

**WORK SESSION  
BOARD OF EDUCATION  
TIPTON COMMUNITY SCHOOL  
Middle School Media Center  
August 9, 2021  
6:30 p.m.**

**Zoom Link:**

<https://us02web.zoom.us/j/81847939516?pwd=Qlp5bmxUa3RqZzl5a1B0V0ZVUFpHUT09>

- I. Call to order.
- II. Approve Agenda
- III. Principal Reports:
  - A. Principal Hill
  - B. Principal Smock
  - C. Principal Evans
- IV. Adjournment.

Open Forum is scheduled for public communication to the board. At that time, interested people may present comments, suggestions or concerns, even if they are not listed on the agenda. However, an item usually must be included on the agenda before the board can officially act upon it. Anyone wishing to speak to the Board of Education, and are not on the agenda, should contact Jim Becker, not later than 30 minutes prior to the meeting. Citizens with questions about the operation of the schools are encouraged to first contact the teacher or staff member closest to the situation. The next step is to communicate with the building administrator. Then, if it is necessary, concerns can be brought to the attention of the superintendent. At this point, unresolved concerns may be addressed by the school board. Official action can be taken only in open session. However, with appropriate public notice, closed (or executive) sessions may be conducted to allow the board to consider matters listed in Iowa law. Confidential or personnel matters, negotiations strategy, current or imminent lawsuits and some real estate purchases are among the items which may be discussed in closed session.

**REGULAR MEETING  
BOARD OF EDUCATION  
TIPTON COMMUNITY SCHOOL**

August 9, 2021

**Middle School Media Center 7:00 p.m.**

**Zoom Link:** <https://us02web.zoom.us/j/81847939516?pwd=Qlp5bmhUa3RqZzl5a1B0V0ZVUFPpHUT09>

- I. Call to Order by Board President, Diane Wallick
- II. Approval of Agenda
- III. Read the Aim and Mission of the District
- IV. Recite the Pledge
- V. Welcome to Visitors, Press, Staff, etc
  - A. Open Forum
- VI. Approval of:
  - A. Minutes of the July Meetings
  - B. Bills and Claims for August
  - C. Financial Reports of the District
- VII. Reports
  - A. Superintendent

**Action Items**

- VIII. Old Business

- IX. New Business
  - A. Personnel
    - 1. Resignation – Teri Davis – Special Ed Associate
    - 2. Hire – Margaret Helmold – 5~6 Social Studies Teacher
    - 3. Hire – Jazmin Rodriguez – Preschool aide
    - 4. Hire – Sandy Ohrt – Special Ed Aide
    - 5. Hire – Matt Stuhr – Part-Time Custodian
    - 6. Hire – Hannah Evans – Social, Emotional, Behavioral Para Educator
  - B. Edgenuity Purchase Order over \$5,000
  - C. TEAM Staffing Agreement
  - D. Classified Staff Handbook
  - E. TEA Labor Handbook
  - F. Elementary Handbook
  - G. Legislative Priorities
  - H. Open Enrollment
  - I. First reading of board policies 105 Assistance Animals, 104 Anti-bullying/Anti-Harassment Policy, 104R.1 Anti-Bullying/Anti-Harassment Investigation Procedures, 100 Legal Status of the School District, 101 Educational Philosophy of the School District, 101.1 Educational Philosophy, 101.2 Goals and Objectives of the Education Program, 103 Long-Range Needs Assessment, 103R-1 Long-Range Needs Assessment, 104.E1 Discrimination, Anti-Bullying, and Anti-Harassment Complaint, 104.E2 Witness Disclosure Form, 104.E3 Disposition of Complaint Form,

- XI. Adjournment

Open Forum is scheduled for public communication to the board. At that time, interested people may present comments, suggestions or concerns, even if they are not listed on the agenda. However, an item usually must be included on the agenda before the board can officially act upon it. Anyone wishing to speak to the Board of Education, and is not on the agenda, should contact Jim Becker, not later than 30 minutes prior to the meeting. Citizens with questions about the operation of the schools are encouraged to first contact the teacher or staff member closest to the situation. The next step is to communicate with the building administrator. Then, if it is necessary, concerns can be brought to the attention of the superintendent. At this point, the school board may address unresolved concerns. Official action can be taken only in open session. However, with appropriate public notice, closed (or executive) sessions may be conducted to allow the board to consider matters listed in Iowa law. Confidential or personnel matters, negotiations strategy, current or imminent lawsuits and some real estate purchases are among the items which may be discussed in closed session.

Tipton, Iowa  
July 8, 2021

On Thursday July 8, 2021 at 6:00 p.m. the school board of the Tipton Community School District held a work session in the middle school media center.

The meeting was called to order by President Diane Wallick with Directors Kirby Bierman, Heidi Shumaker, Randy Shumaker, Ray Vitense, Superintendent Jason Wester and secretary Jim Becker present.

Motion by Kirby Bierman, seconded by Randy Shumaker, to approve the agenda. Motion carried unanimously.

Superintendent Wester gave an overview of the exit survey from employees who are leaving the district. Retention challenges were reviewed and action plans from the District were reviewed in response to the challenges.

Principal Hill and Principal Smock gave an overview of challenges as they related to their buildings. Action plans were reviewed by each of the principals in response to the challenges.

Discussion was held on finding the root cause of employee turnover, action plans that have already been put in place and action plans still being developed.

No formal action was taken.

Motion by Kirby Bierman, seconded by Randy Shumaker, to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 8:30 p.m. The next regular meeting of the board of directors is scheduled for Monday July 12, 2021 at 7:00 p.m. in the middle school media center.

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Diane Wallick  
President

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Jim Becker  
Secretary

Tipton, Iowa  
July 12, 2021

On Monday July 12, 2021 at 7:00 p.m., the school board of the Tipton Community School District met in regular session in the middle school media center.

President Diane Wallick called the meeting to order with Directors Heidi Shumaker, Randy Shumaker, Ray Vitense, Superintendent Jason Wester and secretary Jim Becker present. Director Kirby Bierman was present online.

Motion by Heidi Shumaker, seconded by Ray Vitense, that the July 12, 2021 meeting agenda be approved. Motion carried unanimously.

The Aim and Mission of the District were read.

The Pledge of Allegiance was recited.

Mike Boyle addressed the board regarding the Frank Kinney Holbrook documentary which will be shown in Tipton September 3, 2021 and be released September 5, 2021.

Motion by Ray Vitense, seconded by Randy Shumaker, that minutes taken June 14, 2021 be approved as reported. Motion carried unanimously.

Motion by Ray Vitense, seconded by Heidi Shumaker, that claims number 07-21-01 through 109 of the general fund, 24368 through 24441 of the activity and agency funds and 13430 through 13447 of the nutrition fund be approved and the president and secretary are authorized to pay same. Motion carried unanimously.

Motion by Randy Shumaker, seconded by Heidi Shumaker, that the reports of the secretary's financial statements for the month of June 2021 be accepted subject to final audit. Motion carried unanimously.

Superintendent's Report:

Superintendent Wester: - Reviewed House File 847 Education Omnibus  
- Reviewed House File 802 Diversity and Inclusion Training

Motion by Randy Shumaker, seconded by Ray Vitense, to approve the resignations of Chad Rezac – assistant high school golf coach and to hire Chad Rezac – head high school golf coach, Casey Mente – middle school cross country, Austin Heitland – assistant 8<sup>th</sup> grade football, Brandon Drew – assistant middle school volleyball and head 8<sup>th</sup> grade girls basketball, Michael Krolak – high school business and FBLA sponsor, Mike Roate – elementary/middle school art which will release Sandy Kreinbring from her contract, and Kim Barber – high school guidance counselor. Motion carried unanimously.

Motion by Randy Shumaker, seconded by Heidi Shumaker, to approve the out of state travel for the football players to participate in a 7 on 7 competition in Wyoming, Illinois on July 21, 2021. Motion carried unanimously.

Motion by Ray Vitense, seconded by Heidi Shumaker, to approve the purchase orders over \$5,000 to School Outlet for desks and chairs in the amount of \$11,982.46, Apple Computer for computers in the amount of \$31,938, and GoGuardian for a 1 year license in the amount of \$11,052. Motion carried unanimously.

Motion by Randy Shumaker, seconded by Heidi Shumaker, to approve the change order in the amount of \$1,256.23 for changes to the elementary/middle school chiller project. Motion carried unanimously.

Motion by Heidi Shumaker, seconded by Ray Vitense, to approve the fund raising projects. Motion carried unanimously.

Motion by Ray Vitense, seconded by Randy Shumaker, to approve the open enrollment requests of Brennan Gaertner and Peyton Gaertner to CAM Community School and Aladin Roman Sulejmanovic from Wilton. Motion carried unanimously.

Motion by Randy Shumaker, seconded by Heidi Shumaker, to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 7:36 p.m. The next regular meeting of the board of directors is scheduled for Monday August 9, 2021 at 7:00 p.m. in the high school media center.

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Diane Wallick  
President

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Jim Becker  
Secretary

Board Bills

The following claims and invoices are presented for which purchase orders or requisitions have been issued in accordance with budgetary appropriations by the Board. I hereby recommend that the President and the Secretary be authorized to pay same. 8/9/2021				
Invoice No.	P.O. No.	Vendor	Purchase	Amount
			Repair several roof leaks at middle school	443.92
1	5901	GL	Advanced Builders Corp.	604.73
2	July2021	GAmozJuly2021	Amazon Capital Services	1,019.86
3	847134	GL0716	American Time	1,767.00
4	AF24645733/AF2494974	G22493	Apple Inc.	861.15
5	2021Sem2	G10782	Bennett Community School District	6.47
6	6762487	G24578	Blick Art Material	30.00
7	07202021	G7272021	Calonder, Amy	5,037.75
8	2021Sem2SE	G10787	CAM CSD	915.33
9	51440086RI+1	G-science3	Carolina Biological Supply Co.	747.80
10	35210	G10796	Cedar Rapids Community School District	2,430.00
11	INV20210619	G22494	Earthwalk	223.67
12	306402F	G99882	Follet School Solutions Inc.	60.30
13	881439F	G99888	Follett School Solutions Inc.	552.84
14	9970832789	GL0722	Grainger	426.89
15	487025-000	GL0702	Greenwood Cleaning Systems	159.30
16	487483-000	GL0720	Greenwood Cleaning Systems	71.94
17	07272021	G2022mg-19	Hembry, Ron	1,272.36
18	26074	G22495	Infrastructure Technology Solutions	11,841.34
19	26072	G22477	Infrastructure Technology Solutions	3,510.71
20	2021Sem2	G10784	Iowa City Community School District	199.93
21	081421	G2022mg-1	John Deere Financial	2,800.00
22	21-0811	G10793	Kessler, Dan dba Grasshopper Lawn Care	3,138.00
23	5087493	G10781	Kirkwood Community College	33,805.94
24	2021SESem2	G10794	Lisbon Community School District	2,833.38
25	2021Sem2SE	G10788	Mason City CSD	435.05
26	34846M	MBRELF2721	MBR Inc.	61.75
27	118081959001	GMC6432	McGraw Hill LLC	632.00
28	071921-5	TN1001	Monticello Sports	35,825.25
29	2021Sem2SE	G10790	Mount Vernon CSD	31.20
30	115241	G21-517	Nasco	13,655.07
31	2021Sem2	G10785	North Cedar Community School District	136.92
32	175723/176150	G2022mg-4	Office Express	152.80
33	177842-0	G2022mg-14	Office Express	1,323.00
34	21-000006637	2ndsci21	Pitsco Education LLC	1,767.15
35	M7121440-7	GSCH2345	Scholastic	971.96
36	M7121435-7	GSCH4567	Scholastic	909.59
37	M7121443-1	GSCH9876	Scholastic	1,446.38
38	3937876-00+1	G202219	School Health	11.94
39	208127717026	G1216	School Speciality LLC	87,846.50
40	B13747278+1	G22476	SHI International Corp.	207.86
41	111010398-001	G00514	SiteOne Landscape Supply LLC	1,418.75
42	189001156/189001156	G2022mg-13	Summit Fire Protection	40.00
43	2577	G2022mg-16	Tipton Conservative	80.00
44	2578/5008	G2022mg-17	Tipton Conservative	6,361.54
45	2021Sem2SE	G10789	Waverly-Shell Rock CSD	13,693.54
46	2021Sem2	G10786	West Branch Community School District	6,901.56
47	2021Sem2	G10783	Wilton Community School District	131.97
48	071921	G2022mg-18	Capital One (WalMart)	2,579.96
49	082021-2	G2022mg-12	Cardmember Service	30.00
50	08012021-1	G10749	Cardmember Service	14,084.27
51	July2021	G10791	City of Tipton	198.00
52	188444	G2022mg-10	Lynch Dallas, PC	488.74
53	072821	G10797	Mailing Services, Inc.	1,637.99
54	447650375	G2022mg-11	Marco Technologies	2,112.00
55	08142021	G10792	US Cellular	102.24
56	08032021	G10795	Windstream	
57			Total Due	270,035.59
58				

**Detail Check Register**  
Activity PPD 8/9/2021 Board Bills #1

Checking Account: 11	ACTIVITY					
Check Number: 24442	Check Type: Check	Check Date: 07/21/2021	Vendor: BSNSPORTS	BSN SPORTS	Check Total:	570.23
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
913079972	07/01/2021		bags	21 0109 1400 950 7880 612	570.23	
Check Number: 24443	Check Type: Check	Check Date: 07/21/2021	Vendor: MILLERDAR	DARREN MILLER	Check Total:	173.29
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
8220403	06/30/2021		posters received in July	21 0109 1400 920 6731 612	173.29	
Check Number: 24444	Check Type: Check	Check Date: 07/21/2021	Vendor: RIDDEL	RIDDELL ALL AMERICAN SPORTS CORP	Check Total:	4,068.95
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
60429139	07/01/2021		helmets	21 0109 1400 920 6720 612	4,068.95	
Check Number: 24445	Check Type: Check	Check Date: 07/21/2021	Vendor: WARTBURGFA	Wartburg College	Check Total:	10,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2021Scholarship	07/21/2021		2021 Scholarship Award	81 0000 1400 100 8126 612	10,000.00	

\*Denotes Expensed Invoice Item

Checking Account ID: 11

Total without Voids: 14,812.47

**Detail Check Register**  
Activity PPD 8/9/2021 Board Bills #2

Checking Account: 11	ACTIVITY					
Check Number: 24446	Check Type: Check	Check Date: 07/28/2021	Vendor: BREEDLOVES	Breedlove Sporting Goods	Check Total:	60.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
14580	07/14/2021		mouthpieces	21 0109 1400 920 6720 612	60.00	
Check Number: 24447	Check Type: Check	Check Date: 07/28/2021	Vendor: BSNSPORTS	BSN SPORTS	Check Total:	1,037.48
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
913108606	07/07/2021		warm ups	21 0109 1400 950 7880 612	1,037.48	
Check Number: 24448	Check Type: Check	Check Date: 07/28/2021	Vendor: CELEBRATIO	CELEBRATION RIVER CRUISES	Check Total:	775.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
26441-1deposit	07/14/2021		deposit prom 2022	21 0109 1400 950 7222 612	775.00	
Check Number: 24449	Check Type: Check	Check Date: 07/28/2021	Vendor: ISUFINANCE	IOWA STATE UNIVERSTIY	Check Total:	2,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2021ebierman	07/28/2021		2021 scholarship	81 0000 1400 100 8126 612	2,000.00	
Check Number: 24450	Check Type: Check	Check Date: 07/28/2021	Vendor: ISUFINANCE	IOWA STATE UNIVERSTIY	Check Total:	6,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2021cmosier	07/28/2021		2021 scholarship	81 0000 1400 100 8126 612	6,000.00	
Check Number: 24451	Check Type: Check	Check Date: 07/28/2021	Vendor: TROPHIESPL	TROPHIES PLUS	Check Total:	40.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
370936	07/28/2021		banner AcDec 2021 sticker	21 0109 1400 950 7001 612	40.00	

\*Denotes Expensed Invoice Item

Checking Account ID: 11

Total without Voids: 9,912.48

**Detail Check Register**  
Activity PPD 8/9/2021 Board Bills #3

Checking Account: 11	ACTIVITY					
Check Number: 24452	Check Type: Check	Check Date: 08/03/2021	Vendor: CITIZENS	CITIZENS SAVINGS BANK	Check Total:	750.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
08272021hsfbadm	08/27/2021		BEG. CASH	21 0000 1710 920 6720	750.00	
Check Number: 24453	Check Type: Check	Check Date: 08/03/2021	Vendor: CITIZENS	CITIZENS SAVINGS BANK	Check Total:	300.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
08312021hsswadm	08/31/2021		BEG. CASH	21 0000 1710 920 6870	300.00	
Check Number: 24454	Check Type: Check	Check Date: 08/03/2021	Vendor: JOHNDE	JOHN DEERE FINANCIAL	Check Total:	31.06
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
08142021statement	07/26/2021		wood shavings	21 0109 1400 950 7010 612	31.06	
Check Number: 24455	Check Type: Check	Check Date: 08/03/2021	Vendor: SAMSCL	SAM'S CLUB	Check Total:	238.55
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
08162021statement	08/16/2021		cups, straws, and fruit	21 0109 1400 950 7011 612	238.55	
Check Number: 24456	Check Type: Check	Check Date: 08/03/2021	Vendor: TM	T & M CLOTHING	Check Total:	171.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
2780	07/12/2021		apparel	21 0109 1400 950 7010 612	171.00	

\*Denotes Expensed Invoice Item

Checking Account ID: 11

Total without Voids: 1,490.61

**Detail Check Register**  
Lunch PPD 8/9/2021 Board Bills #1

Checking Account: 12

LUNCH

Check Number: 13448

Check Type: Check

Check Date: 07/15/2021

Vendor: CARDME

CARDMEMBER SERVICE

Check Total:

299.00

Invoice Number

Invoice Date

PO Number

Detail Description

Chart of Account Number

Detail Amount

ck07152021

07/15/2021

ANC21 - SNA

61 0000 3110 000 0000 618

299.00

\*Denotes Expensed Invoice Item

Checking Account ID: 12

Total without Voids:

299.00

MONTH OF JUNE	2021			2020			2019		
	MONTH	YTD	%	MONTH	YTD	%	MONTH	YTD	%
<b>GENERAL FUND</b>									
REVENUES	1,112,735.15	10,783,379.80	104.10	929,294.70	10,155,361.77	101.31	1,015,407.06	10,014,627.23	103.61
EXPENDITURES	2,330,114.58	10,949,871.74	101.90	2,343,050.86	10,530,735.88	102.89	2,138,832.51	10,006,465.12	100.49
CASH IN BANK	363,173.61			147,138.07			161,452.12		
INVESTMENTS	2,988,877.33			3,267,875.34			3,647,821.05		
<b>MANAGEMENT FUND</b>									
REVENUES	5,101.96	254,340.41	101.66	4,807.73	193,180.56	98.04	3,757.19	183,218.71	98.36
EXPENDITURES	0.00	218,051.68	98.49	0.00	197,203.60	99.46	0.00	185,875.94	96.04
CASH IN BANK	278,447.26			36,720.38			22,234.06		
INVESTMENTS	56,485.26			261,480.76			279,872.13		
<b>\$1.34 PPEL FUND</b>									
REVENUES	2,845.88	604,039.36	143.49	4,017.63	467,654.96	102.99	4,132.19	456,167.86	108.54
EXPENDITURES	4,540.43	51,949.73	6.84	0.00	96,624.29	21.96	92,893.67	267,386.68	70.36
CASH IN BANK	154,576.95			7,649.15			7,655.63		
INVESTMENTS	1,334,371.06			924,892.67			620,524.32		
LOAN FROM GF	0.00								
<b>\$.33 PPEL FUND</b>									
REVENUES	2,182.02	322,805.67	100.18	2,799.11	108,195.50	99.91	2,273.96	108,460.20	102.24
EXPENDITURES	0.00	284,846.72	72.66	0.00	138,696.60	126.09	0.00	163,987.35	136.66
CASH IN BANK	176,113.06			39,678.61			41,859.24		
INVESTMENTS	56,232.34			154,015.50			183,375.75		
INTERFUND LN	0.00								

MONTH OF JUNE	2021			2020			2019		
	MONTH	YTD	%	MONTH	YTD	%	MONTH	YTD	%
<b>CAPITAL PROJECTS</b>									
REVENUES	0.00	0.45	22.50	0.88	1,766.96	353.39	315.09	36,628.78	305.24
EXPENDITURES	0.00	16,342.12	99.99	158,083.56	173,157.61	91.99	35,981.24	2,038,626.28	92.66
CASH IN BANK	0.00			3,128.45			42,264.50		
INVESTMENTS	0.00			13,213.22			181,449.06		
<b>SILo</b>									
REVENUES	167,552.14	1,059,693.49	112.97	174,344.71	1,011,422.43	108.52	165,249.88	1,010,611.05	112.29
EXPENDITURES	420,545.38	2,579,047.93	131.83	131,343.12	936,350.70	100.33	169,516.30	758,246.29	82.50
CASH IN BANK	302,725.94			151,979.57			144,917.59		
INVESTMENTS	640,875.36			1,510,339.55			1,431,904.94		
LOAN TO GF	0.00			0.00			0.00		
FISCAL AGENT CASH	0.00			392,500.00			392,500.00		
<b>DEBT SERVICE</b>									
REVENUES	8,744.15	1,447,045.23	158.44	54,183.38	907,274.11	98.84	55,408.79	924,479.69	100.03
EXPENDITURES	1,272.22	1,908,655.27	209.26	0.00	907,291.25	99.96	392,900.00	909,738.75	100.35
CASH IN BANK	77,673.39			89,864.43			31,593.95		
INVESTMENTS	23,576.73			5,149.45			65,446.76		
INTERFUND LN	0.00			0.00			0.00		
FISCAL AGENT CASH	0.00			461,657.10			459,660.83		
<b>AQUATIC CENTER BONDS</b>									
REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CASH IN BANK	0.00			0.00			0.00		
INVESTMENTS	0.00			0.00			0.00		
<b>CROSSOVER REFUNDING DEBT SERVICE</b>									
REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FISCAL AGENT CASH	0.00			0.00			0.00		

Revenue 20-21.xls

REVENUES FOR 2020-21										
	2019-20	2020-21	2020-21	Month	Month					2020-21
	AVERAGE	ESTIMATED	Actual	2019-20	2020-21	2019-20	2020-21	2020-21	2020-21	Cumulative
	MONTHLY	MONTHLY	Monthly	AVERAGE	Actual	Percent	Percent	Estimated	Actual	over
				Percent	Percent	To Date	To Date	To Date	To Date	(under)
7/31/20	9,760	9,955	3,321	0.10%	0.03%	0.10%	0.03%	9,955	3,321	(6,634)
8/31/20	26,934	27,473	21,116	0.27%	0.20%	0.36%	0.24%	37,428	24,437	(12,991)
9/30/20	908,646	926,832	828,185	8.95%	8.00%	9.31%	8.23%	964,261	852,622	(111,639)
10/31/20	1,497,113	1,527,077	1,569,868	14.74%	15.16%	24.05%	23.39%	2,491,338	2,422,490	(68,848)
11/30/20	743,344	758,222	854,779	7.32%	8.25%	31.37%	31.64%	3,249,560	3,277,269	27,709
12/31/20	858,081	875,255	1,154,991	8.45%	11.15%	39.82%	42.79%	4,124,816	4,432,260	307,444
1/31/21	1,171,211	1,194,653	1,009,484	11.53%	9.75%	51.35%	52.53%	5,319,468	5,441,744	122,276
2/28/21	928,416	946,998	930,404	9.14%	8.98%	60.50%	61.52%	6,266,466	6,372,148	105,682
3/31/21	639,646	652,448	785,041	6.30%	7.58%	66.79%	69.09%	6,918,915	7,157,189	238,274
4/30/21	1,447,641	1,476,615	1,649,266	14.25%	15.92%	81.05%	85.02%	8,395,530	8,806,455	410,925
5/31/21	995,275	1,015,195	864,190	9.80%	8.34%	90.85%	93.36%	9,410,725	9,670,645	259,920
6/30/21	929,295	947,895	1,112,735	9.15%	10.74%	100.00%	104.10%	10,358,620	10,783,380	424,760
	10,155,362	10,358,620	10,783,380		1					

Expenditures 20-21.xls

EXPENDITURES FOR 2020-21											
	2018-19			2018-19		2019-20		2020-21		2020-21	
	2019-20	2020-21	2020-21	2019-20	Month	2019-20	2020-21	2020-21	2020-21	2020-21	2020-21
	AVERAGE	ESTIMATED	Actual	AVERAGE	Actual	Percent	Percent	Estimated	Actual	Cumulative	
	MONTHLY	MONTHLY	Monthly	Percent	Percent	To Date	To Date	To Date	To Date	over	
										(under)	
7/31/20	119,329	124,870	151,079	1.16%	1.41%	1.16%	1.41%	124,870	151,079	\$26,209	
8/31/20	216,136	226,172	246,957	2.10%	2.30%	3.27%	3.70%	351,042	398,036	\$46,994	
9/30/20	755,242	790,311	804,217	7.35%	7.48%	10.62%	11.19%	1,141,354	1,202,253	\$60,899	
10/31/20	820,738	858,849	802,445	7.99%	7.47%	18.61%	18.66%	2,000,202	2,004,698	\$4,496	
11/30/20	823,314	861,544	987,740	8.02%	9.19%	26.63%	27.85%	2,861,746	2,992,438	\$130,692	
12/31/20	808,458	845,998	965,278	7.87%	8.98%	34.51%	36.83%	3,707,744	3,957,716	\$249,972	
1/31/21	1,228,259	1,285,293	1,243,898	11.96%	11.58%	46.47%	48.41%	4,993,037	5,201,614	\$208,577	
2/28/21	818,598	856,609	893,747	7.97%	8.32%	54.44%	56.73%	5,849,646	6,095,361	\$245,715	
3/31/21	809,908	847,516	836,271	7.89%	7.78%	62.33%	64.51%	6,697,162	6,931,632	\$234,470	
4/30/21	818,069	856,055	870,153	7.97%	8.10%	70.29%	72.61%	7,553,217	7,801,785	\$248,568	
5/31/21	809,610	847,203	817,972	7.88%	7.61%	78.18%	80.22%	8,400,420	8,619,757	\$219,337	
6/30/21	2,240,942	2,344,999	2,330,115	21.82%	21.68%	100.00%	101.90%	10,745,419	10,949,872	\$204,453	
	10,268,601	10,745,419	10,949,872								

General Fund Cashflow chart for: 2020-2021														
RECEIPTS	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	TOTAL	BUDGETED
LOCAL TAX	0	0	249,029	963,188	236,740	96,365	29,887	13,419	84,505	1,005,049	61,434	56,586	2,796,202	2,760,000
STATE AID	0	0	436,166	436,166	436,166	436,166	432,515	432,515	432,515	432,515	432,515	432,522	4,339,761	4,341,200
FEDERAL	0	0	19,014	16,214	0	69,676	0	66,790	150,985	17,528	159,911	123,024	623,142	236,500
MISC	3,321	21,116	123,976	154,300	181,873	552,784	148,219	417,680	117,036	194,174	210,330	500,603	2,625,412	2,622,057
AEA FLOWTHROUGH	0	0	0	0	0	0	398,863	0	0	0	0	0	398,863	398,863
TOTAL REC.	3,321	21,116	828,185	1,569,868	854,779	1,154,991	1,009,484	930,404	785,041	1,649,266	864,190	1,112,735	10,783,380	10,358,620
Per Cent Rec.	0.03%	0.20%	8.00%	15.16%	8.25%	11.15%	9.75%	8.98%	7.58%	15.92%	8.34%	10.74%	104.10%	
<b>DISBURSEMENTS</b>														
SALARIES	46,454	96,649	520,401	561,403	551,785	578,613	526,083	531,367	527,699	546,503	563,548	1,317,316	6,367,821	6,457,899
BENEFITS	25,684	33,275	178,631	180,759	177,829	183,900	174,811	175,425	176,180	178,698	181,252	458,018	2,124,462	2,161,243
PURCHASED SERVICES	5,353	42,321	32,590	19,337	208,004	155,755	76,372	129,023	74,683	98,194	16,162	401,803	1,259,597	956,103
SUPPLIES	70,498	64,712	82,095	40,736	50,122	45,912	40,076	53,111	48,427	46,758	53,863	131,977	728,287	710,798
CAPITAL OUTLAY	0	0	0	0	0	1,098	27,693	3,621	9,282	0	3,147	-4,950	39,891	55,513
Misc. Exp.	3,090	10,000	-9,500	210	0	0	0	1,200	0	0	0	25,951	30,951	5,000
AEA FLOWTHROUGH	0	0	0	0	0	0	398,863	0	0	0	0	0	398,863	398,863
TOTAL DIS.	151,079	246,957	804,217	802,445	987,740	965,278	1,243,898	893,747	836,271	870,153	817,972	2,330,115	10,949,872	10,745,419
Per Cent Dis.	1.41%	2.30%	7.48%	7.47%	9.19%	8.98%	11.58%	8.32%	7.78%	8.10%	7.61%	21.68%	101.90%	
<b>SURPLUS/DEFICT</b>	<b>-147,758</b>	<b>-225,841</b>	<b>23,968</b>	<b>767,423</b>	<b>-132,961</b>	<b>189,713</b>	<b>-234,414</b>	<b>36,657</b>	<b>-51,230</b>	<b>779,113</b>	<b>46,218</b>	<b>-1,217,380</b>	<b>-166,492</b>	<b>-386,799</b>
BEG. CASH BALANCE	3,415,013	2,765,372	2,028,380	2,045,350	2,818,635	2,681,151	2,878,459	2,638,792	2,683,522	2,625,841	3,413,241	3,451,608		
SURPLUS/DEFICIT	-147,758	-225,841	23,968	767,423	-132,961	189,713	-234,414	36,657	-51,230	779,113	46,218	-1,217,380		
LOANS	0	0	0	0	0	0	0	0	0	0	0	0		
SALARIES/PAYABLES	-501,883	-511,151	-6,998	5,862	-4,523	7,595	-5,253	8,073	-6,451	8,287	-7,851	1,117,823		
END CASH BALANCE	2,765,372	2,028,380	2,045,350	2,818,635	2,681,151	2,878,459	2,638,792	2,683,522	2,625,841	3,413,241	3,451,608	3,352,051		
BANK CASH BALANCE	124,069	137,067	305,856	506,968	371,301	373,554	165,853	275,995	76,736	419,602	208,413	363,174		
INVESTMENTS	2,641,303	1,891,313	1,739,494	2,311,667	2,309,850	2,504,905	2,472,939	2,407,527	2,549,105	2,993,639	3,243,195	2,988,877		
<b>CASH AVAILABLE</b>	<b>2,765,372</b>	<b>2,028,380</b>	<b>2,045,350</b>	<b>2,818,635</b>	<b>2,681,151</b>	<b>2,878,459</b>	<b>2,638,792</b>	<b>2,683,522</b>	<b>2,625,841</b>	<b>3,413,241</b>	<b>3,451,608</b>	<b>3,352,051</b>		

MONTH OF JULY	2021			2020			2019		
	MONTH	YTD	%	MONTH	YTD	%	MONTH	YTD	%
<b>GENERAL FUND</b>									
REVENUES	3,762.16	3,762.16	0.03	3,320.65	3,320.65	0.03	9,759.50	9,759.50	0.10
EXPENDITURES	182,114.86	182,114.86	1.63	151,079.21	151,079.21	1.41	108,462.77	108,462.77	1.06
CASH IN BANK	170,785.72			124,068.62			123,052.71		
INVESTMENTS	2,388,888.44			2,641,303.28			2,933,626.68		
LOAN TO OTHER									
<b>MANAGEMENT FUND</b>									
REVENUES	1.77	1.77	0.00	1.37	1.37	0.00	248.87	248.87	0.13
EXPENDITURES	214,416.50	214,416.50	87.79	44,002.10	44,002.10	19.87	194,752.60	194,752.60	98.22
CASH IN BANK	66,278.26			25,407.40			20,288.94		
INVESTMENTS	56,485.57			231,481.70			90,120.20		
LOAN FROM GENER									
<b>\$1.34 PPEL FUND</b>									
REVENUES	6.76	6.76	0.00	3.91	3.91	0.00	972.36	972.36	0.21
EXPENDITURES	20,860.83	20,860.83	2.78	6,350.00	6,350.00	0.84	4,450.00	4,450.00	1.01
CASH IN BANK	130,519.30			21,299.33			7,231.87		
INVESTMENTS	1,335,614.39			907,252.71			522,434.05		
LOAN FROM GF									
<b>\$.33 PPEL FUND</b>									
REVENUES	1.21	1.21	0.00	212,000.66	212,000.66	65.79	325.22	325.22	0.30
EXPENDITURES	72,404.72	72,404.72	39.69	284,846.72	284,846.72	18.58	0.00	0.00	0.00
CASH IN BANK	105,872.46			43,236.08			43,400.38		
INVESTMENTS	55,019.90			79,254.78			182,762.86		

MONTH OF JULY	2021			2020			2019		
	MONTH	YTD	%	MONTH	YTD	%	MONTH	YTD	%
<b>CAPITAL PROJECTS</b>									
REVENUES	0.00	0.00	0.00	0.42	0.42	21.00	283.34	283.34	56.67
EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CASH IN BANK	0.00			3,128.87			36,283.64		
INVESTMENTS	0.00			13,213.22			151,732.02		
<b>SAVE</b>									
REVENUES	5.17	5.17	0.00	7.62	7.62	0.00	2,545.84	2,545.84	0.27
EXPENDITURES	0.00	0.00	0.00	39,278.13	39,278.13	2.01	39,442.71	39,442.71	4.23
CASH IN BANK	315,242.74			173,163.59			176,361.91		
INVESTMENTS	640,878.15			1,511,346.06			1,435,449.65		
LOAN FROM OTHER	0.00			0.00			0.00		
FISCAL AGENT CASH	0.00			392,500.00			392,500.00		
<b>DEBT SERVICE</b>									
REVENUES	72,405.00	72,405.00	13.97	111,683.34	111,683.34	12.23	39,557.86	39,557.86	4.31
EXPENDITURES	72,430.00	72,430.00	14.07	535,085.97	535,085.97	58.67	460,660.00	460,660.00	50.75
CASH IN BANK	81,485.16			24,173.40			34,174.83		
INVESTMENTS	23,551.73			76,554.48			64,561.63		
INTERFUND LN	0.00			0.00			0.00		
FISCAL AGENT CASH	0.00			39,278.98			39,443.54		

Revenue 21-22.xls

REVENUES FOR 2020-21										
	2019-20 2020-21	2021-22	2021-22	Month 2020-21	Month 2021-22	2020-21	2021-22	2021-22	2021-22	2021-22
	AVERAGE	ESTIMATED	Actual	AVERAGE	Actual	Percent	Percent	Estimated	Actual	2021-22
	MONTHLY	MONTHLY	Monthly	Percent	Percent	To Date	To Date	To Date	To Date	Cumulative over (under)
7/31/21	6,541	6,838	3,762	0.06%	0.03%	0.06%	0.03%	6,838	3,762	(3,076)
8/31/21	24,025	25,116		0.23%	0.00%	0.29%	0.00%	31,954	0	0
9/30/21	868,416	907,851		8.29%	0.00%	8.58%	0.00%	939,805	0	0
10/31/21	1,533,491	1,603,128		14.64%	0.00%	23.23%	0.00%	2,542,932	0	0
11/30/21	799,062	835,348		7.63%	0.00%	30.86%	0.00%	3,378,280	0	0
12/31/21	1,006,536	1,052,244		9.61%	0.00%	40.47%	0.00%	4,430,524	0	0
1/31/22	1,090,348	1,139,861		10.41%	0.00%	50.88%	0.00%	5,570,385	0	0
2/28/22	929,410	971,615		8.87%	0.00%	59.76%	0.00%	6,542,000	0	0
3/31/22	712,344	744,692		6.80%	0.00%	66.56%	0.00%	7,286,692	0	0
4/30/22	1,548,454	1,618,770		14.79%	0.00%	81.34%	0.00%	8,905,462	0	0
5/31/22	929,733	971,953		8.88%	0.00%	90.22%	0.00%	9,877,415	0	0
6/30/22	1,023,878	1,070,373		9.78%	0.00%	100.00%	0.00%	10,947,788	0	0
	10,472,234	10,947,788	3,762		1					

