelton, Anderson and Piro. The Board also decided to form a Finance Committee: Rueschenberg, Anderson, and Piro. Motion carried 7-0 and all committee positions become active immediately.

DISCUSSION ITEMS: The Board discussed the budget workshop format and agreed to spread the workshop out over multiple meetings and to include small group review as well.

ACTION ITEMS: Schechinger moved, seconded by Piro to approve the resignation of Angie Kenkel as Preschool Special Education Associate and Karen Ryerson as Intermediate School Special Education Associate; the employment of Andrew Sandquist as Middle School Wrestling Coach; and the Disposal of Obsolete Drumline Equipment. Motion carried 7-0.

The Board entered exempt session at 6:17 p.m. to negotiate and discuss employment conditions of the Superintendent contract.

The Board returned to open session at 7:52 p.m.

ADJOURNMENT: Anderson moved, seconded by Hazelton to adjourn. Motion carried 7-0 and the meeting was adjourned at 7:52 p.m.

The Board held a workshop on school funds and funding sources following the regular meeting.

Next Meeting: – December 2, 2019, 5:30 p.m. – Board Room

_____ _____

Board President Board Secretary

HARLAN COMMUNITY SCHOOL DISTRICT BOARD MEETING
(For approval on 12-16-2019)

DECEMBER 2, 2019

The Board met for a regular meeting at 5:30 p.m. on Monday, December 2, 2019, in the Board Room at Harlan Community High School. President Amy Rueschenberg presided with Board members Jessica Anderson, Al Hazelton, Tarah Devlin-Lawler, and Seth Piro present. Joni Larsen and Monte Schechinger were absent.

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

APPROVAL OF AGENDA: Anderson moved, seconded by Hazelton, to approve the agenda. Motion carried 5-0.

DISCUSSION ITEM: The board discussed the distribution process of the 2019 ISASP results and Mr. Frohlich and Mr. Mueller gave administrator reports.

POLICY REVIEW/APPROVAL – FIRST READING/FINAL REVIEW: Piro moved, seconded by Devlin-Lawler to approve the first reading and final review of policies as presented. Policy 302.1 – Superintendent Qualifications, Recruitment, Appointment; Policy 302.5 – Superintendent Evaluation; Policy 302.6 – Superintendent Professional Development; Policy 303.2 – Administrator Qualifications, Recruitment, Appointment; Policy 303.6 – Administrator Evaluation; Policy 303.7 – Administrator Professional Development; and Policy 306 Succession of Authority to the Superintendent were reviewed by the board with no changes. Policy 300 – Role of School District Administration; Policy 301.1 – Management; Policy 302.2 – Superintendent Contract and Contract Nonrenewal; Policy 302.3 – Superintendent Salary and Other Compensation; Policy 302.5E1 – Superintendent Evaluation Instrument; Policy 302.7 – Superintendent Civic Activities; Policy 302.8 – Superintendent Consulting/Outside Employment; Policy 303.4 – Administrator Salary and Other Compensation; Policy 303.8 – Administrator Civic Activities; Policy 303.9 – Administrator Consulting/Outside Employment; Policy 304.1 – Development and Enforcement of Administrative Regulations; Policy 304.2 – Monitoring of Administrative Regulations; Policy 305 – Administrator Code of Ethics; Policy 307 – Communication Channels; and Policy 711.8 – Transportation in Inclement Weather are new policies and will be officially adopted at the second and final reading at the next meeting. Policy 302.4 – Superintendent Duties; and Policy 303.3 – Administrator Contract and Contract Nonrenewal are current policies that the board will be reviewing again to finalize revisions at the next meeting. Policy 303.10 – Administrator Sick Leave; Policy 303.11 – Administrator Vacation; and Policy 303.12 – Administrator's Early Retirement are current policies that the

board will be deleting after the second and final reading at the next meeting. Motion carried 5-0.

ACTION ITEMS:

RESIGNATION OF PERSONNEL: Hazelton moved, seconded by Piro to approve the resignation of Chris Tepe as Bus Driver and Jenna Schaben as Director of Wellness, Food, and Nutritional Services. Motion carried 5-0.

EMPLOYMENT OF PERSONNEL: Devlin-Lawler moved, seconded by Hazelton to approve the employment of Joan Schechinger as High School Special Education Associate. Motion carried 5-0.

APPROVAL OF SUPERINTENDENT CONTRACT: Anderson moved, seconded by Piro to approve the 2020-2021 superintendent contract for Lynn Johnson. Motion carried 5-0.

APPROVAL OF MODIFIED SUPPLEMENTAL AMOUNT FOR OPEN ENROLLMENT OUT NOT IN FALL 2018 IN THE AMOUNT OF $55,235: Devlin-Lawler moved, seconded by Hazelton to approve the modified supplemental amount for open enrollment out not in fall 2018 in the amount of $55,235. Motion carried 5-0.

APPROVAL OF MODIFIED SUPPLEMENTAL AMOUNT FOR ELL INSTRUCTION BEYOND 5 YEARS IN THE AMOUNT OF $6,080: Anderson moved, seconded by Piro to approve the modified supplemental amount for ELL instruction beyond 5 years in the amount of $6,080. Motion carried 5-0.

APPROVAL OF EARLY GRADUATION REQUESTS: Devlin-Lawler moved, seconded by Hazelton to approve the 6 early graduation requests as presented. Motion carried 5-0.

ADJOURNMENT: Anderson moved, seconded by Piro to adjourn. Motion carried 5-0 and the meeting was adjourned at 6:21 p.m.

Next Meeting: – December 16, 2019, 5:30 p.m. – Board Room

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Board President Board Secretary

