

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

December 14, 2020

6:00 p.m.

Finance: Piro 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 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

E. Discussion Items

1. Update on Learning Delivery Plans and Safety Protocols
2. Finance Committee Report
3. Administrator Report
 1. Jeff Moser – Primary and Intermediate School Principal

F. Action Items:

1. Resignation of Personnel:
 1. Alexis Sherer – Elementary Food Service
 2. James Shughart – HS Ag Teacher

2. Employment of Personnel:
 1. Sarah Leftwich – PT Night Custodian
 2. Diane Mumm – Elementary Food Service
3. Approval of Early Retirement Request
4. Approval of Early Graduation Requests
5. Approval of Annual Report
6. Approval of PE Waiver
7. Approval of Support for Iowa Western's Application for an Incentive Fund Grant
8. Approval to Provide Supervision of Employees' School-Age Children during Remote Learning

G. Consent Agenda

1. Minutes
 1. November 23, 2020 – 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

H. Policy Review

1. Policy Review – First Reading
 1. Policy 102 – Equal Educational Opportunity
 2. Policy 102.E4 – Discrimination Complaint Form
 3. Policy 500 – Objectives for Equal Educational Opportunities for Students – RESCINDED
 4. Policy 501.3 – Compulsory Attendance
 5. Policy 501.4 – Entrance – Admissions
 6. Policy 502.8 – Search and Seizure
 7. Policy 507.8 – Student Special Health Services
 8. Policy 603.1 – Basic Instruction Program
 9. Policy 603.3 – Special Education
 10. Policy 604.6 – Instruction at Post-Secondary Educational Institution
 11. Policy 701.3 – Financial Records

12. Policy 705.1R1 – Suspension and Debarment of Vendors and Contractors Procedure
13. Policy 705.1R2 – Using Federal Funds in Procurement Contracts

I. Adjournment

**HARLAN COMMUNITY SCHOOL DISTRICT
BOARD COMMITTEE MEETING MINUTES - FINANCE COMMITTEE
BOARD ROOM - HARLAN COMMUNITY HIGH SCHOOL**

December 10, 2020

4:15 p.m.

This is a Board of Education Committee Meeting. No action will be taken, Board Committee discussion only occurred during this meeting.

In attendance: Jessica Anderson, Amy Rueschenberg, Seth Piro, Lynn Johnson, Brian Gubbels

1. Review of Finance Targets -

Solvency Ratio – We recognize that there are correlations between solvency and tax rates and that this is a marker that moves more slowly. We remain comfortable in the 10-12% range but aim for the higher end.

Budget Authority – We are striving to keep this relatively stable to allow us to respond to needs over the long haul and avoid the need for abrupt actions. Comfortable with a budget authority around \$6,000,000 with variations as planned but falling below \$5,000,000 is undesired.

Position on Tax Rates – We favor a steady tax rate over large fluctuations with a cap around \$12.38 with moderate increases to the management fund.

2. Review the Seven General Fund Financial Indicators - The committee was provided with charts that were developed by IASB and are based on FY2019. The charts depict Harlan's historical data compared to the state averages in the same seven categories: certified enrollment, unspent authorized budget (UAB) ratio, annual UAB ratio, solvency ratio, percentage of revenue spent, salaries and benefits, and new money percentages. There were brief discussions on the comparisons noting that our salary and benefits has been in the 81-84% range for the last five years.

3. Review the five year projections using the CFPM tool. There was much time spent reviewing the assumptions that feed the software projection tool. Using a 2% allowable growth, valuation, and expenditures and reduction of 15-20 students each year, the District will need to cut expenses each year to remain in line with the goals we have set. The finance committee will continue to use the 5 year projection model to help guide the board and administration in our decisions as the District moves forward. This chart serves to summarize the five year projection.

<i>Key Indicators for Tax Rates</i>	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Unspent Authorized Budget	\$ 6,861,596	\$ 6,910,569	\$ 6,782,455	\$ 6,518,777	\$ 6,177,250	\$ 5,776,210
Property Tax Rate	\$ 12.3011	\$ 12.3204	\$ 11.7617	\$ 11.5775	\$ 11.3644	\$ 11.3092
Solvency Ratio	12.0%	14.3%	14.7%	14.0%	12.8%	11.3%

Primary/Intermediate Board Report
Monday, Dec. 14, 2020
Jeff Moser

- **Test scores:**

- Currently the elementary is progress monitoring all of the students progress before the holiday break. Once we have the results we will be able to regroup students and determine updated interventions. Our next formal assessment will be the FAST assessment in the middle January.

- **Professional Development: P.D. Agenda**

Our last elementary P.D. focus was essentially on Mathematics. Specifically, we had zoom training from Illustrative Math (IM) about our units and pacing. Additionally, the staff was supported P.D. by studying best practices of on-line learning and social emotional learning (SEL).

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- **Celebratory information:** Each year the elementary school organizes a coin drive in order to raise money and adopt families for the holiday season. This year the elementary school raised over \$3000 worth of change. The elementary school will be adopting 4 families for this Christmas. We believe that giving back is a very important life skill and want our students to be part of giving at an early age.
- **Student or Staff recognition:** Big thanks to Mrs. Heithoff for being awarded a \$5000 grant for the school. Mrs. Heithoff wrote a grant last summer for STEM and STEM instruction. Another thanks goes out to Monogram Meats for offering this grant program and for being so generous.

Letter of Assignment

To: Sara Leftwich
From: Lynn Johnson, Superintendent
Re: 2020-2021 Work Assignment and Wage Rate
Date: December 14, 2020

Your work assignment for the next school year will be PT Night Custodian at High School but coverage in other buildings as needed. Your hourly wage will be \$14.32. Your work hours and specific responsibilities will be determined by your supervisor.

Employees in this assignment are employed at-will. The wages and benefits, as well as other terms and conditions of your employment are described in any applicable employee handbook and the policies and procedures of the District.

If you have any questions, or if you do not wish to accept this assignment, please call Kelli Klaassen Board Secretary, at 712-755-2152.

Thank you for your service to the Harlan Community School District.

Letter of Assignment

To: Diane Mumm
From: Lynn Johnson, Superintendent
Re: 2020-2021 Work Assignment and Wage Rate
Date: December 14, 2020

Your work assignment for the next school year will be Elementary Cook at Elementary School. Your hourly wage will be \$12.42. Your work hours and specific responsibilities will be determined by your supervisor.

Employees in this assignment are employed at-will. The wages and benefits, as well as other terms and conditions of your employment are described in any applicable employee handbook and the policies and procedures of the District.

If you have any questions, or if you do not wish to accept this assignment, please call Kelli Klaassen Board Secretary, at 712-755-2152.

Thank you for your service to the Harlan Community School District.

DISTRICT ANNUAL REPORT

HARLAN COMMUNITY SCHOOL DISTRICT INFORMATION

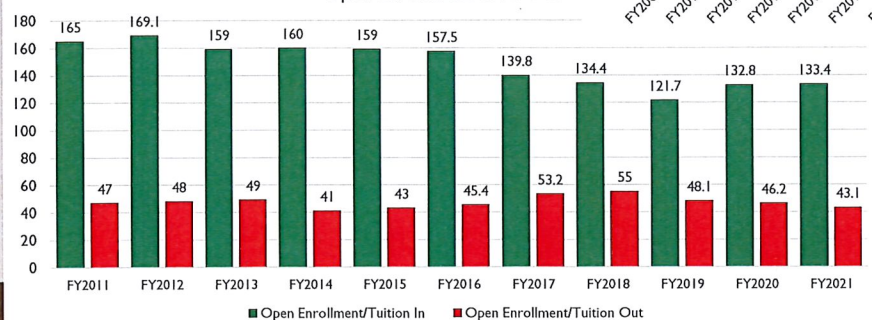
DECEMBER 14, 2020

ENROLLMENT TRENDS

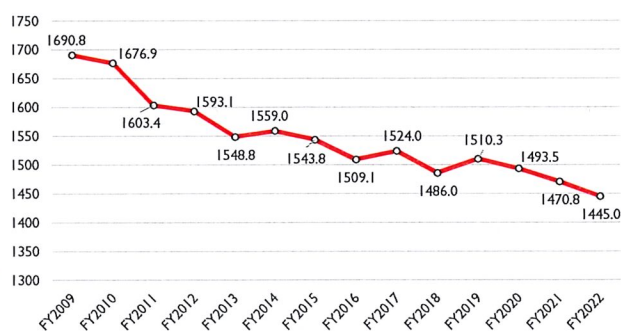
What is BEDS Enrollment?