Expenditures 21-22.xls

EXPENDITURES FOR 2021-22										
	2019-20			2019-20	Month					2021-22
	2020-21	2021-22	2021-22	2020-21	2021-22	2020-21	2021-22	2021-22	2021-22	2021-22
	AVERAGE	ESTIMATED	Actual	AVERAGE	Actual	Percent	Percent	Estimated	Actual	Cumulative
	MONTHLY	MONTHLY	Monthly	Percent	Percent	To Date	To Date	To Date	To Date	over
										(under)
7/31/21	129,771	135,058	182,115	1.21%	1.63%	1.21%	1.63%	135,058	182,115	\$47,057
8/31/21	237,073	246,731		2.21%	0.00%	3.41%	0.00%	381,789	0	\$0
9/30/21	786,778	818,832		7.32%	0.00%	10.74%	0.00%	1,200,622	0	\$0
10/31/21	830,835	864,684		7.73%	0.00%	18.47%	0.00%	2,065,305	0	\$0
11/30/21	916,273	953,603		8.53%	0.00%	27.00%	0.00%	3,018,908	0	\$0
12/31/21	900,986	937,693		8.39%	0.00%	35.39%	0.00%	3,956,601	0	\$0
1/31/22	1,252,930	1,303,976		11.66%	0.00%	47.05%	0.00%	5,260,577	0	\$0
2/28/22	894,119	930,546		8.32%	0.00%	55.37%	0.00%	6,191,124	0	\$0
3/31/22	825,135	858,752		7.68%	0.00%	63.05%	0.00%	7,049,876	0	\$0
4/30/22	847,435	881,960		7.89%	0.00%	70.94%	0.00%	7,931,836	0	\$0
5/31/22	782,389	814,264		7.28%	0.00%	78.22%	0.00%	8,746,100	0	\$0
6/30/22	2,339,446	2,434,758		21.78%	0.00%	100.00%	0.00%	11,180,858	0	\$0
	10,743,167	11,180,858	182,115							

Gen. Fund Worksheet (21-22).xls

General Fund Cashflow chart for:		2021-2022												TOTAL	BUDGETED
RECEIPTS	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	TOTAL	BUDGETED	
LOCAL TAX	0												0	2,840,000	
STATE AID	0												0	4,670,000	
FEDERAL	0												0	386,500	
MISC	3,762												3,762	2,633,326	
AEA FLOWTHROUGH	0												0	417,962	
TOTAL REC.	3,762	0	0	0	0	0	0	0	0	0	0	0	3,762	10,947,788	
Per Cent Rec.	0.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.03%		
<b>DISBURSEMENTS</b>															
SALARIES	51,873												51,873	6,756,075	
BENEFITS	25,325												25,325	2,313,775	
PURCHASED SERVICES	35,604												35,604	922,048	
SUPPLIES	56,630												56,630	715,798	
CAPITAL OUTLAY	0												0	50,200	
Misc. Exp.	12,683												12,683	5,000	
AEA FLOWTHROUGH	0												0	417,962	
TOTAL DIS.	182,115	0	0	0	0	0	0	0	0	0	0	0	182,115	11,180,858	
Per Cent Dis.	1.63%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.63%		
SURPLUS/DEFICT	-178,353	0	0	0	0	0	0	0	0	0	0	0	-178,353	-233,070	
BEG. CASH BALANCE	3,352,051														
SURPLUS/DEFICIT	-178,353	0	0	0	0	0	0	0	0	0	0	0	0		
LOANS	0	0	0	0	0	0	0	0	0	0	0	0	0		
SALARIES/PAYABLES	-614,024														
END CASH BALANCE	2,559,674	0	0	0	0	0	0	0	0	0	0	0	0		
BANK CASH BALANCE	170,786														
INVESTMENTS	2,388,888														
CASH AVAILABLE	2,559,674	0	0	0	0	0	0	0	0	0	0	0	0		

**Activity Fund Balance Report - Detail - Include Encumbrances**  
06/2021 - 06/2021  
Activity Fund Balance Report June 2021 (after all y/e entries)

**Fund: 21 STUDENT ACTIVITY FUND**

Chart of Account Number		Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description						
21 729 000 6120 910					FORENSICS						7,475.53
					FORENSICS						
21 0000 1920 910 6120					CONTRIBUTIONS & DONATIONS FORENSICS						
06/30/2021	GJ	15			correct ck 15191 void 9/2020	0.00	110.00	0.00	0.00		
21 0109 1400 910 6120 345					OFFICIALS HS SPEECH						
06/30/2021	GJ	15			correct ck 15191 void 9/2020	110.00	0.00	0.00	0.00		
21 0109 1400 910 6120 612					GENERAL SUPPLIES HS SPEECH						
06/01/2021	CD	1638	11	24355	banner	55.00	0.00	0.00	0.00		
					IOWA HIGH SCHOOL SPEECH ASSOC						(55.00)
21 729 000 6120 910					FORENSICS						7,420.53
					<b>*Current Activity</b>						
					<b>*Ending Balance:</b>	165.00	110.00	0.00	0.00	0.00	7,420.53
21 729 000 6210 910					CHOIR FUND						2,928.98
					CHOIR FUND						
21 0000 1740 910 6210					FEES CHOIR FUND						
06/01/2021	CR	286621			robe cleaning	0.00	15.00	0.00	0.00		
06/10/2021	CR	286634			robe cleaning	0.00	15.00	0.00	0.00		
06/30/2021	GJ	8			PFI payments for June 2021	0.00	15.00	0.00	0.00		
21 0109 1400 910 6210 340					OTHER PROFESSIONAL HS CHOIR						
06/30/2021	GJ	8			PFI payments for June 2021	0.53	0.00	0.00	0.00		44.47
21 729 000 6210 910					CHOIR FUND						2,973.45
					<b>*Current Activity</b>						
					<b>*Ending Balance:</b>	0.53	45.00	0.00	0.00	0.00	2,973.45
21 729 000 6220 910					INSTRUMENTAL MUSIC						7,430.07
					INSTRUMENTAL MUSIC						
21 0000 1710 910 6220					ADMISSIONS INSTRUMENTAL MUSIC						
06/24/2021	GJ	6			Disburse athletic passes y/e 2021	0.00	499.08	0.00	0.00		
21 0000 1740 910 6220					FEES INSTRUMENTAL MUSIC						
06/01/2021	CR	286622			uniform cleaning	0.00	15.00	0.00	0.00		
06/10/2021	CR	286635			uniform cleaning	0.00	15.00	0.00	0.00		
06/30/2021	GJ	8			PFI payments for June 2021	0.00	15.00	0.00	0.00		
21 0109 1400 910 6220 340					OTHER PROFESSIONAL HS BAND						
06/30/2021	GJ	8			PFI payments for June 2021	0.53	0.00	0.00	0.00		543.55
21 729 000 6220 910					INSTRUMENTAL MUSIC						7,973.62
					<b>*Current Activity</b>						
					<b>*Ending Balance:</b>	0.53	544.08	0.00	0.00	0.00	7,973.62
21 729 000 6224 910					MIDDLE SCHOOL MUSIC						2,522.95
					<b>*Previous Balance</b>						2,522.95
					<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	2,522.95
21 729 000 6225 910					UNRESERVED-FUND BAL HS BAND COLOR GUARD						1.25
					<b>*Previous Balance</b>						1.25
21 729 000 6225 910					UNRESERVED-FUND BAL HS BAND COLOR GUARD						
21 0000 1920 910 6225					DONATIONS HS BAND COLORGUARD						
06/08/2021	CR	286628			donation	0.00	300.00	0.00	0.00		300.00
21 729 000 6225 910					UNRESERVED-FUND BAL HS BAND COLOR GUARD						300.00
					<b>*Current Activity</b>						

Activity Fund Balance Report - Detail - Include Encumbrances  
06/2021 - 06/2021  
Activity Fund Balance Report June 2021 (after all y/e entries)

Fund: 21 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						*Ending Balance:	0.00	300.00	0.00	0.00	0.00	301.25
						*Previous Balance						(9,774.80)
21 729 000 6600 920					HS ATHLETIC GEN							
21 729 000 6600 920					HS ATHLETIC GEN							
06/30/2021	GJ	11			zero out correction 8/1/20 GJ 5	0.00	0.00	0.00	0.00	(489.40)		
06/30/2021	GJ	11			reverse entry #11 6/30/2021	0.00	0.00	0.00	0.00	489.40		
06/30/2021	GJ	16			correct CAR 2021	0.00	0.00	0.00	0.00	564.40		
06/30/2021	GJ	17			Correct GJ 16	0.00	0.00	0.00	0.00	(564.40)		
06/30/2021	GJ	18			correct CAR 2021	0.00	0.00	0.00	0.00	(564.40)		
21 0000 1710 920 6600					ADMISSIONS HS ATHLETIC GENERAL							
06/24/2021	GJ	6			Disburse athletic passes y/e 2021	0.00	9,482.61	0.00	0.00			
21 0000 1710 920 6730					ADMISSIONS BASEBALL							
06/01/2021	CR	286627			admission	0.00	536.00	0.00	0.00			
06/02/2021	CR	286643			admission	0.00	375.00	0.00	0.00			
06/02/2021	CR	286648			admission	0.00	97.50	0.00	0.00			
06/03/2021	CR	286639			admission	0.00	68.50	0.00	0.00			
06/03/2021	CR	286642			admission	0.00	85.00	0.00	0.00			
06/08/2021	CR	286645			admission	0.00	325.00	0.00	0.00			
06/08/2021	CR	286650			admission	0.00	78.00	0.00	0.00			
06/11/2021	CR	286651			admission	0.00	483.00	0.00	0.00			
06/14/2021	CR	286666			admission	0.00	402.50	0.00	0.00			
06/14/2021	CR	286667			admission	0.00	145.50	0.00	0.00			
06/18/2021	CR	286672			admission	0.00	395.00	0.00	0.00			
06/24/2021	CR	286676			admissions	0.00	126.50	0.00	0.00			
06/24/2021	CR	286678			admissions.	0.00	388.00	0.00	0.00			
06/28/2021	CR	286682			admissions	0.00	420.00	0.00	0.00			
06/28/2021	CR	286685			admissions	0.00	144.00	0.00	0.00			
06/28/2021	CR	286687			admissions	0.00	67.00	0.00	0.00			
06/30/2021	CD	06222021hsbba 11		24313	BEG. CASH	0.00	300.00	0.00	0.00			
		dm Void Check										
06/30/2021	CR	286688			admissions	0.00	411.00	0.00	0.00			
21 0000 1710 920 6835					ADMISSIONS SOFTBALL							
06/02/2021	CR	286644			admission	0.00	75.00	0.00	0.00			
06/02/2021	CR	286647			admission	0.00	397.50	0.00	0.00			
06/03/2021	CR	286638			admission	0.00	368.50	0.00	0.00			
06/03/2021	CR	286641			admission	0.00	385.00	0.00	0.00			
06/05/2021	CR	286640			admission	0.00	472.00	0.00	0.00			
06/08/2021	CR	286646			admission	0.00	25.00	0.00	0.00			
06/08/2021	CR	286649			admission	0.00	378.00	0.00	0.00			
06/14/2021	CR	286665			admission	0.00	102.50	0.00	0.00			
06/14/2021	CR	286668			admission	0.00	445.50	0.00	0.00			
06/24/2021	CR	286677			admissions	0.00	426.50	0.00	0.00			
06/24/2021	CR	286679			admissions	0.00	88.00	0.00	0.00			
06/28/2021	CR	286683			admissions	0.00	120.00	0.00	0.00			
06/28/2021	CR	286684			admissions	0.00	444.00	0.00	0.00			
06/28/2021	CR	286686			admissions	0.00	367.00	0.00	0.00			
06/30/2021	CD	06302021hssba 11		24304	BEG. CASH	0.00	300.00	0.00	0.00			
		dm Void Check										
06/30/2021	CD	06162021hssba 11		24301	BEG. CASH	0.00	300.00	0.00	0.00			
		dm Void Check										

Activity Fund Balance Report - Detail - Include Encumbrances  
06/2021 - 06/2021  
Activity Fund Balance Report June 2021 (after all y/e entries)

Fund: 21 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
21 0000 1740 920 6660					FEES GOLF							
06/10/2021	CR	286632			entry fee	0.00	120.00	0.00	0.00			
06/11/2021	CR	286637			state participant	0.00	325.92	0.00	0.00			
06/15/2021	CR	286657			entry fee	0.00	60.00	0.00	0.00			
06/15/2021	CR	286658			state participant	0.00	48.84	0.00	0.00			
06/17/2021	CR	286663			entry fee	0.00	60.00	0.00	0.00			
21 0000 1740 920 6740					FEES BOYS TRACK							
06/11/2021	CR	286636			state participant	0.00	104.25	0.00	0.00			
06/15/2021	CR	286655			district track host	0.00	576.60	0.00	0.00			
21 0000 1740 920 6840					FEES GIRLS TRACK							
06/10/2021	CR	286630			state track participants	0.00	103.50	0.00	0.00			
06/15/2021	CR	286656			district track host	0.00	576.60	0.00	0.00			
21 0000 1790 920 6600					FUND RAISERS HS ATHLETIC GENERAL							
06/23/2021	CR	286671			scoreboard signage	0.00	4,259.50	0.00	0.00			
06/25/2021	CR	286680			Tiger Nation flags	0.00	375.00	0.00	0.00			
21 0000 1920 920 6600					CONTRIBUTIONS & DONATIONS HS ATHLETIC G							
06/30/2021	GJ	21			correct GJ20	0.00	564.40	0.00	0.00			
21 0000 1920 920 6660					CONTRIBUTIONS & DONATIONS GOLF							
06/16/2021	CR	286659			state rosters	0.00	150.00	0.00	0.00			
21 0000 1920 920 6740					CONTRIBUTIONS & DONATIONS BOYS TRACK							
06/16/2021	CR	286660			state rosters	0.00	425.00	0.00	0.00			
21 0000 1920 920 6840					CONTRIBUTIONS & DONATIONS GIRLS TRACK							
06/21/2021	CR	286670			donation state roster	0.00	425.00	0.00	0.00			
21 0000 5210 920 6720					INTERFUND TRANSFER HS ATH FB							
06/15/2021	CR	286654			safety equipment reimbursement	0.00	6,343.62	0.00	0.00			
21 0000 5210 920 6730					HS BASEBALL INTERFUND TRANSFER							
06/15/2021	CR	286652			safety equipment reimbursement	0.00	88.00	0.00	0.00			
21 0000 5210 920 6790					INTERFUND TRANSFER GENERALFUND HS WR							
06/15/2021	CR	286653			safety equipment reimbursement	0.00	269.40	0.00	0.00			
21 0109 1400 920 6600 221					FICA HS ATH GEN							
06/14/2021	CD	06202021pyckb usaide	11	24388	bus, aide, field paint, concession manag	38.25	0.00	0.00	0.00	TIPTON COMMUNITY SCHOOL DISTRICT		
21 0109 1400 920 6600 231					IPERS HS ATH GENERAL							
06/14/2021	CD	06202021pyckb usaide	11	24388	bus, aide, field paint, concession manag	47.20	0.00	0.00	0.00	TIPTON COMMUNITY SCHOOL DISTRICT		
21 0109 1400 920 6600 345					OTHER PROFESSIONAL HS ATH GENERAL							
06/14/2021	CD	06202021pyckb usaide	11	24388	bus, aide, field paint, concession manag	500.00	0.00	0.00	0.00	TIPTON COMMUNITY SCHOOL DISTRICT		
21 0109 1400 920 6600 612					GENERAL SUPPLIES HS ATH GENERAL							
05/31/2021	CD	may2021statem ents	11	24374	donuts, candy, treats, etc.	233.18	0.00	0.00	0.00	FAMILY FOODS		
06/01/2021	CD	06162021statem ent	11	24366	concession items and candy for MS	300.90	0.00	0.00	0.00	SAM'S CLUB		
06/02/2021	CD	061421statemen t	11	24359	flowers and WD 40	11.98	0.00	0.00	0.00	JOHN DEERE FINANCIAL		
06/24/2021	CD	spring2021conc ession	11	24404	concession supplies	216.30	0.00	0.00	0.00	TIPTON ATHLETIC BOOSTERS		
06/30/2021	GJ	17			correct GJ #16 for CAR zero out	564.40	0.00	0.00	0.00			
06/30/2021	GJ	19			correct GJ 17 made in error	(564.40)	0.00	0.00	0.00			
21 0109 1400 920 6660 580					TRAVEL HS ATH GOLF							

Activity Fund Balance Report - Detail - Include Encumbrances  
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Activity Fund Balance Report June 2021 (after all y/e entries)

Fund: 21 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
07/20/2021	CD	07022021statem ent	11	24369	decor, treats, etc.	BMO FINANCIAL GROUP	833.28	0.00	0.00	0.00		
07/20/2021	CD	07022021statem ent	11	24369	decor, treats, etc.	BMO FINANCIAL GROUP	672.00	0.00	0.00	0.00		
21 0109 1400 920 6720 612					GENERAL SUPPLIES HS ATH FOOTBALL							
05/20/2021	CD	912760257	11	24360	shoulder pads - C Koch	BSN SPORTS	544.99	0.00	0.00	0.00		
06/02/2021	CD	16313	11	24395	state playoff trophy names	ELITE SPORTS	19.78	0.00	0.00	0.00		
21 0109 1400 920 6725 221					FICA HS Ath Boys Soccer Game Help							
06/14/2021	CD	06202021pyckb usaide	11	24388	bus, aide, field paint, concession manag	TIPTON COMMUNITY SCHOOL DISTRICT	22.95	0.00	0.00	0.00		
21 0109 1400 920 6725 231					IPERS HS Boys Soccer Game Help							
06/14/2021	CD	06202021pyckb usaide	11	24388	bus, aide, field paint, concession manag	TIPTON COMMUNITY SCHOOL DISTRICT	28.32	0.00	0.00	0.00		
21 0109 1400 920 6725 345					OFFICIALS HS BOYS SOCCER							
06/02/2021	CD	2021season	11	24345	assignor	Arney, Greg	48.00	0.00	0.00	0.00		
06/14/2021	CD	06202021pyckb usaide	11	24388	bus, aide, field paint, concession manag	TIPTON COMMUNITY SCHOOL DISTRICT	300.00	0.00	0.00	0.00		
21 0109 1400 920 6730 345					OTHER PROFESSIONAL HS ATH BASEBALL							
05/26/2021	CD	05262021hsbb	11	24357	official	Rezac, Kayden	105.00	0.00	0.00	0.00		
05/26/2021	CD	05262021hsbb	11	24358	official	Syring, Cole	105.00	0.00	0.00	0.00		
06/01/2021	CD	06012021hsbb	11	24361	official	JANSSEN, STEVE	133.34	0.00	0.00	0.00		
06/01/2021	CD	06012021hsbb	11	24362	official	KNOBBE, PAT	135.64	0.00	0.00	0.00		
06/02/2021	CD	06022021hsbb	11	24364	official	Rezac, Kayden	105.00	0.00	0.00	0.00		
06/02/2021	CD	06022021hsbb	11	24367	official	Syring, Cole	105.00	0.00	0.00	0.00		
06/02/2021	CD	06022021hsbb	11	24379	official	Merfeld, Michael	122.94	0.00	0.00	0.00		
06/02/2021	CD	06022021hsbb	11	24386	official	Sheridan, Ben	123.40	0.00	0.00	0.00		
06/03/2021	CD	06032021hsbb	11	24384	official	Posivio, Luke	127.82	0.00	0.00	0.00		
06/03/2021	CD	06032021hsbb	11	24389	official	TROENDLE, MARK	135.18	0.00	0.00	0.00		
06/08/2021	CD	06082021hsbb	11	24376	official	HART, GARY	132.42	0.00	0.00	0.00		
06/08/2021	CD	06082021hsbb	11	24368	official	ADOLPHSON, JACK	135.18	0.00	0.00	0.00		
06/11/2021	CD	06112021hsbb	11	24370	official	BRAUGHTON, ROB	80.00	0.00	0.00	0.00		
06/11/2021	CD	06112021hsbb	11	24383	official	POCH, BILL	107.14	0.00	0.00	0.00		
06/14/2021	CD	06142021hsbb	11	24420	official	Rezac, Kayden	105.00	0.00	0.00	0.00		
06/14/2021	CD	06142021hsbb	11	24421	official	Syring, Cole	105.00	0.00	0.00	0.00		
06/14/2021	CD	06142021hsbb	11	24396	official	KNOBBE, PAT	135.64	0.00	0.00	0.00		
06/14/2021	CD	06142021hsbb	11	24397	official	MARK, ANDREW	141.16	0.00	0.00	0.00		
06/18/2021	CD	06182021hsbb	11	24400	official	ROY, ADAM	91.96	0.00	0.00	0.00		
06/18/2021	CD	06182021hsbb	11	24401	official	SCHAEFER, MATTHEW	97.94	0.00	0.00	0.00		
06/21/2021	CD	06212021hsbb	11	24402	official	Sternhagen, Chase	105.00	0.00	0.00	0.00		
06/21/2021	CD	06212021hsbb	11	24392	official	Carlson, Jeff	105.00	0.00	0.00	0.00		
06/22/2021	CD	06222021hsbb	11	24414	official	DOERRING, BRAD	125.98	0.00	0.00	0.00		
06/22/2021	CD	06222021hsbb	11	24418	official	LARSON, TAYLOR	135.64	0.00	0.00	0.00		
06/24/2021	CD	06242021hsbb	11	24406	official	HALL, KIM	139.78	0.00	0.00	0.00		
06/24/2021	CD	06242021hsbb	11	24407	official	JACOBS, MICHAEL	136.56	0.00	0.00	0.00		
06/28/2021	CD	06282021hsbb	11	24416	official	Klostermann, Kevin	137.48	0.00	0.00	0.00		
06/28/2021	CD	06282021hsbb	11	24422	official	TROENDLE, MARK	135.18	0.00	0.00	0.00		
06/30/2021	CD	06302021hsbb	11	24426	official	NEUERBURG, ZACH	123.40	0.00	0.00	0.00		
06/30/2021	CD	06302021hsbb	11	24424	official	CORT, SCOTT	137.20	0.00	0.00	0.00		
07/02/2021	CD	2126	11	24440	2021 SB/BB schedule officials	IOWA CITY ATHLETIC OFFICIALS ASSOCIATION	125.00	0.00	0.00	0.00		
21 0109 1400 920 6730 612					GENERAL SUPPLIES HS ATH BASEBALL							

Activity Fund Balance Report - Detail - Include Encumbrances  
06/2021 -- 06/2021

Activity Fund Balance Report June 2021 (after all y/e entries)

Fund: 21 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding	Outstanding	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description				AP	PO		
06/23/2021	CD	7046	11	24410	field rental	MOUNT MERCY UNIVERSITY	215.00	0.00	0.00	0.00		
21 0109 1400 920 6740 580					TRAVEL HS ATH BOYS TRACK							
04/27/2021	CD	4133	11	24351	hotel rooms	ELEMENT WEST DES MOINES, THE	268.80	0.00	0.00	0.00		
05/22/2021	CD	1688	11	24353	rooms at state	Hotel Renovo	2,938.32	0.00	0.00	0.00		
05/31/2021	CD	may2021staterm ents	11	24374	donuts, candy, treats, etc.	FAMILY FOODS	125.00	0.00	0.00	0.00		
21 0109 1400 920 6815 345					OTHER PROFESSIONAL HS ATH VOLLEYBALL							
03/28/2021	CD	2020-031	11	24373	2020 assignor	EAST CENTRAL IOWA VB OFFICIAL ASSOCIATION	75.00	0.00	0.00	0.00		
21 0109 1400 920 6825 221					FICA HS Ath Girl Soccer Game Help							
06/14/2021	CD	06202021pyckb usaide	11	24388	bus, aide, field paint, concession manag	TIPTON COMMUNITY SCHOOL DISTRICT	22.95	0.00	0.00	0.00		
21 0109 1400 920 6825 231					IPERS HS Ath Girls Soccer Game Help							
06/14/2021	CD	06202021pyckb usaide	11	24388	bus, aide, field paint, concession manag	TIPTON COMMUNITY SCHOOL DISTRICT	28.32	0.00	0.00	0.00		
21 0109 1400 920 6825 345					OFFICIALS HS GIRLS SOCCER							
06/02/2021	CD	2021season	11	24345	assignor	Arney, Greg	48.00	0.00	0.00	0.00		
06/14/2021	CD	06202021pyckb usaide	11	24388	bus, aide, field paint, concession manag	TIPTON COMMUNITY SCHOOL DISTRICT	300.00	0.00	0.00	0.00		
21 0109 1400 920 6835 340					OTHER PROFESSIONAL HS ATH SOFTBALL							
06/01/2021	CD	2020sbpa	11	24365	PA summer 2020	Ryan, Robert	135.00	0.00	0.00	0.00		
06/30/2021	CD	2021sbPA	11	24441	announce softball summer 2021	RYAN, Allison	150.00	0.00	0.00	0.00		
21 0109 1400 920 6835 345					OTHER PROFESSIONAL HS ATH SOFTBALL							
06/02/2021	CD	06022021hssb	11	24390	official	WILSON, DUANE	115.58	0.00	0.00	0.00		
06/02/2021	CD	06022021hssb	11	24380	official	MILLER, BART	110.98	0.00	0.00	0.00		
06/03/2021	CD	06032021hssb	11	24381	official	MOFFIT, HUNTER	92.28	0.00	0.00	0.00		
06/03/2021	CD	06032021hssb	11	24387	official	SWICK, DAN	91.82	0.00	0.00	0.00		
06/05/2021	CD	06052021hssb	11	24377	official	HENZE, CHRIS	123.40	0.00	0.00	0.00		
06/05/2021	CD	06052021hssb	11	24378	official	LAW, CHRISTOPHER	120.18	0.00	0.00	0.00		
06/08/2021	CD	06082021hssb	11	24375	official	GRIFFITHS, FRED	89.06	0.00	0.00	0.00		
06/08/2021	CD	06082021hssb	11	24385	official	SESKER, KENT	80.32	0.00	0.00	0.00		
06/14/2021	CD	06142021hssb	11	24403	official	VAUGHN, LINDA	121.56	0.00	0.00	0.00		
06/14/2021	CD	06142021hssb	11	24399	official	RITCHIE, PHIL	122.48	0.00	0.00	0.00		
06/24/2021	CD	06242021hssb	11	24411	official	MURPHY, JOHN	90.44	0.00	0.00	0.00		
06/24/2021	CD	06242021hssb	11	24409	official	Lewis, Toni	87.68	0.00	0.00	0.00		
06/28/2021	CD	06282021hssb	11	24417	official	LANGE, MICHAEL	110.52	0.00	0.00	0.00		
06/28/2021	CD	06282021hssb	11	24419	official	Murphy, Edward	125.70	0.00	0.00	0.00		
07/02/2021	CD	2126	11	24440	2021 SB/BB schedule officials	IOWA CITY ATHLETIC OFFICIALS ASSOCIATION	125.00	0.00	0.00	0.00		
21 0109 1400 920 6835 612					GENERAL SUPPLIES HS ATH SOFTBALL							
06/02/2021	CD	may2021purchses	11	24344	nets, buckets, balls, weights, etc.	AMAZON CAPITAL SERVICES	857.72	0.00	0.00	0.00		
21 0109 1400 920 6840 580					TRAVEL HS ATH GT							
05/22/2021	CD	1688	11	24353	rooms at state	Hotel Renovo	2,938.32	0.00	0.00	0.00		
05/31/2021	CD	may2021staterm ents	11	24374	donuts, candy, treats, etc.	FAMILY FOODS	125.00	0.00	0.00	0.00		
<b>21 729 000 6600 920</b>					<b>HS ATHLETIC GEN</b>	<b>*Current Activity</b>						15,948.30
						<b>*Ending Balance:</b>	17,387.54	33,900.24	0.00	0.00	(564.40)	6,173.50
<b>21 729 000 6646 920</b>					<b>CROSS COUNTRY SPECIAL</b>	<b>*Previous Balance</b>						1,857.81

Activity Fund Balance Report - Detail - Include Encumbrances  
· 06/2021 - 06/2021  
Activity Fund Balance Report June 2021 (after all y/e entries)

Fund: 21 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,857.81
						*Previous Balance						(767.44)
21 729 000 6661 920					GOLF SPECIAL							
21 729 000 6661 920					GOLF SPECIAL							
21 0000 1920 920 6661					CONTRIBUTIONS & DONATIONS GOLF SPECIAL							
06/24/2021	CR	286674			donation for MEVO golf monitor		0.00	998.00	0.00	0.00		
21 0109 1400 920 6661 612					GENERAL SUPPLIES GOLF SPECIAL							
07/20/2021	CD	07022021stament	11	24369	decor, treats, etc.	BMO FINANCIAL GROUP	85.00	0.00	0.00	0.00		
21 729 000 6661 920					GOLF SPECIAL							913.00
						*Current Activity						
						*Ending Balance:	85.00	998.00	0.00	0.00	0.00	145.56
						*Previous Balance						3,382.88
21 729 000 6711 920					BOYS BASKETBALL SPECIAL							
21 729 000 6711 920					BOYS BASKETBALL SPECIAL							
21 0000 1920 920 6711					CONTRIBUTIONS & DONATIONS BOYS BASKETBA							
06/16/2021	CR	286661			donation		0.00	1,854.76	0.00	0.00		
21 0109 1400 920 6711 612					GENERAL SUPPLIES BOYS BASKETBALL SPECIAL							
05/27/2021	CD	052621-11	11	24382	uniforms	MONTICELLO SPORTS	3,792.00	0.00	0.00	0.00		
05/31/2021	CD	may2021stament	11	24374	donuts, candy, treats, etc.	FAMILY FOODS	456.59	0.00	0.00	0.00		
21 729 000 6711 920					BOYS BASKETBALL SPECIAL							(2,393.83)
						*Current Activity						
						*Ending Balance:	4,248.59	1,854.76	0.00	0.00	0.00	989.05
						*Previous Balance						1,211.94
21 729 000 6721 920					FOOTBALL SPECIAL							
21 729 000 6721 920					FOOTBALL SPECIAL							
21 0000 1790 920 6721					FUND RAISERS FOOTBALL SPECIAL							
06/01/2021	CR	286618			fairground clean up		0.00	229.30	0.00	0.00		
21 0109 1400 920 6721 612					GENERAL SUPPLIES FOOTBALL SPECIAL							
06/21/2021	CD	arinv-620385	11	24412	helmet decals	SPORTDECALS	241.16	0.00	0.00	0.00		
06/28/2021	CD	062821-3	11	24425	jerseys and wrist coaches	MONTICELLO SPORTS	488.25	0.00	0.00	0.00		
21 729 000 6721 920					FOOTBALL SPECIAL							(500.11)
						*Current Activity						
						*Ending Balance:	729.41	229.30	0.00	0.00	0.00	711.83
						*Previous Balance						970.10
21 729 000 6726 920					FUND BALANCES HS BOYS SOCCER SPECIAL							
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	970.10
						*Previous Balance						3,853.17
21 729 000 6731 920					BASEBALL SPECIAL							
21 729 000 6731 920					BASEBALL SPECIAL							
21 0000 1920 920 6731					CONTRIBUTIONS & DONATIONS BASEBALL SPEC							
06/10/2021	CR	286629			donation		0.00	1,571.15	0.00	0.00		
06/16/2021	CR	286662			donation		0.00	78.38	0.00	0.00		
21 0109 1400 920 6731 612					GENERAL SUPPLIES BASEBALL SPECIAL							
05/19/2021	CD	912742657	11	24346	jerseys	BSN SPORTS	1,205.89	0.00	0.00	0.00		
05/20/2021	CD	912760235	11	24346	hats	BSN SPORTS	1,466.13	0.00	0.00	0.00		
06/02/2021	CD	may2021purcha	11	24344	nets, buckets, balls, weights, etc.	AMAZON CAPITAL SERVICES	233.78	0.00	0.00	0.00		
21 729 000 6731 920					BASEBALL SPECIAL							(1,256.27)
						*Current Activity						

Activity Fund Balance Report - Detail - Include Encumbrances  
06/2021 - 06/2021  
Activity Fund Balance Report June 2021 (after all y/e entries)

Fund: 21 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						*Ending Balance:	2,905.80	1,649.53	0.00	0.00	0.00	2,596.90
						*Previous Balance						(0.38)
21 729 000 6741 920					BOYS TRACK SPECIAL							
21 729 000 6741 920					BOYS TRACK SPECIAL							
21 0000 1920 920 6741					CONTRIBUTIONS & DONATIONS BOYS TRACK SP							
06/28/2021	CR	286681			donation	0.00	1.00	0.00	0.00			1.00
21 729 000 6741 920					BOYS TRACK SPECIAL							
						*Current Activity						
						*Ending Balance:	0.00	1.00	0.00	0.00	0.00	0.62
						*Previous Balance						4,910.20
21 729 000 6791 920					WRESTLING SPECIAL							
21 729 000 6791 920					WRESTLING SPECIAL							
21 0109 1400 920 6791 612					GENERAL SUPPLIES WRESTLING SPECIAL							
05/31/2021	CD	may2021statem ents	11	24374	donuts, candy, treats, etc.	456.58	0.00	0.00	0.00			(456.58)
21 729 000 6791 920					WRESTLING SPECIAL							
						*Current Activity						
						*Ending Balance:	456.58	0.00	0.00	0.00	0.00	4,453.62
						*Previous Balance						4,405.79
21 729 000 6811 920					GIRLS BASKETBALL SPECIAL							
21 729 000 6811 920					GIRLS BASKETBALL SPECIAL							
21 0109 1400 920 6811 612					GENERAL SUPPLIES GBB SPECIAL							
05/31/2021	CD	may2021statem ents	11	24374	donuts, candy, treats, etc.	456.58	0.00	0.00	0.00			(456.58)
21 729 000 6811 920					GIRLS BASKETBALL SPECIAL							
						*Current Activity						
						*Ending Balance:	456.58	0.00	0.00	0.00	0.00	3,949.21
						*Previous Balance						3,261.35
21 729 000 6816 920					VOLLEYBALL SPECIAL							
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	3,261.35
						*Previous Balance						1,950.89
21 729 000 6826 920					FUND BALANCES HS GIRLS SOCCER SPECIAL							
21 729 000 6826 920					FUND BALANCES HS GIRLS SOCCER SPECIAL							
21 0109 1400 920 6826 580					TRAVEL Girl Soccer Special							
07/20/2021	CD	07022021statem ent	11	24369	decor, treats, etc.	54.51	0.00	0.00	0.00			
07/20/2021	CD	07022021statem ent	11	24369	decor, treats, etc.	134.00	0.00	0.00	0.00			
21 0109 1400 920 6826 612					HS GIRLS SOCCER SPECIAL SUPPLIES							
05/04/2021	CD	05042021	11	24352	sandwiches at concession stand	159.50	0.00	0.00	0.00			(348.01)
21 729 000 6826 920					FUND BALANCES HS GIRLS SOCCER SPECIAL							
						*Current Activity						
						*Ending Balance:	348.01	0.00	0.00	0.00	0.00	1,642.88
						*Previous Balance						1,199.76
21 729 000 6836 920					SOFTBALL SPECIAL							
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,199.76
						*Previous Balance						2,078.72
21 729 000 6841 920					GIRLS TRACK SPECIAL							
21 729 000 6841 920					GIRLS TRACK SPECIAL							
21 0000 1920 920 6841					CONTRIBUTIONS & DONATIONS GIRLS TRACK S							
06/01/2021	CR	286623			donation	0.00	50.00	0.00	0.00			50.00
21 729 000 6841 920					GIRLS TRACK SPECIAL							
						*Current Activity						