HARLAN COMMUNITY SCHOOL DISTRICT
BILLS FOR BOARD APPROVAL
DECEMBER 16, 2019

OPERATING FUND

AHLERS & COONEY, P.C.	LEGAL SERVICES	3,298.00
ATP ASSESSMENTS	TESTING MATERIALS	5,471.40
BAUGHMAN, ELAINE	HOME SCHOOL MILEAGE	112.32
BAXTER LUMBER AND HARDWARE	SUPPLIES	1,268.09
BRUCE'S APPLIANCE & TV	REPAIRS	80.50
BULLETIN & REVIEW	ADVERTISING	66.00
CARQUEST	PARTS	1,196.95
CARROLL CONTROL SYSTEMS INC.	SUPPLIES	200.00
CINTAS	LAUNDRY	43.65
COUNCIL BLUFFS ADVERTISING	ADVERTISING	310.00
COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT	SPED BILLING	5,958.04
DELTA DENTAL	EMPLOYEE INSURANCE	10,339.35
ED M. FELD EQUIPMENT CO.	PURCHASED SERVICES	1,152.48
EDUCATIONAL SERVICE UNIT #3	REGISTRATION	112.60
EXIRA ELK HORN KIMBALLTON SCHOOL DIST.	OPEN ENROLLMENT TUITION	7,062.50
FAIRFIELD INN AND SUITES	TRAVEL	917.28
FARM SERVICE COOP	FUEL	7,606.20
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	3,815.19
FERRY, SHANNON	TRAVEL	169.65
FOREVER GREEN LAWNCARE	PURCHASED SERVICES	545.00
GREATAMERICA FINANCIAL SERVICES	COPIER LEASES	1,585.00
GREEN HILLS AEA	REGISTRATION	150.00
HARLAN MUNICIPAL UTILITIES	UTILITIES	37,111.88
HARLAN NEWSPAPERS	SUPPLIES/LEGAL PUBLICATIONS	617.70
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	13,177.03
HARRIS SCHOOL SOLUTIONS	MERCHANT PROCESSING	25.40
IKM MANNING COMMUNITY SCHOOL DISTRICT	OPEN ENROLLMENT TUITION	28,576.50
IOWA ASSN. OF SCHOOL BUSINESS OFFICIALS	REGISTRATION	375.00
IOWA HIGH SCHOOL MUSIC ASSOCIATION	REGISTRATION	15.00
IOWA SCHOOL FINANCE INFORMATION SYSTEMS	BACKGROUND CHECKS	48.00
J.W. PEPPER & SON, INC.	MATERIALS	54.94
KNOD	ADVERTISING	537.50
KROGER & SONS HAULING, LLC	GARBAGE COLLECTION	2,962.65
LIFESCAPE - CHILDREN'S CARE	SPED BILLING	11,413.00
MADISON NATIONAL LIFE	EMPLOYEE INSURANCE	2,913.27
MEINERS PLUMBING AND HEATING	PURCHASED SERVICES	5,596.23
MEYER, MALLORY	TRAVEL	39.00
MID AMERICAN ENERGY	UTILITIES	17.46
NAPA	SUPPLIES	251.42
NEBRASKA DYSLEXIA ASSOCIATION	REGISTRATION	225.00
NORTHWEST AEA	SUPPLIES	297.90
O'REILLY AUTOMOTIVE INC.	PARTS	68.39
OMAHA TRUCK CENTER, INC.	PARTS	1,712.58
OUR OWN UPHOLSTERY	PURCHASED SERVICES	15.00
PETSCHE PLUMBING & HEATING INC	SUPPLIES/REPAIRS	205.66
PITTS FAMILY & SPORTS CHIROPRATIC	EMPLOYEE PHYSICALS	190.00
RAYNER & RINN-SCOTT	SUPPLIES	1,070.63
RIEMANN MUSIC, INC.	MATERIALS	36.60
ROGERS PEST CONTROL LLC	PEST CONTROL	196.00
SCHMITT MUSIC CENTERS	REPAIRS	30.50
SHELBY COUNTY AUDITOR	ELECTION EXPENSES	5,843.94
SHI INTERNATIONAL CORP	SUPPLIES	279.96

HARLAN COMMUNITY SCHOOL DISTRICT
BILLS FOR BOARD APPROVAL
DECEMBER 16, 2019

SIOUX CITY COMMUNITY SCHOOL DISTRICT	TUITION	1,719.00
SONDERMAN CLEANING SERVICE	PURCHASED SERVICES	85.00
SORENSEN EQUIPMENT CO.	REPAIRS	382.89
SPARK AND BRAKE SHOP	REPAIRS	913.90
STABILT CONSTRUCTION COMPANY	SNOW REMOVAL	2,168.75
STUDER HARLAN DO IT BEST HARDWARE	SUPPLIES	105.55
TIMBERLINE BILLING SERVICES LLC	MEDICAID BILLING SERVICES	617.50
VERIZON WIRELESS	TELEPHONE SERVICE	690.96
VETTER EQUIPMENT CO.	PARTS	119.94
VISUAL EDGE INC. DBA COUNSEL OFFICE	COPIER LEASE	1,749.09
W.W. GRAINGER, INC.	SUPPLIES	1,462.44
WELLMARK BLUE CROSS/BLUE SHIELD	EMPLOYEE INSURANCE	129,099.84
WEST MUSIC COMPANY	MATERIALS	2,049.34

STUDENT ACTIVITY FUND

4 SEASONS FUND RAISING	FUNDRAISING SUPPLIES	26,508.90
AMERICAN BAND ACCESSORIES	SUPPLIES	28.06
AMERICAN HEART ASSOCIATION	FUNDRAISING PAYMENT	1,265.60
ARKFELD, MARK	OFFICIATING	150.00
ATLANTIC BOTTLING CO.	SUPPLIES	602.91
BLUM, TIM	OFFICIATING	125.00
BOYSTOWN HIGH SCHOOL	ENTRY FEES	100.00
BRUCK, JAMES	OFFICIATING	235.00
BSN SPORTS	SUPPLIES	8.17
COATS, BILLY	OFFICIATING	125.00
COLLEEN'S DREAM	FUNDRAISING PAYMENT	5,053.98
CORE-MARK MIDCONTINENT, INC	SUPPLIES	798.41
CYCLONE LANES	PURCHASED SERVICES	400.00
DONER, DANIEL	OFFICIATING	125.00
DRIVER, JAMES	OFFICIATING	125.00
HARLAN COMMUNITY MUSIC BOOSTERS	FUNDRAISING PAYMENT	300.00
HARLAN NEWSPAPERS	SUPPLIES/LEGAL PUBLICATIONS	254.15
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	7,130.76
HARRIS SCHOOL SOLUTIONS	MERCHANT PROCESSING	29.84
HASH, JAMES	OFFICIATING	125.00
HONNOLD, PAUL	OFFICIATING	450.00
HYVEE FOOD STORE	SUPPLIES	2,887.00
IOWA F.F.A. ASSOCIATION	DUES AND REGISTRATION	2,819.50
IOWA HALL OF PRIDE FOUNDATION	ENTRY FEES	250.00
IOWA HIGH SCHOOL ATHLETIC ASSN.	REGISTRATION	937.15
K-MAC AWARDS	MATERIALS/SERVICES	121.40
KINTNER, LARRY	PURCHASED SERVICES	150.00
KNOD	ADVERTISING	35.00
KNUDSEN, LORIE	OFFICIATING	5.00
KRUSE, SEAN	OFFICIATING	125.00
KURTZ, THOMAS	TRAVEL	30.00
LUTZ, DAVID	OFFICIATING	125.00
MANZ, KYLE	OFFICIATING	90.00
MCCONE GOURMET FOODS	FUNDRAISING PRODUCTS	4,284.00
MCCREADY, BRIEN	OFFICIATING	90.00
NAHNSEN, JOHN	OFFICIATING	90.00
PARAGON	SUPPLIES	106.00
PARTY TIME FUNDRAISING	FUNDRAISING PRODUCTS	4,354.60

