

	Year	Capacity	Engine	Brakes	Driver Seat	Driver Air	Midship Heat	Front Axle	Rear Axle	Seat belts	Fuel Tank	Air Door	Cruise	PA System	Lettered	Tinted Window	Camera Installed	Price	Camera cost
International	2022	65	Cummins 250/560	Air	Air	NO	YES	10,000#	21,000#	YES	100	YES	YES	YES	?	YES	NO	\$93,500	?
Thomas	2022	65	Cummins 250/660	Air	Air	YES	YES	10,000#	21,000#	YES	100	YES	YES	YES	YES	YES	NO	\$100,846	\$2,973
Thomas	2022	65	Cummins 250/660	Air	Air	YES	YES	10,000#	21,000#	YES	100	NO, Electric	YES	YES	YES	YES	NO	\$96,900	\$2,973
Bluebird	2022	65	Cummins 250	Air	Air	YES	YES	10,000#	21,000#	YES	100	YES	?	NO	?	YES	NO	101,873	?

(all three have Allison PTS2500 transmission)

Student Laptop Refresh Bids - 2021

Devices	Qty	RSM Network Attached Storage		Riverside Technologies (RTI) Network Attached Storage		Riverside Technologies (RTI) Network Attached Storage	
		unit cost	total cost	unit cost	total cost	unit cost	total cost
Requested specifications:							
Network Attached Storage unit ~ 20 TB storage space Solid State hard drive all necessary cabling and ancillary equipment	1		\$ 32,239.00		\$ 49,992.36		\$ 25,920.00
Implementation and Configuration costs			\$ 6,993.00		\$ 3,277.00		\$ 3,227.00
FULL PURCHASE COST			\$ 39,232.00		\$ 53,269.36		\$ 25,920.00

** 5% Local purchase allowance compared to low bid

106% Over low bid

Low Bid

Bid Details:

This bid was submitted for a replacement Storage Area Network (SAN) device to replace the current SAN device that was implemented over nine years ago when HCSD upgraded its server environment prior to rolling out the one-to-one initiative. A SAN is a dedicated, independent network that connects to and delivers large quantities of shared storage space to multiple servers. Each server within HCSD can access this shared storage space as if it were directly attached to the server. Data currently being stored on the existing SAN device includes all of our student data contained within our PowerSchool Student Information System, critical staff and student data files, and software media files just to name a few.

The current SAN device is still working well, but the average life cycle of typical high-use hard drives is approximately 5 years. Around four years ago we had a hard drive failure on our existing SAN and replaced all of the drives at that time. We are coming up on the five year mark for these drives so it is time to once again replace the drives, and given the age of the hardware storing the drives we feel it is best to upgrade the full unit at this point. Upgrading the full unit will also allow us to take advantages of some newer technologies and increased speeds with our storage.

For this refresh/upgrade I requested pricing from two network technology equipment vendors that HCSD has used in the past for the network consultation.

Purchase Recommendation for the laptop devices:

It is recommended that we accept the bid from RSM for the purchase of the Storage Area Network device and all necessary components.

The quotes that we received were actually for three separate "levels" of SAN device - each providing different functionality. The bids from RTI contained a very low-end SAN device, as well as a very high-end SAN device. The bid from RSM was for a SAN device that falls right between the two devices bid by RTI. We believe that we have enough transactional activity on our current SAN device to warrant something more than the low-end SAN device quoted by RTI, but we are not really large enough to justify the pricing or the functionality of the high-end SAN device. The device quoted by RSM contains the functionality that we feel we need and we feel it is appropriately priced for the added functionality and upgraded equipment that we will be getting with this device.



RSM

RSM US Product Sales LLC
U.S Headquarters
Chicago, Illinois 60606
United States

Quotation (Open)

Date Mar 19, 2021 06:48 AM CDT	Expiration Date 04/18/2021
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Modified Date Mar 26, 2021 01:00 PM CDT

Doc # 58443 - rev 1 of 1

Description NetApp AFF-C190A
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SalesRep Schleffer, Erin (P) 515 558 6615
--

Customer Contact Swanson, Lisa lswanson@hcsdcyclones.com

Customer

Harlan Community School
District (HarlanCommunitySchoolDist)
Swanson, Lisa
2102 Durant Street
Harlan, IA 51537-1221
United States
(P) 7127552152
(F) 7127557312

Ship To

Harlan Community School District
Swanson, Lisa
2102 Durant Street
Harlan, IA 51537-1221
United States
(P) (712) 755-2152
lswanson@hcsdcyclones.com

Description	Qty	Unit Price	Total
1 NetApp AFF-C190 all-solid-state storage array, dual controllers, each with 4x 10GbE ports available. 18x 960GB SSD. Data-at-rest encryption, complete NetApp Flash software bundle, 3 years of Standard support with 4 hours parts replacement	1	\$31,550.00	\$31,550.00
2 AddOn Dell 430-4435 Comparable Dual SFP+ Port PCIe NIC Network adapter - PCIe x8 - 10 Gigabit SFP+ x 2 - for Dell PowerEdge R620, R720, R820, T620	3	\$195.00	\$585.00
3 Cisco Compatible SFP-H10GB-CU3M-FL	6	\$16.00	\$96.00
4 Tripp Lite Cat6 Gigabit Molded Patch Cable RJ45 M/M 550MHz 24 AWG Black 10' Patch cable - RJ-45 (M) to RJ-45 (M) - 10 ft - UTP - CAT 6 - IEEE 802.3ab/IEEE 802.5 - molded, stranded - black	2	\$4.00	\$8.00

Subtotal: \$32,239.00

Notes

Jeff Kline

Shipping Options (circle one):

Priority Next Day (10:30am) - Next Day - Two Day - Ground

Printed Name: _____

Signature: _____

Date: _____

PO # If required: _____

TO ORDER: Return this signed product quote to the consultant you are working with or fax to Purchasing @ 877.281.9587 or email to: crcpurchasing@rsmus.com

Prices are subject to change and do not include shipping, applicable taxes, site preparation, or installation assistance. Client will be notified of price or product changes.

On receipt of this signed quote, your order will be processed. Please do not pay from this quote, an invoice will be issued against your net terms and applicable sales tax will be applied. All sales are final.

For subscription licensing, unless stated otherwise, customer will be billed for the number of contracted licenses at the unit price of the subscription(s) noted above. Billed monthly with 12-month unit price guarantee.

This quote (Product Quote) for the above-described hardware/software/software service/managed service/application/equipment (each individually a Product and collectively, the Products) and each such Product is subject to the terms and conditions set forth in the applicable master services agreement (MSA) by and between RSM US LLP (formerly known as McGladrey LLP) (RSM) and the Customer identified above (Client) and, if applicable, as amended by RSM and Client in an amendment/addendum to such MSA or in a work order, task order, or statement of work (Statement of Work) issued thereunder with respect to such Product(s). If any support, configuration, implementation, installation, deployment, or other consulting services are to be provided by RSM to Client in conjunction with this Product Quote and/or such Product(s), such services are subject to the terms set forth in such MSA and/or the applicable Statement of Work.

Harlan Community School District - Storage Replacement

Phase	Description	Estimated Consulting Fees
Phase I:	Design and Host Prep	
Task 1	Create deployment design and documents	
Task 2	Migrate networking to free up 1 PCI slot in each host	
Task 3	Install 2-port 10GbE card into each of 3 hosts	
Task 4	Install / update drivers for 10GbE NICs as needed	
Task 5	Project Management	
Estimated Phase I Total >		\$ 1,800
Phase II:	Storage Installation	
Task 1	Install NetApp AFF-C190 in rack, cable management, connect to hosts	
Task 2	Configure NetApp AFF-C190, create cluster, configure ports	
Task 3	Configure iSCSI networking between NetApp and hosts, add MPIO DSM, verify / test.	
Task 4	Configure data at rest encryption and ActiveIQ / Autosupport	
Task 5	Provision storage and present to hosts, format NTFS storage	
Task 6	Project Management	
Estimated Phase II Total >		\$ 1,800
Phase III:	Migration	
Task 1	Test migration of first virtual machine from legacy storage to new storage platform	
Task 2	Plan and schedule migration tasks	
Task 3	Work with Jeremy to migrate remaining virtual machines (6 hours of migration fees included)	
Task 4	Verify legacy storage is vacated	
Task 5	Assist in disconnecting and decommissioning of legacy storage	
Task 6	Project Management	
Estimated Phase III Total >		\$ 2,520
Phase IV:	Monitoring and Training	
Task 1	Install and configure NetApp ActiveIQ Unified Manager	
Task 2	Provide administrator training for new NetApp system	
Estimated Phase IV Total >		\$ 540
Estimated Grand Total >		\$ 6,660
ESTIMATED TOTAL CONSULTING >		\$ 6,660
ESTIMATED TOTAL CONSULTING WITH 5% ADMIN FEE >		\$ 6,993
ESTIMATED TOTAL HW,SW, MAINTENANCE >		\$ 32,239
ESTIMATED GRAND TOTAL INCLUDING ADMIN FEE >		\$ 39,232

Rating
4.5
out of 5



MSA 2062

Quote #CB064590 v1

Prepared For:

Harlan Community Schools

Main
Lisa Swanson
2102 Durant St

Harlan, IA 51537

P: (712) 755-2152
E: lswanson@harlan.k12.ia.us

Contract:

Prepared by:

Riverside Technologies, Inc.