Activity Fund Balance Report - Detail - Include Encumbrances  
06/2021 - 06/2021  
Activity Fund Balance Report June 2021 (after all y/e entries)

Fund: 21 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PQ	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						*Ending Balance:	0.00	50.00	0.00	0.00	0.00	2,128.72
21 729 000 6846 920					UNRESERVED-FUND BALANCE SPECIAL S&C	*Previous Balance						216.26
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	216.26
21 729 000 6871 920					GIRLS SWIMMING SPECIAL	*Previous Balance						1,230.78
21 729 000 6871 920					GIRLS SWIMMING SPECIAL							
21 0109 1400 920 6871 612					GENERAL SUPPLIES SWIMMING SPECIAL							
06/02/2021	CD	BLemburg2021r efund	11	24363	Bree Lemburg	SCHOOL LUNCH	52.00	0.00	0.00	0.00		
21 729 000 6871 920					GIRLS SWIMMING SPECIAL	*Current Activity						(52.00)
						*Ending Balance:	52.00	0.00	0.00	0.00	0.00	1,178.78
21 729 000 7001 950					ACADEMIC DECATHLON	*Previous Balance						1,606.66
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,606.66
21 729 000 7002 950					ART CLUB	*Previous Balance						117.02
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	117.02
21 729 000 7004 950					THESPIANS/DRAMA	*Previous Balance						4,724.90
21 729 000 7004 950					THESPIANS/DRAMA							
21 0000 1710 910 6110					ADMISSIONS DRAMA							
06/30/2021	GJ	14			online ticket sales Show Tix4U		0.00	139.75	0.00	0.00		
21 0000 1730 950 7004					STUDENT ORGANIZATION MEMB DUES THESPIAN							
06/10/2021	CR	286633			dues		0.00	240.00	0.00	0.00		
21 0109 1400 910 6110 612					GENERAL SUPPLIES HS DRAMA							
05/28/2021	CD	2021oscar	11	24349	oscar awards	Donohoe, Ellie	43.97	0.00	0.00	0.00		
05/28/2021	CD	2021seniorgifts	11	24350	senior gifts	Eiselstein, Dakota	51.75	0.00	0.00	0.00		
07/20/2021	CD	07022021statem ent	11	24369	decor, treats, etc.	BMO FINANCIAL GROUP	56.43	0.00	0.00	0.00		
21 729 000 7004 950					THESPIANS/DRAMA	*Current Activity						227.60
						*Ending Balance:	152.15	379.75	0.00	0.00	0.00	4,952.50
21 729 000 7005 950					HONOR SOCIETY	*Previous Balance						(498.35)
21 729 000 7005 950					HONOR SOCIETY							
06/30/2021	GJ	10			correct GJ 9 from 6/30/2020		0.00	0.00	0.00	0.00	564.40	
06/30/2021	GJ	11			zero out correction 8/1/20 GJ 5		0.00	0.00	0.00	0.00	489.40	
06/30/2021	GJ	11 reversal			reverse entry #11 6/30/2021		0.00	0.00	0.00	0.00	(489.40)	
06/30/2021	GJ	16			correct CAR 2021		0.00	0.00	0.00	0.00	(564.40)	
06/30/2021	GJ	18			correct GJ #16		0.00	0.00	0.00	0.00	564.40	
06/30/2021	GJ	18			correct CAR 2021		0.00	0.00	0.00	0.00	564.40	
06/30/2021	GJ	9			Reverse 6/30/2020 GJ 19 & 25		0.00	0.00	0.00	0.00	(564.40)	
21 0000 1920 950 7005					CONTRIBUTIONS & DONATIONS HONOR SOCIETY							
06/18/2021	GJ	2			zero out NHS acct y/e 2021		0.00	498.35	0.00	0.00		
06/30/2021	GJ	17			correct GJ #16 for CAR zero out		0.00	564.40	0.00	0.00		
06/30/2021	GJ	19			correct GJ 17 made in error		0.00	(564.40)	0.00	0.00		
21 0109 1400 950 7005 612					GENERAL SUPPLIES NATIONAL HONOR SOCIETY							
06/30/2021	GJ	20			zero out NHS		564.40	0.00	0.00	0.00		

Activity Fund Balance Report - Detail - Include Encumbrances  
06/2021 - 06/2021  
Activity Fund Balance Report June 2021 (after all y/e entries)

Fund: 21 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
21 729 000 7005 950			HONOR SOCIETY			*Current Activity					498.35	
						*Ending Balance:	564.40	498.35	0.00	0.00	564.40	0.00
21 729 000 7006 950			FALL CHEERLEADERS			*Previous Balance					1,198.24	
						*Ending Balance:	0.00	0.00	0.00	0.00	1,198.24	
21 729 000 7008 950			WINTER CHEERLEADERS			*Previous Balance					1,953.45	
21 729 000 7008 950			WINTER CHEERLEADERS									
21 0109 1400 950 7008 612			GENERAL SUPPLIES WRESTLE CHEERLDRS									
05/31/2021	CD	may2021stament	11	24374	donuts, candy, treats, etc.	FAMILY FOODS	4.90	0.00	0.00	0.00		
21 729 000 7008 950			WINTER CHEERLEADERS			*Current Activity					(4.90)	
						*Ending Balance:	4.90	0.00	0.00	0.00	1,948.55	
21 729 000 7009 950			HIGH SCHOOL STUDENT COUNCIL			*Previous Balance					728.71	
21 729 000 7009 950			HIGH SCHOOL STUDENT COUNCIL									
21 0109 1400 950 7009 580			TRAVEL HS STUDENT COUNCIL									
05/31/2021	CD	may2021stament	11	24374	donuts, candy, treats, etc.	FAMILY FOODS	24.11	0.00	0.00	0.00		
21 0109 1400 950 7009 612			GENERAL SUPPLIES HS STUDENT COUNCIL									
06/02/2021	CD	may2021purcha	11	24344	nets, buckets, balls, weights, etc.	AMAZON CAPITAL SERVICES	38.73	0.00	0.00	0.00		
07/20/2021	CD	07022021stament	11	24369	decor, treats, etc.	BMO FINANCIAL GROUP	147.87	0.00	0.00	0.00		
21 729 000 7009 950			HIGH SCHOOL STUDENT COUNCIL			*Current Activity					(210.71)	
						*Ending Balance:	210.71	0.00	0.00	0.00	518.00	
21 729 000 7010 950			FFA			*Previous Balance					11,105.45	
21 729 000 7010 950			FFA									
21 0109 1400 950 7010 580			TRAVEL FFA									
06/30/2021	CD	080121stament	11	24434	hotel rooms and Adventureland tickets	BMO FINANCIAL GROUP	721.68	0.00	0.00	0.00		
07/20/2021	CD	07022021stament	11	24369	decor, treats, etc.	BMO FINANCIAL GROUP	113.52	0.00	0.00	0.00		
21 0109 1400 950 7010 612			GENERAL SUPPLIES FFA									
04/20/2021	CD	24437	11	24354	state convention	IOWA FFA ASSOCIATION	180.00	0.00	0.00	0.00		
05/01/2021	CD	05192021stament	11	24347	bins, flower pots, flowers, etc.	Capital One	48.91	0.00	0.00	0.00		
06/30/2021	CD	080121stament	11	24434	hotel rooms and Adventureland tickets	BMO FINANCIAL GROUP	80.00	0.00	0.00	0.00		
07/20/2021	CD	07022021stament	11	24369	decor, treats, etc.	BMO FINANCIAL GROUP	720.00	0.00	0.00	0.00		
21 0109 2620 950 7010 622			FFA ELECTRICITY									
06/01/2021	CD	may2021barn	11	24348	utilities	CITY OF TIPTON	20.72	0.00	0.00	0.00		
06/24/2021	CD	June2021barn	11	24405	utilities June 2021 kidde barn	CITY OF TIPTON	39.37	0.00	0.00	0.00		
21 729 000 7010 950			FFA			*Current Activity					(1,924.20)	
						*Ending Balance:	1,924.20	0.00	0.00	0.00	9,181.25	
21 729 000 7011 950			UNRESERVED-FUND BALANCE FCCLA			*Previous Balance					2,232.97	

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Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,232.97
						*Previous Balance						3,045.88
21 729 000 7012 950					RESTRICTED FUND BALANCES FBLA							
21 729 000 7012 950					RESTRICTED FUND BALANCES FBLA							
21 0000 1790 950 7012					FUND RAISERS FBLA							
06/02/2021	CR	286625			salsa fundraiser		0.00	1,015.00	0.00	0.00		
06/10/2021	CR	286631			salsa fundraiser		0.00	420.00	0.00	0.00		
21 729 000 7012 950					RESTRICTED FUND BALANCES FBLA	*Current Activity						1,435.00
						*Ending Balance:	0.00	1,435.00	0.00	0.00	0.00	4,480.88
						*Previous Balance						8,036.06
21 729 000 7014 950					YEARBOOK							
21 729 000 7014 950					YEARBOOK							
21 0000 1790 950 7014					FUND RAISERS/OTHER STUDENT ACTIVITY YEA							
06/01/2021	CR	286619			books		0.00	90.00	0.00	0.00		90.00
21 729 000 7014 950					YEARBOOK	*Current Activity						90.00
						*Ending Balance:	0.00	90.00	0.00	0.00	0.00	8,126.06
						*Previous Balance						0.24
21 729 000 7015 950					SPANISH	*Ending Balance:	0.00	0.00	0.00	0.00	0.00	0.24
						*Previous Balance						30,393.22
21 729 000 7016 950					ELEMENTARY GRADE FUND							
21 729 000 7016 950					ELEMENTARY GRADE FUND							
21 0000 1920 950 7016					CONTRIBUTIONS & DONATIONS ELEMENTARY GR							
06/24/2021	CR	286675			donation		0.00	30.00	0.00	0.00		30.00
21 729 000 7016 950					ELEMENTARY GRADE FUND	*Current Activity						30.00
						*Ending Balance:	0.00	30.00	0.00	0.00	0.00	30,423.22
						*Previous Balance						16,364.62
21 729 000 7020 950					MIDDLE SCHOOL ACTIVITY FUND							
21 729 000 7020 950					MIDDLE SCHOOL ACTIVITY FUND							
21 0209 1400 950 7020 580					TRAVEL MIDDLE SCHOOL ACTIVITY FUND							
06/01/2021	CD	05162021staterment	11	24366	concession items and candy for MS	SAM'S CLUB	98.64	0.00	0.00	0.00		
21 0209 1400 950 7020 612					GENERAL SUPPLIES MS ACTIVITY FUND							
05/26/2021	CD	05262021MSfund	11	24435	bowling Grades 5 - 8	CEDAR LANES	535.00	0.00	0.00	0.00		
06/20/2021	CD	2021treedonation	11	24393	Tiger Tree Project donation	CITY OF TIPTON	200.00	0.00	0.00	0.00		
06/30/2021	GJ	12			correct ck #24439 (SHB MSF not ATH)		536.00	0.00	0.00	0.00		
07/20/2021	CD	07022021staterment	11	24369	decor, treats, etc.	BMO FINANCIAL GROUP	25.02	0.00	0.00	0.00		
07/20/2021	CD	07022021staterment	11	24369	decor, treats, etc.	BMO FINANCIAL GROUP	24.01	0.00	0.00	0.00		
21 729 000 7020 950					MIDDLE SCHOOL ACTIVITY FUND	*Current Activity						(1,418.67)
						*Ending Balance:	1,418.67	0.00	0.00	0.00	0.00	14,945.95
						*Previous Balance						1,817.75
21 729 000 7021 950					MIDDLE SCHOOL ATHLETICS FUND							
21 729 000 7021 950					MIDDLE SCHOOL ATHLETICS FUND							

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Activity Fund Balance Report June 2021 (after all y/e entries)

**Fund: 21 STUDENT ACTIVITY FUND**

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
21 0000 1740 950 7021					FEEs MIDDLE SCHOOL ATHLETICS							
06/02/2021	CR	286624			entry fee		0.00	100.00	0.00	0.00		
21 0209 1400 950 7021 345					OTHER PROFESSIONAL MS ATHLETICS							
06/01/2021	CD	06012021sb	11	24356	official	JACOBS, MICHAEL	116.56	0.00	0.00	0.00		
06/08/2021	CD	06082021sb7	11	24371	official	Coss, Michael	105.52	0.00	0.00	0.00		
06/14/2021	CD	06142021sb7	11	24372	official	Cruise, Caillyn	100.00	0.00	0.00	0.00		
06/15/2021	CD	06152021sb7	11	24394	official	Cooper, Stephen	127.14	0.00	0.00	0.00		
06/18/2021	CD	06182021sb7	11	24398	official	NEUERBURG, ZACH	118.40	0.00	0.00	0.00		
06/22/2021	CD	06222021sb7	11	24408	official	LAW, CHRISTOPHER	115.18	0.00	0.00	0.00		
21 0209 1400 950 7021 612					GENERAL SUPPLIES MS ATHLETICS							
05/14/2021	CD	61700	11	24439	field trip fees	CAMP TANAGER	536.00	0.00	0.00	0.00		
06/30/2021	GJ	12			correct ck #24439 (SHB MSF not ATH)		(536.00)	0.00	0.00	0.00		
<b>21 729 000 7021 950</b>					<b>MIDDLE SCHOOL ATHLETICS FUND</b>	<b>*Current Activity</b>						
						<b>*Ending Balance:</b>	<u>682.80</u>	<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,234.95</u>
						<b>*Previous Balance</b>						4,781.44
<b>21 729 000 7022 950</b>					<b>MDT FUND</b>							
21 729 000 7022 950					MDT FUND							
21 0000 1790 950 7022					FUND RAISERS MDT FUND							
06/24/2021	CR	286673			towel service for May 2021		0.00	95.00	0.00	0.00		
21 0109 1400 950 7022 580					TRAVEL & MEALS HS LIFESKILLS							
07/20/2021	CD	07022021statem ent	11	24369	decor, treats, etc.	BMO FINANCIAL GROUP	25.66	0.00	0.00	0.00		
21 0109 1400 950 7022 612					GENERAL SUPPLIES HIGH SCHOOL LIFESKILLS							
06/01/2021	CD	05192021statem ent	11	24347	bins, flower pots, flowers, etc.	Capital One	20.24	0.00	0.00	0.00		
06/02/2021	CD	061421statem ent	11	24359	flowers and WD 40	JOHN DEERE FINANCIAL	16.55	0.00	0.00	0.00		
<b>21 729 000 7022 950</b>					<b>MDT FUND</b>	<b>*Current Activity</b>						
						<b>*Ending Balance:</b>	<u>62.45</u>	<u>95.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,813.99</u>
						<b>*Previous Balance</b>						3,507.93
<b>21 729 000 7025 950</b>					<b>UNRESERVED-FUND BALANCE MS LIFESKILLS</b>							
						<b>*Ending Balance:</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,507.93</u>
						<b>*Previous Balance</b>						666.88
<b>21 729 000 7027 950</b>					<b>JUMP ROPE FOR HEART</b>							
						<b>*Ending Balance:</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>666.88</u>
						<b>*Previous Balance</b>						589.25
<b>21 729 000 7029 950</b>					<b>MIDDLE SCHOOL STUDENT COUNCIL</b>							
						<b>*Ending Balance:</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>589.25</u>
						<b>*Previous Balance</b>						195.75
<b>21 729 000 7050 950</b>					<b>FTC</b>							
21 729 000 7050 950					FTC							
21 0000 1920 950 7050					FTC DONATION							
06/01/2021	CR	286620			online donation		0.00	10.00	0.00	0.00		
21 0109 1400 950 7050 612					GENERAL SUPPLIES FTC							
06/01/2021	CD	05192021statem ent	11	24347	bins, flower pots, flowers, etc.	Capital One	37.96	0.00	0.00	0.00		
<b>21 729 000 7050 950</b>					<b>FTC</b>	<b>*Current Activity</b>						
						<b>*Ending Balance:</b>	<u>37.96</u>	<u>10.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>167.79</u>

**Activity Fund Balance Report - Detail - Include Encumbrances**  
06/2021 - 06/2021  
Activity Fund Balance Report June 2021 (after all y/e entries)

**Fund: 21 STUDENT ACTIVITY FUND**

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
21 729 000 7219 950			RESTRICTED FUND BALANCES CLASS 2019			*Previous Balance					0.00	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	
21 729 000 7220 950			RESTRICTED FUND BALANCES CLASS 2020			*Previous Balance					0.00	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	
21 729 000 7221 950			RESTRICTED FUND BALANCES CLASS 2021			*Previous Balance					162.59	
						*Ending Balance:	0.00	0.00	0.00	0.00	162.59	
21 729 000 7222 950			RESTRICTED FUND BALANCES CLASS 2022			*Previous Balance					6,224.90	
21 729 000 7222 950			RESTRICTED FUND BALANCES CLASS 2022									
21 0109 1400 950 7222 580			TRAVEL -- Class 2022									
06/30/2021	CD	1028	11	24423	pop, water, tent rental, etc Prom 2021	Buchanan House Winery	350.00	0.00	0.00	0.00		
21 0109 1400 950 7222 612			GENERAL SUPPLIES CLASS 2022									
06/30/2021	CD	1028	11	24423	pop, water, tent rental, etc Prom 2021	Buchanan House Winery	450.00	0.00	0.00	0.00		
21 0109 2700 950 7222 171			BUS DRIVERS Class 2022									
06/14/2021	CD	06202021pyckb usaide	11	24388	bus, aide, field paint, concession manag	TIPTON COMMUNITY SCHOOL DISTRICT	326.63	0.00	0.00	0.00		
21 0109 2700 950 7222 221			FICA Class 2022									
06/14/2021	CD	06202021pyckb usaide	11	24388	bus, aide, field paint, concession manag	TIPTON COMMUNITY SCHOOL DISTRICT	24.99	0.00	0.00	0.00		
21 0109 2700 950 7222 231			IPERS Class 2022									
06/14/2021	CD	06202021pyckb usaide	11	24388	bus, aide, field paint, concession manag	TIPTON COMMUNITY SCHOOL DISTRICT	30.83	0.00	0.00	0.00		
21 729 000 7222 950			RESTRICTED FUND BALANCES CLASS 2022			*Current Activity					(1,182.45)	
						*Ending Balance:	1,182.45	0.00	0.00	0.00	5,042.45	
21 729 000 7880 950			TIGERETTE DANCE SQUAD			*Previous Balance					4,022.96	
						*Ending Balance:	0.00	0.00	0.00	0.00	4,022.96	
21 729 000 8010 000			SPECIAL PROJECTS			*Previous Balance					1,446.41	
21 729 000 8010 000			SPECIAL PROJECTS									
21 0000 1920 910 8010			CONTRIBUTIONS & DONATIONS SPECIAL PROJE									
06/30/2021	GJ	20			zero out NHS		0.00	564.40	0.00	0.00		
06/30/2021	GJ	21			correct GJ20		0.00	(564.40)	0.00	0.00		
21 0109 1400 910 8010 612			GENERAL SUPPLIES HS SPECIAL PROJECTS									
06/18/2021	GJ	2			zero out NHS acct y/e 2021		498.35	0.00	0.00	0.00		
07/20/2021	CD	07022021statem ent	11	24369	decor, treats, etc.	BMO FINANCIAL GROUP	385.00	0.00	0.00	0.00		
21 729 000 8010 000			SPECIAL PROJECTS			*Current Activity					(883.35)	
						*Ending Balance:	883.35	0.00	0.00	0.00	563.06	
21 729 000 8012 000			ACTIVITY TICKETS			*Previous Balance					9,981.69	
21 729 000 8012 000			ACTIVITY TICKETS									
21 0000 1710 910 8012			ADMISSIONS ACTIVITY TICKETS									
06/24/2021	GJ	6			Disburse athletic passes y/e 2021		0.00	(9,981.69)	0.00	0.00		



**Activity Fund Balance Report - Detail - Include Encumbrances**  
06/2021 - 06/2021  
Activity Fund Balance Report June 2021 (after all y/e entries)

Fund: 27 DISTRICT TRUST FUNDS

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>							
27 729 000 8150 000					MARGARET DALLAS	*Previous Balance						29,798.23
27 729 000 8150 000					MARGARET DALLAS							
27 0409 1000 100 8150 121					PROFESSIONAL-EDUCATIONAL MDKEF							
06/14/2021	CD	06202021pyckb usaide	11	24388	bus, aide, field paint, concession manag	TIPTON COMMUNITY SCHOOL DISTRICT	3,839.21	0.00	0.00	0.00		
27 0409 1000 100 8150 221					FICA MDKEF							
06/14/2021	CD	06202021pyckb usaide	11	24388	bus, aide, field paint, concession manag	TIPTON COMMUNITY SCHOOL DISTRICT	293.69	0.00	0.00	0.00		
27 0409 1000 100 8150 231					IPERS MDKEF							
06/14/2021	CD	06202021pyckb usaide	11	24388	bus, aide, field paint, concession manag	TIPTON COMMUNITY SCHOOL DISTRICT	355.95	0.00	0.00	0.00		
27 0409 1000 100 8150 272					WELLNESS MDKEF							
06/14/2021	CD	06202021pyckb usaide	11	24388	bus, aide, field paint, concession manag	TIPTON COMMUNITY SCHOOL DISTRICT	9.00	0.00	0.00	0.00		
27 729 000 8150 000					MARGARET DALLAS	*Current Activity						(4,497.85)
						*Ending Balance:	4,497.85	0.00	0.00	0.00	0.00	25,300.38
						Fund Total: 27	4,497.85	0.00	0.00	0.00	0.00	25,300.38

Activity Fund Balance Report - Detail - Include Encumbrances  
06/2021 - 06/2021  
Activity Fund Balance Report June 2021 (after all y/e entries)

Fund: 81 PRIVATE PURPOSE TRUST FUNDS

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
81 770 000 8113 000					UNRESERVED-FUND BALANCE GILMORE TRUST	*Previous Balance					521.96	
81 770 000 8113 000					UNRESERVED-FUND BALANCE GILMORE TRUST							
81 0000 1510 000 8113					INTEREST ON INVESTMENTS GILMORE TRUST							
06/30/2021	GJ	EOY23			ACCRUED INT REC CD - GILMORE		0.00	0.44	0.00	0.00		
81 770 000 8113 000					UNRESERVED-FUND BALANCE GILMORE TRUST	*Current Activity					0.44	
						*Ending Balance:	0.00	0.44	0.00	0.00	522.40	
81 770 000 8115 000					EDWARD W KEMP SCHOLARSHIP	*Previous Balance					652.65	
						*Ending Balance:	0.00	0.00	0.00	0.00	652.65	
81 770 000 8116 000					LEONARD F PORT SCHOLARSHIP	*Previous Balance					11,381.52	
81 770 000 8116 000					LEONARD F PORT SCHOLARSHIP							
81 0000 1510 000 8116					LEONARD F PORT INTEREST							
06/30/2021	GJ	EOY23			ACCRUED INT REC CD - PORT		0.00	3.55	0.00	0.00		
81 770 000 8116 000					LEONARD F PORT SCHOLARSHIP	*Current Activity					3.55	
						*Ending Balance:	0.00	3.55	0.00	0.00	11,385.07	
81 770 000 8118 000					WINIFRED MILLER SCHOLARSHIP	*Previous Balance					65,406.54	
81 770 000 8118 000					WINIFRED MILLER SCHOLARSHIP							
81 0000 1510 000 8118					WINIFRED MILLER INTEREST							
06/30/2021	GJ	EOY23			ACCRUED INT REC CD - W MILLER		0.00	20.43	0.00	0.00		
81 770 000 8118 000					WINIFRED MILLER SCHOLARSHIP	*Current Activity					20.43	
						*Ending Balance:	0.00	20.43	0.00	0.00	65,426.97	
81 770 000 8119 000					CLARE MILLER SCHOLARSHIP	*Previous Balance					56,222.12	
81 770 000 8119 000					CLARE MILLER SCHOLARSHIP							
81 0000 1510 000 8119					CLARE MILLER INTEREST							
06/30/2021	GJ	EOY23			ACCRUED INT REC CD - C MILLER		0.00	17.56	0.00	0.00		
81 770 000 8119 000					CLARE MILLER SCHOLARSHIP	*Current Activity					17.56	
						*Ending Balance:	0.00	17.56	0.00	0.00	56,239.68	
81 770 000 8121 000					DWAYNE & BETTY DRAGER SCHOLARSHIP	*Previous Balance					4,910.78	
81 770 000 8121 000					DWAYNE & BETTY DRAGER SCHOLARSHIP							
81 0000 1510 000 8121					DWAYNE & BETTY DRAGER INTEREST							
06/30/2021	GJ	EOY23			ACCRUED INT REC CD - DRAGER		0.00	1.53	0.00	0.00		
81 770 000 8121 000					DWAYNE & BETTY DRAGER SCHOLARSHIP	*Current Activity					1.53	
						*Ending Balance:	0.00	1.53	0.00	0.00	4,912.31	
81 770 000 8122 000					UNRESERVED-FUND BALANCE MAX WERLING SCH	*Previous Balance					7,657.74	
81 770 000 8122 000					UNRESERVED-FUND BALANCE MAX WERLING SCH							
81 0000 1510 000 8122					MAX WERLING SCHOLARSHIP INTEREST							

**Activity Fund Balance Report - Detail - Include Encumbrances**  
06/2021 - 06/2021  
Activity Fund Balance Report June 2021 (after all y/e entries)

**Fund: 81 PRIVATE PURPOSE TRUST FUNDS**

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>							
06/30/2021	GJ	EOY23			ACCRUED INT REC CD - M WERLING		0.00	5.14	0.00	0.00		
81 770 000 8122 000					UNRESERVED-FUND BALANCE MAX WERLING SCH	*Current Activity					5.14	
						*Ending Balance:	0.00	5.14	0.00	0.00	7,662.88	
81 770 000 8123 000					UNRESERVED-FUND BALANCE MARJORIE & ELOI	*Previous Balance					0.01	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.01	
81 770 000 8124 000					JOE BENDA MEMORIAL SCHOLARSHIP	*Previous Balance					350.00	
						*Ending Balance:	0.00	0.00	0.00	0.00	350.00	
81 770 000 8126 000					MAURER SCHOLARSHIPS	*Previous Balance					299,852.84	
81 770 000 8126 000					MAURER SCHOLARSHIPS							
81 0000 1510 000 8126					INTEREST ON INVESTMENTS MAURER							
06/14/2021	GJ	1			interest add CD 27849		0.00	615.45	0.00	0.00		
06/30/2021	GJ	EOY23			ACCRUED INT REC CD - MAURER		0.00	54.23	0.00	0.00		
81 770 000 8126 000					MAURER SCHOLARSHIPS	*Current Activity					669.68	
						*Ending Balance:	0.00	669.68	0.00	0.00	300,522.52	
81 770 000 8127 000					DONALD WERLING SCHOLARSHIP	*Previous Balance					0.00	
81 770 000 8127 000					DONALD WERLING SCHOLARSHIP							
81 0000 1920 000 8127					CONTRIBS & DONATIONS DONALD WERLING							
06/21/2021	CR	286669			2021 scholarship recipients		0.00	10,000.00	0.00	0.00		
81 0000 1400 100 8127 612					DONALD WERLING GENERAL SUPPLIES							
06/24/2021	CD	2021award	11	24413	2021 award	University of Iowa -- Office of Student Financial Aid	2,500.00	0.00	0.00	0.00		
06/30/2021	CD	2021yrscheuerm an	11	24415	2021 Scholarship Award (Year 2)	IOWA STATE UNIVERSTIY	2,500.00	0.00	0.00	0.00		
06/30/2021	CD	2021ag	11	24427	2021 Scholarship Award D&E Werling	University of Iowa -- Office of Student Financial Aid	2,500.00	0.00	0.00	0.00		
81 770 000 8127 000					DONALD WERLING SCHOLARSHIP	*Current Activity					2,500.00	
						*Ending Balance:	7,500.00	10,000.00	0.00	0.00	2,500.00	
					Fund Total: 81		7,500.00	10,718.33	0.00	0.00	450,174.49	

**Activity Fund Balance Report - Detail - Include Encumbrances**  
06/2021 - 06/2021  
Activity Fund Balance Report June 2021 (after all y/e entries)

**Fund: 91 AGENCY FUNDS**

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
91 741 000 8003 000					UNRESERVED-FUND BALANCE ELEM TCHR LOUNG	*Previous Balance						418.61
91 741 000 8003 000					UNRESERVED-FUND BALANCE ELEM TCHR LOUNG							
06/30/2021	GJ	EOY25			ELEM TEACHERS LOUNGE		0.00	0.00	0.00	0.00	(382.43)	
91 0000 1400 100 8003 612					GENERAL SUPPLIES							
06/21/2021	GJ	4			2nd quarter sales tax		8.00	0.00	0.00	0.00		
06/30/2021	GJ	7			zero out pop fund		28.18	0.00	0.00	0.00		
91 741 000 8003 000					UNRESERVED-FUND BALANCE ELEM TCHR LOUNG	*Current Activity						(418.61)
						*Ending Balance:	36.18	0.00	0.00	0.00	(382.43)	0.00
91 741 000 8004 000					UNRESERVED-FUND BALANCE MS TCHR LOUNGE	*Previous Balance						178.11
91 741 000 8004 000					UNRESERVED-FUND BALANCE MS TCHR LOUNGE							
06/30/2021	GJ	EOY25			MS TEACHERS LOUNGE		0.00	0.00	0.00	0.00	(206.07)	
91 0000 1992 000 8004					OTHER STUDENT ACTIVITY INCOME MS TCHR L							
06/14/2021	CR	286664			pop money		0.00	66.15	0.00	0.00		
91 0000 1400 100 8004 612					GENERAL SUPPLIES							
06/21/2021	GJ	4			2nd quarter sales tax		10.00	0.00	0.00	0.00		
06/30/2021	GJ	7			zero out pop fund		28.19	0.00	0.00	0.00		
91 741 000 8004 000					UNRESERVED-FUND BALANCE MS TCHR LOUNGE	*Current Activity						(178.11)
						*Ending Balance:	38.19	66.15	0.00	0.00	(206.07)	0.00
91 741 000 8005 000					UNRESERVED-FUND BALANCE HS FUND	*Previous Balance						493.16
91 741 000 8005 000					UNRESERVED-FUND BALANCE HS FUND							
06/30/2021	GJ	EOY25			HS FUND		0.00	0.00	0.00	0.00	(355.56)	
91 0000 1400 100 8005 580					TRAVEL & MEALS HS FUND							
05/31/2021	CD	may2021state	11	24374	donuts, candy, treats, etc.	FAMILY FOODS	35.96	0.00	0.00	0.00		
91 0000 1400 100 8005 612					GENERAL SUPPLIES							
06/18/2021	CD	sum2021popaths	11	24391	pop	TIPTON ATHLETIC BOOSTERS	60.45	0.00	0.00	0.00		
06/21/2021	GJ	4			2nd quarter sales tax		13.00	0.00	0.00	0.00		
06/30/2021	GJ	7			zero out pop fund		28.19	0.00	0.00	0.00		
91 741 000 8005 000					UNRESERVED-FUND BALANCE HS FUND	*Current Activity						(493.16)
						*Ending Balance:	137.60	0.00	0.00	0.00	(355.56)	0.00
91 741 000 8006 000					UNRESERVED-FUND BALANCE MISC BOILER POP	*Previous Balance						1.76
91 741 000 8006 000					UNRESERVED-FUND BALANCE MISC BOILER POP							
06/30/2021	GJ	EOY25			MISC BOILER POP		0.00	0.00	0.00	0.00	(1.76)	
91 741 000 8006 000					UNRESERVED-FUND BALANCE MISC BOILER POP	*Current Activity						(1.76)
						*Ending Balance:	0.00	0.00	0.00	0.00	(1.76)	0.00
91 741 000 8007 000					UNRESERVED-FUND BALANCE POP MACHINES	*Previous Balance						(84.56)
91 741 000 8007 000					UNRESERVED-FUND BALANCE POP MACHINES							
91 0000 1992 000 8007					OTHER STUDENT ACTIVITY INCOME POP MACHI							
06/30/2021	GJ	7			zero out pop fund		0.00	84.56	0.00	0.00		
91 741 000 8007 000					UNRESERVED-FUND BALANCE POP MACHINES	*Current Activity						84.56

**Activity Fund Balance Report - Detail - Include Encumbrances**  
06/2021 - 06/2021  
Activity Fund Balance Report June 2021 (after all y/e entries)

Fund: 91 AGENCY FUNDS

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>							
						*Ending Balance:	0.00	84.56	0.00	0.00	0.00	0.00
						*Previous Balance						250.00
91 741 000 8008 000					STUDENT RELIEF FUND							
91 741 000 8008 000					STUDENT RELIEF FUND							
06/30/2021	GJ	EOY25			GUIDANCE STUDENT RELIEF FUND		0.00	0.00	0.00	0.00	(250.00)	
91 741 000 8008 000					STUDENT RELIEF FUND	*Current Activity						(250.00)
						*Ending Balance:	0.00	0.00	0.00	0.00	(250.00)	0.00
						*Previous Balance						6,566.45
91 741 000 8015 000					UNRESERVED-FUND BALANCE COMPUTER FUND							
91 741 000 8015 000					UNRESERVED-FUND BALANCE COMPUTER FUND							
06/30/2021	GJ	EOY25			COMPUTER FUND		0.00	0.00	0.00	0.00	(6,566.45)	
91 741 000 8015 000					UNRESERVED-FUND BALANCE COMPUTER FUND	*Current Activity						(6,566.45)
						*Ending Balance:	0.00	0.00	0.00	0.00	(6,566.45)	0.00
						Fund Total: 91	211.97	150.71	0.00	0.00	(7,762.27)	0.00

Batch Description: Act ck rec July 2021  
Checking Account: 11

Processing Month: 07/2021

**ACTIVITY**

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	07/31/2021	113,601.02
<b>Outstanding Checks</b>			
<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
23820	BRANDON SMITH	09/28/2020	79.26
23858	BRANDON SMITH	10/12/2020	104.26
24037	TRACY STONE	01/14/2021	78.34
24270	Aly Gossman	05/07/2021	500.00
24349	Ellie Donohoe	06/02/2021	43.97
24373	EAST CENTRAL IOWA VB OFFICIAL ASSOCIATION	06/15/2021	75.00
24404	TIPTON ATHLETIC BOOSTERS	06/25/2021	216.30
24409	Toni Lewis	06/25/2021	87.68
24414	BRAD DOERRING	06/30/2021	125.98
24424	SCOTT CORT	06/30/2021	137.20
24439	CAMP TANAGER	07/09/2021	536.00
24442	BSN SPORTS	07/21/2021	570.23
24445	Wartburg College	07/21/2021	10,000.00
24446	Breedlove Sporting Goods	07/28/2021	60.00
24447	BSN SPORTS	07/28/2021	1,037.48
24448	CELEBRATION RIVER CRUISES	07/28/2021	775.00
24449	IOWA STATE UNIVERSTIY	07/28/2021	2,000.00
24450	IOWA STATE UNIVERSTIY	07/28/2021	6,000.00
24451	TROPHIES PLUS	07/28/2021	40.00
	<b>Total:</b>		<b>22,466.70</b>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
113,601.02	(22,466.70)	91,134.32	91,134.32	0.00

Cleared Automatic Payment Total:  
 Cleared Checks Total: 26,581.46  
 Cleared Direct Deposit Total:  
 Cleared Void Total:  
 Cleared Cash Receipt Total: 12,095.91  
 Cleared Manual Journal Entries Total:  
 Cleared Sales Journal Total:

Activity Fund Balance Report - Detail - Include Encumbrances  
07/2021 - 07/2021  
Activity Fund Report July 2021

Fund: 21 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
21 729 000 6120 910			FORENSICS			*Previous Balance					7,420.53	
						*Ending Balance:	0.00	0.00	0.00	0.00	7,420.53	
21 729 000 6210 910			CHOIR FUND			*Previous Balance					2,973.45	
						*Ending Balance:	0.00	0.00	0.00	0.00	2,973.45	
21 729 000 6220 910			INSTRUMENTAL MUSIC			*Previous Balance					7,973.62	
						*Ending Balance:	0.00	0.00	0.00	0.00	7,973.62	
21 729 000 6224 910			MIDDLE SCHOOL MUSIC			*Previous Balance					2,522.95	
						*Ending Balance:	0.00	0.00	0.00	0.00	2,522.95	
21 729 000 6225 910			UNRESERVED-FUND BAL HS BAND COLOR GUARD			*Previous Balance					301.25	
						*Ending Balance:	0.00	0.00	0.00	0.00	301.25	
21 729 000 6600 920			HS ATHLETIC GEN			*Previous Balance					6,173.50	
21 729 000 6600 920			HS ATHLETIC GEN									
21 0000 1710 920 6730			ADMISSIONS BASEBALL									
07/02/2021	CD	07022021hsbba dm	11	24430	BEG. CASH	CITIZENS SAVINGS BANK	0.00	(600.00)	0.00	0.00		
07/02/2021	CR	286691			admission		0.00	547.00	0.00	0.00		
07/02/2021	CR	286692			admission		0.00	398.00	0.00	0.00		
21 0000 1740 920 6790			FEES WRESTLING									
07/20/2021	CR	286699			entry fee		0.00	90.00	0.00	0.00		
21 0000 1920 920 6730			CONTRIBUTIONS & DONATIONS BASEBALL									
07/15/2021	CR	286697			donation		0.00	25.00	0.00	0.00		
21 0109 1400 920 6720 612			GENERAL SUPPLIES HS ATH FOOTBALL									
07/01/2021	CD	60429139	11	24444	helmets	RIDDELL ALL AMERICAN SPORTS CORP	4,068.95	0.00	0.00	0.00		
07/14/2021	CD	14580	11	24446	mouthpieces	Breedlove Sporting Goods	60.00	0.00	0.00	0.00		
21 0109 1400 920 6730 345			OTHER PROFESSIONAL HS ATH BASEBALL									
07/02/2021	CD	07022021hsbb	11	24431	official	ADOLPHSON, JACK	135.18	0.00	0.00	0.00		
07/02/2021	CD	07022021hsbb	11	24433	official	LARSON, TAYLOR	134.26	0.00	0.00	0.00		
21 729 000 6600 920			HS ATHLETIC GEN			*Current Activity					(3,938.39)	
						*Ending Balance:	4,398.39	460.00	0.00	0.00	2,235.11	
21 729 000 6646 920			CROSS COUNTRY SPECIAL			*Previous Balance					1,857.81	
						*Ending Balance:	0.00	0.00	0.00	0.00	1,857.81	
21 729 000 6661 920			GOLF SPECIAL			*Previous Balance					145.56	
						*Ending Balance:	0.00	0.00	0.00	0.00	145.56	
21 729 000 6711 920			BOYS BASKETBALL SPECIAL			*Previous Balance					989.05	
						*Ending Balance:	0.00	0.00	0.00	0.00	989.05	
21 729 000 6721 920			FOOTBALL SPECIAL			*Previous Balance					711.83	
21 729 000 6721 920			FOOTBALL SPECIAL									
21 0000 1920 920 6721			CONTRIBUTIONS & DONATIONS FOOTBALL SPEC									

Activity Fund Balance Report - Detail - Include Encumbrances  
07/2021 - 07/2021  
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Fund: 21 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description			Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #							
07/16/2021	CR	266698			donation	0.00	488.25	0.00	0.00		488.25
21 729 000 6721 920					FOOTBALL SPECIAL						
					*Current Activity						488.25
					*Ending Balance:	0.00	488.25	0.00	0.00	0.00	1,200.08
21 729 000 6726 920					FUND BALANCES HS BOYS SOCCER SPECIAL						970.10
					*Previous Balance						970.10
					*Ending Balance:	0.00	0.00	0.00	0.00	0.00	970.10
21 729 000 6731 920					BASEBALL SPECIAL						2,596.90
21 729 000 6731 920					BASEBALL SPECIAL						
21 0109 1400 920 6731 612					GENERAL SUPPLIES BASEBALL SPECIAL						
06/30/2021	CD	8220403	11	24443	posters received in July	173.29	0.00	0.00	0.00		(173.29)
21 729 000 6731 920					BASEBALL SPECIAL						
					*Current Activity						(173.29)
					*Ending Balance:	173.29	0.00	0.00	0.00	0.00	2,423.61
21 729 000 6741 920					BOYS TRACK SPECIAL						0.62
					*Previous Balance						0.62
					*Ending Balance:	0.00	0.00	0.00	0.00	0.00	0.62
21 729 000 6791 920					WRESTLING SPECIAL						4,453.62
					*Previous Balance						4,453.62
					*Ending Balance:	0.00	0.00	0.00	0.00	0.00	4,453.62
21 729 000 6811 920					GIRLS BASKETBALL SPECIAL						3,949.21
					*Previous Balance						3,949.21
					*Ending Balance:	0.00	0.00	0.00	0.00	0.00	3,949.21
21 729 000 6816 920					VOLLEYBALL SPECIAL						3,261.35
					*Previous Balance						3,261.35
					*Ending Balance:	0.00	0.00	0.00	0.00	0.00	3,261.35
21 729 000 6826 920					FUND BALANCES HS GIRLS SOCCER SPECIAL						1,642.88
					*Previous Balance						1,642.88
					*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,642.88
21 729 000 6836 920					SOFTBALL SPECIAL						1,199.76
					*Previous Balance						1,199.76
					*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,199.76
21 729 000 6841 920					GIRLS TRACK SPECIAL						2,128.72
					*Previous Balance						2,128.72
					*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,128.72
21 729 000 6846 920					UNRESERVED-FUND BALANCE SPECIAL S&C						216.26
					*Previous Balance						216.26
					*Ending Balance:	0.00	0.00	0.00	0.00	0.00	216.26
21 729 000 6871 920					GIRLS SWIMMING SPECIAL						1,178.78
					*Previous Balance						1,178.78
					*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,178.78
21 729 000 7001 950					ACADEMIC DECATHLON						1,606.66
21 729 000 7001 950					ACADEMIC DECATHLON						
21 0109 1400 950 7001 612					GENERAL SUPPLIES ACADEMIC DECATHLON						
07/28/2021	CD	370936	11	24451	banner AcDec 2021 sticker	40.00	0.00	0.00	0.00		(40.00)
21 729 000 7001 950					ACADEMIC DECATHLON						
					*Current Activity						(40.00)
					*Ending Balance:	40.00	0.00	0.00	0.00	0.00	1,566.66
21 729 000 7002 950					ART CLUB						117.02
					*Previous Balance						117.02

Activity Fund Balance Report - Detail - Include Encumbrances  
07/2021 - 07/2021  
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Fund: 21 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	117.02
21 729 000 7004 950					THESPIANS/DRAMA	*Previous Balance						4,952.50
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	4,952.50
21 729 000 7006 950					FALL CHEERLEADERS	*Previous Balance						1,198.24
21 729 000 7006 950					FALL CHEERLEADERS							
21 0000 1790 950 7006					FUND RAISERS FOOTBALL CHEERLEADERS							
07/04/2021	CD	07042021fbdfr	11	24429	BEG. CASH	CITIZENS SAVINGS BANK	0.00	(600.00)	0.00	0.00		
07/04/2021	CR	286690			bake sale		0.00	1,541.00	0.00	0.00		
21 0109 1400 950 7006 612					GENERAL SUPPLIES FOOTBALL CHEERLEADERS							
07/02/2021	CD	07072021baked goods	11	24436	baked goods	HOWE, CARINA E. L.	216.60	0.00	0.00	0.00		
21 729 000 7006 950					FALL CHEERLEADERS	*Current Activity						724.40
						*Ending Balance:	216.60	941.00	0.00	0.00	0.00	1,922.64
21 729 000 7008 950					WINTER CHEERLEADERS	*Previous Balance						1,948.55
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,948.55
21 729 000 7009 950					HIGH SCHOOL STUDENT COUNCIL	*Previous Balance						518.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	518.00
21 729 000 7010 950					FFA	*Previous Balance						9,181.25
21 729 000 7010 950					FFA							
21 0109 1400 950 7010 529					OTHER INSURANCE FFA							
07/01/2021	CD	20212022barninsur	11	24428	insurance 2021-22 kiddie barn	AMERICAN MUTUAL INSURANCE	181.27	0.00	0.00	0.00		
21 729 000 7010 950					FFA	*Current Activity						(181.27)
						*Ending Balance:	181.27	0.00	0.00	0.00	0.00	8,999.98
21 729 000 7011 950					UNRESERVED-FUND BALANCE FCCLA	*Previous Balance						2,232.97
21 729 000 7011 950					UNRESERVED-FUND BALANCE FCCLA							
21 0000 1790 950 7011					FUND RAISERS FCCLA							
07/13/2021	CD	07132021fcclaf	11	24432	BEG. CASH	CITIZENS SAVINGS BANK	0.00	(600.00)	0.00	0.00		
07/23/2021	CR	286700			fair sales - smoothies		0.00	2,942.58	0.00	0.00		
21 729 000 7011 950					UNRESERVED-FUND BALANCE FCCLA	*Current Activity						2,342.58
						*Ending Balance:	0.00	2,342.58	0.00	0.00	0.00	4,575.55
21 729 000 7012 950					RESTRICTED FUND BALANCES FBLA	*Previous Balance						4,480.88
21 729 000 7012 950					RESTRICTED FUND BALANCES FBLA							
21 0000 1790 950 7012					FUND RAISERS FBLA							
07/15/2021	CR	286696			salsa		0.00	100.00	0.00	0.00		
21 729 000 7012 950					RESTRICTED FUND BALANCES FBLA	*Current Activity						100.00
						*Ending Balance:	0.00	100.00	0.00	0.00	0.00	4,580.88
21 729 000 7014 950					YEARBOOK	*Previous Balance						8,126.06
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	8,126.06

Activity Fund Balance Report - Detail - Include Encumbrances  
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Fund: 21 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
21 729 000 7015 950					SPANISH	*Previous Balance					0.24	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.24	
21 729 000 7016 950					ELEMENTARY GRADE FUND	*Previous Balance					30,423.22	
21 729 000 7016 950					ELEMENTARY GRADE FUND							
21 0000 1920 950 7016					CONTRIBUTIONS & DONATIONS ELEMENTARY GR							
07/29/2021	CR	406901			donation M Freese for J Foote		0.00	235.00	0.00	0.00	235.00	
21 729 000 7016 950					ELEMENTARY GRADE FUND	*Current Activity					235.00	
						*Ending Balance:	0.00	235.00	0.00	0.00	30,658.22	
21 729 000 7020 950					MIDDLE SCHOOL ACTIVITY FUND	*Previous Balance					14,945.95	
						*Ending Balance:	0.00	0.00	0.00	0.00	14,945.95	
21 729 000 7021 950					MIDDLE SCHOOL ATHLETICS FUND	*Previous Balance					1,234.95	
						*Ending Balance:	0.00	0.00	0.00	0.00	1,234.95	
21 729 000 7022 950					MDT FUND	*Previous Balance					4,813.99	
21 729 000 7022 950					MDT FUND							
21 0109 1400 950 7022 580					TRAVEL & MEALS HS LIFESKILLS							
07/31/2021	GJ	1			correct check #24438		(4,400.00)	0.00	0.00	0.00		
04/09/2022	CD	93486/153893	11	24438	buses for prom 2022	WINDSTAR LINES	4,400.00	0.00	0.00	0.00	0.00	
21 729 000 7022 950					MDT FUND	*Current Activity					0.00	
						*Ending Balance:	0.00	0.00	0.00	0.00	4,813.99	
21 729 000 7025 950					UNRESERVED-FUND BALANCE MS LIFESKILLS	*Previous Balance					3,507.93	
						*Ending Balance:	0.00	0.00	0.00	0.00	3,507.93	
21 729 000 7027 950					JUMP ROPE FOR HEART	*Previous Balance					666.88	
						*Ending Balance:	0.00	0.00	0.00	0.00	666.88	
21 729 000 7029 950					MIDDLE SCHOOL STUDENT COUNCIL	*Previous Balance					589.25	
						*Ending Balance:	0.00	0.00	0.00	0.00	589.25	
21 729 000 7050 950					FTC	*Previous Balance					167.79	
						*Ending Balance:	0.00	0.00	0.00	0.00	167.79	
21 729 000 7221 950					RESTRICTED FUND BALANCES CLASS 2021	*Previous Balance					162.59	
21 729 000 7221 950					RESTRICTED FUND BALANCES CLASS 2021							
21 0109 1400 950 7221 580					TRAVEL Class 2021							
07/31/2021	GJ	1			correct check #24438		162.59	0.00	0.00	0.00	(162.59)	
21 729 000 7221 950					RESTRICTED FUND BALANCES CLASS 2021	*Current Activity						
						*Ending Balance:	162.59	0.00	0.00	0.00	0.00	
21 729 000 7222 950					RESTRICTED FUND BALANCES CLASS 2022	*Previous Balance					5,042.45	
21 729 000 7222 950					RESTRICTED FUND BALANCES CLASS 2022							
21 0109 1400 950 7222 580					TRAVEL - Class 2022							
07/31/2021	GJ	1			correct check #24438		4,237.41	0.00	0.00	0.00		

Activity Fund Balance Report - Detail - Include Encumbrances  
07/2021 - 07/2021  
Activity Fund Report July 2021

Fund: 21 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
21 0109 1400 950 7222 612					GENERAL SUPPLIES CLASS 2022							
07/14/2021	CD	26441-1deposit	11	24448	deposit prom 2022	CELEBRATION RIVER CRUISES	775.00	0.00	0.00	0.00		
21 729 000 7222 950					RESTRICTED FUND BALANCES CLASS 2022						(5,012.41)	
						<b>*Current Activity</b>						
						<b>*Ending Balance:</b>	5,012.41	0.00	0.00	0.00	0.00	30.04
						<b>*Previous Balance</b>						4,022.96
21 729 000 7880 950					TIGERETTE DANCE SQUAD							
21 729 000 7880 950					TIGERETTE DANCE SQUAD							
21 0000 1740 950 7880					FEES TIGERETTE DANCE SQUAD							
07/08/2021	CR	286693			uniform/shoe fees		0.00	1,480.65	0.00	0.00		
07/15/2021	CR	286695			uniform fees		0.00	247.45	0.00	0.00		
21 0000 1790 950 7880					FUND RAISERS TIGERETTE DANCE SQUAD							
07/01/2021	CR	286689			cookie dough sales		0.00	3,440.00	0.00	0.00		
21 0109 1400 950 7880 612					GENERAL SUPPLIES HS DANCE TEAM							
07/01/2021	CD	913079972	11	24442	bags	BSN SPORTS	570.23	0.00	0.00	0.00		
07/07/2021	CD	913108606	11	24447	warm ups	BSN SPORTS	1,037.48	0.00	0.00	0.00		
07/08/2021	CD	poMW00104	11	24437	cookie dough	TPC Cash and Carry	1,717.00	0.00	0.00	0.00		
21 729 000 7880 950					TIGERETTE DANCE SQUAD						1,843.39	
						<b>*Current Activity</b>						
						<b>*Ending Balance:</b>	3,324.71	5,168.10	0.00	0.00	0.00	5,866.35
						<b>*Previous Balance</b>						563.06
21 729 000 8010 000					SPECIAL PROJECTS							
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	563.06
						<b>*Previous Balance</b>						2,707.17
21 729 000 8050 000					UNRESERVED-FUND BALANCE TRANSPORTATION							
21 729 000 8050 000					UNRESERVED-FUND BALANCE TRANSPORTATION							
21 0000 1510 910 8050					INTEREST ON INVESTMENTS TRANSPORTATION							
07/27/2021	GJ	JULY17			ACCRUED INT ACTIVITY CD		0.00	(19.89)	0.00	0.00		
07/31/2021	CR	1			interest on checking		0.00	10.23	0.00	0.00		
21 729 000 8050 000					UNRESERVED-FUND BALANCE TRANSPORTATION						(9.66)	
						<b>*Current Activity</b>						
						<b>*Ending Balance:</b>	0.00	(9.66)	0.00	0.00	0.00	2,697.51
						Fund Total: 21	13,509.26	9,725.27	0.00	0.00	0.00	152,094.32

**Activity Fund Balance Report - Detail - Include Encumbrances**  
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Fund: 27 DISTRICT TRUST FUNDS

Chart of Account Number      Chart of Account Description  
Entry Date JR    Reference # Check Acct Check # Description

27 729 000 8150 000                      MARGARET DALLAS

Entity Name

Expenses

Revenues

Outstanding  
AP

Outstanding  
PO

Balance  
Change

Balance

\*Previous Balance

25,300.38

\*Ending Balance:

0.00

0.00

0.00

0.00

0.00

25,300.38

Fund Total: 27

0.00

0.00

0.00

0.00

0.00

25,300.38

Activity Fund Balance Report - Detail - Include Encumbrances  
07/2021 - 07/2021  
Activity Fund Report July 2021

Fund: 81 PRIVATE PURPOSE TRUST FUNDS

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
81 770 000 8113 000					UNRESERVED-FUND BALANCE GILMORE TRUST	*Previous Balance					522.40	
81 770 000 8113 000					UNRESERVED-FUND BALANCE GILMORE TRUST							
81 0000 1510 000 8113					INTEREST ON INVESTMENTS GILMORE TRUST							
07/27/2021	GJ	JULY18			ACCRUED INT GILMORE CD		0.00	(0.44)	0.00	0.00		
81 770 000 8113 000					UNRESERVED-FUND BALANCE GILMORE TRUST	*Current Activity					(0.44)	
						*Ending Balance:	0.00	(0.44)	0.00	0.00	521.96	
81 770 000 8115 000					EDWARD W KEMP SCHOLARSHIP	*Previous Balance					652.65	
						*Ending Balance:	0.00	0.00	0.00	0.00	652.65	
81 770 000 8116 000					LEONARD F PORT SCHOLARSHIP	*Previous Balance					11,385.07	
81 770 000 8116 000					LEONARD F PORT SCHOLARSHIP							
81 0000 1510 000 8116					LEONARD F PORT INTEREST							
07/27/2021	GJ	JULY18			ACCRUED INT PORT CD		0.00	(3.55)	0.00	0.00		
81 770 000 8116 000					LEONARD F PORT SCHOLARSHIP	*Current Activity					(3.55)	
						*Ending Balance:	0.00	(3.55)	0.00	0.00	11,381.52	
81 770 000 8118 000					WINIFRED MILLER SCHOLARSHIP	*Previous Balance					65,426.97	
81 770 000 8118 000					WINIFRED MILLER SCHOLARSHIP							
81 0000 1510 000 8118					WINIFRED MILLER INTEREST							
07/27/2021	GJ	JULY18			ACCRUED INT W MILLER CD		0.00	(20.43)	0.00	0.00		
81 770 000 8118 000					WINIFRED MILLER SCHOLARSHIP	*Current Activity					(20.43)	
						*Ending Balance:	0.00	(20.43)	0.00	0.00	65,406.54	
81 770 000 8119 000					CLARE MILLER SCHOLARSHIP	*Previous Balance					56,239.68	
81 770 000 8119 000					CLARE MILLER SCHOLARSHIP							
81 0000 1510 000 8119					CLARE MILLER INTEREST							
07/27/2021	GJ	JULY18			ACCRUED INT C MILLER CD		0.00	(17.56)	0.00	0.00		
81 770 000 8119 000					CLARE MILLER SCHOLARSHIP	*Current Activity					(17.56)	
						*Ending Balance:	0.00	(17.56)	0.00	0.00	56,222.12	
81 770 000 8121 000					DWAYNE & BETTY DRAGER SCHOLARSHIP	*Previous Balance					4,912.31	
81 770 000 8121 000					DWAYNE & BETTY DRAGER SCHOLARSHIP							
81 0000 1510 000 8121					DWAYNE & BETTY DRAGER INTEREST							
07/27/2021	GJ	JULY18			ACCRUED INT DRAGER CD		0.00	(1.53)	0.00	0.00		
81 770 000 8121 000					DWAYNE & BETTY DRAGER SCHOLARSHIP	*Current Activity					(1.53)	
						*Ending Balance:	0.00	(1.53)	0.00	0.00	4,910.78	
81 770 000 8122 000					UNRESERVED-FUND BALANCE MAX WERLING SCH	*Previous Balance					7,662.88	
81 770 000 8122 000					UNRESERVED-FUND BALANCE MAX WERLING SCH							
81 0000 1510 000 8122					MAX WERLING SCHOLARSHIP INTEREST							
07/27/2021	GJ	JULY18			ACCRUED INT M WERLING CD		0.00	(5.14)	0.00	0.00		
81 770 000 8122 000					UNRESERVED-FUND BALANCE MAX WERLING SCH	*Current Activity					(5.14)	

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07/2021 - 07/2021  
Activity Fund Report July 2021

Fund: 81 PRIVATE PURPOSE TRUST FUNDS

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
						*Ending Balance:	0.00	(5.14)	0.00	0.00	0.00	7,657.74
81 770 000 8123 000					UNRESERVED-FUND BALANCE MARJORIE & ELOI	*Previous Balance						0.01
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	0.01
81 770 000 8124 000					JOE BENDA MEMORIAL SCHOLARSHIP	*Previous Balance						350.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	350.00
81 770 000 8126 000					MAURER SCHOLARSHIPS	*Previous Balance						300,522.52
81 770 000 8126 000					MAURER SCHOLARSHIPS							
81 0000 1510 000 8126					INTEREST ON INVESTMENTS MAURER							
07/27/2021	GJ	JULY18			ACCRUED INT MAUER CD		0.00	(54.23)	0.00	0.00		
81 0000 1400 100 8126 612					GENERAL SUPPLIES S MAURER							
07/21/2021	CD	2021Scholarship	11	24445	2021 Scholarship Award	Wartburg College	10,000.00	0.00	0.00	0.00		
07/28/2021	CD	2021ebierman	11	24449	2021 scholarship	IOWA STATE UNIVERSTIY	2,000.00	0.00	0.00	0.00		
07/28/2021	CD	2021cmosier	11	24450	2021 scholarship	IOWA STATE UNIVERSTIY	6,000.00	0.00	0.00	0.00		
81 770 000 8126 000					MAURER SCHOLARSHIPS	*Current Activity						(18,054.23)
						*Ending Balance:	18,000.00	(54.23)	0.00	0.00	0.00	282,468.29
81 770 000 8127 000					DONALD WERLING SCHOLARSHIP	*Previous Balance						2,500.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,500.00
						Fund Total: 81	18,000.00	(102.88)	0.00	0.00	0.00	432,071.61



**Activity Fund Balance Report - Detail - Include Encumbrances**  
06/2021 - 06/2021  
Lunch Fund Report June 2021

**Fund: 61 SCHOOL NUTRITION FUND**

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
61 481 000 4052 000					GENERAL SUPPLIES - COVID LUNCH							
61 0000 3110 000 4052 618					GENERAL SUPPLIES -- COVID LUNCH							
06/16/2021	CD	ck06162021	12	13440	food & supplies	MARTIN BROS DISTRIBUTING CO	2,546.52	0.00	0.00	0.00		
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP		(2,546.52)	0.00	0.00	0.00		
<b>61 481 000 4052 000</b>					<b>GENERAL SUPPLIES - COVID LUNCH</b>	<b>*Current Activity</b>					0.00	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	
<b>61 770 000 0000 000</b>					<b>RESERVE FOR INVENTORIES</b>	<b>*Previous Balance</b>					4,927.02	
61 770 000 0000 000					RESERVE FOR INVENTORIES					(82,752.08)		
06/30/2021	GJ	EOY77			MOVE TO 780 TO ZERO OUT		0.00	0.00	0.00	0.00		
61 0000 1510 000 0000					INTEREST ON INVESTMENTS							
06/30/2021	CR	1			interest on checking		0.00	9.51	0.00	0.00		
61 0000 1611 000 0000					DAILY SALES-SCHOOL LUNCH PGM							
06/22/2021	CR	769937			lunch		0.00	291.25	0.00	0.00		
06/22/2021	CR	769938			lunch and preschool snack		0.00	133.00	0.00	0.00		
06/30/2021	CR	PFIJune2021			PFI for June 2021		0.00	190.00	0.00	0.00		
06/30/2021	GJ	EOY72			BREAK OUT SCHOOL LUNCH		0.00	(32,641.35)	0.00	0.00		
06/30/2021	GJ	EOY72			DEFERRED REVENUE PRIOR YEAR		0.00	24,210.69	0.00	0.00		
06/30/2021	GJ	EOY72			DEFERRED REVENUE 2021		0.00	(25,550.24)	0.00	0.00		
61 0000 1612 000 0000					DAILY SALES-SCHOOL BREAKFAST							
06/30/2021	GJ	EOY72			BREAKFAST REIMBURSABLE SALES		0.00	830.70	0.00	0.00		
61 0000 1621 000 0000					ALA CARTE SALES							
06/30/2021	GJ	EOY72			ALA CART SALES		0.00	28,739.95	0.00	0.00		
61 0000 1622 000 0000					ADULT LUNCH SALES							
06/30/2021	GJ	EOY72			ADULT LUNCH SALES		0.00	3,061.50	0.00	0.00		
61 0000 1623 000 0000					ADULT BREAKFAST SALES							
06/30/2021	GJ	EOY72			ADULT BREAKFAST SALES		0.00	9.20	0.00	0.00		
61 0000 1631 000 0000					INSTITUTIONAL INCOME							
06/22/2021	CR	769938			lunch and preschool snack		0.00	941.15	0.00	0.00		
61 0000 3251 000 3251					SCHOOL LUNCH CASH ASSISTANCE STATE							
06/22/2021	CR	State2021June			State reimbursement		0.00	3,604.68	0.00	0.00		
06/30/2021	GJ	23			warrant 7/27/2021		0.00	666.94	0.00	0.00		
06/30/2021	GJ	EOY70			STATE REVENUE BREAKFAST		0.00	(908.21)	0.00	0.00		
61 0000 3252 000 3252					SCHOOL BREAKFAST CASH ASSIS							
06/30/2021	GJ	23			warrant 7/27/2021		0.00	261.79	0.00	0.00		
06/30/2021	GJ	EOY70			STATE REVENUE BREAKFAST		0.00	908.21	0.00	0.00		
61 0000 4556 000 4556					SFSP							
06/23/2021	CR	SFSP2021June			SFSP operating		0.00	57,602.27	0.00	0.00		
06/23/2021	CR	SFSP2021June			SFSP Admin		0.00	5,950.56	0.00	0.00		
06/30/2021	GJ	13			monthly reimbursement		0.00	39,724.02	0.00	0.00		
61 0000 4951 000 4951					COMMODITIES							
06/30/2021	GJ	EOY124			COMMODITIES CONSUMED TO MATCH STATE		0.00	58.90	0.00	0.00		
06/30/2021	GJ	EOY74			2021 COMMODITIES CONSUMED		0.00	43,902.90	0.00	0.00		
61 0000 5210 000 4055					INTERFUND TRANSFER GENERAL FUND							

Activity Fund Balance Report - Detail - Include Encumbrances  
06/2021 - 06/2021  
Lunch Fund Report June 2021

Fund: 61 SCHOOL NUTRITION FUND

Chart of Account Number		Chart of Account Description										
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
06/21/2021	CR	769936			COVID expenses FY 2020-21		0.00	19,249.67	0.00	0.00		
61 0000 3110 000 0000 191					REGULAR EMPLOYEES							
06/16/2021	CD	ck06162021	12	13441	salaries	TIPTON COMMUNITY SCHOOL DISTRICT	23,177.89	0.00	0.00	0.00		
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP		(211,132.98)	0.00	0.00	0.00		
61 0000 3110 000 0000 221					FICA							
06/16/2021	CD	ck06162021	12	13441	salaries	TIPTON COMMUNITY SCHOOL DISTRICT	1,746.68	0.00	0.00	0.00		
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP		(15,833.71)	0.00	0.00	0.00		
61 0000 3110 000 0000 231					IPERS							
06/16/2021	CD	ck06162021	12	13441	salaries	TIPTON COMMUNITY SCHOOL DISTRICT	2,059.59	0.00	0.00	0.00		
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP		(19,316.55)	0.00	0.00	0.00		
61 0000 3110 000 0000 272					WELLNESS							
06/16/2021	CD	ck06162021	12	13441	salaries	TIPTON COMMUNITY SCHOOL DISTRICT	21.00	0.00	0.00	0.00		
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP		(291.00)	0.00	0.00	0.00		
61 0000 3110 000 0000 273					HEALTH BENEFITS							
06/16/2021	CD	ck06162021	12	13441	salaries	TIPTON COMMUNITY SCHOOL DISTRICT	4,456.83	0.00	0.00	0.00		
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP		(58,980.78)	0.00	0.00	0.00		
61 0000 3110 000 0000 294					DUES							
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP		(352.00)	0.00	0.00	0.00		
61 0000 3110 000 0000 580					TRAVEL							
06/16/2021	CD	ck06162021	12	13432	mileage	BECKER, SHONNA	20.46	0.00	0.00	0.00		
06/16/2021	CD	ck06162021	12	13433	mileage	BISBEE, CARRIE L	85.25	0.00	0.00	0.00		
06/16/2021	CD	ck06162021	12	13436	mileage	GEARY, BETH A	3.10	0.00	0.00	0.00		
06/16/2021	CD	ck06162021	12	13437	mileage	KOOB, CHRISTINE	37.82	0.00	0.00	0.00		
06/16/2021	CD	ck06162021	12	13438	mileage	LILIENTHAL, MEGAN R	71.51	0.00	0.00	0.00		
06/16/2021	CD	ck06162021	12	13439	mileage	LITTLE, CHERYL R	49.29	0.00	0.00	0.00		
06/16/2021	CD	ck06162021	12	13442	mileage	ULRICH, DANIELE R	7.75	0.00	0.00	0.00		
06/16/2021	CD	ck06162021	12	13443	mileage	WHITLATCH, ANNA M	151.28	0.00	0.00	0.00		
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP		(426.56)	0.00	0.00	0.00		
06/30/2021	CD	ck06302021	12	13446	hotel rooms at conference	CARDMEMBER SERVICE	1,262.20	0.00	0.00	0.00		
06/30/2021	GJ	EOY75			move travel to 3140		(1,262.20)	0.00	0.00	0.00		
61 0000 3110 000 0000 618					GENERAL SUPPLIES							
06/16/2021	CD	ck06162021	12	13434	chemicals	EMS DETERGENT SERVICES	219.80	0.00	0.00	0.00		
06/16/2021	CD	ck06162021	12	13440	food & supplies	MARTIN BROS DISTRIBUTING CO	768.70	0.00	0.00	0.00		
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP		(19,772.79)	0.00	0.00	0.00		
61 0000 3110 000 0000 631					FOOD							
06/16/2021	CD	ck06162021	12	13440	food & supplies	MARTIN BROS DISTRIBUTING CO	15,225.46	0.00	0.00	0.00		
06/16/2021	CD	ck06162021	12	13435	food	FAMILY FOODS	380.45	0.00	0.00	0.00		
06/16/2021	CD	ck06162021	12	13431	food	Alpha Baking Co., Inc.	658.70	0.00	0.00	0.00		
06/16/2021	CD	ck06162021	12	13430	food	ANDERSON ERICKSON DAIRY	3,810.93	0.00	0.00	0.00		

**Activity Fund Balance Report - Detail - Include Encumbrances**  
06/2021 - 06/2021  
Lunch Fund Report June 2021

Fund: 61 SCHOOL NUTRITION FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP	(118,859.98)	0.00	0.00	0.00			
61 0000 3110 000 0000 790					DEPRECIATION							
06/30/2021	GJ	EOY76			NUTRITION DEPRECIATION EXPENSE	11,311.19	0.00	0.00	0.00			
61 0000 3110 000 0000 791					EQUIPMENT (GOVT FUNDS)							
06/30/2021	GJ	EOY76			FIXED ASSETS PURCHASED - OVENS	(69,708.98)	0.00	0.00	0.00			
61 0000 3110 000 0019 340					OTHER PROFESSIONAL - COVID Tracking							
06/18/2021	GJ	JUNE9			COVID TRAINING CLASS REGISTRATION	(149.00)	0.00	0.00	0.00			
61 0000 3110 000 0019 612					GENERAL SUPPLIES COVID Expenses							
06/18/2021	GJ	JUNE9			DISP TRAYS/UTENSILS/GLOVES/DIS INFECTANT	(5,751.80)	0.00	0.00	0.00			
61 0000 3110 000 0019 618					GENERAL SUPPLIES COVID tracking							
06/18/2021	GJ	JUNE9			DISP TRAYS/UTENSILS/GLOVES/DIS INFECTANT	(13,348.87)	0.00	0.00	0.00			
61 0000 3110 000 0019 631					FOOD -- COVID Tracking							
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP	(356.38)	0.00	0.00	0.00			
61 0000 3110 000 1621 631					ALA CARTE FOOD							
06/30/2021	GJ	EOY73			ALA CARTE FOOD EXP	3,874.61	0.00	0.00	0.00			
61 0000 3110 000 1622 631					ADULT LUNCH FOOD							
06/30/2021	GJ	EOY73			ADULT FOOD EXPENSE	3,061.50	0.00	0.00	0.00			
61 0000 3110 000 1623 631					ADULT BREAKFAST FOOD							
06/30/2021	GJ	EOY73			ADULT BREAKFAST EXPENSE	9.20	0.00	0.00	0.00			
61 0000 3110 000 1631 631					INSTITUTIONAL FOOD							
06/30/2021	GJ	EOY73			INSTITUTIONAL FOOD EXPENSE	1,512.15	0.00	0.00	0.00			
61 0000 3110 000 4951 639					COMMODITIES CONSUMED							
06/30/2021	GJ	EOY124			COMMODITIES CONSUMED TO MATCH STATE	58.90	0.00	0.00	0.00			
06/30/2021	GJ	EOY74			2021 COMMODITIES CONSUMED	43,902.90	0.00	0.00	0.00			
61 0000 3140 000 0000 191					SERVICE WORK sfsp tracking							
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP	211,132.98	0.00	0.00	0.00			
06/30/2021	GJ	EOY19			REVERSE PRIOR YEAR JULY/AUG PAYROLL	(30,013.48)	0.00	0.00	0.00			
06/30/2021	GJ	EOY20			JULY/AUGUST NUTRITION PAYROLL 2021	31,079.58	0.00	0.00	0.00			
61 0000 3140 000 0000 221					FICA for SFSP tracking							
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP	15,833.71	0.00	0.00	0.00			
06/30/2021	GJ	EOY19			REVERSE PRIOR YEAR JULY/AUG PAYROLL	(2,234.68)	0.00	0.00	0.00			
06/30/2021	GJ	EOY20			JULY/AUGUST NUTRITION PAYROLL 2021	2,328.89	0.00	0.00	0.00			
61 0000 3140 000 0000 231					IPERS for SFSP tracking							
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP	19,316.55	0.00	0.00	0.00			

Activity Fund Balance Report - Detail - Include Encumbrances  
06/2021 - 06/2021  
Lunch Fund Report June 2021