HARLAN COMMUNITY SCHOOL DISTRICT
BILLS FOR BOARD APPROVAL
DECEMBER 16, 2019

PELZER, CASEY	OFFICIATING	125.00
PFEIFER, JIM	OFFICIATING	210.00
PORTER, JOSH	OFFICIATING	210.00
POWELL, ROGER	OFFICIATING	125.00
PREFERRED FUNDRAISING	FUNDRAISING SUPPLIES	4,558.00
RASMUSSEN, JOSH	OFFICIATING	125.00
RILEY, DAVID	SUPPLIES	50.00
ROSMANN FAMILY FARMS	SUPPLIES	29.19
SCHABEN, BRYCE	OFFICIATING	275.00
SCHABEN, JOSHUA	OFFICIATING	75.00
SCHEVE, BRENT	OFFICIATING	75.00
SCHOLASTIC BOOK FAIR	BOOK FAIR	3,292.28
SCHUMACHER, BRENT	OFFICIATING	235.00
SHENANDOAH COMMUNITY SCHOOL DISTRICT	ENTRY FEES	80.00
STRUCK, SHAWN	OFFICIATING	125.00
TOP HAT PROMOTIONS	FUNDRAISING SUPPLIES	695.00
UPTOWN SPORTING GOODS	SUPPLIES	156.00
VANDE BERG, MARK	OFFICIATING	125.00
VARSITY SPIRIT FASHIONS	SUPPLIES	630.40
WALTERS, JOHN D.	OFFICIATING	210.00
WENSTRAND, NICOLE	OFFICIATING	125.00
WILLIAMS, AARON	OFFICIATING	125.00
WILLIAMS, JUSTIN	OFFICIATING	125.00
WRIGHT, CHARLES	OFFICIATING	125.00
ZANDER INK	SUPPLIES	5,850.00
PHYSICAL PLANT & EQUIPMENT		
CONTROL SERVICES INC.	PURCHASED SERVICES	5,544.02
GETZSCHMAN HEATING, LLC	PURCHASED SERVICES	2,383.00
RIEMANN MUSIC, INC.	REPAIRS	191.50
SCHOOL NUTRITION FUND		
ATLANTIC BOTTLING CO.	SUPPLIES	94.82
BLADT, CURTIS	LUNCH REFUND	29.75
CENTRAL IOWA DISTRIBUTING INC.	SUPPLIES	83.90
EARTHGRAINS COMPANY	SUPPLIES	935.70
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	30.50
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	243.22
HARRIS SCHOOL SOLUTIONS	SOFTWARE RENEWAL	466.16
HILAND DAIRY	SUPPLIES	4,649.24
KECK FOODS	SUPPLIES	2,651.92
KLUVER, CHRISTINE	LUNCH REFUND	5.30
KRUEGER, RYAN	LUNCH REFUND	11.50
KRUSE REFRIGERATION & ELECTRIC	PURCHASED SERVICES	90.00
MARTIN BROS. DISTRIBUTING CO.	SUPPLIES	23,965.39
MORENZ, BECKY	LUNCH REFUND	1.70
RAPIDS	SUPPLIES	132.86
THORNE, MICHELLE	LUNCH REFUND	2.85
AGENCY FUND		
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	30.00

HARLAN COMMUNITY SCHOOL DISTRICT
P-CARD FOR BOARD APPROVAL
DECEMBER 16, 2019

HARRIS BANK P-CARD	
95% GROUP - SUPPLIES	1,287.00
AMAZON - SUPPLIES	3,443.94
AMERICAN BASEBALL COACH ASSN. - REGISTRATION	540.00
BAXTER LUMBER - SUPPLIES	153.03
BAYMONT INN & SUITES - TRAVEL	483.85
BOMGAARS - SUPPLIES	79.84
CASEY'S - TRAVEL	70.00
DEMCO - SUPPLIES	85.60
DEVELOPMENT STUDIES - SUPPLIES	378.00
DICK BLICK - SUPPLIES	284.15
DOLLAR GENERAL - SUPPLIES	10.96
DOVER PUBLICATIONS - SUPPLIES	51.15
DUNHAM HARDWOODS - SUPPLIES	126.99
FAREWAY - SUPPLIES	278.99
FARM SERVICE COOP - SUPPLIES	90.00
FLINN SCIENTIFIC - SUPPLIES	169.95
FORREST MUSIC - SUPPLIES	100.70
GODADDY.COM - SUPPLIES	19.99
GRANDPA'S PUMPKIN FARM - REGISTRATION	90.00
GREEN HILLS AEA - REGISTRATION	200.00
HALF PINT KIDS - SUPPLIES	922.85
HAND2MIND - SUPPLIES	40.01
HESCO - SUPPLIES	80.24
HOLIDAY INN - TRAVEL	443.52
HYVEE - SUPPLIES	630.38
IOWA HIGH SCHOOL ATHLETIC DIRECTORS ASSN. - REGISTRATION	230.75
INDY MOTOR SPEEDWAY - SUPPLIES	165.00
IOWA ASCD - REGISTRATION	390.00
IOWA EVENTS CENTER - TRAVEL	10.00
JOHNNY'S SELECTED SEEDS - SUPPLIES	234.58
JW PEPPER - SUPPLIES	348.19
KAMI TODD - SUPPLIES	144.00
MAIN DISH MEDIA - SUBSCRIPTION	30.00
MATH LEARNING CENTER - SUPPLIES	988.75
MENARDS - SUPPLIES	425.73
MINERAL CITY MILL - TRAVEL	206.34
NATIONAL ASSN. OF WORKSHOP DIRECTORS - REGISTRATION	160.00
NING - SUBSCRIPTION	300.00
PANERA BREAD - TRAVEL	19.08
PAYPAL CASEY KIRSCH - SUPPLIES	150.00
PIZZA RANCH - SUPPLIES	531.49
POST OFFICE - POSTAGE	726.09
QUALITY INN - TRAVEL	712.32
SAM'S CLUB - SUPPLIES	2,118.69
SCHOOL HEALTH - SUPPLIES	191.04
SCHOOL SPECIALTY - SUPPLIES	972.03
SOUTHWEST IOWA BANDMASTERS - REGISTRATION	80.00
STUDERS HARLAN DO IT BEST - SUPPLIES	105.97
TICKETMASTER - SUPPLIES	924.00
TUTTLE ORCHARD - SUPPLIES	66.00
ULINE - SUPPLIES	174.80
WALMART - SUPPLIES	115.02
	20,581.01

