

# **Board of Education Meeting**

October 26, 2020 5:00 p.m.

# **Board Room**

Education Service Center 1516 Washington Street Waterloo, Iowa

# Waterloo Schools Engaged in Learning, Prepared for Success

## Mission

The Waterloo Schools community commits to a comprehensive system of education and support to assure that each and every student will graduate prepared for college, career and citizenship as evidenced by continuing education, pursuing a career path and contributing to a community.

## **Strategic Focus Areas and Objectives**



#### Recruit, hire and retain a diverse, highperforming workforce aligned with district values and goals.

- Enhance and clarify hiring protocol to ensure awareness and consistency between buildings.
- Align staff with talent and workforce needs (strengths-based placements with the right people in the right seats).
- Optimize our workforce through professional learning with clear expectations, skill attainment, perfecting practice.
- Improve the organizational health of the district.

# Achievement

Increase achievement for all students through rigorous curriculum, high expectations and effective delivery of instruction, with assessment for improved teaching and increased learning.

- Increase the percentage of students proficient in math, literacy and science.
- Accelerate the learning for all students while narrowing the achievement gap for all subgroups.
- Create 21<sup>st</sup> Century schools that increase personal, emotional, social and academic independence in order to prepare students for college, career and citizenship.



Initiate, strengthen and engage in community partnerships that result in the academic, social and behavioral success of each and every student.

- Communicate frequently and accurately.
- Improve image and confidence in Waterloo Schools.
- Partner with businesses, organizations, people to secure resources and enhance real-world experiences.
- Empower Parents.

# Environment

Provide an optimal learning environment that is safe, inspiring and welcoming, where all individuals are respected, valued and engaged. Secure, organize and optimize financial resources for human assets, programs and operations that support student achievement.

- Provide physical environment that allows for a safe learning environment.
- Provide programs that allow students to explore athletic and extra-curricular activities.
- Plan for future facility needs plan and explore capital expenditures, prepare for future physical needs.
- Align financial resources to the established goals.



#### WATERLOO SCHOOLS BOARD OF EDUCATION MEETING October 26 2020 5:00pm Electronic Meeting

I.	Call to Order	<u>Exhibit</u>
II.	Moment of Silence	
III.	Pledge of Allegiance	
IV.	Mission Statement	
V.	<b>Information from Individuals and Delegations</b> The Board Secretary will share any public comments received electronically.	
VI.	<ul> <li>Consent Agenda</li> <li>Minutes of the October 12, 2020 Regular Board Meeting</li> </ul>	A Page 1
	Personnel Appointments and Adjustments	B Page 5
	• Bills Due & Payable and Bills Paid Between Board Meetings	C Page 8
VII.	Superintendent's Report	
VIII.	Information from Board Members	

IX. Adjourn

#### Minutes of the Board of Education Waterloo Schools County of Black Hawk, State of Iowa October 12, 2020

The Board of Education of the Waterloo Schools, County of Black Hawk, State of Iowa, was called to meet in regular session at 5:00pm on Monday, October 12, 2020 in the Board Room of the Education Service Center, 1516 Washington Street, Waterloo, Iowa.

Present: Board Members: Endya Johnson, Jesse Knight, Sue Flynn, Astor Williams, Stacie Mills, Lyle Schmitt and Shanlee McNally
Superintendent, Dr. Jane Lindaman
Associate Superintendent for Educational Services, Dr. Stephanie Mohorne
Chief Officer of Human Resources/Equity, Kingsley Botchway II
Chief Financial Officer/Board Treasurer, Michael Coughlin (*joined by phone*)
Assistant to the Superintendent/Board Secretary, Pam Arndorfer

Due to public health concerns related to COVID-19 in-person public access to this meeting was limited. Those wishing to attend the meeting in-person were requested to register with the Board Secretary by 2pm on October 12, 2020 (no registrations were received). For those not wishing to attend in person, comments for Information from Individuals and Delegations were requested in writing to the Board Secretary by 4:45pm on October 12, 2020.

I. Call to Order

The meeting was called to order by Ms. McNally at 5:01pm.

- II. Moment of Silence
- III. Pledge of Allegiance

#### **IV.** Mission Statement

The Waterloo Schools Mission Statement was read by Ms. Mills.

