

**HARLAN COMMUNITY SCHOOL DISTRICT**  
**BOARD OF DIRECTORS - REGULAR MEETING**  
**BOARD ROOM - HARLAN COMMUNITY HIGH SCHOOL**

**March 16, 2020**

**5:30 p.m.**

**Finance: Devlin-Lawler and Larsen**

**AGENDA**

A. Call meeting to order and determination of a quorum

B. Approval of Secretary Pro-Tem

C. 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.*

D. Approve the Agenda

E. Presentations

F. Discussion Items

1. COVID-19
2. Draft Budget Information
3. Review Superintendent Evaluation Instrument
4. Superintendent Updates
  1. Teacher Negotiations
  2. Food Service Administrative Review Summary
  3. Staff Updates

G. Action Items:

1. Resignation of Personnel

1. Mallory Meyer – Superintendent Office Manager, Payroll Administrator, and Assistant School Business Manager
  2. Rebecca Mahoney – HS Guidance Office Associate and State Reporting
  3. Richard Finken – HS Custodian
2. Employment of Personnel
    1. Thomas Kurtz – MS Boys Assistant Track Coach
    2. Mindy Shaffer and Landon Stalzer – Co-MS Show Choir Sponsors
  3. Shared Swimming Agreements for 2020-2021
  4. Open Enrollment Request
- H. Consent Agenda
1. Minutes
    1. February 17, 2020 – Regular Meeting
    2. March 2, 2020 – Regular Meeting
  2. Accounts Payable
    1. February and March Pre-Paid Warrants
    2. March 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
- I. Policy Review
1. Policy Review/Approval – Second/Final Reading
    - Policy 407.1 – Licensed Employee Resignation
    - Policy 407.4 – Licensed Employee Suspension
    - Policy 407.5 – Licensed Employee Reduction in Force
    - Policy 407.6 – Licensed Employee Early Retirement - *Delete*
    - Policy 408.1 - Licensed Employee Professional Development
    - Policy 408.2 – Licensed Employee Publication or Creation of Materials
    - Policy 409.1 – Licensed Employee Vacation – Holidays – Personal Leave
    - Policy 409.2 – Licensed Employee Personal Illness Leave
    - Policy 409.3 – Licensed Employee Family and Medical Leave
    - Policy 409.3E1 – Licensed Employee Family and Medical Leave Notice to Employees
    - Policy 409.3E2 – Licensed Employee Family and Medical Leave Request Form

Policy 409.3R1 – Licensed Employee Family and Medical Leave Regulation  
Policy 409.3R2 Licensed Employee Family and Medical Leave Definitions  
Policy 409.4 – Licensed Employee Bereavement Leave  
Policy 409.5 – Licensed Employee Political Leave  
Policy 409.6 – Licensed Employee Jury Duty Leave  
Policy 409.7 – Licensed Employee Military Service Leave  
Policy 409.8 – Licensed Employee Unpaid Leave  
Policy 410.1 – Substitute Teachers  
Policy 410.2 – Summer School Licensed Employees  
Policy 411.1 – Classified Employee Defined  
Policy 411.2 – Classified Employee Qualifications, Recruitment, Selection  
Policy 411.4 – Classified Employee Licensing/Certification  
Policy 411.5 – Classified Employee Assignment  
Policy 411.6 – Classified Employee Transfers  
Policy 411.7 – Classified Employee Evaluation  
Policy 412.1 – Classified Employee Compensation  
Policy 412.2 – Classified Employee Wage and Overtime Compensation  
Policy 413.1 – Classified Employee Resignation  
Policy 413.3 – Classified Employee Suspension  
Policy 413.4 – Classified Employee Dismissal  
Policy 413.5 – Classified Employee Reduction in Force  
Policy 414.1 – Classified Employee Vacations – Holidays – Personal Leave  
Policy 414.2 – Classified Employee Personal Illness Leave  
Policy 414.3 – Classified Employee Family and Medical Leave  
Policy 414.3E1 – Classified Employee Family and Medical Leave Notice to Employees  
Policy 414.3E2 – Classified Employee Family and Medical Leave  
Policy 414.3R1 – Classified Employee Family and Medical Leave Regulation  
Policy 414.3R2 – Classified Employee Family and Medical Leave Definitions  
Policy 414.4 – Classified Employee Bereavement Leave  
Policy 414.5 – Classified Employee Political Leave  
Policy 414.6 – Classified Employee Jury Duty Leave  
Policy 414.7 – Classified Employee Military Service Leave  
Policy 414.8 – Classified Employee Unpaid Leave  
Policy 414.9 – Classified Employee Professional Purposes Leave

#### J. Upcoming Events and Community Updates

1. Budget Hearing and Special Meeting – March 30, 2020
2. Update on Community Engagement Event

K. Adjournment

# Superintendent Evaluation: Abbreviated Form

Iowa Association of School Boards, February 2006  
Based on IASB and SAI's *Superintendent Evaluation: A Systems Approach*



# Superintendent Evaluation: Abbreviated Form

## Introduction

The IASB and SAI study and resulting document, *Superintendent Evaluation: A Systems Approach*, was developed around eight operating principles and six *Iowa Standards for School Leaders*. This important and valuable document represents the ideal possible breadth and scope of an evaluation instrument for a superintendent.

At the request of members, IASB undertook a pilot study in 2005 to create an abbreviated form of *Superintendent Evaluation: A Systems Approach*. The following form and accompanying materials is an attempt to focus in on two or three superintendent goals (not district or board goals), the evidence the board needs to evaluate these goals and a summative document to attest to the evaluation process.

The job description for the superintendent and the *Iowa Standards for School Leaders* are proof of the expansive task before any Iowa superintendent. There is not enough time on the part of the board or the superintendent to evaluate all aspects of the job performance each year.

It is imperative that the board:

1. Has knowledge of the job description and Iowa Department of Education Leadership Standards.
2. Establish board goals to model the importance of establishing what the board wants to accomplish and how it will evaluate its effectiveness and work toward the goals.
3. In conjunction with the superintendent, establish district goals for the entire system, and determine how the board will evaluate progress toward these goals by all district employees and students.
4. In conjunction with the superintendent, establish realistic goals for the superintendent which target specific needs and determine what evidence the board will accept as proof that these goals are being addressed and accomplished.

# Goal Examples

<p><b>District Goal (long-term): 90% of all fourth graders will be reading at a proficiency level.</b></p> <p><i>Measurable Progress Indicator:</i> ITBS tests will indicate 90% of all fourth graders will be at the 75th percentile or above in reading.</p>
<p><b>Superintendent Goal: The superintendent will provide leadership and oversee the selection, implementation and evaluation of staff development meeting district needs.</b></p> <p><i>Measurable Progress Indicators:</i></p> <ul style="list-style-type: none"><li>• A report on district needs will be presented to the board</li><li>• The superintendent will provide recommendations to the board for research-based staff development initiatives to address these needs.</li><li>• The superintendent will present to the board a plan indicating how staff development will be implemented and evaluated in the attendance centers.</li><li>• Regular reporting to the board will indicate effectiveness of staff development including:<ul style="list-style-type: none"><li>○ Training, mentoring or peer coaching,</li></ul></li></ul>
<p><b>Board Goal: Provide support in the area of reading.</b></p> <p><i>Measurable Progress Indicators:</i></p> <ul style="list-style-type: none"><li>• The board will hear reports on student needs.</li><li>• The board will receive recommendations from staff on professional development initiatives that would address identified needs and approve a selected initiative.</li><li>• The board will direct resources (time and dollars) toward selected staff development that addresses identified district needs.</li><li>• The board will advocate within the community regarding the importance of support for staff development efforts.</li><li>• The board will hear reports back about the effectiveness of staff development efforts.</li></ul>



## Suggested Process for Use of Accompanying Documents:

1. In a board work session, as a group, go through the standards (*Part I*) quickly trying to identify areas of concern. The board would not have to respond to each standard nor evaluate current summary rating.
2. Use the *Overall Consideration of Standards* questions (p. 8) to focus and establish the board's desires for the superintendent.
3. Listing goals (*Part II*) is difficult. Remembering that you can't measure everything in the job description or the standards, what two or three goals are the MOST IMPORTANT? List these (pp. 9-10).
4. What does the board want to see as evidence that progress is being made on each goal? List each of these individually as *Measurable Progress Indicators* (pp. 9-10).
5. Decide how often the board wants a report on these goals. Make it an agenda item for your meetings.
6. At the end of the year, the board should have sufficient knowledge and documentation to complete *Part III: End of Year Review of Goal Attainment*. This can be considered the 'formal' evaluation form and can be placed in the superintendent's personnel file with appropriate signatures. Most importantly, it can serve as a basis for the next year: Where do we go from here?



