

**Riceville Community School
Riceville, IA**

The Board of Education of the Riceville Community School District held their regular board meeting March 19th, 2018, at 7:00 p.m. in the High School Library. Board members present: Keeling, Hale—arrived @ 7:45, Richardson, Guertin, and Fox. Also, in attendance: Barb Schwamman—Superintendent, Cory Schumann-Principle, Jennifer Dunn—Board Secretary/Treasurer, Casandra Leff—Monitor Recorder. Staff: Emily Schipper, Amanda Conway, Thomasine, Conger, Nicole Smith, Heather Christensen, and Tammi Mueller. Parents: Jill Beran and Nikki Bergan.

Fox called the meeting to order @ 7:39 PM.

Public hearing held on school calendar. No concerns were brought to table. Motion by Guertin , seconded by Richardson to close the public hearing. 4 Ayes. MC.

Motion by Guertin, seconded by Richardson to approve the agenda. 5 Ayes. MC.

Motion by Richardson, second by Guertin to approve the minutes of previous meeting, financial reports and summary of bills. Ayes 5. MC.

Motion by Keeling, seconded by Richardson to approve the open enrollments; six in from Howard-Winn, two in from Osage, one in from New Hampton, three in from Leroy, three out to Osage, and two out to Clayton Ridge. Ayes 5. MC.

Motion by Keeling, seconded by Richardson to approve the resignation of Mandy Olson as Varsity Volleyball Coach. Roll Call Vote: Richardson, aye; Hale, aye; Keeling, aye; Guertin, aye; Fox, aye. MC.

Mr. Schumann spoke about school hours, teacher contract time, assemblies, conferences, and preschool site visit.

Mrs. Schwamman spoke on SAVE/ PPEL funds, school threat, budget, crisis planning, and Marc Maro.

Motion by Keeling, seconded by Richardson to approve the audit report. 5 Ayes. MC.

Mrs. Conway & Mrs. Smith spoke about the Greece/ Italy trip. Motion by Hale, seconded by Richardson to table the reveal of next overseas trip.

Discussion was held on Washington DC trip; motion by Keeling, seconded by Guertin to table the approval of the Washington DC trip. 5Ayes. MC.

Motion by Keeling, seconded by Guertin to approve the second reading of board policies 209.7-212. Ayes 5. MC.

Motion by Guertin, seconded by Keeling to approve the first reading of board policies 213-217 along with the Illness Policy, Administer Medication & Concussion Policy & Protocol. 5 Ayes. MC.

Motion by Guertin, seconded by Richardson to set the public hearing for the school budget for April 3rd @ 7:30 PM. 5 Ayes. MC.

Motion by Hale, seconded by Guertin to approve the Agreement of Service with Timberline Billing Service LLC. 5 Ayes. MC.

Motion by Guertin, seconded by Richardson to approve the Iowa Big Franchise Agreement. 5 Ayes. MC.

Motion by Hale, seconded by Keeling to approve the school calendar. 5 Ayes. MC.

Motion by Keeling, seconded by Richardson to approve field trip to Homeland Energy. 5 Ayes. MC.

Discussion was held on activity meeting, motion by Keeling, seconded by Richardson to approve WWA Architect & Planning to do a feasibility study for the building. 5 Ayes. MC.

Next board meeting will be held Monday, March 19th at 7:30 p.m. in the High School Library.

Motion by Guertin, second by Hale to adjourn the meeting @ 8:25 PM. Ayes 5. MC.

Karl Fox
Board President

Jennifer Dunn
Board Secretary

**Riceville Community School
Riceville, IA**

The Board of Education of the Riceville Community School District held a special board meeting April 3rd, 2017, at 7:30 p.m. in the High School Library. Board members present: Keeling, Hale, Guertin & Richardson. Also, in attendance via phone: Barb Schwammann—Superintendent. Absent -Fox.

Vice-President Keeling called the meeting to order @ 7:36 PM.

Public Hearing was held on school budget, no concerns were brought to table. Motion by Guertin, seconded by Richardson to close the public hearing. 4 Ayes. MC.

Motion by Richardson, second by Guertin to approve the agenda. Ayes 4. MC.

Motion by Hale, seconded by Guertin to approve school budget. Ayes 4. MC.

Next board meeting which will be held Monday April 16th at 7:00 p.m. in the High School Library.

Motion by Richardson, second by Hale to adjourn the meeting @ 8:15 PM. Ayes 4. MC.

Karl Fox
Board President

Jennifer Dunn
Board Secretary

Analysis of Cash Balance Including investment CD

3/31/18

	03/31/18	03/31/17	% change	Notes *
General Fund (10)	850,237.94	1,152,078.05	-26.2%	
Management Fund (22)	543,035.19	490,868.05	10.6%	
PPEL & LOSST Funds (36 & 37)	1,182,870.51	1,266,556.78	-6.6%	due to purchases & repairs
Activity Fund (21)	79,707.52	68,867.88	15.7%	
Hot Lunch Fund (61)	57,758.03	105,431.00	-45.2%	purchase new equipment & food varieties
TOTAL	2,713,609.19	3,083,801.76	-12.0%	Appears reasonable

* = Cash balances will fluctuate with the timing of revenue and expense receipts and payments. Items considered unusual are explained in greater detail under the notes above.

Inter-fund Loan outstanding

	Receivable	Payable	Explanation
General Fund	0.00		
Management Fund		0.00	

Invoice Listing - Detail
Unposted; Batch Description Invoices--April 2018 Batch 1

Batch Description: Invoices--April 2018 Batch 1

Processing Month: 04/2018

Vendor ID: 707134

MARCO INC.

Description:

Sequence: 1

Check Type:

Chart of Account Number

Detail Description

36 0000 2600 000 0000 442

COPIER LEASE

PO Number:

Invoice Date: 03/24/2018

Invoice Number: 58660889

Amount: 1,408.06

Due Date: 04/09/2018 Status: A 1099 Amount: 0.00

Check Number:

Check Date:

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

1,408.06

N

In Full

Final

Vendor ID: 707262

SOUTHEASTERN PERFORMANCE APPAREL

Description:

Sequence: 1

Check Type:

Chart of Account Number

Detail Description

21 0000 1400 910 6220 612

VENICE DRESSES

PO Number:

Invoice Date: 02/23/2018

Invoice Number: 393845.

Amount: 453.68

Due Date: 04/09/2018 Status: A 1099 Amount: 0.00

Check Number:

Check Date:

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

453.68

N

In Full

Final

Vendor ID: 707262

SOUTHEASTERN PERFORMANCE APPAREL

Description:

Sequence: 1

Check Type:

Chart of Account Number

Detail Description

21 0000 1400 910 6220 612

TUX SHIRTS

PO Number:

Invoice Date: 03/12/2018

Invoice Number: 394992.

Amount: 243.96

Due Date: 04/09/2018 Status: A 1099 Amount: 0.00

Check Number:

Check Date:

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

243.96

N

In Full

Final

Vendor ID: 707262

SOUTHEASTERN PERFORMANCE APPAREL

Description:

Sequence: 1

Check Type:

Chart of Account Number

Detail Description

21 0000 1400 910 6220 612

REFUND TUX COATS

PO Number:

Invoice Date: 03/20/2018

Invoice Number: 4008625

Amount: (12.00)

Due Date: 04/09/2018 Status: A 1099 Amount: 0.00

Check Number:

Check Date:

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

(12.00)

N

In Full

Final

Vendor ID: 102978

UPPER IOWA UNIVERSITY

Description:

Sequence: 1

Check Type:

Chart of Account Number

Detail Description

10 3200 1100 100 3373 810

BUSINESS TEACHER TUITION

PO Number:

Invoice Date: 02/21/2018

Invoice Number: 20180409

Amount: 1,644.00

Due Date: 04/09/2018 Status: A 1099 Amount: 0.00

Check Number:

Check Date:

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

1,644.00

N

In Full

Final

Batch 1099 Total: 0.00

Batch Total: 3,737.70

Report 1099 Total: 0.00

Report Total: 3,737.70

Invoice Listing - Detail
Unposted; Batch Description Invoices--APRIL 2018 BATCH 2

Batch Description: Invoices--APRIL 2018 BATCH 2

Processing Month: 04/2018

Vendor ID: 707350 **AG ELECTRICAL SPECIALIST**

Description:

Sequence: 1

Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

10 0000 2700 000 0000 673

ALT REPAIR

PO Number:

Invoice Date: 03/20/2018

Due Date: 04/09/2018

Invoice Number: A38379

Status: A 1099 Amount: 0.00

Amount:

215.00

Check Number:

Check Date:

Cost Center ID

Detail Amount

1099 Detail Amount Asset/Asset Tag

In Full

215.00

N

Final

PO Number:

Invoice Date: 03/23/2018

Due Date: 04/09/2018

Invoice Number: 744708

Status: A 1099 Amount: 0.00

Amount:

252.00

Check Number:

Check Date:

Cost Center ID

Detail Amount

1099 Detail Amount Asset/Asset Tag

In Full

252.00

N

Final

PO Number:

Invoice Date: 03/26/2018

Due Date: 04/09/2018

Invoice Number: 138242

Status: A 1099 Amount: 0.00

Amount:

276.80

Check Number:

Check Date:

Cost Center ID

Detail Amount

1099 Detail Amount Asset/Asset Tag

In Full

276.80

N

Final

PO Number:

Invoice Date: 03/27/2018

Due Date: 04/09/2018

Invoice Number: 148530

Status: A 1099 Amount: 0.00

Amount:

9.20

Check Number:

Check Date:

Cost Center ID

Detail Amount

1099 Detail Amount Asset/Asset Tag

In Full

9.20

N

Final

PO Number:

Invoice Date: 03/02/2018

Due Date: 04/09/2018

Invoice Number: 77448

Status: A 1099 Amount: 0.00

Amount:

159.18

Check Number:

Check Date:

Cost Center ID

Detail Amount

1099 Detail Amount Asset/Asset Tag

In Full

159.18

N

Final

PO Number:

Invoice Date: 03/06/2018

Due Date: 04/09/2018

Invoice Number: 78930

Status: A 1099 Amount: 0.00

Amount:

330.28

Check Number:

Check Date:

Cost Center ID

Detail Amount

1099 Detail Amount Asset/Asset Tag

In Full

330.28

N

Final

PO Number:

Invoice Date: 03/09/2018

Due Date: 04/09/2018

Invoice Number: 80591

Status: A 1099 Amount: 0.00

Amount:

201.56

Check Number:

Check Date:

Cost Center ID

Detail Amount

1099 Detail Amount Asset/Asset Tag

In Full

201.56

N

Final

PO Number:

Invoice Date: 03/13/2018

Due Date: 04/09/2018

Invoice Number: 82078

Status: A 1099 Amount: 0.00

Amount:

251.61

Vendor ID: 101819 **AMERICAN WOODCRAFTERS SUPPLY**

Description:

Sequence: 1

Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

10 3200 1300 315 8958 612

SHAFT CLOCK

Vendor ID: 101231 **ANDERSON ERICKSON DAIRY CO**

Description:

Sequence: 1

Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

61 0000 3110 000 0000 631

MILK

Vendor ID: 101231 **ANDERSON ERICKSON DAIRY CO**

Description:

Sequence: 1

Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

61 0000 3110 000 0000 631

MILK

Vendor ID: 101231 **ANDERSON ERICKSON DAIRY CO**

Description:

Sequence: 1

Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

61 0000 3110 000 0000 631

MILK

Vendor ID: 101231 **ANDERSON ERICKSON DAIRY CO**

Description:

Invoice Listing - Detail

Unposted; Batch Description Invoices--APRIL 2018 BATCH 2

Sequence: 1 Check Type:

Chart of Account Number Detail Description
61 0000 3110 000 0000 631 MILK

Checking Account ID:

Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
251.61 N Final

Vendor ID: 101231 ANDERSON ERICKSON DAIRY CO

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description
61 0000 3110 000 0000 631 MILK

Checking Account ID:

PO Number: Invoice Number: 83748 Amount: 188.44
Invoice Date: 03/16/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
188.44 N Final

Vendor ID: 101231 ANDERSON ERICKSON DAIRY CO

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description
21 0000 1400 950 7960 619 MILK

Checking Account ID:

PO Number: Invoice Number: 851807 Amount: 68.60
Invoice Date: 03/20/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
68.60 N Final

Vendor ID: 101231 ANDERSON ERICKSON DAIRY CO

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description
61 0000 3110 000 0000 631 MILK

Checking Account ID:

PO Number: Invoice Number: 85242 Amount: 216.71
Invoice Date: 03/20/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
216.71 N Final

Vendor ID: 101231 ANDERSON ERICKSON DAIRY CO

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description
61 0000 3110 000 0000 631 MILK

Checking Account ID:

PO Number: Invoice Number: 86923 Amount: 174.05
Invoice Date: 03/23/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
174.05 N Final

Vendor ID: 101231 ANDERSON ERICKSON DAIRY CO

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description
61 0000 3110 000 0000 631 MILK

Checking Account ID:

PO Number: Invoice Number: 88425 Amount: 216.71
Invoice Date: 03/27/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
216.71 N Final

Vendor ID: 100445 ANDY'S MINI MART

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description
10 0000 2700 000 0000 626 946.5 GAL GAS
10 0000 2700 000 0000 627 295.9 GAL DEISEL

Checking Account ID:

PO Number: Invoice Number: 20180409 Amount: 2,732.34
Invoice Date: 03/31/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
2,021.37 N Final
710.97 N Final

Vendor ID: 100001 ARNOLD'S SUPPLY & KLEENIT CO.