All students served by HCSD; includes the net difference in Open Enrolled In Students vs. Open Enrolled Out Students.

Open Enrollment In vs. Out

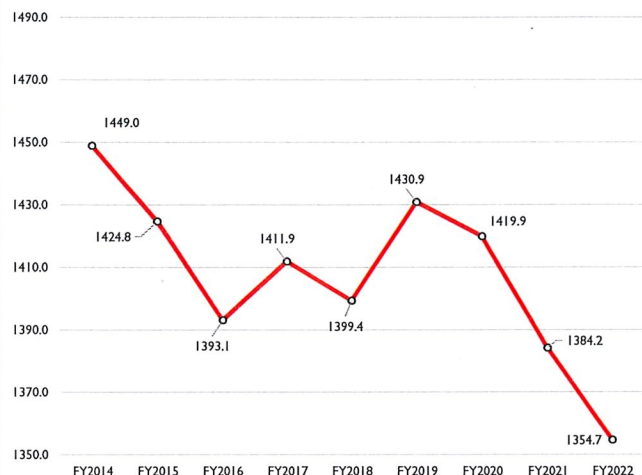


BEDS Enrollment



ENROLLMENT TRENDS

Certified Enrollment



What is Certified Enrollment?

All students residing in HCSD regardless of enrollment in the district

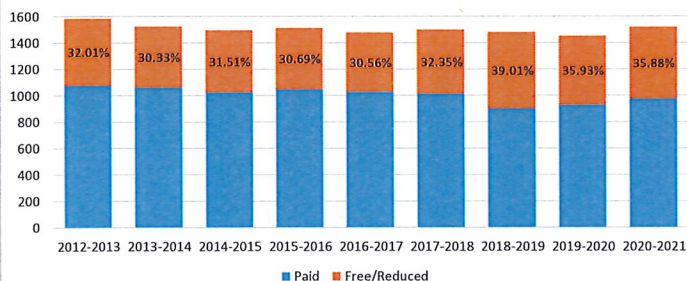
Why is Certified Enrollment important?

Used to determine some of the funding the district receives the following year

Resident student enrollment is decreasing; net difference between open enrollment in and out remains steady

ENROLLMENT TRENDS

Percentage of Students Eligible for Free or Reduced Price Meals



Free or Reduced:

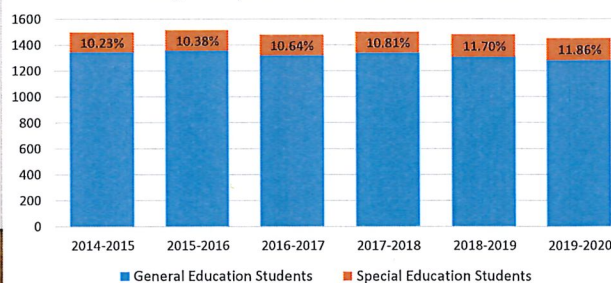
Despite declining enrollment, the free and reduced percentage remains relatively steady.

Special Education:

Despite declining enrollment, the Special Education population has slightly increased.

2.5% of all PK-12 students enrolled were served by English Language Learners (ELL) courses in 2019-2020.

Percentage of Special Education Students Served



TAX RATE HISTORY



What is Tax Rate?

Determines how much a property owner in the school district will pay in property taxes for school district needs. This is not the overall tax rate charged to property owners.

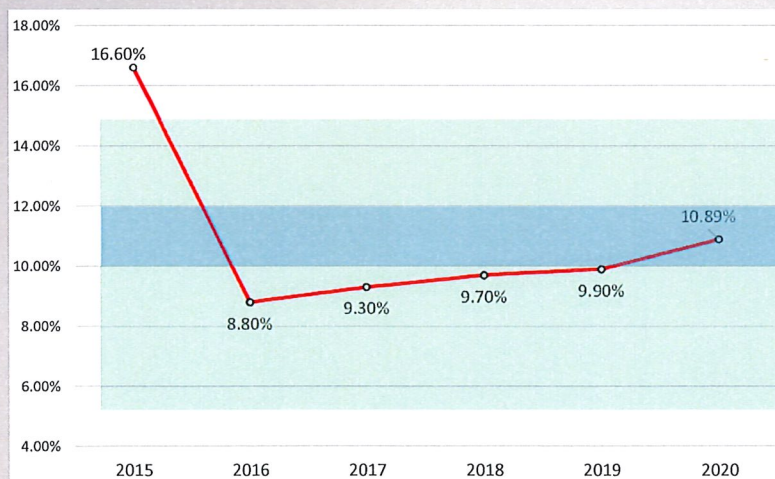
What are the levied dollars used for?

PPEL: Maintenance, Bus & Car purchases, Technology

Management: District Property Insurance, Early Retiree Benefits, Worker's Compensation

General: Salaries & Benefits, etc.

SOLVENCY RATIO



What is Solvency Ratio?

Measurement of the district's liquidity at fiscal year-end

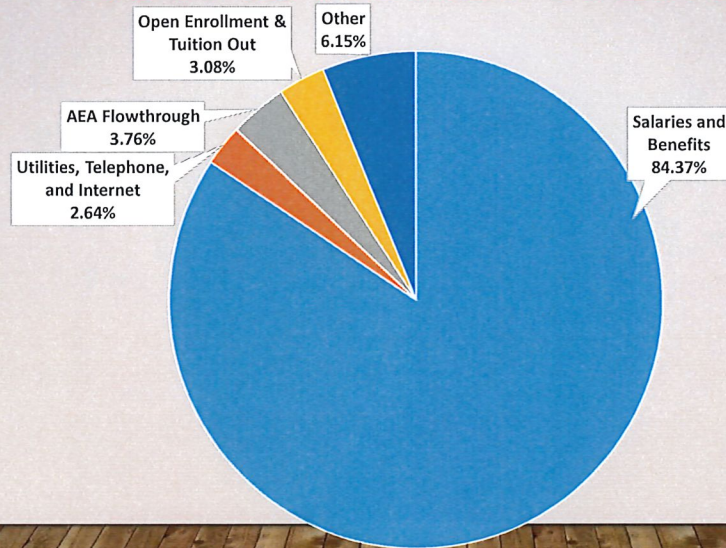
Why is Solvency Ratio important?