## PART I: 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.

<b>Supporting Evidence/Comments:</b>	<b>Summary Rating</b> <i>Circle Appropriate Response</i>
	<b>Weak - Average - Exemplary</b>
	<b>1 - 2 - 3 - 4 - 5</b>

### 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.

<b>Supporting Evidence/Comments:</b>	<b>Summary Rating</b> <i>Circle Appropriate Response</i>
	<b>Weak - Average - Exemplary</b>
	<b>1 - 2 - 3 - 4 - 5</b>

### STANDARD #3

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.

<b>Supporting Evidence/Comments:</b>	<b>Summary Rating</b> <i>Circle Appropriate Response</i>
	<b>Weak - Average - Exemplary</b>
	<b>1 - 2 - 3 - 4 - 5</b>

**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.

<b>Supporting Evidence/Comments:</b>	<b>Summary Rating</b> <i>Circle Appropriate Response</i>
	<b>Weak - Average - Exemplary</b>
	<b>1 - 2 - 3 - 4 - 5</b>

**STANDARD #5**

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

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.

<b>Supporting Evidence/Comments:</b>	<b>Summary Rating</b> <i>Circle Appropriate Response</i>
	<b>Weak - Average - Exemplary</b>
	<b>1 - 2 - 3 - 4 - 5</b>

**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.

<b>Supporting Evidence/Comments:</b>	<b>Summary Rating</b> <i>Circle Appropriate Response</i>
	<b>Weak - Average - Exemplary</b>
	<b>1 - 2 - 3 - 4 - 5</b>

**Overall Consideration of Standards**

Of the standards listed above, which is the superintendent's greatest strength? How does this strength directly contribute to district goals?

Of the standards listed, which area of standard achievement is presenting the greatest blocker to the superintendent leading for achievement of district goals?

What supports might the board offer to enhance the superintendent's strengths and promote triumph over existing blockers?

## PART II—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 include the measurable progress indicators to be accomplished by the superintendent during the next 12 months. These are specific outcomes that will best move the system forward in achieving the district's long-term goals.

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.

7.1 Goal:
Measurable Progress Indicator:
Measurable Progress Indicator:
Measurable Progress Indicator:
7.2 Goal:
Measurable Progress Indicator:
Measurable Progress Indicator:
Measurable Progress Indicator:

7.3 Goal:
Measurable Progress Indicator:
Measurable Progress Indicator:
Measurable Progress Indicator:

### Part III—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.

<b>7.1 Supporting Evidence of Goal Attainment</b>	<b>Goal Attainment Rating</b> <i>Circle Appropriate Response</i>  <b>Weak - Average - Exemplary</b> <b>1 - 2 - 3 - 4 - 5</b>

<b>7.2 Supporting Evidence of Goal Attainment</b>	<b>Goal Attainment Rating</b> <i>Circle Appropriate Response</i>  <b>Weak - Average - Exemplary</b> <b>1 - 2 - 3 - 4 - 5</b>

<b>7.3 Supporting Evidence of Goal Attainment</b>	<b>Goal Attainment Rating</b> <i>Circle Appropriate Response</i>  <b>Weak - Average - Exemplary</b> <b>1 - 2 - 3 - 4 - 5</b>



## PART IV – Overall End of Year Summary

Check (√) one in each row

Job Responsibilities	Satisfactory	Unsatisfactory
<i>Overall Standards</i>		
<i>Goal 1</i>		
<i>Goal 2</i>		
<i>Goal 3</i>		
<b>Sumative Rating</b>		

**Significant Achievements:**

**Areas for Growth:**

**Superintendent Comments:**

**Board Comments:**

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Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_

Board President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Sample Rating Scales for Superintendent Evaluation Instruments

<b>Summary Rating</b> <i>Circle Appropriate Response:</i>	
<b>Meets standard</b>	<b>Does not meet standard</b>

<b>Summary Rating</b> <i>Circle Appropriate Response:</i>
<b>3 Exceeds Standard</b>
<b>2 Meets Standard</b>
<b>1 Does Not Meet Standard</b>

<b>Summary Rating</b> <i>Circle Appropriate Response:</i>
<b>Weak - Average - Exemplary</b>
<b>1 - 2 - 3 - 4 - 5</b>

<b>Summary Rating</b> <i>Circle Appropriate Response:</i>
<b>3 Meets Standard</b>
<b>2 Meets Most of the Standard</b>
<b>1 Does Not Meet Standard</b>

<b>Summary Rating</b> <i>Circle Appropriate Response:</i>
<b>4 Exceeds Standard</b>
<b>3 Meets Standard</b>
<b>2 Meets Most of the Standard</b>
<b>1 Does Not Meet Standard</b>

HARLAN COMMUNITY SCHOOL DISTRICT  
CONTRACT WITH COACH

This contract is entered into by and between **Kurtz, Thomas**, 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: \$1,990.68  
Position: Boys MS Track Assistant

**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 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 16<sup>th</sup> day of March, 2020.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coach

March 16, 2020  
Date

\_\_\_\_\_  
Board President

HARLAN COMMUNITY SCHOOL DISTRICT  
CONTRACT WITH SPONSOR/COACH

This contract is entered into by and between **Shaffer, Mindy**, 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 employee 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:     \$995.34      
Position:     .5 MS Show Choir    

**AND IT IS FURTHER AGREED:**

1. That the employee shall perform duties of the position as assigned and perform other related duties.
2. That this contract is for one school year only and that it may be terminated by either party at any time and for any reason.
3. 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 sponsor and the President of the Board on or before the 16<sup>th</sup> day of March, 2020.

\_\_\_\_\_  
Date

    March 16, 2020      
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Board President

HARLAN COMMUNITY SCHOOL DISTRICT  
CONTRACT WITH SPONSOR/COACH

This contract is entered into by and between **Stalzer, Landon**, 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 employee 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:     \$995.34      
Position:     .5 MS Show Choir    

**AND IT IS FURTHER AGREED:**

1. That the employee shall perform duties of the position as assigned and perform other related duties.
2. That this contract is for one school year only and that it may be terminated by either party at any time and for any reason.
3. 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 sponsor and the President of the Board on or before the 16<sup>th</sup> day of March, 2020.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

    March 16, 2020      
Date

\_\_\_\_\_  
Board President

# Application for Cooperative Sponsorship

Applications are to be initiated by each Board of Education and submitted not later than **April 30, 2020**.

Complete the form below and click "Submit to IHSAA." The IHSAA will review your application and respond electronically. You may check on the status of your application by logging in to your school account and clicking on "Cooperative Sponsorship Agreements."