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

Checking Account ID:

PO Number: Invoice Number: 603338 Amount: 377.75
Invoice Date: 03/26/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

Invoice Listing - Detail
Unposted; Batch Description Invoices--APRIL 2018 BATCH 2

10 0000 2600 000 0000 680	CLEANERS	377.75	N	Final	
Vendor ID: 707348	BRUMM CONSTRUCTION, INC.	PO Number:	Invoice Number: 2844	Amount:	1,000.00
Description:		Invoice Date: 03/23/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
33 0000 4600 000 0000 450	DOOR COMPLETION WORK		1,000.00		N
					In Full
					Final
Vendor ID: 706810	CEC COMMUNICATIONS ENGINEERING COMPANY	PO Number: 20012T	Invoice Number: BILL252330	Amount:	2,644.72
Description:		Invoice Date: 03/31/2018	Due Date: 04/11/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
36 0000 2600 000 0000 739	tornado warning signal addition to inter		2,644.72		N
					In Full
					Final
Vendor ID: 100196	CITY OF RICEVILLE	PO Number:	Invoice Number: 21478	Amount:	120.00
Description:		Invoice Date: 04/15/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2600 000 0000 421	EXTRA GARBAGE DUMPS		120.00		N
					In Full
					Final
Vendor ID: 100196	CITY OF RICEVILLE	PO Number:	Invoice Number: 21822	Amount:	541.38
Description:		Invoice Date: 03/21/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2600 000 0000 411	WATER		110.69		N
10 0000 2600 000 0000 421	GARBAGE		320.00		N
10 0000 2600 000 0000 411	SEWER		110.69		N
					In Full
					Final
					Final
					Final
Vendor ID: 100196	CITY OF RICEVILLE	PO Number:	Invoice Number: 21823	Amount:	26.82
Description:		Invoice Date: 03/21/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2600 000 0000 411	WATER		13.41		N
10 0000 2600 000 0000 411	SEWER		13.41		N
					In Full
					Final
					Final
					Final
Vendor ID: 100196	CITY OF RICEVILLE	PO Number:	Invoice Number: 21824	Amount:	25.62
Description:		Invoice Date: 03/21/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2600 000 0000 411	SEWER		12.81		N
10 0000 2600 000 0000 411	WATER		12.81		N
					In Full
					Final
					Final
Vendor ID: 706986	COMPUTER RESOURCE CENTER	PO Number:	Invoice Number: 8301	Amount:	982.45
Description:		Invoice Date: 04/10/2018	Due Date: 04/12/2018	Status: A	1099 Amount: 0.00

Invoice Listing - Detail

Unposted; Batch Description Invoices--APRIL 2018 BATCH 2

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 0099 2237 100 0000 618	COMPUTER REPAIR		982.45		N	Final	
Vendor ID: 104466	CULLIGAN WATER CONDITIONING	PO Number:	Invoice Number: 98410	Amount:			60.90
Description:		Invoice Date: 03/30/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 0000 2600 000 0000 680	SALT		60.90		N	Final	
Vendor ID: 100050	DECKER SPORTING GOODS	PO Number:	Invoice Number: AAN018206-AJ02	Amount:			454.90
Description:		Invoice Date: 03/26/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
21 0000 1400 925 6835 612	SOFTBALL EQUIPMENT		454.90		N	Final	
Vendor ID: 104805	DHS	PO Number:	Invoice Number: 20180409	Amount:			6,180.42
Description:		Invoice Date: 03/31/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 0000 4634 219 4634	NON FEDERAL MEDICAID		6,180.42		N	Final	
Vendor ID: 706884	EARTHGRAINS BAKING CO, INC	PO Number:	Invoice Number: 52251920589	Amount:			56.40
Description:		Invoice Date: 03/16/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
61 0000 3110 000 0000 631	BREAD		56.40		N	Final	
Vendor ID: 706884	EARTHGRAINS BAKING CO, INC	PO Number:	Invoice Number: 52251920697	Amount:			58.20
Description:		Invoice Date: 03/23/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
61 0000 3110 000 0000 631	BREAD		58.20		N	Final	
Vendor ID: 706884	EARTHGRAINS BAKING CO, INC	PO Number:	Invoice Number: 52251920805	Amount:			65.40
Description:		Invoice Date: 03/30/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
61 0000 3110 000 0000 631	BREAD		65.40		N	Final	
Vendor ID: 102903	EVANS PRINTING & PUBLISHING	PO Number:	Invoice Number: 4471	Amount:			381.65
Description:		Invoice Date: 03/30/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 0000 2310 000 0000 613	LEGAL PUBLICATIONS		381.65		N	Final	

Invoice Listing - Detail
Unposted; Batch Description Invoices--APRIL 2018 BATCH 2

Vendor ID: 707351 EVANS, KENDRA
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 1000 1000 100 3117 320 CPR

PO Number:
Invoice Date: 04/05/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00 Amount: 25.91
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
25.91 N Final

Vendor ID: 104496 FARMLAND HARDWARE
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
61 0000 3110 000 0000 618 SNEEZE GUARD MATERIALSD

PO Number:
Invoice Date: 03/09/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00 Amount: 247.71
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
247.71 N Final

Vendor ID: 707270 GILLETTE GROUP
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 1100 100 8031 618 DEPOSIT REFUND

PO Number:
Invoice Date: 02/08/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00 Amount: (9.14)
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
(9.14) N Final

Vendor ID: 707270 GILLETTE GROUP
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 1100 100 8031 618 HS POP

PO Number:
Invoice Date: 03/08/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00 Amount: 128.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
128.00 N Final

Vendor ID: 707270 GILLETTE GROUP
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 1100 100 8031 618 ELEM POP

PO Number:
Invoice Date: 04/10/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00 Amount: 126.93
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
126.93 N Final

Vendor ID: 707270 GILLETTE GROUP
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 1100 100 8031 618 ELEM POP

PO Number:
Invoice Date: 04/05/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00 Amount: 76.80
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
76.80 N Final

Vendor ID: 105238 GOODALE CUSTOM PUMPING
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 349 PUMP PIT

PO Number:
Invoice Date: 03/22/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00 Amount: 250.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
250.00 N Final

Vendor ID: 102818 GREAT AMERICAN OPPORTUNITIES
Description:
Sequence: 1 Check Type:
Checking Account ID:

PO Number:
Invoice Date: 04/02/2018 Due Date: 04/10/2018 Status: A 1099 Amount: 0.00 Amount: 173.90
Check Number: Check Date:

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<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 1999 000 8031	POPCORN		173.90		N	Final
Vendor ID: 101465	GRP & ASSOCIATES	PO Number:	Invoice Number: 174537	Amount:	42.00	
Description:		Invoice Date: 03/19/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2134 000 0000 613	MEDICAL WASTE		42.00		N	Final
Vendor ID: 100217	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	PO Number:	Invoice Number: 953661132	Amount:	40.70	
Description:		Invoice Date: 03/17/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1000 1100 100 0000 642	MATH WORKBOOK		40.70		N	Final
Vendor ID: 104917	HOWARD CO SHERIFF'S OFFICE	PO Number:	Invoice Number: 20180409	Amount:	1,418.03	
Description:		Invoice Date: 03/31/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 1100 100 0000 810	LAW ENFORCEMENT AGREEMENT		1,418.03		N	Final
Vendor ID: 100284	HOWARD WINNESHIEK COM SCHOOL	PO Number:	Invoice Number: 20180409	Amount:	2,302.40	
Description:		Invoice Date: 03/20/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 1100 100 0000 567	OPEN ENROLLMENT		2,302.40		N	Final
Vendor ID: 101954	INTERSTATE MOTOR TRUCKS, INC.	PO Number:	Invoice Number: 3025010	Amount:	1,590.71	
Description:		Invoice Date: 03/23/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2700 000 0000 673	MIRRORS , HEATERS		1,590.71		N	Final
Vendor ID: 102635	IOWA COMMUNICATIONS NETWORK	PO Number:	Invoice Number: 527304	Amount:	119.00	
Description:		Invoice Date: 04/04/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0099 2237 100 0000 320	ICN		119.00		N	Final
Vendor ID: 100049	IOWA PRISON INDUSTRIES	PO Number:	Invoice Number: 057938	Amount:	188.65	
Description:		Invoice Date: 04/09/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2600 000 0000 680	BLEACH		188.65		N	Final

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Unposted; Batch Description Invoices--APRIL 2018 BATCH 2

Vendor ID: 100049 IOWA PRISON INDUSTRIES

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 DRUM DEPOSIT

PO Number: Invoice Number: 975476 Amount: (35.00)
Invoice Date: 04/09/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
(35.00) N Final

Vendor ID: 100251 J.W. Pepper of Minneapolis,

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
21 0000 1400 910 6220 612 SNACK ATTACK 2-PART

PO Number: 20017H Invoice Number: 11D59012 Amount: 18.90
Invoice Date: 03/14/2018 Due Date: 04/11/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
18.90 N Final

Vendor ID: 100251 J.W. Pepper of Minneapolis,

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
21 0000 1400 950 7960 612 Inscription of Hope-SATB
21 0000 1400 950 7960 612 Rise-SATB
21 0000 1400 950 7960 612 shipping

PO Number: 20070H Invoice Number: 11d65948 Amount: 20.59
Invoice Date: 04/06/2018 Due Date: 04/14/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
6.30 N Final
6.30 N Final
7.99 N Final

Vendor ID: 100005 KECK, INC

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
61 0000 3110 000 0000 631 FOOD

PO Number: Invoice Number: 20180409 Amount: 870.93
Invoice Date: 02/09/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
870.93 N Final

Vendor ID: 100221 KEYSTONE AEA 1

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 1000 1100 100 3373 612 READING RECOVERY PD

PO Number: Invoice Number: INV-011382 Amount: 1,200.00
Invoice Date: 03/26/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
1,200.00 N Final

Vendor ID: 100221 KEYSTONE AEA 1

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 1000 1100 100 0000 612 VAST KITS

PO Number: Invoice Number: INV-011443 Amount: 1,998.70
Invoice Date: 03/30/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
1,998.70 N Final

Vendor ID: 707082 Lampo Group, Inc., The

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 3200 1300 325 8972 612 PERSONAL FINACE WORKBOOKS

PO Number: Invoice Number: 7023186 Amount: 439.78
Invoice Date: 03/27/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
439.78 N Final

Vendor ID: 707353 LANE, DEBRA

PO Number: Invoice Number: 20180412 Amount: 60.30

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Unposted; Batch Description Invoices--APRIL 2018 BATCH 2

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
21 0000 1400 950 7999 612 PROM SUPPLIES

Invoice Date: 04/11/2018 Due Date: 04/12/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
60.30 N Final

Vendor ID: 100007 MARTIN BROS DIST

PO Number: **Invoice Number: 7171621.** **Amount: (0.53)**
Invoice Date: 03/30/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
(0.53) N Final

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
61 0000 3110 000 0000 631 FOOD REFUND

Vendor ID: 100007 MARTIN BROS DIST

PO Number: **Invoice Number: 7192471** **Amount: 1,238.65**
Invoice Date: 03/19/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
59.32 N Final
1,179.33 N Final

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
61 0000 3110 000 0000 618 FS SUPPLIES
61 0000 3110 000 0000 631 FOOD

Vendor ID: 100007 MARTIN BROS DIST

PO Number: **Invoice Number: 7203122** **Amount: 586.95**
Invoice Date: 03/26/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
586.95 N Final

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
61 0000 3110 000 0000 631 FOOD

Vendor ID: 100007 MARTIN BROS DIST

PO Number: **Invoice Number: 7214655** **Amount: 597.51**
Invoice Date: 04/02/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
597.51 N Final

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
61 0000 3110 000 0000 631 FOOD

Vendor ID: 100007 MARTIN BROS DIST

PO Number: **Invoice Number: 7225620** **Amount: 759.39**
Invoice Date: 04/09/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
759.39 N Final

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
61 0000 3110 000 0000 631 FOOD

Vendor ID: 101443 MITCHELL CO REGNAL HEALTH CTR

PO Number: **Invoice Number: 20180409** **Amount: 30.00**
Invoice Date: 03/14/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
30.00 N Final

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2700 000 0000 346 DRUG TESTING

Vendor ID: 101443 MITCHELL CO REGNAL HEALTH CTR

PO Number: **Invoice Number: 20180409-0001** **Amount: 66.00**
Invoice Date: 03/14/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:

Description:
Sequence: 1 Check Type:

Invoice Listing - Detail
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<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2700 000 0000 346	DRUG TESTING		66.00		N	Final
Vendor ID: 101443 MITCHELL CO REGNAL HEALTH CTR						
Description:		PO Number:	Invoice Number: 20180409-0002		Amount:	66.00
Sequence: 1	Check Type:	Invoice Date: 03/21/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2700 000 0000 346	DRUG TESTING		66.00		N	Final
Vendor ID: 102291 NAPA						
Description:		PO Number:	Invoice Number: 221848		Amount:	229.72
Sequence: 1	Check Type:	Invoice Date: 01/02/2018	Due Date: 04/12/2018	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2700 000 0000 673	BATTERY		229.72		N	Final
Vendor ID: 102291 NAPA						
Description:		PO Number:	Invoice Number: 221993		Amount:	255.53
Sequence: 1	Check Type:	Invoice Date: 01/04/2018	Due Date: 04/12/2018	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2700 000 0000 673	CRAMK CAS BOX/		255.53		N	Final
Vendor ID: 102291 NAPA						
Description:		PO Number:	Invoice Number: 222025		Amount:	37.77
Sequence: 1	Check Type:	Invoice Date: 01/05/2018	Due Date: 04/12/2018	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2700 000 0000 673	SURPENTINE BELT		37.77		N	Final
Vendor ID: 102291 NAPA						
Description:		PO Number:	Invoice Number: 224982		Amount:	131.88
Sequence: 1	Check Type:	Invoice Date: 03/21/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2700 000 0000 618	ANTIFREEZE		131.88		N	Final
Vendor ID: 100470 NATIONAL FFA ORGANIZATION						
Description:		PO Number:	Invoice Number: MDS-123139		Amount:	25.50
Sequence: 1	Check Type:	Invoice Date: 03/12/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 950 7960 612	AWARDS		25.50		N	Final
Vendor ID: 100470 NATIONAL FFA ORGANIZATION						
Description:		PO Number:	Invoice Number: MDS-123615		Amount:	430.50
Sequence: 1	Check Type:	Invoice Date: 03/15/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 950 7960 612	AWARDS		430.50		N	Final

Invoice Listing - Detail
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Vendor ID: 707352 NICHOLSON TOWING & REPAIR

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0000 2700 000 0000 349 TOWINF EXPENSE

PO Number: Invoice Number: 20779 Amount: 306.00
Invoice Date: 02/28/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
306.00 N Final

Vendor ID: 100051 OMNITEL COMMUNICATIONS

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0000 2320 000 0000 532 TELEPHONE
10 0000 2320 000 0000 538 INTERNET

PO Number: Invoice Number: 20180409 Amount: 1,617.86
Invoice Date: 04/01/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
307.86 N Final
1,310.00 N Final

Vendor ID: 100051 OMNITEL COMMUNICATIONS

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 1000 1100 100 0000 810 SPEAKER JOE BECKMAN

PO Number: Invoice Number: 20180409-0001 Amount: 800.00
Invoice Date: 03/22/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
800.00 N Final

Vendor ID: 707266 PETE, HEIDI

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0070 1200 217 3303 580 MILAGE REIMB

PO Number: Invoice Number: 20180409 Amount: 813.28
Invoice Date: 03/31/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
813.28 N Final

Vendor ID: 102319 PICKAR-OULMAN PLBG HTG & ELEC

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
36 0000 4600 000 0000 450 SEWER VENT/ DRAIN REPAIR

PO Number: Invoice Number: 1017-8514 Amount: 1,435.93
Invoice Date: 04/09/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
1,435.93 N Final

Vendor ID: 706882 POLLARD PEST CONTROL CO. & LAWN CARE

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0000 2600 000 0000 425 PEST CONTROL

PO Number: Invoice Number: 20180409 Amount: 80.00
Invoice Date: 03/26/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
80.00 N Final

Vendor ID: 100772 POSTVILLE HIGH SCHOOL

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 3200 1000 100 0000 592 HEALTH CONSORTIUM

PO Number: Invoice Number: 20180410 Amount: 2,234.00
Invoice Date: 04/06/2018 Due Date: 04/10/2018 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
2,234.00 N Final

Vendor ID: 706974 RICEVILLE COMMUNITY MARKET PLACE,

Description:

PO Number: Invoice Number: 00062038. Amount: (4.06)
Invoice Date: 03/02/2018 Due Date: 04/09/2018 Status: A 1099 Amount: 0.00