Fund: 61 SCHOOL NUTRITION FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description							
06/30/2021	GJ	EOY19			REVERSE PRIOR YEAR JULY/AUG PAYROLL		(2,833.28)	0.00	0.00			
06/30/2021	GJ	EOY20			JULY/AUGUST NUTRITION PAYROLL 2021		2,933.90	0.00	0.00			
61 0000 3140 000 0000 272					WELLNESS for SFSP tracking							
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP		291.00	0.00	0.00			
06/30/2021	GJ	EOY19			REVERSE PRIOR YEAR JULY/AUG PAYROLL		(60.00)	0.00	0.00			
06/30/2021	GJ	EOY20			JULY/AUGUST NUTRITION PAYROLL 2021		42.00	0.00	0.00			
61 0000 3140 000 0000 273					HEALTH BENEFITS for SFSP tracking							
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP		58,980.78	0.00	0.00			
06/30/2021	GJ	EOY19			REVERSE PRIOR YEAR JULY/AUG PAYROLL		(10,135.62)	0.00	0.00			
06/30/2021	GJ	EOY20			JULY/AUGUST NUTRITION PAYROLL 2021		9,391.68	0.00	0.00			
61 0000 3140 000 0000 294					DUES for SFSP tracking							
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP		352.00	0.00	0.00			
61 0000 3140 000 0000 580					TRAVEL for SFP tracking							
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP		426.56	0.00	0.00			
06/30/2021	GJ	EOY75			move travel from 3110		1,262.20	0.00	0.00			
61 0000 3140 000 0000 618					GENERAL SUPPLIES for SFSP tracking							
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP		19,772.79	0.00	0.00			
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP		2,546.52	0.00	0.00			
06/30/2021	CD	ck06302021	12	13447	food & supplies	MARTIN BROS DISTRIBUTING CO	313.06	0.00	0.00			
61 0000 3140 000 0000 631					FOOD for SFSP tracking							
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP		118,859.98	0.00	0.00			
06/30/2021	CD	ck06302021	12	13447	food & supplies	MARTIN BROS DISTRIBUTING CO	2,311.05	0.00	0.00			
06/30/2021	CD	ck06302021	12	13445	food	Alpha Baking Co., Inc.	175.84	0.00	0.00			
06/30/2021	CD	ck06302021	12	13444	food	ANDERSON ERICKSON DAIRY	2,197.71	0.00	0.00			
06/30/2021	GJ	EOY71			2021 PURCHASED FOOD INVENTORY		(13,786.75)	0.00	0.00			
06/30/2021	GJ	EOY71			REV PRIOR YEAR PURCHASE FOOD INVENTORY		18,734.06	0.00	0.00			
06/30/2021	GJ	EOY73			FOOD COSTS OTHER FOOD		(8,457.46)	0.00	0.00			
61 0000 3140 000 0019 631					FOOD for SFSP track with COVID							
06/22/2021	GJ	5			correct code from 3110 to 3140 for SFSP		356.38	0.00	0.00			
61 0000 3140 000 4055 340					OTHER PROFESSIONAL							
06/18/2021	GJ	JUNE9			COVID TRAINING CLASS REGISTRATION		149.00	0.00	0.00			
61 0000 3140 000 4055 618					GENERAL SUPPLIES							
06/18/2021	GJ	JUNE9			DISP TRAYS/UTENSILS/GLOVES/DIS INFECTANT		19,100.67	0.00	0.00			
61 770 000 0000 000					RESERVE FOR INVENTORIES							

\*Current Activity

35,725.73

**Activity Fund Balance Report - Detail - Include Encumbrances**  
06/2021 - 06/2021  
Lunch Fund Report June 2021

**Fund: 61 SCHOOL NUTRITION FUND**

Chart of Account Number      Chart of Account Description  
Entry Date JR   Reference # Check Acct Check # Description

<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
*Ending Balance:	52,769.28	171,247.09	0.00	0.00	(82,752.08)	40,652.75
Fund Total: 61	52,769.28	171,247.09	0.00	0.00	(82,752.08)	40,652.75

Tipton Community School District  
08/03/2021 8:43 AM

**Check Reconciliation Report**  
Lunch Check Reconciliation 7/31/2021

Processing Month: 07/2021

Batch Description: Lunch Ck Rec July 2021  
Checking Account: 12 LUNCH

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	
	Statement Balance	07/31/2021	180,854.35	
<u>Outstanding Checks</u>		<u>Date</u>	<u>Amount</u>	
<u>Check/Reference Number</u>	<u>Description</u>			
13393	Tim Marley	03/26/2021	32.50	
13418	Lori Hoffman	05/19/2021	53.65	
13442	DANIELE ULRICH	06/16/2021	7.75	
		Total:	<u>93.90</u>	
<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
180,854.35	(93.90)	180,760.45	180,760.45	0.00

Cleared Automatic Payment Total: 6,898.79  
 Cleared Checks Total:  
 Cleared Direct Deposit Total:  
 Cleared Void Total:  
 Cleared Cash Receipt Total: 5,542.80  
 Cleared Manual Journal Entries Total: 40,652.75  
 Cleared Sales Journal Total:

**Activity Fund Balance Report - Detail - Include Encumbrances**  
07/2021 - 07/2021  
Lunch Fund Report July 2021

**Fund: 61 SCHOOL NUTRITION FUND**

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>							
61 770 000 0000 000					RESERVE FOR INVENTORIES							
61 0000 1510 000 0000					INTEREST ON INVESTMENTS							
07/30/2021	CR	1			interest on checking	0.00	12.19	0.00	0.00			
61 0000 1611 000 0000					DAILY SALES-SCHOOL LUNCH PGM							
07/30/2021	CR	PFIJuly2021			PFI lunch payments	0.00	310.00	0.00	0.00			
61 0000 4556 000 4556					SFSP							
07/28/2021	CR	Gj13Jun21rev			Admin - July income	0.00	485.11	0.00	0.00			
07/28/2021	CR	Gj13Jun21rev			Operating - July income	0.00	4,735.50	0.00	0.00			
61 0000 3110 000 0000 618					GENERAL SUPPLIES							
07/15/2021	CD	ck07152021	12	13448	ANC21 - SNA	299.00	0.00	0.00	0.00		5,243.80	
61 770 000 0000 000					RESERVE FOR INVENTORIES							
						<b>*Current Activity</b>						
						<b>*Ending Balance:</b>	299.00	5,542.80	0.00	0.00	0.00	5,243.80
<b>Fund Total: 61</b>							299.00	5,542.80	0.00	0.00	0.00	5,243.80

Please accept my resignation as a Para. I have accepted a Pharmacy Technician position in town. I want to thank you for giving me the opportunity to work with the kids I really enjoyed it. Financially it just didn't work for me and I think this move is best for my family. I will truly miss everyone.

Sincerely,

A handwritten signature in cursive script that reads "Teri Davis".

Teri Davis

# Margaret Helmold

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- Objective:** 5 / 6 teaching position where I will utilize my dedication to children's educational needs and development.
- Education:** Bachelor of Arts Degree, Central College, Pella, IA May 2012  
Major: Elementary Education      Minor: Spanish  
Overall GPA: 3.4  
Endorsements: Elementary Education #102 K-6, Reading Endorsement #148 K-8
- Work:**
- 4-6 Mathematics Teacher, Olin Elementary School, Olin, IA Fall 2019-Present
- Create lesson Plans that accommodate all ranges of learners
  - Active member on the Academic committee creating reading plans for students
  - Be flexible and step in to help teachers when they need coverage
  - Be adaptable and learn new strategies and material to facilitate higher learning
- Substitute Teacher, Tipton Community Schools, Tipton, IA Spring 2019
- Maintain classroom procedures and routines
  - Assist other teachers in daily responsibilities
  - Deliver test and input data into grading portal
  - Cover teachers when they need to leave suddenly
- Paraprofessional, Ball-Chatham School District, Chatham, IL-Fall 2015-Spring 2019
- Help students with physical or behavioral disabilities; move to and from wheelchairs, lifting, or positioning
  - Organize and sort materials for classroom teacher
  - Provide ongoing support to the special education teacher by completing tasks
  - Adapted and generated materials on the computer for visually impaired students
- Sylvan Learning Center, Springfield, IL Fall 2014-Spring 2017
- Work in small groups with 1-3 students on Math, Reading or Writing
  - Provide assistance to students who need extra support
  - Foster learning and encourage students to try their hardest
  - Aid in any extra help that is needed
- Title 1 Reading Specialist, North Cedar Elementary, Mechanicsville, IA Fall 2012-2014
- Work with small groups to enhance reading skills
  - Provide assistance to students that need help with reading
  - Work with classroom teachers to provide the best help for their students
  - Provided instruction to K-4<sup>th</sup> Grade students
- Skills:**
- Eager to learn
  - Time management is a priority
  - Works well with others
  - Highly organized
- Computer Skills-**
- Mac/PC proficient
  - Microsoft Word
  - Microsoft Excel





Edgenuity Inc.  
 8860 E. Chaparral Road  
 Suite 100  
 Scottsdale AZ 85250  
 877-725-4257

Price Quote for Services  
 Tipton Comm School District  
 TIPTON IA  
 Account Number 703  
 Quote Number 52293  
 Total \$15,600.00  
 Date 3/17/2021

**DISCOUNTED THREE YEAR AGREEMENT**  
 Qty. 8 Concurrent User Licenses  
 Edgenuity Fully Customizable Gr 6-12 Courseware  
 Allows for up to 8 students to be accessing their course(s) simultaneously at any one time.

**Payment Schedule**

As part of this 3-year agreement - Tipton School District will pay the total over the course of 3 years. Unless the district chooses to add additional courses, licenses, additional service or training, \$5,200 will be invoiced on July 1st in 2021, 2022, and 2023.

**Contract Start**

7/1/2021

**Contract End**

6/30/2024

Site	Description	Comment	End Date	Qty
1. Tipton High School	Digital Libraries 6-12 Comprehensive All Content Concurrent User (MS and HS content for math, ELA, science, social studies, electives, CTE, AP, world languages, Virtual Tutors, excludes Sophia and eDynamic Learning)	\$650/license \$5,200/year	06/30/2024	8
			<b>Subtotal</b>	\$15,600.00
			<b>Total</b>	\$15,600.00

Thank you for the opportunity to continue partnering with Tipton Community School District!

Edgenuity will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Edgenuity will invoice the customer for the additional usage.

This quote is subject to Edgenuity Inc. Standard Terms and Conditions ("Terms and Conditions"). These Terms and Conditions are available at <http://www.edgenuity.com/edgenuity-standard-terms-and-conditions-of-sale.pdf>, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Edgenuity's written consent.

**Tipton Comm School District**

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Edgenuity Inc. Representative**

Brandy Harris | Inside Sales Associate  
 brandy.harris@edgenuity.com | 602-649-5590  
 Edgenuity@

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. All order documentation can be submitted electronically at <https://edgenuity.formstack.com/forms/ar>. Alternatively you can e-mail this quote, the purchase order and order documentation to [AR@edgenuity.com](mailto:AR@edgenuity.com) or fax to 480-423-0213.



## Agreement

Team Staffing Solutions, Inc. with its principal office located at 109 Lake Park Blvd.; Muscatine, IA ("STAFFING FIRM") and Tipton Community School District with its principal office located at 400 E Sixth St.; Tipton, IA 52772 ("CLIENT") agrees to the terms and conditions set forth in this Agreement.

STAFFING FIRM and CLIENT agree to the following terms and conditions:

1. Undertaking of Service

STAFFING FIRM agrees to use its best efforts to find suitable contract workers ("Contractors") for CLIENT. STAFFING FIRM will actively source, recruit and screen candidates. STAFFING FIRM'S responsibilities include the following: recruitment, selection/interviewing and reference checks. STAFFING FIRM is responsible for providing all employment benefits to its Contractors including Weekly Pay, ACA approved healthcare and filing all employment related withholdings such as FICA, SUTA, FUTA and procuring the statutory worker's compensation insurance.

2. Term of Agreement

This Agreement will be for a term of 1 year from the first date on which both parties have executed agreement. The Agreement may be terminated by either party upon 30 days written notice to the other party, except that, if a party becomes bankrupt or insolvent, discontinues operations, or fails to make any payments as required by the Agreement, either party may terminate the Agreement upon 8 hours written notice.

3. Payment Terms, Bill Rates and Fees

CLIENT agrees to pay STAFFING FIRM for its performance at the rates below:

Job Title or Description	Per Diam	Per Diam Bill Rate	Health Care
Substitute Teacher	\$125.00	\$162.50	ACA Compliant Heath Care
Substitute Teacher	\$125.00	\$240.00	Robust ACA Compliant Heath Care
5 Paid Sick Days	\$125.00	\$162.50 or \$240.00	NA
2 Paid Personal Days	\$125.00	\$162.50 or \$240.00	NA

STAFFING FIRM will invoice CLIENT for services provided under this Agreement on a weekly basis. Payment is due upon receipt of invoice. Invoices past 20 days will bear interest of 1 ½% per month.

CLIENT's signature or other agreed method of approval of the work time submitted for Contractor, certifies that the documented hours are correct and authorizes STAFFING FIRM to pay Contractor on the 20<sup>th</sup> of each month and invoice CLIENT for those hours. If a portion of any invoice is disputed, CLIENT agrees to pay the undisputed portion.

4. Workers Compensation

STAFFING FIRM shall procure and maintain in effect throughout the life of this Agreement, worker's compensation insurance in full limits as required by the statute covering Contractors assigned to CLIENT.

This agreement shall be interpreted according to the laws of the State of Iowa. In the event any dispute under this Agreement arises, the parties agree to submit to the jurisdiction of the courts in the State of Iowa.

IN WITNESS WHEREOF, and intending to be legally bound, Staffing Firm and Client have executed this Agreement.

Staffing Firm

Team Staffing Solutions, Inc.  
Print Name Above

*Charlene Garrison*  
Signature

Manager  
Title

07/29/2021  
Date

Client Name

Tipton Community School  
Print Name Above

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CLASSIFIED STAFF HANDBOOK**  
**TIPTON COMMUNITY SCHOOL DISTRICT**  
**ADOPTED BY**  
**THE TIPTON BOARD OF EDUCATION**  
**2021 -2022**

**TIPTON COMMUNITY SCHOOL  
CLASSIFIED STAFF HANDBOOK**

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**Tipton Community School District**

400 E 6<sup>th</sup> Street  
Tipton, IA 52272  
(563) 886-6121

**Central Office (563) 886-6121**

Dr. Jason Wester, Superintendent  
Jim Becker, School Business Official/Board Secretary  
Michele Gipson, Administrative Assistant  
Sandy Agne, Administrative Assistant

**High School Office (563) 886- 6027**

Spence Evans, High School Principal  
Sheila Koch, Administrative Assistant  
Kim Barber, School Counselor

**Elementary School Office (563) 886-6131**

Lori Hill, Elementary Principal  
Alesha Spangler, Administrative Assistant  
Kylie Wood, School Counselor

**Middle School Office (563) 886-6025**

Troy Smock, Middle School Principal  
Nancy Pruess, Administrative Assistant  
Bryan Carney, School Counselor

**School Nurse- All Buildings**

Heather Sloma-Weber, Elementary Middle School	Ext. 1225
Stephanie Webb, High School	Ext. 1329

**Directors**

Randy Crawford, Technology Director	Ext. 1104
Loren Mohr, Facilities Director	Ext. 1105
Shelly Mohr, Foodservice Director	Ext. 1106
Tammy Oaks, Transportation Director	(319) 330-7084
Dawn Siech, Director of Teaching and Learning	Ext. 1111
Matt Nerem, Activities Director	Ext. 1107
Spence Evans, Director of Equity and Learning Supports	Ext. 1302

**Tipton Board of Education**

Jim Becker, Board Secretary  
(563) 886-6121 Ext. 1103

jim.becker@tipton.k12.ia.us

Diane Wallick, President  
Ray Vitense, Vice President  
Kirby Bierman  
Heidi Shumaker  
Randy Shumaker

diane.wallick@tipton.k12.ia.us  
ray.vitense@tipton.k12.ia.us  
kirby.bierman@tipton.k12.ia.us  
heidi.shumaker@tipton.k12.ia.us  
randy.shumaker@tipton.k12.ia.us

**OUR AIM**

Generate enthusiasm while increasing learning.

**Mission**

Our aim will be accomplished by improving the quality of learning today for the life-long learners of tomorrow.

**District Goals**

All students and staff will feel safe and connected at school.  
All students will prepare for success beyond high school.  
All students will utilize technology to prepare for success beyond school.

**Board Goals (multi-year)**

Goal: The board will embrace personalized learning to foster student ownership, voice and choice.

Goal: The board will support the district in the becoming a leader in Science, Technology, Engineering, Arts, and Math (STEAM) education.

Goal: The board will support the improvement of the district's facilities

To avoid misunderstanding from classified employees, with regard to what provisions are allowed by the Board of Education to them as a part of employment, this brief handbook has been developed.

In all instances, an effort has been made to provide equitable means to all employee groups and levels. Due to a variance in the hours worked, length of work contract, and other expectancies, there will be variance in compensation, leave, and other areas that cannot be placed on an equal basis.

The Board of Education expects that those who sign contracts of employment with the Tipton Community School District are stating their first job responsibility is to the District. As such, our expectancies are that duties assigned by the Board or its designated supervisors or heads of department be performed. Other employment will be felt to be secondary to the needs of the Tipton Community School District and expected not to interfere with performance of work assigned by the District.

Those persons assigned as supervisors will perform supervision and evaluation of job performance. Evaluation will be performed in accordance with policy established by the Board of Education. An evaluation form will be presented to the employee prior to evaluation.

The Classified Staff Handbook will be evaluated the year the contract language expires to make any changes in the present material.

Approved by Tipton Community School District Board of Education on August 9, 2021

## DEFINITION OF TERMS

**BOARD:** Tipton Board of Education

**DISTRICT:** Tipton Community School District

**CLASSIFIED STAFF:** Defined as administrative assistants, bus drivers, food service workers, custodians, aides, and all other classified staff paid on hourly rate.

**FULL TIME EMPLOYEES:** Any employee who works 30 hours or more per week for 36 weeks or more.

**HALF TIME EMPLOYEES:** Any employee who works at least 20 hours per week but less than 30 hours per week.

**NON-EXEMPT PERSONNEL:** As defined by Federal Government Regulations pertaining to over-time pay.

**PERSONAL DAYS:** Days that may be allowed by the board for employee use for personal reasons.

**SICK DAYS:** Days that are provided to employees to cover days of personal illness.

**BEREAVEMENT:** Days which the Board allows for death in immediate family and/or acquaintance.

**CRITICAL ILLNESS:** Shall be defined as illness requiring inpatient hospitalizations, surgical procedures and/or emergency room care for immediate family.

**ABSENT WITHOUT PAY DAYS:** Days which are taken by the employee for which there is no provided leave or used after provided leave is exhausted.

**HOLIDAYS:** Those days that are designated as holidays by the federal government and recognized by the Board as such.

**CONTRACTUAL WORKDAYS:** Days specifically assigned as days of work within the employee contract.

**VACATION:** Time allowed to specific employees to take time from their work year; such time is with pay.

**WORK HOURS:** Hours assigned by contract as those to be worked by employee.

**OVERTIME HOURS:** Hours worked in excess of 40 hours per week are overtime hours and will be paid at time and one-half. The Superintendent or his/her designee must approve all overtime hours.

**SUBSTITUTES:** Persons who may be employed for short periods of time to work for regular employees who are out due to illness or other reasons.

**JOB DESCRIPTIONS:** Description of expected performance by a person employed to do a specific job

### **AFFIRMATIVE ACTION COMPLIANCE PROGRAM**

The Tipton Community School District has an established policy of Equal Employment Opportunity with respect to race, religion, color, gender, age, or national origin. The district has an established policy of taking affirmative action in recruitment, appointment, assignment, and advancement of women, minorities, and disabled. The district expects the administration to know of and fully accept the equal opportunity and affirmative action policies and to make certain that no employee or applicant for employment shall suffer any form of discrimination because of race, religion, color, gender, age, national origin, or disability. In order to effectively communicate and interpret the district's policies to all levels of the administration and to all employees, community, and educational agencies, and the public in general, the following will be undertaken:

- A. Dissemination of Policy Employees will be reminded annually of the district's written statement of policy by:
  - 1. Description of policy by publication or reference in all issues or re-issues of personnel handbooks.
  - 2. When appropriate, publicize the EEO policy and such activities through news stories or other articles in District publications.
  - 3. Detailed discussion at administrative conferences and staff meetings.
- B. Employment advertisements will contain assurance of equal employment opportunity.
- C. All employment and recruiting sources where jobs are listed by the district will be reminded of District policy, both verbally and in writing.
- D. Notices will be posted on bulletin boards and in locations where applicants are interviewed. These will inform employees and applicants of their rights under federal and state civil rights laws.

### **EMPLOYMENT**

All persons who are employed by the Tipton Community School District, in classified positions, shall be apprised of the status of the job when they are employed. If the job is to be part-time, or for a specified period of time, they will be so informed.

Selection of personnel for employment shall be made through the office of the Superintendent of Schools and the Board of Education. The job vacancy will be made known through the placing of ads on Teach Iowa. The Board of Education reserves the right to final decisions on the employment of any individual.

All applicants will be notified after an interview, as to whether they have or have not been selected to fill the position for which they applied. Notice will be by either telephone or by letter. The Tipton Community School District is an equal opportunity employer, and there shall be no barriers other than those imposed by statute.

All persons employed by the Tipton Community School District in classified positions may be placed on a 30 to 90-day probationary status. If, at the end of that period of time, their work has been judged to be satisfactory, they may be placed on permanent status. During the probationary period, the employee will not be eligible for leaves or benefits.

Persons employed by the Tipton Community School District shall not have any outside employment that interferes with their prompt reporting for work at scheduled times, or that affects their ability to perform the job assigned them by the District.

Such personal data, as required at the time of employment and for job interview purposes, will be furnished by the applicant. This will be kept, in confidence, in the personnel folder.

### **SALARIES**

Salary or salary adjustment shall be set by the Board of Education. Such adjustment is to commence with the start of a new contract year. The contract year begins on date stated on individual contracts.

### **PERSONAL LEAVE (Classified Staff)**

Board Policy 409.2

Each employee who works at least 180 days per year is allowed not to exceed two (2) paid personal leave days per year. The personal leave policy is established for employees to take care of some business or obligation, which cannot be cared for when school is not in session.

Personal leave is cumulative to a maximum of two-year allowance. Any staff member that does not use their Personal Days at the end of the school year may cash them in for the District's substitute pay scale. All requests for cash in must be submitted to the Superintendent in writing on the employee's last contract day of the current contract.

Full time employees who have reached a maximum of 192 sick days as of September 1 of the current school year will be granted one additional personal leave day.

Applications for personal leave must be requested in advance and the leave approved by the respective principal or supervisor. The leave will be granted based on available qualified substitutes who are to be arranged for by the supervisor prior to granting the release.

Personal days may be used in increments of one-half or whole. No other fractional amounts will be allowed.

Personal leaves are equal to the hours that the employee would have worked that day.

### **FAMILY SICK LEAVE**

**(Listed as Immediate Family Illness Leave on Request for Leave Forms.)**

Each employee shall be allowed to use up to five (5) family sick leave days per year, non-accumulative, for tending to the illness of immediate family members living in their household and their parents, sons, daughters, brothers and sisters. These will be deducted from the employee's accumulated sick leave days.

Employees with exhausted family leave, with administrative approval, will be able to move up to five of their personal sick leave to family sick leave.

### **FAMILY CRITICAL ILLNESS LEAVE**

**(Listed as Critical Illness Leave on Request for Leave Forms)**

The days of leave requested shall be granted up to two (2) days at any one time in the event of critical illness of an employee's spouse, son, daughter, brother, sister, father, mother, grandparent, grandchild, like in-laws, stepchild, stepparent, stepbrother, stepsister, or any member of the immediate household. An additional two days may be granted upon approval of the immediate supervisor for critical illness. Critical illness shall be defined as illness requiring inpatient hospitalization, surgical procedure, and/or emergency room care. Critical illness leave is not subtracted from sick leave.

## **BEREAVEMENT LEAVE**

Board Policy 409.2

The days of leave requested shall be granted up to three (3) days at any one time in the event of death of an employee's spouse, son, daughter, brother, sister, father, mother, grandparent, grandchild, like in-laws, stepchild, stepparent, stepbrother, stepsister, or any member of the immediate household. An additional two days may be granted upon approval of the immediate supervisor for bereavement leave. An additional one (1) day per year for the bereavement of individuals not covered above shall be available for an employee to use.

## **PERSONAL SICK LEAVE**

Board Policy 409.2

### **A. SICK LEAVE DEFINED**

- a. Unavoidable absence due to personal illness.

### **B. ACCUMULATION OF SICK LEAVE DAYS**

1. Each employee shall be credited with sick leave days as follows:
  - a. First year of employment in Tipton Schools. 10 days
  - b. Second year of employment in Tipton Schools 11 days
  - c. Third and subsequent years of employment in Tipton Schools 15 days
2. The above amounts shall apply only to consecutive years of employment in the Tipton Community Schools except as otherwise provided.
3. The unused portion of each year's credit is cumulative to a maximum of 192 days.

### **C. NOTIFICATION OF ACCUMULATION**

- a. Each employee shall be informed of the number of sick leave days accumulated as of the beginning of the current school year by November 1.

### **D. VERIFICATION OF SICK LEAVE NEED**

- a. The Board of Education will not generally require a doctor's statement as evidence of justifiable absence because of illness on a short-time basis. However, if an employee is absent from work for more than five (5) consecutive contract days for sick leave reasons a written statement from the employee's doctor stating that they are physically or mentally unable to perform their assigned school task is required by the employer. The Board of Education reserves the right to employ its own physician to review the employee's doctor's opinion as written on the statement. If the two disagree, a third physician, also employed by the Board, (chosen by the employee and the Board, or in the event they cannot agree, by the County Medical Society) shall render an opinion on the issue of medical capacity to continue or resume the performance of duties, which opinion shall be binding on the parties.

#### **i. The statement from the physician shall:**

1. State the physician's opinion as to the time in dates between which the employee is unable to perform their assigned duties.
2. Explain the illness or disability, which requires the employee to be absent from their job.

- E. A statement from the employee's physician may be required to establish a date for returning to work or for continuing to work when there is question as to whether an employee is able to do so.

- F. Sick leave shall not be granted for surgery or for other reasons for which reasonable evidence cannot be shown confirming the necessity of sick leave absence. All sick leave benefits shall terminate upon termination of employment pursuant to Chapter 279, Code of Iowa, or upon resignation, except for those employees on recall.

## **FAMILY MEDICAL LEAVE**

Board Policy 409.3

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as 365 days prior to the start date of the requested leave. Requests for family and medical leave shall be made to the Superintendent.

The employees paid leave will run simultaneously with the family and medical leave. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. It shall be the responsibility of the Superintendent to develop administrative rules to implement this policy.

To be eligible the employee must have been employed for one full year by the District and work a minimum of 1250 hours during that year. The employee must be under contract for 1250 hours for the school year in which they are applying for the Family Medical Leave.

Employees that have exhausted family leave, with administrative approval will be able to move up to five of their personal sick leave to family sick leave.

## **PATERNITY LEAVE**

A staff member may use five (5) days of sick leave for the birth of a child.

## **INFANT ADOPTION LEAVE**

Each employee may use up to 10 sick leave days for an infant adoption.

## **PROFESSIONAL CONFERENCES**

Board Policy 414

The Board agrees to provide, upon approval of Superintendent, the necessary funds for employees who desire to attend professional conferences. Employees shall submit vouchers for covered expenses.

## **CONTRACTUAL DAYS**

Those employees who have a contract calling for work only during those days when school is in session shall be present for work at those times. In those instances when school is not held due to weather or other uncontrolled reasons, those persons will not be expected to report for work. If school is closed due to emergency or inclement weather, the employee will be required to make up the day at the discretion of the Superintendent. Employees shall be paid for actual hours worked when school is closed after employee arrives at work or starts late. If the employee works on the closed day, the extra day worked later will be in addition to the pay normally received and must be pre-approved by the supervisor.

Classified staff that are employed for a specified contractual time shall be at work on all days that are not designated as legal holidays or as non-work days for the individual. In those instances when weather or other uncontrolled reasons may be such that work is not possible, the administrator may excuse those employees from the workplace. Hours that are missed may be made up within the pay period.

## VACATION/HOLIDAYS

### Board Policy 4091

All employees who are contracted at least 20 hours per week and have contractual workdays of 180 days or more shall be entitled to the following holidays: Labor Day, Thanksgiving Day, Christmas, New Year's Day.

All employees who work at least 20 hours per week and have contractual workdays of 210 days or more shall be entitled to the above holidays and Memorial Day

Employees under a twelve-month contract shall be entitled to the above holidays, Memorial Day, Fourth of July, Christmas Eve and New Year's Eve. Classified employees will be paid only for the hours they would have been scheduled for the day.

Twelve (12) month employees, employed at least six (6) months, shall be allowed paid vacation as follows:

Years of Service	Weeks Accumulated
0	*
1 to 9	2
10 to 19	3
20+	4

\*In addition to the reference, full-time (12 months per year) classified personnel shall be entitled to pro-rated paid vacation during the summer months if they started on or before June 30 of that year.

Vacation shall not be accrued from year to year without a prior arrangement with the immediate supervisor and the superintendent. The year is based on July 1 to June 30.

## CONTRACT OF CLASSIFIED

Contracts shall be in writing and state the length of time the contract will be in force. The total compensation for the contract period will be stated on the contract.

All contracts shall be approved by the Board of Education and signed by the President of the Board. Contracts must be returned upon the due date or they will be null and void. Contracts will be kept on file with the Board Secretary in the main office of the school district.

## OVERTIME HOURS

### Board Policy 412.2

The Board of Directors believes all non-exempt personnel should be compensated for any approved hours worked over forty hours in a workweek. This compensation shall be in compliance with the state and federal laws.

Each non-exempt employee compensated on an hour-by-hour basis, whether full or part time, permanent or temporary, will be paid no less than the federal Minimum Wage. Whenever a non-exempt employee must work more than forty hours in a given work week, required by the administrator or director, the employee shall be compensated at one and one-half time their regular hourly wage rate. Overtime will not be permitted without prior authorization of the employee's immediate supervisor.

Each non-exempt employee paid on an hour-by-hour basis must utilize the timecard system. Failure of the employee to maintain or falsification of such records will be grounds for disciplinary action.

It is the responsibility of the Superintendent of schools to maintain records and to establish regulations and procedures to comply with this policy and the requirements of the law, particularly the Fair Labor Standards Act.

All overtime must be pre-approved by the supervisor and Superintendent unless it is an unforeseen circumstance. Flex time can also be accumulated and used within the next pay period or as mutually agreed upon between the direct supervisor or building principal.

#### **METHOD OF PAY**

Employees will be paid as indicated on contracts. Payday is scheduled for the twentieth day of each calendar month. If this day should fall on a weekend or holiday, the last workday preceding the twentieth will be the payday. Summer pay checks will be mailed to the address provided to the Board Secretary.

#### **PAYROLL DEDUCTIONS**

Board Policy 412.4

The board authorizes the administration to make a payroll deduction for classified employees' tax-sheltered annuity premiums purchased from a company on the Iowa Retirement Investors' Club (RIC) through a licensed salesperson of that company.

Classified employees wishing to have payroll deductions for tax sheltered annuities shall make a written request to the superintendent.

#### **INSURANCE**

A. The Board agrees to provide each full-time classified employee (employee must work 30 hours or more per school week) with a fully paid single health and medical program and single dental program. The district's cost for single and family premiums will be based upon costs of the carriers' \$750 deductible health insurance policy and low-level dental insurance policy. The employees will have the option of selecting a higher deductible program. The difference between the district's contribution and premiums for plans the employee chooses may be applied towards higher level or family (high-level or low-level) dental coverage. In the event there is a change of insurance carrier(s), the level of benefits will remain comparable to the level at the end of the previous licensed Master Contract.

1. The Board shall pay 100% of the premiums for single health and medical (\$750 deductible) and single dental (low-level) for those employees working 30 hours or more per school week.
2. Those employees working less than 30 hours per school week shall not be eligible for any employer paid insurance benefits.
3. All terms and conditions of the provided insurance benefits, not listed in this article shall be as stated in the insurance contract provided by the carrier.
4. Medical Insurance Premiums may be placed in a section 125 Tax Saver Plan if employee so chooses.

#### **B. Dental Insurance**

1. The employee may participate in family dental coverage at the employee's expense through payroll deduction.
2. The employee may participate in the high-level dental insurance at the employee's expense. The difference in cost between high-level and low-level will be paid by the employee through payroll deduction.

3. Premiums may be placed in Section 125 Tax Saver Plan if employee so chooses.
- C. Coverage shall be for the duration of employment. New employees shall be covered, if application is made timely, on the 1st of the month following or coinciding with their dates of employment.
  - D. At the conclusion of Board contribution, any of the insurance benefits may be continued at the employee's expense, subject to conditions and regulations of the carrier.
  - E. Descriptions: The Board shall provide each employee a description of the insurance coverage provided within 20 days of the beginning of the school year or date of employment, which shall include a clear description of conditions and limits of coverage as provided above. The Board will be responsible for providing insurance information in the form of application and enrolment meetings.
  - F. Each employee shall be covered by Worker's Compensation Insurance, which shall be paid for by the School District.
  - G. Each employee shall be covered by a school financed liability insurance covering job-related performance and duties.

### **ABSENCE WITHOUT PAY**

#### Board Policy 409.2

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies. The Superintendent must authorize unpaid leave for classified employees. Whenever possible, classified employees shall make a **written request** for unpaid leave ten days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary shall be made unless they are waived specifically by the Superintendent or their designee.

The Superintendent shall have complete discretion to grant or deny the requested unpaid leave. In making this determination, the Superintendent shall consider the effect of the employee's absence on the education program and school district operations, the financial condition of the school district, length of service, previous record of absence, the reason for the requested absence and other factors the Superintendent believes are relevant in making this determination.

If unpaid leave is granted, the duration of the leave period shall be coordinated with the scheduling of the education program whenever possible, to minimize the disruption of the education program and school district operations.

It is the district's position that all paid leave is taken before granting of absence without pay.

### **COMPLAINTS**

#### Board Policy 401.4

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints shall be brought directly to the immediate supervisor, principal or Superintendent and shall be made in a constructive and professional manner. Complaints shall never be made in the presence of other employees, students, or outside persons.

## **RESIGNATION**

### **Board Policy 413.1**

Classified employees who wish to resign during the school year shall give the board notice of their intent to resign and final date of employment and cancel their contract thirty days prior to their last working day. Notice of the intent to resign shall be in writing to the Superintendent.

## **SUSPENSION OF CLASSIFIED STAFF**

### **Board Policy 413.3**

Classified employees shall perform their assigned job, respect and follow board policy and obey the law. The Superintendent is authorized to suspend a classified employee with or without pay pending board action on a discharge or during investigation of charges against the employee or for disciplinary purposes. It shall be within the discretion of the Superintendent to suspend a classified employee with or without pay. In the event of a suspension, due process will be followed.

## **REDUCTION IN FORCE OF CLASSIFIED STAFF**

### **Board Policy 413.5**

It is the exclusive power of the board to determine when a reduction in classified employees is necessary. Employees who are terminated due to a reduction in force shall be given thirty days notice. Due process will be followed for terminations due to a reduction in force.

It shall be the responsibility of the superintendent to make a recommendation for termination to the board. The Superintendent will consider the relative qualifications, skills, ability and demonstrated performance through evaluation procedures in making the recommendations.

## **DISMISSAL**

### **Board Policy 413.4**

The Board believes classified employees should perform their jobs, respect board policy and obey the law. A classified employee may be dismissed upon thirty days notice or immediately without cause. Due process procedures shall be followed.

It shall be the responsibility of the Superintendent to make a recommendation for dismissal to the Board. A classified employee may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, reduction in force, willful violation of board policy or administrative regulations, or a violation of the law.