Cooperative sponsorship conditions include the following:

- Member schools may apply for cooperative sponsorship to the governing Board of the respective activities organization.
- Separate applications shall be submitted to each activity association.
- School districts shall be contiguous with one of the other schools within the agreement unless the activity is not offered at any school contiguous to the party district in which case the contiguous requirement may be waived.
- Cooperative sponsorship agreement shall be for year.
- A school's students may be engaged in cooperative activities under the terms of only one (1) agreement.
- Decisions on all applications will be determined by the respective governing organization within 10 days.

**The following school districts hereby apply for cooperative sponsorship for the 2020-2021 school year:**

- 1) COUNCIL BLUFFS, ABRAHAM LINCOLN (Host School)
- 2) COUNCIL BLUFFS, THOMAS JEFFERSON
- 3) HARLAN COMMUNITY
- 4) UNDERWOOD
- 5) TRI-CENTER, NEOLA

**Activities sponsored by the IHSAA include\*:**

*\* If an activity is crossed out, it has already been selected on another cooperative sponsorship agreement form your school is a part of.*

Swimming

**Name as it should appear on tournament pairings:** Council Bluffs Abraham Lincoln



**HARLAN COMMUNITY SCHOOL DISTRICT BOARD MEETING**  
**(For approval on 3-16-2020)**

FEBRUARY 17, 2020

The Board met for a regular meeting at 5:30 p.m. on Monday, February 17, 2020, in the Board Room at Harlan Community High School. Vice President Jessica Anderson presided with Board members Al Hazelton, Tarah Devlin-Lawler, and Joni Larsen present. Amy Rueschenberg, Seth Piro, and Monte Schechinger were absent.

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

Media: Bob Bjoin and Amy Barrett

**APPROVAL OF AGENDA:** Devlin-Lawler moved, seconded by Larsen, to approve the agenda. Motion carried 4-0.

**DISCUSSION ITEMS:** The board discussed the superintendent evaluation process and timelines as well as personnel updates including the announcement of head football coach, pending board approval, see below.

*"We are pleased to announce that Todd Bladt will assume the role as Head Football Coach for Harlan Community High School pending board approval. Todd has a wealth of experience as a coach in our system and a great mentor in the form of Coach Curt Bladt. Todd will take the helm and continue the great traditions of Harlan Football but he will also meld in the changes and advancements that are necessary for programs to continue to be successful in 2020."*

**ACTION ITEMS:**

**EMPLOYMENT OF PERSONNEL:** Hazelton moved, seconded by Devlin-Lawler to approve the employment of Jacie White as High School Business Teacher and Gabrielle Leinen as School Nurse, High School Health Occupational Teacher, and HOSA Sponsor. Motion carried 4-0.

**APPROVAL OF 28E AGREEMENT WITH SHELBY COUNTY CATHOLIC SCHOOLS FOR UNIVERSAL PRESCHOOL:** Larsen moved, seconded by Devlin-Lawler to approve the 28E agreement with Shelby County Catholic Schools for Universal Preschool. Motion carried 4-0.

**APPROVAL OF CONSENT AGENDA:** Hazelton moved, seconded by Larsen to approve the consent agenda as presented. This included the minutes from the previous board meetings, accounts payable for January and February, February General Fund (Operating Warrants), Trust Fund Warrants, Agency Fund Warrants, Physical Plant and Equipment Fund Warrants, Financial Reports, and Non-Personnel Contract for Special Education with IKM-Manning CSD. The approved warrants are as follows:

**OPERATING FUND**

AHLERS & COONEY, P.C.	LEGAL SERVICES	2,272.50
AHSTW COMMUNITY SCHOOL DISTRICT	OPEN ENROLL. TUITION/SPED BILLING	16,350.77
BAUGHMAN, ELAINE	TRAVEL	112.32
BAXTER LUMBER AND HARDWARE	SUPPLIES	13.98
BONINE GARAGE DOORS	REPAIRS	256.20
BOYER VALLEY COMMUNITY SCHOOL DISTRICT	SPED BILLING	5,641.20
BROADCAST MUSIC, INC.	SUPPLIES	152.72
CAM COMMUNITY SCHOOL DISTRICT	OPEN ENROLLMENT TUITION	3,156.00
CARQUEST	PARTS	1,642.42
CARROLL CONTROL SYSTEMS INC.	PURCHASED SERVICES	801.85
CENTRAL IOWA DISTRIBUTING INC.	SUPPLIES	3,932.00
CHADWICK TOWING	PURCHASED SERVICES	200.00
CINTAS	LAUNDRY	43.65
CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT	OPEN ENROLLMENT TUITION	7,062.50
CONTROL SERVICES INC.	PURCHASED SERVICES	98.50
COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT	TUITION/SPED BILLING	14,545.28
DELTA DENTAL	EMPLOYEE INSURANCE	10,135.20
DRIVE SAFELY LLC	PURCHASED SERVICES	15,980.00
ELECTRONIC CONTRACTING COMPANY	PURCHASED SERVICES	690.00
FARM SERVICE COOP	FUEL	8,470.96
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	3,790.54
FLINN SCIENTIFIC INC.	MATERIALS	541.79
GABRIEL FIRST CORP.	SUPPLIES	1,676.22
GIL, ANA	TRAVEL	42.90
GREATAMERICA FINANCIAL SERVICES	COPIER LEASES	1,585.00
GREEN HILLS AEA	PURCHASED LIBRARIAN SERVICES	3,768.77
HARLAN MUNICIPAL UTILITIES	UTILITIES	39,359.53
HARLAN NEWSPAPERS	SUPPLIES/LEGAL PUBLICATIONS	337.88
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	5,090.43
HOME PRO VACUUM CENTERS	EQUIPMENT	938.00
IKM MANNING COMMUNITY SCHOOL DISTRICT	SPED BILLING/CONCURRENT ENROLL.	10,010.15
IOWA ASSOCIATION OF SCHOOL BOARDS	REGISTRATION	45.00
IOWA WESTERN COMMUNITY COLLEGE	BUS DRIVER CLASS	100.00
J.W. PEPPER & SON, INC.	MATERIALS	258.05
JOHNSON CONTROLS	REPAIRS	558.00
JUNIOR LIBRARY GUILD	SUPPLIES	735.70
KLEIN, JANE	PHONE REIMBURSEMENT	100.00
KLEIN, JARED	PHONE REIMBURSEMENT	120.00
KNOD	ADVERTISING	150.00
KROGER & SONS HAULING, LLC	GARBAGE COLLECTION	2,260.00
LEWIS CENTRAL COMMUNITY SCHOOL DISTRICT	OPEN ENROLL. TUITION/SPED BILLING	5,369.41
LIFESCAPE - CHILDREN'S CARE	SPED BILLING	7,950.00
LOGAN MAGNOLIA COMMUNITY SCHOOL DISTRICT	ENTRY FEES	40.00
MADISON NATIONAL LIFE	EMPLOYEE INSURANCE	2,956.11
MID AMERICAN ENERGY	UTILITIES	14.37
NAPA	SUPPLIES	139.69
NEWCOMB, MATTHEW	PHONE REIMBURSEMENT	120.00
NOODLETOOLS	SUPPLIES	60.00
NORTHWEST AEA	SUPPLIES	145.84

