

REGULAR MEETING
Sioux City Community School District
Educational Service Center
June 26, 2017
6:00 PM

Our Mission: The Sioux City Community School District exists to educate students to **believe** in their talents and skills, **achieve** academic excellence and **succeed** in reaching their potential.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call of Members

IV. Approval of Agenda

V. Special Recognition

- A. SCCSD Named 2017 Best Community for Music Education – Dr. Paul Gausman and Mike Guntren, Midbell Music

VI. Citizen Input

At this time, the Board of Directors invites individuals or delegations to come forward and speak on any issues related to school district operations that are not included on today's meeting agenda.

Citizen input on action and discussion items will be accepted at the time of discussion of each agenda item.

VII. Consent Agenda

RECOMMENDATION: That the Board of Directors approves all consent action items.

- A. Board Meeting Minutes from June 12, 2017 – Dr. Paul Gausman
- B. Human Resources Report – Dr. Rita Vannatta
- C. Finance Report(s) - Dr. Paul Gausman and Sherri Jones
- D. Agreement Among the Sioux City Community School District, Western Iowa Technical Community College and Northwest Area Education Agency – Kim Neal
- E. Contract for Transportation Services Between the Sioux City Community School District and Siouxland Regional Transit System – Brian Fahrendholz
- F. Contract Between the Iowa Department of Human Services and the Sioux City

- G. Lease Agreement Between the Sioux City Community School District and the Southern Hills Mall – Kim Neal

VIII. Board Member Reports / Future Meetings

- Board Finance & Facilities Committee – 3:00 p.m., July 18, 2017, ESC Board Room.
- Student Achievement Committee – Noon, July 20, 2017, ESC Board Room.
- Special / Regular Board Meeting – 4:30 p.m., July 24, 2017, ESC Board Room.
- Regular Board Meeting – 6:00 p.m., August 14, 2017, ESC Board Room.

IX. Superintendent's Report

X. Superintendent's Report – Dr. Paul Gausman

XI. Items of Presentation, Discussion, and/or Action

A. Second and Final Reading of Board Policies – Dr. Paul Gausman

- 501.2 Entrance Requirements
- 501.4 Attendance Records
- 501.5 Resident Students
- 680.10 Grants – Application
- 801.3 Post-Issuance Compliance Policy For Tax-Exempt Obligations
- AR801.3 Post-Issuance Compliance Policy For Tax-Exempt Obligations

RECOMMENDATION: That the Board of Directors approves the above Board policies for second and final reading.

B. Second and Final Reading of Board Policies – President Krysl

- 200.2 Powers and Responsibilities of the Board of Directors

RECOMMENDATION: That the Board of Directors approves the above Board policy for second and final reading.

C. Second and Final Reading of Board Policies – President Krysl

- 505.8 Fund Raising
- 505.8 – E Form

RECOMMENDATION: That the Board of Directors approves the above Board policy for second and final reading.

D. First Reading of Board Policies – Dr. Paul Gausman

- 202.1 Development of Board Policy
- 202.5 Administrative Action in Absence of Policy

- 202.6 Review and Revision of Policy / **DELETE**
- 204.14 Notice for Board Meetings
- 205.3 Anonymous Communications
- 431.05 Employee Transportation and Expenses Reimbursement
- AR431.05 Employee Transportation Reimbursement (Expenses)
- 504.1 Nutrition and Physical Activity Wellness in the Schools
- AR504.1 Nutrition and Physical Activity Wellness in the Schools
- 706.1 School Food Program
- AR706.1 School Nutrition Program

RECOMMENDATION: That the Board of Directors approves the above Board policies for first reading.

E. High School Activity Code - Jen Gomez and Jim Vanderloo

RECOMMENDATION: That the Board of Directors approves the proposed language revisions to Section D: Procedure for Code Violations of the High School Activity Code.

F. School Counseling & Advisory Program Review – Jen Gomez and Jim Vanderloo

RECOMMENDATION: That the Board of Directors acknowledges the School Counseling and Advisory Program Review, along with the recommendations set forth in the report.

G. FY17 HF 564 Safety Equipment Funding Resolution - Patty Pageler

RECOMMENDATION: That the Board of Directors approves the FY17 HF 564 Safety Equipment Funding Resolution for a General Fund Transfer of \$15,000 to Activity Funds

H. FY18 Break Fix Insurance Program Renewal – Dr. Paul Gausman

RECOMMENDATION: That the Board of Directors approves the Break Fix Insurance Program renewal for FY18, in the amount of \$699,752.00 from the Management Fund

I. 2017-2018 Legislative Action Priorities – President Krysl

RECOMMENDATION: That the Board of Directors discusses the District's 2017-2018 Legislative Action Priorities.

XII. Adjourn

Sioux City Community School District

Item Title: Board Meeting Minutes from June 12, 2017 – Dr. Paul Gausman

Recommendation:

ATTACHMENTS:

Description	Upload Date	Type
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Sioux City Community School District

Item Title: Human Resources Report – Dr. Rita Vannatta

Recommendation:

ATTACHMENTS:

Description	Upload Date	Type
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Recommendation:

Description	Upload Date	Type
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Type

Sioux City Community School District

Item Title: Agreement Among the Sioux City Community School District, Western Iowa
Technical Community College and Northwest Area Education Agency – Kim Neal

Recommendation:

ATTACHMENTS:

Description	Upload Date	Type
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Sioux City Community School District

Item Title: Contract for Transportation Services Between the Sioux City Community School District and Siouxland Regional Transit System – Brian Fahrendholz

Recommendation:

ATTACHMENTS:

Description	Upload Date	Type
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Sioux City Community School District

Item Title: Contract Between the Iowa Department of Human Services and the Sioux City Community School District – Dr. Kim Buryanek

Recommendation:

ATTACHMENTS:

Description	Upload Date	Type
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Sioux City Community School District

Item Title: Lease Agreement Between the Sioux City Community School District and the Southern Hills Mall – Kim Neal

Recommendation:

ATTACHMENTS:

Description	Upload Date	Type
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Sioux City Community School District

Item Title: Superintendent's Report – Dr. Paul Gausman

Recommendation:

Sioux City Community School District

Item Title: Second and Final Reading of Board Policies – Dr. Paul Gausman

Recommendation: RECOMMENDATION: That the Board of Directors approves the above Board policies for second and final reading.

ATTACHMENTS:

	Description	Upload Date	Type
<input type="checkbox"/>	501.2 Entrance Requirements	6/23/2017	Cover Memo
<input type="checkbox"/>	501.4 Attendance Records	6/23/2017	Cover Memo
<input type="checkbox"/>	501.5 Resident Students	6/23/2017	Cover Memo
<input type="checkbox"/>	680.10 Grants - Application	6/23/2017	Cover Memo
<input type="checkbox"/>	801.3 Post-Issuance Compliance Policy For Tax-Exempt Obligations	6/23/2017	Cover Memo
<input type="checkbox"/>	AR801.3 Post-Issuance Compliance Policy For Tax-Exempt Obligations	6/23/2017	Cover Memo

STUDENT PERSONNEL

Series 500

Policy Title: Entrance Requirements

Code Number: 501.2

Children who are five (5) years of age on or before September 15 may be admitted to kindergarten or transitional kindergarten. Children satisfying the age requirement may be admitted not later than the fourth week of school without referral to the Director of Elementary Education.

Parents must provide proof of birth date. That proof may be an official birth certificate, a hospital or physician document of birth, an adoption record, or any reliable document.

Health and immunization certificates are required, as provided by law. If the child is homeless, the child shall be provisionally enrolled. The District will then seek the child's immunization records and refer the student to immunization sources if necessary.

Students transferring from other schools shall be placed in the grades indicated by their report cards or transcripts. Any subsequent change in classification shall be discussed with the parents. The final placement shall be determined by the principals. Students with no official transcript or report card may be given a placement test.

First Adoption: June 26, 1984
Revision Adoption: May 23, 1995/March 28, 2000/December 16, 2003/October 12, 2009
March 12, 2012
Legal Reference: **Iowa Code §§ 139A.8; 282.1, .3, .6**

STUDENT PERSONNEL

Series 500

Policy Title: Resident Students

Code Number: 501.5

Children who are residents of the School District community will attend the School District without paying tuition.

The residence of a student means the place, abode or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. A student may establish a dwelling with someone other than the parents and attend public school in the School District without paying tuition if the primary purpose for residing in the School District is not for the purpose of obtaining a free public education. Further, students who have reached the age of majority and who are still eligible to attend an Iowa secondary school may declare their residence independent of the residence of the parents.

Each case involving the bona fide residence of a student will be decided upon its individual merits by the Superintendent.

First Adoption: June 26, 1984
Revision Adoption: September 13, 1994/August 18, 1998/August 27, 2002/December 16, 2003/
 July 20, 2009/January 23, 2012
Legal Reference: Iowa Code §§257.6; 282.2, .6, .7; 285.4 (2007)

EDUCATIONAL PROGRAMS

Series 600

Policy Title: Grants – Application

Code Number: 680.10

It is the philosophy of the Sioux City Community School District to encourage the administration to seek and apply for state, federal, or privately funded grants. Grant applications should assist the District in advancing specific goals or objectives in line with the mission established by the Board of Education.