#### V. Board Celebration: Character Counts Week

It was moved by Mr. Knight and seconded by Mr. Williams that the Board of Education proclaim the week of October 18-24, 2020, as CHARACTER COUNTS! week in the Waterloo Schools. Tara Thomas, Director of School & Community Relations, introduced Bruce Clark, chair of the Cedar Valley Character Counts Committee, who provided information along with Scott Raecker, Executive Director of the Robert D. and Billie Ray Center. <u>Motion carried 7-0</u>.

VI. Board Celebration: East High JROTC Named 2020 Student Organization of Character This item was presented as Information Only and was addressed in conjunction with Item V above. Lt. Col. (Ret) Glen Keith and Cadet Griggs were present to provide additional information.

#### VII. Information from Individuals and Delegations

Ms. Arndorfer, Board Secretary, read statements from the following:

- Matt Gibbon, 231 Lichty Blvd., Waterloo, shared concerns regarding the Waterloo Schools' virtual learning program
- Mary Wilber, 5721 Applewood Drive, Waterloo, shared concerns regarding the Waterloo Schools' virtual learning program
- Rebecca Mohorne, 3516 Veralta Drive, Cedar Falls, WEA President, shared concerns on behalf of Waterloo Schools' teachers in opposition to teachers being required to provide both online and in-person instruction
- Kit Ming Vierra, 202 Rosebud Avenue, Waterloo, shared concerns regarding the Waterloo Schools' virtual learning program
- Dustin Lies, 437 Ivanhoe Road, Waterloo, shared concerns regarding the Waterloo Schools' virtual learning program
- Derrick and Leanne Klinkenberg, 1232 Partridge Lane, Waterloo, shared concerns regarding the Waterloo Schools' virtual learning program

### VIII. Consent Agenda

It was moved by Ms. Flynn and seconded by Mr. Knight that the Board of Education approve the consent agenda as revised. Motion carried 7-0. The following items were approved:

- Personnel Appointments and Adjustments
- Bills Due & Payable and Bills Paid Between Board Meetings
- Delegate Assembly Representative
- Destruction of Audio Tapes and Minutes of Board Closed Sessions

# Exhibit C: Minutes of the September 28, 2020 Regular Board Meeting and the October 1, 2020 Special Board Meeting

It was moved by Mr. Knight and seconded by Ms. Johnson that the Board of Education approve the minutes of the September 28, 2020 Regular Board Meeting and the October 1, 2020 Special Board Meeting. Shanlee McNally, Board President, provided information. <u>Motion carried 7-0.</u>

### IX. 2021-2022 High School Program of Studies

It was moved by Ms. Flynn and seconded by Mr. Williams that the Board of Education approve the 2021-2022 High School Program of Studies/Course Catalog. Sherice Ortman, Advanced Programming & IB Administrator, and Jeff Frost, Executive Director of Professional Technical Education, provided information. <u>Motion carried 7-0</u>.

- X. Issuance of School Infrastructure Sale, Services and Use Tax Revenue Bonds, Series 2020 It was moved by Ms. Flynn and seconded by Ms. Mills that the Board approve the Resolutions Directing the Sale of School Infrastructure Sales, Services and Use Tax Revenue Bonds, Series 2020 as presented. Michael Coughlin, Chief Financial Officer, provided information. Motion carried 7-0 on a roll call vote. The following resolutions were approved:
  - RESOLUTION APPOINTING UMB BANK, N.A. OF WEST DES MOINES, IOWA TO SERVE AS TRUSTEE, APPROVING THE TRUST INDENTURE AND AUTHORIZING THE EXECUTION OF SAME.
  - THE FORM OF TAX EXEMPTION CERTIFICATE BE PLACED ON FILE AND APPROVED.
  - THE FORM OF CONTINUING DISCLOSURE CERTIFICATE BE PLACED ON FILE AND APPROVED.
  - RESOLUTION AUTHORIZING AND PROVIDING FOR THE TERMS OF ISSUANCE AND SECURING THE PAYMENT OF \$22,600,000 SCHOOL

INFRASTRUCTURE SALES, SERVICES AND USE TAX REVENUE BONDS, SERIES 2020, OF THE WATERLOO COMMUNITY SCHOOL DISTRICT, STATE OF IOWA, UNDER THE PROVISIONS OF CHAPTERS 423E AND 423F OF THE CODE OF IOWA, AND PROVIDING FOR A METHOD OF PAYMENT OF SAID BONDS.