Harlan Community School District

November 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 - November 1, 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
Revenues and other Financing Sources	1,068,293.65	82,452.86	7,678.03	168,573.82	14,964.73	18,156.20	86,993.11	1,718.53
Total Sources Available	$ 4,104,178.28	$ 331,834.30	$ 432,316.44	$ 1,295,472.23	$ 491,975.07	$ 28,569.39	$ 184,601.91	$ 152,908.76
Expenditures and Other Financing Uses	1,262,231.95	40,835.90	3,981.69	18,153.75	17,218.20	18,153.75	64,473.11	0.00
Ending Balance - November 30, 2019	$ 2,841,946.33	$ 290,998.40	$ 428,334.75	$ 1,277,318.48	$ 474,756.87	$ 10,415.64	$ 120,128.80	$ 152,908.76
Comments	Property tax collections are lower in November so our general fund balance will regress slightly.	Revenues from fall activities as well as activity ticket collections build our balance up.	Management fund balance will begin to grow as expenses this time of year are not substantial.	Our revenues are steady throughout the year but our larger expenses are only in a few of the months.	PPEL revenues and expenses were close in amount.	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 and a scholarship donation.

Harlan Community School District

November 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.	$ 2,567,469.60	$ 290,998.40	$ 415,557.75	$ 1,276,460.28	$ 474,756.87	$ 10,415.64	$ 284,259.45	$ 152,908.76
Iowa Schools Joint Investment Trust	$ 103.79	$ -	$ -	$ 858.20	$ -	$ -	$ -	$ -
Town and Country Credit Union	$ 102.08	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Totals	$ 2,567,675.47	$ 290,998.40	$ 415,557.75	$ 1,277,318.48	$ 474,756.87	$ 10,415.64	$ 284,259.45	$ 152,908.76

Harlan Community School District
Revenue Summary Report
As of November 30, 2019

OPERATING FUND		Budget	Current Month	Year To Date		% of Budget
REVENUE FROM LOCAL SOURCES		7,154,438.00	161,394.60	2,879,021.42		40.24%
REVENUE FROM STATE SOURCES	**	9,529,537.00	894,186.67	2,677,390.34	**	28.10%
REVENUE FROM FEDERAL SOURCES		360,105.00	12,612.38	47,194.13		13.11%
OTHER SOURCES		10,000.00	100.00	628.20		6.28%
Fund Total:		17,054,080.00	1,068,293.65	5,604,234.09		32.86%

STUDENT ACTIVITY FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	565,000.00	82,452.86	276,620.98	48.96%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	565,000.00	82,452.86	276,620.98	48.96%

MANAGEMENT FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	284,500.00	7,676.89	147,734.38	51.93%
REVENUE FROM STATE SOURCES	4,433.00	1.14	2,018.36	45.53%
Fund Total:	288,933.00	7,678.03	149,752.74	51.83%

CAPITAL FUNDS PROJECT	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	12,000.00	992.13	4,684.17	39.03%
REVENUE FROM STATE SOURCES	1,504,128.00	167,581.69	533,680.69	35.48%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	1,516,128.00	168,573.82	538,364.86	35.51%

PHYSICAL PLANT & EQUIPMENT	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	548,946.00	14,962.54	279,816.48	50.97%
REVENUE FROM STATE SOURCES	8,527.00	2.19	3,923.05	46.01%
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	14,964.73	283,739.53	50.90%

DEBT SERVICE FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	25.00	2.45	17.14	68.56%
REVENUE FROM STATE SOURCES	0.00	0.00	0.00	0.00%
OTHER SOURCES	1,088,719.00	18,153.75	305,558.50	28.07%
Fund Total:	1,088,744.00	18,156.20	305,575.64	28.07%

SCHOOL NUTRITION FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	373,400.00	40,749.60	149,490.17	40.03%
REVENUE FROM STATE SOURCES	5,500.00	889.67	889.67	16.18%
REVENUE FROM FEDERAL SOURCES	400,000.00	45,353.84	111,597.33	27.90%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	778,900.00	86,993.11	261,977.17	33.63%

PRIVATE-PURPOSE TRUST FUNDS	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	0.00	1,718.53	2,638.57	0.00%
Fund Total:	0.00	1,718.53	2,638.57	0.00%

** THESE NOW HAVE AMENDED VALUES BASED ON STATE FINAL FIGURES RECEIVED

Harlan Community School District
Expenditure Summary Report
As of November 30, 2019

OPERATING FUND	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	11,660,921.58	860,178.71	2,797,058.73	23.99%
TOTAL SUPPORT SERVICES	5,149,805.69	402,053.24	1,803,982.88	35.03%
OTHER EXPENDITURES	626,046.00	0.00	0.00	0.00%
Fund Total:	17,436,773.27	1,262,231.95	4,601,041.61	26.39%

STUDENT ACTIVITY FUND	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	565,000.00	40,835.90	176,403.63	31.22%
Fund Total:	565,000.00	40,835.90	176,403.63	31.22%

MANAGEMENT FUND	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	27,000.00	3,429.69	39,698.81	147.03%
TOTAL SUPPORT SERVICES	240,500.00	552.00	261,572.71	108.76%
Fund Total:	267,500.00	3,981.69	301,271.52	112.62%

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	18,153.75	305,558.50	28.04%
Fund Total:	1,389,719.00	18,153.75	438,446.96	31.55%

PHYSICAL PLANT & EQUIPMENT	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	105,000.00	2,089.25	4,016.47	3.83%
TOTAL SUPPORT SERVICES	223,000.00	0.00	143,067.44	64.16%
OTHER EXPENDITURES	227,000.00	15,128.95	123,570.15	54.44%
Fund Total:	555,000.00	17,218.20	270,654.06	48.77%

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	18,153.75	305,258.50	28.06%
Fund Total:	1,089,219.00	18,153.75	305,558.50	28.05%

SCHOOL NUTRITION FUND	Budget	Current Month	Year To Date	% of Budget
NON INSTRUCTIONAL PROGRAMS	768,611.97	64,473.11	225,384.07	29.32%
Fund Total:	768,611.97	64,473.11	225,384.07	29.32%

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%

HARLAN COMMUNITY SCHOOL DISTRICT
AMENDED CONTRACT WITH COACH

This contract is entered into by and between **Hillgartner, Whitney**, and the Board of Directors, hereinafter called the Board, of the Harlan Community School District, located at 2102 Durant, Harlan, Iowa.