## **MILITARY**

### **Board Policy 409.2**

The Board recognizes classified employees may be called to participate in the armed forces, including the National Guard. If a classified employee is called to serve in the armed forces, the employee shall have a leave of absence for military service until the military service is completed.

The leave shall be without loss of status or efficiency rating, and without loss of pay during the first thirty calendar days of the leave.

## **JURY DUTY**

### **Board Policy 409.2**

The board will allow classified employees to be excused for jury duty unless extraordinary circumstances exist. The Superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service shall notify their direct supervisor within twenty-four hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Classified employees will receive their regular salary. Any payment for jury duty shall be deducted from the employee's paycheck.

### **LUNCH HOUR & BREAKS**

Iowa does not have any laws requiring an employer to provide a meal period or breaks to employees 16 years of age or older, thus the federal rule applies. The federal rule does not require an employer to provide either a meal (lunch) period or breaks. However, if an employer chooses to do so, breaks, usually of the type lasting less than 20 minutes, must be paid. Meal or lunch periods usually 30 minutes or more) do not need to be paid, so long as the employee is free to do as they wish during the meal or lunch period.

Full-time employees (6 hours or more per day) will be scheduled a thirty-minute duty free unpaid lunch break daily unless contracted with a working lunch. If an employee is required to work through the lunch period due to a scheduled field trip, or some other similar circumstances, the hourly employee will be compensated at his or her regular hourly rate for his or her normal lunch break. This may be on an occasional basis or caused by field trips, other specific situations, or on a regular basis as indicated by a student's IEP or other program requirements.

A break(s) will be available consistent with workload needs. The district strives to provide, when possible, full-time employees with one 15-minute break in the a.m. and one 15-minute break in the p.m. Employees working more than 3 hours but less than six would be one 15-minute break. Break times will be approved by the immediate supervisor.

### **UNSAFE AND HAZARDOUS CONDITIONS**

The district will do all it can do to maintain a safe place of employment and to conform to safety and health standards as they apply to the district. A safe learning and work environment is everyone's responsibility. All employees should comply with rules, regulations, and statutes; and will implement each in the manner intended.

Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health, safety, or well-being. To assist with this, the Board shall comply with all federal and state statutes, rules and regulations in regard to employee health and safety.

### **BOMB THREATS**

In all cases in which a school official is notified of a bomb threat, the affected building or buildings shall be closed and evacuated until such time as a thorough search reveals the bomb or lack thereof. No employee shall be requested or required to search for a bomb.

### **USE OF REASONABLE FORCE**

All employees shall adhere to Board policies, administrative procedures and requirements, and Chapter 103 rules and regulations in regards to the use of reasonable force to defend themselves or students from threatened physical injury to a student or employee. Immediately upon the use of such force, the employee shall make a detailed written report of the incident and action and this report will be taken to the building principal or their designee. (This report can be written with the principal/designee if needed).

**DISARMING**

No employee will be requested or required to disarm a student or other person, to search a student or other person for a weapon, or to confront a student or other person suspected or known to be armed.

**REVIEW OF AGREEMENT**

This handbook will be reviewed by the Board of Education for the purpose of making necessary additions or changes upon the ending of the current contract.

Approved August 9, 2021.

**TIPTON COMMUNITY SCHOOL DISTRICT  
CLASSIFIED STAFF SALARY SCHEDULE**

**Building & Grounds**

Step	A	B
0	14.50	14.50

**Classifications**

A Regular custodian with duties such as housekeeping

B Night Custodian. Part or all of employee's regular workday extends beyond midnight

All custodial substitutes will be paid \$1.00 below 0 Step, Classification A.

If part or all the custodian's regular workday extends beyond 6:00 p.m. they will be paid an additional \$.10 per hour during the school year.

If part or all of the custodian's regular workday extends beyond midnight, they will be paid an additional \$1.00 per hour during the school year.

Head Custodian will be paid an additional \$.20 per hour above the step they are currently on.

Custodians will be paid a minimum of 2hour pay for emergency call in, snow removal or building checks.

In order to advance in salary, classified staff employees must have served 110 days in that position in the district.

The Director may request, and the Superintendent may approve, professional development if needed.

## Clerical Employees

Step	A	B	C	D	E	F
0	10.45	10.45	10.45	12.50	12.50	13.00

### Classification:

- A Special Ed Associate and Classroom Para
- B Teacher's Aide (and Library Aide)
- C Clerical Secretary
- D Building Principal's Administrative Assistant
- E Administrative Assistant /Central Office
- F Instructional Aide

All special education associate, aide and clerical substitutes will be paid at base salary.

To advance in salary, classified staff employees must have served 110 days in that position in the district.

For all Special Ed Associates, on those days when your assigned student is not in attendance, you are to report to your building administrator. The administrator will then make the determination as to your daily assignment.

The Superintendent may approve or request additional workdays upon request of the building principal, director. The use of these days will also be determined by the principal, director, or the superintendent.

Special Education and classroom associates will be provided .50 per hour for each associates certification completed and noted at the BoEE. The certification must be current to receive the extra pay. Once the certification is completed and the Superintendent notified, the higher pay will begin the next pay period.

Associates assigned to and serving in a Life Skills program will be paid an additional .65 per hour stipend.

Associates who have a sub authorization (BoEE) and are subbing in their assigned classroom, will be paid a teacher sub pay for that day.

**Food Service**

	Step	A	B
		10.45	12.00
A	Food Service Worker		
B	Office Assistant		

To advance in salary, classified staff employees must have served 110 days in that position in the district.

All substitutes will be paid 0 Step, Classification A.

**Dress Code**

A clothing allowance of \$50 will be included with the August paycheck.

Employees will wear aprons or smocks to be supplied by the district.

Employees will wear black pants and plain gold shirts purchased at a establishment of the District's choice, all to be supplied by the employee.

All shirts worn on days when uniform shirt has been decided by Director to not be worn must have the pit of the arm completely covered.

For all back of the house employees, shoes must be non-slip and toes must be covered.

\*There will be occasions when prior approval will be given to wear clothes other than the uniform, such as on some Fridays, Holidays, and special events at a site.

**Meals**

All Food Service Employees will be entitled to one (1) free breakfast, and 1 Free Lunch per work day to encompass the food items allowed for a Meal Unit to be served to any Adult.

**Professional Standards**

Professional Standards will apply to all employees per USDA regulation.

The Director must pre-approve any expense for Professional Development.

Staff will be expected to drive between the High School, Middle School and/or Elementary buildings during their workday. Staff members are responsible for logging mileage on their time sheet in the appropriate location. A one-way trip is equivalent to one mile. Mileage will be paid at the end of each semester at a rate determined by the Tipton Community School District.

Every employee will be required to work at extra curricular events at the employee's regular rate of pay that request the use of a district kitchen facility.

All food service employees must sign a Reporting Agreement regarding food-borne illnesses.

The district will pay certification dues when a copy of the completed application is submitted to the Food Service Director.

The district will pay membership dues for Iowa School Food Service Association (ISFSA) when a copy of the completed renewal is submitted to the Food Service Director.

Registrations, workshops, and conferences are paid by the district if directed to attend by Food Service Director.

The Director may approve or request additional in-service time.

## Transportation

### Bus Drivers

**Route Base Pay is \$43.95 per route/\$87.90 per day**  
**Route Pay is based on 15 hours per week minimum.**

Activity Rates: \$13.37 per hr. If a driver drives a special trip rather than his/her regular route, the first hour's pay shall be that of the regular route. A 3-hour minimum is paid for out of district trips. Overnights a flat fee of \$300. Hotel expenses and a food allowance will be provided by the activity group or district (determined by requester) for overnight stays.

Each bus driver is required by law to have a physical examination every two years. A tuberculin test may be required if there is reasonable cause to believe that the employee has been exposed to or carries the bacteria. The Board will pay the cost of this physical if the Driver use Dr. Niles in Tipton or \$120 dollars if the driver uses another provider.

The district will pay the registration fee and provide a vehicle for transportation for drivers who register for the State School Bus Drivers' Course supported by the Department of Education.

Bus drivers will be paid at the rate of \$10.45 per hour, minimum of one hour, for the time needed to be tested under IDAP (Iowa Drug & Alcohol Test) and will be provided a District vehicle for transportation for testing outside of the district.

### Responsibilities

1. Drivers shall be responsible for fuelling their buses.
2. Drivers shall be responsible for keeping bus interior clean.
3. Drivers shall be responsible for pre-trip inspection and other responsibilities as outlined in Board Policy and Code of Iowa

### **EVALUATION**

The purpose of the evaluation process is to provide an impartial, just, and accurate assessment of the employee's performance.

Employees (excluding teachers) will be evaluated on a three-year rotation, with the first year employees evaluated during their first year. The superintendent and building principals will establish the initial three-year rotation. A list of staff members to be evaluated, the procedure and tool, and the name of the evaluator will be furnished by September 30. The District reserves the right to evaluate any employee as determined necessary by the District.

A post conference will be held within 5 days after presenting a completed copy of the evaluation instrument to the employee to discuss the contents of the evaluations. All evaluations and conferences must be completed by May 20. The employee's signature on the evaluation document does not indicate agreement with the contents of the evaluation, only an awareness of the contents of the evaluation. A written response, at the employee's request, may be attached to the evaluation and placed in the file within 10 days of the post conference. Staff members are encouraged to use the evaluation feedback to establish professional growth plans.

### **REMEDIATION**

The supervisor/evaluator shall provide the employee with the constructive guidelines and assistance to improve the quality of the employee's professional performance and to eliminate difficulties noted in the evaluation. The guidelines and assistance will include a timeline mutually agreed to by the employee and the evaluator.

### **EMPLOYEE FILE**

Employees shall have the right to review, in the presence of the superintendent or designee, the non-restricted contents of their personnel file. Employees have the right to reproduce the contents of their personnel file, except for the confidential documents, at their expense.

DRAFT

**TEA Labor Handbook**

**July 1, 2021 through June 30, 2022**

**Board Approved August 9, 2021**

# Tipton Community School District

400 E 6<sup>th</sup> Street Tipton, IA 52772  
(563) 886-6121

This handbook is a general source of information and may not include every possible situation that could arise. It is not intended and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.

## **Central Office (563) 886-6121**

Dr. Jason Wester, Superintendent  
Jim Becker, School Business Official  
Michele Gipson, Administrative Assistant  
Sandy Agne, Administrative Assistant

## **High School Office (563) 886- 6027**

Spence Evans, High School Principal  
Sheila Koch, Administrative Assistant  
Kim Hilby Barber, School Counselor

## **Elementary School Office (563) 886-6131**

Lori Foley Hill, Elementary Principal  
Alesha Spangler, Administrative Assistant  
Kylie Wood, School Counselor

## **Middle School Office (563) 886-6025**

Troy Smock Middle School Principal  
Nancy Pruess, Administrative Assistant  
Bryan Carney, School Counselor

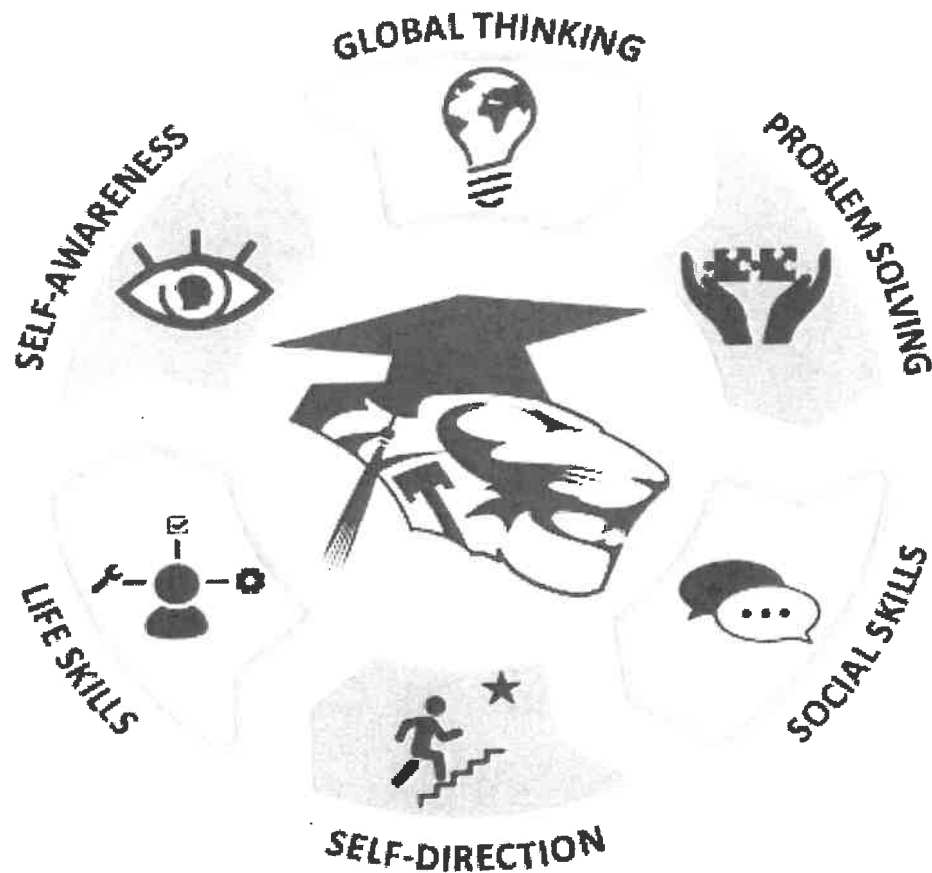
## **School Nurse and Social Emotional Behavioral Health - All Buildings**

Heather Sloma-Weber - Elementary/Middle School Nurse 563-886-6131 ext 1225  
Stephanie Webb - High School Nurse 563-886-6027 ext. 1329  
Hannah Schulz - Student family Advocate - Elementary/MS  
Brandon Drew- Behavioral Supports Elementary  
Krystyna Kaminski -Student Family Advocate - High School

## **Directors (563)886-6121**

Spence Evans, Director of Equity and Learning Supports	Ext. 1302
Randy Crawford, Technology Director	Ext. 1104
Loren Mohr, Facilities Director	Ext. 1105
Shelly Mohr, Foodservice Director	Ext. 1106
Tammy Oaks, Transportation Director	(319) 330-7084
Dawn Siech, Director of Teaching and Learning	Ext. 1111
Matt Nerem, Activities Director	Ext. 1107

# TIPTON GRADUATE



## GLOBAL THINKING

- Develop global, cross-cultural, environmental, and economic literacies
- Utilize big picture thinking to see other people's perspectives
- Distinguish fact from opinion
- Connect lived experiences with learning
- Lead and engage others to address meaningful world issues
- Embrace diversity

## PROBLEM SOLVING

- Identify problems
- Use collaboration, communication, creativity, and technical skills
- Consider multiple perspectives
- Distinguish between logical and emotional arguments
- Recognize and suspend bias while collecting evidence
- Seek and evaluate the credibility of resources to answer questions and create solutions
- Utilize systems thinking to connect the parts of the system to the whole (or to other systems)

## SOCIAL SKILLS

- Demonstrate empathy, kindness, and grace
- Take responsibility to solve a problem (see something, do something)
- Initiate/engage in effective face-to-face and digital communication
- Demonstrate balanced self-confidence and vulnerability
- Respect and appreciate the diversity of people, perspectives, ideas, and values

## SELF-DIRECTION

- Demonstrate self-regulation
- Demonstrate persistence and grit
- Set and reach short-term and long-term goals
- Co-develop a culture that transforms mistakes and failures into opportunities
- Foster internal motivation, curiosity, and desire to succeed
- Seek input and make effective use of feedback

## LIFE SKILLS

- Manage time
- Break tasks down into manageable chunks
- Manage independence, personal finances, and health
- Locate and utilize resources
- Practice self-care
- Navigate learning, work, and life pathways

## SELF-AWARENESS

- Take initiative to identify and express one's own needs to self and others
- Regulate own emotional responses
- Demonstrate growth mindset
- Demonstrate flexibility and adaptability
- Take ownership for choices and actions
- Recognize strengths and opportunities for growth
- Demonstrate accurate self-perception

Graphics by 2020 TIS graduate Alyssa Sloss

### **Tipton Board of Education**

Jim Becker, School Business Official/Board Secretary  
Diane Wallick, President  
Ray Vitense, Vice President  
Kirby Bierman  
Heidi Shumaker  
Randy Shumaker

jim.becker@tipton.k12.ia.us  
diane.wallick@tipton.k12.ia.us  
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kirby.bierman@tipton.k12.ia.us  
heidi.shumaker@tipton.k12.ia.us  
randy.shumaker@tipton.k12.ia.us

### **Definitions**

An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.

"**The district**" means the Tipton Community Schools.

"**Parent**" also means "guardian" unless otherwise stated.

"**School activities**" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

"**School facilities**" includes school district buildings and vehicles.

"**School grounds**" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses

# TIPTON COMMUNITY SCHOOL DISTRICT GOALS

## OUR AIM

*Generate enthusiasm while increasing learning*

## MISSION

Our aim will be accomplished by improving the quality of learning today for lifelong learners of tomorrow.

### **Goal 1: All Students will prepare for success beyond high school.**

- Staff will implement the K-12 Iowa Core Curriculum by:
- Developing and facilitating quality professional development.
- Implementing 21st Century skills through educational opportunities.
- Increasing the number of students that are proficient in Reading, Math and Science to meet state expectations.
- Increasing focus on College and Career Readiness

### **Goal 2: All students will utilize technology to prepare for success beyond high school**

- Provide additional technology training to the staff.
- Integrate instructional technology into the classrooms and curriculum.
- Implement Tipton Schools vision of one-to-one technology education.

### **Goal 3: All students and staff will feel safe and connected at school.**

- Communicate clear building and district expectations for students throughout the district.
- Improve interpersonal relationships by fostering respect for all.
- Provide support for students facing challenges.

## EQUAL OPPORTUNITY EMPLOYMENT

The district will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives, and regulations of federal, state and local governing bodies. The district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, sexual orientation, and gender identity in its employment and personnel practices. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities, and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Advertisements and notices for vacancies within the district will contain the following statement: "The district is an Equal Opportunity Employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Tipton Community Schools, 400 E 6th Street Tipton, IA 52772 or by phone at (563) 886-6121.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to:

The Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, [www.eeoc.gov/field/milwaukee/index.cfm](http://www.eeoc.gov/field/milwaukee/index.cfm)

OR

The Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, <https://icrc.iowa.gov/>.

This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

## ASSOCIATION LEAVE

The Tipton Education Association will be allowed six (6) paid association leave days per year. These six (6) Association leave days are noncumulative.

Applications for Association leave must be requested in advance. The leave will be granted on the basis of available substitutes who are to be arranged for by the supervisor prior to granting the release.

The Association will pay the district for substitutes for the fifth and sixth days of approved Association absences.

## CODE OF PROFESSIONAL CONDUCT AND ETHICS REGULATION

### CHAPTER 25 282—25.1(272) Scope of standards

The code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in Iowa Code chapter 272. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

## CONTRACTS

### Coaching Contracts (Iowa Code 279.19A)

Coaching contracts shall be for a single school year and shall not be automatically continued on a year-by-year basis.

The board may terminate the contract of a coach during the year, even those who work as teachers in the districts, for any lawful reason following an informal, private hearing before the board of directors. The decision of the board is final.

### Temporary Contracts for Teachers (Iowa Code 279.13)

Districts have the authority to issue temporary teaching contracts of up to six months. Individuals under these temporary contracts will effectively have no right to appeal when the contract comes to an end.

## EXTENDED HOURS

### Extended Contract Rate

In those cases where the contract time is extended to cover days in addition to the contract year as per school calendar, the rate of pay will remain the same as the school year rate. The number of hours of service expected will be the same as during the school year. Except where otherwise contracted or stipulated, the rate for the summer will be the same as the rate of the previous school year.

- A. Summer School Teaching  
Those summer assignments in which the employee is directly involved in teaching will be paid at a per diem rate.
- B. Extended Professional Work for Other Than Teaching Students (For Example: Curriculum Work, Per Diem)
- C. Covering Classes for Other Personnel  
An employee who is required by the building administrator to perform the duties of a substitute teacher in the absence of his/her colleague will be reimbursed the substitute rate as established by the board of education for the time worked. The substitute teacher will be responsible for obtaining and submitting all of the necessary paperwork to the appropriate office.

## EMPLOYEE EVALUATION PROCEDURE

- A. The following procedures shall govern the evaluation of the employee's teaching performance:
1. All beginning teachers shall be formally evaluated according to the provisions of Chapter 284, Code of Iowa. All teachers will be inserviced by their principals regarding the evaluation tools including Tier 3. This will be done before the end of September of the current school year.
  2. All probationary employees shall be formally evaluated a minimum of one (1) time each school year according to the provisions of Chapter 284, Code of Iowa, as same may be amended. Probationary periods for teachers and termination (Iowa Code 279.19)
    - The initial probationary period is three (3) years. If the teacher has previously completed a probationary period in another Iowa school district, the probationary period is TWO years.
  3. A new teacher to the district that holds a standard license will be evaluated a minimum of one (1) time. The first Evaluation will be completed no later than November 1. A probationary teacher may be terminated WITHOUT CAUSE during the probationary period, as long as appropriate notice is provided, and the board acts in a timely manner. The teacher has 10 days to request a private CONFERENCE with the board, NOT a hearing.
  4. Career teachers shall be formally evaluated according to the provisions of Chapter 284, Code of Iowa. A Probationary Teacher shall have at least three (3) formal evaluations during the contract work year. First evaluation must be completed by November 1 of each school year. The second evaluation must be completed by February 1 and the final evaluation by May 1. A minimum of 30 days between formal evaluations should pass in order to allow for growth for tier 1 and 2 teachers.
  5. A written evaluation shall be given to the employee and a conference shall be held between the employee and the evaluator within five (5) school days following the observation. This time may be extended by mutual agreement. This signed agreement with reasons as to the extension agreement must be provided to the superintendent.
  6. Evaluation shall be preceded by a pre-conference and class observation of an employee's performance.
  7. The employee shall have the right to submit an explanation or written statement regarding any evaluation for inclusion in the employee's personnel file. Any written statement by the employee shall be made at the time of the evaluation conference or within five (5) working days of the conference.
  8. All formal observations to be used for evaluation purposes shall be conducted with the knowledge of the employee.
  9. During the formal observation cycle, teachers and administrators will discuss a body of evidence collected by the teacher that demonstrates competencies of the eight (8) teaching standards.
- B. Notification by September 30 of each school year, employees shall be acquainted by a member of the administrative staff with the evaluation procedures, criteria, and instruments to be used. An employee starting work after the beginning of the school year shall be given such notification no later than one (1) week prior to the first formal evaluation. No evaluation shall take place until such orientation has been completed.

C. **Teacher Intensive Assistance (Iowa Code 283.8)**

If a teacher has already received intensive assistance for a particular standard, they are not entitled to a second opportunity to receive intensive assistance on that standard. If a teacher does not successfully complete an intensive assistance program or fails to meet a teaching standard at a later time for which the teacher previously received intensive assistance, the school board has the following options:

1. Terminate the teacher's contract immediately pursuant to section 279.27
2. Terminate the teacher's contract at the end of the school year pursuant to section 279.15
3. Continue the teacher's contract for a period NOT TO EXCEED ONE YEAR. However, the contract SHALL NOT be renewed after that year and SHALL NOT be subject to section 279.15 appeal provisions.

D. In any proceeding in which the district attempts to use the evaluations to justify adverse action against a teacher, the teacher may grieve the substance of such evaluations as being arbitrary, capricious, or unjust.

E. Adverse action shall be defined as: 1. Withholding a step increase, 2. Suspension without pay, 3. Termination or layoff.

If the adverse action against an employee is staff reduction under the Staff Reduction Article the teacher's grievance of evaluation shall be combined with the grievance, if any, alleging a violation of Staff Reduction Article or any other Article grieved arising out of the same set of events.

A probationary employee (Iowa Code Section 279.19) may not grieve their evaluations during their probationary period.

## **EMPLOYEE HOURS**

### **Workday**

The employee will not be required to work more than 8 hours per day including a 30-minute duty-free lunch period.

### **Preparation Time**

Every full-time teacher shall have preparation time. Preparation time is defined as time when teachers prepare for classroom instruction, implement their individual career development plans, meet student needs and work on other district, state, and federal expectations. 150 minutes per week would be considered the minimum preparation time at all building levels. It is desirable that the employees not have the minimum amount of time split between two periods. If a split must be made, each split shall be a minimum of 20 minutes.

## **INSURANCE**

A. The Board agrees to provide each full-time certified employee (employee must work thirty (30) hours or more per school week) with a fully paid single health and medical program and single dental program. The district's cost for single and family premiums will be based upon costs of the carriers' \$750 deductible health insurance policy and \$50 deductible dental insurance policy. The employees will have the option of selecting a higher deductible health insurance program. The difference between the district's contribution and premiums for plans the employee chooses may be applied towards higher level (\$25 deductible) or family (\$25 deductible or \$50 deductible) dental coverage. In the event there is a change of insurance carrier(s), the level of benefits will remain comparable to the

level at the end of the previous Master Contract.

1. The Board shall pay 100% of the premiums for single health and medical (\$750 deductible) and single dental (\$50 Deductible) for those employees working thirty (30) hours or more per school week.
  2. Those employees working less than thirty (30) hours per school week shall not be eligible for any employer paid insurance benefits.
- B. All terms and conditions of the provided insurance benefits, not listed in this article shall be as stated in the insurance contract provided by the carrier.
1. Medical Insurance  
Premiums may be placed in a section 125 Tax Saver Plan if employee so chooses.
  2. Dental Insurance
    - a. The employee may participate in family dental coverage at the employee's expense through payroll deduction.
    - b. The employee may participate in the \$25 deductible dental insurance at the employee's expense. The employee through payroll deduction will pay the difference in cost between \$25 deductible and \$50 deductible.
    - c. Premiums may be placed in Section 125 Tax Saver Plan if employee so chooses.
  3. Long Term Disability  
The Board shall pay the employee's premium on a long-term disability plan as specified by carrier (120 day waiting period).
  4. Life Insurance  
The school district shall provide a forty-thousand-dollar (\$40,000.00) life insurance policy for each member of the T.E.A. bargaining unit and all certified staff.
- C. Coverage shall be for the duration of employment. New employees shall be covered, if application is made timely, on the 1st of the month following or coinciding with their dates of employment.
- D. At the conclusion of Board contribution, any of the insurance benefits may be continued at the employee's expense, subject to conditions and regulations of the carrier.
- E. Descriptions: The Board shall provide each employee a description of the insurance coverage provided within twenty (20) days of the beginning of the school year or date of employment, which shall include a clear description of conditions and limits of coverage as provided above. The Board will be responsible for providing insurance information in the form of application and enrollment meetings.
- F. Each employee shall be covered by Worker's Compensation Insurance, which shall be paid for by the School District.
- G. Each employee shall be covered by a school financed liability insurance covering job related performance and duties.

Any member of T.E.A. Bargaining Unit and all certified staff upon retirement shall have the option of continuing

their health and dental insurance at their own cost until age 65.

### INSURANCE CARRIERS

All information for the selected insurance carriers and various protections are on file at the District Office and available through the Business Manager.

### STAFF REDUCTION PROCEDURE

A. Coverage - All employees under this Agreement.

B. Staff Reduction

Staff reduction will be system-wide based on certification endorsements. The employees with emergency or temporary certification in their primary position shall be first. All other fully certified employees shall be reduced in reverse order of District seniority. For the purpose of this Article, seniority means the time of continuous employment in the district computed from the employee's date of hire. Approved leaves of absence, including staff reduction, will not break the continuity of employment. However, the time spent on leaves will not be counted as time of employment. Reduced employees shall be reinstated in inverse order of their being reduced if fully qualified to fill the vacancy. No teacher may be prevented from securing other employment during the period of lay-off. In those situations where seniority is not determinative, preparation and administrative judgment shall be considered. Extra duty assignments shall not be a prime criterion in reduction.

C. Recall Rights

Any employee released pursuant to the policy shall have recall rights to any position for which they are or may be certified for one (1) year from the effective date of their release and shall be recalled to available positions in such professional categories in inverse order of the release due to staff reduction.

Notice shall be by certified mail, return receipt requested, to the employee's last known address with a copy to the Association president. It shall be the responsibility of the employee to provide the district with a current address. The employee shall accept or reject the position by certified mail to the Superintendent within ten (10) days of mailing of the notice and shall agree to assume the position within thirty (30) days or all recall rights are forfeited. The Board shall annually provide, upon written request from the Association president, a list of employees eligible for recall and current employee seniority list.

D. Continuing Education

If an employee is recalled to a position the employee has not previously taught within ten (10) years, the district may require up to nine (9) semester hours of course work successfully completed within 18 months, with the district paying tuition at the University of Iowa rate.

## TERMINATION PROCESS

Iowa Code 279.15

Districts are no longer required to employ a court reporter for the termination hearing. Furthermore, the board does not need to issue subpoenas for a witness to appear at the hearing or for the production of documents to be utilized at the hearing. Teachers may no longer appeal the Board's decision to an adjudicator. Instead, a teacher may appeal directly to a district court.

The teacher has five (5) days upon receipt of a notice from the superintendent that they are recommending termination to file a written request for a private hearing. The private hearing will be no sooner than 20 days and no later than 40 days following the teacher's request for a hearing, unless the parties agree otherwise.

The board secretary must notify the teacher of the date, time, and location of the private hearing at least 10 days in advance and also furnish the teacher any documentation will be presented to the board to support the superintendent's recommendation, as well as provide a list of persons who may address the board supporting that position.

The teacher must provide any documentation as well as a list of persons who may speak on their behalf at the private hearing at least seven (7) days before the hearing.

Iowa Code 279.16

During a teacher termination proceeding, the board has the option to issue the teacher a one-year nonrenewable contract.

Iowa Code 279.27

"Just cause" for the purpose of terminating a teacher now includes a violation of the code of professional conduct and ethics of the board of educational examiners if the BOEE has taken disciplinary action against a teacher, during the six months following issuance by the board of a final written decision and finding of fact after a BOEE disciplinary meeting.

## TRANSFER PROCEDURE

A. Definition

The movement of an employee to a different assignment or building shall be considered a transfer.

B. Voluntary Transfer Procedure

1. Teaching position vacancies shall be posted in each building at the same time as posted on TEACH IOWA. In house applicants will have three (3) business days to respond to the ad with the first day starting the day after posting. Employees who file a written request prior to the end of the school year shall receive an emailed notice of vacancies that occur after June 1.
2. Any teacher/employee may apply for voluntary transfer to another teaching assignment. Such application shall be in writing to the employer.
3. Any teacher/employee applying for a voluntary transfer, for which they are qualified, and are not granted an interview, will meet with the superintendent or their designee within five (5) days of notice of non-interview. The superintendent or their designee will write a synopsis of this meeting for the teacher within five (5) days after the meeting.
4. The decision or determination on a request for voluntary transfer shall be in the sole and explicit

discretion of the Superintendent of Schools whose decision shall not be subject to grievance procedures.

C. Involuntary Transfers

1. Superintendent has the ability to transfer a teacher, to a position that falls within their credentialed area in order to best meet the needs of the district, teachers and students at anytime throughout the year.
2. Meeting: Upon written request filed within five (5) days after receipt of said notice, the employee shall be entitled to have a conference to discuss the transfer.

D. Appeal Process

The assignment transfer of an employee is the responsibility of the employer or its designee. In the case of involuntary transfer, they shall not be made for wholly, arbitrary or capricious reasons should any alleged grievance arise or be pursued to arbitration on the grounds of such involuntary transfer is wholly, arbitrary or capricious and the authority of the arbitrator shall be limited to deciding whether such involuntary transfer was made for wholly, arbitrary or capricious reasons.

**UNSAFE AND HAZARDOUS CONDITIONS**

The district will do all it can do to maintain a safe place of employment and to conform to safety and health standards as they apply to the district. A safe learning and work environment is everyone's responsibility. All employees should comply with rules, regulations, and statutes; and will implement each in the manner intended.

Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health, safety, or well-being. To assist with this ensurance, the Board shall comply with all federal and state statutes, rules, regulations in regard to employee health and safety.

**Bomb Threats**

In all cases in which a school official is notified of a bomb threat, the affected building or buildings shall be closed and evacuated until such time as a thorough search reveals the bomb or lack thereof. No employee shall be requested or required to search for a bomb.

**Use of Reasonable Force**

All employees shall adhere to Board policies, administrative procedures and requirements, and Chapter 103 rules and regulations in regard to the use of reasonable force to defend themselves or students from threatened physical injury to a student or employee. Immediately upon the use of such force, the employee shall make a detailed written report of the incident and action and this report will be taken to the building principal or his/her designee. (This report can be written with the principal/designee if needed).

**Disarming**

No employee will be requested or required to disarm a student or other person, to search a student or other person for a weapon, or to confront a student or other person suspected or known to be armed.

**ADDENDUM TO THE 2019-2021 MASTER CONTRACT BETWEEN THE TIPTON COMMUNITY SCHOOLS AND THE TIPTON EDUCATION ASSOCIATION**

Distribution of Phase II money: Phase II money as written into H.F. 499 and signed into law by Governor Culver.

The last page of this addendum becomes the pattern of distribution and has the following characteristics:

Increments of twenty dollars (\$20.00) with a career increment of three hundred dollars (\$300.00) for employees who are at the end of the lane and who received no step increase from 2021-2022. Base of approximately six hundred dollars (\$600.00) with final base to be determined in such a manner as to utilize all of the money generated for Phase II minus the District's cost of FICA and IPERS

connected with this Phase II salary.

## **PROCEDURES**

1. A qualified person is to receive the base plus the increment in his/her placement on the salary schedule (pro-rated for less than full time).
2. Calculations will be based on qualified personnel on the first day of school, 2019.
3. The district will pay Phase II monthly
4. The district will make corrections in Phase II payment amounts as needed as to correct for changes in amounts received, deductions staff changes, state rules, revisions or errors. Overpayments will be deducted from the employee's next Phase II check and underpayments will be added to the employee's next Phase II check.
5. A schedule of Phase II salaries will be completed before issuing the September paycheck.

**TEA**  
Labor Handbook Committee

**TIPTON COMMUNITY SCHOOL DISTRICT**  
Labor Handbook Committee

**Officer/Designee**

**Supt/Designee**

Created July 2021  
Board Approved August 9, 2021

**TIPTON  
ELEMENTARY**



**STUDENT/PARENT  
HANDBOOK  
2021-2022**

## INTRODUCTION

The purpose of this handbook is to explain specific policies, regulations and general procedures that apply to the Tipton Community School District. Please read this carefully and contact the office should you have any questions!

### MISSION STATEMENT

*Our Tipton Elementary Staff mission is to create a positive learning environment using proven educational practices so all students will experience success and become enthusiastic learners.*

### ATTENDANCE

Regular attendance at school is very important. If it is necessary for your child to be absent, please call the office at 886-6131. At 9:00 a.m. the office secretary will begin calling for those students who are absent, but were not called in by a parent. If a parent is not reached by phone or email, a note must be sent the next day explaining the reason for the absence. If the absence is due to illness, we request that you tell us the type of illness, since it is necessary to monitor contagious diseases. In some situations, we may request a doctor's note to explain prolonged or frequent absences. **Students should not arrive on school property prior to 7:55 a.m.** (This is a new time) **Students may arrive for breakfast at 7:55 a.m. Students not coming for breakfast should not arrive before 8:00, as staff are not available for supervision.** Students are **tardy after 8:15 a.m.**

#### **Attendance Board Policy 501.9, 501.10, 501.10a**

Regular daily attendance is expected of all students. Parents should contact the elementary office, as soon as per policy below, regarding each student absence. Absences are classified as excused, unexcused or truant.

