

**Riceville Community School  
Riceville, IA**

The Board of Education of the Riceville Community School District held their regular board meeting April 20<sup>th</sup> 2017, at 7:00 p.m. in the High School Library. Board members present: Keeling, Hale, Guertin and Fox. Absent Richardson. Also in attendance: Dr. Stephen Nicholson—Superintendent, Cory Schumann-Principle, Jennifer Dunn—Board Secretary/Treasurer, Casandra Leff—Monitor Recorder. Staff: Judy Bartels, Heather Christensen. Parents/Grandparents: Laurie Schwark. Community Members: Mary Nicholson and Sandy Runde.

Fox called the meeting to order @ 7:00 PM.

Motion by Keeling, seconded by Hale to approve the agenda with the revision of adding the graduating seniors for approval. 4 Ayes. MC.

Motion by Keeling, second by Hale to approve the minutes of previous meeting and summary of bills. Ayes 4. MC.

Mr. Schumann asked for two board members to be in attendance at graduation. He also noted we are still good on hours for the school year.

Dr. Nicholson Reported on the roofing project and buses. Dr. Nicholson and wife Mary then presented the school with new flags.

Motion by Guertin, seconded by Hale to approve the resignations of Wade Fridley—Co Boys Basketball & wrestling. Roll Call Vote: Keeling, aye; Guertin, aye; Hale, aye; Fox, aye. MC.

Motion by Keeling, seconded by Guertin to approve the contacts of Angie Cimmiyotti-Head Cook /Food service Director, Mandy Olsen—Varsity Volleyball, and Abby Gomez –sub teacher. Roll Call Vote: Hale, aye; Keeling, aye; Guertin, aye; Fox, aye. MC.

Motion by Guertin, seconded by Keeling to approve the first reading of board policies 804.4R1: 900-903.5R1. 4 Ayes. MC.

Motion by Hale, seconded by Guertin to approve the second reading of board policies 802.5-804.4. 4 Ayes MC.

Motion by Keeling, seconded by Hale to approve the open enrollments in from New Hampton & out to North Tama. 4 Ayes. MC.

Motion by Hale, seconded by Guertin to approve the FACS fundraiser (pampered chef) and music fundraiser (keychains). 4 Ayes. MC.

Motion by Keeling, seconded by Guertin to approve the fan cloth release. 4 Ayes. MC.

A discussion was held about Riceville First and payments made to the school.

Motion by Hale, seconded by Guertin to approve the graduation list. 4 Ayes. MC.

Next board meeting will be held Monday May 15<sup>th</sup> at 7:00 p.m. in the High School Library with a buildings and grounds meeting being held at 5:30 the same night.

Motion by Guertin, second by Keeling to adjourn the meeting @ 7:41 PM. Ayes 4. MC.

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Karl Fox  
Board President

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Jennifer Dunn  
Board Secretary

## Analysis of Cash Balance Including investment CD

4/20/17

	04/30/17	04/30/16	% change	Notes *
General Fund (10)	1,584,330.74	1,568,415.69	1.0%	Open enrollment income and sped billing hasn't been deposited yet as it is only twice a year now instead of 4 times a year
Management Fund (22)	529,325.41	484,422.01	9.3%	
PPEL & LOSST Funds (36 & 3	1,160,255.33	1,166,738.11	-0.6%	roofing & school buses
Activity Fund (21)	68,136.57	39,002.97	74.7%	
Hot Lunch Fund (61)	98,313.76	95,550.12	2.9%	Haven't taken out elect, water, garbage, office wages
TOTAL	<u>3,440,361.81</u>	<u>3,354,128.90</u>	<u>2.6%</u>	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	

Batch Description: Invoices--MAY 2017 BATCH 1

Processing Month: 05/2017

<b>Vendor ID: 104447</b>	<b>ACME ELECTRIC</b>	<b>PO Number:</b>	<b>Invoice Number: 1626</b>	<b>Amount:</b>	<b>1,735.67</b>
Description:		Invoice Date: 04/14/2017	Due Date: 05/02/2017	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>
36 0000 2640 000 0000 733	OUTLETS		1,735.67	N	In Full
					Final
<b>Vendor ID: 100055</b>	<b>ALLIANT ENERGY</b>	<b>PO Number:</b>	<b>Invoice Number: 20170501</b>	<b>Amount:</b>	<b>992.39</b>
Description:		Invoice Date: 04/17/2017	Due Date: 05/01/2017	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 622	SHOP		992.39	N	In Full
					Final
<b>Vendor ID: 100055</b>	<b>ALLIANT ENERGY</b>	<b>PO Number:</b>	<b>Invoice Number: 20170501-0001</b>	<b>Amount:</b>	<b>52.21</b>
Description:		Invoice Date: 04/19/2017	Due Date: 05/01/2017	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 8270 622	BUS BARN		52.21	N	In Full
					Final
<b>Vendor ID: 100055</b>	<b>ALLIANT ENERGY</b>	<b>PO Number:</b>	<b>Invoice Number: 20170501-0002</b>	<b>Amount:</b>	<b>29.76</b>
Description:		Invoice Date: 04/17/2017	Due Date: 05/01/2017	Status: A	1099 Amount: 0.00
Sequence: 29	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 622	SPORTS COMPLEX		29.76	N	In Full
					Final
<b>Vendor ID: 100055</b>	<b>ALLIANT ENERGY</b>	<b>PO Number:</b>	<b>Invoice Number: 20170501-0003</b>	<b>Amount:</b>	<b>2,889.21</b>
Description:		Invoice Date: 04/17/2017	Due Date: 05/01/2017	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 622	HS BLDG		2,889.21	N	In Full
					Final
<b>Vendor ID: 100445</b>	<b>ANDY'S MINI MART</b>	<b>PO Number:</b>	<b>Invoice Number: 20170501</b>	<b>Amount:</b>	<b>1,971.30</b>
Description:		Invoice Date: 04/30/2017	Due Date: 05/01/2017	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 2700 000 0000 626	231.80 GAL GAS		460.62	N	Final
10 0000 2700 000 0000 627	716.4 GAL DIESEL		1,510.68	N	Final
<b>Vendor ID: 100445</b>	<b>ANDY'S MINI MART</b>	<b>PO Number:</b>	<b>Invoice Number: 68624</b>	<b>Amount:</b>	<b>64.16</b>
Description:		Invoice Date: 04/25/2017	Due Date: 05/01/2017	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 7960 612	FFA MEETING PIZZA		64.16	N	In Full
					Final
<b>Vendor ID: 101157</b>	<b>APPLE COMPUTER, INC.</b>	<b>PO Number: 19830T</b>	<b>Invoice Number: 4436757509</b>	<b>Amount:</b>	<b>7,767.00</b>

