

HARLAN COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS - REGULAR MEETING
MEDIA CENTER - HARLAN COMMUNITY HIGH SCHOOL

November 23, 2020

6:00 p.m.

Finance: Herzberg and Anderson

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 per individual or such time limit to not exceed 45 minutes total public participation time. 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. Grundmeyer Leader Search

E. Discussion Items

1. Update on Masking Guidelines
2. Update on Plans for Remote/Hybrid Learning

F. Action Items:

1. Approval of Modified Supplemental Amount for LEP Instruction Beyond 5 Years
2. Approval of Modified Supplemental Amount for Enrolled Out

3. Approval of Early Retirement Requests

G. Consent Agenda

1. Minutes

1. October 26, 2020 – Regular Meeting
2. November 9, 2020 – Regular Meeting

2. Accounts Payable

1. October and November Pre-Paid Warrants
2. November 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

H. Adjournment

There are two requests for allowable growth on this month's agenda. After the student reporting is done each fall, a district has the opportunity to request allowable growth in three different areas of which the Harlan Community School District has the opportunity to request two this year. The first request for allowable growth is for Open Enrollment Out Students on Fall 2020 Certified Enrollment that were not on the Fall 2019 Certified Enrollment. A district can only qualify for this if they have decreasing enrollment. This request is for \$41,280.00 and the funds are received as part of our general fund property taxes. The second allowable growth request is for Educating ELL Students Beyond 5 Years. This allows us to recoup the costs of educating ELL students if their ELL instruction requires more than 5 years. This request is for \$9,329.76. We have 6 students that we are educating beyond 5 years and we receive a 0.22 for each for a total weighting of 1.32 and this is taken times the current year district cost per pupil (7,068.00) to come up with the \$9,329.76 request. The funds are received as part of the ELL property taxes. Both of these requests allow the district to receive the authority for costs beyond what would be deemed normal.

**HARLAN COMMUNITY SCHOOL DISTRICT
BILLS FOR BOARD APPROVAL
NOVEMBER 23, 2020**

OPERATING FUND

AED SUPPER STORE	NURSING SUPPLIES	179.76
AHLERS & COONEY, P.C.	LEGAL SERVICES	2,135.00
BOMGAARS	SUPPLIES	214.96
CAPITAL SANITARY SUPPLY	SUPPLIES	8,420.45
CARQUEST	PARTS	264.35
CENTRAL IOWA DISTRIBUTING INC.	SUPPLIES	612.00
CINTAS	LAUNDRY	91.60
CJ STORK PROPERTIES, LLC	COVID FACILITY RENTAL	750.00
DELTA DENTAL	EMPLOYEE INSURANCE	9,769.70
DEPARTMENT OF EDUCATION	BUS INSPECTIONS	150.00
FARM SERVICE COOP	FUEL	5,290.44
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	4,033.48
GETZSCHMAN HEATING, LLC	COVID PURCHASED SERVICES	261.00
GREATAMERICA FINANCIAL SERVICES	COPIER LEASES	1,585.00
HARLAN AUTO MART	REPAIRS	337.85
HARLAN MUNICIPAL UTILITIES	UTILITIES	38,514.72
HARLAN NEWSPAPERS	SUPPLIES/LEGAL PUBLICATIONS	346.03
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	8,819.32
HASTERT, JEFF	TRAVEL	46.00
HOME DEPOT PRO	COVID EQUIPMENT	13,020.70
INSTRUMENTALIST CO.	AWARDS	17.00
IOWA SCHOOL FINANCE INFORMATION SYSTEMS	PURCHASED SERVICES	5,584.00
J.W. PEPPER & SON, INC.	MATERIALS	152.49
JUNIOR LIBRARY GUILD	SUPPLIES	399.50
KEAST AUTO CENTER	REPAIRS	186.40
KROGER & SONS HAULING, LLC	GARBAGE COLLECTION	2,500.00
LAWSON PRODUCTS, INC.	SUPPLIES	456.94
MADISON NATIONAL LIFE	EMPLOYEE INSURANCE	2,693.73
MEINERS PLUMBING AND HEATING	PURCHASED SERVICES	12,476.80
MID AMERICAN ENERGY	UTILITIES	10.00
MIND RESEARCH INSTITUTE	SCCS GEER FUND PURCHASES	1,100.00
MUMM, CHRISTY	DRIVERS ED REFUND	340.00
NAPA	SUPPLIES	87.00
OMAHA TRUCK CENTER, INC.	REPAIRS	3,450.97
OUR OWN UPHOLSTERY	PURCHASED SERVICES	116.00
PITTS FAMILY & SPORTS CHIROPRACTIC	EMPLOYEE PHYSICALS	190.00
RAYNER & RINN-SCOTT	SUPPLIES	259.20
ROGERS PEST CONTROL LLC	PEST CONTROL	196.00
SCHROER & ASSOCIATES, P.C.	AUDIT FEE	4,250.00
STUDER HARLAN DO IT BEST HARDWARE	SUPPLIES	200.61
U.S. CELLULAR	COVID PURCHASED SERVICES	422.20
VERIZON WIRELESS	TELEPHONE SERVICE	611.87
VISUAL EDGE INC. DBA COUNSEL OFFICE	COPIER LEASES	1,046.32
W.W. GRAINGER, INC.	SUPPLIES	2,769.84
WELLMARK BLUE CROSS/BLUE SHIELD	EMPLOYEE INSURANCE	130,310.28