Michelle Soukup
748 N 109th Court
Omaha, NE 68154

P: 866.804.4388

E: cbeving@riversidetechologies.com

Date Issued:

05.05.2021

Expires:

06.04.2021

Hardware		Price	Qty	Ext. Price
R0Q82A	HPE MSA 2062 10GbE iSCSI SFF Strg	\$11,384.00	1	\$11,384.00
R0Q57A	HPE MSA 2.4TB SAS 10K SFF M2 HDD	\$1,512.00	2	\$3,024.00
R0Q67A	HPE MSA 14.4T SAS 10K SFF M2 6pk HDD Bdl	\$6,836.00	1	\$6,836.00
C8R25B	HPE MSA 10Gb SR iSCSI SFP 4pk XCVR	\$1,000.00	1	\$1,000.00
AF573A	HPE Rdnt 2m 10A C13-C14 Jpr Cord	\$20.80	2	\$41.60
H7J32A5	HPE 5Y Foundation Care NBD Service	\$0.00	1	\$0.00
H7J32A5#ZQB	HPE MSA 2062 Support	\$3,634.40	1	\$3,634.40
			Subtotal:	\$25,920.00

Quote Summary		Amount
Hardware		\$25,920.00
Total:		\$25,920.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.



Nimble I-SCSI Storage Array

Quote #CB064586 v1

Prepared For:

Harlan Community Schools

Main
Lisa Swanson
2102 Durant St

Harlan, IA 51537

P: (712) 755-2152

E: lswanson@harlan.k12.ia.us

Contract: NASPOVP IA - 16054

Prepared by:

Riverside Technologies, Inc.

Michelle Soukup
748 N 109th Court
Omaha, NE 68154

P: 866.804.4388

E: cbeving@riversidetechnologies.com

Date Issued:

05.05.2021

Expires:

06.04.2021

Hardware		Price	Qty	Ext. Price
Q8H72A	HPE NS HF20 Hybrid CTO Base Array	\$20,180.00	1	\$20,180.00
Q8B68B	HPE NS HF20/20C Hybrid 21TB FIO HDD Bndl	\$7,800.00	1	\$7,800.00
Q8B88B	HPE NS 2x10GbE 2p FIO Adptr Kit	\$3,382.00	1	\$3,382.00
Q8G27B	HPE NS NOS Default FIO Software	\$0.00	1	\$0.00
Q8J27A	HPE NS C13 to C14 FIO Power Cord	\$0.00	2	\$0.00
Q8J29A	HPE NS HF20 R2 2.88TB FIO Cache Bndl	\$11,133.00	1	\$11,133.00
R3P91A	HPE NS AF/HF Array Standard Trk	\$0.00	1	\$0.00
HT7A1A5	HPE NS 5Y NBD Parts Exchange Support	\$0.00	1	\$0.00
HT7A1A5#ZED	HPE NS HF20/20C Hybrid 21TBHDD Bndl Supp	\$1,186.64	1	\$1,186.64
HT7A1A5#ZE6	HPE NS HF20 2.88TB Cache Supp	\$1,615.64	1	\$1,615.64
HT7A1A5#ZEB	HPE NS HF20 Hybrid Base Array Supp	\$3,887.52	1	\$3,887.52
HT7A1A5#ZET	HPE NS 2x10GbE 2p Adptr Supp	\$807.56	1	\$807.56
			Subtotal:	\$49,992.36

Services		Price	Qty	Ext. Price
RTI-ENG-SVS	Implementation and Configuration of Nimble HF-20 Storage Array	\$3,277.00	1	\$3,277.00
			Subtotal:	\$3,277.00

Quote Summary	Amount
Hardware	\$49,992.36
Services	\$3,277.00
Total:	\$53,269.36

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

HARLAN COMMUNITY SCHOOL DISTRICT

AUDIT RFP'S

AUDIT RFP'S WERE SENT OUT FOR THE FISCAL YEARS ENDED JUNE 30, 2021, 2022, AND 2023.

THE RFP'S WERE SENT TO THE FOLLOWING THREE FIRMS AND I HAVE INDICATED THEIR RESPONSE BELOW:

SCHROER AND ASSOCIATES P.C. – FEE FOR SERVICES OF \$9,200 PER YEAR. IF FEDERAL FUNDS RECEIVED EXCEED \$750,000 AND A SINGLE AUDIT IS REQUIRED, THE FEE WILL BE \$10,500.

HEITHOFF, HANSEN, MUHLBAUER AND CO., P.C. – IS PHASING OUT OF PERFORMING AUDITING SERVICES AND AS SUCH DID NOT SUBMIT A BID

BROECKELMAN AND ASSOCIATES – DUE TO SCHEDULING AND WORKLOAD WILL NOT SUBMIT A BID AT THIS TIME

THE DISTRICT HAS HAD A GOOD WORKING RELATIONSHIP WITH SCHROER AND ASSOCIATES P.C. TO CHECK THE COMPETITIVENESS OF THEIR BID, I VISITED WITH SEVERAL SMALLER DISTRICTS THAT BORDER OUR DISTRICT AND THEIR ANNUAL COSTS ARE IN THE RANGE OF \$10,000. BASED UPON THIS I WOULD RECOMMEND ACCEPTING THE THREE YEAR PROPOSAL FROM SCHROER AND ASSOCIATES, P.C.

HARLAN COMMUNITY SCHOOL DISTRICT BOARD MEETING
(For approval on 5-10-2021)

APRIL 12, 2021

The Board met for a regular meeting at 6:00 p.m. on Monday, April 12, 2021, held in the Media Center at Harlan Community High School. President Amy Rueschenberg presided with Board members Jessica Anderson, Al Hazelton, Joe Herzberg, Joni Larsen, and Seth Piro present. Monte Schechinger was absent.

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

Media: Bob Bjoin

PUBLIC FORUM: Brian James, Jeff Hastert, John Murtaugh, Angie Spangenberg, and Todd Bladt addressed the board during the public forum.

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

DISCUSSION ITEMS: The board discussed the city use of the water well located at Merrill Field, the use of ESSER funds for summer school, and Mr. Moser shared an administrator report.

ACTION ITEMS:

RESIGNATION OF PERSONNEL: Anderson moved, seconded by Herzberg to approve the resignation of Shelly Christensen as 2nd Grade Teacher and Building Instructional Leader; Brian James as MS Girls Track Coach, Troy Ransom as PT Night Custodian; Mindy Shaffer as MS Associate, HS Student Council Sponsor, and .5 MS Show Choir Sponsor; Thomas Kurtz as MS Special Olympics Sponsor; and Steve Daeges as Head Baseball Coach. Motion carried 6-0.

EMPLOYMENT OF PERSONNEL: Hazelton moved, seconded by Piro to approve the employment of Heath Stein as Head Baseball Coach and Lee Burchett as School Nurse/Health Occupations Teacher and HOSA Sponsor. Motion carried 6-0.

APPROVAL OF MASTER AGREEMENT AND ADDENDUM A: Piro moved, seconded by Anderson to approve the master agreement and addendum A which leaves the base salary unchanged at \$33,178 but would provide for either vertical/step or horizontal/lane advancements. This equates to a .96% package increase. Motion carried 6-0.

APPROVAL OF ADMINISTRATOR AND DIRECTORS/COORDINATORS PAY INCREASE FOR 2021-2022: Herzberg moved, seconded by Larsen to approve a 1% package increase for the administrators, directors and coordinators. Motion carried 6-0.

APPROVAL OF SCHOOL-BASED INTERVENTIONISTS, TRANSPORTATION, 9/10 MONTH ASSOCIATES, FOOD SERVICE, AND 12 MONTH NON-CERTIFIED STAFF PAY INCREASE FOR 2021-2022: Hazelton moved, seconded by Larsen to approve a 2% package increase for School-Based Interventionists, Transportation, 9/10 month Associates, Food Service, and 12 month Non-Certified Staff. Motion carried 6-0.

APPROVAL OF RETENTION INCENTIVE STIPEND: Anderson moved, seconded by Herzberg to approve retention incentive stipend. Harlan Community School Board of Education recognizes that the pandemic has caused employees to be discerning about their future employment endeavors. The Board recognizes that offering a Retention Incentive Stipend is a tool that can be beneficial in retaining a quality and highly trained workforce that will allow us to most adequately implement the District's continuous learning plans. A stipend of \$750 will be paid out to all employees who meet the eligibility requirements that include completing employment for the 2020-21 year in good standing and return and complete the 2021-22 school year. The stipend will be prorated for employees who do not meet the full-time equivalency. Eligibility categories of employees include teachers, associates, food service, transportation, and all twelve month employees. Motion carried 6-0.

APPROVAL OF CHANGES TO THE AGREEMENT BETWEEN THE CITY OF HARLAN AND HCSD FOR THE USE AND UPKEEP OF THE JJ JENSEN PARK FACILITIES: Piro moved, seconded by Larsen to approve the changes to the agreement between the City of Harlan and HCSD for the use and upkeep of the JJ Jensen park facilities. The changes refer to water usage. Motion carried 6-0.

APPROVAL OF OPERATIONAL SHARING AGREEMENT WITH GREEN HILLS AEA (GHAEA) FOR SOCIAL WORKER FOR 2021-2022: Hazelton moved, seconded by Herzberg to approve the operational sharing agreement with GHAEA for Social Worker for 2021-2022. Motion carried 6-0.

APPROVAL OF AGREEMENT FOR LIBRARIAN SERVICES WITH GREEN HILLS AEA (GHAEA) FOR 2021-2022: Piro moved, seconded by Anderson to approve the agreement with GHAEA for librarian services for 2021-2022. Motion carried 6-0.

APPROVAL OF PURCHASING AGREEMENT WITH GREEN HILLS AEA (GHAEA) FOR 2021-2022: Herzberg moved, seconded by Larsen to approve the purchasing agreement with GHAEA for 2021-2022. Motion carried 6-0.

APPROVAL OF DISPOSITION OF OBSOLETE EQUIPMENT: Hazelton moved, seconded by Larsen to approve the disposition of obsolete equipment as presented. Motion carried 6-0.

APPROVAL OF TEACHING POSITION(S) WITH ESSER FUNDS: Anderson moved, seconded by Piro to approve the hiring math/reading interventionists at the elementary and middle school levels, not to exceed 2 FTE for 2021-2022. Motion carried 6-0.