OMAHA PAPER COMPANY	SUPPLIES	2,829.41
OMAHA TRUCK CENTER, INC.	PARTS	3,038.18
OUR OWN UPHOLSTERY	PURCHASED SERVICES	80.00
PAPER CORPORATION	SUPPLIES	1,368.10
PATTEE, DAVIS	TRAVEL	28.47
PETERSEN FAMILY WELLNESS CENTER	WELLNESS PROGRAM	72.00
PITTS FAMILY & SPORTS CHIROPRACTIC	EMPLOYEE PHYSICALS	285.00
ROGERS PEST CONTROL, LLC	PEST CONTROL	392.00
SCHMITT MUSIC CENTERS	REPAIRS	15.25
SCHOOL BUS SALES	PARTS	169.58
SCHOOL HEALTH CORPORATION	SUPPLIES	79.00
SCHOOL SPECIALTY, INC.	SUPPLIES	304.89
SCHROER & ASSOCIATES, P.C.	AUDITING FEES	4,250.00
SOFTWARE UNLIMITED, INC	SOFTWARE	1,122.00
SONDERMAN CLEANING SERVICE	PURCHASED SERVICES	170.00
SPARK AND BRAKE SHOP	REPAIRS	718.00
STABILIT CONSTRUCTION COMPANY	SNOW REMOVAL	13,895.00
STAPLES	SUPPLIES	41.18
STUDER HARLAN DO IT BEST HARDWARE	SUPPLIES	141.93
TIMBERLINE BILLING SERVICES, LLC	MEDICAID BILLING SERVICES	1,176.19
TRICENTER COMMUNITY SCHOOL DISTRICT	SPED BILLING	9,967.92
VERIZON WIRELESS	TELEPHONE SERVICE	656.16
VISUAL EDGE INC. DBA COUNSEL OFFICE	COPIER LEASES	1,758.06
W.W. GRAINGER, INC.	SUPPLIES	3,695.01
WELLMARK BLUE CROSS/BLUE SHIELD	EMPLOYEE INSURANCE	122,942.44

**STUDENT ACTIVITY FUND**

ANDERSON, SCOTT	SUPPLIES	210.00
ARKFELD, MARK	OFFICIATING	100.00
ATLANTIC BOTTLING CO.	SUPPLIES	1,926.98
ATLANTIC COMMUNITY SCHOOL DISTRICT	ENTRY FEES	100.00
AVERY BROTHERS SIGN COMPANY	SUPPLIES	42.00
BAXTER, RANDY	OFFICIATING	250.00
BFG SUPPLY COMPANY	SUPPLIES	618.21
BIG DADDY TEE'S AND VINYL	SUPPLIES	19.00
BLUMHARDT, WAYDE	OFFICIATING	50.00
BRUCK, JAMES	OFFICIATING	430.00
COLLINS, DEVIN	OFFICIATING	130.00
COREMARK MIDCONTINENT, INC	SUPPLIES	1,182.20
DRIVER, JAMES	OFFICIATING	125.00
ETHEN, CHRIS	OFFICIATING	125.00
FERRY, SHANNON	SUPPLIES	43.85
FLORAL ELEGANCE AND UNIQUE GIFTS	SUPPLIES	117.00
GASTON, CORY	OFFICIATING	125.00
GILLMAN, BILL	OFFICIATING	125.00
GRAPHIC EDGE	SUPPLIES	2,111.22
HAMILTON, JOSHUA	OFFICIATING	355.00
HARLAN GOLF & COUNTRY CLUB	GOLF TEAM MEMBERSHIP	900.00
HARLAN NEWSPAPERS	SUPPLIES/LEGAL PUBLICATIONS	72.00
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	7,811.34

HARRIS SCHOOL SOLUTIONS	MERCHANT PROCESSING	77.18
HONNOLD, SHERRY	PURCHASED SERVICES	225.00
HYVEE FOOD STORE	SUPPLIES	64.92
IOWA FFA FOUNDATION, INC.	REGISTRATION	259.00
IOWA HIGH SCHOOL SOCCER COACHES ASSN.	MEMBERSHIP	30.00
IOWA HIGH SCHOOL SPEECH ASSOCIATION	REGISTRATION	21.00
ISU EXTENSION OFFICE - SHELBY CO.	SUPPLIES	58.00
JOHNSON, BOB	OFFICIATING	125.00
JOSTENS INC.	SUPPLIES	2,132.00
K-MAC AWARDS	MATERIALS/SERVICES	74.56
KINTNER, LARRY	PURCHASED SERVICES	200.00
KROGER, KURTIS	OFFICIATING	75.00
LANGUAGE TESTING INTERNATIONAL	TESTING FEES	10.00
MANN, QUIN	OFFICIATING	75.00
MUSIC THEATRE INTERNATIONAL	PRODUCTION FEES AND MATERIALS	5,790.00
NOETH, KATHLEEN	SUPPLIES	5.26
PHILLIPS, ALEX	OFFICIATING	125.00
PLATTSMOUTH HIGH SCHOOL	ENTRY FEES	140.00
RED ROOF INN AMES	TRAVEL	1,276.72
REN'S MILK SOAP	SUPPLIES	200.00
ROSMANN FAMILY FARMS	SUPPLIES	87.57
ROYER, MARK	OFFICIATING	125.00
SCHABEN, BRYCE	OFFICIATING	625.00
SCHEVE, BRENT	OFFICIATING	175.00
SCHOOL SPECIALTY, INC.	SUPPLIES	340.48
SCHUMACHER, BRENT	OFFICIATING	355.00
SEALER, JAY	OFFICIATING	125.00
SHELBY CO. TRAP & SKEET LTD	SUPPLIES	4,318.86
SHELBY COUNTY GOLF, INC	GOLF TEAM MEMBERSHIP	450.00
SIBBALD, ERIN	PURCHASED SERVICES	675.00
SPOMER, KURT	OFFICIATING	125.00
STRUCK, SHAWN	OFFICIATING	125.00
SWEET 16 LANES	ENTRY FEES	50.00
VANDE BERG, MARK	OFFICIATING	300.00
VARSITY SPIRIT FASHIONS	SUPPLIES	200.40
VARSITY	SUPPLIES	358.75
ZANDER INK	SUPPLIES	1,518.50
<b>PHYSICAL PLANT &amp; EQUIPMENT</b>		
CONTROL SERVICES INC.	PURCHASED SERVICES	834.50
RIEMANN MUSIC, INC.	REPAIRS	2.40
RIVERSIDE TECHNOLOGIES, INC.	PURCHASED SERVICES	60.00
SPRINGMAN ELECTRIC LLC	PURCHASED SERVICES	2,191.90
TRANE U.S. INC	PURCHASED SERVICES	2,540.50
<b>DEBT SERVICE FUND</b>		
UMB BANK, NA	LOAN PROCESSING FEES	300.00
<b>SCHOOL NUTRITION FUND</b>		
ATLANTIC BOTTLING CO.	SUPPLIES	94.82

BERNARD FOOD INDUSTRIES, INC.	SUPPLIES	63.72
CULP, TRAVIS	LUNCH REFUND	15.50
EARTHGRAINS COMPANY	SUPPLIES	1,218.88
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	30.15
FINN, BRIAN	LUNCH REFUND	1.45
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	285.03
HARRIS SCHOOL SOLUTIONS	MERCHANT PROCESSING	503.62
KECK FOODS	SUPPLIES	2,576.68
MARTIN BROS. DISTRIBUTING CO.	SUPPLIES	24,538.39
MEINERS PLUMBING AND HEATING	PURCHASED SERVICES	2,915.30
RAPIDS	SUPPLIES	140.12
W.W. GRAINGER, INC.	SUPPLIES	373.62

**POLICY REVIEW – FIRST READING:** Devlin-Lawler moved, seconded by Hazelton to approve first reading of Policy 507.9 – Wellness Policy and Policy 507.9R1 – Wellness Regulation. Motion carried 4-0.

**UPCOMING EVENTS AND COMMUNITY UPDATES:** The board discussed the upcoming community engagement event set for Monday, March 9, 2020 which is open to the public.

**ADJOURNMENT:** Devlin-Lawler moved, seconded by Larsen to adjourn. Motion carried 4-0 and the meeting was adjourned at 5:54 p.m.