Grant Application procedures are included in AR680.10.

Grants may be a viable option for the District to obtain additional resources and should be specific in nature. Grants are defined as, but not limited to, government grants, community grants / donations, and foundation grants, and crowdfunding.

I. Grants not Including Personnel Salaries

District employees may apply for grants that fulfill a specific District need and do not involve salaries for personnel. Grants that contract services with other agencies fall into this classification. A grant of ~~\$5,000~~ \$1,000 or less must be approved by the Principal in the building involved; a grant of ~~\$5,000~~ \$1,001 to ~~\$34,999~~ \$24,999 must be approved by the Superintendent or his/her designee and any grant ~~in excess of~~ \$35,000 or more ~~\$25,000~~ will require Board approval. Grants involving state or federal funds must be approved by the Board.

II. Grants That Involve the Hiring of Staff

Any grant that involves the hiring of additional staff must be approved by the Superintendent ~~of Schools~~. Grants ~~in excess of~~ \$35,000 or more ~~\$25,000~~ must have Board approval.

All grants that fall within this classification will require a strategic plan that includes at a minimum, addresses the following:

A. Sustainability of the Grant Program

First Adoption: September 13, 1994
Revision Adoption: July 23, 1996/April 11, 2000/April 27, 2009/November 25, 2013
Legal Reference: IA Code § 279.8

Board Policy Document

~~What are the~~ Identify the District plans to continue ~~this grant~~ the program after the funding stops ~~and any ? If it is to be continued by District funding, what~~ budget reductions/modifications that are recommended to allow for continued funding ~~of a program?~~

B. Impact on Other Personnel

~~Identify~~ The Board will receive a statement as to how the discontinuance of the grant would affect employees outside of the grant program.

III. Grant Evaluation

The Board will annually receive an update on the grant. The specific function of the grant will be included in the update, along with the evaluation date showing the progress of the grant program. ~~(See AR680.10 Grants—Application Process.) Any grant application greater than \$25,000 will require Board approval.~~

BUSINESS PROCEDURE

Series 800

Policy Title: Debt Management ~~Post-Issuance Compliance Policy For Tax-Exempt Obligations~~

Code Number: 801.3

General:

The District seeks to maintain the highest possible credit ratings for all categories of short- and long-term general obligation and revenue bond debt that can be achieved. Sound fiscal management practices of all management and timely reporting to the Board of Directors are required in order to achieve the highest possible credit rating.

Debt Limits:

The School District's outstanding debt limit shall be as prescribed by the Iowa constitution and statutory restrictions.

Refundings:

Periodic reviews of all outstanding debt will be undertaken to determine if refunding opportunities exist. Refunding will be considered (within federal tax law restraints) if and when there is a net economic benefit of the refunding or if the refunding is otherwise in the best interests of the District, such as to release restrictive bond covenants which affect the operations and management of the District.

First Adoption: June 25, 2012
Revision Adoption:
Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22,.25; 298A (2011).

Board Policy Document

Capital Planning:

The District is committed to systematic capital planning in order to meet the needs of the enrollment of the District. The District maintains and annually updates a ten-year facility plan and holds regular meetings of the Board Finance and Facilities Committee to keep this plan updated.

Disclosure and Ongoing Continuing Disclosure:

The District is committed to full and completed financial disclosure, and to fully cooperate with ratings agencies, institutional and individual investors, other levels of government, and the general public to share comprehensive and accurate financial information. The District is also committed to meet secondary or continuing disclosure requirements on a timely and comprehensive basis, as promulgated by the Securities Exchange Commission.

The official statements accompanying debt issues, certified annual financial reports, annual fiscal audits, and continuing disclosure statements will meet the standards articulated by the appropriate regulatory body, including but not limited to, Government Accounting Standards Board (CASB), Generally Accepted Accounting Principles (GAAP), the Securities Exchange Commission (SEC), and Internal Revenue Service (IRS). The District may hire a consultant firm to assist with continuing disclosure statements as required by the state and federal regulatory bodies. Any significant financial reports affecting or commenting upon the District will be forwarded to rating agencies and any material events will be reported.

~~1. Role of Compliance Coordinator / Chief Financial Officer / Board Treasurer~~

~~— The Chief Financial Officer / Board Treasurer shall:~~

- ~~a) Be responsible for monitoring post-issuance compliance;~~
- ~~b) Maintain a copy of the transcript of proceedings or minutes in connection with the issuance of any tax-exempt obligations and obtain records that are necessary to meet the requirements of this regulation;~~
- ~~c) Consult with bond counsel, a rebate consultant, financial advisor, IRS publications and such other resources as are necessary to understand and meet the requirements of this regulation;~~
- ~~d) Seek out training and education to be implemented upon the occurrence of new developments in the area and upon the hiring of new personnel to implement this regulation.~~

~~2. Financing Transcripts' Filing and Retention~~

~~— The Chief Financial Officer / Board Treasurer shall confirm the proper filing of an IRS 8038 Series~~

First Adoption: June 25, 2012

- 2 -

Revision Adoption:

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22,.25; 298A (2011).

Board Policy Document

~~return and maintain a transcript of proceedings and minutes for all tax exempt obligations issued by the school district including, but not limited to, all tax exempt bonds, notes and lease purchase contracts. Each transcript shall be maintained until 11 years after the tax exempt obligation documents have been retired. The transcript shall include, at a minimum:~~

- ~~a) Form 8038;~~
- ~~b) Minutes, resolutions and certificates;~~
- ~~c) Certifications of issue price from the underwriter;~~
- ~~d) Formal elections required by the IRS;~~
- ~~e) Trustee statements;~~
- ~~f) Records of refunded bonds, if applicable;~~
- ~~g) Correspondence relating to bond financings; and~~
- ~~h) Reports of any IRS examinations for bond financings.~~

~~3. Proper Use of Proceeds~~

~~—The Chief Financial Officer / Board Treasurer shall review the resolution authorizing issuance for each tax exempt obligation issued by the school district and the school district shall:~~

- ~~a) Obtain a computation of the yield on such issue from the school district's financial advisor;~~
- ~~b) Create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue) into which the proceeds of issue shall be deposited;~~
- ~~c) Review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund;~~
- ~~d) Determine whether payment from the Project Fund is appropriate and, if so, make payment from the Project Fund (and appropriate sub fund, if applicable);~~
- ~~e) Maintain records of the payment requests and corresponding records showing payment;~~
- ~~f) Maintain records showing the earnings on, and investment of, the Project Fund;~~
- ~~g) Ensure that all investments acquired with proceeds are purchased at fair market value;~~
- ~~h) Identify bond proceeds or applicable debt service allocations that must be invested with a yield restriction and monitor the investments of any yield restricted funds to ensure that the yield on such investments do not exceed the yield to which such investments are restricted;~~
- ~~i) Maintain records related to any investment contracts, credit enhancement transactions and the bidding of financial products related to the proceeds.~~

~~4. Timely Expenditure and Arbitrage/Rebate Compliance~~

~~—The Chief Financial Officer / Board Treasurer shall review the Tax Exemption Certificate (or~~

First Adoption: June 25, 2012

Revision Adoption:

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22,.25; 298A (2011).

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Board Policy Document

equivalent) for each tax-exempt obligation issued by the school district and the expenditure records provided in Section 2 of this regulation, above and shall:

- a) Monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in such certificate;
- b) Monitor and ensure that the proceeds are spent in accordance with one or more of the applicable exceptions to rebate as set forth in such certificate if the school district does not meet the "small issuer" exception for said obligation;
- c) Not less than 60 days prior to a required expenditure date, confer with bond counsel and a rebate consultant, if the school district will fail to meet the applicable temporary period or rebate exception expenditure requirements of the Tax-Exemption Certificate. In the event the school district fails to meet a temporary period or rebate exception:
 - 1. Procure a timely computation of any rebate liability and, if rebate is due, file a Form 8038-T and arrange for payment of such rebate liability;
 - 2. Arrange for timely computation and payment of yield reduction payments (as such term is defined in the Code and Treasury Regulations), if applicable.

5. Proper Use of Bond Financed Assets

—The Chief Financial Officer / Board Treasurer shall:

- a) Maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets;
- b) Monitor and confer with bond counsel with respect to all proposed bond financed assets:
 - 1. management contracts;
 - 2. service agreements;
 - 3. research contracts;
 - 4. naming rights contracts;
 - 5. leases or sub-leases;
 - 6. joint venture, limited liability or partnership arrangements;
 - 7. sale of property; or
 - 8. any other change in use of such asset.
- c) Maintain a copy of the proposed agreement, contract, lease or arrangement, together with the response by bond counsel with respect to said proposal for at least three years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets; and
- d) Contact bond counsel and ensure timely remedial action under IRS Regulation Sections

First Adoption: June 25, 2012

Revision Adoption:

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22,.25; 298A (2011).