STUDENT ACTIVITY FUND

ABRAHAM LINCOLN HIGH SCHOOL	ENTRY FEES	75.00
AMERICAN CANCER SOCIETY	FUNDRAISING PAYMENT	1,232.95
ANDERSON, SCOTT	SUPPLIES	230.00
ARKFELD, MARK	OFFICIATING	75.00
ARROW STAGE LINES	PURCHASED SERVICES	6,800.00

**HARLAN COMMUNITY SCHOOL DISTRICT
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BLUMHARDT, WAYDE	OFFICIATING	75.00
CYCLONE LANES	PURCHASED SERVICES	120.00
DISTRICT FOUR FCCLA	REGISTRATION	40.00
FLORAL ELEGANCE AND UNIQUE GIFTS	SUPPLIES	169.00
GRAPHIC EDGE, LLC	SUPPLIES	309.14
HARLAN THEATRE	ENTRY FEES	226.00
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	1,552.10
HI-POD	EQUIPMENT	5,564.00
IOWA GIRLS COACHES ASSOCIATION	MEMBERSHIP	155.00
IOWA GIRLS HIGH SCHOOL ATHLETIC UNION	TICKET SALES	1,482.00
IOWA HIGH SCHOOL ATHLETIC ASSN.	TICKET SALES	17,086.00
IOWA HOSA	REGISTRATION	40.00
JOSTENS INC.	SUPPLIES	6,395.31
MIDSTATES BANK	TRAVEL	150.00
MILLER, KELLI	SUPERVISION	200.00
MILLER, TIM	SUPERVISION	100.00
OSBORN, KEVIN	OFFICIATING	75.00
PIZZA RANCH #1370	SUPPLIES	222.50
POWELL, RICK	OFFICIATING	75.00
SIBBALD, ERIN	PURCHASED SERVICES	170.00
TEAMMATES	MEMBERSHIP	250.00
TIMUSIC, LLC	PURCHASED SERVICES	100.00
UPTOWN SPORTING GOODS	SUPPLIES	3,073.40
VETERAN'S MEMORIAL AUDITORIUM	FACILITY RENTAL	725.00
ZANDER INK	SUPPLIES	5,719.50
 MANAGEMENT FUND		
THE AGENCY	INSURANCE	642.00
 PHYSICAL PLANT & EQUIPMENT		
COMBUSTION CONTROL CO.	PURCHASED SERVICES	2,368.95
GETZSCHMAN HEATING, LLC	PURCHASED SERVICES	8,227.00
KEAST AUTO CENTER	VEHICLE PURCHASE	38,900.00
RIEMANN MUSIC, INC.	REPAIRS	148.79
TRANE U.S. INC.	PURCHASED SERVICES	2,540.50
TRUCK CENTER COMPANIES	BUS PURCHASE	98,545.00
 SCHOOL NUTRITION FUND		
ATLANTIC BOTTLING CO.	SUPPLIES	93.24
BERNARD FOOD INDUSTRIES, INC.	SUPPLIES	386.44
COUNTRY VIEW DAIRY	SUPPLIES	1,176.00
EARTHGRAINS COMPANY	SUPPLIES	975.33
ED M. FELD EQUIPMENT CO.	PURCHASED SERVICES	225.00
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	30.69
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	7.30
HILAND DAIRY	SUPPLIES	3,008.33
HOBART	REPAIRS	2,272.04
JORGE'S ORGANICS	SUPPLIES	300.00
LARSEN SUPPLY COMPANY	SUPPLIES	3,149.43
MARTIN BROS. DISTRIBUTING CO.	SUPPLIES	13,863.16
MUENCHRATH, JOEY & HEATHER	LUNCH REFUND	121.19
ONE FARM LLC	SUPPLIES	79.00
ORGANIC GREENS LLC	SUPPLIES	35.00