#### XI. LEA Certified Annual Reports

It was moved by Mr. Knight and seconded by Ms. Johnson that the Board of Education place on file the Certified Annual Report, the Special Education Supplement and the Annual Transportation Report as required by the Iowa Department of Education. Michael Coughlin, Chief Financial Officer, provided information. Motion carried 7-0.

#### XII. Special Education 2020 Modified Allowable Growth Request

It was moved by Mr. Williams and seconded by Mr. Knight that the Board of Education accept the recommendation to approve the request to the School Budget Review Committee for allowable growth and supplemental aid payment for the negative special education balance of \$677,365.90 for 2019-20 fiscal year. Michael Coughlin, Chief Financial Officer, and Ivan Gentry, Director of Special Education, provided information. <u>Motion carried 7-0.</u>

#### XIII. Limited English Proficient Allowable Costs in Excess of Revenues

It was moved by Mr. Knight and seconded by Ms. Flynn that the Board of Education approve submission of the request to the SBRC for \$1,820,574.00 in Modified Allowable Growth to provide 100% spending authority for 2019-20 actual LEP program costs and that this increased allowable growth will be funded by 2021-22 cash reserve levies. Michael Coughlin, Chief Financial Officer, Amy White, ELP/LEP Facilitator, and Dr. Simona Boroianu, ELD/DLI Coordinator, provided information. <u>Motion carried 7-0.</u>

#### XIV. Superintendent's Report

The Superintendent reported on the following:

- Congratulations to Michael Coughlin and the Business Office on being awarded the Certificate of Achievement for Excellence in Financial Reporting for the 23<sup>rd</sup> year.
- Working on modifications to this year's Strategic Plan learning from what we are doing now and what can be taken into next year.
- Appreciate the comments/concerns being shared tonight in regards to the virtual learning program:
  - District continues to evaluate the program on a daily basis
  - Receiving feedback from parents, students, as well as other school districts across the state
  - Sent a survey to virtual students/parents last week roughly 80% of students/parents are satisfied with their experience, 20% dissatisfied with their experience
  - Have tried to be flexible in allowing students to move from in-person to virtual and vice versa, however, have to acknowledge the staffing implications involved in this movement
  - Edgenuity has been a proven platform for MS and HS students for a number of years; we will continue to work with them to improve the platform for elementary students

#### XV. Information from Board Members

Each board member was given the opportunity to comment.

## XVI. Adjourn

It was moved by Mr. Williams and seconded by Ms. Flynn that the Board of Education adjourn the meeting. Motion carried 7-0. The meeting adjourned at 7:29pm.

Respectfully submitted,

Pamela G. Arndorfer, Board Secretary

Date Approved by the Board of Education

#### THE SUPERINTENDENT'S RECOMMENDATION IS:

"the Board of Education approve the minutes of the October 12, 2020, Regular Board meeting."

### BOARD OF EDUCATION MEETING October 26, 2020

ISSUE:	Personnel Appointments and Adjustments
CONTACT:	Kingsley Botchway II, Chief Officer of Human Resources/Equity
ATTACHMENTS:	Routine Personnel Appointments

#### **BACKGROUND:**

Routine personnel matters, as outlined in attachment, are recommended for approval.

### THE SUPERINTENDENT'S RECOMMENDATION IS:

"the Board of Education approve the personnel items as listed."

#### BOARD OF EDUCATION MEETING October 26, 2020

ISSUE:	Bills Due and Payable and Bills Paid Between Board Meetings
CONTACT:	Michael Coughlin, Chief Financial Officer Dr. Jane Lindaman, Superintendent
ATTACHMENTS:	Listing of Bills Due and Payable and Bills Paid Between Board Meetings

#### **BACKGROUND:**

The Board authorizes the issuance of warrants for payment of claims against the school district for goods and services. The Board will allow the warrants after the goods and services have been received and accepted in compliance with Board policy.

#### THE SUPERINTENDENT'S RECOMMENDATION IS:

"the Board of Education approve the Bills Due and Payable and the Bills Paid Between Board Meetings."