**Invoice Listing - Detail**  
Unposted; Batch Description Invoices--MAY 2017 BATCH 1

Description:		Invoice Date: 04/26/2017	Due Date: 05/01/2017	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 615	JAMF Pro IOS 1 Yr Subscription License-S		2,187.00		N	Final	
10 0099 2237 100 0000 615	JAMF Pro MacOS 1 Yr Subscription License		5,580.00		N	Final	
<b>Vendor ID: 707211</b>		<b>BLICK ART SUPPLIES</b>		<b>PO Number: 19759H</b>	<b>Invoice Number: 7606852</b>	<b>Amount:</b>	<b>14.68</b>
Description:		Invoice Date: 04/21/2017	Due Date: 05/01/2017	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 102 0000 612	1/2 gallon Mars Black		0.00		N	Final	
10 3200 1100 102 0000 612	1/2 gallon-Titanium White		0.00		N	Final	
10 3200 1100 102 0000 612	1/2 gallon-Primary Red		0.00		N	Final	
10 3200 1100 102 0000 612	1/2 gallon-Primary Blue		0.00		N	Final	
10 3200 1100 102 0000 612	1/2 gallon-Primary Yellow		0.00		N	Final	
10 3200 1100 102 0000 612	1/2 gallon-Phthalo Green		0.00		N	Final	
10 3200 1100 102 0000 612	Oval 8-color Refill Tray		0.00		N	Final	
10 3200 1100 102 0000 612	1.25OZ Elmer's Glue All		0.00		N	Final	
10 3200 1100 102 0000 612	1 lb-4" glue sticks for full size glue g		14.68		N	Final	
<b>Vendor ID: 105240</b>		<b>BUCKWHEAT &amp; SONS CONSTRUCTION LLC</b>		<b>PO Number:</b>	<b>Invoice Number: 20170501</b>	<b>Amount:</b>	<b>820.00</b>
Description:		Invoice Date: 04/18/2017	Due Date: 05/01/2017	Status: A	1099 Amount: 820.00		
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 422	SNOW REMOVAL		820.00	820.00	N	Final	
<b>Vendor ID: 101109</b>		<b>CHARLES CITY COMM SCHOOL</b>		<b>PO Number:</b>	<b>Invoice Number: 20170502</b>	<b>Amount:</b>	<b>75.00</b>
Description:		Invoice Date: 04/21/2017	Due Date: 05/02/2017	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 920 6740 815	TRACK MEET ENTRY FEE		75.00		N	Final	
<b>Vendor ID: 102676</b>		<b>CHARLES CITY ELECTRONICS</b>		<b>PO Number:</b>	<b>Invoice Number: 10134214</b>	<b>Amount:</b>	<b>99.99</b>
Description:		Invoice Date: 04/12/2017	Due Date: 05/01/2017	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 950 7960 612	RADIO		99.99		N	Final	
<b>Vendor ID: 100196</b>		<b>CITY OF RICEVILLE</b>		<b>PO Number:</b>	<b>Invoice Number: 16997</b>	<b>Amount:</b>	<b>661.30</b>
Description:		Invoice Date: 04/18/2017	Due Date: 05/01/2017	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 411	WATER		170.65		N	Final	
10 0000 2600 000 0000 421	GARBAGE		320.00		N	Final	



10 0000 2600 000 0000 411	SEWER	170.65	N	Final
<b>Vendor ID: 100196</b>	<b>CITY OF RICEVILLE</b>	<b>PO Number:</b>	<b>Invoice Number: 16998</b>	<b>Amount: 22.78</b>
Description:		Invoice Date: 04/18/2017	Due Date: 05/01/2017	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 411	WATER		11.39	N Final
10 0000 2600 000 0000 411	SEWER		11.39	N Final
<b>Vendor ID: 100196</b>	<b>CITY OF RICEVILLE</b>	<b>PO Number:</b>	<b>Invoice Number: 16999</b>	<b>Amount: 28.70</b>
Description:		Invoice Date: 04/18/2017	Due Date: 05/01/2017	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 411	SEWER		14.35	N Final
10 0000 2600 000 0000 411	WATER		14.35	N Final
<b>Vendor ID: 104466</b>	<b>CULLIGAN WATER CONDITIONING</b>	<b>PO Number:</b>	<b>Invoice Number: 20170502</b>	<b>Amount: 234.00</b>
Description:		Invoice Date: 04/25/2017	Due Date: 05/02/2017	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 433	WATER SOFTNER REPAIRS		234.00	N Final
<b>Vendor ID: 104466</b>	<b>CULLIGAN WATER CONDITIONING</b>	<b>PO Number:</b>	<b>Invoice Number: 86799</b>	<b>Amount: 43.50</b>
Description:		Invoice Date: 04/28/2017	Due Date: 05/01/2017	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		43.50	N Final
<b>Vendor ID: 100140</b>	<b>DALCO</b>	<b>PO Number:</b>	<b>Invoice Number: 3161690</b>	<b>Amount: 83.26</b>
Description:		Invoice Date: 04/13/2017	Due Date: 05/01/2017	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	PURELL		83.26	N Final
<b>Vendor ID: 100050</b>	<b>DECKER SPORTING GOODS</b>	<b>PO Number:</b>	<b>Invoice Number: AAD108228-AJ01</b>	<b>Amount: 28.00</b>
Description:		Invoice Date: 04/27/2017	Due Date: 05/01/2017	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	UNIFORM EMBOR		28.00	N Final
<b>Vendor ID: 100050</b>	<b>DECKER SPORTING GOODS</b>	<b>PO Number:</b>	<b>Invoice Number: AAN015448-AJ02</b>	<b>Amount: 13.00</b>
Description:		Invoice Date: 04/14/2017	Due Date: 05/01/2017	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 920 0000 612	TRACK SPIKES		13.00	N Final

<b>Vendor ID: 100050</b>	<b>DECKER SPORTING GOODS</b>	<b>PO Number:</b>	<b>Invoice Number: AAN015646-AJ02</b>	<b>Amount:</b>	<b>15.80</b>
Description:		Invoice Date: 04/24/2017	Due Date: 05/01/2017	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 925 6835 612	BELT		15.80		N
					In Full
					Final
<b>Vendor ID: 100745</b>	<b>DECORAH COMMUNITY SCHOOL DIST</b>	<b>PO Number:</b>	<b>Invoice Number: 20170501</b>	<b>Amount:</b>	<b>25.00</b>
Description:		Invoice Date: 04/26/2017	Due Date: 05/01/2017	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 920 6790 815	JV WRESTLING ENTRY FEE		25.00		N
					In Full
					Final
<b>Vendor ID: 707179</b>	<b>DENVER COMMUNITY SCHOOL</b>	<b>PO Number:</b>	<b>Invoice Number: 20170502</b>	<b>Amount:</b>	<b>100.00</b>
Description:		Invoice Date: 04/21/2017	Due Date: 05/02/2017	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 920 6740 815	TRACK MEET ENTRY FEE		100.00		N
					In Full
					Final
<b>Vendor ID: 706884</b>	<b>EARTHGRAINS BAKING CO, INC</b>	<b>PO Number:</b>	<b>Invoice Number: 52251915413</b>	<b>Amount:</b>	<b>34.00</b>
Description:		Invoice Date: 04/04/2017	Due Date: 05/01/2017	Status: A	1099 Amount: 0.00
Sequence: 34	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>
61 0000 3110 000 0000 631	BREAD		34.00		N
					In Full
					Final
<b>Vendor ID: 706884</b>	<b>EARTHGRAINS BAKING CO, INC</b>	<b>PO Number:</b>	<b>Invoice Number: 52251915455</b>	<b>Amount:</b>	<b>58.00</b>
Description:		Invoice Date: 04/07/2017	Due Date: 05/01/2017	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>
61 0000 3110 000 0000 631	BREAD		58.00		N
					In Full
					Final
<b>Vendor ID: 706884</b>	<b>EARTHGRAINS BAKING CO, INC</b>	<b>PO Number:</b>	<b>Invoice Number: 52251915573</b>	<b>Amount:</b>	<b>38.40</b>
Description:		Invoice Date: 04/14/2017	Due Date: 05/01/2017	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>
61 0000 3110 000 0000 631	BREAD		38.40		N
					In Full
					Final
<b>Vendor ID: 706884</b>	<b>EARTHGRAINS BAKING CO, INC</b>	<b>PO Number:</b>	<b>Invoice Number: 52251915636</b>	<b>Amount:</b>	<b>39.00</b>
Description:		Invoice Date: 04/18/2017	Due Date: 05/01/2017	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>
61 0000 3110 000 0000 631	BREAD		39.00		N
					In Full
					Final
<b>Vendor ID: 706884</b>	<b>EARTHGRAINS BAKING CO, INC</b>	<b>PO Number:</b>	<b>Invoice Number: 52251915683</b>	<b>Amount:</b>	<b>73.60</b>
Description:		Invoice Date: 04/21/2017	Due Date: 05/01/2017	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	