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Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 3200 1300 355 0000 612	REFUND		(4.06)	N		Final
Vendor ID: 706974	RICEVILLE COMMUNITY MARKET PLACE,	PO Number:	Invoice Number: 00063843	Amount:	43.16	
Description:		Invoice Date: 03/23/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 3200 1300 355 0000 612	FACS FOOD SUPPLIES		43.16	N		Final
Vendor ID: 706974	RICEVILLE COMMUNITY MARKET PLACE,	PO Number:	Invoice Number: 00064284	Amount:	85.47	
Description:		Invoice Date: 03/28/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 3200 1300 355 0000 612	FACS FOOD SUPPLIES		85.47	N		Final
Vendor ID: 706974	RICEVILLE COMMUNITY MARKET PLACE,	PO Number:	Invoice Number: 00064869	Amount:	14.80	
Description:		Invoice Date: 04/09/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 3200 1300 355 0000 612	FACS FOOD SUPPLIES		14.80	N		Final
Vendor ID: 706974	RICEVILLE COMMUNITY MARKET PLACE,	PO Number:	Invoice Number: 00065505	Amount:	48.84	
Description:		Invoice Date: 04/12/2018	Due Date: 04/12/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 3200 1300 355 0000 612	FACS FOOD SUPPLIES		48.84	N		Final
Vendor ID: 103020	RUNDE GRAPHICS	PO Number:	Invoice Number: 2689	Amount:	288.00	
Description:		Invoice Date: 03/22/2018	Due Date: 04/11/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 927 6720 612	SHIRTS FOR FB		288.00	N		Final
Vendor ID: 707081	SCHIPPER, EMILY	PO Number:	Invoice Number: 20180409	Amount:	95.68	
Description:		Invoice Date: 04/06/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 3200 1100 100 0000 580	TRAVEL REIMB		95.68	N		Final
Vendor ID: 101717	SCHOOL SPECIALTY SUPPLY INC	PO Number:	Invoice Number: 208120149705	Amount:	260.10	
Description:		Invoice Date: 04/09/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1000 1100 100 0000 612	LAMINATION		260.10	N		Final

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Vendor ID: 101717			SCHOOL SPECIALTY SUPPLY INC			PO Number:		Invoice Number: 208120215165		Amount:		35.62	
Description:						Invoice Date: 01/09/2018		Due Date: 04/14/2018		Status: A		1099 Amount: 0.00	
Sequence: 1			Check Type:			Checking Account ID:		Check Number:		Check Date:			
<u>Chart of Account Number</u>			<u>Detail Description</u>			<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	
10 1000 2410 000 0000 611			ELEM OFFICE SUPPLIES					35.62		N		In Full	
												Final	
Vendor ID: 105216			STACYVILLE LP GAS CO			PO Number:		Invoice Number: BOL # 51920		Amount:		8,173.44	
Description:						Invoice Date: 03/20/2018		Due Date: 04/09/2018		Status: A		1099 Amount: 0.00	
Sequence: 1			Check Type:			Checking Account ID:		Check Number:		Check Date:			
<u>Chart of Account Number</u>			<u>Detail Description</u>			<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	
10 0000 2600 000 0000 623			LP					8,173.44		N		In Full	
												Final	
Vendor ID: 100387			STUMPS			PO Number:		Invoice Number: Z13909040105		Amount:		780.97	
Description:						Invoice Date: 03/20/2018		Due Date: 04/09/2018		Status: A		1099 Amount: 0.00	
Sequence: 1			Check Type:			Checking Account ID:		Check Number:		Check Date:			
<u>Chart of Account Number</u>			<u>Detail Description</u>			<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	
21 0000 1400 950 7999 612			PROM SUPPLIES					780.97		N		In Full	
												Final	
Vendor ID: 706777			TIMBERLINE BILLING SERVICE LLC			PO Number:		Invoice Number: 13809		Amount:		522.26	
Description:						Invoice Date: 03/30/2018		Due Date: 04/09/2018		Status: A		1099 Amount: 0.00	
Sequence: 1			Check Type:			Checking Account ID:		Check Number:		Check Date:			
<u>Chart of Account Number</u>			<u>Detail Description</u>			<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	
10 0000 2510 217 3303 351			MEDICAID BILLKING					522.26		N		In Full	
												Final	
Vendor ID: 100004			TRUE VALUE			PO Number:		Invoice Number: A135729		Amount:		17.99	
Description:						Invoice Date: 03/26/2018		Due Date: 04/09/2018		Status: A		1099 Amount: 0.00	
Sequence: 1			Check Type:			Checking Account ID:		Check Number:		Check Date:			
<u>Chart of Account Number</u>			<u>Detail Description</u>			<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	
10 0000 2600 000 0000 680			TOILET SEAT					17.99		N		In Full	
												Final	
Vendor ID: 100004			TRUE VALUE			PO Number:		Invoice Number: A135900		Amount:		29.97	
Description:						Invoice Date: 04/04/2018		Due Date: 04/09/2018		Status: A		1099 Amount: 0.00	
Sequence: 1			Check Type:			Checking Account ID:		Check Number:		Check Date:			
<u>Chart of Account Number</u>			<u>Detail Description</u>			<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	
10 0000 2600 000 0000 680			DOWNSPOUT EXTENDERS					29.97		N		In Full	
												Final	
Vendor ID: 100004			TRUE VALUE			PO Number:		Invoice Number: B129367		Amount:		3.18	
Description:						Invoice Date: 03/21/2018		Due Date: 04/09/2018		Status: A		1099 Amount: 0.00	
Sequence: 1			Check Type:			Checking Account ID:		Check Number:		Check Date:			
<u>Chart of Account Number</u>			<u>Detail Description</u>			<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount</u>		<u>Asset/Asset Tag</u>	
10 0000 2600 000 0000 680			KEY DUPLICATES					3.18		N		In Full	
												Final	
Vendor ID: 100004			TRUE VALUE			PO Number:		Invoice Number: B129655		Amount:		2.99	
Description:						Invoice Date: 03/29/2018		Due Date: 04/09/2018		Status: A		1099 Amount: 0.00	
Sequence: 1			Check Type:			Checking Account ID:		Check Number:		Check Date:			

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<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2600 000 0000 680	PLUMBERS PUTTY		2.99		N	Final
Vendor ID: 100004 TRUE VALUE						
Description:		PO Number:	Invoice Number: B129659			
Sequence: 1	Check Type:	Invoice Date: 03/29/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	Amount: 82.97
<u>Chart of Account Number</u>	<u>Detail Description</u>	Checking Account ID:	Check Number:	Check Date:		
10 0000 2600 000 0000 680	FAUCET & CONNECTOR					
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
			82.97		N	Final
Vendor ID: 104838 WARNKE, TAMYRA						
Description:		PO Number:	Invoice Number: 20180411			
Sequence: 1	Check Type:	Invoice Date: 04/10/2018	Due Date: 04/11/2018	Status: A	1099 Amount: 0.00	Amount: 10.00
<u>Chart of Account Number</u>	<u>Detail Description</u>	Checking Account ID:	Check Number:	Check Date:		
10 0000 2134 000 0000 613	CURTAIN FOR DOOR (NURSE)					
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
			10.00		N	Final
Vendor ID: 102183 WEBER AUTO PARTS						
Description:		PO Number:	Invoice Number: 375008			
Sequence: 1	Check Type:	Invoice Date: 04/04/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	Amount: 396.38
<u>Chart of Account Number</u>	<u>Detail Description</u>	Checking Account ID:	Check Number:	Check Date:		
10 0000 2700 000 0000 673	BUS PARTS					
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
			396.38		N	Final
Vendor ID: 102190 WEST MUSIC COMPANY						
Description:		PO Number:	Invoice Number: SI1577514			
Sequence: 1	Check Type:	Invoice Date: 03/05/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	Amount: 26.40
<u>Chart of Account Number</u>	<u>Detail Description</u>	Checking Account ID:	Check Number:	Check Date:		
21 0000 1400 910 6220 612	REEDS					
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
			26.40		N	Final
Vendor ID: 102190 WEST MUSIC COMPANY						
Description:		PO Number:	Invoice Number: SI1583279			
Sequence: 1	Check Type:	Invoice Date: 03/15/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	Amount: 50.92
<u>Chart of Account Number</u>	<u>Detail Description</u>	Checking Account ID:	Check Number:	Check Date:		
21 0000 1400 910 6220 612	MUSIC ESSENTIAL BOOKS					
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
			50.92		N	Final
Vendor ID: 102190 WEST MUSIC COMPANY						
Description:		PO Number:	Invoice Number: SI1584757			
Sequence: 1	Check Type:	Invoice Date: 03/20/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	Amount: 8.64
<u>Chart of Account Number</u>	<u>Detail Description</u>	Checking Account ID:	Check Number:	Check Date:		
21 0000 1400 910 6220 612	MUTE CORKS					
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
			8.64		N	Final
Vendor ID: 102190 WEST MUSIC COMPANY						
Description:		PO Number:	Invoice Number: SI1585317			
Sequence: 1	Check Type:	Invoice Date: 03/21/2018	Due Date: 04/09/2018	Status: A	1099 Amount: 0.00	Amount: 40.70
<u>Chart of Account Number</u>	<u>Detail Description</u>	Checking Account ID:	Check Number:	Check Date:		
21 0000 1400 910 6220 612	DISINFECTANT & MUTE					
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
			40.70		N	Final

Invoice Listing - Detail

Unposted; Batch Description Invoices--APRIL 2018 BATCH 2

Vendor ID: 102190 WEST MUSIC COMPANY

Description:

Sequence: 1 Check Type:

<u>Chart of Account Number</u>	<u>Detail Description</u>
21 0000 1400 910 6220 612	REEDS

Checking Account ID:

PO Number:

Invoice Date: 04/06/2018

Due Date: 04/11/2018

Invoice Number: SI1591941

Amount:

34.54

Status: A 1099 Amount: 0.00

Check Number:

Check Date:

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

In Full

34.54

N

Final

PO Number:

Invoice Date: 03/26/2018

Due Date: 04/09/2018

Invoice Number: 1157

Amount:

775.75

Status: A 1099 Amount: 0.00

Check Number:

Check Date:

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

In Full

775.75

N

Final

Batch 1099 Total: 0.00

Batch Total: 53,131.54

Report 1099 Total: 0.00

Report Total: 53,131.54

Vendor ID: 104475 WINDY TREE CATERING

Description:

Sequence: 1 Check Type:

<u>Chart of Account Number</u>	<u>Detail Description</u>
21 0000 1400 950 7960 612	CATERING FFA BANQUET

Checking Account ID:

Vendor	VISA Card Payments March 2018 Description	Amount
WALMART	PK SUPPLIES	\$ 211.42
PRARIE MEADOWS	CONFERENCE HOTEL	\$ 469.42
AMAZON	TAG-ROBOTS	\$ 184.80
AMAZON	CABLE	\$ 5.99
AMAZON	ADAPTERS	\$ 49.98
AMAZON	CHARGERS	\$ 219.80
LEGO EDUCATION	SUPPLIES	\$ 139.75
AMAZON	CLOTHING	\$ 84.16
DOLLAR GENERAL	WIPES	\$ 5.19
AMAZON	DOOR MOUNTS	\$ 137.11
AMAZON	YEARBOOK SUPPLY	\$ 27.86
WEB RESTRAUNT	REFRIDGERATOR	\$ 1,819.00
EVENTBRITE	CONFERENCE	\$ 180.00
MICROSOFT	LICENSE	\$ 132.00
SECURITY WEB	SOFTWARE	\$ 199.99

Doris

Diploma Invoice
Consumer Detail Report

Date 14-NOV-17

Page 1

Sold To: RICEVILLE COMMUNITY HIGH SCHOOL
912 WOODLAND AVE
RICEVILLE IA 50466-7507

Invoice Number: 20630785

Purchase Order:

Consumer Name	Item Description	Qty	Unit Price	Ext Price
Adams, Boe Daniel	Diploma	1	5.90	5.90
Adams, Brianna Marie	Diploma	1	5.90	5.90
Blackwood, Hallie Jewel	Diploma	1	5.90	5.90
Duncomb, Kyle David	Diploma	1	5.90	5.90
Foster, Sheena Gerry	Diploma	1	5.90	5.90
Frana, Teran Joseph	Diploma	1	5.90	5.90
Geerts, Hunter Michael	Diploma	1	5.90	5.90
Hale, Cole Steven	Diploma	1	5.90	5.90
Harken, Sarah Elizabeth	Diploma	1	5.90	5.90
Harris, Joseph John	Diploma	1	5.90	5.90
Howe, Olivia Lea	Diploma	1	5.90	5.90
Jensen, Renae Lynn	Diploma	1	5.90	5.90
Kaski, Adrian James	Diploma	1	5.90	5.90
Keeling, Jillian Kay	Diploma	1	5.90	5.90
Kilbourn, Brandon Carl Lei	Diploma	1	5.90	5.90
Klaes, Shelby Marie	Diploma	1	5.90	5.90
Kuhn, Spencer James	Diploma	1	5.90	5.90
Larsen, Max Jacob	Diploma	1	5.90	5.90
Lewis, Brian Joseph	Diploma	1	5.90	5.90
Mai, Dillon Bruce	Diploma	1	5.90	5.90
Mayer, Katie Ann	Diploma	1	5.90	5.90
Miller, John Joseph	Diploma	1	5.90	5.90
Retterath, Dakota Daniel	Diploma	1	5.90	5.90
Schurke, Elizabeth Claire	Diploma	1	5.90	5.90
Shedenhelm, Grant Michael	Diploma	1	5.90	5.90
Simmons, Tyrese Ali	Diploma	1	5.90	5.90
Simon-Brown, Tyler James	Diploma	1	5.90	5.90
Sullivan, Savannah Kathleen	Diploma	1	5.90	5.90
Thronson, Chance Anthony	Diploma	1	5.90	5.90
Tweite, Kaleb Thomas	Diploma	1	5.90	5.90
Zzbulk,	Service: Fulfillment.Facsimile Signature Cut.Dipl.	1	11.75	11.75
Zzbulk,	Diploma Product Accessory: Honors Package.6 1/2 x 4 1/4.	1	0.00	0.00
Zzbulk,	Cover: 8 x 6.Black	30	10.00	300.00

* Note: Please see invoice for details on taxable vs. non-taxable items.

ROLE OF SCHOOL DISTRICT ADMINISTRATION

In this series of the board policy manual, the board defines the role and the employment of the school district administrators. Policies in the 400 series, "Employees," also apply to administrators unless a more specific policy exists in the 300 series, "Administration."

School district administrators have been given a great opportunity and responsibility to manage the school district. to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administrators are guided by board policies, the law the needs of the students, and the wishes of the citizens in the school district community.

It is the responsibility of the administrators to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the school district, and to inform the board about school district operations.

While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities and for the employees.

The board and the administration will work together to share information and decisions under the management team concept.

Approved: May 14, 1992

Reviewed: May 19, 2014

Revised: February 18, 2013

SUPERINTENDENT QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board will consider applicants that met or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board will also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Legal reference: 29 U.S.C. §§ 621-634 (2010).
42 U.S.C. §§ 2000e *et seq.* (2010)
Iowa Code §§ 21.5(1)(i); 35C; 216; 279.8, .20 (2011).
281 I.A.C. 12.4(4)
1980 Op. Att'y Gen. 367.

Cross Reference: 200.2 Powers of the Board of Directors
200.3 Responsibilities of the Board of Directors
301 Administrative Structure
302 Superintendent

Approved: May14, 1992

Reviewed: May 19, 2014

Revised: February, 18, 2013

SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between the superintendent and the board is determined by the board. The contract will begin on July 1 and end on June 30. The contract will state the terms of employment.