HARLAN COMMUNITY SCHOOL DISTRICT
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PRUDENT PRODUCE	SUPPLIES	104.00
RAPIDS	SUPPLIES	4,289.57
SALAMA GREENHOUSE INC.	SUPPLIES	273.00
SMALL'S FRUIT FARM	SUPPLIES	700.00
STREAM MEADOW FARMS	SUPPLIES	35.00
TIMBER RIDGE COUNTRY MARKET LLC	SUPPLIES	96.00
W.W. GRAINGER, INC.	SUPPLIES	48.60

HARLAN COMMUNITY SCHOOL DISTRICT
P-CARD FOR BOARD APPROVAL
NOVEMBER 23, 2020

AMAZON - SUPPLES	2,426.36
BAND SHOPPE - SUPPLIES	440.30
BAXTER LUMBER - SUPPLIES	130.65
BHM WORLD HERALD - SUPPLIES	13.15
BLINK ART SUPPLIES - SUPPLIES	361.23
BOYS TOWN PRESS - SUPPLIES	114.60
BURPEE SEEDS - SUPPLIES	11.45
CASEYS - SUPPLIES	70.57
CROWN AWARDS - SUPPLIES	106.10
DO IT BEST - SUPPLIES	10.68
DOLLAR GENERAL - SUPPLIES	42.40
DR JAYS FAMILY EYE CARE - SUPPLIES	40.00
DRI AVID TECHNOLOGY - SUBSCRIPTION	10.59
EBAY - SUPPLIES	10.40
FAREWAY - SUPPLIES	130.61
FARM SERVICE COOP - SUPPLIES	104.98
FISLER DATE - SUBSCRIPTION	379.00
HAND TO MIND - SUPPLIES	359.75
HYVEE - SUPPLIES	220.45
IOWA HIGH SCHOOL ATHLETIC DIRECTORS ASSN. - MEMBERSHIP	160.75
IOWA BANDMASTERS - MEMBERSHIP	150.00
JW PEPPER - SUPPLIES	144.99
LAKESHORE LEARNING - SUPPLIES	43.97
LEARNING A-Z - SUBSCRIPTION	104.95
MAKEMUSIC INC - SUPPLIES	(5.60)
MATHCOUNTS.ORG - REGISTRATION	180.00
NEWS2YOU - SUBSCRIPTION	191.08
OTC BRANDS - SUPPLIES	45.40
PAYPAL - SUPPLIES	21.35
PELLA PIZZA RANCH - TRAVEL	218.50
PIONEER DRAMA SERVICE - SUPPLIES	21.25
PITSCO - SUPPLIES	1,000.90
PIZZA RANCH - SUPPLIES	93.99
SCHOOL SPECIALTY - SUPPLIES	571.79
SOUTHWEST IOWA BANDMASTER - MEMBERSHIP	50.00
SQ WINNING OBJECTIONS - SUPPLIES	109.83
SUBWAY - SUPPLIES	55.00
SW IOWA BANDMASTERS ASSN. - REGISTRATION	112.00
TACO JOHNS - TRAVEL	16.77
TALLYSPACE - SUBSCRIPTION	90.00
TEACHING STRATEGIES - SUBSCRIPTION	679.25
THE ART OF EDUCATION - SUPPLIES	49.00
TURNER CLASSIC MOVIES - SUPPLIES	18.05
TURNING TECHNOLOGIES - SUPPLIES	255.93
ULINE - SUPPLIES	293.47
US POST OFFICE - POSTAGE	108.21
VIMEO PRO - SUBSCRIPTION	212.93
WALMART - SUPPLIES	145.00
ZOOM VIDEO - SUBSCRIPTION	256.69
	10,378.72