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~~1.141-12 in the event the school district takes an action with respect to a bond financed asset, which causes the private business tests or private loan financing test to be met.~~

First Adoption: June 25, 2012
Revision Adoption:
Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22,.25; 298A (2011).

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~~6. General Project Records~~

- ~~— For each project financed with tax-exempt obligations, the Chief Financial Officer / Board Treasurer shall maintain, until three years after retirement of the tax-exempt obligations or obligations issued to refund those obligations, the following:~~
- ~~a) Appraisals, demand surveys or feasibility studies;~~
 - ~~b) Applications, approvals and other documentation of grants;~~
 - ~~c) Depreciation schedules;~~
 - ~~d) Contracts respecting the project.~~

~~7. Advance Refundings~~

- ~~— The Chief Financial Officer / Board Treasurer shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds. The Chief Financial Officer / Board Treasurer shall:~~
- ~~a) Identify and select bonds to be advance refunded with advice from internal financial personnel and a financial advisor;~~
 - ~~b) Identify, with advice from the financial advisor and bond counsel, any possible federal tax compliance issues prior to structuring any advance refunding;~~
 - ~~c) Review the structure with the input of the financial advisor and bond counsel, of advance refunding issues prior to the issuance to ensure;~~
 - ~~— (1) that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue;~~
 - ~~— (2) that the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded bonds;~~
 - ~~— (3) that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become "arbitrage bonds"; and~~
 - ~~(4) that the proposed issuance will not result in the issuer's exploitation of the difference between tax-exempt and taxable interest rates to obtain a financial advantage nor overburden the tax-exempt market in a way that might be considered an abusive transaction for federal tax purposes;~~

Board Policy Document

- d) Collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the Chief Financial Officer / Board Treasurer shall engage a rebate consultant to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied;
- e) Whenever possible, purchase State and Local Government Series (SLGS) to size each advance refunding escrow. The financial advisor shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the Chief Financial Officer / Board Treasurer shall, in consultation with bond counsel and the financial advisor, comply with IRS regulations;
- f) Ensure, after input from bond counsel, compliance with any bidding requirements set forth by the IRS regulations to the extent as issuer elects to the purchase of a guaranteed investment contract;
- g) In determining the issue price for any advance refunding issuance, obtain and retain issue price certification by the purchasing underwriter at closing;
- h) After the issuance of an advance refunding issue, ensure timely identification of violations of any federal tax requirements and engage bond counsel in attempt to remediate same in accordance with IRS regulations.

8. ~~Continuing Disclosure~~

- ~~— The Chief Financial Officer / Board Treasurer shall assure compliance with each continuing disclosure certificate and annually, per continuing disclosure agreements, file audited annual financial statements and other information required by each continuing disclosure agreement. The Chief Financial Officer / Board Treasurer will monitor material events as described in each continuing disclosure agreement and assure compliance with material event disclosure. Events to be reported shall be reported promptly, but in no event not later than 10 business days after the day of the occurrence of the event. Currently, such notice shall be given in the event of:~~
 - a) ~~Principal and interest payment delinquencies;~~
 - b) ~~Non-payment related defaults, if material;~~
 - c) ~~Unscheduled draws on debt service reserves reflecting financial difficulties;~~
 - d) ~~Unscheduled draws on credit enhancements relating to the bonds reflecting financial difficulties;~~
 - e) ~~Substitution of credit or liquidity providers, or their failure to perform;~~
 - f) ~~Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices, or determinations with respect to the tax-exempt status of the bonds, or material events affecting the tax-exempt status of the bonds;~~

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- ~~g) Modifications to rights of Holders of the Bonds, if material;~~
 - ~~h) Bond calls (excluding sinking fund mandatory redemptions), if material and tender offers;~~
 - ~~i) Defeasances of the bonds;~~
 - ~~j) Release, substitution, or sale of property securing repayment of the bonds, if material;~~
 - ~~k) Rating changes on the bonds;~~
 - ~~l) Bankruptcy, insolvency, receivership or similar event of the Issuer;~~
 - ~~m) The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and~~
 - ~~n) Appointment of a successor or additional trustee or the change of name of a trustee, if material.~~
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First Adoption: June 25, 2012
Revision Adoption:
Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22,.25; 298A (2011).

BUSINESS PROCEDURE

Series 800

Policy Title: **Post-Issuance Compliance Policy For Tax-Exempt Obligations**

Code Number: **AR801.3**

1. Role of Compliance Coordinator / Chief Financial Officer / Board Treasurer

The Chief Financial Officer / Board Treasurer shall:

- a) Be responsible for monitoring post-issuance compliance;
- b) Maintain a copy of the transcript of proceedings or minutes in connection with the issuance of any tax-exempt obligations and obtain records that are necessary to meet the requirements of this regulation;
- c) Consult with bond counsel, a rebate consultant, financial advisor, IRS publications and such other resources as are necessary to understand and meet the requirements of this regulation;
- d) Seek out training and education to be implemented upon the occurrence of new developments in the area and upon the hiring of new personnel to implement this regulation.

2. Financing Transcripts' Filing and Retention

The Chief Financial Officer / Board Treasurer shall confirm the proper filing of an IRS 8038 Series return and maintain a transcript of proceedings and minutes for all tax-exempt obligations issued by the school district including, but not limited to, all tax-exempt bonds, notes and lease-purchase contracts. Each transcript shall be maintained until 11 years after the tax-exempt obligation documents have been retired. The transcript shall include, at a minimum:

- a) Form 8038;
- b) Minutes, resolutions and certificates;
- c) Certifications of issue price from the underwriter;
- d) Formal elections required by the IRS;

First Adoption: June 25, 2012

Revision Adoption:

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22,.25; 298A (2011).
<http://www.irs.gov/taxexemptbond/article/0,,id=243503,00.html>

Board Policy Document

- e) Trustee statements;
- f) Records of refunded bonds, if applicable;
- g) Correspondence relating to bond financings; and
- h) Reports of any IRS examinations for bond financings.

3. Proper Use of Proceeds

The Chief Financial Officer / Board Treasurer shall review the resolution authorizing issuance for each tax-exempt obligation issued by the school district and the school district shall:

- a) Obtain a computation of the yield on such issue from the school district's financial advisor;
- b) Create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue) into which the proceeds of issue shall be deposited;
- c) Review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund;
- d) Determine whether payment from the Project Fund is appropriate and, if so, make payment from the Project Fund (and appropriate sub-fund, if applicable);
- e) Maintain records of the payment requests and corresponding records showing payment;
- f) Maintain records showing the earnings on, and investment of, the Project Fund;
- g) Ensure that all investments acquired with proceeds are purchased at fair market value;
- h) Identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-restricted funds to ensure that the yield on such investments do not exceed the yield to which such investments are restricted;
- i) Maintain records related to any investment contracts, credit enhancement transactions and the bidding of financial products related to the proceeds.

4. Timely Expenditure and Arbitrage/Rebate Compliance

The Chief Financial Officer / Board Treasurer shall review the Tax-Exemption Certificate (or equivalent) for each tax-exempt obligation issued by the school district and the expenditure records provided in Section 2 of this regulation, above and shall:

- a) Monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in such certificate;
- b) Monitor and ensure that the proceeds are spent in accordance with one or more of the applicable exceptions to rebate as set forth in such certificate if the school district does not meet the "small issuer" exception for said obligation;

First Adoption: June 25, 2012

Revision Adoption:

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22,.25; 298A (2011).
<http://www.irs.gov/taxexemptbond/article/0,,id=243503,00.html>

Board Policy Document

c) Not less than 60 days prior to a required expenditure date, confer with bond counsel and a rebate consultant, if the school district will fail to meet the applicable temporary period or rebate exception expenditure requirements of the Tax-Exemption Certificate. In the event the school district fails to meet a temporary period or rebate exception:

1. Procure a timely computation of any rebate liability and, if rebate is due, file a Form 8038-T and arrange for payment of such rebate liability;
2. Arrange for timely computation and payment of yield reduction payments (as such term is defined in the Code and Treasury Regulations), if applicable.

5. Proper Use of Bond Financed Assets

The Chief Financial Officer / Board Treasurer shall:

- a) Maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets;
- b) Monitor and confer with bond counsel with respect to all proposed bond financed assets;
 1. management contracts;
 2. service agreements;
 3. research contracts;
 4. naming rights;
 5. contracts;
 6. leases or sub-leases;
 7. joint venture, limited liability or partnership arrangements;
 8. sale of property; or
 9. any other change in use of such asset.
- c) Maintain a copy of the proposed agreement, contract, lease or arrangement, together with the response by bond counsel with respect to said proposal for at least three years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets; and
- d) Contact bond counsel and ensure timely remedial action under IRS Regulation Sections 1.141-12 in the event the school district takes an action with respect to a bond financed asset, which causes the private business tests or private loan financing test to be met.