**Invoice Listing - Detail**  
Unposted; Batch Description Invoices--MAY 2017 BATCH 1

<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		73.60		N	Final
<b>Vendor ID: 706884 EARTHGRAINS BAKING CO, INC</b>						
Description:		<b>PO Number:</b>	<b>Invoice Number: 55251915521</b>		<b>Amount:</b>	<b>52.00</b>
Sequence: 1	Check Type:	Invoice Date: 04/11/2017	Due Date: 05/01/2017	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>
61 0000 3110 000 0000 631	BREAD		52.00		N	Final
<b>Vendor ID: 102903 EVANS PRINTING &amp; PUBLISHING</b>						
Description:		<b>PO Number:</b>	<b>Invoice Number: 1322</b>		<b>Amount:</b>	<b>132.39</b>
Sequence: 1	Check Type:	Invoice Date: 04/30/2017	Due Date: 05/02/2017	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 2310 000 0000 613	LEGAL PUBLICATIONS		117.39		N	Final
21 0000 1400 950 7960 612	GREENHOUSE SALE AD		5.00		N	Final
10 0000 2574 000 0000 543	SUB COOK AD		10.00		N	Final
<b>Vendor ID: 105668 EXPLORE LEARNING</b>						
Description:		<b>PO Number:</b>	<b>Invoice Number: 1783695</b>		<b>Amount:</b>	<b>5,590.00</b>
Sequence: 1	Check Type:	Invoice Date: 04/12/2017	Due Date: 05/01/2017	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 0099 2237 100 8099 615	Reflex Site License		2,295.00		N	Final
10 0099 2237 100 8099 615	Gizmo Site License		3,295.00		N	Final
<b>Vendor ID: 707270 GILLETTE GROUP</b>						
Description:		<b>PO Number:</b>	<b>Invoice Number: 9216810</b>		<b>Amount:</b>	<b>199.60</b>
Sequence: 1	Check Type:	Invoice Date: 04/06/2017	Due Date: 05/01/2017	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 1100 100 8031 618	LOUNGE VENDING MACHINE		199.60		N	Final
<b>Vendor ID: 707270 GILLETTE GROUP</b>						
Description:		<b>PO Number:</b>	<b>Invoice Number: 9217008</b>		<b>Amount:</b>	<b>307.19</b>
Sequence: 1	Check Type:	Invoice Date: 04/11/2017	Due Date: 05/01/2017	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	VENDING MACHINE SUPPLIES		307.19		N	Final
<b>Vendor ID: 101465 GRP &amp; ASSOCIATES</b>						
Description:		<b>PO Number:</b>	<b>Invoice Number: 160183</b>		<b>Amount:</b>	<b>40.00</b>
Sequence: 1	Check Type:	Invoice Date: 04/17/2017	Due Date: 05/01/2017	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 2134 000 0000 613	MEDICAL WASTE		40.00		N	Final
<b>Vendor ID: 100284 HOWARD WINNESHIEK COM SCHOOL</b>						
Description:		<b>PO Number:</b>	<b>Invoice Number: 20170502</b>		<b>Amount:</b>	<b>70.00</b>
Sequence: 1	Check Type:	Invoice Date: 04/21/2017	Due Date: 05/02/2017	Status: A	1099 Amount: 0.00	
	Checking Account ID:	Check Number:	Check Date:			

**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>
21 0000 1400 920 6840 815	TRACK MEET ENTRY FEE		70.00		N	Final
<b>Vendor ID: 100284</b>	<b>HOWARD WINNESHIEK COM SCHOOL</b>	<b>PO Number:</b>	<b>Invoice Number: 218</b>	<b>Amount:</b>	<b>1,900.75</b>	
Description:		Invoice Date: 04/11/2017	Due Date: 05/01/2017	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 566	PSEO CLASSES		1,900.75		N	Final
<b>Vendor ID: 104734</b>	<b>IA ASSN OF AG. EDUCATORS</b>	<b>PO Number:</b>	<b>Invoice Number: 31116</b>	<b>Amount:</b>	<b>425.00</b>	
Description:		Invoice Date: 04/21/2017	Due Date: 05/02/2017	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 2213 310 4531 331	SUMMER AG CONFERENCE REGISTRATION		275.00		N	Final
10 3200 1300 310 4531 612	SUMMER CONFERENCE MATERIALS		150.00		N	Final
<b>Vendor ID: 100556</b>	<b>IOWA FFA ASSOCIATION</b>	<b>PO Number:</b>	<b>Invoice Number: 22275</b>	<b>Amount:</b>	<b>238.00</b>	
Description:		Invoice Date: 04/27/2017	Due Date: 05/01/2017	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 950 7960 612	REGISTRATION STATE CONVENTION		238.00		N	Final
<b>Vendor ID: 100049</b>	<b>IOWA PRISON INDUSTRIES</b>	<b>PO Number:</b>	<b>Invoice Number: 057067</b>	<b>Amount:</b>	<b>81.50</b>	
Description:		Invoice Date: 04/14/2017	Due Date: 05/01/2017	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		81.50		N	Final
<b>Vendor ID: 103190</b>	<b>IOWA WORKFORCE DEVELOPMENT</b>	<b>PO Number:</b>	<b>Invoice Number: 20170501</b>	<b>Amount:</b>	<b>3,831.26</b>	
Description:		Invoice Date: 03/31/2017	Due Date: 05/01/2017	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>
22 0000 2510 000 0000 250	UNEMPLOYMENT		3,831.26		N	Final
<b>Vendor ID: 100251</b>	<b>J.W. Pepper of Minneapolis,</b>	<b>PO Number: 19827H</b>	<b>Invoice Number: 11C70688</b>	<b>Amount:</b>	<b>36.45</b>	
Description:		Invoice Date: 04/10/2017	Due Date: 05/01/2017	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 910 6210 612	Kang Ding Flower Song		17.55		N	Final
21 0000 1400 910 6210 612	Jibuli, Jibuli		18.90		N	Final
<b>Vendor ID: 706904</b>	<b>JAMF SOFTWARE,</b>	<b>PO Number: 19831T</b>	<b>Invoice Number: INV41160</b>	<b>Amount:</b>	<b>1,000.00</b>	
Description:		Invoice Date: 04/26/2017	Due Date: 05/01/2017	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 615	ES-Remote Services JAMF Cloud Migration		1,000.00		N	Final
<b>Vendor ID: 104161</b>	<b>JOSTENS, INC</b>	<b>PO Number:</b>	<b>Invoice Number: 20170501</b>	<b>Amount:</b>	<b>891.60</b>	
Description:		Invoice Date: 04/01/2017	Due Date: 05/01/2017	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 950 7950 612	2ND DEPOSIT 2016-2017		891.60		N	Final
<b>Vendor ID: 101366</b>	<b>L &amp; M BOILER SYSTEMS INC</b>	<b>PO Number:</b>	<b>Invoice Number: 19677</b>	<b>Amount:</b>	<b>820.15</b>	
Description:		Invoice Date: 04/21/2017	Due Date: 05/01/2017	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 433	OILER REPAIR		820.15		N	Final
<b>Vendor ID: 101366</b>	<b>L &amp; M BOILER SYSTEMS INC</b>	<b>PO Number:</b>	<b>Invoice Number: 19691</b>	<b>Amount:</b>	<b>4,661.70</b>	
Description:		Invoice Date: 04/26/2017	Due Date: 05/01/2017	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 433	OILER REPAIR		4,661.70		N	Final
<b>Vendor ID: 102752</b>	<b>LAKE MILLS COMMUNITY SCHOOL</b>	<b>PO Number:</b>	<b>Invoice Number: 20170502</b>	<b>Amount:</b>	<b>85.00</b>	
Description:		Invoice Date: 04/25/2017	Due Date: 05/02/2017	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 920 6840 815	TRACK MEET ENTRY FEE		85.00		N	Final
<b>Vendor ID: 707134</b>	<b>MARCO INC.</b>	<b>PO Number:</b>	<b>Invoice Number: 54254337</b>	<b>Amount:</b>	<b>1,340.20</b>	
Description:		Invoice Date: 05/15/2017	Due Date: 05/02/2017	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>
36 0000 2600 000 0000 442	COPIER LEASE		1,340.20		N	Final
<b>Vendor ID: 100007</b>	<b>MARTIN BROS DIST</b>	<b>PO Number:</b>	<b>Invoice Number: 6656802</b>	<b>Amount:</b>	<b>220.61</b>	
Description:		Invoice Date: 04/01/2017	Due Date: 05/01/2017	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	FOOD		220.61		N	Final
<b>Vendor ID: 100007</b>	<b>MARTIN BROS DIST</b>	<b>PO Number:</b>	<b>Invoice Number: 6664675</b>	<b>Amount:</b>	<b>1,241.68</b>	
Description:		Invoice Date: 04/06/2017	Due Date: 05/01/2017	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 618	FS SUPPLIES		47.50		N	Final
61 0000 3110 000 0000 631	FOOD		1,194.18		N	Final