In consideration of the salary listed below, the coach agrees to perform the duties of the position listed below, and such other duties as may be assigned by the Board or its duly authorized representatives:

Salary: **$2,820.13**
Position: **Girls MS Track**

AND IT IS FURTHER AGREED:

1. That the coach shall perform coaching duties as assigned, complete other duties related to post-season tournaments, and perform other related duties. The work to be performed and the use of the contract days identified in this contract shall be determined by the Board, or its designee.

2. That the number of contract days for this position is 68 and an amount equal to the pay for one day of service shall be deducted from the salary of the coach for each day of service not performed if absence from duty with pay is not authorized by the board or leave policy in effect.

3. That, if the coach is lawfully discharged or is released by mutual agreement before the completion of the term of this contract, final settlement shall be made so the total amount which the coach shall have received shall be an amount equal to the product of the number of days of service multiplied by the amount considered as pay for one day of service.

4. That the coach shall attend, outside of regular school hours as established by the Board, such professional meetings as might be called by school authorities for coordinating the work of the coach in the school program.

5. That the coach shall present a certificate with coaching endorsement, or a coaching authorization, to the Business Manager of the School District, and that the coach shall not accept, and the District shall not be under any obligation to pay, any part of the annual salary until the required certificate or authorization is submitted.

6. That this contract is for one school year only and that it may be terminated at any time and for any reason.

7. That, in the event of error, the District will recover any overpayment and make any necessary corrections for underpayment.

This contract shall be without force and effect unless it is in the hands of the Board bearing the signature of the coach and the President of the Board on or before the 16th day of December, 2019.

Date	Coach
December 16, 2019 Date	Board President

AMENDED CONTRACT FOR EMPLOYMENT

THIS CONTRACT is entered into by and between **KURTZ, THOMAS**, the employee, and the Board of Directors, hereinafter called the "District" of the Harlan Community School District located at Harlan, County of Shelby, State of Iowa.

The Employee agrees to serve as **Technology Associate** in the School District for the 2019-2020 school year, with service commencing and ending on the dates designated by the Superintendent of Schools and/or his designee.

In consideration for the services under this contract, the District agrees to pay the amount of **$19,665.00** per year (**$1,638.75** per month), payable on the 20th day of each calendar month for a period of 12 consecutive months, the first payment to be made on the 20th day of September, 2019. Starting date: **8/23/2019**

If service under this contract is less than the number of hours assigned, final settlement under this contract shall be made so that the total amount paid by the District for work performed under this contract shall be an amount equal to the product of the number of hours' service multiplied by the amount considered as pay for one hour of service.

This contract may be terminated by either party by giving thirty days written notice, however, this provision shall not in any way affect the right of the District, if it so elects, to terminate this contract immediately for proper cause.

Other Specifications:

1) Employee shall work **7.5** hours per day.
2) Employee shall work the **172** student attendance days, **3** professional development days, and **20** extended contract days. Total contract days (including holidays): **200.**
3) Employee pay shall be at the rate of **$12.61** per hour
4) Employee shall receive **$0.00** per year longevity (included in above stated amount.
5) If applicable, $.50 per hour additional pay for acquiring the Paraeducator Certificate, or Associate's Degree or higher is included in above amount.
6) Employee shall be paid **5** days holiday pay for the following holidays: Labor Day, Thanksgiving, Christmas, New Year's Day and Memorial Day.
7) This contract is subject to immediate amendment or adjustment based upon the needs of the District.
8) This contract is subject to Board approval at the next regular Board of Education meeting.

This contract shall be without force and effect unless it is in the hands of the Secretary of the District, bearing the signature of the Employee, on or before the 16th day of December, 2019.

IN TESTIMONY WHEREOF, we have hereunto subscribed our names on dates as hereinafter stated.

Dated _____, 2019 _____ Employee

Dated: December 16, 2019 _____

Board President, Harlan Community Schools

Code No. 300

ROLE OF SCHOOL DISTRICT ADMINISTRATION

In this series of the board policy manual, the board defines the role and the employment of school district administrators. Policies in the 400 Series, "Employees," also apply to administrators unless a more specific policy exists in the 300 Series, "Administration."

School district administrators have been given a great opportunity and responsibility to manage the school district, to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administrators are guided by board policies, the law, the needs of the students, and the wishes of the citizens in the school district community.

It is the responsibility of the administrators to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the school district, and to inform the board about school district operations.

While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities and for the employees.

The board and the administration will work together to share information and decisions under the management team concept.

Code No. 301.1

MANAGEMENT

The board and the administrators will work together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate school district policies and regulations.

It is the responsibility of each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator will support the decisions reached on the issues confronting the school district.

The board is responsible for making the final decision in matters pertaining to the school district.

It is the responsibility of the superintendent to develop guidelines for cooperative decision-making.

Legal Reference:
Iowa Code § 279.8 (2013).

Cross Reference:
301 Administrative Structure

Code No. 302.2

SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between the superintendent and the board is determined by the board. ~~The contract will begin on July 1 and end on June 30.~~ The contract will state the terms of employment and shall not exceed three years. .

The first three consecutive years of a contract issued to a newly employed superintendent is considered a probationary period. The probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or nonprobationary contract, the board will afford the superintendent appropriate due process, as required by law. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

It is the responsibility of the board to provide the contract for the superintendent. The board may issue a temporary and nonrenewable contract in accordance with law.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with applicable law and board policies.

NOTE: May 15 is the date established by law for notice of board action to consider termination of an administrator's contract. The board may select an earlier date but may not a later date.

Legal Reference:
Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994).
Cook v Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980).
Board of Education of Fort Madison Community School District v. Youel, 282 N.W.2d 677 (Iowa 1979).
Briggs v Board of Directors of Hinton Community School District, 282 N.W.2d 740 (Iowa 1979).
Luse v. Waco Community School District of Henry Co., 258 Iowa 1087, 141 N.W.2d 607 (1966).
Iowa Code §§ 279
281 I.A.C. 12.4.