First Adoption: June 25, 2012

Revision Adoption:

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22,.25; 298A (2011).
<http://www.irs.gov/taxexemptbond/article/0,,id=243503,00.html>

Board Policy Document

6. General Project Records

For each project financed with tax-exempt obligations, the Chief Financial Officer / Board Treasurer shall maintain, until three years after retirement of the tax-exempt obligations or obligations issued to refund those obligations, the following:

- a) Appraisals, demand surveys or feasibility studies;
- b) Applications, approvals and other documentation of grants;
- c) Depreciation schedules;
- d) Contracts respecting the project.

7. Advance Refundings

The Chief Financial Officer / Board Treasurer shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds. The Chief Financial Officer / Board Treasurer shall:

- a) Identify and select bonds to be advance refunded with advice from internal financial personnel and a financial advisor;
- b) Identify, with advice from the financial advisor and bond counsel, any possible federal tax compliance issues prior to structuring any advance refunding;
- c) Review the structure with the input of the financial advisor and bond counsel, of advance refunding issues prior to the issuance to ensure;
 - (1) that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue;
 - (2) that the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded bonds;
 - (3) that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become "arbitrage bonds"; and
 - (4) that the proposed issuance will not result in the issuer's exploitation of the difference between tax exempt and taxable interest rates to obtain a financial advantage nor overburden the tax exempt market in a way that might be considered an abusive transaction for federal tax purposes;

First Adoption: June 25, 2012

Revision Adoption:

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22,.25; 298A (2011).
<http://www.irs.gov/taxexemptbond/article/0,,id=243503,00.html>

Board Policy Document

- d) Collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the Chief Financial Officer / Board Treasurer shall engage a rebate consultant to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied;
- e) Whenever possible, purchase State and Local Government Series (SLGS) to size each advance refunding escrow. The financial advisor shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the Chief Financial Officer / Board Treasurer shall, in consultation with bond counsel and the financial advisor, comply with IRS regulations;
- f) Ensure, after input from bond counsel, compliance with any bidding requirements set forth by the IRS regulations to the extent as issuer elects to the purchase of a guaranteed investment contract;
- g) In determining the issue price for any advance refunding issuance, obtain and retain issue price certification by the purchasing underwriter at closing;
- h) After the issuance of an advance refunding issue, ensure timely identification of violations of any federal tax requirements and engage bond counsel in attempt to remediate same in accordance with IRS regulations.

8. Continuing Disclosure

The Chief Financial Officer / Board Treasurer shall assure compliance with each continuing disclosure certificate and annually, per continuing disclosure agreements, file audited annual financial statements and other information required by each continuing disclosure agreement. The Chief Financial Officer / Board Treasurer will monitor material events as described in each continuing disclosure agreement and assure compliance with material event disclosure. Events to be reported shall be reported promptly, but in no event not later than 10 business days after the day of the occurrence of the event. Currently, such notice shall be given in the event of:

- a) Principal and interest payment delinquencies;
- b) Non-payment related defaults, if material;
- c) Unscheduled draws on debt service reserves reflecting financial difficulties;
- d) Unscheduled draws on credit enhancements relating to the bonds reflecting financial difficulties;
- e) Substitution of credit or liquidity providers, or their failure to perform;
- f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other

First Adoption: June 25, 2012

Revision Adoption:

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22,.25; 298A (2011).
<http://www.irs.gov/taxexemptbond/article/0,,id=243503,00.html>

Board Policy Document

- material notices, or determinations with respect to the tax-exempt status of the bonds, or material events affecting the tax-exempt status of the bonds;
- g) Modifications to rights of Holders of the Bonds, if material;
 - h) Bond calls (excluding sinking fund mandatory redemptions), if material and tender offers;
 - i) Defeasances of the bonds;
 - j) Release, substitution, or sale of property securing repayment of the bonds, if material;
 - k) Rating changes on the bonds;
 - l) Bankruptcy, insolvency, receivership or similar event of the Issuer;
 - m) The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
 - n) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

First Adoption: June 25, 2012

Revision Adoption:

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22,.25; 298A (2011).
<http://www.irs.gov/taxexemptbond/article/0,,id=243503,00.html>

Sioux City Community School District

Item Title: Second and Final Reading of Board Policies – President Krysl

Recommendation: RECOMMENDATION: That the Board of Directors approves the above Board policy for second and final reading.

ATTACHMENTS:

	Description	Upload Date	Type
<input type="checkbox"/>	200.2 Powers and Responsibilities of the Board of Directors	6/23/2017	Cover Memo

Board Policy Document

BOARD OF DIRECTORS

Series 200

Policy Title: Powers and Responsibilities of the Board of Directors

Code Number: 200.2

Powers

A school board is the governing body of a political subdivision of the State of Iowa and operates as a corporate body. The Board of Directors ("Board"), acting on behalf of the District, has jurisdiction over school matters within the territory of the District.

The Board is empowered to make policy for its own governance, for employees, for students and for District facilities. The Board is also empowered to enforce its policies. The Board may, through its quasi-judicial power, conduct hearings and rule on issues and disputes confronting the District.

The Board has these powers and all other powers expressly granted to it in federal and state law as well as the powers that can be reasonably implied from those express powers.

Responsibilities

The Board is authorized to govern the ~~School~~-District which it oversees. As the governing ~~Board~~body of the ~~School~~-District, the Board has three duties to perform: legislative duty, executive duty and evaluative duty.

As a representative of the citizens of the ~~School~~-District community, the Board is responsible for legislating policy for the ~~School~~-District. As a policy-making body, the Board has jurisdiction to enact policy with the force and effect of law for the management and operation of the ~~School~~-District.

It is the responsibility of the Board, under the Board's executive duty, to select its chief executive officer, the Superintendent, to operate the ~~School~~-District on the Board's behalf. The Board delegates to the Superintendent its authority to carry out Board policy, to formulate and carry out rules and regulations and to handle the administrative details in a manner which supports and is consistent with Board policy. The Board also serves to oversee the work of the Superintendent through the process of the superintendent's evaluation.

First Adoption: September 22, 1992

Revision Adoption: September 9, 1997/July 15, 2003/July 20, 2009/January 23, 2012

Legal Reference: ~~Code of Iowa~~ Code Sections 28E, 274.1-2, .7, 264, 11 268, 1m 268, 7m 268, 29l 279, 12 (2007); 281 IAC 12.1(2), .3(s2)

Board Policy Document

The Board has a responsibility to review the education program's performance under its evaluative duty. The Board regularly reviews the education program and ancillary services. The review includes a careful study and examination of the facts, conditions and circumstances surrounding the amount of funds received or expended and the education program's ability to achieve the Board's educational philosophy and goals for the ~~School~~ District. ~~Furthermore, the Board is responsible to carry out their duties as outlined in Iowa Code~~

First Adoption: September 22, 1992
Revision Adoption: September 9, 1997/July 15, 2003/July 20, 2009/January 23, 2012
Legal Reference: ~~Code of Iowa~~ [Code Sections 28E, 274.1-2, .7, 264, 11 268, 1m 268, 7m 268, 29l 279, 12](#) (2007); 281 IAC 12.1(2), .3(s2)

Sioux City Community School District

Item Title: Second and Final Reading of Board Policies – President Krysl

Recommendation: RECOMMENDATION: That the Board of Directors approves the above Board policy for second and final reading.

ATTACHMENTS:

Description	Upload Date	Type
<input type="checkbox"/> 505.8 Fund Raising	6/23/2017	Cover Memo
<input type="checkbox"/> 505.8 - E Form	6/23/2017	Cover Memo

STUDENT PERSONNEL

Series 500

Policy Title: Fund Raising / Crowdfunding

Code Number: 505.8

The Sioux City Community School Board of Education believes that fundraising, including online crowdfunding campaigns, can further the interests of the District. The purpose of this policy is to establish parameters for school-sponsored fund-raising activities and this policy does not apply to the activities of parent support organizations such as PTA's or other booster clubs or groups that are independent but supportive of the District. Any person or entity acting on behalf of the District under this policy and wishing to conduct a fundraising campaign for the benefit of the District shall begin the process by seeking prior approval from the building Principal.

Money or items raised by a fundraising campaign (including crowdfunding) will be the property of the District and will be used only in accordance with the terms for which they were approved and in accordance with all applicable District policies.

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

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

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

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

First Adoption: July 10, 1984

Revision Adoption: September 12, 1995/October 10, 2000/February 26, 2007/March 28, 2011/
April 7, 2016

Legal Reference: Iowa Code § 279.8

Senior Class of Pekin High School v. Tharp, 154 N. W. 2d 874 (Iowa 1967).

Board Policy Document

~~Students and staff may engage in fund raising for school sponsored purposes with the permission of the Principal.~~

~~School affiliated organizations are encouraged to consult with the Principal prior to initiating a fund raiser for school purposes.~~

See Board Policies 802, 871.5 and 504.1 (AR504.1).

First Adoption: July 10, 1984
Revision Adoption: September 12, 1995/October 10, 2000/February 26, 2007/March 28, 2011/
April 7, 2016
Legal Reference: Iowa Code § 279.8
Senior Class of Pekin High School v. Tharp, 154 N. W. 2d 874 (Iowa 1967).