Shows whether the district has funds available to pay for necessary expenses

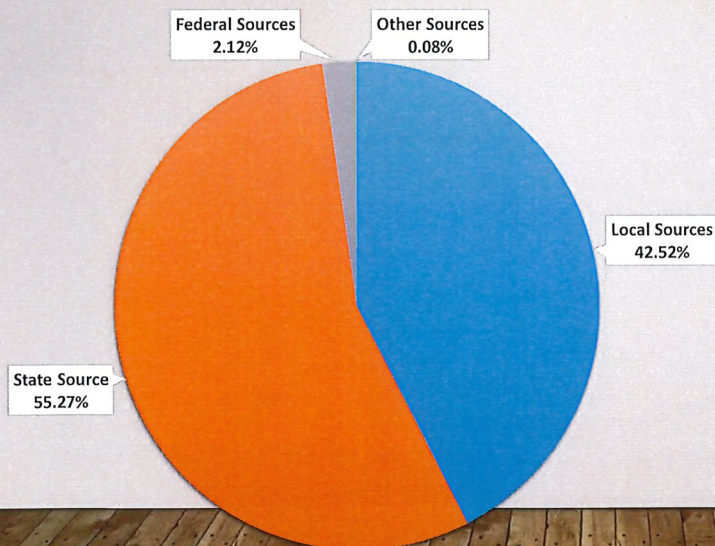
HCSD Board of Education has a Solvency Ratio goal of 10%-12%

Iowa Association of School Boards (IASB) recommends a Solvency Ratio between 5%-15%.

GENERAL FUND: HOW IS MONEY SPENT?



GENERAL FUND: HOW IS MONEY RECEIVED?



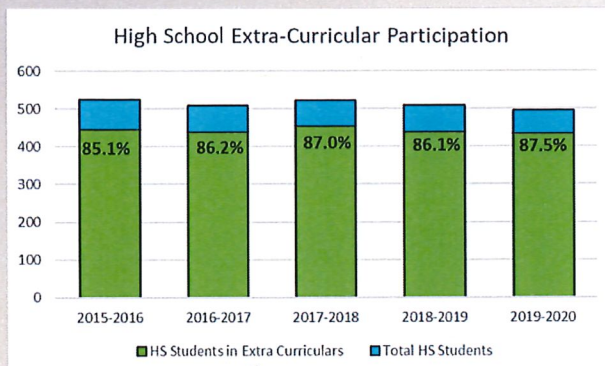
Examples of Funding Sources

State: Funds received from the State based on legislation

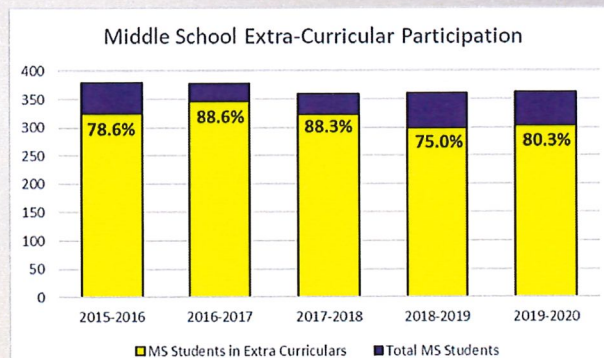
Local: Property Taxes (73.05%), Income Surtax (9.13%), etc.

Federal: Title I & Other Federal Programs and Grants

EXTRA-CURRICULAR PARTICIPATION RATES

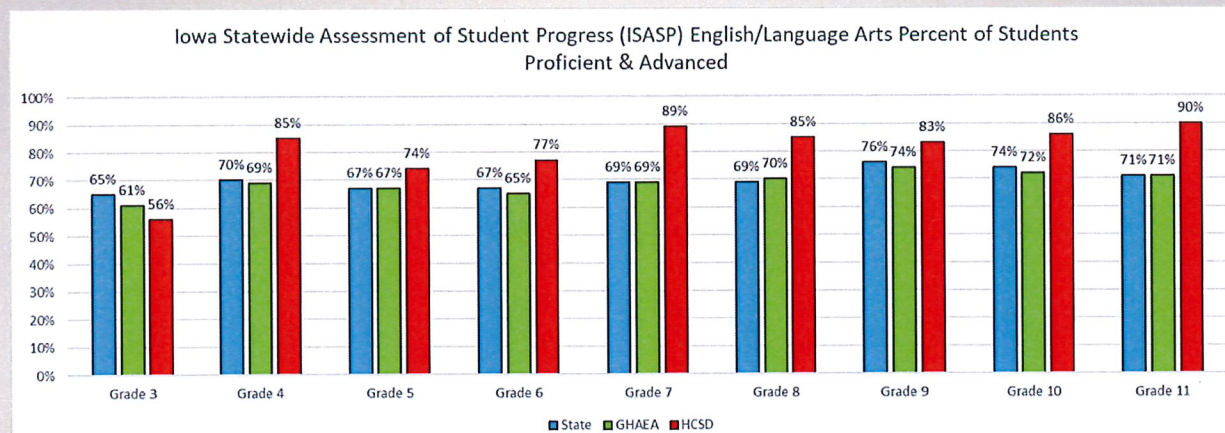


HCHS offered 42 clubs, sports, activities, & co-curricular activities in 2019-2020



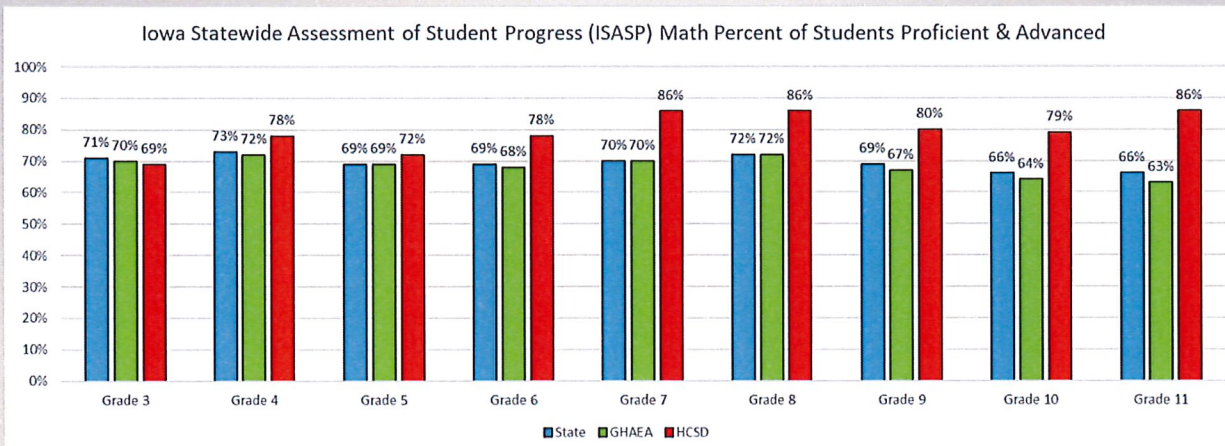
HCMS offered 27 clubs, sports, activities, & co-curricular activities in 2019-2020

STUDENT PERFORMANCE DATA



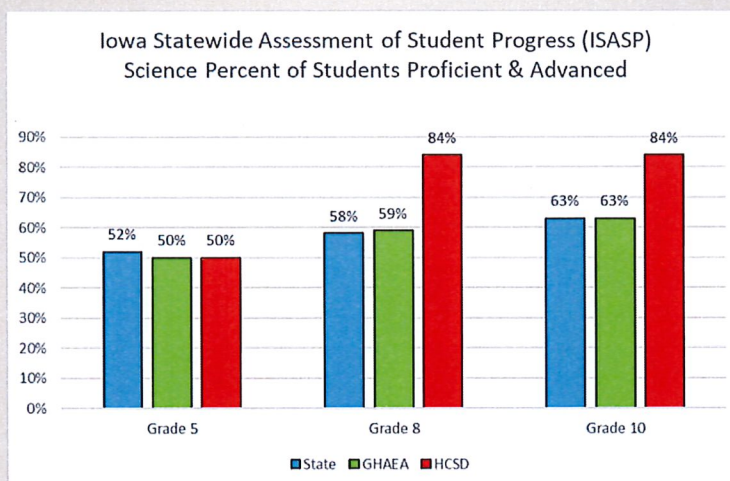
Due to the Covid-19 closure the ISASP test was not administered in the 2019-2020 school year