APPROVAL OF CONSENT AGENDA: Larsen moved, seconded by Herzberg to approve the consent agenda as presented. This included the minutes from the previous board meetings, accounts payable for March and April, April 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 SUPER STORE	SUPPLIES	368.08
AGRILAND FS INCORPORATED	SUPPLIES	22.93
AHLERS & COONEY, P.C.	LEGAL SERVICES	2,578.00
AMERICAN TIME & SIGNAL COMPANY	REPAIRS	1,316.96
BAXTER LUMBER AND HARDWARE	SUPPLIES	53.63
BOMGAARS	SUPPLIES	85.48
BORGMAN, JUSTINA	PURCHASED SERVICES	988.00
BROAD REACH	SUPPLIES	37.99
CAPITAL SANITARY SUPPLY	SUPPLIES	1,755.05
CARQUEST	PARTS	228.85
CARROLL CONTROL SYSTEMS INC.	PURCHASED SERVICES	200.00
CCP INDUSTRIES	SUPPLIES	935.20
CENTRAL IOWA DISTRIBUTING INC.	SUPPLIES	3,209.00
CHADWICK TOWING	PURCHASED SERVICES	120.00
CINTAS	LAUNDRY	111.80
CJ STORK PROPERTIES, LLC	COVID FACILITY RENTAL	750.00
COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT	SPED BILLING	3,624.32
CUMMINS SALES AND SERVICE	REPAIRS	2,856.04
DELTA DENTAL	EMPLOYEE INSURANCE	9,512.12
DEMCO	SUPPLIES/MATERIALS	111.10
EASTERN NEBRASKA HUMAN SERVICES	SPED BILLING	3,344.00
FARM SERVICE COOP	FUEL	7,778.09
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	3,795.50
GREATAMERICA FINANCIAL SERVICES	COPIER LEASES	1,585.00
GREEN HILLS AEA	PURCHASED SERVICES	3,855.00
HARLAN AUTO MART	REPAIRS	56.00
HARLAN COMMUNITY NUTRITION FUND	SUPPLIES	327.80
HARLAN MUNICIPAL UTILITIES	UTILITIES	26,453.95
HARLAN NEWSPAPERS	SUPPLIES/LEGAL PUBLICATIONS	444.11
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	5,565.60
HOME PRO VACUUM CENTERS	EQUIPMENT	984.92
IOWA HIGH SCHOOL MUSIC ASSOCIATION	REGISTRATION	125.00
IOWA SCHOOL FINANCE INFORMATION SYSTEMS	BACKGROUND CHECKS	186.00
KNOD	ADVERTISING	180.00
KROGER & SONS HAULING, LLC	GARBAGE COLLECTION	1,860.00
LEINEN CONSTRUCTION	SUPPLIES	11.00
LIFESCAPE - CHILDREN'S CARE	SPED BILLING	7,587.50
MADISON NATIONAL LIFE	EMPLOYEE INSURANCE	2,795.43
MATHESON TRI-GAS INC	MATERIALS	344.22

MEINERS PLUMBING AND HEATING	PURCHASED SERVICES	1,893.81
MONTGOMERY COUNTY MEMORIAL HOSPITAL	REGISTRATION	150.00
NAPA	SUPPLIES	297.19
OMAHA DOOR & WINDOW CO.	REPAIRS	1,975.00
OTICON, INC.	SUPPLIES	73.00
PERFORMANCE GRADING	SUPPLIES	1,205.00
PETERSEN MOTORS LLC	REPAIRS	6,149.22
PETSCHKE PLUMBING & HEATING INC	SUPPLIES/REPAIRS	1,681.76
PITTS FAMILY & SPORTS CHIROPRACTIC	EMPLOYEE PHYSICALS	475.00
ROGERS PEST CONTROL LLC	PEST CONTROL	212.00
RSM US LLP	PURCHASED SERVICES	1,300.00
SCHOOL HEALTH CORPORATION	SUPPLIES	141.40
SHIFFLER EQUIPMENT SALES, INC	SUPPLIES	412.58
SONDERMAN CLEANING SERVICE	PURCHASED SERVICES	85.00
STA-BILT CONSTRUCTION COMPANY	SNOW REMOVAL	4,330.00
STALZER, LONDON	FUEL	79.16
STONEWARE, INC	SUPPLIES	5,130.00
STUDER HARLAN DO IT BEST HARDWARE	SUPPLIES	286.46
TRUCK CENTER COMPANIES	REPAIRS	21,527.50
U.S. CELLULAR	COVID PURCHASED SERVICES	422.40
VERIZON WIRELESS	TELEPHONE SERVICE	530.75
VISUAL EDGE INC. DBA COUNSEL OFFICE	COPIER LEASES	1,283.46
W.W. GRAINGER, INC.	SUPPLIES	10,174.11
WELLMARK BLUE CROSS/BLUE SHIELD	EMPLOYEE INSURANCE	128,457.06
STUDENT ACTIVITY FUND		
ABRAHAM LINCOLN HIGH SCHOOL	ENTRY FEES	90.00
ADM COMMUNITY SCHOOL DISTRICT	ENTRY FEES	150.00
AMERICAN CANCER SOCIETY	FUNDRAISING PAYMENT	782.92
ATLANTIC BOTTLING CO.	SUPPLIES	(29.12)
AUDUBON COMMUNITY SCHOOL DISTRICT	ENTRY FEES	200.00
AVERY BROTHERS SIGN COMPANY	SUPPLIES	43.00
BELT, RICHARD	OFFICIATING	190.00
BFG SUPPLY COMPANY	SUPPLIES	1,205.39
BSN SPORTS	SUPPLIES	5,864.00
CARROLL COMMUNITY SCHOOL DISTRICT	ENTRY FEES	275.00
DENISON COMMUNITY SCHOOL DISTRICT	ENTRY FEES	400.00
DOWLING CATHOLIC HIGH SCHOOL	ENTRY FEES	125.00
HARLAN NEWSPAPERS	SUPPLIES/LEGAL PUBLICATIONS	135.00
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	4,910.62
IOWA HIGH SCHOOL SOCCER COACHES ASSN.	MEMBERSHIP	40.00
IOWA HIGH SCHOOL SPEECH ASSOCIATION	REGISTRATION	44.00
ITSAVVY LLC	EQUIPMENT	3,900.00

JOSTENS INC.	SUPPLIES	4,816.23
K-MAC AWARDS	MATERIALS/SERVICES	155.59
KELLER, GARY	PURCHASED SERVICES	225.00
LANGUAGE TESTING INTERNATIONAL	REGISTRATION	70.00
LOGO'D UP LLC	SUPPLIES	722.66
MAIN STREET MARKET	SUPPLIES	945.00
PANORAMA COMMUNITY SCHOOL DISTRICT	ENTRY FEES	100.00
PHIPPS, AUSTIN	PROM REFUND	65.00
SCHOOL HEALTH CORPORATION	SUPPLIES	191.38
SERGEANT BLUFF-LUTON COMMUNITY SCHOOLS	ENTRY FEES	100.00
SHELBY COUNTY TRAP & SKEET LTD	SUPPLIES	10,985.39
SOUTHWEST DISTRICT FFA	REGISTRATION	200.00
UPTOWN SPORTING GOODS	SUPPLIES	67.84
YOUNG, GARY	OFFICIATING	160.00
ZANDER INK	SUPPLIES	4,879.50
CAPITAL FUNDS PROJECT		
CBP REPAIR	PURCHASED SERVICES	329.18
PHYSICAL PLANT & EQUIPMENT		
COMBUSTION CONTROL CO.	PURCHASED SERVICES	2,963.35
CONTROL SERVICES INC.	PURCHASED SERVICES	6,792.55
ELEVATE ROOFING	PURCHASED SERVICES	524.06
FRONTLINE TECHNOLOGIES GROUP, LLC	SOFTWARE RENEWAL	5,259.32
GETZSCHMAN HEATING, LLC	PURCHASED SERVICES	1,349.00
INTERFACE AMERICAS, INC	CARPET	14,014.52
ITSAVVY LLC	PURCHASED SERVICES	769.00
RIEMANN MUSIC, INC.	REPAIRS	385.02
VETTER EQUIPMENT CO.	EQUIPMENT	4,284.88
SCHOOL NUTRITION FUND		
ATLANTIC BOTTLING CO.	SUPPLIES	274.16
EARTHGRAINS COMPANY	SUPPLIES	1,893.78
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	31.27
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	47.42
HARRIS SCHOOL SOLUTIONS	SOFTWARE RENEWAL	5,437.09
HILAND DAIRY	SUPPLIES	10,474.54
HOBART	REPAIRS	298.03
KRUSE REFRIGERATION & ELECTRIC	PURCHASED SERVICES	165.00
MARTIN BROS. DISTRIBUTING CO.	SUPPLIES	44,279.51
RAPIDS	SUPPLIES	392.52

POLICY REVIEW – SECOND/FINAL READING: Hazelton moved, seconded by Anderson to approve the second and final reading of Policy 505.5 – Graduation Requirements and Policy 713 – Electronic Records and Signatures. Motion carried 6-0.

POLICY REVIEW– FIRST READING: Hazelton moved, seconded by Herzberg to approve the first reading of Policy 401.13 – Staff Technology Use/Social Networking; Policy 401.13R1 – Staff Technology Use/Social Networking Regulation – DELETE; Policy 401.12 – Employee Use of Cell Phones; and Policy 401.12R1 – Employee Use of Cell Phones Administrative Regulation. Motion carried 6-0.

ADJOURNMENT: Piro moved, seconded by Anderson to adjourn. Motion carried 6-0 and the meeting was adjourned at 7:24 p.m.