Fundraising Request Form
Board Policy 505.8-E

The Sioux City Community School District values the support provided to it through community and school fundraising efforts. To ensure a shared understanding of the fundraising projects taking place, the District requires all members of the District school community that desire to support the school district, a specific school or classroom through a fundraiser submit a *Fundraising Request Form* to the building Principal prior to beginning of the fundraiser. The *Fundraising Request Form* should be completed and submitted to the Principal prior to the fundraiser beginning.

1. Brief description of the campaign
2. Determine the size and scope of the campaign
 - a. With which district administrator are you working (if any)?
 - b. What is the district need being met by a fundraising campaign?
 - c. What is the amount of the fundraising goal of the campaign?
 - d. What amount is intended to be raised?
 - e. What co-commitment is being requested by the district?
 - f. What long-term commitment is being requested by the district? (maintenance, upkeep, replacement, repair, etc.)
3. What is the name of the proposed campaign?
4. What is the proposed campaign timeline – beginning to end?
5. How will the campaign solicit donors?
 - a. Mailings – timeline of when these will occur. ☐
 - b. Personal or phone solicitation? ☐
 - c. Crowdfunding – website presence? ☐
 - d. Special events – silent auctions, golf outings, dinners, etc. ☐

6. Will there be other types of donations?

- a. Online Donations ☐
- b. Pledges ☐
- c. Grants ☐
- d. Credit Card Transactions ☐
- e. Other ☐

7. How will donors be identified?

8. Other information necessary for the Principal as the request is considered?

I attest that all information contained in this form is accurate and my signature indicates:

- I have read and will abide by Policy #505.8 (Fundraising/Crowdfunding)
- I understand that the District reserves the right to review, revise, delay or reject implementation of any school improvement project that is funded through a fundraiser and requires the contribution of materials, money or human capital from the District to fully implement and sustain the initiative
- I have discussed this project with the building administrator.

Applicant Name & Organization _____

School _____

Applicant Signature _____ Date _____

Principal Signature _____ Date _____

Nondiscrimination Statement

The Sioux City Community School District is an equal opportunity/affirmative action employer. It is an unfair or discriminatory practice for any educational institution to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age (for employment), disability, socioeconomic status (for programs), marital status (for programs), or veteran status in its educational programs and its employment practices. Inquiries or grievances may be directed to Jen Gomez, Director of Student Services & Equity Education at 627 4th Street, Sioux City, IA 51101, (712) 279-6075, gomezj2@live.siouxcityschools.com.

Sioux City Community School District

Item Title: First Reading of Board Policies – Dr. Paul Gausman

Recommendation: RECOMMENDATION: That the Board of Directors approves the above Board policies for first reading.

ATTACHMENTS:

Description	Upload Date	Type
<input type="checkbox"/> 202.5 Administrative Action in Absence of Policy	6/23/2017	Cover Memo
<input type="checkbox"/> 202.1 Development of Board Policy	6/23/2017	Cover Memo
<input type="checkbox"/> 202.6 Review and Revision of Policy / DELETE	6/23/2017	Cover Memo
<input type="checkbox"/> 204.14 Notice for Board Meetings	6/23/2017	Cover Memo
<input type="checkbox"/> 205.3 Anonymous Communications	6/23/2017	Cover Memo
<input type="checkbox"/> 431.05 Employee Transportation and Expenses Reimbursement	6/23/2017	Cover Memo
<input type="checkbox"/> AR431.05 Employee Transportation Reimbursement (Expenses)	6/23/2017	Cover Memo
<input type="checkbox"/> 706.1 School Food Program	6/23/2017	Cover Memo
<input type="checkbox"/> AR706.1 School Nutrition Program	6/23/2017	Cover Memo

Board Policy Document

BOARD OF DIRECTORS

Series 200

Policy Title: **Administrative Action in Absence of Policy**

Code Number: **202.5**

When there is no board policy in existence to provide guidance on a matter, the Superintendent is authorized to act appropriately under the circumstances surrounding the situation keeping in mind the educational philosophy and financial condition of the ~~School~~ District.

It is the responsibility of the Superintendent to inform the Board of the situation and the action taken and to document the action taken. If needed, the Superintendent will draft a proposed policy for the Board to consider.

First Adoption: October 13, 1992

Reviewed Date: June 19, 2017

Revision Adoption: September 9, 1997/May 28, 2002/July 20, 2009/January 23, 2012

Legal Reference: Iowa Code §279.8 ~~(1989)~~, 279.20

Board Policy Document

BOARD OF DIRECTORS

Series 200

Policy Title: Development of Board Policy

Code Number: 202.1

The Board has jurisdiction to legislate policy for the ~~School~~ District with the force and effect of law. Board policy provides the general direction as to what the Board wishes to accomplish and why it wishes to accomplish it while allowing the Superintendent to implement Board policy.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, employees and students in the ~~School~~ District community. The policy statements are the basis for the formulation of regulations by the administration. The Board will determine the effectiveness of the policy statements by evaluating periodic reports from the administration.

Policy statements may be proposed by a Board member, the Board Policy Committee, administrator, employee, student or member of the ~~School~~ District community. Proposed policy statements or ideas will be submitted to the Superintendent's Office for possible placement on the Board agenda. It is the responsibility of the Superintendent to bring these proposals to the attention of the Board.

The Board shall review a policy at least once every five (5) years. Each policy will include the adoption date, the review date, and any revision date.

The complete set of board policies, as currently adopted, shall be available electronically ~~on the Internet~~ on the ~~School~~ District's website (www.siouxcityschools.org).

First Adoption: October 13, 1992

Reviewed Date: June 19, 2017

Revision Adoption: September 9, 1997/May 28, 2002/July 20, 2009/January 23, 2012

Legal Reference: Iowa Code §§274.1-.2, .4, 279.8, ~~280.12 (1989)~~
Iowa Administrative Code §281-12.3(2)

Board Policy Document

BOARD OF DIRECTORS

Series 200

Policy Title: Review and Revision of Policy

Code Number: 202.6 DELETE?

The Board shall review a policy, at least once every five (5) years, ~~review the policy statements in the board policy manual. Once the policy has been reviewed, even if no changes were made, a notation of the date of review shall be made in the policy manual.~~ Each policy will include the adoption date, the review date, and any revision date.

First Adoption: October 13, 1992

Reviewed Date: June 19, 2017

Revision Adoption: February 22, 1994/February 9, 1999/January 27, 2004/August 24, 2009
January 23, 2012

Legal Reference: Code of Iowa §279.8: ~~(1989)~~ 281 Iowa Administrative Code §12.3(2) ~~(new standards)~~

Board Policy Document

BOARD OF DIRECTORS

Series 200

Policy Title: Notice for Board Meetings

Code Number: 204.14

Public notice of regular or special meetings of the Board shall be provided by posting the agenda on a bulletin board at the ~~Central Administrative Center~~ Educational Service Center, 627 4th Street Sioux City, IA 51101, and at the site of the Board meeting in accordance with Iowa's open meetings law. Notice shall be given at least 24 hours prior to the commencement of each meeting, including, where required by law, a reconvened meeting, and ~~should~~ shall include the time, date, and place of the meeting, and the tentative agenda. Notice shall be provided to the news media, and may be provided to others, who have filed a request for notice with the Secretary.

Notice of the call of a special meeting shall be given to each Board member electronically and either in person or ~~in by registered letter~~ writing at least 24 hours before the meeting. The notice shall specify the time, date, place, and purpose (tentative agenda) of the meeting. Attendance at the special meeting shall constitute a waiver of notice.

An emergency meeting may be called with less than 24-hour notice when the Board is required to meet for good cause to take immediate action, and when 24-hour notice is impossible or impractical. In an emergency, when it is not possible to give 24 hours' notice, the Secretary will notify the media who have requested notification, by telephone, email or fax, and post the meeting notice, as far in advance of the meeting as possible. ~~The minutes of such an "emergency" meeting should clearly state the good cause justifying the emergency meeting.~~

All notice requirements will be followed for all meetings of the full Board as well as for all meetings of committees ~~that are~~ created by a vote of the Board pursuant to resolution or motion ~~and are created~~ to provide recommendations to the Board, and for all meetings of committees that are attended by a majority of the Board.

First Adoption: July 12, 1983

Reviewed Date: June 19, 2017

Revision Adoption: August 12, 1997/July 15, 2003/July 20, 2009/March 12, 2012

Legal Reference: Iowa Code Sections ~~279.2~~, 21.3, 21.4; 21.5, 279.2
Iowa Administrative Code Section 497-8.1

Board Policy Document

BOARD OF DIRECTORS

Series 200

Policy Title: **Anonymous Communications**

Code Number: **205.3**

Any complaint, to be considered officially by the Board, must be in writing (electronic or hand-written) and must ~~be identified by~~identify the author.

First Adoption: July 12, 1983

Reviewed Date: June 19, 2017

Revision Adoption: February 24, 1998/January 27, 2004/August 24, 2009/March 12, 2012

Legal Reference: Iowa Code Sections 21.7; 279.8

Board Policy Document

STAFF PERSONNEL

Series 400

Policy Title: Employee Travel, Transportation, and Expenses Reimbursement

Code Number: 431.05

It is the policy of the Board to encourage and support professional development and encourage appropriate professional activity of District staff. To that end, the Board will provide reasonable and necessary travel and other business expense reimbursements as further provided by District policies and procedures and in compliance with legal standards.