Next Meeting: – March 2, 2020, 5:30 p.m. – Board Room

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Board President

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Board Secretary

**HARLAN COMMUNITY SCHOOL DISTRICT BOARD MEETING  
(For approval on 3-16-2020)**

MARCH 2, 2020

The Board met for a regular meeting at 4:00 p.m. on Monday, March 2, 2020, in the Board Room at Harlan Community High School. President Amy Rueschenberg presided with Board members Jessica Anderson, Al Hazelton, and, Joni Larsen. Seth Piro was present via telephone. Tarah Devlin-Lawler entered late. Monte Schechinger was absent.

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

Media: Bob Bjoin

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

**DISCUSSION ITEMS:** The board discussed Mr. Moser's administrator report, Mrs. Johnson's update on staffing, a draft calendar for next year, and discussed holding a budget hearing on March 30<sup>th</sup>.

**ACTION ITEMS:**

**RESIGNATION OF PERSONNEL:** Larsen moved, seconded by Hazelton to approve the resignation of Nicole Holst as Kindergarten Teacher; Tricia Spangenberg as MS Assistant Girls Track Coach; and Nancy Barnum as HS Food Service. Motion carried 5-0.

**EMPLOYMENT OF PERSONNEL:** Anderson moved, seconded by Larsen to approve the employment of Todd Bladt as Head Football Coach; Jeff Fah as MS Boys Track Coach; and Eleisa Preston as MS Assistant Girls Track Coach. Motion carried 5-0.

**CONSENT AGENDA:** Hazelton moved, seconded by Piro to approve the non-personnel special education contracts with Alpha School. Motion carried 5-0.

**POLICY REVIEW/APPROVAL – FIRST READING/FINAL REVIEW:** Hazelton moved, seconded by Anderson to approve the first reading and final review of policies as presented. Policy 407.1 – Licensed Employee Resignation; Policy 407.5 – Licensed Employee Reduction in Force; Policy 408.2 – Licensed Employee Publication or Creation of Materials; Policy 409.1 – Licensed Employee Vacation – Holidays – Personal Leave; Policy 409.2 – Licensed Employee Personal Illness Leave; Policy 409.4 – Licensed Employee Bereavement Leave; Policy 409.5 – Licensed Employee Political Leave; Policy 409.6 – Licensed Employee Jury Duty Leave; Policy 409.7 – Licensed Employee Military Service Leave; Policy 409.8 – Licensed Employee Unpaid Leave; Policy 410.2 – Summer School Licensed Employees; Policy 411.1 – Classified

Employee Defined; Policy 411.4 – Classified Employee Licensing/Certification; Policy 411.5 – Classified Employee Assignment; Policy 411.6 – Classified Employee Transfers; Policy 412.1 – Classified Employee Compensation; Policy 412.2 – Classified Employee Wage and Overtime Compensation; Policy 413.1 – Classified Employee Resignation; Policy 413.3 – Classified Employee Suspension; Policy 413.4 – Classified Employee Dismissal; Policy 413.5 – Classified Employee Reduction in Force; Policy 414.4 – Classified Employee Bereavement Leave; Policy 414.5 – Classified Employee Political Leave; Policy 414.6 – Classified Employee Jury Duty Leave; Policy 414.7 – Classified Employee Military Service Leave; Policy 414.8 – Classified Employee Unpaid Leave; and Policy 414.9 – Classified Employee Professional Purposes Leave are new policies and will be officially adopted at the second and final reading at the next meeting. Policy 407.4 – Licensed Employee Suspension; Policy 408.1 – Licensed Employee Professional Development; Policy 409.3 – Licensed Employee Family and Medical Leave; Policy 409.3E1 – Licensed Employee Family and Medical Leave Notice to Employees; Policy 409.3E2 – Licensed Employee Family and Medical Leave Request Form; Policy 409.3R1 – Licensed Employee Family and Medical Leave Regulation; Policy 409.3R2 – Licensed Employee Family and Medical Leave Definitions; Policy 410.1 – Substitute Teachers; Policy 411.2 – Classified Employee Qualifications, Recruitment, Selection; Policy 411.7 – Classified Employee Evaluation; Policy 414.1 – Classified Employee Vacations – Holidays – Personal Leave; Policy 414.2 – Classified Employee Personal Illness Leave; Policy 414.3 – Classified Employee Family and Medical Leave; Policy 414.3E1 – Classified Employee Family and Medical Leave Notice to Employees; Policy 414.3E2 – Classified Employee Family and Medical Leave; Policy 414.3R1 – Classified Employee Family and Medical Leave Regulation; and Policy 414.3R2 – Classified Employee Family and Medical Leave Definitions are current policies that the board will be reviewing again to finalize revisions at the next meeting. Policy 407.6 – Licensed Employee Early Retirement is a current policy that will be deleted. Policy 407.2 – Licensed Employee Contract Release; and Policy 410.4 – Education Associate were reviewed by the board with no changes. Motion carried 5-0.

Devlin-Lawler entered at 4:34 p.m.

**POLICY REVIEW/APPROVAL – SECOND/FINAL READING:** Devlin-Lawler moved, seconded by Larsen to approve the second and final reading of policies as presented. Policy 507.9 – Wellness Policy; and Policy 507.9R1 – Wellness Regulation. Motion carried 6-0.

Piro left the meeting via phone call at 4:40 p.m.

**UPCOMING EVENTS AND COMMUNITY UPDATES:** The board discussed the community engagement event on Monday, March 9<sup>th</sup> at 7:00 p.m. This event is open to the public and all are encouraged to attend.

**ADJOURNMENT:** Anderson moved, seconded by Hazelton to adjourn. Motion carried 5-0 and the meeting was adjourned at 4:43 p.m.



Next Meeting: – March 16, 2020, 5:30 p.m. – Board Room

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Board President

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Board Secretary

HARLAN COMMUNITY SCHOOL DISTRICT  
 BILLS FOR BOARD APPROVAL  
 MARCH 16, 2020

OPERATING FUND

AHLERS & COONEY, P.C.	LEGAL SERVICES	1,300.50
BAUGHMAN, ELAINE	HOMEBOUND MILEAGE	131.04
BAXTER LUMBER AND HARDWARE	SUPPLIES	6.97
BOMGAARS	SUPPLIES	57.74
CAMBIUM ASSESSMENT, INC.	TEST MATERIALS	567.00
CAPITAL SANITARY SUPPLY	SUPPLIES	4,990.90
CARQUEST	PARTS	732.53
CARROLL CONTROL SYSTEMS INC.	PURCHASED SERVICES	200.00
CENTRAL IOWA DISTRIBUTING INC.	SUPPLIES	796.80
CINTAS	LAUNDRY	130.95
COLLEGE ENTRANCE EXAM BOARD	TEST MATERIALS	20.00
CORVUS INDUSTRIES DBA BR BLEACHERS	INSPECTION	225.00
COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT	SPED BILLING	5,657.44
DELTA DENTAL	EMPLOYEE INSURANCE	10,176.03
DENISON COMMUNITY SCHOOL DISTRICT	ENTRY FEES	160.00
DEPARTMENT OF EDUCATION	BUS INSPECTIONS	1,080.00
DMACC	ONLINE LEARNING FEES	400.00
EASTERN NEBRASKA HUMAN SERVICES	SPED BILLING	344.00
EXPRESS LUBE AND TIRE, LLC	TIRES AND TUBES	14.02
FARM SERVICE COOP	FUEL	5,644.55
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	3,816.86
GREATAMERICA FINANCIAL SERVICES	COPIER LEASES	1,585.00
HARLAN MUNICIPAL UTILITIES	UTILITIES	35,244.16
HARLAN NEWSPAPERS	SUPPLIES/LEGAL PUBLICATIONS	300.58
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	16,147.58
HOME PRO VACUUM CENTERS	EQUIPMENT	1,287.46
IOWA CHORAL DIRECTORS ASSOCIATION	ENTRY FEES	50.00
IOWA EMPLOYMENT CONFERENCE	REGISTRATION	335.00
IOWA PRISON INDUSTRIES	SUPPLIES	228.55
IOWA SCHOOL FINANCE INFORMATION SYSTEMS	REGISTRATION/BACKGROUND CHECKS	409.00
J.W. PEPPER & SON, INC.	MATERIALS	73.44
KROGER & SONS HAULING, LLC	GARBAGE COLLECTION	2,280.00
LIFESCAPE - CHILDREN'S CARE	SPED BILLING	10,571.50
MADISON NATIONAL LIFE	EMPLOYEE INSURANCE	2,911.75
MEINERS PLUMBING AND HEATING	PURCHASED SERVICES	1,342.09
MID AMERICAN ENERGY	UTILITIES	18.06
MID AMERICAN RESEARCH CHEMICAL	SUPPLIES	146.18
NAPA	SUPPLIES	36.44
NETA	REGISTRATION	169.00
NORTHWEST AEA	SUPPLIES	154.94
O'KEEFE ELEVATOR COMPANY, INC	ELEVATOR INSPECTION	233.44
OMAHA TRUCK CENTER, INC.	PARTS	99.76
PETERSEN FAMILY WELLNESS CENTER	WELLNESS PROGRAM	302.40
PETERSEN MOTORS LLC	REPAIRS	667.26
PITTS FAMILY & SPORTS CHIROPRACTIC	EMPLOYEE PHYSICALS	190.00
PIZZA RANCH	SUPPLIES	123.00
POMP'S TIRE SERVICE, INC.	TIRES AND TUBES	731.08
ROGERS PEST CONTROL LLC	PEST CONTROL	196.00
SCHMITT MUSIC CENTERS	MATERIALS/EQUIPMENT	881.38
SCHOOL BUS SALES	PARTS	40.56
SCHOOL SPECIALTY, INC.	SUPPLIES	158.32
SIOUX CITY COMMUNITY SCHOOL DISTRICT	TUITION	1,719.90