Next Meeting: – May 10, 2021 at 6:00 p.m. – Regular Meeting

Board President

Board Secretary

HARLAN COMMUNITY SCHOOL DISTRICT
BILLS FOR BOARD APPROVAL
MAY 10, 2021

OPERATING FUND

AHLERS & COONEY, P.C.	LEGAL SERVICES	545.00
ARKFELD, BRENDA	SUPPLIES	77.48
CAPITAL SANITARY SUPPLY	SUPPLIES	17,209.00
CAROLINA BIOLOGICAL SUPPLY CO.	SUPPLIES	308.77
CARQUEST	PARTS	768.53
CINTAS	LAUNDRY	111.80
CJ STORK PROPERTIES, LLC	COVID FACILITY RENTAL	750.00
CORNHUSKER INTERNATIONAL TRUCK	PARTS	451.40
COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT	SPED BILLING	7,341.02
CUMMINS SALES AND SERVICE	REPAIRS	750.06
DELTA DENTAL	EMPLOYEE INSURANCE	9,512.12
DUKE AERIAL EQUIPMENT, INC	REPAIRS	916.07
EASTERN NEBRASKA HUMAN SERVICES	SPED BILLING	3,168.00
ELECTRONIC CONTRACTING COMPANY	PURCHASED SERVICES	517.50
FARM SERVICE COOP	FUEL	8,469.91
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	3,795.50
FILTER SHOP	COVID EQUIPMENT	1,234.29
FOLLETT SCHOOL SOLUTIONS, INC.	PURCHASED SERVICES	23.76
GABRIEL FIRST CORP.	SUPPLIES	1,933.09
GREATAMERICA FINANCIAL SERVICES	COPIER LEASES	1,585.00
HARLAN MUNICIPAL UTILITIES	UTILITIES	39,199.17
HARLAN NEWSPAPERS	SUPPLIES/LEGAL PUBLICATIONS	490.78
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	4,758.64
HEARTLAND AEA	SCCS TITLE IIA PURCHASES	190.00
HOUGHTON MIFFLIN COMPANY	SUPPLIES	806.37
I LOVE U GUYS FOUNDATION	REGISTRATION	50.00
IOWA HIGH SCHOOL MUSIC ASSOCIATION	REGISTRATION	165.75
IOWA SCHOOL FINANCE INFORMATION SYSTEMS	BACKGROUND CHECKS	72.00
IOWA WESTERN COMMUNITY COLLEGE	BUS CLASS	100.00
J.W. PEPPER & SON, INC.	MATERIALS	226.48
KROGER & SONS HAULING, LLC	GARBAGE COLLECTION	4,525.00
LAWSON, DIANNE	PURCHASED SERVICES	200.00
LIFESCAPE - CHILDREN'S CARE	SPED BILLING	11,407.00
MADISON NATIONAL LIFE	EMPLOYEE INSURANCE	2,795.43
MARTIN BROS. DISTRIBUTING CO.	SUPPLIES	62.25
MCELWAIN, DAN	PURCHASED SERVICES	200.00
MEINERS PLUMBING AND HEATING	PURCHASED SERVICES	2,822.02
NELSON FARM SUPPLY	SUPPLIES	145.70
NELSON, JANET	IPERS REFUND	722.56
OMAHA DOOR & WINDOW CO., INC.	REPAIRS	2,164.00
OMAHA WORLD HERALD	SUBSCRIPTION/CLASSROOM MATERIAL	585.91
OUR OWN UPHOLSTERY	PURCHASED SERVICES	40.00
PETERSEN FAMILY WELLNESS CENTER	WELLNESS PROGRAM	226.80
PETERSEN MOTORS LLC	REPAIRS	461.95
PITTS FAMILY & SPORTS CHIROPRACTIC	EMPLOYEE PHYSICALS	380.00
ROBERT BROOKE AND ASSOCIATES	SUPPLIES	118.38
ROGERS PEST CONTROL LLC	PEST CONTROL	312.00
SCHOOL BUS SALES	PARTS	603.68
SHELBY COUNTY SOLID WASTE AGENCY	GARBAGE	106.40
SHELBY COUNTY STATE BANK	HSA CONTRIBUTION	233.33
SIOUX CITY FOUNDRY CO.	SUPPLIES	306.50
SONDERMAN CLEANING SERVICE	PURCHASED SERVICES	187.00

HARLAN COMMUNITY SCHOOL DISTRICT
BILLS FOR BOARD APPROVAL
MAY 10, 2021

STEIN, CAROL	SUPPLIES	12.87
STUDER HARLAN DO IT BEST HARDWARE	SUPPLIES	277.30
THYSSENKRUPP ELEVATOR CORPORATION	ELEVATOR INSPECTION	233.43
TIMBERLINE BILLING SERVICES LLC	MEDICAID BILLING SERVICES	78.42
TRUCK CENTER COMPANIES	REPAIRS	1,554.83
U.S. CELLULAR	COVID PURCHASED SERVICES	422.40
VANWALL EQUIPMENT	REPAIRS	1,161.00
VERIZON WIRELESS	TELEPHONE SERVICE	530.94
VETTER EQUIPMENT CO.	PARTS	877.28
VISUAL EDGE INC. DBA COUNSEL OFFICE	COPIER LEASES	2,104.70
W.W. GRAINGER, INC.	SUPPLIES	4,056.81
WELLMARK BLUE CROSS/BLUE SHIELD	EMPLOYEE INSURANCE	128,457.06
 STUDENT ACTIVITY FUND		
ABRAHAM CATERING	PROM EXPENSE	5,406.00
ABRAHAM LINCOLN HIGH SCHOOL	ENTRY FEES	90.00
ARMBRUST, GERALD	OFFICIATING	180.00
ARROW STAGE LINES	PROM EXPENSE	5,344.00
ARVIN, BRIAN	OFFICIATING	115.00
BEKKERUS, PATTI	PURCHASED SERVICES	150.00
BELT, RICHARD	OFFICIATING	140.00
BSN SPORTS	SUPPLIES	2,372.94
CARROLL COMMUNITY SCHOOL DISTRICT	ENTRY FEES	175.00
CARROLL, SANDRA	PURCHASED SERVICES	45.00
CITY OF HARLAN	FACILITY RENTAL	4,000.00
DEREMER, RON	OFFICIATING	390.00
DOTZLER, BRIAN	PROM EXPENSE	500.00
EARLHAM COMMUNITY SCHOOL DISTRICT	ENTRY FEES	110.00
FLORAL ELEGANCE AND UNIQUE GIFTS	SUPPLIES	45.50
GLANZ, STEVE	OFFICIATING	135.00
GLENWOOD COMMUNITY SCHOOL DISTRICT	FACILITY RENTAL	1,156.25
GRUDLE, WAYNE	OFFICIATING	70.00
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	4,039.25
HARRIS, MARCUS	OFFICIATING	130.00
HOPKINS, JIM	OFFICIATING	145.00
HUFF, DAVID	OFFICIATING	400.00
IOWA F.F.A. ASSOCIATION	REGISTRATION	612.00
ITSVAVY LLC	EQUIPMENT	2,400.00
JOSTENS INC.	SUPPLIES	1,121.57
KRAMMEN, SCOTT	OFFICIATING	125.00
KUEMPER CATHOLIC HIGH SCHOOL	ENTRY FEES	170.00
LANGUAGE TESTING INTERNATIONAL	ENTRY FEES	325.00
LEWIS CENTRAL COMMUNITY SCHOOL DISTRICT	ENTRY FEES	345.00
LINEBACKER INC	SUPPLIES	891.00
LOGO'D UP LLC	SUPPLIES	974.55
MIDSTATES BANK	TRAVEL	240.00
MISSOURI VALLEY COMMUNITY SCHOOL DISTRICT	ENTRY FEES	80.00
NAHNSEN, JOHN	OFFICIATING	135.00
NATIONAL ASSN. STUDENT COUNCILS	MEMBERSHIP	95.00
NDIAYE, DAOUDA	OFFICIATING	130.00
NUTRITION FUND	SUPPLIES	302.94
RED OAK COMMUNITY SCHOOL DISTRICT	ENTRY FEES	100.00
ROSE BRAND	SUPPLIES	435.97

**HARLAN COMMUNITY SCHOOL DISTRICT
BILLS FOR BOARD APPROVAL
MAY 10, 2021**

SHENANDOAH COMMUNITY SCHOOL DISTRICT	ENTRY FEES	100.00
SPECIAL OLYMPICS	FUNDRAISING PAYMENT	300.00
STANLEY, MIKE	OFFICIATING	400.00
TROPHIES PLUS	SUPPLIES	63.91
UPTOWN SPORTING GOODS	SUPPLIES	102.46
WAUKEE COMMUNITY SCHOOL DISTRICT	ENTRY FEES	140.00
WILLIAMS, SEAN	OFFICIATING	130.00
WINTERSET COMMUNITY SCHOOL DISTRICT	ENTRY FEES	100.00
WOHLERS, PAIGE	OFFICIATING	130.00
WULK, MATTHEW	OFFICIATING	200.00
 MANAGEMENT FUND		
EMC INSURANCE CASUALTY COMPANY	INSURANCE DEDUCTABLE	112.10
 CAPITAL FUNDS PROJECT		
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	182.03
 PHYSICAL PLANT & EQUIPMENT		
CAPITAL SANITARY SUPPLY	EQUIPMENT	13,980.00
CLARK EQUIPMENT CO.	EQUIPMENT	4,284.88
COMBUSTION CONTROL CO.	REPAIRS	4,933.30
CONTROL SERVICES INC.	PURCHASED SERVICES	19,531.20
ELEVATE ROOFING	PURCHASED SERVICES	595.84
GETZSCHMAN HEATING, LLC	PURCHASED SERVICES	3,931.00
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	589.99
MEINERS PLUMBING AND HEATING	PURCHASED SERVICES	35,087.64
RIEMANN MUSIC, INC.	REPAIRS	171.09
TRANE U.S. INC	PURCHASED SERVICES	2,596.75
 SCHOOL NUTRITION FUND		
ATLANTIC BOTTLING CO.	SUPPLIES	162.21
FARMERS MUTUAL COOP TELEPHONE CO.	TELEPHONE SERVICE	31.27
GOODWIN TUCKER GROUP	REPAIRS	5,822.47
HARRIS BANK P-CARD	TRAVEL/SUPPLIES/POSTAGE	84.95
HARRIS SCHOOL SOLUTIONS	MERCHANT PROCESSING	184.80
KRUSE REFRIGERATION & ELECTRIC	PURCHASED SERVICES	681.00
MARTIN BROS. DISTRIBUTING CO.	SUPPLIES	31,091.28
MEINERS PLUMBING AND HEATING	PURCHASED SERVICES	638.84
RAPIDS	SUPPLIES	106.06
W.W. GRAINGER, INC.	SUPPLIES	150.45
 AGENCY FUND		
USHER, MARCINE	MEMORIAL	50.00