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<b>Vendor ID: 100007</b>	<b>MARTIN BROS DIST</b>	<b>PO Number:</b>	<b>Invoice Number: 6664870</b>	<b>Amount:</b>	<b>9.45</b>
Description:		Invoice Date: 04/06/2017	Due Date: 05/02/2017	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>
61 0000 3110 000 0000 631	FOOD		9.45	N	In Full
					Final
<b>Vendor ID: 100007</b>	<b>MARTIN BROS DIST</b>	<b>PO Number:</b>	<b>Invoice Number: 6667389</b>	<b>Amount:</b>	<b>88.85</b>
Description:		Invoice Date: 04/07/2017	Due Date: 05/01/2017	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>
61 0000 3110 000 0000 631	FOOD		88.85	N	In Full
					Final
<b>Vendor ID: 100007</b>	<b>MARTIN BROS DIST</b>	<b>PO Number:</b>	<b>Invoice Number: 6675729</b>	<b>Amount:</b>	<b>1,521.59</b>
Description:		Invoice Date: 04/13/2017	Due Date: 05/01/2017	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>
61 0000 3110 000 0000 631	FOOD		1,521.59	N	In Full
					Final
<b>Vendor ID: 100007</b>	<b>MARTIN BROS DIST</b>	<b>PO Number:</b>	<b>Invoice Number: 6675730</b>	<b>Amount:</b>	<b>71.43</b>
Description:		Invoice Date: 04/13/2017	Due Date: 05/01/2017	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	L BLOCK & TOWELS		71.43	N	In Full
					Final
<b>Vendor ID: 100007</b>	<b>MARTIN BROS DIST</b>	<b>PO Number:</b>	<b>Invoice Number: 6686236</b>	<b>Amount:</b>	<b>1,692.85</b>
Description:		Invoice Date: 04/20/2017	Due Date: 05/01/2017	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>
61 0000 3110 000 0000 618	FS SUPPLIES		29.53	N	In Full
61 0000 3110 000 0000 631	FOOD		1,663.32	N	In Full
					Final
<b>Vendor ID: 100007</b>	<b>MARTIN BROS DIST</b>	<b>PO Number:</b>	<b>Invoice Number: 6697741</b>	<b>Amount:</b>	<b>1,376.79</b>
Description:		Invoice Date: 04/27/2017	Due Date: 05/01/2017	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>
61 0000 3110 000 0000 631	FOOD		1,376.79	N	In Full
					Final
<b>Vendor ID: 707181</b>	<b>MICHELL'S</b>	<b>PO Number:</b>	<b>Invoice Number: 966939</b>	<b>Amount:</b>	<b>1,081.51</b>
Description:		Invoice Date: 04/10/2017	Due Date: 05/01/2017	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 7960 612	GREENHOUSE FLOWERS		1,081.51	N	In Full
					Final
<b>Vendor ID: 707268</b>	<b>MID-WEST ROOFING COMPANY</b>	<b>PO Number:</b>	<b>Invoice Number: 20170501</b>	<b>Amount:</b>	<b>51,003.13</b>
Description:		Invoice Date: 04/30/2017	Due Date: 05/01/2017	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>	
33 0000 4600 000 0000 450	ROOF REPLACEMENT 2017		25,501.56		N	Final	
36 0000 4600 000 0000 450	ROOF REPLACEMENT 2017		25,501.57		N	Final	
<b>Vendor ID: 707271</b>	<b>MITCHELL COUNTY FARM BUREAU</b>	<b>PO Number:</b>	<b>Invoice Number: 20170501</b>	<b>Amount:</b>	<b>47.00</b>		
Description:		Invoice Date: 05/01/2017	Due Date: 05/01/2017	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 950 7960 612	MEMBERSHIP		47.00		N	Final	
<b>Vendor ID: 100285</b>	<b>NASHUA PLAINFIELD SCHOOL</b>	<b>PO Number:</b>	<b>Invoice Number: 20170502</b>	<b>Amount:</b>	<b>80.00</b>		
Description:		Invoice Date: 05/02/2017	Due Date: 05/02/2017	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 920 6840 815	TRACK MEET ENTRY FEE		80.00		N	Final	
<b>Vendor ID: 100457</b>	<b>NASSP</b>	<b>PO Number:</b>	<b>Invoice Number: 9000897467</b>	<b>Amount:</b>	<b>385.00</b>		
Description:		Invoice Date: 03/02/2017	Due Date: 05/01/2017	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 950 7957 612	NHS DUES		385.00		N	Final	
<b>Vendor ID: 100470</b>	<b>NATIONAL FFA ORGANIZATION</b>	<b>PO Number:</b>	<b>Invoice Number: MDS-85157</b>	<b>Amount:</b>	<b>50.00</b>		
Description:		Invoice Date: 03/23/2017	Due Date: 05/01/2017	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 950 7960 612	FFA JACKET		50.00		N	Final	
<b>Vendor ID: 707033</b>	<b>NICHOLSON, STEVE</b>	<b>PO Number:</b>	<b>Invoice Number: 20170501</b>	<b>Amount:</b>	<b>138.32</b>		
Description:		Invoice Date: 04/30/2017	Due Date: 05/01/2017	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 2320 000 0000 580	TRAVEL REIMB		138.32		N	Final	
<b>Vendor ID: 100781</b>	<b>NORTH BUTLER COMMUNITY SCHOOL</b>	<b>PO Number:</b>	<b>Invoice Number: 20170502</b>	<b>Amount:</b>	<b>80.00</b>		
Description:		Invoice Date: 04/21/2017	Due Date: 05/02/2017	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 920 6740 815	TRACK MEET ENTRY FEE		80.00		N	Final	
<b>Vendor ID: 100731</b>	<b>NORTHWOOD-KENSETT SCHOOL</b>	<b>PO Number:</b>	<b>Invoice Number: 20170502</b>	<b>Amount:</b>	<b>85.00</b>		
Description:		Invoice Date: 04/25/2017	Due Date: 05/02/2017	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 920 6740 815	TRACK MEET ENTRY FEE	85.00	N	Final
<b>Vendor ID: 100051</b>	<b>OMNITEL COMMUNICATIONS</b>	<b>PO Number:</b>	<b>Invoice Number: 20170502</b>	<b>Amount: 1,627.41</b>
Description:		Invoice Date: 04/30/2017	Due Date: 05/02/2017	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 2320 000 0000 532	TELEPHONE		317.41	N Final
10 0000 2320 000 0000 538	INTERNET		1,310.00	N Final
<b>Vendor ID: 706882</b>	<b>POLLARD PEST CONTROL CO. &amp; LAWN CARE</b>	<b>PO Number:</b>	<b>Invoice Number: 20170501</b>	<b>Amount: 80.00</b>
Description:		Invoice Date: 04/27/2017	Due Date: 05/01/2017	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 425	PEST CONTROL		80.00	N Final
<b>Vendor ID: 100772</b>	<b>POSTVILLE HIGH SCHOOL</b>	<b>PO Number:</b>	<b>Invoice Number: 20170501</b>	<b>Amount: 2,012.48</b>
Description:		Invoice Date: 04/14/2017	Due Date: 05/01/2017	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 1000 100 0000 592	HEALTH CONSORTIUM		2,012.48	N Final
<b>Vendor ID: 706974</b>	<b>RICEVILLE COMMUNITY MARKET PLACE,</b>	<b>PO Number:</b>	<b>Invoice Number: 31736</b>	<b>Amount: 37.40</b>
Description:		Invoice Date: 04/21/2017	Due Date: 05/01/2017	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		37.40	N Final
<b>Vendor ID: 706974</b>	<b>RICEVILLE COMMUNITY MARKET PLACE,</b>	<b>PO Number:</b>	<b>Invoice Number: 32167</b>	<b>Amount: 79.97</b>
Description:		Invoice Date: 04/26/2017	Due Date: 05/01/2017	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		79.97	N Final
<b>Vendor ID: 707272</b>	<b>RSCHOOLTODAY</b>	<b>PO Number:</b>	<b>Invoice Number: 31106</b>	<b>Amount: 250.00</b>
Description:		Invoice Date: 03/28/2017	Due Date: 05/01/2017	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 920 0000 612	ACTIVITY SCHEDUKER		250.00	N Final
<b>Vendor ID: 707272</b>	<b>RSCHOOLTODAY</b>	<b>PO Number:</b>	<b>Invoice Number: 31107</b>	<b>Amount: 250.00</b>
Description:		Invoice Date: 03/28/2017	Due Date: 05/02/2017	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	ACTIVITY SCHEDULER		250.00	N Final