HARLAN COMMUNITY SCHOOL DISTRICT  
 BILLS FOR BOARD APPROVAL  
 MARCH 16, 2020

SIOUX CITY FOUNDRY CO.	SUPPLIES	590.40
SONDERMAN CLEANING SERVICE	PURCHASED SERVICES	85.00
STORM LAKE COMMUNITY SCHOOL DISTRICT	SPED BILLING	19,098.30
STUDER HARLAN DO IT BEST HARDWARE	SUPPLIES	301.43
TIMBERLINE BILLING SERVICES LLC	MEDICAID BILLING SERVICES	203.16
US PLASTIC CORP.	SUPPLIES	426.76
VERIZON WIRELESS	TELEPHONE SERVICE	633.55
VETTER EQUIPMENT CO.	REPAIRS	1,574.89
VISUAL EDGE INC. DBA COUNSEL OFFICE	COPIER LEASES	1,842.47
W.W. GRAINGER, INC.	SUPPLIES	4,076.07
WELLMARK BLUE CROSS/BLUE SHIELD	EMPLOYEE INSURANCE	124,173.92
<b>STUDENT ACTIVITY FUND</b>		
4 SEASONS FUND RAISING	FUNDRAISING SUPPLIES	49.95
ANDERSEN, JAMI	TRAVEL	35.00
ATLANTIC BOTTLING CO.	SUPPLIES	1,339.95
BSN SPORTS	SUPPLIES	1,860.00
CLAYTON, DAN	OFFICIATING	125.00
COLLEGE ENTRANCE EXAM BOARD	TEST MATERIALS	425.00
CORE-MARK MIDCONTINENT, INC.	SUPPLIES	920.24
CYCLONE LANES	PURCHASED SERVICES	254.50
FAIR-PLAY	SUPPLIES	810.00
FAIRFIELD INN AND SUITES	TRAVEL	2,661.12
GRAPHIC EDGE	SUPPLIES	156.51
HARLAN THEATRE	ENTRY FEES	153.00
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	3,747.72
HOSA - FUTURE HEALTH PROFESSIONALS	REGISTRATION	168.00
IOWA GIRLS HIGH SCHOOL ATHLETIC ASSN.	TICKET SALES	11,928.00
IOWA HIGH SCHOOL ATHLETIC ASSN.	TICKET SALES	2,400.00
IOWA HIGH SCHOOL MUSIC ASSOCIATION	REGISTRATION	780.00
IOWA HIGH SCHOOL SOCCER COACHES ASSN.	REGISTRATION	100.00
IOWA HOSA	REGISTRATION	1,870.00
LANGUAGE TESTING INTERNATIONAL	TEST MATERIALS	10.00
LEFEBER, STEPHEN	OFFICIATING	100.00
MAIN STREET MARKET	SUPPLIES	600.00
MALMBERG, DAVID	PURCHASED SERVICES	1,800.00
MARTINEZ, PAUL A.	OFFICIATING	75.00
MIDSTATES BANK	TRAVEL	1,360.00
PELZER, CASEY	OFFICIATING	125.00
PETERSEN FAMILY WELLNESS CENTER	ENTRY FEES	330.00
PIZZA RANCH	SUPPLIES	403.99
RAY'S MID-BELL MUSIC	SUPPLIES	37.98
ROSMANN FAMILY FARMS	SUPPLIES	172.36
SCHABEN, BRYCE	OFFICIATING	175.00
SCHIEFFER, HARLEY	OFFICIATING	450.00
SCHOLASTIC BOOK FAIR-08	BOOK FAIR	1,780.12
STUDER HARLAN DO IT BEST HARDWARE	SUPPLIES	81.98
SWEENEY, BOB	OFFICIATING	125.00
VANDE BERG, MARK	OFFICIATING	150.00
WILSON MIDDLE SCHOOL	ENTRY FEES	90.00
ZANDER INK	SUPPLIES	5,587.00

HARLAN COMMUNITY SCHOOL DISTRICT  
 BILLS FOR BOARD APPROVAL  
 MARCH 16, 2020

**PHYSICAL PLANT & EQUIPMENT**

COMBUSTION CONTROL CO.	PURCHASED SERVICES	1,160.30
ELEVATE ROOFING	PURCHASED SERVICES	838.39
GETZSCHMAN HEATING, LLC	PURCHASED SERVICES	4,620.00
RIEMANN MUSIC, INC.	REPAIRS	125.55
SCHMITT MUSIC CENTERS	REPAIRS	150.00

**SCHOOL NUTRITION FUND**

FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	30.15
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	614.65
HARRIS SCHOOL SOLUTIONS	MERCHANT PROCESSING	518.10
HILAND DAIRY	SUPPLIES	4,645.16
HOBART	SUPPLIES	812.48
KRUSE REFRIGERATION & ELECTRIC	PURCHASED SERVICES	245.50
MARTIN BROS. DISTRIBUTING CO.	SUPPLIES	17,071.18
MEINERS PLUMBING AND HEATING	PURCHASED SERVICES	364.42

**AGENCY FUND**

HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	9.00
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**PRIVATE-PURPOSE TRUST FUNDS**

HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	72.35
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HARLAN COMMUNITY SCHOOL DISTRICT  
 BILLS APPROVED BY BOARD  
 MARCH 16, 2020