HARLAN COMMUNITY SCHOOL DISTRICT
P-CARD FOR BOARD APPROVAL
MAY 10, 2021

AGRILAND FS - TRAVEL	48.69
AMAZON - SUPPLIES	3,049.11
BAXTER LUMBER - SUPPLIES	297.47
BLAZER LLC - SUPPLIES	279.66
BOMGAARS - SUPPLIES	12.03
CASEYS - SUPPLIES	139.00
CASEYS - TRAVEL	67.29
CHORAL MUSIC DIRECT - SUPPLIES	26.74
DEEP SPACE SPARKLE - SUPPLIES	34.00
DICK BLICK - SUPPLIES	56.35
DOLLAR GENERAL - SUPPLIES	50.34
FAREWAY - SUPPLIES	28.75
FLORAL ELEGANCE - SUPPLIES	122.41
FROMUTH TENNIS - SUPPLIES	117.50
GOLF TEAM PRODUCTS - SUPPLIES	554.00
HARLAN DO IT BEST - SUPPLIES	388.87
HOME DEPOT - SUPPLIES	227.25
HYVEE - SUPPLIES	618.19
IOWA BANDMASTERS - REGISTRATION	100.00
IMAGE SOLUTIONS - SUPPLIES	121.00
IOWA READING RESEARCH - SUPPLIES	99.00
LAPTOPSCREEN.COM - SUPPLIES	104.07
MATH LEARNING CENTER - SUPPLIES	684.20
NATIONAL ASSN. SECONDARY SCHOOL - SUPPLIES	423.30
OFFICE DEPOT - SUPPLIES	118.57
ORIENTAL TRADING COMPANY - SUPPLIES	134.56
OTC BRAND INC - SUPPLIES	61.75
PIZZA RANCH - SUPPLIES	33.00
QUIZLET - SUPPLIES	34.99
ROBERT BROOKE & ASSOCIATES - SUPPLIES	165.79
RUSS - SUPPLIES	41.22
SC CHAMBER OF COMMERCE - SUPPLIES	60.00
SCHOOL NUTRITION ASSN. - SUBSCRIPTION	52.00
SCHOOL SPECIALTY - SUPPLIES	109.19
SEED SAVER EXCHANGE - SUPPLIES	15.00
TCT PROM NITE - SUPPLIES	721.92
TEACHERS PAY TEACHERS - SUPPLIES	15.51
UBFOUNDATION - SUBSCRIPTION	25.00
US PLASTICS CORP - SUPPLIES	46.07
US POST OFFICE - POSTAGE	16.35
WALMART - SUPPLIES	240.91
WASBI.COM - SUBSCRIPTION	14.81
WPY MAUREEN MARRON - SUPPLIES	99.00
	<hr/>
	9,654.86
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Harlan Community School District
March 2021 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 - March 1, 2021	\$ 3,506,029.34	\$ 289,541.85	\$ 371,068.15	\$ 1,613,074.65	\$ 598,461.82	\$ 8,627.99	\$ 217,185.24	\$ 147,368.43
Revenues and Other Financing Sources	1,255,223.94	24,923.18	12,448.74	98,692.65	21,005.40	0.34	87,828.12	319.50
Total Sources Available	\$ 4,761,253.28	\$ 314,465.03	\$ 383,516.89	\$ 1,711,767.30	\$ 619,467.22	\$ 8,628.33	\$ 305,013.36	\$ 147,687.93
Expenditures and Other Financing Uses	1,327,407.62	34,597.41	6,622.72	0.00	34,075.08	0.00	69,234.44	0.00
Ending Balance - March 31, 2021	\$ 3,433,845.66	\$ 279,867.62	\$ 376,894.17	\$ 1,711,767.30	\$ 585,392.14	\$ 8,628.33	\$ 235,778.92	\$ 147,687.93
Comments	Title program payments will come in April along with most of the remaining annual property taxes. Expenses normal for the month.	Expenses slightly higher than revenues this month.	Revenues were property tax collections and expenses were mostly from insurance deductible.	Normal revenues for the month and no expenses this month.	Revenues were property tax collections and expenses were normal expenses for the month.	Minimal activity this month.	Receipts exceeded program costs for this month. Federal funds helping to strengthen nutrition fund.	Minimal activity this month.

Harlan Community School District
March 2021 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.	\$ 3,113,574.81	\$ 279,867.62	\$ 366,556.90	\$ 1,710,899.53	\$ 585,392.14	\$ 8,628.33	\$ 436,294.02	\$ 147,687.93
Iowa Schools Joint Investment Trust	\$ 104.60	\$ -	\$ -	\$ 867.77	\$ -	\$ -	\$ -	\$ -
Town and Country Credit Union	\$ 102.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 3,113,781.73	\$ 279,867.62	\$ 366,556.90	\$ 1,711,767.30	\$ 585,392.14	\$ 8,628.33	\$ 436,294.02	\$ 147,687.93

Harlan Community School District
Revenue Summary Report
As of March 31, 2021

OPERATING FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	7,752,721.00	225,614.32	4,932,724.71	63.63%
REVENUE FROM STATE SOURCES	9,263,194.00	836,966.00	6,594,791.75	71.19%
REVENUE FROM FEDERAL SOURCES	352,500.00	192,643.62	420,695.51	119.35%
OTHER SOURCES	10,800.00	0.00	107.10	0.99%
Fund Total:	17,379,215.00	1,255,223.94	11,948,319.07	68.75%

STUDENT ACTIVITY FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	562,000.00	24,923.18	291,656.58	51.90%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	562,000.00	24,923.18	291,656.58	51.90%

MANAGEMENT FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	349,000.00	12,448.74	210,816.44	60.41%
REVENUE FROM STATE SOURCES	4,609.00	0.00	2,231.29	48.41%
Fund Total:	353,609.00	12,448.74	213,047.73	60.25%

CAPITAL FUNDS PROJECT	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	12,000.00	102.65	1,010.99	8.42%
REVENUE FROM STATE SOURCES	1,467,040.00	98,590.00	937,404.94	63.90%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	1,479,040.00	98,692.65	938,415.93	63.45%

PHYSICAL PLANT & EQUIPMENT	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	576,380.00	21,005.40	333,523.57	57.87%
REVENUE FROM STATE SOURCES	7,777.00	0.00	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	21,005.40	337,425.08	57.76%

DEBT SERVICE FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	30.00	0.34	3.35	11.17%
REVENUE FROM STATE SOURCES	0.00	0.00	0.00	0.00%
OTHER SOURCES	1,089,006.00	0.00	379,276.50	34.83%
Fund Total:	1,089,036.00	0.34	379,279.85	34.83%

SCHOOL NUTRITION FUND	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	383,000.00	8,728.79	60,070.94	15.68%
REVENUE FROM STATE SOURCES	5,500.00	0.00	0.00	0.00%
REVENUE FROM FEDERAL SOURCES	380,000.00	79,099.33	566,281.61	149.02%
OTHER SOURCES	0.00	0.00	0.00	0.00%
Fund Total:	768,500.00	87,828.12	626,352.55	81.50%

PRIVATE-PURPOSE TRUST FUNDS	Budget	Current Month	Year To Date	% of Budget
REVENUE FROM LOCAL SOURCES	0.00	319.50	4,762.04	0.00%
Fund Total:	0.00	319.50	4,762.04	0.00%

Harlan Community School District
Expenditure Summary Report
As of March 31, 2021

OPERATING FUND	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	11,751,957.00	842,165.92	6,457,441.45	54.95%
TOTAL SUPPORT SERVICES	4,985,037.00	485,241.70	3,433,410.31	68.87%
OTHER EXPENDITURES	639,692.00	0.00	639,692.00	100.00%
Fund Total:	17,376,686.00	1,327,407.62	10,530,543.76	60.60%

STUDENT ACTIVITY FUND	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	560,000.00	34,597.41	248,553.42	44.38%
Fund Total:	560,000.00	34,597.41	248,553.42	44.38%

MANAGEMENT FUND	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	144,667.00	1,622.12	25,974.51	17.95%
TOTAL SUPPORT SERVICES	263,000.00	5,000.60	273,452.37	103.97%
Fund Total:	407,667.00	6,622.72	299,426.88	73.45%

CAPITAL FUNDS PROJECT	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	280,000.00	0.00	97,421.69	34.79%
TOTAL SUPPORT SERVICES	20,000.00	0.00	0.00	0.00%
OTHER EXPENDITURES	1,089,006.00	0.00	379,276.50	34.83%
Fund Total:	1,389,006.00	0.00	476,698.19	34.32%

PHYSICAL PLANT & EQUIPMENT	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	105,000.00	114.99	4,251.96	4.05%
TOTAL SUPPORT SERVICES	185,000.00	3,570.00	157,834.34	85.32%
OTHER EXPENDITURES	302,000.00	30,390.09	127,750.05	42.30%
Fund Total:	592,000.00	34,075.08	289,836.35	48.96%

DEBT SERVICE FUND	Budget	Current Month	Year To Date	% of Budget
TOTAL SUPPORT SERVICES	1,200.00	0.00	900.00	75.00%
OTHER EXPENDITURES	1,087,806.00	0.00	379,276.50	34.87%
Fund Total:	1,089,006.00	0.00	380,176.50	34.91%

SCHOOL NUTRITION FUND	Budget	Current Month	Year To Date	% of Budget
NON INSTRUCTIONAL PROGRAMS	772,052.00	69,234.44	550,498.72	71.30%
Fund Total:	772,052.00	69,234.44	550,498.72	71.30%

PRIVATE-PURPOSE TRUST FUNDS	Budget	Current Month	Year To Date	% of Budget
INSTRUCTIONAL	9,750.00	0.00	7,200.03	73.85%
Fund Total:	9,750.00	0.00	7,200.03	73.85%

TRANSFER OF FUNDS

When the necessity for a fund has ceased to exist, the balance may be transferred to another fund or account by board resolution. School district monies received without a designated purpose may be transferred in this manner. School district monies received for a specific purpose or upon vote of the people may only be transferred, by board resolution when the purpose for which the monies were received has been completed. Voter approval is required to transfer monies to the general fund from the capital projects fund and debt service fund.