STUDENT PERFORMANCE DATA



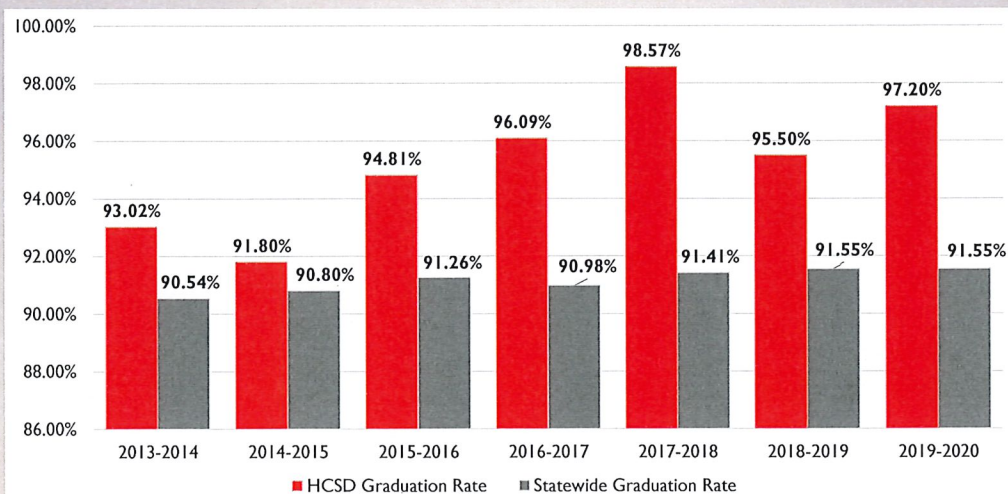
Due to the Covid-19 closure the ISASP test was no administered in the 2019-2020 school year

STUDENT PERFORMANCE DATA



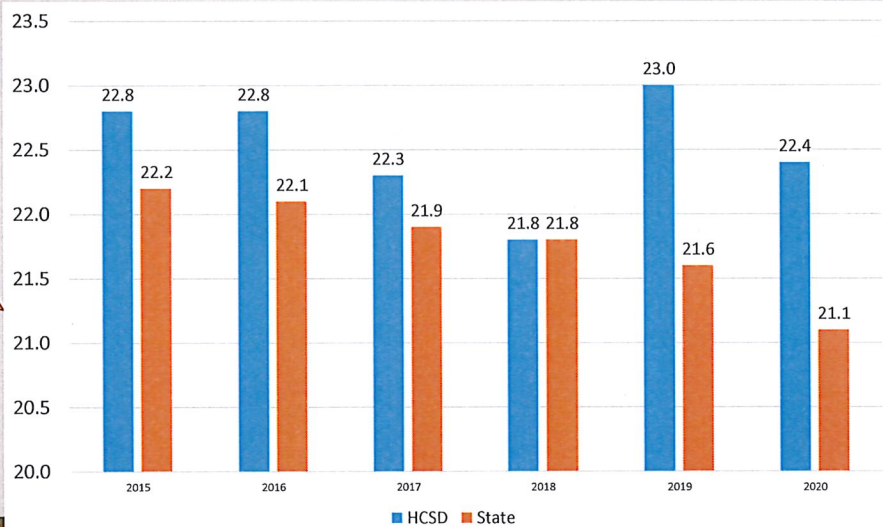
Due to the Covid-19 closure the ISASP test was no administered in the 2019-2020 school year

GRADUATION RATE



ACT COMPOSITE SCORE COMPARISON

In 2019-2020,
160 students
participated in
concurrent
enrollment courses
earning
1,793 credits
in **43 courses**



CTE Academy Programs
Shelby County Center
December 3, 2020
Meeting Minutes

Partnership Discussion to Developing Academy Programs

Attendees:

Iowa Western: Amanda O'Neal, Director of HS Outreach; Dr. Marjorie Welch, VP of Academic Affairs; Laura Mendoza, Director of Academic Affairs; Lori Stitz, Center Director of Shelby County Center; Barb Godden, Dean of Health Sciences and STEM; Matt Mancuso, Dean of Industrial Technology and Center Locations; Dr. Jenny Kruger, Dean of Communication and Fine Arts; Ambe White, Dean of Social Sciences and Business.

School Districts: Holly Borkowski, Harlan CSD Counselor; Scott Frohlich, Harlan CSD Principal; Lynn Johnson, Harlan CSD Interim Superintendent; Mike Embrock, AHSTW CSD Principal; Darin Jones, AHSTW CSD; Trevor Miller, Superintendent Exira-EHK CSD Superintendent; Mary Bleth-Harris, Exira-EHK CSD Principal.

Area Education Agency: Murray Fenn, Consultant for Career and Technical Education

Purpose & Intent:

It is Iowa Westerns intent to continue moving in the direction of offering CTE programming at our Center locations. The incentive fund grant offered through the State supports regional Centers that provide access to four career academies. It also helps Iowa Western provide opportunity to bring quality programming to our Centers. Iowa Western hopes to develop four career academies allowing our Shelby County Center to qualify as a Regional Center. Today, Iowa Western would like our partnering high schools input regarding the proposed career academies.

Career Academy Proposal and Discussions

The current programs at our Shelby County Center include Industrial Technology (manufacturing pathway) and Health (CNA) programs. Proposed new programs at our Shelby County Center include a Transportation lab (Auto and Diesel) and Business/Marketing AAS. We would like to utilize the grant to enhance these current programs by bringing in new or additional equipment, which would provide students with additional opportunities.

Questions/Answers

Iowa Western and our high school partners discussed the proposals during a question and answer session. Questions include; proposed program alignment to secondary CTE programming and ensuring instructors and equipment will be in place to support the program. They also addressed school districts that can share regional centers, duplication of programs, Iowa Western instructors teaching dual-credit at high school sites, and how the Regional Planning Partnerships play into regional centers. Concerns with alignment to high school schedules was also discussed.

Iowa Western provided additional information about the curriculum changes implemented within the Computer Science program. The program will now focus on CTE pathway allowing for different qualification expectations.

Iowa Western is looking at developing more pre-apprenticeship programs to align with the CTE programming.

Next Steps

Iowa Western is asking our high school partners for letters of support and their potential enrollment numbers to support the grant application. A follow-up email with a draft letter of support and meeting minutes will follow.

**HARLAN COMMUNITY SCHOOL DISTRICT BOARD MEETING
(For approval on 12-14-2020)**

NOVEMBER 23, 2020

The Board met for a regular meeting at 6:00 p.m. on Monday, November 23, 2020, held in the Media Center at Harlan Community High School. President Amy Rueschenberg presided with Board members Jessica Anderson, Al Hazelton, Joni Larsen, Seth Piro, and Joe Herzberg. Monte Schechinger was absent.

Administrators Present: Lynn Johnson and Bill Mueller

Media: Bob Bjoin and Brian Taylor

APPROVAL OF AGENDA: Piro moved, seconded by Herzberg, to approve the agenda. Motion carried 6-0.

PRESENTATIONS: Grundmeyer Leader Services presented to the board on the superintendent search. Amy, Jessica, and Joe volunteered to serve on a committee to identify superintendent interview team members.

DISCUSSION ITEMS: The board discussed updates to masking guidelines and plans for remote and hybrid learning.