Cross Reference:
302 Superintendent

Code No. 302.3

SUPERINTENDENT SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the superintendent. It is the responsibility of the board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses are paid by the school district when the superintendent is performing work-related duties. It is within the discretion of the board to pay dues to professional organizations for the superintendent.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation will be included in the records of the board in accordance with board policy.

NOTE: Boards that pay professional dues for the superintendent should document that doing so is an appropriate use of public funds and why it is an appropriate use.

Legal Reference: Iowa Code §§ 279.8, .20 (2013).
1984 Op. Att'y Gen. 47.

Cross Reference: 302 Superintendent

JOB DESCRIPTION FOR THE SUPERINTENDENT OF SCHOOLS

I. Responsibility and Authority

1.1 As the chief executive officer of the Board, the Superintendent is responsible to the Board of Education in all aspects of school management.

1.2 As the chief school administrator, the Superintendent has authority over all of the public school district employees.

2. Duties of the Superintendent

2.1 The Superintendent shall attend all meetings of the Board.

2.2 The Superintendent shall directly supervise and evaluate the Building Principals, The Director of Operations, the Financial Supervisor, and the Superintendent's/ Board Secretary.

2.3 Responsibility for selection, placement, and transfer of personnel is vested in the Superintendent, subject to approval by the Board.

2.4 The Superintendent may suspend employees for cause when necessary, immediately reporting such suspension to the Board.

2.5 The Superintendent may organize, reorganize, and otherwise assign the administrative and supervisory staff.

2.6 The Superintendent shall cause the duties of all positions to be defined and delegate necessary responsibility and authority for the effective operation of the school, but shall remain responsible for the execution of such powers so delegated.

2.7 The Superintendent shall administer staff assignments, reassignments, and transfers as are in his professional judgment necessary to secure the highest efficiency of the entire staff.

2.8 The Superintendent shall have the authority to require reports from all employees, as he/she may desire from time to time.

2.9 The Superintendent shall see that programs are developed and carried out in the areas of teacher in-service, and curricular revision and development.

2.10 The Superintendent shall recommend salary schedules for support staff to the Board for consideration. Such schedules shall provide minimum and maximum salaries, annual increments, and other information pertinent to a salary schedule.

2.11 The Superintendent shall serve as the chief liaison between the Board and the school staff, transmitting all communications from the Board to the staff, and all communications from the staff to the Board.

2.12 The Superintendent shall be responsible for the proper classification and promotion of pupils.

2.13 The Superintendent shall, through the Director of Operations, have charge of the operation and the maintenance of the buildings and equipment of schools.

2.14 The Superintendent shall, with the assistance of the staff, prepare a budget for the Board's consideration, in accordance with legal requirements and Board policies.

2.15 The Superintendent shall monitor the district purchasing and spending, and direct the proper accounting and management of all school funds.

2.16 The Superintendent shall have the authority to purchase equipment and supplies under the policies and regulations of the Board.

2.17 The Superintendent shall recommend policy amendments and additions for the Board's consideration.

2.18 In the absence of Board policy on matters, which require prompt action, the Superintendent shall have the authority to act according to his best judgment. In matters of emergency, the Superintendent shall assume any authority or perform any duty, which any particular unforeseen and suddenly arising situation may demand, subject to later consideration and action by the Board.

2.19 The Superintendent shall make rules and regulations regarding routine matters, which have not been specifically provided for in Board policies.

2.20 The Superintendent shall direct the attendance officers in the performance of their duties.

2.21 The Superintendent shall assemble data, develop and recommend building programs and act as educational advisor to the architects in the preparation of plans and specifications for construction work.

2.22 The Superintendent shall interpret the philosophy, aims, and objectives of the instructional program to the community.

2.23 The Superintendent shall oversee the teacher performance appraisal process, which is conducted by the principals and supervisors.

2.24 The Superintendent shall approve the appointment of faculty committees that may be required for the execution and establishment of educational practices and procedures.

2.25 The Superintendent shall be a student of educational trends, theories, and practices. The Superintendent shall attend state, national, and regional conferences as part of his/her official duties in keeping with Board policies and regulations.

2.26 The Superintendent shall develop a school calendar, with staff input, and present it to the Board for approval.

2.27 The Superintendent shall keep the Board informed of conditions of the schools.

III. Conditions of Employment

3.1 A valid State of Iowa Administrative Certificate is required, endorsed for the superintendency.

3.2 The contract period is from July 1 to June 30.

3.3 The Superintendent, at the Board's discretion, may contract for a period not to exceed three years.

3.4 The Superintendent, if at all possible, shall live in the school district.

3.5 During the term of the contract, the Superintendent may be discharged if any provision of the contract is materially breached by the Superintendent, or if the Superintendent performs any act which substantially inhibits the discharge of duties as Superintendent. A discharge shall not be in effect until the Superintendent is given full due process. The contract may, however, be terminated without cause by mutual consent of the Superintendent and the Board.

IV. Evaluation of Position

4.1 The Board of Education shall provide the Superintendent with an annual written evaluation of his/her performance.

SUPERINTENDENT DUTIES

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent is responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent is responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent will consider the financial situation of the school district as well as the needs of the students. Specifically, the superintendent:

- Interprets and implements all board policies and all state and federal laws relevant to education;
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- Represents the board as a liaison between the school district and the community;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- Attends and participates in all meetings of the board, except when the superintendent has been excused, and makes recommendations affecting the school district;
- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
- Files, or causes to be filed, all reports required by law;
- Makes recommendations to the board for the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies;
- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;

SUPERINTENDENT DUTIES

- Supervises methods of teaching, supervision, and administration in effect in the schools;
- Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- Defines educational needs and formulates policies and plans for recommendation to the board;
- Makes administrative decisions necessary for the proper functioning of the school district;
- Responsible for scheduling the use of buildings and grounds by all groups and/or organizations;
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
- Approves vacation schedules for employees;
- Conducts periodic district administration meetings;
- Performs other duties as may be assigned by the board.
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board; and
- Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.

This list of duties will not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent will consider the school district's financial condition as well as the needs of the students in the school district.

NOTE: This is a sample list of superintendent duties. A board may want to substitute its own superintendent job description for the policy.

Legal Reference:
Iowa Code §§ 279.8, .20, 23A (2013).
281 I.A.C. 12.4(4).

Cross Reference:
209 Board of Directors' Management Procedures
301 Administrative Structure
302 Superintendent

Adopted: Unknown

Superintendent Evaluation:

Harlan Community School District

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Job Responsibilities

Based on *Iowa Standards for School Leaders* (ISSL)

STANDARD #1

A superintendent is an educational leader who promotes the success of all students, facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community.