#### Waterloo Community School District

Page No 1

	<u></u>				ry Check Register	FPREG01A
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10	00224757	75.00	10/13/2		BEECHER LAW FIRM	C
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10 10	00224759	60.00	10/13/2			C
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10	00224761	1,706.50	10/13/2		CEDAR VALLEY UNITED WAY	c
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10	00224770	120.00	10/20/2		A1 SEWER & DRAIN	C
10	00224771	302.50	10/20/2		AABLE PEST CONTROL INC	C
10	00224772	9,128.63	10/20/2	20 18066	AERCOR WIRELESS, INC.	С
10	00224773	350.00	10/20/2	20 2141	AI-LINH HONG-MILLER	С
10	00224774	92.00	10/20/2	20 193	ALLEN OCCUPATIONAL HEALTH SERVICES	C
10	00224775	143.65	10/20/2	20 9283	AMERICAN TIME	С
10	00224776	52.50	10/20/2	20 9238	ANDREW MELCHER	C
10	00224777	60.38	10/20/2	20 1456	ARAMARK UNIFORM SERVICE	С
10	00224778	400.40	10/20/2	20 279	ARCTIC REFRIGERATION, LC	С
10	00224779	136.91	10/20/2	20 8341	B & B LOCK & KEY, INC	С
10	00224780	41.95	10/20/2	20 5904	BARNES AND NOBLE INC	C
10	00224781	17.81	10/20/2	20 344	BDI 061	C
10	00224782	1,711.99	10/20/2	20 1323	BLACK HAWK COUNTY LANDFILL/DENVER CONST	C
10	00224783	1,162.96	10/20/2	20 374	BLACK HAWK ELECTRICAL CO	C
10	00224784	1,123.83	10/20/2	20 1095	BLACK HAWK WASTE DISPOSAL	C
10	00224785	480.00	10/20/2	20 9259	BOARD OF EDUCATIONAL EXAMINERS	C
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10	00224792	19,171.89	10/20/2	20 540	CITY OF WATERLOO	C
10	00224793	149,129.96	10/20/2	20 6232	CITY OF WATERLOO POLICE DEPT	C
10	00224794	7,092.55	10/20/2		COMPUTER TROUBLESHOOTERS	C
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10	00224799	570.85	10/20/2		DES MOINES REGISTER	C
10	00224800	14,677.66	10/20/2		DURHAM SCHOOL SERVICES	C
10	00224801	142.40	10/20/2		ECHO GROUP INC	C
10	00224802	64,000.00	10/20/2		EDGENUITY INC	C
10	00224803	1,861.56	10/20/2		ELECTRICAL ENG & EQUIPMENT (THREE E)	C
10	00224804	6,332.18	10/20/2		FERGUSON ENTERPRISES INC #1657	C
10	00224805	734.94	10/20/2	20 9942	FIX TIRE COMPANY	C

Report Date 10/20/20 02:27 PM

#### Waterloo Community School District

Page No 2

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			Ī	A/P Summa	ry Check Register	FPREG01A
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10	00224821	398.29 1	0/20/20	) 1106	HY VEE FOOD STORES CROSSROADS	C
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10	00224825	145.00 1	0/20/20	4366	INFOMAX OFFICE SYSTEMS, INC	C
10	00224826	2,693.52 1	0/20/20	) 1255	INTERSTATE ALL BATTERY CENTER	C
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10	00224859		.0/20/20		SCHOLASTIC INC	C
10	00224860	2,067.96 1	.0/20/20	) 1949	SCHUMACHER ELEVATOR COMPANY	C
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#### Waterloo Community School District