Local Transportation Expenses

The District shall establish and periodically review the mileage rate it will use to reimburse employees for approved transportation costs ~~(rate per mile)~~. District employees who use their personal vehicles to in the course of conducting District business may claim reimbursement, if submitted in accordance with District procedures ~~preferably on a monthly basis~~. Normal ~~T~~ transportation ~~costs~~ between work and home ~~are is~~ not reimbursable travel.

Out-of-District Transportation and Other Expenses

~~Out-of- District transportation travel must be preapproved by the appropriate supervisor. shall be (1) by common carrier when such transportation is available and serves the individual's time schedule; or (2) by private automobile. If the individual chooses to go by private automobile (where transportation by common carrier may be more appropriate), the maximum transportation cost shall not exceed the cost of economy/coach class of the common carrier. Multiple employees traveling to a common destination may be required to carpool in order to be reimbursed for transportation expenses.~~

The ~~district~~ District shall reimburse employees for approved conferences, travel, meals, lodging, and other reasonable and necessary expenses in accordance with ~~the existing~~ District policy and procedures, including AR 431.05 ~~rate of reimbursement. All out-of-district expenses require pre-approval following the~~

First Adoption: February 14, 1995

Reviewed Date: April 26, 2017

Revision Adoption: March 9, 1999/February 20, 2006/October 11, 2010/February 9, 2015

Legal Reference: Iowa Constitution, Art. III, § 31.
Iowa Code §§ 70A.9-.11 ~~(2013)~~.
1978 Op. Atty. Gen. 836
~~1980-1979~~ Op. Atty. Gen. 512.

Board Policy Document

~~District's established leave and approval process. All requests for out of district expense reimbursement must be submitted within 30 calendar days of the occurrence. All requests for reimbursement will follow the District's established expense reimbursement process.~~

Exceptions

The Superintendent and/or his/her designee may approve requests that fall outside the parameters of the District's expense reimbursement policy where such expenses are deemed to be in the best interest of the District and the circumstances warrant such approval. ~~exceed the authority limits for unique circumstances beyond the control of the employee.~~ Contractual or negotiated expense reimbursement terms will control when in conflict with this policy.

Cross Reference: Board Policy 205.1

First Adoption: February 14, 1995
Reviewed Date: April 26, 2017
Revision Adoption: March 9, 1999/February 20, 2006/October 11, 2010/February 9, 2015
Legal Reference: Iowa Constitution, Art. III, § 31.
Iowa Code §§ 70A.9-.11 ~~(2013).~~
1978 Op. Atty. Gen. 836
~~1980-1979~~ Op. Atty. Gen. 512.

Board Policy Document

STAFF PERSONNEL

Series 400

Policy Title: Employee Travel, Transportation, and Expense Reimbursement
(Expenses)

Code Number: AR431.05

Procedures for Reimbursement:

Advances for anticipated expenses are not allowed.

All requests for expense reimbursements must be submitted within 30 days of incurring the expense and on such forms as required by the District with sufficient proof of the expense (such as receipts) attached.

Reimbursable expenses will generally include reasonable and necessary business travel, professional conference registration costs, hotel/lodging costs (for the employee only) if overnight stay is required due to the distance traveled, meals (including reasonable tip), car rental or taxi/hailed driver expense (to hotel, airport or out-of-town business event), and miscellaneous expenses related to business travel such as luggage handling and parking.

Expenses that are not reimbursable under this policy include: alcoholic beverages, entertainment personal to the employee, additional travel, meal and lodging costs for employee family members, and such other personal expenses not approved as necessary business expenses under District policy, regulation or procedure.

Pre-approved out-of-District transportation shall be (1) by common carrier when such transportation is available and serves the employee's time schedule; or (2) by private automobile. If the employee chooses to go by private automobile (where transportation by common carrier may be more appropriate), the maximum transportation cost shall not exceed the cost of economy/coach class of the common carrier. Multiple employees traveling to a common destination may be required to carpool in order for the driver-employee to be reimbursed for transportation expenses.

First Adoption: March 22, 2005
Revision Adoption: February 20, 2006/January 11, 2010/December 10, 2012
Legal Reference: Iowa Constitution Art. III, §31
Iowa Code §§ 70A.9-11
1978 Op. Atty. Gen. 836
1979 Op. Att'y Gen. 512

Board Policy Document

Mileage Reimbursement Rate:

~~As of January 1, 2013, The Sioux City Community School District approved an automobile M~~mileage reimbursement will be at a rate equal to 90% of the ~~standard~~ maximum federal mileage rate in effect at the time the expense is incurred.

Travel Guidelines

Purpose

Sioux City Community Schools employees who travel for business on behalf of the district should follow all travel procedures as outlined in this regulation. Out of district travel procedures have been developed to include documented preapproval of all out of district travel by the funding source Administrator, utilization of district credit card as a method of payment for approved expenditures, and avoidance of unnecessary out of pocket expenditures by district employees.

Out of District Travel Rules

1. All out of district travel with overnight stay must be pre-approved by completion of a Travel Approval Form or My Learning Plan. This form serves as an approved budget for the travel. **Travel Tip:** *When budgeting for travel please estimate a 20% hold for rental cars and hotel charges.*
2. Employees should strive to find the lowest airfare and rental car fees available. Hotels should be booked with government and/or state rates when applicable and lower than retail rates.
3. There is no need to purchase rental car insurance. Please DECLINE all optional insurances offered by the rental car company. The district liability insurance covers employees traveling on behalf of the district.
4. If a district vehicle or a rental car is used during travel, fuel may be purchased with a district credit card. Proof of rental car usage during dates of travel is required with itemized fuel receipts (e.g. rental car agreement). **Fuel CANNOT be purchased for personal vehicle on a district credit card.** Mileage may be reimbursed at the approved rate per mile.
5. If traveling outside the United States, please contact the credit card administrator at least **FIVE** business days prior to travel to have the credit card opened up for international purchase. **Travel Tip:** *Please call the number on the back of your credit card to notify the bank of your travel plans to avoid any possible interruptions due to suspected fraud. Only applies to credit card issued in your name.*
6. The district does not issue cash advances for employee or student travel. All allowable travel expenditures **must** be paid with a district credit card, or a personal credit card, both requiring itemized receipts, unless a vendor does not accept credit card as a method of payment. **If there is not a reasonable explanation, out of pocket expenditures will not be reimbursed. Travel Tip:** *Please contact the credit card administrator at least five business days prior to travel to increase*

First Adoption: March 22, 2005
Revision Adoption: February 20, 2006/January 11, 2010/December 10, 2012
Legal Reference: Iowa Constitution Art. III, §31
Iowa Code §§ 70A.9-11
1978 Op. Atty. Gen. 836
1979 Op. Att'y Gen. 512

Board Policy Document

the limit of the credit card being used for the travel to cover the estimated trip expenditures noted on your Travel Approval Form.

7. Employee travel can be requested at any time using the Travel Approval Form or My Learning Plan; however, **must** be requested at least 10 business days in advance of the travel dates.
8. All travelers are required to complete and submit an Employee Travel and Expense Report or the report on My Learning Plan with supporting original itemized receipts from all trip expenditures within **FIVE** business days of return from the trip to the school, district, or department office manager/bookkeeper (student trips are exempt from this process unless expenditure reimbursement is requested). Charge card slips alone **ARE NOT** acceptable as itemized receipts.
9. Meal expenditures are allowed **ONLY** when incurred for school-related business.
10. Employee and student meals (limited to 20% tip) and incidentals are limited to a maximum of \$55 or a higher amount as allowed by the Government Services Agency Allowable Expenditures per person per day of travel (<https://www.gsa.gov/portal/content/104877>). Incidentals include items such as snacks or non-alcoholic beverages purchased between meals. For ease of reconciliation, we recommend all employee travelers are responsible for requesting an individual itemized receipt for their own meal and incidental expenditures. If individual receipts cannot be obtained, the itemized receipt **must** include the names of all attendees next to their portion of the meal. **Travel Tip:** *Request separate checks from the server and pay for all checks with one credit card.*
11. One credit card may be used for more than one hotel room on behalf of employees or students traveling. Room charges and applicable hotel taxes and fees **ONLY** should be charged to a district credit card and must be reflected as such on an itemized hotel receipt. Employees must provide the hotel a personal credit card or a cash deposit for personal incidental expenses they may incur during their stay at the hotel. **Travel Tip:** *Meals may be charged to a room (and ultimately the credit card); however, an itemized receipt for the meal is required to support this transaction.*
12. The district encourages the use of public transportation when available; however, if a rental car has been approved and paid for the trip, it is expected there will be no transactions or reimbursements submitted for other forms of transportation.
13. If the travel involves an area with toll roads, the toll must be charged to a district credit card unless this option is not available. When a toll is paid, an itemized receipt will be required to support the credit card or out of pocket transaction.
14. The district is exempt from Iowa sales tax **ONLY**. When you are traveling outside of Iowa you will be charged tax on your travel expenditures. There is one exception to this rule. Per Iowa law, governmental agencies are required to pay tax on hotel services. If you are traveling within Iowa, you will be charged tax on your hotel stay charged to your district credit card.
15. Any books or instructional supplies purchased while traveling are considered “supplies” and not part of the travel expenditures. These purchases should not be reported on the Employee Travel and Expense Report or My Learning Plan, but receipts given to the school, district, or department office manager/bookkeeper for credit card reconciliation.