The first two years of a contract issued to a newly employed superintendent is considered a probationary period. The board may waive this period or the probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or nonprobationary contract, the board will afford the superintendent appropriate due process, including notice by May 15. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

If a superintendent's contract is not being renewed by the board, the contract will be extended automatically for one-year periods beyond the end of its term until it is modified or terminated as mutually agreed by the parties or until the superintendent's contract is terminated consistent with statutory termination procedures.

It is the responsibility of the board to provide the contract for the superintendent.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with board policies dealing with retirement, release or resignation.

Note: May 15 is the date established by law. The board may select an earlier date but not a later date.

Legal reference: Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994).
Cook v. Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980).
Board of Education of Fort Madison Community School District v. Youel, 282 N.W.2d 677 (Iowa 1979.3)
Briggs v. Board of Directors of Hilton Community School District, 282 N.W. 2d 740 (Iowa 1979.)
Luse v. Waco Community School District of Henry Co., 258 Iowa 1087, 141 N.W.2d 607 (1966).
Iowa Code §§ 21.5(1)(i); 279.20, .22-.25 (2011).
281 I.A.C. 12.4(4)

Cross Reference: 302 Superintendent

Approved: May 14, 1992 Reviewed: May 19, 2014 Revised: February, 18, 2013

SUPERINTENDENT SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the superintendent. It is the responsibility of the board to set the salary and benefits of the superintendent at a level that will include consideration of, but not limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses are paid by the school district when the superintendent is performing work-related duties. It is within the discretion of the board to pay dues to professional organizations for the superintendent.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation will be included in the records of the board accordance with board policy.

Legal reference: Iowa Code §§ 279.8, .20 (2011).
1984 Op. Att'y Gen. 47

Cross Reference: 302 Superintendent

Approved: February 18, 2013 Reviewed: May 19, 2014 Revised: _____

SUPERINTENDENT DUTIES

The board employs a superintendent of schools to serve as the chief officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent is responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent is responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent will consider the financial situation of the school district as well as the needs of the students. Specifically, the superintendent:

- Intercepts and implements all board policies and all state and federal laws relevant to education;
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- Represents the board as a liaison between the school district and the community;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- Attends and participates in all meetings of the board, except when the superintendent has been excused, and makes recommendations affecting the school district;
- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- Assumes the responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
- Files, or causes to be filed, all reports required by law;
- Makes recommendations to the board for the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies;
- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the educational program of the school district;
- Supervises methods of teaching, supervision, and administration in effect in the schools;

Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
Accepts responsibility of the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
Defines educational needs and formulates policies and plans for recommendations to the board;
Makes administrative decisions necessary for the proper functioning of the school district;
Responsible for scheduling the use of building and grounds by all groups and/or organizations;
Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
Approves vacation schedules for employees;
Conducts periodic district administration meetings;
Performs other duties as may be assigned by the board;
Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board; and
Directs studies of building and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.

This list of duties will not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent will consider the school district's financial condition as well as the needs of the students in the school district.

Legal reference:Iowa Code §§ 279.8, .20, 23A (2011).
281 I.A.C. 12.4(4)

Cross Reference:	209	Board of Directors' Management Procedures
	301	Administrative Structure
	302	Superintendent

Approved: May 14, 1992 Reviewed: May 19, 2014 Revised: February 18, 2013

SUPERINTENDENT EVALUATION

The board will conduct an ongoing evaluation of the superintendent's skills, abilities, and competence. At a minimum, the board will formally evaluate the superintendent on an annual basis. The goal of the superintendent's formal evaluation is to ensure the educational program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The superintendent will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal, and cultural context.

The formal evaluation will be based on the following principles:

The evaluation criteria will be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;

At a minimum, the evaluation process will be conducted annually at a time agreed upon;

Each board member will have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;

The superintendent will conduct a self-evaluation prior to discussing the board's evaluation, and the board as a whole will discuss its evaluation with the superintendent;

The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation; and,

The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged to communicate their criticisms and concerns to the superintendent in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personal file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities, and competence.

Legal reference: Wederqren v. Board of Diretors, 307 N.W.2d 12 (Iowa 1981).
Iowa Code §§ 279.8, .20, .23, .23A (2011).
281 I.A.C. Ch. 83; 12.3(4)

Cross Reference: 212 Closed Session
302 Superintendent

Approved: April 9, 1990 Reviewed: May 19, 2014 Revised: February 18, 2013

SUPERINTENDENT PROFESSIONAL DEVELOPMENT

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It is the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent will bring it to the attention of the board president prior to attending the event.

the superintendent will report to the board after an event.

Legal reference: Iowa Code §§ 279.8 (2011).
281 I.A.C. 12.7.

Cross Reference: 303.7 Administrative Professional Development
401.7 Employee Travel Compensation

Approved: February 18, 2013 Reviewed: May 19, 2014 Revised: _____

SUPERINTENDENT CIVIC ACTIVITIES

The board encourages the superintendent to be involved in the school district community by belonging to school district community organizations and attending and participating in school district activities.

It is the responsibility of the superintendent to become involved in school district community activities and events. The board may include a lump sum amount as part of the superintendent's compensation to be used specifically for paying the annual fees of the superintendent for school district community activities and events if, in the board's judgment, the superintendent's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It is within the discretion of the board to pay annual fees for professional organizations and activities.

NOTE: School districts can only expend funds for public purpose. School districts that pay the annual fee or dues for civic activities should document why the expense is a legitimate expenditure and need to have this policy. School district not paying these fees or dues, don't need the policy.

Legal reference: Iowa Code §§ 279.8 (2011).
1990 Op. Att'y Gen. 79.

Cross Reference: 302.3 Superintendent Salary and Other Compensation
303.8 Administrator Civic Activities

Approved: February 18, 2013 Reviewed: May 19, 2014 Revised: _____

SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT

The superintendent is considered a full-time employee. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent's personal time and it does not interfere with the performance of the superintendent's duties.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. the board will give the superintendent thirty days notice to cease outside employment.

Legal reference: Iowa Code §§ 279.8, .20 (2011).

Cross Reference: 302.2 Superintendent Contract and Contract Nonrenewal
302.4 Superintendent Duties

Approved: February 18, 2013 Reviewed: May 19, 2014 Revised: _____

ADMINISTRATIVE POSITIONS

The school district will have, in addition to the .25 superintendent, the following administrative positions:

K-12 Principle/Technology Director

These administrators will work closely with the superintendent in the day-to-day operations of the school district.

It is the responsibility of these administrators to uphold board policy, to instill a positive, cooperative environment with employees, and to share their expertise with each other and the board under the management team concept.

Legal reference: Iowa Code §§ 279.8, .20, .21, .23-.24 (2011).
281 I.A.C. 12.4

Cross Reference: 301 Administrative Structure
303 Administrative Employees

Approved: May 14, 1992 Reviewed: April 21, 2008 Revised: February 18, 2013

PUBLIC PARTICIPATION IN BOARD MEETINGS

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board will set time aside for citizen participation, either at a specific time during the meeting or during the discussion of agenda items. Citizens wishing to address the board on a certain agenda item must notify the superintendent prior to the board meetings. Citizens wishing to present petitions to the board may do so at this time. The board however, will only receive the petitions and not act upon them or their contents. The board has the discretion to limit the amount of time set aside for public participation.

If the pressure of business or other circumstances dictate, the board president may decide to eliminate this practice. The board president will recognize these individuals to make their comments at the appropriate time. The orderly process of the board meeting will not be interfered with or disrupted. Only those speakers recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting.

Individuals who have a complaint about employees may bring their complaint to the board only after they followed board policy addressing citizens' complaints. Students who have a complaint may only bring their complaint to the board after they have followed board policy addressing students' complaints.

NOTE: Members of the public do not have a legal right to participate in board meetings. Boards need to make the determination how best if at all, to involve the public in their board meetings. Boards that follow other practices for allowing the public to participate in board meetings should amend this policy to reflect their policy.

Legal Reference: Iowa Code §§ 21; 22; 279.8 (2011).

Cross Reference: 205 Board Member Liability
210.8 Board Meeting Agenda
Public Hearings
Communication Channels
401.4 Employee Complaints
402.5 Public Complaints About Employees
502.4 Student Complaints and Grievances

Approved: _____ Reviewed: _____ Revised: April 21, 2014

GENERAL COMPLAINTS BY CITIZENS

The board recognizes that concerns regarding the operation of the school district will arise. The board further believes that constructive criticism can assist in improving the quality of the education program in meeting individual students needs more effectively. The board also places trust in its employees and desires to support their actions in a manner which frees them from unnecessary or unwarranted criticism and complaints.

Procedures for dealing with complaints concerning programs or practices should be governed by the following principles:

where action/investigation is desired by the complaint, or where it seems appropriate, the matter should be handled as near the source as possible;
complaints should both be investigated and, if possible, resolved expeditiously;
complaints should be dealt with courteously and in an a constructive manner; and,
individuals directly affected by the complaint should have an opportunity to respond.

Specific procedures for handling complaints may be established in policies. The board, consistent with its board policy-making role, will deal with complaints concerning specific schools, programs or procedures only after the usual channels have been exhausted. Complaints regarding employees or complaints by students will follow the more specific policies on those issues.

When a complaint requiring attention is received by the board or the board member it will be referred to the superintendent. After all of the channels have been exhausted, the complainant may appeal to the board by requesting a place on the board agenda or during the public audience portion of the board meeting. If the complainant appeals to the board, the appeal will be in writing, will be signed and will explain the process followed by the complainant prior to the appeal to the board. It is within the board's discretion to determine whether to hear the complaint.

Approved: February 18, 2013 Reviewed: _____ Revised: April 21, 2014

PUBLIC HEARING

Public hearings may be held on school district matters at the discretion of the board. Public notice of a public hearing will be in the same manner as for a board meeting except that the notice will be given at least ten days before the hearing is to be held unless it is impossible or impractical to do so, or the law requires otherwise.

At public hearings, citizens of the district who register at the door will be allowed to speak on the issue for which the public hearing is being held. Others may be allowed to speak at the board's discretion. Speakers are asked to keep their remarks as brief as possible. Prior to the beginning of the hearing, speakers, and spectators will be apprised to the rules of order to be followed regarding time limitations, questions, remarks and rebuttals. In no event will a speaker be allowed to take the time of another speaker.

The board will conduct public hearings in an orderly fashion. At the beginning of the hearing, statements, background materials and public hearing rules and procedures will be presented by the board president. The board president will recognize speakers. A board member may ask questions of the speakers after receiving permission from the board president. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the board or the proceedings will be asked to leave.

Legal Reference: Iowa Code §§ Ch. 21; 26.12; Ch.24; 279.8, .10; 297.22 (2011)

Cross Reference: 210 Board of Directors' Meeting
Public Participation in Board Meetings
601.1 School Calendar
703.1 Budget Planning

Approved: February 18, 2013 Reviewed: _____ Revised: April 21, 2014

BOARD OF DIRECTORS' RECORDS

The board will keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings and other required records of the board.

It is the responsibility of the board secretary to keep minutes of the board meetings. The minutes of each board meeting will include, at a minimum, the following items: a record of the date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed will be attached. This information will be available within two weeks of the board meeting and forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be published within two weeks. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next board meeting will be available for inspection at the central administration office after the board secretary transcribes the notes typewritten material which has been proofread for errors and retyped.

Legal Reference: Iowa Code §§ 21; 22; 279.8, .35, .36; 291.6, .7; 618.3 (2011)
281 I.A.C. 12.3(1)
1982 Op. Att'y Gen. 215.
1974 Op. Att'y Gen. 403.
1952 Op. Att'y Gen. 133.

Cross Reference: 206.3 Secretary
206.4 Treasurer
208 Ad Hoc Committees
210.8 Board Meeting Agenda
708 Care, Maintenance and Disposal of School District Records
901 Public Examination of School District Records

Approved: August 14, 1989 Reviewed: March 17, 2008 Revised: April 21, 2014

BOARD MEETING MINUTES

Since the official minutes of the board are the only legal record, it is important that they be recorded with extreme care and completeness. The board secretary will follow the following guidelines in writing board minutes"

With respect to content, the minutes should show the following:

1. The place, date, and time of each meeting.
2. The type of meeting--regular, special, emergency, work session.
3. Members present and members absent, by name.
4. The call to order and adjournment.
5. The departure of members by name before adjournment.
6. The late arrival of members, by name.
7. The time and place of the next meeting.
8. Approval, or amendment and approval, of the minutes of the proceeding meeting.
9. Complete information as to each subject of the board's deliberation and the action taken.
10. The maker and seconder of a motion, what action was taken, and the vote on the motion detailed enough attribute a vote to each member present.
11. Complete text of all board resolutions, numbered consecutively for each fiscal year.
12. A record of all contracts entered into, with the contract documents kept in a separate file.
13. A record of all change orders on construction contracts.
14. All employment changes, including resignations or terminations.
15. A record, by number, of the bills of account approved by the board for payment.
16. A record of all calls for bids, bids received, and action taken thereon.

17. Approval of all transfers of funds from one budgetary fund to another.
18. Important documents forming a part of a motion should be made a part of the minutes by exhibit and placed in the minute book along with the minutes.
19. Board policy and administrative guides should be made part of the minutes by exhibit.
20. Adoption of textbooks and establishment of bus routes by the board for the school year s well as the school calendar should become part of the minutes.
21. Approval or disapproval of open enrollment requests with justification for disapproval or approval after the deadline.
22. A record of all delegations appearing before the board and a record of all the petitions.
23. At the annual meeting each year the record should indicate that the books of the treasurer and secretary and the Certified Annual Report have been examined and approved subject to audit.
24. The election or appointment of board officers.
25. The appointment of auditors to examine the books.

At the annual or organizational meeting in odd-numbered years, the minutes should reflect the following:

26. Appointment of a temporary chairperson if not specified in policy.
27. Oath of office administered to newly elected board members.
28. Nominations taken for the office of president and vice-president.
29. Election of the president and vice-president, the votes and the oath of office administered to the president and vice-president.
30. The resolution to pay bills when the board is not in session.
31. A resolution to automatically disburse payroll along with a roster of all employees under contract.

32. A resolution naming depositories along with the maximum deposit for each depository.
33. Resolution authorizing the use of a check protector and signer and the proper control of the signer.
34. Motion designating a member or a committee to examine the bills of account for a designated period of time on a rotation basis if desired for the balance of the school year.

NOTE: There is no legal requirements for the contents of board minutes other than those stated in the policy. The contents of this exhibit are suggestions and may be amended, altered or deleted. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 14 #2- June 8, 2001.

Approved: February 18, 2013 Reviewed: _____ Revised: April 21, 2014

ASSOCIATION MEMBERSHIP

Participation in board member associations are beneficial to the board. The board will maintain an active membership in the Iowa Association of School Boards and in organizations the board determines will be of benefit to the board and school district.

Legal Reference: Iowa Code §§ 279.38 (2011)

Cross Reference: 216.2 Board of Directors' Member Development and Training

Approved: May 14, 1989 Reviewed: March 17, 2008 Revised: April 21, 2014

BOARD OF DIRECTORS' MEMBER DEVELOPMENT AND TRAINING

The board may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions.

The board will work closely with the Iowa Association of School Boards' Academy of Board Learning Experiences and encourage the board members to participate in conferences.