ACTION ITEMS:

APPROVAL OF MODIFIED SUPPLEMENTAL AMOUNT FOR LEP INSTRUCTION BEYOND 5 YEARS: Piro moved, seconded by Hazelton to approve the modified supplemental amount of \$9,329.76 for LEP instruction beyond 5 years. Motion carried 6-0.

APPROVAL OF MODIFIED SUPPLEMENTAL AMOUNT FOR ENROLLED OUT: Herzberg moved, seconded by Piro to approve the modified supplemental amount of \$41,280 for enrolled out. Motion carried 6-0.

APPROVAL OF EARLY RETIREMENT REQUESTS: Anderson moved, seconded by Larsen to approve the 3 requests for early retirement that met all plan requirements. The approved requests for early retirement were received from Angie Spangenberg, Sue Lawson and Carol Stein. Motion carried 6-0.

The board considered one request for early retirement that did not meet all plan requirements for eligibility. Lacking a motion, the request was denied.

APPROVAL OF CONSENT AGENDA: Anderson moved, seconded by Herzberg 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, and Financial Reports. The approved warrants are as follows:

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
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
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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
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

ADJOURNMENT: Larsen moved, seconded by Hazelton to adjourn. Motion carried 6-0 and the meeting was adjourned at 7:28 p.m.

Next Meeting: – December 14, 6:00 p.m.

Board President

Board Secretary

HARLAN COMMUNITY SCHOOL DISTRICT
BILLS FOR BOARD APPROVAL
DECEMBER 14, 2020

OPERATING FUND

AHLERS & COONEY, P.C.	LEGAL SERVICES	849.00
BOMGAARS	SUPPLIES	5.36
CAPITAL SANITARY SUPPLY	SUPPLIES	2,280.35
CARQUEST	PARTS	803.72
CINTAS	LAUNDRY	53.60
CJ STORK PROPERTIES, LLC	COVID FACILITY RENTAL	750.00
COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT	SPED BILLING	3,757.21
DELTA DENTAL	EMPLOYEE INSURANCE	9,728.88
DRIVE SAFELY LLC	PURCHASED SERVICES	17,680.00
EASTERN NEBRASKA HUMAN SERVICES	SPED BILLING	3,696.00
FARM SERVICE COOP	FUEL	4,127.50
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	3,820.13
FOLLETT LIBRARY RESOURCES	SUPPLIES	88.70
FOREVER GREEN LAWN CARE	PURCHASED SERVICES	625.00
GREATAMERICA FINANCIAL SERVICES	COPIER LEASES	1,585.00
GREEN HILLS AEA	REGISTRATION	100.00
HARLAN AUTO MART	REPAIRS	778.12
HARLAN MUNICIPAL UTILITIES	UTILITIES	35,361.68
HARLAN NEWSPAPERS	SUPPLIES/LEGAL PUBLICATIONS	416.50
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	14,121.98
ISU EXTENSION OFFICE - SHELBY COUNTY	SWIA MHDS GRANT EXPENDITURES	700.00
ITSAVVY LLC	PURCHASED SERVICES	130.00
JAYMAR BUSINESS FORMS, INC.	SUPPLIES	122.87
KENDALL/HUNT PUBLISHING COMPANY	SUPPLIES	3,580.50
KOHOEST, MARK	TRAVEL	25.25
KROGER & SONS HAULING, LLC	GARBAGE COLLECTION	1,800.00
LIFESCAPE - CHILDREN'S CARE	SPED BILLING	9,014.00
MADISON NATIONAL LIFE	EMPLOYEE INSURANCE	2,693.73
MARTIN BROS. DISTRIBUTING CO.	SUPPLIES	16.59
MEINERS PLUMBING AND HEATING	PURCHASED SERVICES	5,460.46
MID AMERICAN ENERGY	UTILITIES	13.75
MONTGOMERY COUNTY MEMORIAL HOSPITAL	REGISTRATION	150.00
MURPHY SIGNS	PURCHASED SERVICES	104.00
MUSIC SALES DIGITAL SERVICES LLC	COVID PURCHASED SERVICES	1,112.25
MYRTUE MEDICAL CENTER	SWIA MHDS GRANT EXPENDITURES	1,000.00
NAPA	SUPPLIES	191.27
NORIX GROUP INC	SWIA MHDS GRANT EXPENDITURES	964.34
NORTHWEST IOWA SPRINKLER	PURCHASED SERVICES	1,177.08
O'REILLY AUTOMOTIVE INC.	PARTS	41.76
OWL LABS, INC.	SWIA MHDS GRANT/COVID EXPEND.	17,982.00
PETSCHER PLUMBING & HEATING INC.	SUPPLIES/REPAIRS	2,945.00
POWERSCHOOL	SOFTWARE	2,463.11
SCHOLASTIC INC.	MATERIALS	104.39
SCHOOL BUS SALES	PARTS	109.08
SCHOOL HEALTH CORPORATION	SUPPLIES	6.16
SONDERMAN CLEANING SERVICE	PURCHASED SERVICES	85.00
SORENSEN EQUIPMENT CO.	REPAIRS	174.59
STABILT CONSTRUCTION COMPANY	SNOW REMOVAL	1,140.00
STUDER HARLAN DO IT BEST HARDWARE	SUPPLIES	66.50
TIMBERLINE BILLING SERVICES LLC	MEDICAID BILLING SERVICES	337.85
U.S. CELLULAR	COVID PURCHASED SERVICES	422.20
VISUAL EDGE INC. DBA COUNSEL OFFICE	COPIER LEASES	2,146.61

**HARLAN COMMUNITY SCHOOL DISTRICT
BILLS FOR BOARD APPROVAL
DECEMBER 14, 2020**

W.W. GRAINGER, INC.	SUPPLIES	2,510.60
WELLMARK BLUE CROSS/BLUE SHIELD	EMPLOYEE INSURANCE	129,692.54
ZOOM VIDEO COMMUNICATIONS, INC.	COVID PURCHASED SERVICES	1,800.00

STUDENT ACTIVITY FUND

ATLANTIC BOTTLING CO.	SUPPLIES	274.00
BAXTER LUMBER AND HARDWARE	SUPPLIES	262.91
BRUCK, JAMES	OFFICIATING	225.00
CYCLONE LANES	PURCHASED SERVICES	400.00
GIRRES, CHRIS	OFFICIATING	125.00
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	3,396.99
IOWA F.F.A. ASSOCIATION	SUPPLIES	3,269.00
IOWA HIGH SCHOOL ATHLETIC ASSN.	TICKET SALES	1,887.50
KINTNER, LARRY	PURCHASED SERVICES	100.00
LOGO'D UP LLC	SUPPLIES	671.47
MURTAUGH, MARY ANN	PURCHASED SERVICES	100.00
NATIONAL FFA ORGANIZATION	SUPPLIES	838.50
NELSON, NIC	OFFICIATING	125.00
PORTER, JOSH	OFFICIATING	200.00
PREFERRED FUNDRAISING	FUNDRAISING SUPPLIES	5,074.00
SCHMITT MUSIC CENTERS	MATERIALS	382.16
SCHUMACHER, BRENT	OFFICIATING	225.00
SPOMER, KURT	OFFICIATING	125.00
WALTERS, JOHN D.	OFFICIATING	200.00

MANAGEMENT FUND

THE AGENCY	INSURANCE	809.00
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CAPITAL FUNDS PROJECT

CBP REPAIR	REPAIRS	164.44
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PHYSICAL PLANT & EQUIPMENT

COMBUSTION CONTROL CO.	PURCHASED SERVICES	949.65
CONTROL SERVICES INC.	PURCHASED SERVICES	29.15
GETZSCHMAN HEATING, LLC	PURCHASED SERVICES	3,118.00
HAYES SOFTWARE SYSTEMS	PURCHASED SERVICES	2,500.00
RIVERSIDE TECHNOLOGIES, INC.	PURCHASED SERVICES	320.00
TRANE U.S. INC.	PURCHASED SERVICES	524.50