OPERATING FUND

AHLERS & COONEY, P.C.	LEGAL SERVICES	1,300.50
BAUGHMAN, ELAINE	HOMEBOUND MILEAGE	131.04
BAXTER LUMBER AND HARDWARE	SUPPLIES	6.97
BOMGAARS	SUPPLIES	57.74
CAMBIUM ASSESSMENT, INC.	TEST MATERIALS	567.00
CAPITAL SANITARY SUPPLY	SUPPLIES	4,990.90
CARQUEST	PARTS	732.53
CARROLL CONTROL SYSTEMS INC.	PURCHASED SERVICES	200.00
CENTRAL IOWA DISTRIBUTING INC.	SUPPLIES	796.80
CINTAS	LAUNDRY	130.95
COLLEGE ENTRANCE EXAM BOARD	TEST MATERIALS	20.00
CORVUS INDUSTRIES DBA BR BLEACHERS	INSPECTION	225.00
COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT	SPED BILLING	5,657.44
DELTA DENTAL	EMPLOYEE INSURANCE	10,176.03
DENISON COMMUNITY SCHOOL DISTRICT	ENTRY FEES	160.00
DEPARTMENT OF EDUCATION	BUS INSPECTIONS	1,080.00
DMACC	ONLINE LEARNING FEES	400.00
EASTERN NEBRASKA HUMAN SERVICES	SPED BILLING	344.00
EXPRESS LUBE AND TIRE, LLC	TIRES AND TUBES	14.02
FARM SERVICE COOP	FUEL	5,644.55
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	3,816.86
GREATAMERICA FINANCIAL SERVICES	COPIER LEASES	1,585.00
HARLAN MUNICIPAL UTILITIES	UTILITIES	35,244.16
HARLAN NEWSPAPERS	SUPPLIES/LEGAL PUBLICATIONS	300.58
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	16,147.58
HOME PRO VACUUM CENTERS	EQUIPMENT	1,287.46
IOWA CHORAL DIRECTORS ASSOCIATION	ENTRY FEES	50.00
IOWA EMPLOYMENT CONFERENCE	REGISTRATION	335.00
IOWA PRISON INDUSTRIES	SUPPLIES	228.55
IOWA SCHOOL FINANCE INFORMATION SYSTEMS	REGISTRATION/BACKGROUND CHECKS	409.00
J.W. PEPPER & SON, INC.	MATERIALS	73.44
KROGER & SONS HAULING, LLC	GARBAGE COLLECTION	2,280.00
LIFESCAPE - CHILDREN'S CARE	SPED BILLING	10,571.50
MADISON NATIONAL LIFE	EMPLOYEE INSURANCE	2,911.75
MEINERS PLUMBING AND HEATING	PURCHASED SERVICES	1,342.09
MID AMERICAN ENERGY	UTILITIES	18.06
MID AMERICAN RESEARCH CHEMICAL	SUPPLIES	146.18
NAPA	SUPPLIES	36.44
NETA	REGISTRATION	169.00
NORTHWEST AEA	SUPPLIES	154.94
O'KEEFE ELEVATOR COMPANY, INC	ELEVATOR INSPECTION	233.44
OMAHA TRUCK CENTER, INC.	PARTS	99.76
PETERSEN FAMILY WELLNESS CENTER	WELLNESS PROGRAM	302.40
PETERSEN MOTORS LLC	REPAIRS	667.26
PITTS FAMILY & SPORTS CHIROPRACTIC	EMPLOYEE PHYSICALS	190.00
PIZZA RANCH	SUPPLIES	123.00
POMP'S TIRE SERVICE, INC.	TIRES AND TUBES	731.08
ROGERS PEST CONTROL LLC	PEST CONTROL	196.00
SCHMITT MUSIC CENTERS	MATERIALS/EQUIPMENT	881.38
SCHOOL BUS SALES	PARTS	40.56
SCHOOL SPECIALTY, INC.	SUPPLIES	158.32
SIOUX CITY COMMUNITY SCHOOL DISTRICT	TUITION	1,719.90

HARLAN COMMUNITY SCHOOL DISTRICT  
 BILLS APPROVED BY BOARD  
 MARCH 16, 2020

SIOUX CITY FOUNDRY CO.	SUPPLIES	590.40
SONDERMAN CLEANING SERVICE	PURCHASED SERVICES	85.00
STORM LAKE COMMUNITY SCHOOL DISTRICT	SPED BILLING	19,098.30
STUDER HARLAN DO IT BEST HARDWARE	SUPPLIES	301.43
TIMBERLINE BILLING SERVICES LLC	MEDICAID BILLING SERVICES	203.16
US PLASTIC CORP.	SUPPLIES	426.76
VERIZON WIRELESS	TELEPHONE SERVICE	633.55
VETTER EQUIPMENT CO.	REPAIRS	1,574.89
VISUAL EDGE INC. DBA COUNSEL OFFICE	COPIER LEASES	1,842.47
W.W. GRAINGER, INC.	SUPPLIES	4,076.07
WELLMARK BLUE CROSS/BLUE SHIELD	EMPLOYEE INSURANCE	124,173.92
<b>STUDENT ACTIVITY FUND</b>		
4 SEASONS FUND RAISING	FUNDRAISING SUPPLIES	49.95
ANDERSEN, JAMI	TRAVEL	35.00
ATLANTIC BOTTLING CO.	SUPPLIES	1,339.95
BSN SPORTS	SUPPLIES	1,860.00
CLAYTON, DAN	OFFICIATING	125.00
COLLEGE ENTRANCE EXAM BOARD	TEST MATERIALS	425.00
CORE-MARK MIDCONTINENT, INC.	SUPPLIES	920.24
CYCLONE LANES	PURCHASED SERVICES	254.50
FAIR-PLAY	SUPPLIES	810.00
FAIRFIELD INN AND SUITES	TRAVEL	2,661.12
GRAPHIC EDGE	SUPPLIES	156.51
HARLAN THEATRE	ENTRY FEES	153.00
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	3,747.72
HOSA - FUTURE HEALTH PROFESSIONALS	REGISTRATION	168.00
IOWA GIRLS HIGH SCHOOL ATHLETIC ASSN.	TICKET SALES	11,928.00
IOWA HIGH SCHOOL ATHLETIC ASSN.	TICKET SALES	2,400.00
IOWA HIGH SCHOOL MUSIC ASSOCIATION	REGISTRATION	780.00
IOWA HIGH SCHOOL SOCCER COACHES ASSN.	REGISTRATION	100.00
IOWA HOSA	REGISTRATION	1,870.00
LANGUAGE TESTING INTERNATIONAL	TEST MATERIALS	10.00
LEFEBER, STEPHEN	OFFICIATING	100.00
MAIN STREET MARKET	SUPPLIES	600.00
MALMBERG, DAVID	PURCHASED SERVICES	1,800.00
MARTINEZ, PAUL A.	OFFICIATING	75.00
MIDSTATES BANK	TRAVEL	1,360.00
PELZER, CASEY	OFFICIATING	125.00
PETERSEN FAMILY WELLNESS CENTER	ENTRY FEES	330.00
PIZZA RANCH	SUPPLIES	403.99
RAY'S MID-BELL MUSIC	SUPPLIES	37.98
ROSMANN FAMILY FARMS	SUPPLIES	172.36
SCHABEN, BRYCE	OFFICIATING	175.00
SCHIEFFER, HARLEY	OFFICIATING	450.00
SCHOLASTIC BOOK FAIR-08	BOOK FAIR	1,780.12
STUDER HARLAN DO IT BEST HARDWARE	SUPPLIES	81.98
SWEENEY, BOB	OFFICIATING	125.00
VANDE BERG, MARK	OFFICIATING	150.00
WILSON MIDDLE SCHOOL	ENTRY FEES	90.00
ZANDER INK	SUPPLIES	5,587.00

HARLAN COMMUNITY SCHOOL DISTRICT  
BILLS APPROVED BY BOARD  
MARCH 16, 2020

**PHYSICAL PLANT & EQUIPMENT**

COMBUSTION CONTROL CO.	PURCHASED SERVICES	1,160.30
ELEVATE ROOFING	PURCHASED SERVICES	838.39
GETZSCHMAN HEATING, LLC	PURCHASED SERVICES	4,620.00
RIEMANN MUSIC, INC.	REPAIRS	125.55
SCHMITT MUSIC CENTERS	REPAIRS	150.00