Legal Reference: Iowa Code §§ 279.38, .38 (2011)

Cross Reference: 216.1 Association Membership

Approved: February 18, 2013 Reviewed: _____ Revised: April 21, 2014

BOARD OF DIRECTORS' MEMBER COMPENSATION AND EXPENSES

As an elected public official, the board member is a public servant who serves without compensation. Board members will be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

Prior to reimbursement of actual and necessary expenses, the board member must submit detailed receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a detailed receipt will make the expense non-reimbursable. Personal expenses will be reimbursed by the board member to the school district no later than ten working days following the date of the expense. In exceptional circumstances, the board may allow claim without proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the school district's record of the claim.

It is the responsibility of the board secretary to compile the expenses of board members and bring them to the board for audit and approval in the same manner as other claims of the school district. It is the responsibility of the board to determine through the audit and approval process of the board whether the expenses incurred by a board member are actual and necessary expenses incurred in the performance of their official duties.

Legal Reference: Iowa Code §§ 277.27; 279.7A, .8, .32 (2011)

Cross Reference: 203 Board of Directors' Conflict of Interest
401.7 Employee Travel Compensation
401.10 Credit Cards

Approved: May 14, 1992 Reviewed: March 17, 2008

Revised: April 21, 2014

GIFTS TO BOARD OF DIRECTORS

Board members may receive a gift on behalf of the school district. Board members will not, either directly or indirectly, solicit, accept or receive a gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be or is a party to any one or any combination of sales, purchases, leases or contracts to, from or with the school district;

- Will be directly and substantially affected financially by the performance or nonperformance of the board member's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or

- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

- Contributions to a candidate or a candidate's committee;

- Information material relevant to a board member's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;

- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;

- An inheritance;

- Anything available or distributed to the general public free of charge without regard to the official status of the board recipient;

- Items received from a charitable, professional, educational or business organization to which the board member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;

- Actual expenses of a board member for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;

- Plaques or items of negligible resale value given as recognition for public service;

GIFTS TO BOARD OF DIRECTORS

Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;

Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;

Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;

Funeral flowers or memorials to a church or nonprofit organization;

Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;

Payment of salary or expenses by a board member's employer or the firm in which the board member is a member for the cost of attending a meeting of a subunit of an agency when the board member whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district;

Gifts other than food, beverages, travel and lodging received by a board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the board member; or

Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, a board member as consideration for an appearance, speech or article. An honorarium does not include any of the following:

Actual expenses of a board member for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;

An "honorarium" is anything of value that is accepted by, or on behalf of, a board member as consideration for an appearance, speech, or article. An honorarium does not include any of the following:

Actual expenses of a board member for registration, food , beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;

A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the department of general services;

A payment made to a board member for services rendered as part of a private business, trade or profession in which the board member is engaged if the payment is commensurate with the actual services rendered and is being made because of the person's status as a board member but, rather, because of some special expertise or other qualification.

It is the responsibility of each board member to know when it is appropriate to accept or reject gifts or honorariums.

Legal References: Iowa Code ch. 68B (2011).
1972 Op. Att'y Gen. 276
1970 Op. Att'y Gen. 319.

Cross Reference: 203 Board of Directors' Conflict of interest
402.4 Gifts to Employees
704.4 Gifts - Grants - Bequests

Approved: February 18, 2013

Reviewed: _____ Revised: April 21, 2014

Riceville Community School District

Request to Administer Medication in School Policy

Medications may be administered at RCS with written authorization from the parent/guardian and with a prescriber's written order for prescription medications and/or a current pharmacy labeled container as dispensed by the pharmacist. All medications should be taken before and after school hours whenever possible. However, it is understood that certain drugs may be required during the school day. These students should have medication available and administered in a manner which is compliant with the school district.

1. No medication will be administered to a student in school or during school sponsored activities without a parent/guardian written authorization and a prescriber's written order for prescription medications or a current pharmacy labeled container as dispensed by the pharmacy. A second labeled medication container can be obtained for school use by asking the pharmacist.
2. Over the counter/non prescription medication will be given only with parent/guardian written authorization. These medications are to be provided by the parent/guardian and sent to school in the original medication container with the student's name attached. This procedure will safeguard your child against over medication and possible unforeseen reactions.
3. The parent/guardian is responsible for submitting a new prescriber's order form to the school each time there is a change of dosage or time of administration. Prescriber's orders may be faxed to the school.
4. Students who carry inhalers or emergency medication, ex. Epi-pens) throughout the school day need a written prescriber's order on file in the health office. The order must state the reason for the medication, dosage, times for administration to be given, and/or special

circumstances under which the medication is to be given; the student must carry the medication at all times.

5. To ensure the safety of all children, we request that the parent or another responsible adult deliver all medications to the office/health office. The medication will be kept in a locked storage box with the exception of an Epi-pen.
6. The parent/guardian will inform the office/health office staff of the number of tablets/capsules that are brought to the school. The nurse and a trained medication aide will also count and document the number of tablets/capsules brought to the school.
7. The first dosage of any new prescription must be given at home so the child can be more closely observed for possible side effects and/or adverse reactions.
8. The parent/guardian is responsible for notifying the school when the medication has been discontinued or changed if different than was indicated from the prescriber.
9. The Riceville Community School District does not assume responsibility for medication not prescribed by a physician/prescriber or medication that is administered by the student himself/herself.
10. No medication will be continued beyond the school year in which it is ordered.

Riceville Community School District Illness Policy

For students to optimally participate in their education, the child needs to be at their highest level of wellness. Students need to be protected from communicable illness while attending school. It is the policy of the board for the safety and health of all students, that students with the following illnesses/symptoms should remain home or may be sent home from school after being assessed by the nurse/certified personnel.

GUIDELINES: The following conditions should be given serious consideration. Any child with these conditions should **not** be sent to school, and **will be** sent home if these occur at school:

Fever- if your child's temperature is 100 degrees Fahrenheit or higher, keep them home. Encourage rest and fluids. Your child's temperature must remain below 100 degrees for 24 hours without the use of fever -reducing medication before they can return to school.

Diarrhea/vomiting- if your child is experiencing either symptom, keep them home until they feel fine and have gone 24 hours without an episode, using no medication.

Sore throat- a severe sore throat could be strep, even without a fever. Other symptoms of strep throat are headache and an upset stomach. Keep your child at home and see a provider for antibiotics. Students with strep can return to class 24 hours after antibiotics have been started. There should be no fever present.

Persistent symptoms- nasal congestion, reddened eyes, sore throat, cough, or headaches that disrupt the student's learning or pose a risk of illness to others. Professional discretion will be used to evaluate any student with the above symptoms.

Pink Eye- Pink eye is a very contagious virus that will not respond to antibiotics. A fever with pink eye is a sign of bacterial conjunctivitis and will require an antibiotic. Your doctor will determine if this is the case. Keep your child home until the eyes are clear of yellowish discharge and matter on the eyelashes/corners of the eyes, as well as the pink color in the white of the eyes is cleared up.

Chicken pox- is a highly contagious airborne disease also known as varicella. Small, itchy blisters form, usually starting on the chest, back, and face, then spread to the rest of the body. Other symptoms may include fever, tiredness, and headaches. It is easily spread through the coughs and sneezes of an infected person or the contact with the fluid-filled blisters. Keep your child home until blisters are completely scabbed over.

Communicable diseases- to minimize the spread of illness among students, report communicable diseases such as influenza, measles, whooping cough, hepatitis A, tuberculosis, MRSA, etc. to the school nurse immediately.

Any other health condition that, in the school nurse's judgment, is of concern for the health and well-being of the child and others.

The school nurse or another school representative will contact you if your child becomes ill or seriously injured at school. If a parent cannot be reached, other individuals listed on the emergency form will be contacted. For the child's safety, students will be released only to adults whose names appear on the emergency form. Please be sure that your emergency contact is aware that you have given their number as an emergency phone number. If at any time this information changes, please notify the school immediately.

2017-2018

Riceville Community Schools

Concussion Policy and Protocol

Concussion Policy and Protocol

The Riceville Community Schools will follow guidelines outlined by the Iowa High School Athletic Association Concussion Management Protocol, Iowa Code Section 280.12C regarding brain injury policies.

If a Riceville Community School staff member, coach or contest official observes any signs, symptoms or any behaviors consistent with a concussion or brain injury in a school activity (recess, in the classroom, during a competition or practice), the student shall be **immediately removed from participation**. If injury occurs during the school day, the student should be sent to the nurse's office, where the school nurse or other designee will assess the student and notify parents/ guardians. If happens during a practice or game, the coach is responsible for notifying parents immediately, and notifying the athletic director and school nurse in a timely manner. A student who has been removed from participation shall not return to such participation until the student has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and other brain injuries. A student must then receive a written clearance to return to participation from the same health care provider who evaluated and/or diagnosed the concussion.

A school activity includes any physical education or weightlifting course, recess, extracurricular interscholastic activity contest or practice, including sports, dance, or cheerleading.

A licensed health care provider includes: a physician, physician's assistant, advanced registered nurse practitioner, chiropractor, physical therapist, nurse or licensed athletic trainer.

Preseason baseline neurocognitive testing (ImPACT Testing) will be done for **all 9-12 athletes** and may be repeated at the discretion of the athletic director, coaches, school nurse and administrative staff. This can and will be used during the school year to help identify the effects of an injury and the student/ player's readiness to return to school and/or activities.

Student Support Team will identify needs and plan for ways to promote the success of a student with brain injury and/or concussion once they have returned to learn and to play. A student support team will consist of: principal, school nurse, teachers, athletic director, coaches and medical staff, as appropriate. These team members will work closely with the student and parents/ guardians to manage the student's needs at school and during extracurricular activities.

Head Injury Protocol during School Hours

1. A student will be sent to the school nurse for assessment after any bump, blow or jolt to the head which occurs during the school day.
2. The school nurse will observe the student for signs and symptoms of a concussion.
3. Classroom teacher will be notified and will consult with school nurse if any signs or symptoms of concern are identified during class.
4. Student's parent(s) or legal guardian will be notified of the injury and observations by the school nurse, or other designee during the school day, or by a coach if it occurs before or after school during an extracurricular.
5. If signs or symptoms of concussion are not present, student may remain in school but should not participate in any sports or recreational activities on the day of the injury.
6. Student will return to school nurse immediately if symptoms of concussion occur at any time after the injury.

Head Injury Protocol outside of School Hours

1. The student will be removed from activity immediately.
2. Assess and monitor for signs and symptoms of concussion.
3. Coach or sponsor must notify a parent/ guardian of the head injury right away, before the student leaves practice or event.
4. Regardless of whether or not a concussion has been diagnosed, **a student athlete should never return to sports or activities on the same day a head injury occurred.**
5. Coach or sponsor will notify school nurse and athletic director if any student experiences a head injury during a practice or competition.

Return to Learn

Returning to school should be determined based on each individual student's symptoms. No school, shortened school days, allotted rest periods are some attendance alternatives that may be appropriate throughout the healing process. If symptoms reoccur after returning to school, brain activity should be decreased (rest time, school day lessened, etc.) Most students will improve within 3 weeks of head injury/ concussion; if not, a 504 plan should be considered. Students should be performing at their academic baseline (symptom-free) before returning to athletics.

If concussion symptoms reappear at any time during return to learn and/or play, the student should cease activity and be re-evaluated by the school nurse and/or other healthcare professional.

Diagnosed Concussion

1. A student athlete should never return to play (competition or practice) on the same day of a diagnosed or suspected concussion.
2. A licensed health care provider (defined above) should evaluate the student on the same day the injury occurs.
3. A post injury ImPACT test should be completed by the student athlete.

4. A student may return to activity once they: are asymptomatic for concussion at rest, asymptomatic for concussion with exertion (physical and mental), and must have written clearance from a licensed healthcare provider. Clearance by a licensed medical professional is required by Iowa Code.
5. Once all criteria above are met, the student should progress back to full activity following the step by step process outlined below, unless otherwise defined by provider:
 - Step 1: Complete physical and cognitive rest
 - No exertional activity until asymptomatic
 - Stay home from school or limit school hours as needed
 - Step 2: Return to school full time
 - Step 3: Low impact, light aerobic exercise
 - This step should not begin until student is no longer having any concussion related symptoms and has been cleared by the treating licensed healthcare provider.
 - Student may begin brisk walking, light jogging, swimming or riding an exercise bike at less than 70% maximum performance heart rate
 - No weight or resistance training permitted at this time.
 - Step 4: Basic exercise, such as running in gym or on field
 - No helmet/ equipment
 - Step 5: Non-contact, sport-specific training drills; includes dribbling, ball handling, batting, fielding, running drills, etc.
 - Weight training can begin
 - Step 6: Following medical clearance, full contact practice or training permitted
 - Step 7: Normal activity or competition in a contest is permitted

Prior to returning to full practice, a post injury ImPACT test must be completed by the student athlete and must have comparable results to their baseline exam. This will be at the discretion of either the school nurse, or the athletic trainer.

MASTER CONTRACT

2018-19

**Between the Riceville Community School
District Board of Directors**

And

The Riceville Education Association

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Article I

PURPOSE

The Board of Directors of the Riceville Community School District, hereinafter referred to as the "Board" and the Riceville Education Association, hereinafter referred to as the "Association", recognize and declare that providing a quality education for the students of the Riceville Community School District is their mutual desire; it is therefore agreed as follows:

Article II

RECOGNITION

The Board hereby recognizes the Riceville Education Association, an affiliate of the Iowa State Education Association and the National Education Association as the certified exclusive and sole bargaining representative for all personnel as set forth in the PERB certification instrument (Case No. 302) issued by the PERB on the 5th day of September, 1975. Refer to PERB case No. 1314 for the school nurse.

The unit described in the above certification is as follows: all full-time and regular part-time professional employees, including classroom teachers, guidance counselors, nurse, athletic director, and librarians. The intent of this description is not to limit inclusion of other categories should they occur in the future.

Excluded: Superintendent, director of adult education, principals, assist superintendent, non-professional employees, and all other employees excluded in the Public Relations Act, Section 4.

Article III

PROCEDURE FOR NEGOTIATIONS

In the absence of other agreements, the bargaining process, including timelines pertaining to impasse procedures, mediation, and binding arbitration shall follow those regulations established by Iowa Law and PERB rulings.

Article IV

WAGES AND SALARIES

Section 1: Components of Total Salary

The total salary for each certified staff member covered under this agreement is comprised of the local general fund portion and any separate state categorical and Teacher Supplemental Salary Funds (TSS).

- A. The local general fund portion represents the amount contributed by the local District to the total salary for a certified staff member. The amount of general fund dollars allocated to teacher salaries is determined annually through collective bargaining.
- B. TSS is a salary supplement provided by the State of Iowa for certified staff members. The annual allotment of funds to the District is based upon the number of certified staff members.

Section 2: Computation of Total Salary

- A. The salary components and the respective dollar amounts shall be calculated by subtracting all state categorical and TSS funds from the total teaching salary.
- B. The annual contract amount for TSS will be based upon previous year's Districts allotment minus FICA and IPERS with that amount being divided by the previous year's number of certified staff members.