SCHOOL NUTRITION FUND

ATLANTIC BOTTLING CO.	SUPPLIES	17.76
COUNTRY VIEW DAIRY	SUPPLIES	1,080.00
EARTHGRAINS COMPANY	SUPPLIES	1,024.07
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	30.69
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	85.36
HILAND DAIRY	SUPPLIES	7,561.53
MARTIN BROS. DISTRIBUTING CO.	SUPPLIES	38,266.65
ORGANIC GREENS LLC	SUPPLIES	97.50
PRUDENT PRODUCE	SUPPLIES	331.00
W.W. GRAINGER, INC.	SUPPLIES	54.61

PRIVATE-PURPOSE TRUST FUNDS

JOSTENS INC.	SUPPLIES	64.04
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HARLAN COMMUNITY SCHOOL DISTRICT
PCARD FOR BOARD APPROVAL
DECEMBER 14, 2020

AMAZON - SUPPLIES	2,320.19
AMAZON - SWIA MHDS GRANT SUPPLIES	8,334.82
ASPI SOLUTIONS - SUBSCRIPTION	750.00
BAND SHOPPE - SUPPLIES	381.50
BAXTER LUMBER - SUPPLIES	400.68
BOMGAARS - SUPPLIES	57.14
CFS OMAHA - SUPPLIES	391.25
CROWN AWARDS - SUPPLIES	17.65
DOLLAR GENERAL - SUPPLIES	141.72
DRI AVID TECHNOLOGY - SUBSCRIPTION	10.59
FAREWAY - SUPPLIES	130.75
IOWA FFA ASSN. - REGISTRATION	200.00
GODADDY - SUBSCRIPTION	19.99
HARLAN DO IT BEST - SUPPLIES	285.13
HARLAN PIZZA RANCH - SUPPLIES	375.00
HARLAN PUBLISHING - SUPPLIES	27.10
HYVEE - SUPPLIES	409.14
JW PEPPER - SUPPLIES	126.24
LAMINATOR.COM - SUPPLIES	153.76
LAPTOPSCREEN.COM - SUPPLIES	157.63
MCCALLS - SUPPLIES	80.00
MIDWEST CLINIC - REGISTRATION	75.00
MYCONFERENCETIME - SUBSCRIPTION	600.00
NATL. ASSN. SECONDARY SCHOOL PRINCIPALS - SUPPLIES	69.55
OTC - SUPPLIES	130.84
SAMS CLUB - SUPPLIES	34.15
SCHOLASTIC - SUPPLIES	75.00
SCHOOL HEALTH - SUPPLIES	127.33
SCHOOL SPECIALTY - SUPPLIES	712.05
SOUTHWEST IOWA BAND - REGISTRATION	92.00
SUBWAY - SUPPLIES	199.95
TEACHERS PAY TEACHERS - SUPPLIES	105.42
UPS - POSTAGE	24.65
US POST OFFICE - POSTAGE	533.80
WALMART - SUPPLIES	54.31
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	17,604.33
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EQUAL EDUCATIONAL OPPORTUNITY

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

It is the policy of The Harlan Community School District does not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Bill Mueller, 2108 Durant Street, Harlan, IA 51537, 712-755-3196, bmueller@hcsdcyclones.com.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Bill Mueller, Harlan Community School District, Harlan, Iowa, 51537; or by telephoning 712-755-3196.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

This is a mandatory policy.

NOTE: A school district may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to

have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email address for each coordinator.

NOTE: The language utilized above is consistent with Iowa Department of Education guidance released in the School Leader Update on September 1, 2015. The classes listed are all mandatory.

NOTE: Some conduct that falls under a school's equal educational opportunity policy also may trigger responsibilities under the state's anti-bullying/anti-harassment laws. By limiting the response to a specific application of its equal educational opportunity policy and the accompanying grievance procedures, a school may fail to properly consider whether the alleged conduct also results in bullying and/or harassment.

Legal Reference:

20 U.S.C. §§ 1221 *et seq.*
20 U.S.C. §§ 1681 *et seq.*
20 U.S.C. §§ 1701 *et seq.*
29 U.S.C. § 206 *et seq.*
29 U.S.C. § 794
42 U.S.C. §§ 2000d and 2000e.
42 U.S.C. §§ 12101 *et seq.*
34 C.F.R. Pt. 100.
34 C.F.R. Pt. 104.
Iowa Code §§ 216.6; 216.9; 256.11; 280.3.
281 I.A.C. 12.

Cross Reference:

101 Educational Philosophy of the School District
401.1 Equal Employment Opportunity
500 Objectives for Equal Educational Opportunities for Students
506.1 Student Records

DISCRIMINATION COMPLAINT FORM

(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint:

Name of Complainant:

Are you filling out this form for
yourself or someone else (please
identify the individual if you are
submitting on behalf of someone
else):

Who or what entity do you believe
discriminated against, harassed,
or bullied you (or someone else)?

Date and place of alleged
incident(s):

Names of any witnesses (if any):

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

RESCINDED

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

~~This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student will have an opportunity to obtain an education in compliance with the policies in this series.~~

~~It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.~~

~~The board supports the delivery of the education program and services to students free of discrimination on the basis of race, color, sex, marital status, national origin, creed, religion, sexual orientation, gender identity or disability. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.~~

~~In the delivery of the education program, students will treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.~~

~~Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school-owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.~~

~~Board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual means the legal parents, the legal guardian or custodian of a student, and students who have reached the age of majority or are otherwise considered an adult by law.~~

~~Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, _____ Community School District, _____, Iowa _____, or by telephoning _____.~~

~~Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison St., Ste. 1475, Chicago, IL, (312) 730-1560, <http://www.state.ia.us/government/crc/index.html> or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.~~

OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

NOTE: The third paragraph of this policy lists the mandatory classes for students protected by law. For additional guidance see IASB sample policy 102 Equal Educational Opportunity.

COMPULSORY ATTENDANCE

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of ____ days or ____ hours. Students not attending the minimum days or hours must be exempted by this policy as listed below or, referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving independent private instruction; or,
- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal will investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal should discuss the next step with the superintendent. If the superintendent cannot secure the student's attendance through any additional efforts, the superintendent shall promptly report the truancy violation to the board secretary and the Board may elect to take action thereon. If after all school actions are exhausted, the student is still truant, the principal will refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Note: This is a mandatory policy. The compulsory attendance law does not require school districts to have a truancy officer.

Legal Reference:

Iowa Code §§ 259A; 279.10-.11; ch. 299; 299A.
441 I.A.C. 41.25(8).

Cross Reference:

501 Student Attendance
601.1 School Calendar
604.1 Competent Private Instruction

ENTRANCE - ADMISSIONS

Children in the school district community will be allowed to enroll in the school district's regular education program beginning at age five. The child must be age five on or prior to September 15 to participate in the school district's kindergarten program. The child must be age six on or prior to September 15 to begin the first grade of the education program.

Before the student may enroll in the district's education program, the board will require evidence of age and residency in the form of a birth certificate or other evidence of age before the student may enroll in the school district's education program.. It is within the discretion of the superintendent to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with their health and immunization certificate. Failure to provide this information within the time period set by the superintendent is reason for suspension, expulsion or denying admission to the student.

NOTE: This policy reflects current Iowa law. Only the state registrar has authority to make a copy of a birth certificate. Districts who utilize online registration platforms should be aware that birth certificates should not be uploaded on the online platform as proof of age, as that creates a copy of the birth certificate. Districts can either view a birth certificate in person then return it to the child's guardian; or utilize a variety of documents including but not limited to a certified statement from a treating medical provider, or an immunization record from the child's treating provider that lists the child's date of birth as sufficient proof of age.