Sample Performance Indicators

1. Sets priorities which evidence shows result in improved student achievement.
2. Articulates a vision of high expectations for teaching and student learning and promotes school improvement to get there.
3. Sets an example for gathering, analyzing and using district data for decision making.

Supporting Evidence/Comments:	**Summary Rating** *Circle Appropriate Response* **Weak - Average - Exemplary** **1 - 2 - 3 - 4 - 5**

STANDARD #2

A superintendent is an educational leader who promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.

Sample Performance Indicators

2.1 Provides leadership for annually assessing and setting priorities on student and district needs and providing structures for improvement.

2.2 Uses data to determine needs and oversee provision of appropriate professional development to meet needs.

2.3 Continually learning about and applying new developments in education.

2.4 Provides leadership encouragement, opportunities and structures for all staff to continually improve teaching and learning.

Supporting Evidence/Comments:	**Summary Rating** *Circle Appropriate Response* **Weak - Average - Exemplary** **1 - 2 - 3 - 4 - 5**

STANDARD #3

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A superintendent is an educational leader who promotes the success of all students by ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.

Sample Performance Indicators

3.1 Provides direction and support for periodic review of plans, policies and procedures and their impact on student learning.

3.2 Monitors distribution of district resources based on the district's school improvement plan.

3.3 Evaluates performance of staff, takes appropriate follow-up action and supports improvement.

3.4 Effectively manages district budget, facilities and staff in ways that maximize improved student learning.

Supporting Evidence/Comments:	**Summary Rating** *Circle Appropriate Response* **Weak - Average - Exemplary** **1 - 2 - 3 - 4 - 5**

STANDARD #4

A superintendent is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.

Sample Performance Indicators

4.1 Provides leadership for improving parent/student/community involvement in the schools.

4.2 Promotes, demonstrates and supports clear two-way communication for district priorities at all levels of the community school district.

4.3 Provides community service and leadership for developing a positive rapport between the schools and the community.

Supporting Evidence/Comments:	**Summary Rating** *Circle Appropriate Response* **Weak - Average - Exemplary** **1 - 2 - 3 - 4 - 5**

STANDARD #5

A superintendent is an educational leader who promotes the success of all students by acting

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with integrity, fairness and in an ethical manner.

Sample Performance Indicators

5.1 Conducts oneself in an ethical, fair, trustworthy and professional manner.

5.2 Establishes practices to promote personal, physical and emotional health.

5.3 Demonstrates respect for diversity in students, staff and programs.

Supporting Evidence/Comments:	**Summary Rating** *Circle Appropriate Response* **Weak - Average - Exemplary** **1 - 2 - 3 - 4 - 5**

STANDARD #6

A superintendent is an educational leader who promotes the success of all students by understanding, responding to and influencing the larger political, social, economic, legal and cultural context.

Sample Performance Indicators

6.1 Serves as an articulate advocate to community and legislature for issues beneficial to improved teaching and learning.

6.2 Provides leadership for defining superintendent and board roles, mutual expectations, procedures for working together and formulating appropriate district policies.

6.3 Knows and supports the district school improvement plan and accurately reports progress on goals.

Supporting Evidence/Comments:	**Summary Rating** *Circle Appropriate Response* **Weak - Average - Exemplary** **1 - 2 - 3 - 4 - 5**

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Superintendent Goals

List at least two, but we suggest no more than three, significant individual superintendent goals. These goals should be directly linked to district goals which are clearly aimed at improving student learning and the climate for student learning.

These goals should be approved by the board in consultation with the superintendent. The measurable progress indicators, or evidence the board can expect to see over the next year of progress toward the goals, should be suggested by the superintendent in consultation with the board and approved by the board. The measurable progress indicators should be clear and understood by both board and superintendent.

This document will be part of the superintendent's ongoing evaluation throughout the year as well as included as part of the overall, year-end evaluation.

End of Year Review of Goal Attainment

Yearend review will require the board to provide supporting evidence for its goal attainment ranking. Ongoing discussion of goal attainment, throughout the year, will assist board in providing this data.

7.1 Supporting Evidence of Goal Attainment	**Goal Attainment Rating** *Circle Appropriate Response* **Weak - Average - Exemplary** **1 - 2 - 3 - 4 - 5**

7.2 Supporting Evidence of Goal Attainment	**Goal Attainment Rating** *Circle Appropriate Response* **Weak - Average - Exemplary** **1 - 2 - 3 - 4 - 5**

7.3 Supporting Evidence of Goal Attainment	**Goal Attainment Rating** *Circle Appropriate Response* **Weak - Average - Exemplary** **1 - 2 - 3 - 4 - 5**

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Overall End of Year Summary

Check (√) one in each row

Job Responsibilities	Satisfactory	Unsatisfactory
Overall Standards		
Goal 1		
Goal 2		
Goal 3		
Sumative Rating		

Significant Achievements:

Areas for Growth:

Superintendent Comments:

Board Comments:

Superintendent's Signature: _____Date: _____

Evaluation Period: _____, 20___ to _____, 20___

Board President's Signature: _____Date: _____

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Code No. 302.7

SUPERINTENDENT CIVIC ACTIVITIES

The board encourages the superintendent to be involved in the school district community by belonging to school district community organizations and attending and participating in school district community activities.

It is the responsibility of the superintendent to become involved in school district community activities and events. The board may include a lump sum amount as part of the superintendent's compensation to be used specifically for paying the annual fees of the superintendent for school district community activities and events if, in the board's judgment, the superintendent's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It is within the discretion of the board to pay annual fees for professional organizations and activities.

NOTE: School districts can only expend funds for public purpose. School districts that pay the annual fee or dues for civic activities should document why the expense is a legitimate expenditure and need to have this policy. School district not paying these fees or dues, don't need the policy.

Legal Reference:
Iowa Code § 279.8 (2013).
1990 Op. Att'y Gen. 79.

Cross Reference:
302.3 Superintendent Salary and Other Compensation
303.8 Administrator Civic Activities

Code No. 302.8

SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT

The superintendent is considered a full-time employee. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent's personal time and it does not interfere with the performance of the superintendent's duties. The superintendent should inform the board of outside consulting or employment.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. The board will give the superintendent thirty days notice to cease outside employment.

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

Cross Reference:
302.2 Superintendent Contract and Contract Nonrenewal
302.4 Superintendent Duties

Code No. 303.4

ADMINISTRATOR SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the administrators. It is the responsibility of the board to set the salary and benefits of the administrators at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrators. The salary will be set at the beginning of each contract period.