**Invoice Listing - Detail**  
Unposted; Batch Description Invoices--MAY 2017 BATCH 1

<b>Vendor ID: 105216</b>	<b>STACYVILLE LP GAS CO</b>	<b>PO Number:</b>	<b>Invoice Number: S 009929</b>	<b>Amount:</b>	<b>7,100.02</b>
Description:		Invoice Date: 04/17/2017	Due Date: 05/02/2017	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		7,100.02		N
					In Full
					Final
<b>Vendor ID: 706777</b>	<b>TIMBERLINE BILLING SERVICE LLC</b>	<b>PO Number:</b>	<b>Invoice Number: 11616</b>	<b>Amount:</b>	<b>276.71</b>
Description:		Invoice Date: 04/28/2017	Due Date: 05/01/2017	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 BILLING		276.71		N
					In Full
					Final
<b>Vendor ID: 100004</b>	<b>TRUE VALUE</b>	<b>PO Number:</b>	<b>Invoice Number: A123480</b>	<b>Amount:</b>	<b>2.99</b>
Description:		Invoice Date: 04/26/2017	Due Date: 05/01/2017	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 3200 1300 315 8958 612	CUT WHEEL		2.99		N
					In Full
					Final
<b>Vendor ID: 707273</b>	<b>TWIN ACRES GOLF COURSE</b>	<b>PO Number:</b>	<b>Invoice Number: 13570</b>	<b>Amount:</b>	<b>10.00</b>
Description:		Invoice Date: 04/26/2017	Due Date: 05/02/2017	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 920 6660 612	GOLF ENTRY FEE		10.00		N
					In Full
					Final
<b>Vendor ID: 707274</b>	<b>ULINE</b>	<b>PO Number:</b>	<b>Invoice Number: 85863368</b>	<b>Amount:</b>	<b>687.10</b>
Description:		Invoice Date: 04/06/2017	Due Date: 05/02/2017	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>
61 0000 3110 000 0000 618	WASTEPAPER BASKETS		687.10		N
					In Full
					Final
<b>Vendor ID: 707238</b>	<b>ZWEIBOHMER, ALLISON</b>	<b>PO Number:</b>	<b>Invoice Number: 20170501</b>	<b>Amount:</b>	<b>45.00</b>
Description:		Invoice Date: 04/25/2017	Due Date: 05/01/2017	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 3200 1100 100 0000 320	CPR CERTIFICATION		45.00		N
					In Full
					Final
Batch 1099 Total:			820.00	Batch Total:	111,344.79
Report 1099 Total:			820.00	Report Total:	111,344.79

Batch Description: Invoices--MAY 2017 BATCH 2

Processing Month: 05/2017

<b>Vendor ID: 101231</b>	<b>ANDERSON ERICKSON DAIRY CO</b>	<b>PO Number:</b>	<b>Invoice Number: 326646</b>	<b>Amount:</b>	<b>169.02</b>
Description:		Invoice Date: 03/31/2017	Due Date: 05/09/2017	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>
61 0000 3110 000 0000 631	MILK		169.02	N	In Full
					Final
<b>Vendor ID: 101231</b>	<b>ANDERSON ERICKSON DAIRY CO</b>	<b>PO Number:</b>	<b>Invoice Number: 328292</b>	<b>Amount:</b>	<b>249.49</b>
Description:		Invoice Date: 04/04/2017	Due Date: 05/09/2017	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>
61 0000 3110 000 0000 631	MILK		249.49	N	In Full
					Final
<b>Vendor ID: 101231</b>	<b>ANDERSON ERICKSON DAIRY CO</b>	<b>PO Number:</b>	<b>Invoice Number: 330130</b>	<b>Amount:</b>	<b>272.54</b>
Description:		Invoice Date: 04/07/2017	Due Date: 05/09/2017	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>
61 0000 3110 000 0000 631	MILK		272.54	N	In Full
					Final
<b>Vendor ID: 101231</b>	<b>ANDERSON ERICKSON DAIRY CO</b>	<b>PO Number:</b>	<b>Invoice Number: 331786</b>	<b>Amount:</b>	<b>307.08</b>
Description:		Invoice Date: 04/11/2017	Due Date: 05/09/2017	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>
61 0000 3110 000 0000 631	MILK		307.08	N	In Full
					Final
<b>Vendor ID: 101231</b>	<b>ANDERSON ERICKSON DAIRY CO</b>	<b>PO Number:</b>	<b>Invoice Number: 335284</b>	<b>Amount:</b>	<b>166.70</b>
Description:		Invoice Date: 04/18/2017	Due Date: 05/09/2017	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>
61 0000 3110 000 0000 631	MILK		166.70	N	In Full
					Final
<b>Vendor ID: 101231</b>	<b>ANDERSON ERICKSON DAIRY CO</b>	<b>PO Number:</b>	<b>Invoice Number: 337132</b>	<b>Amount:</b>	<b>261.04</b>
Description:		Invoice Date: 04/21/2017	Due Date: 05/09/2017	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>
61 0000 3110 000 0000 631	MILK		261.04	N	In Full
					Final
<b>Vendor ID: 101231</b>	<b>ANDERSON ERICKSON DAIRY CO</b>	<b>PO Number:</b>	<b>Invoice Number: 338786</b>	<b>Amount:</b>	<b>389.98</b>
Description:		Invoice Date: 04/25/2017	Due Date: 05/09/2017	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>
61 0000 3110 000 0000 631	MILK		389.98	N	In Full
					Final
<b>Vendor ID: 101231</b>	<b>ANDERSON ERICKSON DAIRY CO</b>	<b>PO Number:</b>	<b>Invoice Number: 340632</b>	<b>Amount:</b>	<b>244.15</b>
Description:		Invoice Date: 04/28/2017	Due Date: 05/09/2017	Status: A	1099 Amount: 0.00