Legal Reference:

Iowa Code §§ 139A.8; 144.45(5); 282.1, .3, .6.

Cross Reference:

501 Student Attendance

507.1 Student Health and Immunization Certificates

SEARCH AND SEIZURE

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, nicotine, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

NOTE: This policy reflects the law regarding school district authority for searching students, their possessions and their lockers. Substantive changes were made to 502.8R1.

Legal Reference:

U.S. Const. amend. IV.

New Jersey v. T.L.O., 469 U.S. 325 (1985).

Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), *cert. den.*, 482 U.S. 930 (1987).

Iowa Code ch. 808A

281 I.A.C. 12.3(6).

Cross Reference:

502 Student Rights and Responsibilities

503 Student Discipline

905.2 Tobacco/Nicotine-Free Environment

STUDENT SPECIAL HEALTH SERVICES

The board recognizes that some special education students need special health services during the school day. These students will receive special health services in conjunction with their individualized education program health plan.

The superintendent, in conjunction with licensed health personnel, will establish administrative regulations for the implementation of this policy.

Note: This is a mandatory policy and its accompanying regulations and they reflect Iowa law. The regulation is new. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 13 #3 – June 8, 2000.

Legal Reference:

Board of Education v. Rowley, 458 U.S. 176 (1982).

Springdale School District #50 v. Grace, 693 F.2d 41 (8th Cir. 1982)

Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).

20 U.S.C. §§ 1400 *et seq.*

34 C.F.R. Pt. 300 *et seq.*

Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8.

281 I.A.C. 41.404(1)(f); (3)(f); 41.405

281 I.A.C. 14.2

Cross Reference:

502 Student Rights and Responsibilities

506 Student Records

603.3 Special Education

BASIC INSTRUCTION PROGRAM

The basic instruction program will include the courses required for each grade level by the State Department of Education. The instructional approach will be gender fair and multicultural.

The basic instruction program of students enrolled in kindergarten is designed to develop healthy emotional and social habits, language arts and communication skills, the capacity to complete individual tasks, character education and the ability to protect and increase physical well-being with attention given to experiences relating to the development of life skills and human growth and development.

The basic instruction program of students enrolled in grades one through six will include English-language arts, social studies, mathematics, science, health, human growth and development, physical education, traffic safety, music, and visual art and computer science. Computer science will be offered during at least one grade level.

The basic instruction program of students enrolled in grades seven and eight will include English-language arts, social studies, mathematics, science, health, human growth and development, family and consumer, career, technology education, physical education, music, and visual art and computer science. Computer science will be offered during at least one grade level..

The basic instruction program of students enrolled in grades nine through twelve will include English-language arts (6 units), social studies (5 units), mathematics (6 units), science (5 units), health (1 unit), physical education (1 unit), fine arts (3 units), foreign language (4 units), financial literacy (1/2 unit) and vocational education (12 units) and computer science (1/2 unit).

The board may, in its discretion, offer additional courses in the instruction program for any grade level.

Each instruction program is carefully planned for optimal benefit taking into consideration the financial condition of the school district and other factors deemed relevant by the board or superintendent. Each instruction program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

It is the responsibility of the superintendent to develop administrative regulations stating the required courses and optional courses for kindergarten, grades one through six, grades seven and eight, and grades nine through twelve.

NOTE: This policy reflects the educational standards. The financial literacy requirement is effective with the 2021 graduation class. The computer science requirement for grades one through eight are effective with the school year beginning July 1, 2023. The computer science requirement for grades nine through twelve is effective with the school year beginning July 1, 2022. Districts must also develop and implement a kindergarten through grade twelve computer science plan by July 1, 2022 which incorporates the educational standards.

Legal Reference:

20 U.S.C. § 1232h.

34 C.F.R. Pt. 98.

Iowa Code §§ 216.9; 256.11; 279.8; 280.3-.14.

281 I.A.C. 12.5; .11.

Cross Reference:

102 Equal Educational Opportunity

103	Long-Range Needs Assessment
505	Student Scholastic Achievement
602	Curriculum Development
603	Instructional Curriculum

SPECIAL EDUCATION

The board recognizes some students have different educational needs than other students. The board will provide a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to maximum age allowable in accordance with the law. Students requiring special education will attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student is written in the student's Individualized Education Program (IEP).

Special education students are required to meet the requirements stated listed for special education students in board policy 505.5 or and in their IEPs for graduation. It is the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services.

Children from birth through age 2 and children age 3 through age 5 are provided comprehensive special education services within the public education system. The school district will work in conjunction with the area education agency to provide services, at the earliest appropriate time, to children with disabilities from birth through age 2. This is done to ensure a smooth transition of children entitled to early childhood special education services.

NOTE: This is a mandatory policy and reflects state and federal law. For more detailed discussion of this issue, see IASB's Policy Primers, Vol. 20 #7 – Dec. 4, 2008 and 13 #3- Jan. 22, 2001.

Legal Reference:

Board of Education v. Rowley, 458 U.S. 176 (1982).

Springdale School District #50 v. Grace, 693 F.2d 41 (8th Cir. 1982).

Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).

20 U.S.C. §§1400 *et seq.*

34 C.F.R. Pt. 300 *et seq.*

Iowa Code §§ 256.11(7); 256B; 273.1, .2, .5, .9(2)-(3); 280.8.

281 I.A.C. 41.109; 41.404

Cross Reference:

503 Student Discipline

505.5 Graduation Requirements

506 Student Records

507.2 Administration of Medication to Students

507.8 Student Special Health Services

601.1 School Calendar

603 Instructional Curriculum

INSTRUCTION AT A POST-SECONDARY EDUCATIONAL INSTITUTION

In accordance with this policy, students in grades nine through twelve may receive academic or career and technical education credits that count toward the graduation requirements set out by the board for courses successfully completed in post-secondary educational institutions. Students and parents or guardians shall be made aware of the post-secondary instructional opportunities as part of the development of each student's individual career and academic plan as required by law. The Superintendent or designee is responsible for developing the appropriate forms and procedures for implementing this policy and the following post-secondary educational opportunities:

Concurrent Enrollment

The board may, in its discretion, enter into a contractual agreement with a community college to provide courses for eligible students in grades nine through twelve when comparable courses are not offered by the school district. Notice of the availability of the concurrent enrollment program shall be included in the school district's registration handbook, and the handbook shall identify which courses, if successfully completed, generate post-secondary credit. Students shall not be charged tuition for concurrent enrollment courses and shall not be required to reimburse the school district for tuition if they do not successfully complete a course. Students or their parents or guardians may be required to pay a fee consistent with the school district's established textbook policy and other materials for the concurrent enrollment course to the extent permitted by law. Students or their parents or guardians may also be required to provide their own transportation to and from concurrent enrollment courses to the extent permitted by law. However, transportation shall be the responsibility of the school district for any contracted course that is used to meet school district accreditation requirements.

Students who successfully complete a concurrent enrollment course, as determined by the postsecondary institution, shall receive postsecondary credit in accordance with the institution's policies and high school credit that will be reflected on their high school transcript. The Superintendent or designee shall grant to a student who successfully completes a concurrent enrollment course a unit of high school graduation credit for every unit of high school level instruction successfully completed.