**SCHOOL NUTRITION FUND**

FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	30.15
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	614.65
HARRIS SCHOOL SOLUTIONS	MERCHANT PROCESSING	518.10
HILAND DAIRY	SUPPLIES	4,645.16
HOBART	SUPPLIES	812.48
KRUSE REFRIGERATION & ELECTRIC	PURCHASED SERVICES	245.50
MARTIN BROS. DISTRIBUTING CO.	SUPPLIES	17,071.18
MEINERS PLUMBING AND HEATING	PURCHASED SERVICES	364.42

HARLAN COMMUNITY SCHOOL DISTRICT  
P-CARD FOR BOARD APPROVAL  
MARCH 16, 2020

<b>HARRIS BANK P-CARD</b>	
ACCUTRAIN CORP - REGISTRATION	192.34
AGRILAND FS - TRAVEL	33.28
AMAZON - SUPPLIES	1,840.77
BLICK ART MATERIALS - SUPPLIES	551.07
BOMGAARS - SUPPLIES	54.97
BURPEE SEEDS - SUPPLIES	32.70
CASEYS - SUPPLIES	25.66
CASEYS - TRAVEL	43.75
CHAMPIONSHIP PRODUCTION - REGISTRATION	109.00
DOLLAR GENERAL - SUPPLIES	37.03
FAREWAY - SUPPLIES	556.43
FOLLETT - SUPPLIES	232.83
GULF OIL - TRAVEL	52.27
HOBBY LOBBY - SUPPLIES	213.80
HOMEPRO - SUPPLIES	226.23
HYVEE - SUPPLIES	627.44
IA ASSN. SCHOOL BUSINESS - REGISTRATION	356.00
IOWA STATE BAR - REGISTRATION	350.00
IXL - SUBSCRIPTION	249.00
JW PEPPER - SUPPLIES	118.94
LAPTOPSCREEN.COM - SUPPLIES	58.35
LEARNING A-Z - SUPPLIES	1,599.20
MCDONALDS - TRAVEL	236.26
MEDIA SOLUTIONS - SUPPLIES	106.00
NASCO - SUPPLIES	283.62
NATIONAL FFA - SUPPLIES	170.48
ORIENTAL TRADING CO - SUPPLIES	71.92
OSHA TRAINING - REGISTRATION	65.28
PAPER ROLL N MORE - SUPPLIES	49.76
PARTS TOWN - SUPPLIES	485.93
PIZZA RANCH - SUPPLIES	830.99
POST OFFICE - POSTAGE	584.20
QT - TRAVEL	52.00
RAINBOW - SUPPLIES	243.47
REALLY GREAT READING - REGISTRATION	298.00
SAM'S CLUB - SUPPLIES	527.92
SCHOOL HEALTH - SUPPLIES	266.54
SCHOOL SPECIALTY - SUPPLIES	517.35
SCREENCAST O-MATIC - SUBSCRIPTION	48.00
SHELL OIL - TRAVEL	51.03
SONICWALL - SUBSCRIPTION	5,806.00
STUDERS HARLAN DO IT BEST - SUPPLIES	1,177.46
SWEETWATER SOUND - SUPPLIES	55.98
TEACHERS PAY TEACHERS - SUPPLIES	40.66
TECHSMITH CORPORATION - SUBSCRIPTION	49.00
THE FINAL CLICK - SUPPLIES	328.67
WALMART - SUPPLIES	258.72
WARTBURG - REGISTRATION	425.00
	<u>20,591.30</u>



Harlan Community School District

February 2020 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 - February 1, 2020	\$ 2,768,090.82	\$ 264,769.18	\$ 437,400.32	\$ 1,449,414.20	\$ 481,454.10	\$ 9,819.94	\$ 145,524.59	\$ 148,904.91
Revenues and other Financing Sources	1,550,613.49	49,950.91	2,408.72	106,277.97	4,529.33	1.91	74,136.43	110.03
Total Sources Available	\$ 4,318,704.31	\$ 314,720.09	\$ 439,809.04	\$ 1,555,692.17	\$ 485,983.43	\$ 9,821.85	\$ 219,661.02	\$ 149,014.94
Expenditures and Other Financing Uses	1,361,508.79	31,509.54	883.40	0.00	5,629.30	0.00	57,556.06	72.35
Ending Balance - February 29, 2020	\$ 2,957,195.52	\$ 283,210.55	\$ 438,925.64	\$ 1,555,692.17	\$ 480,354.13	\$ 9,821.85	\$ 162,104.96	\$ 148,942.59
Comments	Received second surtax payment which caused balance to increase.	Gate receipts for tourney games remitted to state the first week of March but deposited in February.	Very little activity this month.	Revenues are our monthly SAVE allocation and no expenses this month.	Not a lot of change from prior month.	Not a lot of change from prior month.	Balance will increase during year at times to cover end of year annual expenses.	Very little activity this month.

Harlan Community School District  
 February 2020 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.	\$ 2,580,862.63	\$ 283,210.55	\$ 426,148.64	\$ 1,554,833.97	\$ 480,354.13	\$ 9,821.85	\$ 325,497.69	\$ 148,942.59
Iowa Schools Joint Investment Trust	\$ 103.79	\$ -	\$ -	\$ 858.20	\$ -	\$ -	\$ -	\$ -
Town and Country Credit Union	\$ 102.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 2,581,068.50	\$ 283,210.55	\$ 426,148.64	\$ 1,555,692.17	\$ 480,354.13	\$ 9,821.85	\$ 325,497.69	\$ 148,942.59

Harlan Community School District  
 Revenue Summary Report  
 As of February 29, 2020

OPERATING FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	7,154,438.00	681,404.01	4,361,344.69	60.96%
REVENUE FROM STATE SOURCES	9,529,537.00	865,060.00	5,280,062.71	55.41%
REVENUE FROM FEDERAL SOURCES	360,105.00	4,149.48	94,036.20	26.11%
OTHER SOURCES	10,000.00	0.00	628.20	6.28%
Fund Total:	17,054,080.00	1,550,613.49	9,736,071.80	57.09%

STUDENT ACTIVITY FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	565,000.00	49,950.91	403,021.21	71.33%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	565,000.00	49,950.91	403,021.21	71.33%

MANAGEMENT FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	284,500.00	2,408.72	161,984.36	56.94%
REVENUE FROM STATE SOURCES	4,433.00	0.00	2,018.36	45.53%
Fund Total:	288,933.00	2,408.72	164,002.72	56.76%

CAPITAL FUNDS PROJECT	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	12,000.00	771.31	7,195.03	59.96%
REVENUE FROM STATE SOURCES	1,504,128.00	105,506.66	888,850.02	59.09%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	1,516,128.00	106,277.97	896,045.05	59.10%

PHYSICAL PLANT & EQUIPMENT	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	548,946.00	4,529.33	307,555.34	56.03%
REVENUE FROM STATE SOURCES	8,527.00	0.00	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	4,529.33	311,478.39	55.87%

DEBT SERVICE FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	25.00	1.91	23.35	93.40%
REVENUE FROM STATE SOURCES	0.00	0.00	0.00	0.00%
OTHER SOURCES	1,088,719.00	0.00	384,865.00	35.35%
Fund Total:	1,088,744.00	1.91	384,888.35	35.35%

SCHOOL NUTRITION FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	373,400.00	39,820.88	262,515.81	70.30%
REVENUE FROM STATE SOURCES	5,500.00	0.00	2,844.21	51.71%
REVENUE FROM FEDERAL SOURCES	400,000.00	34,315.55	210,511.73	52.63%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	778,900.00	74,136.43	475,871.75	61.10%

PRIVATE-PURPOSE TRUST FUNDS	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	0.00	110.03	8,094.75	0.00%
Fund Total:	0.00	110.03	8,094.75	0.00%