**Invoice Listing - Detail**  
Unposted; Batch Description Invoices--MAY 2017 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>	
61 0000 3110 000 0000 631	MILK		244.15		N	Final	
<b>Vendor ID: 100445</b>	<b>ANDY'S MINI MART</b>	<b>PO Number:</b>	<b>Invoice Number: 69377</b>	<b>Amount:</b>	<b>44.04</b>		
Description:		Invoice Date: 05/10/2017	Due Date: 05/12/2017	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 950 7960 612	FA MEETING MEAL		44.04		N	Final	
<b>Vendor ID: 102500</b>	<b>BAUER, ANDREA</b>	<b>PO Number:</b>	<b>Invoice Number: 20170512</b>	<b>Amount:</b>	<b>21.30</b>		
Description:		Invoice Date: 05/12/2017	Due Date: 05/12/2017	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 1611 000 0000	Lunch Refund		21.30		N	Final	
<b>Vendor ID: 707276</b>	<b>BAUER, KELLY</b>	<b>PO Number:</b>	<b>Invoice Number: 20170512</b>	<b>Amount:</b>	<b>48.66</b>		
Description:		Invoice Date: 05/12/2017	Due Date: 05/12/2017	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 1611 000 0000	Lunch Refund		48.66		N	Final	
<b>Vendor ID: 105240</b>	<b>BUCKWHEAT &amp; SONS CONSTRUCTION LLC</b>	<b>PO Number:</b>	<b>Invoice Number: 20170505</b>	<b>Amount:</b>	<b>676.00</b>		
Description:		Invoice Date: 05/01/2017	Due Date: 05/05/2017	Status: A	1099 Amount: 676.00		
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 422	SNOW REMOVAL		676.00	676.00	N	Final	
<b>Vendor ID: 100884</b>	<b>CENTRAL SPRINGS</b>	<b>PO Number:</b>	<b>Invoice Number: 20170509</b>	<b>Amount:</b>	<b>160.00</b>		
Description:		Invoice Date: 05/09/2017	Due Date: 05/09/2017	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 920 6740 815	TRACK ENTRY FEE		80.00		N	Final	
21 0000 1400 920 6840 815	TRACK ENTRY FEE		80.00		N	Final	
<b>Vendor ID: 706986</b>	<b>COMPUTER RESOURCE CENTER</b>	<b>PO Number:</b>	<b>Invoice Number: 7461</b>	<b>Amount:</b>	<b>505.00</b>		
Description:		Invoice Date: 05/18/2017	Due Date: 05/10/2017	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 431	COMP-UTER REPAIR		505.00		N	Final	
<b>Vendor ID: 100140</b>	<b>DALCO</b>	<b>PO Number: 19852C</b>	<b>Invoice Number: 3172653</b>	<b>Amount:</b>	<b>3,789.04</b>		
Description:		Invoice Date: 05/11/2017	Due Date: 05/12/2017	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	WAX, FLOOR STRIPPER, APPLICATORS	3,789.04	N	Final
<b>Vendor ID: 100745</b>	<b>DECORAH COMMUNITY SCHOOL DIST</b>	<b>PO Number:</b>	<b>Invoice Number: 20170509</b>	<b>Amount: 4,096.56</b>
Description:		Invoice Date: 05/09/2017	Due Date: 05/09/2017	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 0070 1200 217 3303 561	SP ED BILLING		4,096.56	N Final
<b>Vendor ID: 104805</b>	<b>DHS</b>	<b>PO Number:</b>	<b>Invoice Number: 20170505</b>	<b>Amount: 3,516.04</b>
Description:		Invoice Date: 04/30/2017	Due Date: 05/05/2017	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		3,516.04	N Final
<b>Vendor ID: 706884</b>	<b>EARTHGRAINS BAKING CO, INC</b>	<b>PO Number:</b>	<b>Invoice Number: 52251915794</b>	<b>Amount: 64.40</b>
Description:		Invoice Date: 04/28/2017	Due Date: 05/09/2017	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		64.40	N Final
<b>Vendor ID: 100203</b>	<b>FARMERS FEED &amp; GRAIN CO INC</b>	<b>PO Number:</b>	<b>Invoice Number: C112447</b>	<b>Amount: 375.00</b>
Description:		Invoice Date: 04/18/2017	Due Date: 05/05/2017	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 424	LAWN SEED		375.00	N Final
<b>Vendor ID: 102635</b>	<b>IOWA COMMUNICATIONS NETWORK</b>	<b>PO Number:</b>	<b>Invoice Number: 501834</b>	<b>Amount: 157.75</b>
Description:		Invoice Date: 05/03/2017	Due Date: 05/05/2017	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 BILLING		157.75	N Final
<b>Vendor ID: 707177</b>	<b>IOWA STATE UNIVERSITY</b>	<b>PO Number:</b>	<b>Invoice Number: 86035</b>	<b>Amount: 125.00</b>
Description:		Invoice Date: 05/12/2017	Due Date: 05/12/2017	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 810	A. CIMMIYOTTI CONFERENCE REGISTRATION		125.00	N Final
<b>Vendor ID: 105670</b>	<b>IRVIN, JIM</b>	<b>PO Number:</b>	<b>Invoice Number: 20170512</b>	<b>Amount: 0.75</b>
Description:		Invoice Date: 05/12/2017	Due Date: 05/12/2017	Status: A 1099 Amount: 0.75
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 1611 000 0000	Lunch Refund		0.75	0.75 N Final
<b>Vendor ID: 100221</b>	<b>KEYSTONE AEA 1</b>	<b>PO Number:</b>	<b>Invoice Number: 20170509</b>	<b>Amount: 4.00</b>

**Invoice Listing - Detail**  
Unposted; Batch Description Invoices--MAY 2017 BATCH 2

Description:	Invoice Date: 04/30/2017	Due Date: 05/09/2017	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 2000 1100 100 0000 612	HISTORY DAY REGISTRATION		4.00		N	Final
<b>Vendor ID: 707269</b>	<b>KUDER</b>	<b>PO Number: 19849H</b>	<b>Invoice Number: INV-17-00130</b>	<b>Amount:</b>	<b>1,999.00</b>	
Description:	Invoice Date: 04/28/2017	Due Date: 05/05/2017	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>
36 0000 2239 000 0000 652	Career Planning System License		999.00		N	Final
36 0000 2239 000 0000 652	Training		1,000.00		N	Final
<b>Vendor ID: 105414</b>	<b>LYNCH DALLAS, PC</b>	<b>PO Number:</b>	<b>Invoice Number: 142778</b>	<b>Amount:</b>	<b>337.00</b>	
Description:	Invoice Date: 04/30/2017	Due Date: 05/05/2017	Status: A	1099 Amount: 337.00		
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 342	LEGAL ADVICE		337.00	337.00	N	Final
<b>Vendor ID: 100007</b>	<b>MARTIN BROS DIST</b>	<b>PO Number:</b>	<b>Invoice Number: 6708909</b>	<b>Amount:</b>	<b>152.64</b>	
Description:	Invoice Date: 05/04/2017	Due Date: 05/05/2017	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	URINAL BLOCKS		152.64		N	Final
<b>Vendor ID: 102291</b>	<b>NAPA</b>	<b>PO Number:</b>	<b>Invoice Number: 211974</b>	<b>Amount:</b>	<b>15.92</b>	
Description:	Invoice Date: 04/26/2017	Due Date: 05/05/2017	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	WIPERS		15.92		N	Final
<b>Vendor ID: 100224</b>	<b>NASCO</b>	<b>PO Number: 19854H</b>	<b>Invoice Number: 405048</b>	<b>Amount:</b>	<b>205.20</b>	
Description:	Invoice Date: 05/04/2017	Due Date: 05/10/2017	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 612	Grass Frogs		85.20		N	Final
10 3200 1100 100 0000 612	4"-7" Fetal Pigs		120.00		N	Final
<b>Vendor ID: 707186</b>	<b>NASHUA TOWN &amp; COUNTRY CLUB</b>	<b>PO Number:</b>	<b>Invoice Number: 20170505</b>	<b>Amount:</b>	<b>60.00</b>	
Description:	Invoice Date: 05/04/2017	Due Date: 05/05/2017	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 920 6660 612	GOLF ENTRY FEE		60.00		N	Final
<b>Vendor ID: 102608</b>	<b>NIACC</b>	<b>PO Number:</b>	<b>Invoice Number: 20170509</b>	<b>Amount:</b>	<b>4,948.00</b>	
Description:	Invoice Date: 05/05/2017	Due Date: 05/09/2017	Status: A	1099 Amount: 0.00		