Section 3: Salary Determination for General Fund Portion

- A. The 2016-17 school year shall serve as the base for determining the local general fund portion of all career teachers under contract with the District for the 2017-18 school year and subsequent years.
- B. Teachers whose minimum salaries are defined by Iowa law shall be given a contract for \$33,500 per Master Contract with the local general fund portion being arrived at by subtracting all state categorical and TSS funds from the state and contract determined minimum.
- C. All per diem additions to or deductions from the base contracts shall be computed on the # of days on the individual employment contract.
- D. Newly hired teachers who have achieved career teacher status prior to employment with the District shall have their local general fund portion determined through comparison with District teachers with similar years of experience, capped at 10 years of experience. The District would not fabricate years of experience, but would reserve the right to fairly compensate newly-hired career teachers, especially in critical areas.

Experience shall include teaching and/or other appropriate experience in state approved public and private elementary or secondary schools prior to employment in the Riceville Community School District. Other work experience and military service may be included when deemed appropriate by the superintendent. Experience granted for work prior to the effective date of this contract shall be computed as one year work equals one year experience. Incidental substitute teaching shall not be counted as experience. Partial years of experience will be accumulated to the equivalency of full years of experience through standard mathematical rounding procedures.

- E. The following examples shall provide guidance as to how the base year of 2016-17 determines future salaries:

A beginning teacher must have minimum of \$33,500 as per State of Iowa Code. In subtracting state categorical funds of \$7000.00 from that minimum, the local general fund portion of the salary would be \$26,500.00.

A career teacher with a Full-time teaching contract for 2017-18 would have a local general fund portion of the salary at \$41,584.45 after subtracting the state categorical funds of \$7280.05.

Section 4: Salary Advancement through Continuing Education

The District encourages the concept of lifelong learning among its certified staff members. In recognition of the efforts of certified staff members beyond their bachelor's degrees, the District shall provide the following financial rewards for educational advancement (For an employee to advance from one educational lane to another, he/she shall file suitable evidence of additional semester hours of educational credit with the Superintendent of Schools no later than September 15, of the new contract year.):

- A. Bachelor's + 15 graduate level credit hours equals \$900 increase in local general fund portion of total salary.
- B. Master's Degree equals \$900 increase in local general fund portion of the total salary.
- C. Master's + 15 graduate level credit hours equals \$900 increase in local general fund portion of total salary.
- D. Master's + 30 graduate level credit hours equals \$900 increase in local general fund portion of total salary.

Section 5: Method of Payment

- A. Each employee shall be paid in twelve equal installments on the 20th day of each month.
- B. When payday falls on or during holidays, vacation, or weekends, employees shall receive their monthly installment on the previous workday.
- C. Each employee shall receive an email or print notification on the deposit details.
- D. During the summer months the employee has the option to receive his/her check/notification in the school mailbox or mailed to his/her summer address, as indicated to the Superintendent at the end of the school year.

Section 6: Supplemental Pay Schedule and Extended Work Load

- A. Employment in extra-curricular activities which extend beyond the regularly scheduled school day shall be compensated as follows:

2017-2018 Supplemental Pay Schedule 31,250 Generator Base 4% increase of year one salary to form the yearly raise.

Employment in extra-curricular activities, which extend beyond the regularly scheduled school day, shall be compensated as follows (clarified in Hours: Work Day):

The percentage of pay for an individual Supplemental Pay position or the positions within an individual sport may be divided between employees at their discretion with the approval of the superintendent, if they mutually agree to share the work and the total percentage for that position or sport does not exceed the amount stated on the EXTRA DUTIES Schedule. (Instrumental music shall include pep band, marching band, and concerts.)

	10%	8%	6%	5%	4%	3%	2%	1%
1 st year	3125	2500	1875	1563	1250	938	625	313
Step Increase	125	100	75	62.50	50	37.50	25	12.50

Athletic Director	10%	B & G Golf	6%	Tech. Coordinator	5%
Head Football	10%	Head Track	6%	Newspaper	3%
Ass't V Football(3)	6%	Ass't Track	3%	Annual	4%
B & G Cross Country	3%	Baseball	10%	Speech	4%
Volleyball	8%	Ass't Baseball	6%	Debate	5%
Ass't Volleyball	4%	Softball	10%	Quiz Bowl	6%
Cheerleaders	4%	Ass't Softball	6%	Inst. Music	6%
Head Basketball	10%	MS Coaching	4%	Vocal Music	3%
Ass't Basketball	6%			Swing Choir	3%
Head Wrestling	10%	Student Council	1%	Fine Arts Production	
Ass't Wrestling	6%	Nat. Honor Society	1%	(each production)	2%

Resignation from extra-curricular activities shall be accepted as a suitable replacement is approved by the Board of Education. Employees covered by Senate File 2215 enacted by the 70th General Assembly shall be accorded the rights contained in said legislation.

- A. Each employee shall be assigned up to three extra-duty assignments for employee participation in extra-curricular activities, which extend beyond the contracted workday. Extra duty assignments beyond the three assigned activities shall be compensated at a rate of \$20.00 per activity.

In addition, each employee shall receive an athletic pass for home games at the beginning of the school year which shall entitle the employee and one guest admittance to all Iowa Star Conference

extra-curricular activities.

- B. Substitutions - If a teacher arranges a substitute for the minimum duties, that teacher shall make arrangements with the substitute and the Board shall not be responsible for compensation. If an employee needs a substitute for an extra duty assignment beyond the minimum three assignments, the employee will notify the High School office to find a substitute and the Board will be responsible for the substitute's compensation.
- C. The District reserves the right to define the program content in all of the above areas.
- D. AD position may be defined by administration as to what percentage is allowable inside the school day when the position is filled by a FT teacher.

Article V

BENEFITS

Section 1: Health Insurance

The District will provide group health insurance through Iowa Star Blue Cross Blue Shield. All certified employees with contracts of at least 0.5 FTE are eligible for the District-provided or shared health insurance benefit. Each eligible employee shall have a choice of single or family. Board reserves the right to change carriers and/or the administrator at any time providing the coverage is substantially the same as current coverage.

The District will provide a plan with a minimum comprehensive 80/20 with \$750 deductible for single and \$1,500 deductible for family for those eligible employees not covered on another Health Insurance Plan. For those opting for a different plan, the District will pay \$750 toward the family plan.

Qualifications:

- 1. A single parent shall qualify for family coverage on all insurance programs.
- 2. If two (2) members of a family are employees, only one will qualify for family Health and Major Medical Insurance, automatically covering the other spouse and family at the full premium.
- 3. Less than 1.0 FTE employees will receive Board Payment toward insurance proportionate to their percentage of employment. This does not apply to substitute teachers.

Section 2: Disability

The Individual will pay the premium on a long-term disability policy set up as an automatic deduction (post tax). The District will reimburse the employee for that policy that will pay 60% of the disabled employee's monthly income (tax free). Coverage will be for a gross salary of \$2500 per month maximum.

Section 3: Life

The Board will pay the premium of a group life insurance policy for each employee that will provide: \$20,000 Life Insurance, \$20,000 Accidental Death, and Dismemberment Coverage.

Section 4: Liability

The Board of Education will pay the premium on Liability Insurance covering job-related performance of duties. Employees required to use personal automobiles in their assigned duties shall be covered by Board-paid Automobile Liability Insurance.

Section 5: Coverage

- A. The Board-provided Insurance programs shall be for twelve (12) consecutive months (beginning with the first day of the employee's contracted work-year and continue until the beginning of the next contracted work-year). Employees new to the District shall be covered by Board-provided Insurance no later than October 1, or within one (1) month of the initial employment if hired after the beginning of the work-year.
- B. Continuation: In the event that an employee, absent because of illness or injury, has exhausted sick

leave accrual, the above mentioned benefits shall continue through the balance of the school year. Employees on non-paid leave for one (1) month or longer shall have the option to continue any or all of the Board of Education insurance programs by paying the premium at least fifteen (15) days prior to the billing date.

Section 6: Insurance Plan Descriptions

The District shall provide each employee a description of the insurance coverage provided upon receipt of the material from the insurance carrier.

Article VI

REDUCTION AND REALIGNMENT OF STAFF

Section 1: Reduction of Staff

When in the determination of the Board, it is necessary to reduce staff; the following procedure will be used. The Board shall attempt to make the necessary reductions through attrition. In the event the necessary reduction in staff cannot be accomplished by attrition and given the necessity to maintain the highest quality program possible, the Board shall base its decision as to resulting contract renewals on the experience and breadth of training (endorsement areas) of available employees to do available work. If a choice must be made between two or more employees of equal experience and breadth of training to do available work, contract renewal will be given to the employee with the greater full time continuous length of service in the district. Any periods of lay off or extended unpaid leaves shall not be considered experience for seniority. If that still does not clarify seniority, the date the original contract was signed will specify seniority.

Section 2: Notification

The Board will provide written notice to potentially affected employees and the Association in accordance with the Code of Iowa. All affected parties will be notified by a hand-delivered letter during a conference with the superintendent. Potentially affected employees will not be contacted, orally or in writing, prior to notification.

Section 3: Recall

Any employee terminated pursuant to need for cutting of staff positions will automatically be considered for recall for a period of three years if such desire is made known to the Superintendent of Schools. After weighing of applicants for vacancies and finding all things equal as to experience and breadth of training, persons shall be recalled in reverse order of their termination. Any employee who is re-employed for a position after termination because of changing personnel needs shall be placed on the salary schedule at the last pay scale contracted with the negotiated salary increase. (Seniority would accumulate from where they left off.)

Section 2: Seniority

Seniority in the Riceville Community School District shall mean the length of actual educational teaching experience in the District. See Tier example Schedule A. Procedure to follow on staff reductions listed above.

Any periods of lay off or extended unpaid leaves shall not be considered experience for seniority.

Section 3: Annual Review

The District business manager shall monitor the seniority points, and years of teaching experience for employee record, of all certified staff members. No later than November 1 of each school year, the business manager shall produce and distribute to each employee a compilation of the respective employee's total number of seniority points and areas of eligible bumping rights in case of a staff reduction. The Association's contract manager shall be provided a summative list of the seniority information for all certified staff members. Employees who feel their seniority points or areas of eligible bumping rights are incorrect can seek correction of any errors.

Article VII

EVALUATION PROCEDURES

Section 1: Evaluations

Staff Evaluation

Each school year, employees shall be presented with the evaluation procedures and instruments. No evaluation shall take place until such orientation has been completed.

Tier 1

Teachers in their first or second year of the profession, or career teachers, who are in their first year of teaching for the District, shall be considered Tier 1 teachers. The cycle for Tier 1 shall consist of both formal and informal observations, initiated by the evaluator. The evaluator shall conduct a minimum of three formal observations and minimum of three walkthroughs. At least one of the formal observations shall also include a pre-observation conference and post-observation conference between the evaluator and teacher. Teachers in Tier 1 will be involved in a minimum of one summative conference in year one. The summative conference shall be conducted by April 15 and documented as required by the State of Iowa. In year two (year one for career teachers new to the District), teachers in Tier 1 will be involved in a comprehensive review on or before April 15.

Tier 2 (Career Teachers)

When a teacher, in Tier 2, is assigned to more than one building, the teacher may have several evaluations. However, only one formal evaluation may take place.

Tier 2 is for licensed teachers who have earned regular teaching licenses and are not in Tier 3. A teacher in their third year of probation pursuant to the Iowa Code may be evaluated using the same methods as in Tier 1. For all others, a three-year evaluation cycle will be established by the evaluator except when movement to Tier 3 occurs.

During year one of the cycle, each staff member shall create an individual career development plan linked to the District's career development plan. Plans must be submitted to the evaluator by October 1 of year one.

During year one and year two of the cycle, the evaluator and teacher shall meet by April 15. During this meeting, the teacher and evaluator shall discuss the progress of the teacher on the Individual Career Development Plan.

Each year of the three-year cycle, the evaluator shall conduct a minimum of three walkthroughs. The evaluator may also formally observe the teacher, at any time the evaluator determines; however, the evaluator shall formally observe the teacher a minimum of at least one time in year three of the cycle. At least one formal observation shall include a pre-observation conference a minimum of one (1) day prior to the observation and a post-observation conference to take place within ten (10) school days between the evaluator and teacher following the observation. In the event that an adverse action has taken place, then the employee may have a representative present during the post-observation conference.

A copy of all completed observation forms shall be given to the employee. The employee's signature shall only indicate the employee's awareness of the evaluation and shall not be interpreted to mean agreement with the evaluation.

In year three, the completion of the Individual Career Development Plan will occur. A written review will be completed by the evaluator after both the teacher and evaluator have met regarding the teacher's progress and outcomes on the Individual Career Development Plan. In addition, a three-year summative review will be

conducted by the evaluator. By April 1 of the third year of the cycle, the evaluator shall make one of the following recommendations to the Superintendent:

1. The teacher has demonstrated growth in the goal areas and no change is recommended to the teacher's continuing contract.
2. The teacher has not demonstrated growth in the goal areas and as determined by the evaluator to be in need of intensive assistance. Intensive assistance shall be provided for a period not to exceed six (6) calendar months. A summative review will be scheduled near the completion of intensive assistance.

Tier 3 (Intensive Assistance)

A teacher will be placed on intensive assistance when the evaluator determines, at any time, that as a result of the teacher's performance, the teacher is not meeting District expectations under the Iowa Teaching Standards and criteria for the standards.

Intensive assistance may begin at any time but is not to exceed six (6) months in duration. When a teacher is placed on intensive assistance, the following will occur:

1. A letter will be sent by the evaluator to the teacher notifying him/her that the teacher is being placed on intensive assistance.
2. A copy of the notification will be sent to the Superintendent's Office and will be placed in the teacher's personnel file. A conference will be held between the teacher and evaluator to develop an Assistance Plan that will include the following:
 - a. A specific statement of concerns related to one or more of the Iowa Teaching Standards and Criteria.
 - b. The plan shall include conferences to be held, strategies to be applied in achieving the goals, intended timelines for the strategic actions, and specific criteria for evaluating the successful completion of the plan.
 - c. The teacher may have a representative present at any meeting involving the performance review or other evaluation.

The review of the teacher in intensive assistance shall be made by the evaluator. At the conclusion of the designated timeframe, one of three recommendations shall be made:

1. The problem is resolved and the teacher is removed from intensive assistance.
2. Progress is noted, the timeline is extended, but may not exceed an additional six (6) months (i.e., total of plan not to exceed twelve (12) months according to Iowa law) and work continues in the assistance phase.
3. The problem is not resolved and/or inadequate progress is noted. Action may then be taken by the District to terminate the teacher's contract.

An employee or the Association has the right to utilize the contract's grievance procedure to challenge an evaluation and/or the procedures.

Section 2: Grievance Procedure

A. Definitions

1. Grievance - A grievance is a claim by an employee, a group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this agreement.
2. Aggrieved Person - An "aggrieved person" is the person or persons or the Association making the complaint.
3. Party in Interest - A "party in interest" is the person or persons making the complaint and any person,

including the Association or the Board, who might be required to take action, or against whom action might be taken in order to resolve the complaint.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Time Limits - The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. Year-End Grievance - In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and is left unresolved until the beginning of the following school year it could cause irreparable harm to the party in interest then: When a grievance is to be processed within thirty (30) days of the end of the school year school days shall mean week days (Monday through Friday).

3. Level One - Principal or Immediate Supervisor (Informal) - An employee with a grievance shall first discuss it with his principal or immediate supervisor, either directly or through the Association's designated representative, with the objective of resolving the matter informally.