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses will be paid by the school district when the administrator is performing work-related duties. The board will approve the payment of other benefits or compensation over and above the administrator's contract. Approval of other benefits or items of an administrator's compensation will be included in the records of the board in accordance with board policy.

Legal Reference:
Iowa Code § 279.21 (2013).
1984 Op. Att'y Gen. 47.

Cross Reference:
303 Administrative Employees

Code No. 303.8

ADMINISTRATOR CIVIC ACTIVITIES

The board encourages the administrators to be involved in the school district community by belonging to community organizations and by attending and participating in school district community activities.

It is the responsibility of the administrators to become involved in school district community activities and events. The board may include a lump sum amount as part of the administrator's compensation to be used specifically for paying the annual fees of the administrator for school district community activities and events if, in the board's judgment, the administrator's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It is within the discretion of the board to pay annual fees for professional organizations and activities.

NOTE: School district can only expend funds for public purposes. School districts that pay the annual fees or dues for civic activities should document why the expense is a legitimate expenditure and need to have this policy. School district not paying these fees or dues, don't need the policy.

Legal Reference:
Iowa Code § 279.8 (2013).
1990 Op. Att'y Gen. 79.

Cross Reference:
302.7 Superintendent Civic Activities

Code No. 303.9

ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrative duties contracted by the board. The administrator should inform the superintendent of their outside consulting or employment.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board will give the administrator thirty days notice to cease outside employment.

Legal Reference:
Iowa Code §§ 279.8, .21 (2013).

Cross Reference:
303.3 Administrator Contract and Contract Nonrenewal
303.5 Administrator Duties

ADMINISTRATOR'S SICK LEAVE

~~Administrators shall be granted fifteen (15) days of sick leave the first contract year, seventeen (17) days the second contract year, nineteen (19) days the third contract year, and twenty (20) days for each year thereafter until the maximum of 150 days is reached.~~

~~There shall be no payment for unused accumulated sick leave.~~

~~Deductions for absence or leave for which pay is not allowed shall be made in an amount equal to pay for one day's service for each day of absence.~~

Adopted: 10.9.1989 and 10.23.1989
Revised: 6.22.1998

~~303.11 Administrator Vacation~~

~~ADMINISTRATOR'S VACATION~~

~~During his/her first three years as an administrator in the Harlan Community Schools, a certificated administrator shall be entitled to ten (10) contract days of vacation per year, exclusive of legal holidays, which shall be taken within the twelve (12) months of the year earned, unless granted an extension by the Superintendent. During the fourth and fifth years as an administrator, an administrator shall be entitled to fifteen (15) contract days of vacation per year, (5) years as an administrator, twenty (20) contract days per year.~~

Adopted: 10.9.1989 and 10.23.1989
Revised: 6.2.1998

~~ADMINISTRATOR'S EARLY RETIREMENT~~

~~Administrators shall be entitled to the same early retirement provisions outlined for all certificated personnel in the HEA/Board Master Contract. For early retirement calculation purposes, an administrator's salary shall be considered to be that of the position for which he/she is qualified on the Salary Schedule.~~

Adopted: 10.9.1989 and 10.23.1989

Code No. 304.1

DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS

Administrative regulations may be necessary to implement board policy. It is the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent should consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community will be informed in a manner determined by the superintendent.

The board will be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It is the responsibility of the superintendent to enforce administrative regulations.

Legal Reference:
Iowa Code § 279.8 (2013).

Cross Reference:
209 Board of Directors' Management Procedures
304.2 Monitoring of Administrative Regulations

Code No. 304.2

MONITORING OF ADMINISTRATIVE REGULATIONS

The administrative regulations will be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

The superintendent may rely on the board, administrators, employees, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

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

Cross Reference:
209 Board of Directors' Management Procedures
304.1 Development and Enforcement of Administrative Regulations

Code No. 305

ADMINISTRATOR CODE OF ETHICS

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators will conduct themselves professionally and in a manner fitting to their position.

Each administrator will follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, will be grounds for discipline up to, and including, discharge.

The professional school administrator:

- Makes the education and well-being of students the fundamental value of all decision making.
- Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Implements local, state and national laws.
- Advises the school board and implements the board's policies and administrative rules and regulations.
- Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.
- Avoids using his/her position for personal gain through political, social, religious, economic or other influences.
- Accepts academic degrees or professional certification only from accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.
- Accepts responsibility and accountability for one's own actions and behaviors.
- Commits to serving others above self.

Legal Reference:
Iowa Code § 279.8 (2013).
282 I.A.C. 13.

Cross Reference:
404 Employee Conduct and Appearance

Code No. 307

COMMUNICATION CHANNELS

Questions and problems are resolved at the lowest organizational level nearest to the complaint. School employees are responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community will confer with a licensed employee and then with the principal on questions and concerns.

If resolution is not possible by any of the above, individuals may bring it to the attention of the superintendent within 5 school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within 5 school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda. It is within the board's discretion whether to hear the concern.

It will first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

NOTE: There should be limits on the length of time an individual has to pursue complaints in order to bring the issue to closure. The board needs to determine the appropriate number of days, five for example, and place that in the blanks. There are also limits similar to this in Policy 502.4, and the board may want to use the same number of days in that policy to ensure consistency.

Legal Reference:
Iowa Code § 279.8 (2013).

Cross Reference:
213 Public Participation in Board Meetings
213.1R1 General Complaints by Citizens
401.4 Employee Complaints
502.4 Student Complaints and Grievances
504.3 Student Publications

Code No. 711.8

TRANSPORTATION IN INCLEMENT WEATHER

School district buses will not operate when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. Because weather conditions may vary around the school district and may change quickly, the best judgment possible will be used with the information available.

The final judgment as to when conditions are unsafe to operate will be made by the superintendent. The superintendent will be assisted by the actual "on location" reports of the drivers.

Several drivers each year will be specially designated to report weather and road conditions by bus radio when requested to do so. Other employees and students will be notified using a rapid notification system when school is cancelled or temporarily delayed. When school is cancelled because of weather anywhere in the school district, all schools will be closed.

When weather conditions deteriorate during the day after school has begun, cancellation notices will be announced using our rapid notification system. Students will be returned to their regular drop-off sites unless weather conditions prevent it. In that case, students will be kept at or returned to school until they are picked up by the parents.

Note: This is a mandatory policy, but the content isn't. Boards should amend the policy if necessary to reflect their practices.

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 601.2 School Day