First Adoption: March 22, 2005
Revision Adoption: February 20, 2006/January 11, 2010/December 10, 2012
Legal Reference: [Iowa Constitution Art. III, §31](#)
[Iowa Code §§ 70A.9-11](#)
[1978 Op. Atty. Gen. 836](#)
[1979 Op. Att’y Gen. 512](#)

Board Policy Document

16. The district does not approve unallowable or unauthorized expenditures to be charged to a credit card. In the event this happens, employees will be required to reimburse Sioux City Community Schools for unallowable or unauthorized expenditures charged to a credit card. This may result in withholding funds from wages, if necessary, disciplinary action, and possible termination of employment. In the event you are required to reimburse the district for unallowable or unauthorized expenditures charged to a credit card, please make cash or check payment to your credit card reconciler for deposit and obtain a pre-numbered receipt for your payment. A copy of this receipt should be maintained with the credit card transaction support to provide proof of re-payment. Re-payment needs to be completed prior to reimbursement for any out of pocket expenditures.
17. Employees are responsible for any trips cancelled without a Director's approval and will be required to refund Sioux City Community Schools all charges that are incurred including cancellation fees. This also applies if an employee forgets to cancel a trip. If the trip is cancelled by Sioux City Community Schools, the cost of cancellation will be the responsibility of the district. If a flight is cancelled, and the airline holds a credit in the employee's name for a future trip, the employee must use the credit against a future business trip for Sioux City Community Schools only.
18. All district transactions are subject to audit. If Sioux City Community Schools Out of District Travel Procedures are not followed, out of pocket reimbursement requests WILL NOT be honored and there may be a loss of future travel privileges for the employee.

First Adoption: March 22, 2005
Revision Adoption: February 20, 2006/January 11, 2010/December 10, 2012
Legal Reference: Iowa Constitution Art. III, §31
Iowa Code §§ 70A.9-11
1978 Op. Atty. Gen. 836
1979 Op. Att'y Gen. 512

Board Policy Document

In summary, when traveling on behalf of the Sioux City Community Schools...

<u>Allowable Travel Expenditures</u> <u>(paid with district credit card)</u>	<u>Unallowable Travel Expenditures</u>
<u>Airfare</u>	
<u>Hotel</u>	<u>Alcoholic beverages</u>
<u>Rental car (no rental car insurance, employees are covered by the district liability insurance when traveling on behalf of the district)</u>	<u>Personal entertainment</u>
<u>Registration Fees</u>	<u>Personal expenditures</u>
<u>Parking</u>	<u>Upgrades for Airfare, Hotel, or Rental car</u>
<u>Tolls</u>	<u>Gas for personal vehicle (mileage may be reimbursed at the approved rate per mile)</u>
<u>Authorized ground transportation (e.g. taxi, shuttle, etc.)</u>	<u>Valet or Bell Hop services</u>
<u>Baggage claim fees</u>	
<u>Hotel internet charges</u>	
<u>Meals and Incidentals - \$55 or a higher amount as allowed by the Government Services Agency</u> <u>Allowable Expenditures per person per day of travel (all employee travelers are responsible for requesting an itemized receipt for their own meal and incidental expenditures).</u>	
<u>Tips (limited to 20% and part of the \$55 per day per person)</u>	
<u>Gas for rental car (proof of rental car usage during dates of travel is required with itemized gas receipts)</u>	

Please Remember

- The above list consists of basic guidelines and should not be considered an all-inclusive list.
- Original, itemized receipts must be provided for all travel transactions.
- If Sioux City Community Schools Out-of-District Travel Procedures are not followed, out of pocket reimbursement requests will not be honored and there may be a loss of future travel privileges for the employee.

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Step #1 Travel Approval Form or My Learning Plan

The employee must submit a completed Travel Approval form or My Learning Plan at least 10 business days prior to the first date of travel (if the travel is for employees only) to the Director's office for approval and processing. This form or My Learning Plan serves as an approved budget.

- All Travel Approval forms or My Learning Plan must have complete information or the application will be denied and sent back to the employee for completion.
- The Principal/Supervisor/Director must ensure there are sufficient funds in the budget before approving the Travel Approval form or My Learning Plan.

Step #2 Make Arrangements

- Make travel arrangements.
- At least one employee traveling in a group needs to be a district credit card holder or request a building travel credit card, if necessary from the school, district, or department office manager/bookkeeper. Please see the Travel Credit Card Request form in this manual for requesting a building travel credit card.
- Arrange hotel and/or rental car directly with a vendor. Please request government and/or state rate when applicable and lower than retail rates.
- Request an increase to the credit card being used for the travel, if needed, at least five business days prior to dates of travel.

Step #3 Travel

- Travel takes place.
- Request and keep all original, itemized receipts for travel transactions.

Step #4 Employee Travel and Expense Report (student trips are exempt from this step)

All travelers are required to complete and submit an Employee Travel and Expense Report or My Learning Plan with supporting original itemized receipts from all trip expenditures within FIVE business days of return from the trip to the school, district, or department office manager/bookkeeper.

The school, district, or department office manager/bookkeeper should review all Employee Travel and Expense Report(s) or My Learning Plan from the same trip using the following guidelines:

- Review the Travel Approval form or My Learning Plan to ensure that all employees traveling have submitted an Employee Travel and Expense Report, or mark complete form on My Learning Plan.
- Name and address section is complete.
- Dates of meeting correspond to transaction dates.
- Original, itemized receipts are included for all transactions reported on the form (any books or

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- instructional supplies purchased while traveling should not be reported as travel expenditures).
- Meal and incidental expenditures DO NOT exceed \$55.00 or a higher amount as allowed by the Government Services Agency Allowable Expenditures per person per day of travel (including tips limited to 20%).
- Meal receipts do not include unallowable expenditures (e.g. alcoholic beverages, personal charges such as family traveling with the employee, etc.).
- Hotel room charges and applicable hotel taxes and fees ONLY should be charged to a district credit card and must be reflected as such on an itemized hotel receipt.
- District credit card transactions and out of pocket transactions are listed in the appropriate section on the form.
- Employee signature and Account number is noted in the bottom section of form.
- Out of pocket reimbursements are totaled. Administrator signature is no longer needed on the Travel and Expense Report. Administrative Approval will be via credit card Transactions Approval, Direct Pays Approval, or approved on the Mark Complete Form on My Learning Plan.

After the school, district, or department office manager/ bookkeeper completes auditing with the above guidelines:

- The school, district, or department office manager/bookkeeper requests repayment from the employee if: they incurred meal expenditures that exceed the \$55.00 or a higher amount as allowed by the Government Services Agency Allowable Expenditures per person per day of travel for meals and incidentals (including tips limited to 20%), tipped over the 20% limit on meals, itemized receipts are missing for district credit card travel transactions, or charged unallowable or unauthorized items to the district credit card. **The total amount of this payment request from the employee should be input on the Employee Travel and Expense Report in the “Employee repayment for unallowable charges” box.** Repayment may be in the form of cash or check given to the school or department office manager/bookkeeper for deposit (to the same account as the travel transactions) and a pre-numbered receipt is issued for the payment. A copy of this receipt should be maintained with the travel transaction support to provide proof of repayment. Repayment needs to be completed prior to reimbursement for any out of pocket expenditures.
- If no reimbursement is needed, ALL Employee Travel and Expense Reports AND supporting documents for ALL travelers from the trip are filed with the school, district, or department office manager/bookkeeper.

[Cross Reference: Board Policies 205.1 and 1004.7]

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Board Policy Document

AUXILIARY SERVICES

Series 700

Policy Title: School Nutrition ~~Food~~ Program

Code Number: 706.1

~~In order to provide maximum learning, a nutritious food service program will be provided that accords with all state and federal requirements. Students may bring their own lunches to school.~~

The School District will operate a school nutrition program in each attendance center. The school nutrition program will include meals through participation in the National School Lunch Program. Students may bring their lunches from home and purchase milk and other incidental items.

School nutrition program facilities are provided to serve students and employees when school is in session and during school-related activities. They may also be used under the supervision of the School Food Authority / Food Service Supervisor for food service to employee groups, parent-teacher meetings, civic organizations meeting for the purpose of better understanding the schools, and senior citizens in accordance with law and Board policy.

The revenues of the school nutrition program will be used only for the operation or improvement of such programs. Supplies of the school nutrition program will only be used for the school nutrition program.