**Invoice Listing - Detail**  
Unposted; Batch Description Invoices--MAY 2017 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 0000 1100 100 0000 566	PSEO CLASSES		4,948.00		N	Final	
<b>Vendor ID: 100781</b>	<b>NORTH BUTLER COMMUNITY SCHOOL</b>	<b>PO Number:</b>	<b>Invoice Number: 20170512</b>	<b>Amount:</b>	<b>130.00</b>		
Description:		Invoice Date: 05/12/2017	Due Date: 05/12/2017	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 920 6740 815	TRACK ENTRY FEE		65.00		N	Final	
21 0000 1400 920 6840 815	TRACK ENTRY FEE		65.00		N	Final	
<b>Vendor ID: 103670</b>	<b>NORTH IOWA CSD</b>	<b>PO Number:</b>	<b>Invoice Number: 20170505</b>	<b>Amount:</b>	<b>3,730.15</b>		
Description:		Invoice Date: 05/03/2015	Due Date: 05/05/2017	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 950 7960 612	COLT \$		3,730.15		N	Final	
<b>Vendor ID: 100731</b>	<b>NORTHWOOD-KENSETT SCHOOL</b>	<b>PO Number:</b>	<b>Invoice Number: 20170505</b>	<b>Amount:</b>	<b>130.00</b>		
Description:		Invoice Date: 05/05/2017	Due Date: 05/05/2017	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 920 6840 815	TRACK ENTRY FEE		65.00		N	Final	
21 0000 1400 920 6740 815	TRACK ENTRY FEE		65.00		N	Final	
<b>Vendor ID: 105243</b>	<b>PEPSI-COLA BOTTLING CO - DECORAH</b>	<b>PO Number:</b>	<b>Invoice Number: 9218028</b>	<b>Amount:</b>	<b>153.00</b>		
Description:		Invoice Date: 05/04/2017	Due Date: 05/05/2017	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 950 7960 612	DRINKS FOR VENDING MACHINE		153.00		N	Final	
<b>Vendor ID: 707266</b>	<b>PETE, HEIDI</b>	<b>PO Number:</b>	<b>Invoice Number: 20170505</b>	<b>Amount:</b>	<b>1,541.28</b>		
Description:		Invoice Date: 05/02/2017	Due Date: 05/05/2017	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 0070 1200 217 3303 580	travel reimb		1,541.28		N	Final	
<b>Vendor ID: 100356</b>	<b>PETTY CASH</b>	<b>PO Number:</b>	<b>Invoice Number: 20170512</b>	<b>Amount:</b>	<b>300.00</b>		
Description:		Invoice Date: 05/12/2017	Due Date: 05/12/2017	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 920 0000 612	CASH ATHLETIC EVENTS		300.00		N	Final	
<b>Vendor ID: 707275</b>	<b>PIANO TUNING &amp;SERVICING</b>	<b>PO Number:</b>	<b>Invoice Number: 379375</b>	<b>Amount:</b>	<b>90.00</b>		
Description:		Invoice Date: 05/04/2017	Due Date: 05/12/2017	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 910 6220 345	PIANO TUNING		90.00		N	Final
<b>Vendor ID: 707275 PIANO TUNING &amp;SERVICING</b>						
Description:		PO Number:	Invoice Number: 379376		Amount:	90.00
Sequence: 1	Check Type:	Invoice Date: 05/04/2017	Due Date: 05/12/2017	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 910 6210 345	PIANO TUNING		90.00		N	Final
<b>Vendor ID: 102319 PICKAR-OULMAN PLBG HTG &amp; ELEC</b>						
Description:		PO Number:	Invoice Number: 1017-7381		Amount:	10.40
Sequence: 1	Check Type:	Invoice Date: 05/04/2017	Due Date: 05/05/2017	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 2600 000 0000 680	CIRCUIT BREAKER		10.40		N	Final
<b>Vendor ID: 103020 RUNDE GRAPHICS</b>						
Description:		PO Number:	Invoice Number: 2455		Amount:	308.00
Sequence: 1	Check Type:	Invoice Date: 05/06/2017	Due Date: 05/10/2017	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 7997 612	SR. T-SHIRTS		308.00		N	Final
<b>Vendor ID: 103020 RUNDE GRAPHICS</b>						
Description:		PO Number:	Invoice Number: 2456		Amount:	14.00
Sequence: 1	Check Type:	Invoice Date: 05/06/2017	Due Date: 05/12/2017	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 920 0000 612	PLAQUE		14.00		N	Final
<b>Vendor ID: 100229 SCHOOL BUS SALES CO</b>						
Description:		PO Number:	Invoice Number: IN49695		Amount:	66.69
Sequence: 1	Check Type:	Invoice Date: 05/02/2017	Due Date: 05/05/2017	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	CLUCH ON STOP SIGN BUS #5		66.69		N	Final
<b>Vendor ID: 100000 SOFTWARE UNLIMITED INC</b>						
Description:		PO Number:	Invoice Number: 20170505		Amount:	6,100.00
Sequence: 1	Check Type:	Invoice Date: 05/01/2017	Due Date: 05/05/2017	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>
36 0000 2239 000 0000 652	SOFTWARE FOR ACCOUNTING SYSTEM		6,100.00		N	Final
<b>Vendor ID: 103825 SULLIVAN, TOM</b>						
Description:		PO Number:	Invoice Number: 20170505		Amount:	140.00
Sequence: 1	Check Type:	Invoice Date: 05/05/2017	Due Date: 05/05/2017	Status: A	1099 Amount: 140.00	
	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 920 6840 345	TRACK OFFICIAL		140.00	140.00	N	Final

<b>Vendor ID: 100044</b>	<b>SUPERIOR WELDING SUPPLY CO</b>	<b>PO Number:</b>	<b>Invoice Number: L4385435</b>	<b>Amount:</b>	<b>40.00</b>
Description:		Invoice Date: 05/06/2017	Due Date: 05/09/2017	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 3200 1100 100 0000 612	OXYGEN & ACETY		40.00	N	In Full
					Final
<b>Vendor ID: 104647</b>	<b>SWANCUTT, KERRI</b>	<b>PO Number:</b>	<b>Invoice Number: 20170512</b>	<b>Amount:</b>	<b>1.85</b>
Description:		Invoice Date: 05/12/2017	Due Date: 05/12/2017	Status: A	1099 Amount: 1.85
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>
61 0000 1611 000 0000	Lunch Refund		1.85	1.85 N	In Full
					Final
<b>Vendor ID: 103671</b>	<b>TRIPOLI CSD</b>	<b>PO Number:</b>	<b>Invoice Number: 20170505</b>	<b>Amount:</b>	<b>140.00</b>
Description:		Invoice Date: 05/05/2017	Due Date: 05/05/2017	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 920 6840 815	TRACK ENTRY FEE		70.00	N	In Full
21 0000 1400 920 6740 815	TRACK ENTRY FEE		70.00	N	Final
					Final
<b>Vendor ID: 100004</b>	<b>TRUE VALUE</b>	<b>PO Number:</b>	<b>Invoice Number: A123692</b>	<b>Amount:</b>	<b>13.56</b>
Description:		Invoice Date: 05/02/2017	Due Date: 05/05/2017	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 920 0000 612	ATHLETIC SUPPLIES		13.56	N	In Full
					Final
<b>Vendor ID: 100004</b>	<b>TRUE VALUE</b>	<b>PO Number:</b>	<b>Invoice Number: A123806</b>	<b>Amount:</b>	<b>11.37</b>
Description:		Invoice Date: 05/04/2017	Due Date: 05/05/2017	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 920 0000 612	LATCH FOR JUNCTION		11.37	N	In Full
					Final
<b>Vendor ID: 100004</b>	<b>TRUE VALUE</b>	<b>PO Number:</b>	<b>Invoice Number: B114980</b>	<b>Amount:</b>	<b>39.99</b>
Description:		Invoice Date: 05/09/2017	Due Date: 05/09/2017	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	HAND SPRAYER		39.99	N	In Full
					Final
<b>Vendor ID: 100004</b>	<b>TRUE VALUE</b>	<b>PO Number:</b>	<b>Invoice Number: B115076</b>	<b>Amount:</b>	<b>34.99</b>
Description:		Invoice Date: 05/11/2017	Due Date: 05/12/2017	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	PAINT		34.99	N	In Full
					Final
<b>Vendor ID: 707273</b>	<b>TWIN ACRES GOLF COURSE</b>	<b>PO Number:</b>	<b>Invoice Number: 20170505</b>	<b>Amount:</b>	<b>50.00</b>
Description:		Invoice Date: 04/27/2017	Due Date: 05/05/2017	Status: A	1099 Amount: 0.00