Harlan Community School District
 October 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 - October 1, 2020	\$ 1,324,045.00	\$ 243,242.68	\$ 208,245.20	\$ 1,139,846.30	\$ 481,126.07	\$ 9,226.10	\$ 101,175.54	\$ 151,185.32
Revenues and Other Financing Sources	3,938,903.27	31,509.58	132,048.85	115,381.51	223,235.63	0.74	76,946.85	767.58
Total Sources Available	\$ 5,262,948.27	\$ 274,752.26	\$ 340,294.05	\$ 1,255,227.81	\$ 704,361.70	\$ 9,226.84	\$ 178,122.39	\$ 151,952.90
Expenditures and Other Financing Uses	1,896,674.99	26,310.12	1,288.60	44,524.26	50,757.05	0.00	68,974.80	35.99
Ending Balance - October 31, 2020	\$ 3,366,273.28	\$ 248,442.14	\$ 339,005.45	\$ 1,210,703.55	\$ 653,604.65	\$ 9,226.84	\$ 109,147.59	\$ 151,916.91
Comments	Fall property tax receipts are received during October. Also, the AEA flow through revenues and expenditures for FY21 were recorded this month.	Fundraising for several clubs occur early in fiscal year.	Fall property tax receipts are received during October. Most expenses occur early or late during fiscal year.	Normal revenues for the month and expense is computer lease payment.	Fall property tax receipts are received during October.	No activity for this month.	Receipts exceeded program costs for this month.	Increased due to memorial donation.

Harlan Community School District
 October 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.	\$ 3,224,671.58	\$ 248,442.14	\$ 328,668.18	\$ 1,209,835.78	\$ 653,604.65	\$ 9,226.84	\$ 312,262.47	\$ 151,916.91
Iowa Schools Joint Investment Trust	\$ 104.60	\$ -	\$ -	\$ 867.77	\$ -	\$ -	\$ -	\$ -
Town and Country Credit Union	\$ 102.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 3,224,878.50	\$ 248,442.14	\$ 328,668.18	\$ 1,210,703.55	\$ 653,604.65	\$ 9,226.84	\$ 312,262.47	\$ 151,916.91

Harlan Community School District
 Revenue Summary Report
 As of October 31, 2020

OPERATING FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	7,752,721.00	2,331,289.79	2,879,200.83	37.14%
REVENUE FROM STATE SOURCES	9,263,194.00	1,544,082.29	2,386,838.29	25.77%
REVENUE FROM FEDERAL SOURCES	352,500.00	63,424.09	62,533.03	17.74%
OTHER SOURCES	10,800.00	107.10	107.10	0.99%
Fund Total:	17,379,215.00	3,938,903.27	5,328,679.25	30.66%

STUDENT ACTIVITY FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	562,000.00	31,509.58	101,315.07	18.03%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	562,000.00	31,509.58	101,315.07	18.03%

MANAGEMENT FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	349,000.00	129,817.56	159,019.66	45.56%
REVENUE FROM STATE SOURCES	4,609.00	2,231.29	2,231.29	48.41%
Fund Total:	353,609.00	132,048.85	161,250.95	45.60%