#### **\*Excused absences**

are those student absences, which are approved by the principal. Acceptable reasons for an excused absence include illness, doctor appointments, and legal appointments. Excused absences must have parent contact with the elementary office prior to or immediately after the absence. Students are to talk to their teachers regarding missed schoolwork.

#### **\*Unexcused absences**

are those student absences, which are not approved by the principal and occur without prior parental notification or parent notification upon return to school.

### BICYCLES and SKATEBOARDS

Bicycles may be ridden to school, but should be put in the bicycle rack at the beginning of the school day and left until the end of the school day. Under no circumstances will bicycles be ridden on or off the school grounds during the school day. Students at the elementary building should avoid riding to and from school on 6th Street. Traffic is very heavy on this street at these times of the day. Skateboards are not allowed on school property.

## **BULLYING / HARASSMENT**

Bullying/harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

School district includes school district facilities, premises, non-school property if the employee or student is at any school sponsored event where students are under the control of the school district or where the employee is engaged in school business.

Bullying/harassing behaviors include:

- \* Student(s) saying mean or hurtful things, makes fun of or calls a student a hurtful name.
- \* Purposefully excluding a student from groups of friends.
- \* Hitting, kicking or becoming physical with a student.
- \* Telling lies or spreading rumors to encourage others to dislike the student.

Methods of bullying and harassing others include electronic communication, written communication, verbal, physical, social, etc.

Bullying/harassing likely occurs when the actions above happen more than once, over a period of time, if the student being bullied cannot defend him or herself, and if there is an imbalance of power in favor of the person bullying. Some behaviors reported as bullying or harassment may not be found to be bullying or harassment based on facts gathered during discussions with those involved. Unfounded bullying/harassment reports may fall under the General Behavior guidelines in this handbook.

Students who feel that they have been bullied or harassed should:

- \* Communicate to the bully or harasser that the student expects the behavior to stop, if the student is comfortable doing so.
- \* If the student needs assistance communicating with the bully or harasser, the student should ask a teacher, counselor or principal to help.
- \* If the bullying or harassment does not stop, or the student does not feel comfortable confronting the bully or harasser, the student should:
- \* Tell a teacher, counselor or principal and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
  - \* What, when and where it happened.
  - \* Who was involved?
  - \* Exactly what was said or what the harasser or bully did.
  - \* Witnesses to harassment or bullying.
  - \* What the student said or did, either at the time or later.
  - \* How the student felt.
  - \* How the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Bullying or harassment on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry,

political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons, such as:

- \* Places the student in reasonable fear of harm to the student's person or property.
- \* Has a substantially detrimental effect on the student's physical or mental health.
- \* Has the effect of substantially interfering with the student's academic performance.
- \* Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Consequences to bullying and harassment behaviors range from discussion, detention, suspension or recommendation for expulsion from school. All reported bullying and harassment issues are documented on the Department of Education Bullying reporting website.

#### **BUS SAFETY, STUDENT BEHAVIOR, AND PROCEDURE**

The purpose of school bus transportation is to bring students to school safely. The bus driver is in charge of the students on the bus and it is up to the bus driver's judgment whether a student on the bus acts in a way that is unsafe or in a way that violates our school behavior policy. The principal will be notified of unacceptable behavior. A second referral will mean the student will be removed from the bus for three days with a third referral removing the student for one week. Serious misconduct will mean a more immediate removal from the bus for an indefinite length of time. Cameras are located in each bus to be used to help monitor students behavior.

**\* Per new state law (and more importantly to keep everyone safe) if students are riding a bus with seat belts, they MUST wear them.**

#### **CELL PHONES**

If cell phones are brought to school, they must be kept in lockers, backpacks or book bags. Cell phones are to be powered off during school hours, 8:00 a.m. to 3:15 p.m. The school will not be responsible for lost, stolen, or broken items.

#### **CHILD ABUSE REPORTING**

All districts in Iowa are responsible for selecting a designated investigator to handle any complaints, which deal with abuse of students. The Board believes child abuse should be reported to the proper authorities. School district personnel are encouraged, and the law requires, certificated personnel to report to the State Department of Human Services within twenty-four hours when, in the course of their employment, they reasonably believe a child has suffered from abuse. The school principal shall be the designated investigator for child abuse complaints against school district employees. The alternate designated investigator is the respective school counselor. The Elementary School Principal, the Middle School Principal, and the High School Principal are the Tipton Level One Investigators for the school year. The Elementary, Middle, and High School Counselors are the alternate Level One Investigators for the school year. If the designated Level One Investigator determines the complaint is founded, the Level One Investigator shall turn over the complaint to the Tipton Chief of Police, the district's Level Two Investigator. In cases where a complaint has been filed against a school district employee, the designated investigator shall give a copy of the investigative report to the employee's supervisor and shall document all action taken.

### **CLASSROOM PLACEMENT**

Each spring the teachers prepare class lists for the next school year. Our goal is to create heterogeneous groups to optimize instruction and student learning. The lists are reviewed by the principal, who has final say on all placements. Parent requests for specific teachers are not accepted.

The following criteria are utilized to prepare these lists:

- \* Classrooms that are a mix of boys and girls students.
- \* Students whose behaviors have been an issue are separated on these lists. We list carefully to avoid conflicts or student combinations that may not be positive.
- \* Siblings, cousins, and other relative combinations are separated. Research and experience indicate this is best for the students.

### **CONCERNS**

Occasionally concerns arise about a child's educational program. Parents are asked to follow a simple chain of command to solve any problems that might occur.

- \* Please discuss this concern with your child's classroom teacher. Often this will clear up any misconception or miscommunication.
- \* Contact the building principal if the original concern still exists at 563-886- 6131 ext. 1223.
- \* Contact the district superintendent if you are unsatisfied with the outcome regarding the problem (886-6121).
- \* Finally, if the problem is still not resolved, the superintendent can make arrangements for a meeting with our School Board.

School personnel will be happy to assist you to resolve any problems and/or concerns in a timely manner.

### **DISTRICT NEWSLETTER**

The District Newsletter will be posted quarterly on the school website. However, copies can be mailed to you upon request.

### **EMERGENCY BROADCAST**

Occasionally school will dismiss early due to inclement weather. Please make sure your child knows where to go in such a case. If school is canceled or delayed for any reason an email will be sent to you via our School Messenger system and the following television stations will broadcast the necessary information: KGAN 2, KCRG 9, KWVL 7, and KWQC 6.

If we have a late start or dismiss early for weather, there will be no after school activities unless approved by the superintendent and administration.

### **EMERGENCY DRILLS**

Fire and tornado drills will be held according to state guidelines. Each classroom has instructions for students to follow to reach safety should an actual emergency occur. Protocols and procedures for internal and external threats are prepared and distributed to the teachers.

### **EMERGENCY INFORMATION**

Emergency information must be kept on file for each student. The emergency information is updated at registration. **Please notify the Elementary office of any changes of address, home, work, or emergency phone numbers or log onto the school website and update your information.** In the event that a student is moving, parents are asked to please notify the elementary office so appropriate records can be transferred and the necessary paperwork completed. Your cooperation in keeping the emergency information current is greatly appreciated.

### **EQUITY COORDINATOR**

Director of Teaching and Learning serves as Equity Coordinator.

### **FUND RAISING**

Students may raise funds for school-sponsored events with prior permission of the principal. Fundraising by students for events that are non-school sponsored are not allowed on school grounds.

### **ILLNESS**

Please do not send an ill child to school. Students should be fever free for 24 hours (temperature <100 degrees), without the aid of fever reducing medications, before returning to school. Students who are vomiting, due to illness should be kept home for 24 hours after the last episode of vomiting. If antibiotics are prescribed, they must be given for a minimum of 24 hours before returning to school. Parents will be notified and students will be sent home with any of the following: fever over 100 degrees, vomiting, diarrhea, body rash, inflammation of the eyes, and untreated impetigo. Communicable Diseases: Please report all communicable diseases to the school nurse. Following directives issued by the Iowa Department of Public Health, she will advise you on when your child may return to school.

### **INTERNET/ TECHNOLOGY/ CHROMEBOOK**

All K-4 students will be issued a chromebook, bag, and charger for their use at school. Technology is a major part of our everyday life and can be a great tool in education. Technology and the internet must be used in a responsible manner. Students who misuse school technology may have those privileges denied for a period of time with parents' notification. If misuse continues, privileges or direct supervision could increase and meetings with students and parents will occur. Students will pay bills or repair costs associated with misuse of school computers and other technology. Examples of misuse or negligence but are not limited to:

- \* Leaving equipment unattended and unlocked.
- \* Using equipment in an unsafe environment/manner.

Students are not to change any computer settings not open for their use. Printing is allowed for educational purposes only unless approved by a teacher.

There are no reasonable expectations of privacy while using TCSD computers, networks, or technology. Ultimately the device is the property of TCSD, and TCSD has the right to determine what is appropriate and to search the device if necessary, at any time. Software also allows for screen monitoring while at school. Which makes it possible for appointed TCSD personnel to monitor student device screens. Students, who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are in will be subjected to disciplinary action. If prohibited or inappropriate websites or content are accessed by accident, the student should immediately leave the site and report the incident to

an adult. NOTE: The Tipton Community School District will continue to expand “digital citizenship” in which students are educated on acceptable standards of online behavior.

Please contact the school if you have additional questions regarding how we use the internet for learning and instruction or if you wish to be cc'd to your child's e-mail account. Our office number is (563) 886-6121.

### **IOWA HEALTHY KIDS ACT and the TIPTON SCHOOLS WELLNESS POLICY**

#### **Classroom Snacks/Parties**

Snacks served in the classroom must be fresh fruits/vegetables, meet the Healthy Kids Act standards or they must be prepackaged items (Prepackaged: items that are prepared in a licensed facility). The school can no longer accept food, snacks or treats in the classrooms that are prepared at home. Beverages offered at classroom parties or as a snack must be water, milk or 100% fruit/vegetable juice.

#### **Fundraising Activities**

To support children's health and school nutrition-education efforts, school fundraising activities will be encouraged to promote physical activity and healthful eating choices and will comply with the Healthy Kids Act of 2010 (i.e. No bake sales, unless meet HKA dietary guidelines during the school hours).

Additional information and food/beverage options for classroom snacks and parties will be posted on the school website, sent home with your student and published in the newsletter. If you wish to see a comprehensive list of Healthy Kids Act Nutritional Content Standards as they apply to schools, visit: [www.educateiowa.gov/pk-12/learner-supports/healthy-kids-act](http://www.educateiowa.gov/pk-12/learner-supports/healthy-kids-act), enter “Iowa Healthy Kids Act.”

#### **LEAVING SCHOOL GROUNDS**

Students are not allowed to leave school during school hours. The office must be notified with a written, phone, and/or verbal request from a student's parent or guardian if the student needs to leave during school hours. **Parents must check in at the elementary office to sign their child in and/or out when arriving or leaving school grounds.**

#### **LIBRARY POLICY**

Preschool and Kindergarten students are allowed to check out one library book each visit. Students in grades 1-4 are allowed to check out two library books. Library books are checked out for a two-week period. Overdue notices are circulated every Monday. After the fourth overdue notice the student will be billed for the cost of replacing the book. Should the book be found at a later time, the money will be refunded. Students with an overdue book(s) will not be able to check out any other books, unless they keep them at school, until the overdue book(s) have been returned to the library. If a library book has been damaged it will be necessary to charge for the damage.

#### **LOCKERS**

A locker is issued to students in 3<sup>rd</sup> and 4th grade at the beginning of the school year. Students are expected to keep their lockers clean and not to abuse them in any way. Students will not mark their lockers in any way. Please do not use tape or any adhesive on your lockers. Magnets are fine.

### **MEDICATION: ADMINISTERED TO STUDENTS**

We encourage parents not to request medication administration at school for your child unless it is absolutely necessary. The district has developed the following policies to ensure the safety of students who do need to take medication at school.

Prescription medication must be in the original container with the prescription label intact and we must have a signed parental authorization asking us to give the medication. The school requires a doctor's order for prescription medication that must be given on a long-term basis. Your pharmacist will give you an extra, labeled medication container for school if you request it. Students are allowed to carry their own inhaler with doctor and parent authorization.

Over-the-counter medication must be in the original manufacturer's container with the label intact and we must have a signed parental authorization asking us to give the medication. We will not give more than the manufacturer's recommended dosage unless we have a doctor's order to do so. Please send a permission note with your child if they bring cough drops to school. Teachers will keep the cough drops at their desk and distribute as needed.

**For the safety of your child and all children, we request medication be delivered to the school by an adult. Medication may be left with the office secretary or the school nurse.**

### **HEALTH SCREENINGS**

**Hearing Screening:** Grant Wood Area Education Agency (GWAEA) screens all students in preschool with an IEP, kindergarten, and grades 1, 2, and 5. Students in grades 3, 4, middle, and high school, who are new to the school, that don't have a documented normal hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parents/guardians not wishing for their child's hearing test should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse.

### **ANNUAL NOTICE OF NONDISCRIMINATION**

The Tipton Community School District offers career and technical programs in the following areas of study: Business, Family and Consumer Science, Agriculture, Industrial Technology, and Project Lead the Way. It is the policy of the Tipton Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact: Dawn Siech, [dawn.siech@tipton.k12.ia.us](mailto:dawn.siech@tipton.k12.ia.us), 563-886-6121, 400 E 6th St, Tipton, IA 52772.

### **PARENT VOLUNTEERS/VISITORS**

All Tipton schools have a "Buzz-in" entry system. At the TES, the buzzer and intercom are on the far-left door of the three main entrance doors. The buzzer and intercom are located on the right-hand side of that door. Please state your name and the reason for your visit. Once admitted to the building, all visitors must check into the elementary school office when they arrive. Part of this system is RAPTOR. Guests must present a valid state issued ID (ex. Driver's license, state ID card, military ID) to be scanned. The system will provide immediate alerts on people who may jeopardize the safety of our students and

staff. The building will be locked down in an effort to keep our students and staff safe. Thank you in advance for your cooperation and help in keeping our school safe.

### **PARTY INVITATIONS**

Unless the whole class is being asked to attend, please mail individual invitations or call the children's families. This will help avoid hurt feelings of the students who are not being invited.

### **PLAYGROUND and RECESS EXPECTATIONS**

**It is our policy to send students out for recess when they come to school. Weather conditions and temperatures will be monitored for student safety. If a child is well enough to be in school, the child is well enough to go outside at recess.**

#### **Safety Rules for Outdoor Recess...**

- \* Students are to walk to and from recess on the sidewalk.
- \* Only school equipment will be allowed on the playground.
- \* Students should leave objects such as pencils, pens and markers in the classrooms.
- \* Once on the playground, children may not reenter the building without permission with a pass from the teacher.
- \* All play should be away from the building and within playground boundaries.
- \* Children should play actively without pushing, shoving, punching, pulling, or hitting other children.
- \* Tag is not allowed on any equipment.
- \* Sit in the swing, swing back and forth; no jumping off the swing.
- \* Students will go down the slide feet first. Wait until the person ahead of you has gone down.
- \* Children may not climb trees or pull on branches.
- \* Rocks, wood chips, snow and ice will remain on the ground.
- \* Jump ropes may be used only for jumping and not playing tug-of-war or other games.
- \* Tackle football and contact sports are not allowed.
- \* If arguing occurs over a game, those students arguing are out of the game.
- \* Students having problems with others on the playground should immediately tell the adult on duty.
- \* Students will walk around games in progress and avoid disrupting others playing.
- \* No "budging" in games or lines.

#### **Winter Playground Expectations....**

- \* Avoid snowball throwing.
- \* No sliding on the ice.
- \* Students will avoid damaging snowmen or snow forts built by others.
- \* Keep off the snow piles.
- \* Teachers will determine what is safe play.
- \* Students must wear boots to be off the blacktop.

### **PROMOTION AND RETENTION**

It is our goal for all students to be successful. Should retention be considered for a student, a team of parents, principal and teacher(s) will meet to discuss the best educational option.

### **PUBLIC CONDUCT ON SCHOOL PREMISES**

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity of involvement they afford the students.

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity, and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the student participants, are expected to display mature, responsible behavior and sportsmanship. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- \* Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors or sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- \* Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- \* The use of vulgar, obscene or demeaning expressions directed at students, school officials, employees, officials, and activity sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.
- \* The use of alcohol, drugs, or tobacco products on school grounds is strictly prohibited.

If an individual becomes physically or verbally abusive, uses vulgar, or obscene or demeaning expressions, or in any way interrupts the performance of an activity, the individual will be asked to leave the event. Law enforcement may be contacted for assistance.

The superintendent may determine if a notice of exclusion from a sponsored activity or event needs to be sent to an individual. The superintendent will inform the board of the name of the individual and date(s) of the exclusion.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

### **SCHOOL DAY**

#### **Arrival**

Preschool through fourth grade **students may arrive for breakfast at 7:50 a.m. Students not coming for breakfast should not arrive before 8:00, as staff are not available for supervision.** This is a great concern to us. Students are tardy after 8:15 a.m. Please drop your child off at the stop sign on Lemon Street or at the Student Drop Off Zone in the elementary parking lot.

#### **Dismissal**

Parents are asked not to enter the parking lot at the end of the school day. Students are dismissed at 3:15. Dismissal Procedures:

- \* Students who ride a bus will be dismissed from their classrooms and board the bus which will be parked in the new "Bus Lane".
- \* Students who walk home or be picked up will walk down the front sidewalk to the street. Parking will be available along the west side of Lemon Street. Your child may walk to your vehicle or you may meet him/her on the sidewalk by the crossing guard.
- \* To alleviate congestion and to ensure our students' safety, parents are to wait outside of the building at our designated parent waiting area near the flagpole. Parents may not enter the building to wait for their child.

### **SPECIAL OCCASION DELIVERIES AT SCHOOL**

If flowers and balloons are sent to school for students, these items will **not** be delivered to the classrooms. Students will pick them up from the office at the end of the school day. We suggest having these items delivered to your home.

### **STUDENT APPEARANCE**

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

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

## **STUDENT BEHAVIOR**

On occasion students need to be removed from the class or the whole class is evacuated due to an issue. Although not ideal, this is done to de-escalate and regulate situations to keep everyone safe. Student confidentiality will be maintained and school employees will only discuss events with appropriate family members.

There are times the school may need to call the Tipton Police Department regarding student behaviors, concerns, or support. The safety of our students and staff is a responsibility we take very seriously. We do have a strong working relationship with the Tipton PD. The Chief of Police is part of our student At Risk teams and they may walk through or may stop in unannounced. Their presence doesn't necessarily mean our students are in danger. See attachment below:

**\* Iowa Department of Education Problem Behavior Definitions--Majors and Minors**  
**Tipton Elementary of Iowa DE Problem Behavior Definitions**

## **DISCIPLINE PROCEDURES**

The teacher must be the administrator of the classroom discipline. Therefore, minor discipline offenses are the responsibility of the classroom teacher. In each classroom the students learn and are held accountable by using a four-step process to assist them in maintaining control of their own behavior. They learn to:

- \* Ignore.
- \* Ask to stop.
- \* Walk away.
- \* Report.

The four-step process is reinforced in classrooms, the playground, and throughout the building. The plan serves as a way to deal with minor problems between people. When the problem is of greater concern students may seek adult help to handle the problem. Building staff is available to help solve conflicts that arise or discipline students if there is a violation of a student's rights or a building policy.

## **Disciplinary Consequences**

When behavior situations arise in which the educational process is unable to proceed effectively, a student has not fulfilled his/her responsibilities, or a student has violated the rights of other students, the classroom teacher may take additional action. The following actions may be used for minor offenses:

- \* Notification of parents, either phone call, email or note.
- \* Mediation conference.
- \* Development of a behavioral contract.
- \* Removal from class.
- \* Parent – student – teacher conference.
- \* Removal from the lunchroom.
- \* If the above consequences do not alter the behavior, the parents will be contacted to assist in developing a plan to change the behavior.

Disciplinary procedures are established to provide a safe and orderly learning environment for all students. It is to be understood that disciplinary actions will be the final decision of the school. If there is a question regarding how a discipline situation has been handled with your son/daughter, please contact your child's teacher to clarify the situation. If you have further questions a conference may be arranged

with your child's teacher and/or principal to discuss the matter. Conferences to deal with disciplinary matters may be held to develop a plan to deal with future concerns.

Parents who do not agree with the administrative recommendation may have the case reviewed by the superintendent.

### **SUSPENSION**

Suspensions from school are given by the principal for very serious infractions of school rules and policy. Suspensions cannot be given by the teachers. Parents must meet with the principal before the student can be readmitted to school.

#### **In-School and Out-of-School Suspensions**

An administrator may issue an in-school suspension to a student for violation of school rules, gross misconduct, or gross disobedience when, in their judgment, such suspension is necessary for the good of the student or the school. In-school suspension generally involves the student being removed from the classroom for a portion or entire day.

The purpose of suspension is:

- \* To create a closer school-home contact with the opportunity for the student, the parent(s) and school personnel to review and correct the situation. (*Needing technical assistance to correct this line.*)

- \* To separate the student from classes and social activities at school where his/her behavior has not been acceptable.

- \* To protect the rights of the other students to an education uninterrupted by those who tend to, or wish to ignore or invade those rights.

#### **In-School Suspension**

Before any disciplinary action is taken, each case is thoroughly investigated. We strive to be consistent, firm, and fair. In-school suspensions can be given in half-day increments. Violations of the following rules are considered serious violations and may result in an in-school suspension.

#### **Out-of-School Suspension**

If a child fails to change behavior following the in-school suspension, a plan will be written with the administrator, teacher, parent, and child. Such a plan may include, but not be limited to, an out-of-school suspension.

### **VALUABLES**

The school discourages the bringing of personal valuables to school. Headsets and electronic devices (such as cell phones, iPad, tablets, and digital cameras, etc.) must be kept in lockers, backpacks or book bags. Cell phones are to be powered off and stored during school hours. The school will not be responsible for lost, stolen, or broken items.

### **VIDEO AND AUDIO RECORDING**

The Tipton Community School District Board of Directors has authorized the use of video cameras on school district premises and video cameras and audio recording equipment on school district transportation. The video cameras and audio recording equipment will be used to monitor and record

student behavior to maintain order on school premises and school transportation and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video and audio recordings may be used in a student disciplinary investigation and/or proceeding. The content of the video and audio recordings may be confidential student records and may be retained with other student records. Video and audio recordings may be retained if necessary, for use in a student disciplinary investigation and/or proceeding or other matter as deemed necessary by the administration. Parents may request to review video and audio recordings of their child if the video and audio recordings are used in a disciplinary proceeding involving their child.

**WEAPON-LIKE TOYS/DANGEROUS WEAPONS**

Students and staff have the right to attend school and school activities within a safe environment. Toy guns, knives, or other weapon-like toys should not be brought to school. Children who bring these types of toys will not be allowed to use them and parent(s) will be called and asked to pick up any weapon(s) or toy(s) deemed to be dangerous.

8-4-2021



# 2021 IASB Legislative Platform

# 2021 IASB Legislative Beliefs

## PUBLIC EDUCATION

Public education is the foundation of our democratic society and the key to successful futures for Iowa children. Quality public schools strengthen our communities and are the cornerstone of any sound economic development policy. The state must put public education first and provide sufficient funding and support services. The state should provide full funding to public schools to meet the evolving needs of public school students before additional financial support of nonpublic schools is provided.

All schools that receive any public funds, including property taxes, state aid or federal monies, should be subject to the same governance and educational standards as public school districts.

## EDUCATIONAL EQUITY

The promise of public education is for every child to succeed. As locally elected leaders, school boards are uniquely positioned to set expectations for educational equity, ensuring that each child is given supports and interventions based on need. Educational equity requires that discriminatory practices, barriers, prejudices, and beliefs be identified and eradicated. Leaders must hold themselves accountable for deliberate actions, including the examination of policies and practices, intentional allocation of resources according to student need, support for rigorous curriculum and instruction, and engagement of families and communities.

## GOVERNANCE

Iowa has one of the finest public educational systems in the United States. The federal government, governor, General Assembly, Iowa Department of Education, school boards, professional educators and the public should strive to keep it strong. There must be a proper balance of state and federal control designed to ensure quality and a standard of education for all students, with local control which allows local school boards flexibility and decision-making authority to innovate and adapt to local needs and community values.

School districts are governed by boards that, as elected representatives, must be responsive and responsible to the citizens of the school district. Citizen involvement is the key to our representative form of government.

Local boards are, within the guidelines established by state law, vested with the authority to make the final decision on matters pertaining to a school district, area education agency (AEA) or community college. Local board members, who are closely connected to students, families and the communities in which they live, are best capable of understanding student needs and identifying effective solutions. The statutory duties and responsibilities of the local board cannot be delegated to persons who are not elected by the voters of the school district.

Locally elected school boards must have control over the content and management of their educational program, including the calendar and the flexibility for innovation and decision making. A leadership team composed of the superintendent, principals and supervisory personnel working with the board is necessary for the efficient operation of the school district.

# 2021 IASB Legislative Beliefs

## SCHOOL CHOICE

Iowa law provides sufficient choice through public charter schools, open enrollment, home school assistance, postsecondary enrollment options and nonpublic school alternatives. Additional investments in tax credits for nonpublic tuition or other options are not necessary to provide educational choice.

## SCHOOL BOARD MEMBERS

Through original research and a close evaluation of highly effective board practices across the country, IASB recognizes the following five essential roles of effective school boards and encourages all Iowa board members to incorporate these principles in carrying out the mission of public education in their communities:

- **Setting Clear, High Expectations:** The board sets a vision which expresses a commitment to high expectations, consistently communicates the expectations, sets clear and focused goals and focuses on improving instruction.
- **Creating the Conditions that Support Successful Teaching and Learning:** The board creates the conditions for success by showing commitment via board actions, resource allocations and system alignment; provides quality, research-based professional development for educators; builds commitment and focus throughout the system and stays the course, solving problems along the way so improvements have time to work.
- **Holding the System Accountable for Student Success:** The board uses data and monitoring to hold the system accountable and to make decisions at the board table; identifies clear, understandable indicators that the board will accept as evidence of progress and success; and supports and monitors progress regularly at the board table with staff leaders.
- **Building Collective Will:** Within the school staff and throughout the community, the board creates widespread awareness and urgency of the improvement required to meet students' needs, instills hope that it's possible to change, and connects with and engages the community in a frank and ongoing effort to encourage each facet to fulfill its responsibility.
- **Learning Together as a Board/Superintendent Team:** The board establishes board learning time around school improvement efforts, engages in deep conversations about the implications of learning, builds a trusting and supportive relationship with the superintendent, and leads thoughtful policy development.

## ELECTIONS

Participation in the democratic process is integral to the success of schools. School districts have a responsibility for promoting more community involvement in the election process to foster better-informed citizens and greater ownership in public education. Student achievement should drive decisions that impact school elections.

In keeping with the principles of democracy, IASB is committed to the concept of each vote having equal value and a simple majority vote as sufficient to determine election or taxation decisions.

School board elections should coincide with the opening of school. Due to boundary differences and to help maintain the nonpartisan status of school board elections, they should be separate from any other election.

School board members should be elected in a nonpartisan manner in which decisions are based on the best interest of the school and students without regard to party affiliation. Boards should have less than a majority of board members elected in any one year.

# 2021 IASB Legislative Beliefs

School boards should have flexibility to determine when special elections are necessary and to schedule these to best suit the district's needs.

## IOWA ASSOCIATION OF SCHOOL BOARDS

IASB is committed to statewide leadership to ensure high achievement for all Iowa students. IASB recognizes that school boards are in a strategic position to bring about continuous improvement in public education through governance, public policies and advocacy.

We believe that IASB is the organization most appropriate to deliver training and board development to school board members about their role and responsibilities to contribute to high student achievement.

## SCHOOL DISTRICT ORGANIZATION

School boards, and the residents of the school districts involved, have the primary responsibility to determine the make-up and boundaries of school districts and attendance centers.

The school board and the citizens of a school district assess the quality and extent of its educational program and determine whether the school district continues to operate within its present geographical boundaries.

In order to reduce costs and maintain or enrich a quality public education, IASB encourages school districts to share administrators, teachers, equipment, facilities and transportation, including the scheduling of joint classes and extracurricular activities. Sharing does not necessarily lead to eventual reorganization.

IASB believes school district reorganization, dissolution or sharing may be appropriate when:

- The best interest of students is the most important factor considered.
- The reorganization or dissolution is voluntary—initiated and voted upon by the citizens of the school districts involved.
- The state offers sufficient incentives to make the reorganization or sharing financially attractive to the school districts involved.
- Geographical issues are considered, including minimizing the amount of travel time by students and allowing for continued community participation by the communities involved.

## PUBLIC RECORDS AND OPEN MEETINGS

The schools belong to the people—the citizens and taxpayers of the school district. The public has the right to know what decisions are being made regarding the education of their young people and the expenditure of their tax dollars. School districts should have the ability to determine the method of public notice dissemination that maximizes public access to records at a minimal cost to the district.

Although it may not always be easy to publicly consider and discuss some of the tough issues confronting school boards, school boards should be responsive to the open meetings and public records policy established in state law. Compliance with the intent of the public records and open meetings law is best achieved through education, training and consistent enforcement.

Every citizen has the right to examine and copy all public records. The news media may publish public records, unless the law expressly limits the right or requires public records to be kept confidential.

# 2021 IASB Legislative Beliefs

## SCHOOL FUNDING

School finance decisions, whether at the local, state or federal level, should put student achievement first in all decisions. Iowa's school funding system must provide all Iowa children an equal opportunity to a quality public school education. The funding system must recognize that a high-quality public education is the first and foremost economic engine of our state.

A sufficient funding system provides equitable, sufficient, predictable and timely funding, based on these foundational principles:

**Equity:** Iowa should fund public education with a student-driven formula, ensuring Iowans that the education of each student is supported equitably. The formula must provide sufficient revenue to cover the actual cost of the educational program, including on-time funding for districts experiencing increasing enrollment. The state should allow school districts with declining enrollment to maintain sufficient funding so the school district can adjust operations to meet student needs. The state should minimize the disparity for property taxpayers due to variances in property valuation per pupil.

**Excellence and Opportunity:** School finance must provide for continuous improvement of classroom instruction and promote excellence. A critical attribute of increasing the achievement of all children is the skill level of teachers and administrators in the school. Therefore, the school funding system must provide for the professional training and development of teachers and administrators, and school improvement that will promote Iowa as a national leader in public education.

**Stability:** The school funding system must continue to be a fair balance between property taxes, which are a stable and reliable revenue source, and other revenue sources. Iowa school boards are grateful for categorical funds but encourage the state to provide resources through the funding formula to maximize local flexibility and provide growth through an equity-based system. School districts should have spending authority for any reduction in state funding.

**Efficiency:** A diverse system of school finance helps schools control costs. To ensure well-managed and efficient schools, the school funding system must encourage cooperative ventures and the pooling of resources and services. The school funding system must address increased costs due to inflation and other economic factors.

**Local Control:** State funding must support local control. Locally elected school boards should have the authority to utilize and allocate funding to best meet the needs of students. If the state decides to intervene in local education policy, any mandated changes, particularly those taking energy and focus away from real comprehensive school improvement and student achievement, must be fully funded by the state without a shift from other education resources.

## SCHOOL INFRASTRUCTURE

The state has a role to ensure that all Iowa public school students have equitable access to high-quality educational programs, provided in safe, efficient, accessible, and technology-ready facilities that promote student learning.

Revenues from the Secure an Advanced Vision for Education (SAVE) fund provide school districts with a stable, long-term, and equitable funding stream for infrastructure purposes and should not be negatively altered or discontinued.

# 2021 IASB Legislative Beliefs

Existing, allowable uses of SAVE funds should not be changed to limit their use or impose additional requirements on the local decision-making process of school boards.

## EDUCATION'S ROLE IN ECONOMIC DEVELOPMENT

Growth focused on economic stability, wealth creation, entrepreneurship and knowledge-based enterprises is a vital objective for the state of Iowa. Our public schools contribute to the growth of Iowa's economy through the education and development of our children and by providing good jobs. Our public school districts are often the largest employer in many Iowa communities.

A quality public education system is both a key factor contributing to Iowa's quality of life and is a critical attractor of business to Iowa. While education contributes to Iowa's economy, it is also dependent upon economic growth for securing sufficient financial resources to provide quality education services.

Public education and economic growth are interdependent. It is therefore imperative that Iowa invest in viable and sustainable economic development and foster partnerships between education and the private sector.

Collaboration between public schools and the business community can enhance students' knowledge of career paths and future employment opportunities.

## EDUCATIONAL STANDARDS AND ACCOUNTABILITY

It is the responsibility of local school boards to ensure that all students are educated for success in a 21st-century global society. Collaboration between PK-12 and postsecondary institutions should be encouraged to help increase student opportunities.

School boards must ensure that their district operates from clear, measurable student learning standards and improvement goals; sufficient resources are allocated to improve instruction; and there is public accountability for improved results for students.

It is appropriate for the state to establish high and rigorous educational standards for the accreditation of public and nonpublic schools. Standards should be designed to ensure that all students have the opportunity to receive the educational program that meets their needs. The students of Iowa who attend public and nonpublic schools should receive their education instruction from licensed teachers and properly accredited instructors. All public school accreditation standards must also be applied to nonpublic schools.

Data collection and reporting is necessary to improve instruction and increase student achievement. Data collection and reporting is valuable when:

- It is possible to accurately determine student achievement gains, gaps between subgroups and level of attainment for all students;
- Purposes are clearly understood and worthy;
- Assessments are aligned with the intended purposes;
- Results are easily accessible to maximize school district use of the information to provide quality professional development and improve instruction; and,
- Results lend themselves to widespread understanding and evaluation by all school stakeholders.

# 2021 IASB Legislative Beliefs

The state or federal government must not use single-source data to issue sanctions, make generalizations about student performance or shift resources away from schools that require support to improve learning.

Iowa school districts should have the opportunity to comply with standards using various structures and mediums, including sharing and interactive telecommunications.

IASB supports assessment systems that measure student growth for all students, also known as value-added growth or gain, to improve student outcomes by driving professional development, teacher and administrator evaluation, and school improvement decisions.

## EDUCATION TECHNOLOGY

Technology is an important tool in providing a quality public education. School districts must have equitable access to technology. Access includes provision of hardware and software, technological support staff and access to a variety of Internet, broadband and network services including the Iowa Communications Network (ICN).

Home-based learning highlights an ongoing inequity for students who lack adequate broadband internet access. As the learning environment shifts, all students should have high-quality access to the internet. The state plays a critical role in improving high-speed broadband required for 21<sup>st</sup> century learning.

Administration of the ICN should continue to prioritize educational access above other users. The state has a role in ensuring equitable access to technology and should provide sufficient resources to purchase technology, support school technology plans and include professional development for educators on how to use technology to improve instruction and student outcomes.

## EARLY CHILDHOOD

Exposure to early childhood education for all children in the first years of life is critical to increase student achievement and close potential education gaps. Young children have an innate desire to learn and children who participate in high-quality preschool programs are less likely to fall behind and more likely to graduate and attend a post-secondary institution. That desire can be supported or undermined by early experiences.

High-quality early childhood education promotes intellectual, language, mathematical, physical, social, emotional and creative development, cultivates a child's curiosity and desire to learn, and builds a strong foundation for later academic and social success. The state plays a critical role by defining and investing in quality early childhood education programs.

## STUDENTS

All students can achieve at high levels when the state, local school boards and communities provide resources, supports, and an environment to ensure each child's success in school. It is the responsibility of school boards to meet the needs of every student. It is the responsibility of parents/guardians and communities to work collaboratively with school districts to meet the needs of every student.

# 2021 IASB Legislative Beliefs

## SCHOOL SAFETY

IASB believes that schools must be a safe environment for all students, staff and visitors.