The district may choose to request approval from the School Budget Review Committee to transfer funds to make a program whole, prior to its elimination.

Temporary transfers (loans) of funds are permitted between funds but must be repaid to the originating fund, with interest, by October 1 following the end of the fiscal year.

It is the responsibility of the board secretary to make recommendations to the board regarding transfers and to provide the documentation justifying the transfer.

Legal Reference:

Iowa Code §§ 24.21-.22; 279.8; 279.42; 298A.

289 I.A.C. 6

Cross Reference:

701.3 Financial Records

703 Budget

704.2 Sale of Bonds

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
 - Public Education and Recreation Levy fund (PERL)
 - 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
 - Child care fund
- Internal service fund

Fiduciary funds:

- Trust
 - Expendable trust funds
 - Nonexpendable trust funds
 - Pension trust funds
- **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 **in conjunction with the school business official** 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

CASH IN SCHOOL BUILDINGS

The amount of cash that may be kept in the school building for any one day is sufficient for that day's operations.

A minimal amount of cash is kept in the central administration office at the close of the day. Excess cash is deposited in the authorized depository of the school district.

It is the responsibility of the superintendent **or the superintendent's designee to develop administrative regulations** to determine the amount of cash necessary for each day's operations, **to establish any necessary petty cash accounts, to determine how often deposits must be made** and to comply with this policy.

Note: It is best practice for districts to specify the amount of petty cash they will keep on hand, establish any needed petty cash accounts and determine how often deposits will be made, however, there are no legal requirements for these practices. These should reflect the needs of your district.

Legal Reference:
Iowa Code § 279.8

Cross Reference:
701.1 Depository of Funds
704 Revenue

LOCAL - STATE - FEDERAL - MISCELLANEOUS REVENUE

Revenues of the school district are received by the board treasurer. Other persons receiving revenues on behalf of the school district will promptly turn them over to the board treasurer.

Revenue, from whatever source, is accounted for and classified under the official accounting system of the school district. It is the responsibility of the board treasurer to deposit the revenues received by the school district in a timely manner. School district funds from all sources will not be used for private gain or political purposes.

Tuition fees received by the school district are deposited in the general fund. The tuition fees for kindergarten through twelfth grade, during the regular academic school year, are set by the board based upon the superintendent's recommendation, in compliance with current law. Tuition fees for summer school, driver's education and adult education are set by the board prior to the offering of the programs.

The board may charge materials fees for the use or purchase of educational materials. Materials fees received by the school district are deposited in the general fund. It is the responsibility of the superintendent to recommend to the board when materials fees will be charged and the amount of the materials fees.

Rental fees received by the school district for the rental of school district equipment or facilities are deposited in the general fund. It is the responsibility of the superintendent to recommend to the board a fee schedule for renting school district property.

Proceeds from the sale of real property are placed in the Physical Plant and Equipment Levy (PPEL) fund. **However, following a properly noticed public hearing, the board of directors may elect to deposit proceeds from the sale of real property or buildings into any fund under the control of the school corporation. Notice for the public hearing must be published in a newspaper of general circulation within the district not less than ten and no more than twenty days prior to the proposed public hearing. Notice of the public hearing must include the date, time and location of the public hearing, and a description of the proposed action.** The proceeds from the sale of other school district property are placed in the general fund.

The board may claim exemption from the law prohibiting competition with private enterprise for the following activities:

- Goods and services directly and reasonably related to the educational mission;
- Goods and services offered only to students, employees or guests which cannot be provided by private enterprise at the same or lower cost;
- Use of vehicles for charter trips offered to the public, full- or part-time, or temporary students;
- Goods and services which are not otherwise available in the quantity or quality required by the school district;

- Telecommunications other than radio or television stations;
- Sponsoring or providing facilities for fitness and recreation;
- Food service and sales; and,
- Sale of books, records, tapes, software, educational equipment, and supplies.

It is the responsibility of the superintendent to bring to the board's attention additional sources of revenue for the school district.

Legal Reference:

Iowa Code §§ 12C; 23A; 24.9; 257.2; 279.8, .41; 282.2, .6, .24; 291.12, 297.9-.12, .22; 301.1.

Cross Reference:

701.1 Depository of Funds
703 Budget
803 Selling and Leasing
905 Use of School District Facilities & Equipment

ONLINE FUNDRAISING CAMPAIGNS – CROWDFUNDING

The *[insert school district name]* Board of Education believes online fundraising campaigns, including crowdfunding campaigns, may further the interests of the district. Any person or entity acting on behalf of the district and wishing to conduct an online fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the Superintendent. **Any fundraising efforts conducted using the district's name, symbols or imagery will be conducted in accordance with all policies, regulations and rules for fundraising within the district.** Money or items raised by an online fundraising campaign will be the property of the district only upon acceptance by the board, and will be used only in accordance with the terms for which they were given, as agreed to by the board.

Approval of requests shall depend on factors including, but not limited to:

- Compatibility with the district's educational program, mission, vision, core values, and beliefs;
- Congruence with the district and school goals that positively impact student performance;
- The district's instructional priorities;
- The manner in which donations are collected and distributed by the crowdfunding platform;
- Equity in funding; and
- Other factors deemed relevant or appropriate by the district.

If approved, the requestor shall be responsible for preparing all materials and information related to the online fundraising campaign and keeping district administration apprised of the status of the campaign.

The requestor is responsible for compliance with all state and federal laws and other relevant district policies and procedures. All items and money generated are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees.

NOTE: This is an optional policy.

NOTE: Online fundraising campaigns have become an increasingly popular mechanism for individual educators to raise money. "Crowdfunding" can be defined as, the use of small amounts of capital from a large number of individuals to finance a project, business venture, or to fundraise for a specific cause or charity. For examples of organizations dedicated to crowdfunding for education please visit:

- ***DonorsChoose.org, an organization with a mission to empower "public school teachers from across the country to request much-needed materials and experiences for their students."***

AdoptAClassroom.org, an organization with a mission to give “teachers a hand by providing needed classroom materials so that students can succeed.”

NOTE: As districts determine the appropriate approval process, consider other issues that may need to be approved in addition to the project itself. For example, does the administrator approve the text of the entry that will appear online or photographs of the classroom and students?

Legal Reference:

Iowa Code §§ 279.8; 279.42; 565.6.

Cross Reference:

508.1 Class or Student Group Gifts

504.5 Student Fundraising

704.4 Gifts – Grants – Bequests

904.2 Advertising and Promotion

PAYROLL DEDUCTIONS

Ease of administration is the primary consideration for payroll deductions, other than those required by law. Payroll deductions are made for federal income tax withholdings, Iowa income tax withholdings, ~~social security~~, ~~federal insurance contributions~~ and the Iowa Public Employees' Retirement System (IPERS).

~~The district may deduct wages as required or allowed by state or federal law or by order of a court of competent jurisdiction.~~ Employees may elect to have amounts withheld from their pay for items authorized by law, subject to agreement of the district. Requests for these deductions will be made in writing to the superintendent.

It is the responsibility of the superintendent ~~or superintendent's designee~~ to determine which additional payroll deductions will be allowed.

Note: Boards should adopt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 25 #4 – May 1, 2017.

Legal Reference:

Iowa Code §§ 91A.2(4), .3; 294.8-.9, .16.

Cross Reference:

406.6 Licensed Employee Tax Shelter Programs
412.4 Classified Employee Tax Shelter Programs
706.1 Payroll Periods

AUDIT

In accordance with state law, to review the funds and accounts of the school district, the board will employ an independent auditor to perform an annual audit of the financial affairs of the school district. The superintendent will use a request for proposal procedure in selecting an auditor. The administration will cooperate with the auditors. Annual audit reports shall remain on file as permanent records of the school district.

Legal Reference:

Iowa Code § 11.6

Cross Reference:

701 Financial Accounting System

707 Fiscal Reports

INTERNAL CONTROLS PROCEDURES

Fraud, financial improprieties, or fiscal irregularities include, but are not limited to:

- Forgery or unauthorized alteration of any document or account belonging to the district.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other assets.
- Impropriety in the handling of money or reporting of financial transactions.
- Profiteering because of "insider" information of district information or activities.
- Disclosing confidential and/or proprietary information to outside parties.
- Accepting or seeking anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the district.
- Destroying, removing, or inappropriately using district records, furniture, fixtures, or equipment.
- Failing to provide financial records to authorized state or local entities.
- Failure to cooperate fully with any financial auditors, investigators or law enforcement.
- Any other dishonest or fraudulent act involving district monies or resources.
- Acting for purposes of personal financial gain, rather than in the best interest of the district.
- Providing false, inaccurate or misleading financial information to district administrators or the board of directors.

The superintendent, *[and/or board president]* shall **notify the State Auditor's office of any suspected fraud, embezzlement or financial irregularities as required by law. The district will comply with all investigation procedures and scope as directed by the State Auditor's office.** ~~investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts.~~ All employees involved in the investigation shall be advised to keep information about the investigation confidential. The superintendent *[and/or board president]* may engage qualified independent auditors to assist in the investigation.

If an investigation substantiates the occurrence of a fraudulent activity, the superintendent, *[and/or the board president]*, or board vice-president if the investigation centers on the superintendent, shall issue a report to the board and appropriate personnel. **The final disposition of the matter and any decision to file or not file a criminal complaint or to refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with district legal counsel.** The results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know until the results are made public.