CAPITAL FUNDS PROJECT	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	12,000.00	224.17	563.21	4.69%
REVENUE FROM STATE SOURCES	1,467,040.00	115,157.34	345,472.00	23.55%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	1,479,040.00	115,381.51	346,035.21	23.40%

PHYSICAL PLANT & EQUIPMENT	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	576,380.00	219,429.92	246,241.66	42.72%
REVENUE FROM STATE SOURCES	7,777.00	3,805.71	3,805.71	48.94%
REVENUE FROM FEDERAL SOURCES	0.00	0.00	0.00	0.00%
OTHER SOURCES	0.00	0.00	95.80	0.00%
Fund Total:	584,157.00	223,235.63	250,143.17	42.82%

DEBT SERVICE FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	30.00	0.74	1.86	6.20%
REVENUE FROM STATE SOURCES	0.00	0.00	0.00	0.00%
OTHER SOURCES	1,089,006.00	0.00	289,306.50	26.57%
Fund Total:	1,089,036.00	0.74	289,308.36	26.57%

SCHOOL NUTRITION FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	383,000.00	6,495.38	28,839.56	7.53%
REVENUE FROM STATE SOURCES	5,500.00	0.00	0.00	0.00%
REVENUE FROM FEDERAL SOURCES	380,000.00	70,451.47	131,190.93	34.52%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	768,500.00	76,946.85	160,030.49	20.82%

PRIVATE-PURPOSE TRUST FUNDS	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	0.00	767.58	1,826.98	0.00%
Fund Total:	0.00	767.58	1,826.98	0.00%

Harlan Community School District
 Expenditure Summary Report
 As of October 31, 2020

OPERATING FUND	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	11,751,957.00	856,866.32	1,940,667.52	16.51%
TOTAL SUPPORT SERVICES	4,985,037.00	400,116.67	1,398,116.80	28.05%
OTHER EXPENDITURES	639,692.00	639,692.00	639,692.00	100.00%
Fund Total:	17,376,686.00	1,896,674.99	3,978,476.32	22.90%

STUDENT ACTIVITY FUND	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	560,000.00	26,310.12	89,637.39	16.01%
Fund Total:	560,000.00	26,310.12	89,637.39	16.01%

MANAGEMENT FUND	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	144,667.00	1,954.60	18,853.96	13.03%
TOTAL SUPPORT SERVICES	263,000.00	(666.00)	266,664.86	101.39%
Fund Total:	407,667.00	1,288.60	285,518.82	70.04%

CAPITAL FUNDS PROJECT	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	280,000.00	44,524.26	96,074.72	34.31%
TOTAL SUPPORT SERVICES	20,000.00	0.00	0.00	0.00%
OTHER EXPENDITURES	1,089,006.00	0.00	289,306.50	26.57%
Fund Total:	1,389,006.00	44,524.26	385,381.22	27.75%

PHYSICAL PLANT & EQUIPMENT	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	105,000.00	374.25	3,370.98	3.21%
TOTAL SUPPORT SERVICES	185,000.00	38,900.00	53,219.34	28.77%
OTHER EXPENDITURES	302,000.00	11,482.80	77,751.61	25.75%
Fund Total:	592,000.00	50,757.05	134,341.93	22.69%

DEBT SERVICE FUND	Budget	Current Month	Year To Date	% of Budget
TOTAL SUPPORT SERVICES	1,200.00	0.00	300.00	25.00%
OTHER EXPENDITURES	1,087,806.00	0.00	289,306.50	26.60%
Fund Total:	1,089,006.00	0.00	289,606.50	26.59%

SCHOOL NUTRITION FUND	Budget	Current Month	Year To Date	% of Budget
NON INSTRUCTIONAL PROGRAMS	772,052.00	68,974.80	210,807.99	27.30%
Fund Total:	772,052.00	68,974.80	210,807.99	27.30%

PRIVATE-PURPOSE TRUST FUNDS	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	9,750.00	35.99	35.99	0.37%
Fund Total:	9,750.00	35.99	35.99	0.37%