Each member of the school and community must take a holistic approach to school safety by providing schools with resources, quality leadership, and united support for the development of a locally determined approach to ensure a safe and secure learning environment for all children. IASB supports a comprehensive view of safety that considers threats such as:

- Crime and violence;
- Hazards such as natural disasters or accidents;
- Health risks such as pandemics; and
- Internal threats such as bullying, unintentional biases and adverse childhood experiences.

Security planning efforts must include prevention, preparedness, mitigation, and response efforts. These planning efforts must be practiced, evaluated and updated on an ongoing basis. All individuals in the school community must be well-trained and knowledgeable of the best practices in school safety.

While all members of the school community benefit from accurate and timely information on safety efforts, school boards must have the authority to maintain appropriate levels of confidentiality to protect security plans and measures.

## TEACHER QUALITY

IASB believes, and research confirms, that teacher quality is the most important factor in determining a child's academic success.

It is the responsibility of the school board through the superintendent and administrators to ensure teachers in their district are qualified for the job they are hired to do. School boards have the authority to set high performance standards and expect demonstrated academic and instructional excellence from their teachers.

Therefore, boards need to ensure teachers, as a part of their job, continuously and collaboratively study content, instruction and the effect on students based upon identified student needs.

It is a board responsibility to expect and confirm that the district is fully implementing the Iowa Core Standards and Iowa Professional Development Model for the purpose of improving instruction measured by improved student achievement.

Quality teaching is essential to high student achievement. In order to recruit the best and the brightest teachers into Iowa and the profession, keep the best and the brightest teachers we now have, and increase respect for the profession that most impacts our children's future, IASB strongly advocates for school funding levels sufficient to pay competitive wages. In addition, IASB believes school boards must focus on ensuring a school culture that supports engaging educators in decision making, providing teachers with leadership opportunities and professional development, and exploring compensation and evaluation systems designed to enhance performance and retention.

# 2021 IASB Legislative Beliefs

## EDUCATOR PREPARATION AND LICENSURE

IASB supports improved alignment between teacher preparation and the PK-12 education systems. Preparation programs should be evaluated continually with the objective of providing training that reflects innovative and proven education methods designed to assess and maximize student achievement. Student needs must drive preparation programs. School boards, teacher preparation institutions, and the state must cooperate to ensure teachers obtain the knowledge and skills they need to teach to ensure all children can learn. Educators should be prepared to effectively teach the wide variety of students in Iowa classrooms. All Iowa educators must have the appropriate licensure, endorsements and accreditation from the board of educational examiners.

## PERSONNEL EVALUATION

School employees must be accountable for raising student achievement. An objective evaluation of all employees, performed on a regular basis, benefits the employee and the community and assists students in obtaining a quality public school education. IASB supports the right of school boards to exercise their authority to set standards of performance and establish rules of conduct for all employees.

Administrators or their designees must have the authority and resources to evaluate personnel whom they supervise.

## EMPLOYEE RELATIONS AND COLLECTIVE BARGAINING

Positive labor relations enhance the ability of employees and school boards to work together for improved student achievement. Ideally, collective bargaining should end in a voluntary settlement between parties.

School boards should be guaranteed sufficient management rights necessary to operate the school district efficiently and effectively.

The results of collective bargaining should be to:

- Advance excellence and equity in public education with the outcome of improved student achievement for all.
- Reflect sound research and proven best practices with a demonstrated positive impact on improving student achievement.
- Promote accountability by all for improved student outcomes.
- Include a regular evaluation of the impact of changes on student achievement.
- Preserve the constitutionally protected due process rights of school boards.
- Promote safe, healthy, effective and respectful work environments for students and staff.

## BENEFITS

It is important to establish employee benefits necessary to attract and retain qualified employees. Benefits paid and contribution rates should maintain the actuarial soundness and affordability of employee benefit programs.

# 2021 IASB Legislative Beliefs

Unemployment compensation benefits should be reserved for those who experience sudden and unexpected job loss. It should not be extended between academic terms to employees who have contracts for less than 12 months or who have reasonable assurance of continued employment.

Substitute employees should not be eligible for unemployment compensation.

School district employees whose employment is terminated because of a reduction or realignment of staff, or for other reasons that would qualify them for unemployment compensation benefits, should be eligible to receive such benefits on the same basis as employees in private sector employment.

## DEPARTMENT OF EDUCATION

A State Board of Education, made up of laypersons, determines and adopts necessary rules and regulations for the proper enforcement and execution of the provisions of school laws, and adopts and prescribes standards for carrying out the provisions of the school laws. The State Board of Education must seek advice and counsel from a broad range of citizens and educational organizations in the formulation of rules and policies.

The Department of Education (DE) plays a significant role in facilitating school improvement efforts and supporting school districts, area education agencies and community colleges.

The DE should cooperate with IASB, area education agencies, community colleges, the federal government and state to streamline requests for information.

The DE should consider other student achievement measures, such as value-added or growth measures, for all students, in defining and negotiating the Iowa plan for school district compliance with federal requirements.

By its very nature, the DE is a state regulatory agency; however, Congress and the General Assembly should carefully consider the number and size of the regulatory tasks assigned to the DE and financially support the tasks assigned, including the provision of sufficient staff.

## AREA EDUCATION AGENCIES

Area education agencies (AEAs) are highly important in helping develop curriculum. AEA assistance to local schools in the areas of emerging technology, professional development and curriculum assessment is of vital importance to assist schools with the mandates of the federal Every Student Succeeds Act.

AEAs are established to provide school districts with specified services in special education, media and other educational areas. Apart from special education, the Legislature and the Department of Education must not require these agencies to perform services that are regulatory in nature.

AEAs must retain their primary function as support agencies for local school districts, including developing and delivering services and programs to support local school improvement plans.

School improvement is a key strategy to meeting economic, political and societal needs. AEAs can assist public schools with career development and transitions to facilitate business/community collaborations offering further opportunities for students.

# 2021 IASB Legislative Beliefs

The governance structure of AEAs must continue to be tied closely to PK-12 public school districts with students who receive the benefits of AEA services. AEAs should not be merged with community colleges. Directors of PK-12 school boards should continue to elect AEA directors.

AEAs should be assured of equitable, consistent and timely funding and receive adequate funding for mandated programs and services.

## COMMUNITY COLLEGES

Community colleges are an integral part of public education and are strong partners with PK-12 schools in the delivery of career and technical education and of enhanced educational offerings at the high school level through concurrent enrollment. As such, they must be funded by both state and local sources in a consistent and equitable manner.

## FEDERAL GOVERNMENT

Generally, IASB opposes a centralization of decision making on local and state educational issues in the federal bureaucracy and the United States Congress. Iowa citizens have the ability and desire to make decisions affecting the education of their young people. IASB urges Congress, the President of the United States and the U.S. Department of Education to support local control of school districts, continue the commitment to local flexibility, and reward local efforts to improve student achievement. If the federal government decides to intervene in state and local education policy, any mandated changes, particularly those taking energy and focus away from real comprehensive school improvement and student achievement, must be fully funded by federal dollars without a shift from other education resources.

Iowa schools should receive the federal commitment to help with the cost of educating students with special education needs combined with the federal support equal to other states, based on student needs, to maintain our level of educational excellence. The federal government should not impose intrusive or unnecessarily restrictive or prescriptive laws governing our community schools.

# 2021 IASB Legislative Resolutions

## STUDENT ACHIEVEMENT AND ACCOUNTABILITY

### RESEARCH-BASED INITIATIVES

Supports implementation of initiatives in Iowa's PK-12 education system that:

- Are research-based;
- Are focused on student achievement; and
- Do not "re-purpose" existing education funds.

### STANDARDS AND ACCOUNTABILITY

Supports continued progress in the development of rigorous content standards and benchmarks that reflect the real-world knowledge and skills students need to graduate from high school prepared for college or to enter the workforce, including the following state actions:

- Provide and fund technical assistance to help school districts fully implement the Iowa Core Content Standards which define what students should know and be able to do in math, science, literacy, social studies, and 21st Century skills in areas such as financial and technological literacy;
- Continue to improve the implementation of the statewide assessment to ensure alignment to the Iowa Core Content standards and provide the necessary funding and technological capacity for every student to successfully complete the assessment;
- Support research-based professional development that provides educators with training, support and time to work together so that they can successfully teach a rigorous curriculum to all students. Ensure that curriculum decisions about how to teach remain in the hands of local schools and teachers; and
- Include and fund all the components of successful standards systems: assessments aligned to high expectations, improved and aligned instruction and quality professional development.

IASB supports development of model content standards, recommended assessments and professional development supports in additional content areas but opposes expanding accountability, reporting and accreditation requirements in these areas.

### PRESCHOOL

Supports continued funding to ensure that all 4 and 5-year-olds have access to the Statewide Voluntary Preschool Program.

Supports an increase in funding from the current weighting of 0.5 to 1.0 full-time equivalent to increase the ability of districts to provide services such as full-day programming and transportation to ensure that all 4 and 5-year-olds have the ability to attend the Statewide Voluntary Preschool Program.

Districts should be given maximum flexibility to assign costs to the program.

### EARLY LITERACY

Supports the continued development of and funding for research on best practices for improving proficiency in early literacy strategies.

Supports continued funding for professional development and classroom intervention strategies focused on implementing best practices for early literacy in grades PK-3.

Supports the continuation of programs currently funded by the early intervention block grant program with flexibility to use those funds for other K-3 literacy programs if approved by the school board.

Supports additional funding for programs designed to ensure that all students meet literacy expectations by the end of 3<sup>rd</sup> grade.

# 2021 IASB Legislative Resolutions

## **ENGLISH LEARNERS**

Supports sufficient and on-time funding for English-learners (EL) until the students reach proficiency.

## **COVID-19 REMEDIATION**

Supports additional resources to school districts and AEAs to:

- Identify achievement gaps among individual students that have occurred as a result of COVID-19 breaks in instruction; and
- Provide remediation for all students impacted negatively by loss of instruction due to COVID-19 school closings.

## **DROPOUT/AT RISK**

Supports the inclusion of dropout prevention and funding for at-risk students in the foundation formula and the inclusion of socio-economic status as a factor in determining a student's at-risk status. Supports allowing districts to request additional dropout prevention modified supplemental amount up to the 5% maximum cap. Opposes changes to the compulsory age of attendance unless sufficient funds are provided to implement strategies to retain those students.

## **MENTAL HEALTH**

Supports efforts to establish comprehensive community mental health systems to offer preventative and treatment services and comprehensive school mental health programs that include:

- Increased access for in-school and telehealth services;
- Increased access to mental health professionals via in-person or telehealth visits;
- Creation of a categorical funding stream designated for mental health professionals serving students and ongoing teacher, administrator, and support staff mental health training;
- Equitable reimbursement by Medicaid and private insurers for in-school services;
- Ongoing teacher, administrator, and support staff training to improve the awareness and understanding of child emotional and mental health needs;
- Integration of suicide prevention and coping skills into existing curriculum;
- Expanding state-funded loan forgiveness programs to include mental health professionals who agree to provide services to schools;
- An ongoing mental health resources clearinghouse for schools and community providers; and
- Trainings that include a referral plan for continuing action provided by mental health professionals outside of the school district.

## **SPECIAL EDUCATION – STATE**

Supports predictable and timely state funding to serve students receiving special education services at a level that reflects the actual cost including educational programming and health care costs.

## **SPECIAL EDUCATION – FEDERAL**

Supports federal commitment to fund 40% of the cost of educating students receiving special education services through the Individuals with Disabilities Education Act (IDEA). We urge the federal government to modernize and fully fund IDEA by emphasizing improved outcomes for students with disabilities.

## **AREA EDUCATION AGENCIES**

Supports full funding of the area education agencies to provide essential services in a cost-effective manner to school districts including, but not limited to:

- Special education;
- Technology;
- Professional development;
- Curriculum assessment;
- Student assessment data analysis

# 2021 IASB Legislative Resolutions

- Teacher training on social-emotional learning and services for students in schools; and
- Creating and maintaining an online platform for students for remote learning.

## **SCHOOL CALENDARS**

Supports the authority of locally elected school boards to determine the school calendar to best meet student needs, including start dates, year-round schools, and other innovations.

## **EDUCATOR QUALITY**

### **TEACHER LEADERSHIP AND DEVELOPMENT**

Supports adequate resources for research-based programs and strong instructional leadership, including:

- Teacher leadership and development;
- Beginning teacher mentoring programs;
- Quality professional development programs, including those that prepare teachers for online or remote learning strategies; and
- Ongoing and additional cultural competency training.

### **MARKET-COMPETITIVE WAGES**

Supports providing school districts with incentives and the flexibility to pay market competitive wages for shortage area positions, especially in the areas required to meet graduation and Iowa content standards.

### **BENEFITS**

Supports allowing school districts to voluntarily enroll their employees in the state's health, dental and life/long-term disability insurance pools.

### **TEACHER RECRUITMENT & LICENSURE**

Supports additional tools to attract individuals to the teaching profession, especially for teacher shortage areas including:

- Alternative teacher licensure upon completion of research-based teaching pedagogy training in addition to content knowledge in a curricular area;
- Pathways for individuals with non-traditional educational backgrounds to meet licensure qualifications;
- Reciprocity agreements with other states with high-quality education programs so as to increase diversity among our certified teachers and administrators;
- Expansion of programs such as: Teach Iowa Scholar, Troops to Teachers, Teacher Intern Program, and others as approved by the Board of Educational Examiners;
- Programs designed to recruit teachers that will better match the demographic makeup of our student population; and
- Advocate for funding of loan forgiveness programs and grants that will make education careers a viable option.

### **STAFF REDUCTIONS**

Supports giving school districts and AEAs the option to waive the termination requirements in *Iowa Code* Section 279.13 to reduce staff in response to reductions in funding.

### **LABOR/EMPLOYMENT LAWS**

Supports labor and employment laws that balance the rights of the employees with the rights of management, with an emphasis on student achievement and student safety.

# 2021 IASB Legislative Resolutions

## FISCAL RESPONSIBILITY AND STEWARDSHIP

### SCHOOL FUNDING POLICY

Supports a school foundation formula that:

- Provides sufficient and timely funding to meet education goals;
- Equalizes per pupil funding;
- Provides a funding mechanism for transportation costs that reduces the pressure on the general fund and addresses inequities between school districts;
- Includes factors based on changes in demographics including socio-economic status, remedial programming, and enrollment challenges;
- Reflects actual costs for special education services;
- Incorporates categorical funding in the formula within three years; and
- Includes a mix of state aid and property taxes.

### SUPPLEMENTAL STATE AID

Supports setting supplemental state aid:

- At a rate that sufficiently supports local districts' efforts to plan, create and sustain world-class schools;
- For FY 2022, by January 29, 2022; and
- For FY 2023 and future budget years, at least 14 months prior to the certification of the school's district budgets.

Setting supplemental state aid within the statutory requirements allows districts to make sound financial decisions on programs and staffing levels in order to provide the best possible education to all students.

IASB supports a formula driven method for establishing the supplemental state aid growth rate if it is not set within the statutory requirements.

### BUDGET GUARANTEE

Supports increasing the budget guarantee amount to 3% to provide additional stability to school districts with declining enrollment.

### PROPERTY TAXES

Supports holding school districts harmless in property tax restructuring. Supports efforts to minimize property tax disparities created by the additional levy rate without compromising additional resources to school districts. Supports improved transparency and limits on the use of Tax Increment Financing (TIF) including the following requirements:

- To receive input from all affected taxing bodies before creation of a TIF district; and
- To limit the duration of all TIF districts.

### BOND ISSUES

Supports allowing school bond issues to be passed by a simple majority vote.

Supports the authority to levy a combination of property taxes and income surtaxes to pay the indebtedness.

Supports legislation to clarify that revenue bonds do not count toward a 5% statutory debt limit.

### SPECIAL LEVY FUNDS

Supports flexibility in the use of special levy funds.

# 2021 IASB Legislative Resolutions

## **TAX BASE**

Supports an independent, bi-annual cost-benefit analysis of all income, sales or property tax exemptions, credits or deductions. Creation of a new tax credit must undergo an independent cost-benefit analysis. IASB supports elimination of any tax credits that are deemed not effective and redirect any revenue increases from the elimination of those credits to enhance funding for public education.

Supports the legislature having sole authority to make revisions to definitions that impact taxes, restrict future tax bases or provide additional tax breaks that decrease revenue to the state and either directly or indirectly impact tax revenue for schools.

Opposes a constitutional amendment or statewide voter referendum that would limit taxes, spending or local control impacting education.

## **FRANCHISE FEES**

Opposes the imposition of franchise fees on school corporations unless the board of directors agrees to such a fee.

## **UNFUNDED MANDATES**

Opposes mandates that do not provide adequate and direct funding for successful implementation.

## **GOVERNANCE**

### **LOCAL ACCOUNTABILITY AND DECISION-MAKING**

Supports providing local school boards with decision-making authority regarding methods to accomplish desired educational outcomes. IASB opposes overly restrictive or inefficient limitations which inhibit innovation, efficiency, and the ability of school boards to meet local needs. Local accountability and decision-making includes:

- **Student Achievement:** As locally elected officials, school boards should have the ability to set priorities, customize programming, and maximize community strengths to improve outcomes for all students;
- **Accountability & Reporting:** Data collection for state accountability should enhance the ability of school boards to focus on student learning and school improvement. IASB supports streamlining state-level reporting on management operations and eliminating duplicative or inefficient reporting processes;
- **Funding flexibility:** School boards should have the ability to maximize existing resources to meet local needs;
- **Transparency:** School boards should have flexibility to provide public access to records in ways that promote transparency for citizens while balancing the cost to taxpayers; and
- **Flexibility on Health and Safety Emergencies:** School boards should have the ability to make decisions, in partnership with local health officials, regarding the health and safety needs of students, staff, families and the community.

### **EXPANDING EDUCATIONAL OPPORTUNITIES**

Supports providing the flexibility to expand educational opportunities and choices for students and families. Educational options must remain under the sole authority of locally elected school boards charged with representing community interests and accountability. IASB supports efforts including:

- Investment in magnet and innovation schools; expansion in flexible program offerings; and greater partnerships among schools and community organizations;
- Establishment of charter schools under the direction of the locally elected public school board; and
- Establishment or use of online schools or classes while maintaining per pupil funding.

# 2021 IASB Legislative Resolutions

Supports opportunities for continued collaboration between public and nonpublic schools; however, the association opposes the use of additional taxpayer funds for the creation of vouchers or educational savings accounts or an increase in tax credits or deductions directed toward nonpublic schools.

## **ELECTIONS**

Supports a minimum of four special election dates per calendar year for bond referendums, votes on levies and revenue purpose statements and filling school board vacancies.

## **SHARING AND REORGANIZATION**

Supports continuation of sufficient incentives and assistance to encourage sharing or reorganization between school districts including the establishment of regional schools. Supports expanding the positions eligible for operational sharing incentives.

## **HOME SCHOOL REPORTING**

Supports requiring parents/guardians home schooling their children without the support of a certified teacher to register with their public school attendance centers.

# 2021 IASB Legislative Priorities

## PRESCHOOL

Supports continued funding to ensure that all 4 and 5-year-olds have access to the Statewide Voluntary Preschool Program.

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- Ongoing teacher, administrator, and support staff training to improve the awareness and understanding of child emotional and mental health needs;
- Integration of suicide prevention and coping skills into existing curriculum;
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Supports a school foundation formula that:

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- Reflects actual costs for special education services;
- Incorporates categorical funding in the formula within three years; and
- Includes a mix of state aid and property taxes.

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Supports setting supplemental state aid:

- At a rate that sufficiently supports local districts' efforts to plan, create and sustain world-class schools;
- For FY 2022, by January 29, 2022; and

# 2021 IASB Legislative Priorities

- For FY 2023 and future budget years, at least 14 months prior to the certification of the school's district budgets.

Setting supplemental state aid within the statutory requirements allows districts to make sound financial decisions on programs and staffing levels in order to provide the best possible education to all students.

IASB supports a formula driven method for establishing the supplemental state aid growth rate if it is not set within the statutory requirements.

## COVID-19 REMEDIATION

Supports additional resources to school districts and AEAs to:

- Identify achievement gaps among individual students that have occurred as a result of COVID-19 breaks in instruction; and
- Provide remediation for all students impacted negatively by loss of instruction due to COVID-19 school closings.

**Open Enrollments August 9, 2021 Board Meeting**

Lilian Kokjohn

Grade 1

Wilton to Tipton

2021-22

Policy on the State website, we do not have this on file.

## **105 ASSISTANCE ANIMALS**

It is the policy of Tipton Community School District to foster an equal education environment for all students, employees and community members within the district. The purpose of this policy is to provide guidance to the district on the proper use of assistance animals while on district property. The district shall allow the use of qualified service animals and assistive animals to accompany individuals with disabilities in all areas of district buildings where the public is normally allowed to go. This can include classrooms, cafeteria and school buses. Individuals with disabilities are people who have a physical or mental impairment that substantially limits one or more major life activities. Service animals are dogs and in some instances miniature horses trained to do work or perform tasks for individuals with disabilities. Assistive animals are simians or any other animal specially trained or in the process of being trained to assist a person with a disability.

Service animals and assistive animals must be current on all required vaccinations. Service animals and assistive animals also must be under control while on district grounds. The animal may be under control by either the individual with a disability, or a handler of the service or assistive animal. Under control means harnessed, leashed or tethered, unless these devices interfere with the animal's work, in which case under voice or other directive control.

### **Miniature Horses as Service Animals**

Miniature horses shall be allowed as service animals within the district whenever it is reasonable to allow them. Factors to consider when determining reasonableness include: whether the miniature horse is house broken; whether the miniature horse is under the owner's control; whether the facility can accommodate the miniature horse's type, size and weight; and whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

### **Establishing the Need for a Service Animal**

When no prior notice is given to the district of the use of a service or assistive animal, the Superintendent and/or school administrators are permitted to ask the following questions:

*"Do you need/require this animal because of a disability?"*

If the animal's trained tasks are not readily apparent, the administrator may ask:

*"What work or task has the animal been trained to perform?"*

Policy on the State website, we do not have this on file.

### **Service and Assistive Animals in training**

Assuming the handler and animal are otherwise allowed, individuals who train service and/or assistive animals will also be allowed access with their service animal in training to public areas of district buildings and property. The service or assistive animal in training is expected to abide by the same requirements as a service or assistive animal.

### **Exclusion of Service and Assistive Animals**

In certain limited circumstances, it may be reasonable to exclude the use of a service or assistive animal from district property. The Superintendent is permitted to exclude service and assistive animals from district buildings and property in the following circumstances: The presence of the animal poses a direct threat to the health and safety of others; the owner or handler is unable to control the animal; the animal is not house broken; the presence of the animal significantly disrupts or interferes with the educational process; or the presence of the animal would require a fundamental alteration to the program. If a service animal is properly excluded from district property, the district shall provide the student served by the animal the opportunity to participate in the program, service or activity without having the service animal on district property.

### ***Emotional Support Animals and Therapy Animals [Optional section as these animals are not commonly required to be accommodated]***

*Emotional support animals are medically prescribed to provide therapeutic benefit through dedicated companionship. Emotional support animals' sole function is to provide emotional support or comfort.*

*Therapy animals are involved in an animal-assisted therapy program involving animals as a form of treatment.*

*Emotional support animals and therapy animals do not meet the definition of service or assistive animals. However, the district recognizes their value in our community. The superintendent shall evaluate the use of emotional support animals and therapy animals on a case-by-case basis. District employees may use therapy animals in the course of their regular duties only after receiving permission from the superintendent.*

### ***Student use of Emotional Support Animals and Therapy Animals***

*Factors the superintendent should consider in making the determination include but are not limited to:*

- a. *Whether the animal is housebroken*
- b. *Whether the animal has a current vaccination certificate*

Policy on the State website, we do not have this on file.

- c. *Whether the animal has been recommended through an individual education plan (IEP) or a 504 plan as necessary for the student to receive free access to public education*
- d. *Whether the facility can accommodate the animal's type size and weight, and*
- e. *Whether the animal's presence will not compromise legitimate safety requirements necessary for safe operation of the facility*

### **Employee use of Therapy Animals as part of Education Environment**

Before permission to use therapy animals is granted, staff members must provide:

1. *Proof that the animal is certified to be a therapy animal;*
2. *An explanation of how the animal will be used, including research supporting the use of therapy animals;*
3. *A plan for how the staff member will provide for the care and control of the animal;*
4. *A plan for how the staff member will accommodate students with allergies to the animal; and*
5. *A current vaccination certificate for the animal.*

#### Legal References:

29 U.S.C. §794

42 U.S.C. §12132

28 C.F.R. 35

Iowa Code §216C

#### Cross References:

606.3 Animals in the Classroom

***NOTE: The use of service and assistive animals is a civil right established by federal and state laws. However, the use of emotional support and therapy animals does not necessarily have the same legal protections. The portion of this policy in italics reflects optional language for your district to consider.***

Approved: \_\_\_\_\_ Reviewed: \_\_\_\_\_ Revised: \_\_\_\_\_

Substantial changes.

# 104 ANTI-BULLYING/ANTI-HARASSMENT POLICY

The *Tipton Community School District* is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. ~~Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board.~~ Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. ~~Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.~~

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

## **Retaliation Prohibited**

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Substantial changes.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

### Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. “Harassment” and “bullying” shall mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward a student individual based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the student individual in reasonable fear of harm to the student’s individual’s person or property.
  2. Has a substantial detrimental effect on the student’s individual’s physical or mental health.
  3. Has the effect of substantially interfering with a student’s the individual’s academic performance. Has the effect of substantially interfering with the student’s individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

### Filing a Complaint

Substantial changes.

~~A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within [state number of days - 180] of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.~~

~~School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.~~

### **Investigation**

~~The school district will promptly and reasonably investigate allegations of bullying or harassment. The [superintendent or the superintendent's designee] will be responsible for handling all complaints alleging bullying or harassment. The investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.~~

### **Decision**

~~If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.~~

~~A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.~~

~~Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by~~

Substantial changes.

~~appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.~~

### Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- (other) \_\_\_\_\_

***NOTE: This is a mandatory policy. School districts are required to integrate the anti-bullying and anti-harassment policy into the comprehensive school improvement plan and shall collect and report data regarding instances of bullying and harassment as required by law.***

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

### Legal References:

20 U.S.C. §§ 1221-1234i.

29 U.S.C. § 794.

42 U.S.C. §§ 2000d-2000d-7.

42 U.S.C. §§ 12101 *et. seq.*

Substantial changes.

Iowa Code §§ 216.9; 280.28; 280.3.

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

*Morse v. Frederick*, 551 U.S. 393 (~~2007~~)

Cross References:

- 102 Equal Educational Opportunity
- 502 Student Rights and Responsibilities
- 503 Student Discipline
- 506 Student Records

Approved: 07/09/2012

Reviewed:

Revised: 8/8/2016

# 104R.1 ANTI-BULLYING/ ANTI-HARASSMENT INVESTIGATION PROCEDURES

The Tipton Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

## Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the student in reasonable fear of harm to the student’s person or property.
  2. Has a substantial detrimental effect on the student’s physical or mental health.
  3. Has the effect of substantially interfering with a student’s academic performance.
  4. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Substantial changes.

- ~~"Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.~~
- ~~"Volunteer" means an individual who has regular, significant contact with students.~~

### Filing a Complaint

~~An Complainant individual who wishes to avail himself/herself of this procedure may do so by filing~~ believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available [link to form on website or designate location such as building office]. An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged ~~discrimination~~ bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 90 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

~~School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.~~

### Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The *superintendent or the superintendent's designee* (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

~~If the Complainant is under 18 years of age, the Investigator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:~~

Substantial changes.

- ~~A request for the Complainant to provide a written statement regarding the nature of the complaint; Interviews with the Complainant and the individual named in the complaint ("Respondent")~~
- ~~A request for the individual named in the complaint (hereinafter "Respondent") Complainant to provide a written statement; regarding the nature of the complaint;~~
- ~~A request for witnesses identified during the course of the investigation the Respondent to provide a written statement; and~~
- ~~Review and collection of documentation or information deemed relevant to the investigation. Interviews with witnesses identified during the course of the investigation;~~
- ~~A request for witnesses identified during the course of the investigation to provide a written statement; and~~
- ~~Review and collection of documentation or information deemed relevant to the investigation.~~

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal.

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

*Additional suggestions for administrative procedures regarding this policy include:*

- *Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and*
- *Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.*

## **Decision**

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy,

Substantial changes.

the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

~~A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.~~

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

***NOTE: School districts must include a number of requirements in the district anti-bullying/anti-harassment policy. This regulation builds on the requirements addressed in IASB sample policy 104 by more specifically detailing sample investigation procedures. Districts should ensure that the district's practice is reflective of the policy and regulations that the district's leadership team has established. Please remember that the procedures outlined here should be consistent with the policy.***

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

Approved: 07/09/2012

Reviewed:

Revised: 8/8/2016

Substantial changes.

Minimal changes. Need review only.

# 100 LEGAL STATUS OF THE SCHOOL DISTRICT

Iowa law authorizes the creation of a Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Iowa law. This school district shall be known as the Tipton Community School District.

This school corporation is located in Cedar County, and its affairs are conducted by elected school officials, the Tipton Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in the territory of the school district.

## Legal Reference:

Iowa Code §§ 274.1, .2, .6, .7; ~~278.1(9)~~; 279.8; 594A-(1995).

## Cross Reference:

200 Legal Status of the Board of Directors

Approved: 10/14/96

Reviewed: 07/09/12

Revised:

Minimal changes.

## 101 EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

As a school corporation of Iowa, the Tipton Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. ~~within the limitations of the school district's~~ The board's ability may be limited by the school district's ability and willingness to furnish financial support ~~to provide for students~~ in cooperation with their student's parents and the school district community. The board is also dedicated to providing the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in, the students for a lifetime.

The board endeavors through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in a the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem solving skills that will assist the students' preparation for life ~~shall be~~ is instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

### Legal Reference:

Iowa Code §§ 256.11, ~~11A~~; 275.1 (1995).

### Cross Reference:

Minimal changes.

102 Equal Educational Opportunity

103 ~~Educational and Operational Planning~~ Long Range Needs Assessment

209 Board of Directors' Management Procedures

600 Goals and Objectives of the Education Program

602 Curriculum Development

Approved: 10/14/1996

Reviewed: 07/09/2012

Revised:

Needs review. The state does not have this policy, it's strictly a local policy. Keep or delete?

## 101.1 EDUCATIONAL PHILOSOPHY

Within the resources available, the Tipton Community School is committed to providing and promoting educational opportunities to all students under the school's jurisdiction. The learning experience offered is appropriate for the age level of and the nature of the individual student. The school climate is conducive to learning. The scope of the program is broad enough to encompass the intellectual, the physical, the psychological, the civic, the social, and the aesthetic needs of the student.

Approved: 10/14/1996

Reviewed: 07/09/2012

Revised:

Needs review. The state does not have this policy, it's strictly a local policy. Keep or delete?

## 101.2 GOALS AND OBJECTIVES OF THE EDUCATION PROGRAM

The following are the objectives of the educational program of our school:

1. To learn and enjoy the process of learning and acquire the skills necessary for a lifetime of continuous learning and adaptation to change.
2. To assist the student to learn his/her ethical, social, and civic accountabilities within a world society.
3. To provide the student with the opportunity to acquire the skills and experiences to cope with and succeed in an ever-changing world.
4. To provide the opportunity to develop a cultural interest through knowledge and/or appreciation of the fine arts.
5. To assist the student to develop self-respect, a feeling of self-worth, and self-discipline.
6. To assist the student to explore aptitudes and expand capabilities.
7. To assist the student to think independently, to solve problems, to think critically, to evaluate results, and to communicate effectively.
8. To organize an effective program of physical activities, to provide health instruction, and to cooperate with the home and community in promoting health.
9. To acquire a background sufficient to enter the job market and/or to acquire knowledge necessary for further education.
10. To enhance the capacities for a satisfying and responsible role as family members.
11. To enhance an understanding of ethical principles and values and the ability to apply them to their own lives.

Approved: 10/14/1996

Reviewed: 07/09/2012

Revised:

Minimal changes.

## 103 LONG-RANGE NEEDS ASSESSMENT

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectations of students and determine how well students are meeting student learning goals. The board shall will conduct ongoing and in-depth needs assessment, soliciting information from business, labor, industry, higher education and community members regarding their expectations for adequate student preparation.

In conjunction with the in-depth needs assessment of the school district, the board shall will authorize the appointment of a committee, representing administrators, employees, parents, students and community members, to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skill areas of the education program.

*The Annual Progress Report will be placed on the school website. (Insert a paragraph describing how your school district will provide opportunities for local feedback on an ongoing basis.) This is what our policy lists as our description.*

It is the responsibility of the superintendent to ensure the school district community is informed of students' progress on state and locally determined indicators. The superintendent shall will report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board shall will determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the educational needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Iowa Department of Education.

***NOTE: This is a mandatory policy. Boards should add their local process in the third paragraph. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 13 #1 - February 15, 2000.***

Minimal changes.

Legal Reference:

Iowa Code §§ 21; 256.7; 280.12, ~~(2013)~~.

281 I.A.C. 12.8(1)(b).

Cross Reference:

101 Educational Philosophy of the School District

200 Legal Status of the Board of Directors

208 Committees of the Board of Directors

603.1 Basic Instruction Program

801.1 Buildings and Sites Long-Range Planning

801.2 Buildings and Sites ~~Surveys~~

Approved: 10/14/1996

Reviewed 2/10/2020

Revised 2/10/2020

# 103R-1 LONG-RANGE NEEDS ASSESSMENT

School districts ~~also need to develop a process for~~ long-range needs assessment. ~~The process needs to include three~~ includes these items:

- provisions for collecting, analyzing and reporting information derived from local, state and national sources;
- provision for reviewing information acquired on the following:
  - state indicators and other locally determined indicators,
  - locally established student learning goals,
  - specific data collection required by state and federal programs;
- provisions for collecting and analyzing assessment data on the following:
  - state indicators
  - locally determined indicators,
  - locally established student learning goals.

Reviewed: 10/14/1996

Reviewed: 2/10/2020

Revised: 2/10/2020

# 104.E1 DISCRIMINATION, ANTI-BULLYING/ AND ANTI-HARASSMENT COMPLAINT FORM

Date of complaint:	<hr/> <hr/>
Name of Complainant:	<hr/> <hr/>
Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):	<hr/> <hr/> <hr/>
Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?	<hr/> <hr/> <hr/> <hr/>

Changes in title only. Needs review.

Date and place of alleged incident(s):	<hr/> <hr/> <hr/>
Names of any witnesses (if any):	<hr/>

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

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

Changes in title only. Needs review.

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: 8/8/2016 Reviewed: \_\_\_\_\_ Revised: \_\_\_\_\_

Changes in title only. Needs review.

## 104.E2 ~~ANTI-BULLYING/HARASSMENT~~ WITNESS DISCLOSURE FORM

Name of Witness:	<hr/> <hr/>
Date of interview:	<hr/> <hr/>
Date of initial complaint:	<hr/> <hr/>
Name of Complainant (include whether the Complainant is a student or employee):	<hr/> <hr/>

Changes in title only. Needs review.

Date and place of alleged incident(s):	

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

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

Changes in title only. Needs review.

Description of incident witnessed:

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Additional information:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: 8/8/2016 Reviewed: \_\_\_\_\_ Revised: \_\_\_\_\_

No changes, needs review only.

# 104.E3 DISPOSITION OF COMPLAINT FORM

Date:	<hr/> <hr/>
Date of initial complaint:	<hr/> <hr/>
Name of Complainant (include whether the Complainant is a student or employee):	<hr/> <hr/> <hr/>
	<hr/> <hr/>
Date and place of alleged incident(s):	<hr/> <hr/> <hr/> <hr/>

No changes, needs review only.

Name of Respondent (include whether the Respondent is a student or employee):	

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

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

No changes, needs review only.

Summary of Investigation:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: 8/8/2016

Reviewed: \_\_\_\_\_

Revised: \_\_\_\_\_