Page No 3

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12	00024004	34,834.79	10/20/20	11967	ANDERSON ERICKSON DAIRY CO	С	
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12	00024006	42.82	10/20/20	32999	HEATHER BATHEN	C	
12	00024007	47.42	10/20/20	4475	JAN NICHOLS	С	
12	00024008	53.55	10/20/20	10318	JENNIFER PEVERILL	С	
12	00024009	8.07	10/20/20	7545	KARLA SUMMERHAYS	С	
12	00024010	454.82	10/20/20	7005	LOFFREDO	С	
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14	00101428	3,217.00	10/07/20	7222	ADVANTAGE SCREENPRINT & EMBROI	C	
14	00101429	95.00	10/07/20	10676	BRAD MATTEAR	C	
14	00101120	173.00	10/07/20	5787	BSN SPORTS LLC	C	
14	00101431	95.00	10/07/20	9275	CALVIN NORRIS	C	
14	00101432	135.00	10/07/20	5368	CEDAR RAPIDS PRAIRIE HIGH SCHOOL	C	
14	00101433	150.00	10/07/20	5749	DAN FIX	C	
14	00101434	120.00	10/07/20	8697	DAVID BOEHMER	C	
14	00101435	105.00	10/07/20	6721	DERLEIN SCALE INC	C	
14	00101436	399.00	10/07/20		DOMINOS PIZZA	C	
14	00101437	80.00	10/07/20	9270	HOLLI POWELL	C	
14	00101438	36.16	10/07/20	3901	INTERNAL REVENUE SERVICE	C	
14	00101439	3,954.50	10/07/20	1202	IOWA SPORTS SUPPLY	C	
14	00101440	55.00	10/07/20	4208	JACOB SCHAEFER	C	
14	00101441	95.00	10/07/20	9278	JAMARCO CLARK	C	
14	00101442	140.00	10/07/20	3422	JEROME STOVALL	C	
14	00101443	75.00	10/07/20	6755	JOHN PYCHE SR	C	
		1,500.20	10/07/20	7335	JOLYN CLOTHING	C	
14	00101444					-	
14 14	00101444 00101445	49.00	10/07/20	1274	KARENS PRINT RITE	C	
			10/07/20 10/07/20	1274 7859	KARENS PRINT RITE KELLY T MARTIN	C C	

#### Waterloo Community School District

Page No 4

Report D	Jacc 10/20/1		Waterr		unity senoor District	rage no 4
					ry Check Register	FPREG01A
Bank	Check No	Amount	Date	Vendor		Type
14	00101448		10/07/20	1441	MARTIN BROTHERS	C
14	00101449		10/07/20	6582	MARVIN SPENCER	C
14	00101450	55.00	10/07/20	8795	MATTHEW FLAHERTY	C
14	00101451	150.00	10/07/20	1103	MERLYN MCFEE	C
14	00101452	75.00	10/07/20	11952	MICHAEL MEYERHOFF	C
14	00101453		10/07/20	28460	MIDWEST SIGN & SCREEN SUPPLY CO	C
14	00101454		10/07/20	9416	MIKE ADMUNDSON	C
14	00101455		10/07/20	3901	MIKE MCCARVEL	C
14	00101456		10/07/20	4364	MIQUEN MICOU	C
14	00101457		10/07/20	3399	NICOLE LAHR	C
14	00101458		10/07/20	4522	PEPSI - COLA	C
14	00101459		10/07/20	7330	RITE ENVIRONMENTAL	C
14	00101460		10/07/20	9277	ROBERT A GOERDT	C
14	00101461		10/07/20	4448	ROBERT HEWITT	C
14	00101462		10/07/20	9257	ROSEMARY'S CLEANING & LAUNDRY SERVICES	C
14	00101463		10/07/20	30333	SHADLEE GOODELL	C
14	00101464		10/07/20	8465	SIMPSON COLLEGE-TRACK & FIELD	C
14	00101465		10/07/20	5405	STACEY VAN ARSDALE	C
14	00101466		10/07/20	13005	STEVEN J SCHAUB	C
14	00101467		10/07/20	2013	TERRANCE CAMPBELL	C
14	00101468		10/07/20	9613	TOBY SMEDLEY	C
14	00101469		10/07/20	5180	TROY CLARK	C
14	00101470		10/07/20	9207	TYLER DARNALL	C
14	00101471	450.00	10/07/20	1061	WATERLOO WARRIORS HS HOCKEY	C
14	00101472		10/07/20	2327	WEST MUSIC COMPANY	C
14	00101473		10/07/20	3170	XAVIER HIGH SCHOOL	C
14	00101474		10/13/20	2279	WALMART / gemb	C
14	00101475		10/14/20	4831	ALY ROURKE	C
14	00101476		10/14/20		AMANDA FIX	C
14	00101477		10/14/20	877	BLACK HAWK MEMORIAL CO INC	C
14	00101478		10/14/20	1095	BLACK HAWK WASTE DISPOSAL	C
14	00101479		10/14/20	10428	BRUCE JOHNSON	C
14	00101480		10/14/20	7411	CADET PORTFOLIO	C
14	00101481		10/14/20	5385	CANTEEN REFRESHMENT SRVCS	C
14	00101482		10/14/20	8697	DAVID BOEHMER	C
14	00101483		10/14/20	9279	DEFENSE SOAP LLC	C
14	00101484		10/14/20		DOMINOS PIZZA	C
14	00101485		10/14/20	8484	DOUG YANECEK	C
14 14	00101486 00101487		10/14/20	23639	FUSION DANCE & PERFORMING ARTS	C
14			10/14/20	19305 0100	GLEN F TAYLOR	C
14 14	00101488		10/14/20	8199 8901	H2I GROUP	C
14 14	00101489 00101490		10/14/20	8901 3901	HAWKEYE STAGES LLC INTERNAL REVENUE SERVICE	C
14			10/14/20	3901		C
14 14	00101491 00101492		10/14/20 10/14/20	10387 1202	IOWA SCALE COMPANY IOWA SPORTS SUPPLY	C C
14	00101492		10/14/20	6755	JOHN PYCHE SR	c
14	00101493		10/14/20	5187	MARK BORCHARDT	c
14	00101494		10/14/20	1441	MARTIN BROTHERS	c
14	00101495		10/14/20	11952	MARIIN BROTHERS MICHAEL MEYERHOFF	c
14	00101490		10/14/20	9416	MICHAEL METERNOFF MIKE ADMUNDSON	c
14	00101497		10/14/20	3901	MIKE MCCARVEL	c
14	00101498		10/14/20	3901	MIKE WEBER	c
14	00101500		10/14/20	11109	PRAIRIE HIGH SCHOOL POMS	c
14	00101501		10/14/20	3421	RANDALL LEE	c
14	00101502		10/11/20	7330	RITE ENVIRONMENTAL	c
	00101002	02.10	-0, -1, 20	0001		C