SITE ACQUISITION

Sites acquired by the board will meet or, upon improvement, be able to meet the specifications set out by the board prior to using the site for the education program. The board may meet in closed session to discuss potential purchases of **specific** sites **in compliance with applicable laws**.

It is the responsibility of the superintendent to assist the board and to make recommendations concerning the acquisition of sites.

Legal Reference:

Iowa Code §§ 21.5(j); 297.

Cross Reference:

212 Closed Sessions

705.1 Purchasing - Bidding

801 Site Acquisition and Building Construction

DISPOSITION OF OBSOLETE EQUIPMENT

School property, such as equipment, furnishings, or supplies (hereinafter equipment), will be disposed of when it is determined to be of no further use to the school district. It is the objective of the school district in disposing of the equipment to achieve the best available price or most economical disposal.

Obsolete equipment having a value of less than \$5,000 will be sold or disposed of in a manner determined by the board. This process will include but not be limited to silent auction, donation, disposal, etc. The superintendent has the latitude to determine the disposal of items that are deemed to have a value of \$50 or less. However, the sale of equipment, furnishings or supplies disposed of in this manner will be published in a newspaper of general circulation. The publication of the sale ~~or disposition~~ will be published with at least one insertion each week for two consecutive weeks. Any ~~other~~ disposition ~~other than a sale will be published once in may be done in any other manner so with only one insertion~~ in same newspaper.

A public hearing will be held regarding the disposal of the equipment with a value of \$5,000 or more prior to the board's final decision. The board will adopt a resolution announcing the proposed sale and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the equipment.

It is the responsibility of the superintendent to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district.

NOTE: The language in the second and third paragraphs reflect Iowa law regarding the sale of personal property. Boards should add their procedures for disposition of personal property valued at less than \$5,000 in the second paragraph.

Legal Reference:
Iowa Code §§ 297.22-.25.

Cross Reference:
704 Revenue
705.1 Purchasing - Bidding
803 Selling and Leasing

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district. **Prior to transporting students in private vehicles, the district may require the following: Private vehicles will be used only when:**

- The vehicle **used to transport the student(s)** is in good condition and meets all applicable safety requirements;
- The driver **transporting the student(s)** possesses a valid drivers' license;
- Proof of insurance has been supplied to the superintendent and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa ; and ;
- The parents of the students to be transported have given written permission to the superintendent.

The school district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for school purposes. If transportation is not provided by the school district, or if transportation provided by the school district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and parent/guardian.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center.-The superintendent may develop an administrative process to implement this policy.

NOTE: It is important for districts to remember that if language is included in the policy, it needs to be followed in practice. For example, if the district requires written permission as stated above, the district needs to make sure that this is in fact being required for every student, every time. If the district finds a requirement to be impractical, then it should not be included in the policy.

Legal Reference:
Iowa Code §§ 279.8; 285; 321.
281 I.A.C. 43.

Cross Reference:
401.6 Transporting of Students by Employees
401.7 Employee Travel Compensation
711 Transportation

TOBACCO/NICOTINE-FREE ENVIRONMENT

Tobacco and nicotine use is prohibited on school district facilities and grounds, including school vehicles. ~~are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine.~~ This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

NOTE: According to Iowa law, all school grounds are smoke free. Boards have the authority to expand the policy to make the school facilities and grounds tobacco or nicotine free as well. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 22 #6-June 19, 2013 and Vol. 20 #5- July 28, 2008.

Legal Reference:

20 U.S.C. 6083 ~~Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).~~
~~House File 2212, Iowa General Assembly (2008)~~
Iowa Code §§ 142D; 279.8, .9; 297.

Cross Reference:

903.4 Public Conduct on School Premises
905.1 Community Use of School District Buildings & Sites & Equipment

STAFF TECHNOLOGY USE POLICY/SOCIAL NETWORKING

The Board of Directors of the Harlan Community School District provides its employees with access to Internet and electronic communication to support the educational mission of the District.

Employees are to utilize district computers, networks, telecommunication devices and Internet applications and services for school-related purposes and performance of job duties and responsibilities. District computers and computer systems are owned by the District and are intended for educational purposes and District business. Incidental personal use of school computers is permitted; as such use does not interfere with such job duties and performance. "Incidental personal use" is defined as use by an individual for occasional personal communication. Such use must comply with this policy and all other applicable policy, procedures and rules.

All computer, network and Internet applications and use shall be consistent with the purposes, goals, and policies of the Harlan Community School District. It is imperative that users of such technology conduct themselves in a responsible and ethical manner. All users shall comply by all local, state and federal laws. All employees shall accept the responsibility of adhering to high standards of conduct and the terms and conditions set forth in this policy.

The following uses of computers, networks and Internet are prohibited:

1. Any violation of local, state, or federal law including but not limited to copyrighted material
2. Any activity that contains pornographic, obscene, or other sexually oriented material
3. Any activity that promotes violence or advocates destruction of property
4. Any activity that demeans, harasses, threatens, or promotes violence or hatred against another person or group of persons with regard to race, gender, religion, national origin, age, marital status, sexual orientation, gender identity, or disability
5. Any activity for personal profit, advertising, or political purpose
6. Any activity that uses profane or inappropriate language likely to be offensive to others in the school community
7. Any activity that is knowingly false or could be construed as intending to purposely damage another person's reputation
8. Any activity using another district employee's internet access without their written consent
9. Any activity that utilizes software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

As technology evolves on a continual basis, every unacceptable use of district computers, networks, and Internet use cannot be described in this policy. Consequently, examples of unacceptable and unauthorized use are included but not limited to the above.

District employees shall have no expectation of privacy in their use of district computers, networks, and the Internet applications and services. Harlan Community School District

reserves the right to monitor, inspect, review and restrict any user's network access and use. All material and information accessed/received through district computers, networks, and Internet and personal technology that is related to the employer's operations shall remain the property of the school district.

Social Networking or Other External Web Sites

For purposes of this policy any website, other than the school district web site or school-school district sanctioned web sites, are considered external web sites. Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees shall not use the ~~proprietary~~ school district logos, images, iconography, etc. on external web sites ~~without consent of the superintendent. Employees shall not use school district time or property on external sites that are not in direct relation to the employee's job.~~ Employees, students and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who don't want ~~others~~ school administrators to know their personal information, should refrain from exposing it on the Internet. Employees should not connect with students via external web sites without consent of the superintendent. Employees, who would like to create an external web site or start a social media site for school district sanctioned activities, should contact the ~~should contact the District Technology Director for consent and to register the site.~~ superintendent ~~for consent and register the site with the District Technology Director.~~

Legal Reference:

Iowa Code § 279.8 ~~(2013).~~

281 I.A.C. 13.35, .26.

Cross Reference:	104	Anti-Bullying/Harassment
	306	Administrator Code of Ethics
	401.11	Employee Orientation
	407	Licensed Employee Termination of Employment
	413	Classified Employee Termination of Employment
	605	Instructional Materials

~~Technology in the form of Computers, electronic devices and other technology, cell phones, mobile tablets, etc. are powerful and valuable education and research tools and, as such, are an important part of the instructional program. In addition, the school district depends upon technology such as this computers as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the board's expectations in regard to these different aspects of the school district's technology computer resources. Employees must conduct themselves in a manner that does not disrupt from or disrupt the educational process and failure to do so will result in discipline, up to and including discharge.~~

General Provisions

The following is a list of prohibited activity for all employees concerning the use of the school district's ~~technology and/or computer~~ network. Any violation of these prohibitions may result in discipline, up-

to and including discharge, or other appropriate penalty, including suspension or revocation of a user's access to the network.

- ~~Using the network for commercial activity, including advertising, or personal or corporate profit or gain.~~
- ~~Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software, music, or video on the school district computer network. See Policy 605.7, Use of Information Resources for more information.~~
- ~~Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material~~
- ~~Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others.~~
- ~~Use of another's account or password.~~
- ~~Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users.~~
- ~~Forging or attempting to forge e-mail messages.~~
- ~~Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.~~
- ~~Using the network to send anonymous messages or files.~~
- ~~Revealing the personal address, telephone number or other personal information of oneself or another person.~~
- ~~[Using the network for sending and/or receiving personal messages.]~~
- ~~Intentionally disrupting network traffic or crashing the network and connected systems.~~
- ~~Installing personal software or using personal disks technology on the school district's computers technology and/or network without the permission of the District Technology Director.~~
- ~~Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.~~

Other Technology Issues

~~Employees with personal cell phones should avoid using the phones for school district business.~~ Employees should contact students and their parents ~~using a through school district technology or approved phone or account system~~ unless in the case of an emergency or with prior consent of the principal. Employees should not release their ~~personal~~ cell phone number, personal email address, etc. to students or their parents ~~unless they have prior consent of the principal.~~ ~~Employees, who are coaches or sponsors of activities, may use district approved and registered email and/or apps to create a text list of students and parents in order to communicate more effectively as long as the texts go to all students.~~ and the principal ~~or a school district electronic mail account~~ is included in the text address list.

The superintendent is responsible for designating a District Technology Director who will oversee the use of school district ~~technology~~ resources. The District Technology Director will prepare in-service programs for the training and development of school district staff in ~~technology~~ skills, appropriate use of ~~district technology~~ and for the incorporation of ~~technology~~ use in subject areas.

The superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's ~~technology~~ resources. The school district will make every reasonable effort to maintain the security of ~~the system district networks and devices~~. All users of the school district's ~~technology~~ resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including discharge, as well as suspension and/or revocation of ~~technology~~ access privileges. _____

Usage of the school district's ~~technology~~ resources is a privilege, not a right, and that use entails responsibility. ~~All information on the school district's computer network system is considered a public record. Whether there is an exception to keep some narrow, specific content within the information confidential is determined on a case-by-case basis. District-owned technology, and district-maintained social media and email accounts, are the property of the school district. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's computer network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.~~

The superintendent, working with the appropriate staff, shall establish procedures governing management of ~~electronic technology~~ records in order to exercise appropriate control over ~~electronic~~ records, including financial, personnel and student information. The procedures will address ~~at a minimum~~:

- *—passwords,
- *—system administration,
- *—separation of duties,
- *—remote access,
- *—data back-up (including archiving of email),
- *—record retention, and
- *—disaster recovery plans.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy.