Post-Secondary Enrollment Option

Ninth and tenth grade students who have been identified by the school district as gifted and talented, and eligible eleventh and twelfth grade students, may utilize the Post-Secondary Enrollment Option ("PSEO") program. To qualify, a course must be a nonsectarian, credit-bearing course that leads to a degree, and in the areas of: mathematics, science, social sciences, humanities, career and technical education. A course is not eligible for PSEO if a comparable course is offered by the school district. In addition, courses at a community college with which the district has a concurrent enrollment agreement are not eligible for PSEO. Students shall not be charged for tuition, textbooks, materials, or fees related to a PSEO course with the exception of equipment that becomes the property of the student.

The school district shall reimburse the post-secondary institution for tuition and other expenses for each PSEO course up to \$250. Students who successfully complete a PSEO course, as determined by the postsecondary institution, shall receive postsecondary credit and high school credit. The Superintendent or designee shall grant to a student who successfully completes a PSEO course a unit of high school graduation credit for every unit of high school level instruction successfully completed. Students may not enroll on a full-time basis to any post-secondary institution through the PSEO program.

Transportation to and from the postsecondary institution is the responsibility of the student or parent or legal guardian of the student enrolled in a PSEO course. Eligible students may take up to seven hours of

post-secondary credit during the summer months and receive high school credit upon successful completion of a post-secondary course. However, the student or student's parent or legal guardian are responsible for all costs associated with courses taken during the summer.

Students who fail a PSEO course and fail to receive credit are required to reimburse the school district for all costs directly related to the course up to the \$250.00 reimbursement maximum. Prior to registering, students under the age of eighteen are required to have a parent or guardian sign a form indicating that the parent is responsible for the costs of the course should the student fail the course and fail to receive credit. Reimbursement waivers may be granted by the board if sufficient verification is provided to show that the student was unable to complete the course for reasons outside the student's control, including but not limited to physical incapacity, a death in the student's immediate family, or a move out of the school district.

If a student is unable to demonstrate proficiency or the school district or accredited nonpublic school determines that the course unit completed by the student does not meet the school district's standards, the superintendent shall provide in writing to the student's parent or guardian the reason for the denial of credit.

Legal References:

Iowa Code §§ 256.7, 11; 258; 261E; 279.61, 280.3, 280.1
281 I.A.C. 12 and 22

Cross References:

505 Student Scholastic Achievement
604.3 Program for Talented and Gifted Students

FINANCIAL RECORDS

Financial records of the school district are maintained in accordance with generally accepted accounting principles (GAAP) as required or modified by law. School district monies are received and expended from the appropriate fund and/or account. The funds and accounts of the school district will include, but not be limited to:

Governmental fund type:

- General fund
- Special revenue fund
- Management Levy fund
- Student activity fund
- Capital projects fund
- Physical Plant and Equipment Levy fund (PPEL)
- Secure and Advanced Vision for Education (SAVE)
- Debt service fund

Proprietary fund type:

- Enterprise fund
- School nutrition fund
- Internal service fund

Fiduciary funds:

- Trust
- Expendable trust funds
- Nonexpendable trust funds
 - Pension trust funds
- Agency Custodial Funds

Account groups:

- General capital assets account group
- General long-term debt account group

The general fund is used primarily for the education program. Special revenue funds are used to account for monies restricted to a specific use by law. Capital projects funds are used to account for financial resources to acquire or construct major capital facilities (other than those of proprietary funds and trust funds) and to account for revenues from SAVE. A debt service fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Proprietary funds account for operations of the school district operated similar to private business, or they account for the costs of providing goods and services provided by one department to other departments on a cost reimbursement basis. Fiduciary funds are used to account for monies or assets held by the school district on behalf of, or in trust for, another entity. The account groups are the accounting records for capital assets and long-term debt.

The board may establish other funds in accordance with generally accepted accounting principles and may certify other taxes to be levied for the funds as provided by state law. The status of each fund must be included in the annual report.

It is the responsibility of the superintendent to implement this policy and bring necessary changes in the maintenance of the school district's financial records to the attention of the board.

NOTE: The list of funds above does not include the "Library levy fund," which is only available to one school district. The school district eligible to levy the library levy must add this fund to its policy.

NOTE: For additional information about school district fund structure, please see Chapter 9 of the "Uniform Administrative Procedures for Iowa School District and AEA Officials," located on the "Uniform Administrative Procedures Manual" [section](#) of the Iowa Department of Education's website.

Legal Reference:
Iowa Code §§291; 298; 298A.
281 I.A.C. 98

Cross Reference:
704 Revenue
705 Expenditures

SUSPENSION AND DEBARMENT OF VENDORS AND CONTRACTORS PROCEDURE

In connection with transactions subject to federal suspension and debarment requirements, the district is generally prohibited from entering into transactions with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

When soliciting bids or otherwise preparing to enter into such a transaction, the superintendent or designee shall use at least one of the following verification methods to ensure that any parties to the transaction are not suspended or debarred prior to committing to any sub-award, purchase, or contract:

- (1) Obtaining a certification of a party's compliance with the federal suspension and debarment requirements in connection with any application, bid, or proposal;
- (2) Requiring compliance with the federal suspension and debarment requirements as an express condition of any sub-award, purchase, or contract in question; or
- (3) Prior to committing to any sub-award, purchase, or contract, check the online Federal System for Award Management at <https://sam.gov/portal/SAM/##11> to determine whether the relevant party is subject to any suspension or debarment restrictions.

2 CFR Part 200 Subpart B-General Provisions

200.113 Mandatory Disclosures

A non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.) It is the responsibility of the Superintendent to timely report to the relevant federal or pass through agency any violations of federal criminal law involving fraud, bribery or gratuity potentially impacting a federal grant.

USING FEDERAL FUNDS IN PROCUREMENT CONTRACTS

In addition to the District's standard procurement and purchasing procedures, the following procedures for vendors/contractors paid with federal funds are required. When federal, state, and local requirements conflict, the most stringent requirement will be followed.

2 CFR Part 200, Subpart D Subsection §200.318 (c)(1)

No District employee, officer, or agent may participate in the selection, award and administration of contracts supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. District officers, employees, and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, for situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value, district employees must abide by all relevant board policies. Violation of this requirement may result in disciplinary action for the District employee, officer, or agent.

2 CFR Part 200, Subpart D Subsection §200.320 (e)(1-4)

Procurement for contracts paid with federal funds may be conducted by noncompetitive (single source) proposals when one or more of the following circumstances apply: (1) the item is only available from a single source; (2) public exigency or emergency will not permit the delay resulting from competitive bids; (3) the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or (4) after solicitation of a number of sources, competition is inadequate.

2 CFR Part 200, Subpart D Subsection §200.321

The District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (1) placing such businesses on solicitation lists; (2) soliciting such businesses whenever they are potential sources; (3) when economically feasible, dividing contracts into smaller tasks or quantities to allow participation from such businesses; (4) establishing delivery schedules that encourage participation by such businesses; (5) when appropriate, utilizing the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) requiring the primary contractor to follow steps (1) through (5) when subcontractors are used.

The district will include the following provisions in all procurement contracts or purchase orders include the following provisions when applicable:

2 CFR Part 200 Appendix II

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375,

"Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a

provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

Legal Reference:

Title 2 Code of Federal Regulation (C.F.R.) Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

[SS1]IASB sample policies 102 and 500 addressed substantially the same topic, but in slightly different ways. Policy 102 discussed the board's priority in establishing and equal educational opportunity for students within the district, while policy 500 addressed the behavior expectations for students as well as the process for filing a complaint under this topic. Because these policies overlapped so much, it provided better administrative clarity to take some language from 500 and insert it into policy 102, then rescind sample policy 500.

[SS2]Individualized education programs are developed to assist students with disabilities receive specialized instruction and related services needed for their education. Individualized health plans are developed by students and districts to determine the health care needs of a student and outline how that care will be managed.