4. Level Two - Principal (Formal) - If, as a result of the informal discussion with the principal or immediate supervisor at level one a grievance still exists, the aggrieved person may invoke the formal grievance procedure through the Association or the principal on the form set forth in Schedule B no later than fifteen (15) school days after the occurrence of the violation. The grievance form shall be available from the Association representative or the principal in each building and said form shall be signed by the grievant and a copy transmitted to the Association. A copy of the grievance shall be transmitted to the appropriate principal or immediate supervisor. If the grievance involves more than one school building, it may be filed with the Superintendent or his designee.

The appropriate principal or immediate supervisor shall indicate his disposition of the grievance in writing within five (5) school days of the presentation of the formal grievance and shall furnish a copy thereof to the Association.

If the aggrieved person or the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within the five (5) school day period, the grievant shall have five (5) school days to transmit the grievance to Level Three.

5. Level Three - Superintendent The Superintendent or his designee shall meet with the aggrieved person and the Association within five (5) school days of receipt of the grievance. Within ten (10) school days of the receipt of the grievance the Superintendent or his designee shall indicate his disposition of the grievance in writing and shall furnish a copy thereof to the Association.

6. Level Four - Arbitration

(a) If the aggrieved person or the Association is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made within the time limits, the aggrieved person and the Association shall meet within five (5) school days of the disposition of the grievance or to discuss the merits of submitting the grievance to arbitration.

(b) If the Association and the grievant determine that the grievance is meritorious, it may submit the grievance to arbitration within five (5) school days.

(c) Within ten (10) school days after written notice to the Board of submission to arbitration, the

Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a written request for a list of arbitrators shall be made to the Public Employment Relations Board (PERB) by either party. The list shall consist of three arbitrators and the parties shall determine by lot which party shall have the right to remove the first name from the list. The party having the right to remove the first name shall do so within two (2) school days, and the other party shall have one (1) additional school day to remove one of the two remaining names. The person whose name remains shall be the arbitrator.

- (d) The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than fifteen (15) school days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statement and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator, in his/her written opinion, shall not amend, modify, nullify, ignore or add to the provision of this contract. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her by the parties.

His/her decision shall be based only upon his/her interpretation of the meaning or application of the express relevant language of the contract.

Expenses of the arbitrator shall be borne equally by the parties.

The decision of the arbitrator shall be binding upon both parties.

D. Rights of Employees to Representation

- A. Employees and Association - Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present at all levels as a party of interest and shall have the right to grieve any adjustment of the employee's complaint if such adjustment is inconsistent or contrary to the provisions of the Agreement.
- B. Reprisals - No reprisals of any kind shall be taken by the Board or by any member of the administration against any party of interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

- A. Group Grievance - If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Three. The Association may process such grievance through all levels of the grievance procedure.
- B. Written Decisions Decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association. Decisions rendered at Level Four shall be in accordance with the procedures set forth in the Section on arbitration.
- C. Separate Grievance File - All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
- D. Meetings and Hearings - All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated or selected

representatives, heretofore referred to in the ARTICLE.

Article VIII

ASSOCIATION AND DUES DEDUCTION

Section 1: Use of Facilities

The Association and its members shall have the right to make use of school buildings and facilities at all reasonable hours outside the student school day for meetings, and may use such equipment, including all technology. The Association shall pay the reasonable cost of all materials and supplies incidental to such use. Such use of the buildings and equipment shall be scheduled with the central office.

Section 2: Communications

The Association shall have the right to post notices of activities and matters of Association concern on employee bulletin boards: at least one of which shall be provided in each building in the teacher's lounge. The Association may use the district mail services and employee mailboxes for communications to employees.

Section 3: Access to Members

Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

Section 4: Dues Deduction

- A. Authorization - Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing payroll deduction of professional dues. The form of the assignment shall be set forth in schedule
- B. Regular Deduction - Pursuant to a deduction authorization, the Board shall deduct 1/10 of the total dues starting in September.
- C. Prorated Deduction - Employees who begin dues deduction after October shall have the amount prorated through remaining periods.
- D. Duration - Such authorization shall continue in effect for the duration of the contract.
- E. Termination - Any member may terminate the dues check-off at any time by giving the Board thirty days written notice.
- F. Transmission - The Board shall transmit to the Association the total deduction for professional dues within ten (10) days following each regular period, and a listing of the employees for whom the deduction was made.
- G. Dues - Shall not include initiation fees, special assessments or fines.
- H. Indemnification - The authorization card shall contain the phrase "I agree to indemnify and hold harmless the Board, individual board members and all administrators against and all claims, cost, suits, or other liability and all court costs arising out of the agreement between parties for dues deduction.

Article IX

HOURS

Section 1: Year

- A. Base contracts shall be considered to be 185 days of service - with a minimum of four (4) in-service (non pupil contact) days.

- B. Employee attendance shall not be required whenever student attendance is not required due to inclement weather.
- C. If an employee is directed by the administration and/or the board to do extensive paperwork or Professional Development as a result of the new state mandates, which is above and beyond the normal teacher-student contact day, the employee shall be paid \$30.00 per hour for all such work. This may include curriculum development, curriculum guides, new course descriptions, competency or mastery test development, and any other areas which might require extra hours of work.
- D. No employee shall be required to perform duties on any of the following holidays or vacation periods:
 - Labor Day
 - Thanksgiving Day
 - Christmas Day
 - New Year's Day
 - Memorial Day
- E. Length of Vacation Periods - The following vacation periods are minimums and may be extended by the Board. The times of 2:10 p.m. in this section are based upon the current master class schedule which has the 7th class period for students in grades 6 through 12 ending with a bell at 2:10 p.m. The 2:10 p.m. time may be adjusted by the Board by up to 10 minutes should the master class schedule be changed. Vacation periods as agreed upon would be a minimum. Board reserves the right to add "no school" days to school calendar as deemed necessary.
 - a. Thanksgiving vacation shall begin at 2:10 p.m. on the Wednesday preceding Thanksgiving and school will resume on the following Monday
 - b. Christmas break will begin on December 22nd and resume on January 3rd. If either date falls on the weekend, the break will be adjusted not to shorten the overall length of break.
 - c. Easter vacation shall begin at 2:10 p.m. on the Wednesday preceding Easter and school will resume on the following Tuesday.

Section 2: Day Defined/Duty Free Lunch

The length of the employee workday shall be from 7:45 A.M. to 3:30 P.M. which shall include a paid duty-free lunch period of at least twenty-five (25) minutes during the workday.

On Fridays with regular dismissal times, the employee's day shall end at the close of the pupil's day upon the departure of the buses, except for those employees who have extra duty responsibilities on that day. On Fridays with early dismissal times for in-service activities, the employee's day shall end at the normal Friday workday ending time or at the end of the in-service activities, if they end prior to the normal Friday ending time.

In-service and/or professional development time is considered part of the school day and must be approved by administration to be missed even if the individual is on the supplemental pay scale.

On days preceding holidays or vacations, the employee's day shall end at the close of the pupil's day upon the departure of the buses except when an in-service time is scheduled and such in-service time is needed for the district to record a "day of school" and, when the employee workday started at normal starting time, such in-service time will be added to the day's instruction time and the two together will not exceed by more than five minutes the 5 ½ hours of required instruction time for the district to count the day as a school day. The last day for students preceding summer vacation is not one of the days for early departure by employees.

Employees who are contracted at less than full-time should not be required to perform their duties outside their normal hours when the school schedule is adjusted due to special circumstances (i.e. late start, early dismissal, etc.).

In those cases where regular substitutes are not available regular employees may be used during their preparation time. Every attempt will be made to share the assignments among the employees.

Section 3: Parent-Teacher Conferences

Employee hours for parent-teacher conference days shall be as follows: Parent-Teacher conferences to be held on Tuesday and Thursday evenings of the same week, with schedule as follows:

Tuesday: Full day of school and conferences scheduled from 4:30 to 8:00 P. M.
Teacher break from 3:12 to 4:30 P. M.

Thursday: Early dismissal from school at 2:10 P. M. and conferences from 4:00 to 7:30 P. M. Teacher break from 2:10 P. M. to 4:00

Attendance at parent-teacher conferences for employees contracted at one-half (1/2)-time or less shall be required for only one of the two evenings scheduled. All employees have Friday of the same week off. (This proposal is contingent upon having Friday count as a student contact day.)

Section 4: Open House

If an Open House is held lasting two hours outside normal contract hours, employees will be compensated for these two hours by twice dismissing one hour early, each time on a Friday.

Section 5: Preparation Time

Each employee shall, in addition to the employee's duty free lunch period, have daily preparation time between the hours of 8:20 A.M. and 3:15 P.M. during which the employee will not be assigned to other duties.

1. Elementary School (K-5) shall have a minimum of 225 minutes per week with at least one break of 15 consecutive minutes per day. Every effort will be made to schedule 30 consecutive minutes if possible. (In excess of 2 times per year, if the teacher covers their own special on a given day when a sub cannot be found, they will be paid the per diem for the missed special. The teacher will turn it into the Business Manager using the Extra Pay sheet, located in the District Office.)
2. Middle through High School shall have one class period per day as a prep period. (FT status has 1 prep time per day, with less than 1.0 FTE a prorated amount. Up to 2 times per year, a teacher could be asked to cover another assignment during a prep time.)
3. Multi-level personnel (P.E., Music, Art, Guidance, LD, Remedial, and Excel) shall have a minimum of 225 minutes per week with at least one break of 15 consecutive minutes per day. Every effort will be made to schedule 30 consecutive minutes if possible.
4. Any employee assigned to 6 or more periods shall have at least one class period per day as prep. Any employee assigned to less than 6 periods shall have a prep period based upon their assigned percentage/fraction of their individual contract.

Section 6: Meetings

Employees may be required to come before or remain after the end of the regular workday a maximum of 4 (four) days for the purpose of attending faculty or other professional meetings at the request of the Board without additional compensation. Employees will be compensated at \$30.00 per hour for each meeting beyond that number. Notification of all meetings outside of the employee workday shall be given, except in cases of emergency, to employees at least 24 hours in advance. Before-school meetings will not start prior to 7:30 a.m. Every reasonable attempt will be made to adjourn meetings no later than 4:00 P.M. However, if the in-service, faculty, or staff development meeting time extends beyond 4:00 P.M., employees contracted for extra duty assignments shall be dismissed from the meeting at a time enabling them to report to their extra duty assignment by 4:00 P.M. regardless of the location of the in-service, faculty, or staff development meeting. When a 7:30 a.m. meeting is called, staff may leave at the close of the pupil's day upon the departure of the buses.

Article X

SICK LEAVE

Section 1: Paid Leave

On the first day of in-service, the District will have available the total number of Accumulated Sick Leave days and Personal Leave days the employee is entitled to use during the school year in the Board Secretary's office. This information can also be obtained any day during the school year.

Section 2: Sick Leave

Leave of absences for illness, doctor's appointments and/or injury:

- A. Allowable absence on full compensation--earned sick leave:
 - a. First year of employment 10 days
 - b. Second year of employment 11 days
 - c. Third year of employment 12 days
 - d. Fourth year of employment 13 days
 - e. Fifth year of employment 14 days
 - f. Sixth year of employment 15 days

- B. The above schedule applies to consecutive years of employment and shall be cumulative to 100 days.
- C. Personnel using the above schedule, except for emergency cases, must report their intention of being absent to his or her principal in a reasonable time to secure a substitute.

Section 3: Extended Leave

- A. Adoption/Paternal Leave - A grant of one to five (1-5) days of Accumulated Sick Leave on full compensation will be made based on individual circumstances in the event of an adoption by an employee, or a birth of a baby by a spouse.
- B. Illness in the Immediate Family - Accumulated Sick Leave shall be granted to an employee in the event of illness in the immediate family. A doctor's certification will be required when the leave is more than two (2) consecutive days. The term "immediate family" shall include a spouse, mother, father, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in law, brother-in law, sister-in law, grandchildren, grandparents, and any member of the employee's household. An additional two (2) days may be used from the "sick leave pool" and will be paid back the following year. If the employee should leave the district prior to the next year, the cost per diem will be excluded from the employees last check.
- C. Sick Leave Pool - A Sick Leave Pool of 90 (ninety) days shall be established for employees who need to use sick leave days beyond the number of accumulated days allotted to them. Employees are eligible for the pool only if their accumulated sick leave is less than the 40 day waiting period for disability insurance.
Employees must request in writing to the Superintendent that they wish to apply for pool benefits. An employee may use up to one-fourth of the number of days in the pool at the time of application. At this time, employees will sign a note for the amount they are to receive with the Board as payee. Sick leave pool days will be paid back at the minimum rate of seven (7) sick leave days per year until the full amount is paid.

An employee who still owes the pool but who leaves the system because of a voluntary resignation shall be liable to the Board for the days owed, and payment shall be made prior to receiving the last paycheck for the contract period for the amount of substitute teacher pay expended when the sick leave pool days were taken. Employees who are medically disabled that are not returning to work, and employees who are terminated or on layoff will not be required to replace days drawn from the pool and are excluded from the pay back.

Article XI

TEMPORARY LEAVE

- A. Personal Leave - Each employee will have three days of personal leave at full compensation. Request for personal leave must be made two days in advance and in writing to the building principal. There will be no personal leave granted during the first 10 days or final 5 class days of school or the day before or after a scheduled vacation period except at the discretion of the building principal. No more than three persons may be absent from a building on any one day.
- B. Accumulated Personal Leave - Teachers that do not use any or all of their personal leave shall be paid at a per diem rate equal to substitute teacher pay at the end of the school year, or at the employee's option, the employee may accumulate up to five (5) days of personal leave. These days may be used consecutively during the following years in increments of 3, 4, or 5. Any personal leave involving the use of three or more consecutive days shall be requested in writing two (2) weeks prior to use.

Employees may accumulate up to five (5) days of personal leave and forward those days to the following school year. If the forwarding of accumulated days increases the total for the following year beyond five (5), no more than five days may be used during that year or any subsequent year. Employees with more than five days available at the end of each school year will be paid for the excess over five (5), if they wish to accumulate five personal days. Employees shall be paid for all personal leave days left each year, if notification is given to the district office on or before May 1 of that year.

Notification for accumulated personal leave shall be made in writing to the Superintendent on Schedule D on or before May 1st of the First Year and each succeeding year through the Third Year.

- C. Professional Leave - Leave of absence will, at the discretion of the building principal, be granted personnel for attendance at professional meetings to serve on professional committees and to attend in-service training programs.
- D. Emergency Leave - A leave of up to 1/2 day shall be granted upon request in matters dealing with car trouble, home problems, and other conditions that can be identified as an emergency by the principal. Leave beyond 1/2 day may be granted by the principal, not to exceed two (2) days. Additional emergency leave may be granted by the superintendent upon written request by the employee.
- E. Bereavement - Death in family: In case of the death of a spouse or child of the employee, or of the father, mother, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandchildren, grandparents, and any other member of the immediate household, a grant of one to five (1-5) days on full compensation will be made based on individual circumstances.

Death of a relative or close friend: In case of death of a relative or close personal friend, one half day of absence shall be allowed if the funeral is in the Riceville Community School District and one day shall be allowed if the funeral is some distance outside of the District. In case of multiple requests or in the event of the death of an employee or student in the Riceville Community School District, one employee from each area, (K-5), (6-8), (9-12), or any combination up to a maximum of three, shall be granted leave with full compensation to attend the funeral. If the employee's principal can obtain substitutes or have other teachers cover for the employee, the principal may grant bereavement leave beyond the maximum number of 3.