401.13R1 Staff Tech Use/Social Networking Reg.

Staff Technology Use/~~Social Networking~~ Regulation

General

Employees are to utilize district computers, networks, telecommunication devices and Internet services for school-related purposes and performance of job duties and responsibilities. ~~District computers and computer systems are owned by the District and are intended for educational purposes and District business. Incidental personal use of school computers is permitted; as~~

~~such use does not interfere with such job duties and performance. "Incidental personal use" is defined as use by an individual for occasional personal communication. Such use must comply with all other applicable policy, procedures and rules.~~ The following rules and regulations govern the use of the school district's ~~computer~~ network system, employee access to the Internet, and management of ~~computerized digital~~ records:

- ~~▪ Employees will be issued a school district email account. Passwords must be changed periodically.~~
- ~~▪ Each individual in whose name an access account is issued is responsible at all times for its proper use. Proper use includes ensuring that access account information is known to and used solely by the individual to whom the account was issued.~~
- ~~▪ Employees are expected to review their email regularly throughout the day, and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide.~~
- ~~▪ Communications with parents and/or students must be made using on a school district device and/or using a school district account account computer, unless in the case of an emergency, and should be saved and the school district will archive the email records according to procedures developed by the District Technology Director.~~
- ~~▪ Employees may access the Internet for education related and/or work related activities.~~
- ~~▪ Employees shall refrain from using technology resources for personal use, including access to social networking sites.~~
- ~~▪ Use of the school district technology and school email address may be considered is a public record. Employees cannot have an expectation of privacy in the use of the school district's computers.~~
- ~~▪ Use of technology resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline, up to and including discharge.~~
- ~~▪ Use of the school district's computer technology and/or network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.~~
- ~~▪ Off-site access to the school district computer network will be determined by the superintendent in conjunction with appropriate personnel.~~
- ~~▪ All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.~~
- ~~▪ Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district technology computer use guidelines may be denied access to the school district's network.~~
- ~~▪ Employees are representatives of the district at all times and must model appropriate character, both on and off the worksite. This applies to material posted with personal devices and on personal websites and/or social media accounts. Posted messages or pictures which diminish the professionalism or discredit the capacity to maintain respect of students and parents may result in disciplinary action up to and including termination if the content posted is found to be disruptive to the educational environment and adversely impacts the employee's ability to effectively serve as a role model or perform his/her job duties for the district. This type of material that would affect an employee's ability to serve as an appropriate role model includes, but it is not limited to, text or depictions involving hate speech, nudity, obscenity, vulgarity or sexually explicit content. Employee communications with students should be limited as appropriate. If there is any uncertainty, employees should consult their building administrator.~~

Prohibited Activity and Uses

Staff Technology Use Regulation

It is the policy of Harlan Community Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with policy, regulations and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the technology department/staff.
 - a. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this regulation includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
 - b. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
 - c. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

- d. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. Social networking use should only be used for educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
 - e. Parental Consent. The District shall obtain verifiable parental consent prior to students or staff providing or otherwise disclosing personal information online.
- 2. Acceptable Computer Uses. This applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
 - a. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources.
 - b. Restrictions. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.
 - c. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations. Incidental personal use of school computers is permitted; as such use does not interfere with such job duties and performance.
- 3. Unacceptable Uses. The following are unacceptable uses of the technology resources:
 - a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
 - b. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
 - c. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
 - i. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - ii. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - iii. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.

- iv. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
- v. Users shall not copy, change, or transfer any software without permission from the network administrators.
- vi. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- vii. Users shall not engage in any form of vandalism of the technology resources which includes utilizing software that has been downloaded or is otherwise in the user’s possession without appropriate registration and payment of any fees owed to the software owner.
- viii. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

4. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
- a. any activity that contains pornographic, obscene, or other equally oriented material; or to create or generate any such material.
 - b. any activity that demeans, harasses, threatens, or promotes violence or hatred against another person or group of persons with regard to race, gender, religion, national origin, age, marital status, sexual orientation, gender identify , or disability.
 - c. any activity that uses profane or inappropriate language likely to be offensive to others in the school community.
 - d. any activity that is knowingly false or could be construed as intending to purposely damage another person’s reputation.
 - e. any activity that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 - f. any activity that promotes violations of student or staff conduct rules.
 - g. any activity that is in violation of local, state, or federal law including copyrighted material
5. Disclaimer: Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.
6. Filter: The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational

purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and regulations concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Board of Educational Examiners. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

401.12 Employee use of Cell Phones

EMPLOYEE USE OF CELL PHONES

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the School District and to help ensure safety and security of people and property while on School District property or engaged in school-sponsored activities. **Certain individuals will be provided with a District-owned cell phone or cell phone stipend due to the nature of the position within the District. Employees provided with this benefit may be required to carry a phone for communication during and after normal school hours, for safety and/or operational concerns. The district will maintain a group plan for eligible individuals to include basic voice and texting services. In certain situations, it may be necessary for the person to also have cell data services.**

The Board authorizes the purchase and employee use of cell phones as deemed appropriate by the superintendent. School district owned cell phones shall be used for school district business purposes, consistent with the school district's mission and goals. **Because of the difficulty of separating business from personal calls, it is recognized and permissible for the employee to also use the district cell phone for reasonable and responsible amount of personal use.** School district-owned cell phones may be used for purposes other than school district business when employees are not performing contractual obligations. All use of district-owned cell phones, whether for professional or personal reasons, must be in accordance with the Board of Educational Examiners Professional Code of Ethics. Use of cell phones in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline, up to and including dismissal, and referral to law enforcement officials, as appropriate.

The superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cell phone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately owned cell phones for authorized school district business.

Employees may possess and use cell phones during the school day as outlined in this policy and as provided in the administrative regulations developed by the superintendent. Employees may use cell phones for personal business while on-duty, provided that such use is consistent with administrative regulations developed by the superintendent. Employees while driving on school district-related business or activities and the vehicle is in any gear other than "Park", may use cell phones only to conduct school district-related business or for emergency situations, and only if the cell phone is used in a hands-free mode. All employee use of cell phones while driving must comply with applicable state and federal laws.

~~Cell phones are not to be used for conversations involving confidential student or employee information.~~ **Employees must take care to protect confidential student or employee information when using a cell phone.** School district-provided cell phones devices are not to be loaned to others.

Any employee operating a school owned vehicle, including bus drivers, are only allowed to use the 2-way radio and/or a cell phone for school-related business and in the case of an emergency **and when the vehicle is in "Park" gear.** Texting while operating a school owned

vehicle remains prohibited by Harlan Community School district and state law as per Iowa Code.

Employees violating the policy **or associated regulations** will be subject to discipline, up to and including, discharge. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

401.12R Employee use of Cell Phones

EMPLOYEE USE OF CELL PHONES ADMINISTRATIVE REGULATION

Cell Phone Usage

1. Cell phones shall be used in a manner that does not disrupt instruction and should not be used during **student contact time**, school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.
2. ~~Cell phones should not be used to transmit confidential information either verbally or written.~~ **Cellphones must utilize a locking feature with a password or other security mechanism to prevent unauthorized access. Employees should refrain from using text messages to send confidential student or employee information except in an emergency.**
3. Employees may use cell phones while they are driving on school district-related business or activities and the vehicle is in any gear other than "Park", only to conduct school district-related business or for emergency situations, and only if the cell phone is used in a hands-free mode. All employee use of cell phones while driving must comply with applicable state and federal laws
4. School district owned cell phones are provided to carry out official school district business. School district-owned cell phones may be used for purposes other than school district business when employees are not performing contractual obligations. All use of district-owned cell phones whether for professional or personal reasons, must be in accordance with the Board of Educational Examiners Professional Code of Ethics.
5. Employees issued a call phone are responsible for its safekeeping at all times. Defective, lost or stolen cell phones are to be reported immediately to the superintendent who will in turn notify the service provider. Reckless or irresponsible use of school district equipment, resulting in loss or damage may result in the employee having to reimburse the school district for any associated costs of replacement or repair.
6. **Employees who use a District-issued phone have no expectation of privacy for any activity on the phone including, but not limited to, billing records, text messages sent and received, and phone calls placed and received.**
7. **Employees who receive a cell phone stipend understand that the District may inspect the cell phone and its contents and records to the extent such inspection relates to the business of the District and/or is otherwise in accordance with applicable law.**

Cell Phone Authorization - Cell phones may be assigned or made available on a temporary or permanent basis, by the superintendent, ~~when it is determined any or all of the below conditions are met~~ in accordance with the following guidelines:

1. The assignment of a cell phone device to the employee is a prudent use of school district resources.
2. The employee's job responsibilities requires the ability to communicate frequently and access to a data source as well as a school district or public telephone is not readily available.
3. The employee's job involves situations where immediate communication during and after normal school hours is necessary for safety and/or operational concerns of the District ~~to ensure the safety of individuals and security of school district property.~~
4. As a condition of providing this cell phone or stipend, the employee is expected to carry the phone and be responsive to calls concerning District business during and outside of regular business hours.

Cell Phone Stipend Authorization – Cell phone stipends may be made available on a temporary or permanent basis, by the superintendent, to these employees to contribute to the costs associated with having a cell phone for work-related purposes in accordance with the following guidelines:

1. The employee's job responsibilities involves situations where immediate communication during and after normal school hours is necessary for the safety and/or operational concerns of the District.
2. These employees may purchase and/or maintain cell phones and related equipment, at their own expense, to make themselves accessible to the District and to conduct District business more efficiently.
3. As a condition of providing this cell phone or stipend, the employee is expected to carry the phone and be responsive to calls concerning District business during and outside of regular business hours.
4. The stipend amount (as a flat rate) will be added to the employee's regular pay. In order to meet IRS guidelines, any amount added for cell phone equipment or for cell phone service will be identified as a taxable amount.