12

Report Date 10/20/20 02:27 PM

#### Waterloo Community School District

Page No 5

683,532.94

226

			A/1	P Summa	ary Check Register	FPREG01A
Bank	Check No	Amount	Date	Vendo	<u> </u>	Туре
14	00101503	190.00	10/14/20	5186	RON PEIFFER	С
14	00101504	190.00	10/14/20	9802	SCOTT FRITZ	С
14	00101505	100.00	10/14/20	9280	SHAWN THOMSEN	С
14	00101506	571.49	10/14/20	4882	STRATEGIC IMAGING	С
14	00101507	75.00	10/14/20	2013	TERRANCE CAMPBELL	С
14	00101508	217.28	10/14/20	9905	TERRY SCHNEEKLOTH	С
14	00101509	125.00	10/14/20	1061	WATERLOO WARRIORS HS HOCKEY	С
14	00101510	14.00	10/14/20	8798	WELCH IRENE	C
Total	Bank No 14	26,343.51				
16	00003964	4,497.23	10/20/20	2207	I & S GROUP INC	C
Total	Bank No 16	4,497.23				
					Total Manual Checks	.00
					Total Computer Checks	684,377.01
					Total ACH Checks	.00
					Total Other Checks	.00
					Total Electronic Checks	.00
					Total Computer Voids	-844.07
					Total Manual Voids	.00
					Total ACH Voids	.00
					Total Other Voids	.00
					Total Electronic Voids	.00

Grand Total

Number of Checks

Batch Yr	Batch No	Amount
21	000033	-126.00
21	000485	3,660.06
21	000490	-38.37
21	000504	12,835.00
21	000507	171.63
21	000510	2,787.65
21	000514	10,577.52
21	000525	217,720.15
21	000530	56,794.49
21	000532	7,592.38
21	000533	11,727.17
21	000552	117,425.72
21	000558	42,624.36
21	000567	81,349.56
21	000569	480.50
21	000570	43,714.22
21	000585	54,478.53
21	000595	6,904.76
21	000602	12,853.61

Electronic Payments to Vendors:

MID AMERICAN ENERGY	150,120.25
PITNEY BOWES – ESC POSTAGE	3,000.00
DELTA DENTAL – INSURANCE	46,184.21
BMO – PROCUREMENT CARD PAID	403,796.92

Total Electronic Payments

603,101.38



October 26	Board of Education Meeting (please come early for your Lifetouch photo	5:00pm )
November 9	Board of Education Meeting	5:00pm
Nov. 25-27	Thanksgiving Break All Offices and Buildings Closed Nov. 26-2	7
December 14	Board of Education Meeting	5:00pm
December 23- January 1	Winter Break All Offices and Buildings Closed Dec. 23-22 and Dec. 30-Jan. 1	5