- F. Association Leave - A paid leave of up to four (4) days shall be available for representatives of the Association to attend ISEA sponsored assemblies and conventions. The 4 days shall be distributed by the Association among its representatives as determined by the Association. Notice shall be given to the

employee's principal at least two days in advance.

- G. Extended or Long-term Medical Leave - For any extended or long-term medical condition such as pregnancy(maternity), cancer, HIV, AIDS, mental illness, substance addiction, organ transplants, etc., School Duty shall be terminated at such time as mutually agreeable between the teacher and the teacher's doctor. Return to work by the same method. Sick leave may be used. The district may request a district-paid second opinion if length of leave is questioned. (Leave starts with the first day and ends when the doctor clears the individual. Doctors' notes are required after 2 days per sick leave.)
- H. Special Leave - Special leave from regular school schedule will be granted by special permission by building principal. This includes early departure from school or for certain business needs such as driver's license, etc.
- I. Jury and Legal Duty
 - a. An employee who has been subpoenaed to appear in a court case shall be excused to do so.
 - b. This excuse shall be without pay where the Board and/or Association are parties of controversy.
 - c. Employees called to jury shall be excused to do so.
 - d. Any fees or remuneration the employee receives during leave in (a) or (c) shall be turned over to the Riceville Community School.
- J. UNPAID LEAVES - In the event that an employee has exhausted all applicable paid leave, the employee may take unpaid leave for up to five (5) days with the permission of his/her Principal. Requests for more than five (5) days must have School Board approval.
- K. FAMILY MEDICAL LEAVE ACT - Employees of the District are entitled to unpaid, paid, or combination paid and unpaid family and medical leave subject to the same terms and conditions as set forth in the Family and Medical Leave Act of 1993 and the federal regulations implementing the Act. This inclusion shall in no way reduce or adversely impact the provisions or practices of this Master Contract.
- L. LEAVE FORM - Employees shall file a Leave Form (Schedule E) with the building principal or superintendent.

Article XII

TRANSFERS

- A. Definition: The assignment of an employee to a different job classification, grade level, subject area or building, shall be considered a transfer. If possible, all transfers will be voluntary.
- B. Notice: Notice of an involuntary transfer or reassignment shall be given in writing to the affected employee.
- C. Voluntary Transfer:
 - 1. Definition: The written statement by an employee to move to a different position shall be considered as a voluntary request for transfer. An employee may request a transfer to a non-equivalent position, which may involve a change in compensation.
 - 2. Notification: The superintendent shall notify all present employees of the staff positions for which there is a vacancy. Such notification shall be posted before the employee requests a voluntary transfer. Employees who desire to transfer to another position shall file a written statement with the superintendent. Such requests for transfer shall identify the positions for which the employee desires to be transferred in order of preference.

3. Determination: In the determination of requests for voluntary reassignment and/or transfer, the wishes of the employee shall be given preference to the extent that the transfer does not conflict with the instructional requirements of the district. The superintendent will give consideration to all transfer requests, which in his/her judgment are in the BEST interests of the district. The employee may request a conference with the superintendent to discuss the transfer after the request has been submitted. The decision or determination of transfer shall be made by the Superintendent.

Article XIII

COMPLIANCE AND DURATION

All employees covered by this contract will adhere to all district curriculum, policies, and staff handbook as approved by the local school board.

Section 1: Notice

Whenever any notice is to be given by either party to this Agreement to the other, pursuant to the provisions of this agreement, either party shall do so by letter at the following designated addresses:

1. If the Association, to the Board at Riceville, Iowa
2. If the Board, to the Association at Riceville Education Association, Riceville.

Section 2: Duration Period

This Agreement is for 3 years and shall be effective as of August 1st, 2016, and shall continue in effect through July 31st, 2020. The total package percentage increase for 2016-17 shall be 3.68% after all costs are calculated. For 2017-18, the total package increase shall equal 3.45% after all costs are calculated. For 2018-19, the total package increase shall equal 3.45% after all costs are calculated. For years two and three, for every .5% of allowable growth above 3%, an additional .25% total package increase shall be given. For every .5% of allowable growth below 1%, an additional .25% total package decrease shall be given. If the State of Iowa legislature has not set the allowable growth percentage by March 1st, the average of the two proposals shall be used. If the unspent balance falls outside the range of \$750,000 to \$950,000, for every \$10,000 the total package will decrease or increase by .1%.

The Association may use one professional development day to cover the district's expenses.

Section 3: Maintenance

In the event that any agreement in effect at the execution of this contract is inadvertently omitted in printed versions, such language or understanding shall be properly placed in the contract.

Section 4: Signature Lines

I
In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiators and their signatures placed thereon, all on the ____ day of _____, 20____.

Riceville Education Association
Association

Riceville Community School District
Board of Education

By _____
REA President

By _____
RCS Board President

By _____
REA Chief Negotiator

By _____
RCS Superintendent

(SCHEDULE A) Example Tier (Based on actual years of service in district.) For the first 3-year contract, tiers will be based on the longevity spreads listed. Individuals will move a tier for the duration of this system with years of service to the district. This is an adjustment period to allow the tier system to fully come into place. (This will be revisited in 2019.) The overall intent of the tiers would be to have the staff fairly equally spread out across them. The intent will be that movement occurs when someone drops off/out a Tier lower, then the next in line falls into that tier.

Name	2015-16	2016-17	2017-18***	2018-19	2019-20
*** Tiers start					
** Notes teacher held on the pay schedule until filtered into the tiers.					
* NURSE (Not calc. & moves down once individual above drops into next Tier.)					
TIER 1 - Years 1-5 in district (.7)					
TIER 2 - Years 6-10 in district (.85)					
TIER 3 - Years 11-15 in district (1.0)					
TIER 4 - Years 16-20 in district (1.15)					
TIER 5 - Years 21+ in district (1.3)					

SCHEDULE B

GRIEVANCE REPORT

Date Filed

School District

Building

Name of Aggrieved Employee

1. Distribution of Form
2. Association
3. Employee
4. Appropriate Supervisor
5. Superintendent

LEVEL II

A. Date of Claimed Violation, Misinterpretation, or Misapplication of a Provision of this Agreement _____

B. Section(s) of Contract Claimed to have been Violated, Misinterpreted, or Misapplied:

C. Statement of Grievance _____

D. Relief Sought _____

Signature _____

Date _____

E. Disposition by Principal/Supervisor _____

Signature of Principal/Supervisor

Date

LEVEL III

- A. _____
Signature of Aggrieved Employee Date Received by Superintendent
- B. Disposition by Superintendent or Designee _____

Signature of Superintendent or Designee Date

LEVEL IV

- A. _____
Signature of Aggrieved Employee Signature of Association President
- B. _____
Date Submitted to Arbitration Date Received by Arbitrator
- C. Disposition and Award of Arbitrator _____

Signature of Arbitrator _____ Date of Decision _____

SCHEDULE C

DUES DEDUCTION AUTHORIZATION FORM
RICEVILLE EDUCATION ASSOCIATION

First Name

Initial

Last Name

I hereby request and authorize the Board Secretary of Education of Riceville Community School District as my remitting agent, to deduct from my monthly earnings until this authorization is revoked as provided herein, the amount of \$_____ which is to be remitted on my behalf to the treasurer of the Riceville Education Association.

It is understood that this authorization shall begin with the first deduction period following this date and shall continue through June from the date hereof, unless it is revoked, in writing by me, with 30 days notice to my employer.

Date _____

Signature _____

SCHEDULE D

NOTICE TO ACCUMULATE PERSONAL LEAVE

This form, indicating your preference as stated in the Master Contract, must be returned to the District Office on or before May 1st.

Date _____

I wish to accumulate _____ day(s) of my unused personal leave day(s) from this school year and prior years to the 2015-2016 school year (maximum of 5).

I wish to be paid for _____ personal leave day(s).

Employee's Printed Name

Employee's Signature

SCHEDULE E

RICEVILLE COMMUNITY SCHOOL
EMPLOYEE'S ABSENCE/LEAVE FORM

Employee's Name _____

****To be completed by the individual that is requesting the leave.

Type of Leave (please circle one):

Sick - 064

Personal - 065

Unpaid (up to 5 days) - C01

Bereavement: Family - 067-1

Bereavement: Relative or close friend - 067-2
(Vacation)

Jury and Legal - 068

Association - 075

Sick: Adoption/Paternal - 112

Sick: Extended or Long-Term Medical - 111-1

Emergency - 066

Special - 100

Do NOT doc time. Admin. Initials _____

Professional - 070: Meeting Name & Location _____

Reason for Leave (if required): _____

Date(& time) of Leave: _____

Sub needed: All day Time(s)/period(s): _____ Not NEEDED

Teacher Signature _____ Date _____

Date Approved: _____ Administrator: _____

Date Denied: _____ Administrator: _____

Reason for Denial: _____

Substitute: _____ Signature: _____

Riceville Education Association
Tammi Mueller, REA President
Heather Christensen, Chief Negotiator

April 12, 2018

Karl Fox, Board of Education President
Riceville Community School District
912 Woodland Ave
Riceville, IA 50466

Letter of Understanding between Riceville School Board and Riceville Education Association:

Riceville Education Association voted to change conferences to allow for more time slots to meet with parents at the elementary level. At the time of the contract revisions there has not been a solution found for 2018-2019 school year. Riceville Education Association proposes to function outside the current listed hours on the contract to find a mutually agreeable timeframe to conduct conferences in. This would impact both Fall and Spring conferences and an additional conference at the beginning of school. It impacts the start times of conferences and potentially the dismissal times for the school. Currently, the proposed thought would be to dismiss at 2:10 both days and run conferences from 3:15 - 7:30. This worked well last year, but the week that we do conferences is still being worked on. For the 2018-2019 school calendar, the following conferences will be held:

- start of school conference for all staff
- Fall conferences, consisting of 2 days with a day off following
- Spring conferences, consisting of 2 days with a day off following

REA proposes to keep conference times open for discussion until a workable schedule is obtained and the contract is changed to reflect that.

January 2nd will be a PD day this year. The morning will be 'work time' (this can be from home) and the afternoon will be with the other Mitchel County Schools. This shortens the winter break by a day.

REA President
Tammi Mueller

REA Chief Negotiator
Heather Christensen

Riceville School Board President
Karl Fox

Date agreed upon _____, 2018

Riceville Community School
2018-19 - Non-Certified Sta

	2017-18	2018-19	\$ Increase	% Increase
Salary	350,938	368,266	\$17,328	4.94%
Extra	0	0	\$0	0.00%
LTD	464	487	\$22	4.82%
Life	324	306	(\$18)	-5.56%
FICA	26,847	28,172	\$1,326	4.94%
IPERS	31,339	34,764	\$3,426	10.93%
Health	125,880	126,255	\$375	0.30%
Totals	\$535,792	\$558,251	\$22,458	4.19%

Package includes:

Hourly increase	\$1.00
Health Prem Increase -	\$42.62

Riceville Community School
2018-19 - Non-Certified Sta

	2017-18	2018-19	\$ Increase	% Increase
Salary	350,938	361,258	\$10,320	2.94%
Extra	0	0	\$0	0.00%
LTD	464	477	\$12	2.63%
Life	324	306	(\$18)	-5.56%
FICA	26,847	27,636	\$789	2.94%
IPERS	31,339	34,103	\$2,764	8.82%
Health	125,880	126,255	\$375	0.30%
Totals	\$535,792	\$550,035	\$14,242	2.66%

Package includes:

Hourly increase	\$0.75
Health Prem Increase -	\$42.62

Riceville Community School
2018-19 - Non-Certified Sta

	2017-18	2018-19	\$ Increase	% Increase
Salary	350,938	354,250	\$3,312	0.94%
Extra	0	0	\$0	0.00%
LTD	464	467	\$2	0.45%
Life	324	306	(\$18)	-5.56%
FICA	26,847	27,100	\$253	0.94%
IPERS	31,339	33,441	\$2,102	6.71%
Health	125,880	126,255	\$375	0.30%
Totals	\$535,792	\$541,819	\$6,027	1.12%

Package includes:

Hourly increase	\$0.50
Health Prem Increase -	\$42.62



Bid

Keith Oulman
PO Box 194
Riceville, IA 50466
Phone: 641-220-2502

Che' Oulman
Phone: 641-220-4356

DATE: MARCH 1, 2018

TO: RCSD
912 Woodland Ave
Riceville IA 50466

PROJECT: Bus Barn Approach

DESCRIPTION OF WORK	AMOUNT
<p>Concrete Work</p> <p>Bus Barn Approach 41' x 60' x 6"</p> <p>Core out and regrade existing gravel</p> <ul style="list-style-type: none">• Concrete 4000# WRC• #4 Rebar Grade 60• Labor• Equipment• Concrete Cure and Sealer	<p>\$12,000.00</p>
BID TOTAL	\$12,000.00

All checks payable to Buckwheat & Sons Construction
Thank you for your business!

Motion died

JED Construction LLC

102 Grant Street
Elma, IA 50628

Estimate

Date	Estimate #
4/11/2018	4112018

Riceville School Bob Meyers
Riceville
PH 641 220 2095

Terms	Project
Due Upon Completion	eville School Bob Mey

Description	Qty	U/M	Rate	Total
Cut And Remove Old Concrete Haul Away Pore 61x40x6" Aproach				
40x61x6" W/ 2'SQ Rebar	2440	SQFT	5.18	12,648.99
Concrete Removal				1,582.95
Hauling				629.28
0	0		0.00	0.00
Includes: 4000 PSI Concrete, Rebar, Labor. All Formaing, Final Grade, Concrete Pumping				
0				

Estimate Good for 90 Days	Subtotal	\$14,861.22
	Sales Tax (0%)	\$0.00
	Total	\$14,861.22

PAM JOCHUM
STATE SENATOR
Fiftieth District
Statehouse: (515) 281-3371
pam.jochum@legis.iowa.gov

HOME ADDRESS
2168 Jackson St
Dubuque, IA 52001-3525
H: (563) 556-6530



The Senate
State of Iowa
Eighty-seventh General Assembly
STATEHOUSE
Des Moines, IA 50319

COMMITTEES

Ethics
Human Resources
Rules and Administration
State Government
Ways and Means, *Ranking Member*

Administrative Rules Review Committee

April 3, 2018

School Superintendent Barb Schwamman

Riceville Community School District

Dear School Superintendent Schwamman,

In 2013, the Iowa Legislature and the Branstad/Reynolds administration decided to reduce commercial property taxes.

To replace the income lost by Iowa cities, counties and school districts, the state provided a "backfill." State dollars would replace local property tax income lost due to the commercial property tax cut.

This year, the state backfill provided \$158,828 to the Riceville Community School District.

Iowa Republicans are moving to eliminate the backfill, beginning with the budget year starting on July 1 of this year.

It is wrong for the state of Iowa to "fix" its budget problems by creating a budget mess for local governments. Schools, counties and cities have already certified their budgets for next year. Any changes to the backfill should be made in consultation with local governments.

Please consider passing a resolution similar to one at the bottom of this letter. If you do, please send a copy to me. I will share it at the Iowa Statehouse.

I also encourage you to contact your state senator, Waylon Brown, at waylon.brown@legis.iowa.gov.

Thank you so much for your service to your community. Your voice can make a difference.

Sincerely,



Ranking Member, Senate Ways and Means Committee