The school food program is operated on a nonprofit basis. The Board will set, and periodically review, the prices for school lunch, breakfast, and school milk programs. It shall be the responsibility of the

First Adoption: February 11, 1997

~~Reviewed Date:~~ June 19, 2017

Revision Adoption: September 28, 1999/September 12, 2000/November 24, 2008/August 8, 2011/
April 7, 2016

Legal Reference: 42 U.S.C. §§1751 et seq.
7 C.F.R. Pt. 210 et seq.
Iowa Code Chapter 283A.
281 I.A.C. 58.

U.S. Dept. of Agric., SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016).

U.S. Dept. of Agric., SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016).

U.S. Dept. of Agric., SP 57-2016, Unpaid Meal Charges: Guidance and Q&Q (2016).

~~42 U.S.C. §§1751 et seq.~~

~~7 C.F.R. Pt. 210 et seq.~~

~~Iowa Code Chapter § 283A.~~

~~281 I.A.C. 58.~~

Board Policy Document

Superintendent to make a recommendation regarding the prices of school lunch, breakfast, and milk [in accordance with state and federal law](#).

It shall be the responsibility of the school food authority/determining official Food Service ~~Supervisor~~~~Manager~~ to determine if a student qualifies for free or reduced cost school food services. 1) Food Service needs a completed Meal Assistance application on file in order for a student to participate in the school food program. 2) However, students whom the Principal believes are improperly nourished will not be denied the school food program services simply because paperwork has not been completed.

First Adoption:	February 11, 1997	2
Reviewed Date:	June 19, 2017	
Revision Adoption:	September 28, 1999/September 12, 2000/November 24, 2008/August 8, 2011/ April 7, 2016	
Legal Reference:	42 U.S.C. §§1751 et seq. 7 C.F.R. Pt. 210 et seq. Iowa Code Chapter 283A. 281 I.A.C. 58. U.S. Dept. of Agric., SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016). U.S. Dept. of Agric., SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016). U.S. Dept. of Agric., SP 57-2016, Unpaid Meal Charges: Guidance and Q&Q (2016). 42 U.S.C. §§1751 et seq. 7 C.F.R. Pt. 210 et seq. Iowa Code Chapter § 283A. 281 I.A.C. 58.	

Board Policy Document

AUXILIARY SERVICES

Series 700

Policy Title: **School Nutrition Program**

Code Number: **AR706.1**

Students enrolled and attending school in the School District who meet USDA eligibility guidelines will be provided the school nutrition program services at no cost or at a reduced price. The School District will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced price meals.

Free or Reduced Cost Meals:

The District shall annually notify all families of the availability, eligibility criteria, and application procedures for free or reduced price meals in accordance with state and federal law. It is the responsibility of the School Food Authority (SFA) to determine the eligibility of students for free or reduced price school nutrition programs, in accordance with criteria established by state or federal law. If school personnel have knowledge of a student who is in need of free or reduced-price meals, school personnel shall contact the SFA.

Students who do not qualify for free or reduced meals, and all District employees, will be required to pay full price for meals consumed.

~~Employees, students not qualified for free meals and others will be required to pay for meals consumed.~~

It is the responsibility of the Superintendent or his/her designee to develop administrative regulations for implementing this policy.

First Adoption:

Reviewed Date: June 19, 2017

Revision Adoption:

Legal Reference:

42 U.S.C. §§1751 et seq.

7 C.F.R. Pt. 210 et seq.

Iowa Code Chapter 283A.

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U.S. Dept. of Agric., SP 57-2016, Unpaid Meal Charges: Guidance and Q&Q (2016).

Board Policy Document

Meal Charges:

In accordance with state and federal law, the Sioux City Community School District adopts the following policy to ensure School District employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the District, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

Payment of Meals:

Free and reduced meal applications are available at each school, as well as on the District website. Lunch count and attendance are taken in the morning. If your child will be coming to school later in the morning and intends to eat hot lunch, the school must be notified by 9:00 a.m. in order to have an accurate count.

Meal prices are:	Elementary	Middle School	High School	District Employees
Full price breakfast	\$1.70	\$1.85	\$1.85	\$2.60
Reduced price breakfast	\$.30	\$.30	\$.30	N/A
Full price lunch	\$2.55	\$2.90	\$3.00	\$4.00
Reduced price lunch	\$.40	\$.40	\$.40	N/A
Milk	\$.50	\$.50	\$.50	\$.50

Parents are able to go add money to their child's account and view purchases via *My School Bucks*. A phone call will be made on Monday evenings to notify parents and guardians when their child's account balance has reached a low or negative balance. Students will also be notified in the payment line. An

First Adoption:

Reviewed Date: June 19, 2017

Revision Adoption:

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Board Policy Document

elementary account can go as far negative as \$8.50, a middle school account can go as far negative as \$9.50, and a high school account can go as far negative as \$9.70.

Negative Account Balances:

The School District will make reasonable efforts to notify families when meal account balances are low. Additionally, the School District will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The School District will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified by negative balance letter, or automated call system. Negative balances not paid prior to the end of the school year will be turned over to the Superintendent or his/her designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Once an account reaches the negative amount listed above, the student is served a peanut butter or cheese sandwich, fruit or vegetable, and milk. Students in middle and high school are not allowed to charge ala carte items once their account is negative. Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

Special Dietary Needs:

In order to provide maximum learning, a nutritious food service program will be provided that accords with all state and federal requirements. Students may bring their own lunches to school and purchase milk. Students with special dietary needs may have an altered menu after the parent turns in a special dietary request form to the child's school. A physician must complete the form on behalf of the student. The District is unable to make special accommodations based on religious beliefs.

Request Procedure for Students Requiring Special Dietary Needs:

When a parent requests a special diet for their child, the following procedure must be followed before Food Service is legally able to provide the diet requested.

1. The parent requests a special form from the school office, nurse's office or the Food Service office. A copy of the form is also available on the District website.
2. The parent takes the form to the physician to be filled out and signed. Include the student's name and school on the appropriate line and the parent's name and phone number at the bottom of the page.
3. Return the signed form to the Food Service office located at 3000 Highway 75 North.

First Adoption:

Reviewed Date: June 19, 2017

Revision Adoption:

Legal Reference: 42 U.S.C. §§1751 et seq.
7 C.F.R. Pt. 210 et seq.
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Board Policy Document

4. The dietician receives the request.
5. The dietician will adjust the monthly menu for the student to meet the requested diet.
6. For elementary students, a monthly menu with the child's name and the substitutions needed will be sent to the school. A copy is given to the parent and the lunchroom workers. Lunchroom workers are instructed to follow the menu carefully.
7. For secondary students, the parent will receive a list of foods (on the school menu) which should be avoided. The student and parents will be responsible for making menu choices. If a variance in portion size is required by the diet, we will notify the kitchen manager at the school.
8. The parent must provide snacks, extra milk or extra juice.

This process may take up to two weeks to complete. We are unable to make menu or diet changes without going through the entire process. Parents are asked to send sack lunches if the diet requirements are such that they need immediate changes.

If you have any questions, please contact the Food Service Supervisor, at 712-279-6832.
Thank you for your cooperation.

First Adoption:

Reviewed Date:

June 19, 2017

Revision Adoption:

Legal Reference:

42 U.S.C. §§1751 et seq.

7 C.F.R. Pt. 210 et seq.

Iowa Code Chapter 283A.

281 I.A.C. 58.

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U.S. Dept. of Agric., SP 57-2016, Unpaid Meal Charges: Guidance and Q&Q (2016).

Sioux City Community School District

Item Title: High School Activity Code - Jen Gomez and Jim Vanderloo

Recommendation: RECOMMENDATION: That the Board of Directors approves the proposed language revisions to Section D: Procedure for Code Violations of the High School Activity Code.

ATTACHMENTS:

Description	Upload Date	Type
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Sioux City Community School District

Item Title: School Counseling & Advisory Program Review – Jen Gomez and Jim Vanderloo

Recommendation: RECOMMENDATION: That the Board of Directors acknowledges the School Counseling and Advisory Program Review, along with the recommendations set forth in the report.

ATTACHMENTS:

Description	Upload Date	Type
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Sioux City Community School District

Item Title: FY17 HF 564 Safety Equipment Funding Resolution - Patty Pageler

Recommendation: RECOMMENDATION: That the Board of Directors approves the FY17 HF 564 Safety Equipment Funding Resolution for a General Fund Transfer of \$15,000 to Activity Funds

ATTACHMENTS:

Description	Upload Date	Type
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Sioux City Community School District

Item Title: FY18 Break Fix Insurance Program Renewal – Dr. Paul Gausman

Recommendation: RECOMMENDATION: That the Board of Directors approves the Break Fix Insurance Program renewal for FY18, in the amount of \$699,752.00 from the Management Fund

ATTACHMENTS:

Description	Upload Date	Type
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Sioux City Community School District

Item Title: 2017-2018 Legislative Action Priorities – President Krysl

Recommendation: RECOMMENDATION: That the Board of Directors discusses the District’s 2017-2018 Legislative Action Priorities.

ATTACHMENTS:

Description	Upload Date	Type
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