Invoice Listing - Detail

Unposted; Batch Description Invoices--MAY 2017 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>		
21 0000 1400 920 6660 612	GOLF ENTRY FEE		50.00		N	Final		
<b>Vendor ID: 101596</b>	<b>VAN METER INDUSTRIAL INC</b>	<b>PO Number: 19853C</b>	<b>Invoice Number: S009760654.001</b>	<b>Amount: 268.83</b>				
Description:		Invoice Date: 05/02/2017	Due Date: 05/12/2017	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	LIGHT BULBS		268.83		N	Final		
<b>Vendor ID: 102190</b>	<b>WEST MUSIC COMPANY</b>	<b>PO Number:</b>	<b>Invoice Number: SI1432112.</b>	<b>Amount: 7.43</b>				
Description:		Invoice Date: 04/05/2017	Due Date: 05/05/2017	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 910 6220 612	MUSIC		7.43		N	Final		
<b>Vendor ID: 102190</b>	<b>WEST MUSIC COMPANY</b>	<b>PO Number:</b>	<b>Invoice Number: SI1440750</b>	<b>Amount: 72.00</b>				
Description:		Invoice Date: 04/28/2017	Due Date: 05/05/2017	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 910 6220 612	INSTRUMENT REPAIR		72.00		N	Final		
			Batch 1099 Total:	1,155.60		Batch Total:	36,844.84	
			Report 1099 Total:	1,155.60		Report Total:	36,844.84	

## CAPITAL ASSETS REGULATION

## A. Capital Assets Management System

The Superintendent, and /or other designated staff ~~shall~~ *may*

- 1.) Conduct the capital assets physical count;
- 2.) Develop the capital assets listing;
- 3.) Tag capital assets included in the capital assets management system with a bar code identification number;
- 4.) Make a recommendation of a computer software program for managing the capital assets management system;
- 5.) Enter the necessary data into the capital assets management system and compile the appropriate reports;
- 6.) Develop forms and procedures for maintaining the integrity of the capital assets system; and,
- 7.) Maintain responsibility for an accurate management system.

## B. Determining historical cost

- 1.) The historical cost of a capital asset is based on the actual cost expended in making the capital assets serviceable.
- 2.) Gifts of capital assets are valued at the estimated fair market value at the addition/acquisition date.
- 3.) Capital assets purchased under a capital lease are valued at historical cost of their net present value of the minimum lease payments on the addition/acquisition date.
- 4.) The historical cost of capital assets must include capitalized interest.

## C. Annual capital assets listing reconciliation

- 1.) The superintendent, and/or other designated staff, in conjunction with the capital assets management team, will conduct an annual capital assets physical count to develop the annual capital assets listing in a manner similar to the initial capital assets listing process in B above. At least every three years, someone other than the person in custody of the capital assets in the building/department/room will perform the capital assets physical count for the building/department/room.
- 2.) Upon completion of the annual assets listing, the capital assets listing is reconciled to the capital assets management system data base.
- 3.) Capital assets found to have been excluded from the data base are added to the capital assets management system. The capital assets management system process should be reviewed to prevent future incidents of excluding a capital asset.
- 4.) Capital assets unaccounted for are reported to the superintendent who contacts the supervisor of and the individual in charge/control/custody of the capital asset. The individual in charge/control/custody of the capital asset has thirty days to account for the capital asset.

- 5.) Capital assets unaccounted for after thirty days are reported to the superintendent for appropriate action and documentation. "Appropriate action" may include, up to and including discharge, and may require the employee/person in charge/control/custody of the capital asset to replace the asset.
  - 6.) The superintendent is responsible for documenting the reason each asset was not reconciled to the capital assets management system.
- D. Addition/acquisition of capital assets.
- 1.) The school district's purchasing policy and administrative regulations must be followed when acquiring capital assets. The school district's policy and administrative regulations must be followed for receiving a gift of capital assets.
  - 2.) The capital assets addition/acquisition documentation must be completed for each additional capital assets with an addition/acquisition cost of equal to or greater than (\$2,000,000). The following information should be collected, if applicable:
    - a.) Name of location-building/department/room;
    - b.) Location-building/department/room code;
    - c.) Balance sheet accounting/class code;
    - d.) Government or BTA program;
    - e.) Addition/acquisition date;
    - f.) Check/purchase order number or gift;
    - g.) Bar code identification number assigned to and placed on the capital asset;
    - h.) Serial/model number
    - i.) Cost-historical;
    - j.) Fair market value on acquisition date (donated assets only);
    - k.) Estimated useful life;
    - l.) Vendor;
    - m.) Purchasing fund and function;
    - n.) Description of capital asset;
    - o.) Department/person charged with custody,
    - p.) Method of addition/acquisition-purchase, trade, gift etc.,
    - q.) Quantity;
    - r.) Replacement cost;
    - s.) Addition/acquisition authorization; and,
    - t.) Function for depreciation.
  - 3.) Capital assets acquired in a month must be entered into the capital assets management system in the same month.
  - 4.) The actual cost of construction in progress, other than infrastructure, is entered into the capital assets management system in the month in which costs are incurred until the total cost of addition/acquisition is entered. Upon completion of construction, the total cost accumulated over the period of construction are reclassified to buildings.

- 5.) Capital assets acquired in a month must be entered into the capital assets management system in the same month.

**E. Relocation/transfer of machinery and equipment capital assets.**

- 1.) A capital assets relocation/transfer documentation must be completed prior to removing machinery and equipment capital assets from their current location. The following information must be collected:
  - a.) Relocation/transfer date;
  - b.) Quantity;
  - c.) Bar code identification number;
  - d.) Current location-building/department/room code;
  - e.) Name of current location-building/department/room;
  - f.) New location-building/department/room code;
  - g.) Name of new location-building/department/room;
  - h.) Date placed at new location-building/department/room
  - i.) Department/person charged with custody; and
  - j.) Relocation/transfer authorization.
- 2.) Capital assets relocated/transferred in a month must be entered into the capital assets management system in the same month.

**F. Disposal of capital assets**

- 1.) A Capital Assets disposal documentation must be completed prior to disposing of real property. The following information must be collected:
  - a.) Disposal date;
  - b.) Quantity;
  - c.) Bar code tag identification number;
  - d.) Legal description;
  - e.) Location/address;
  - f.) Purchaser;
  - g.) Disposal methods for real property, trade, sale, stolen, etc.; and,
  - h.) Disposal authorization
- 2.) Capital assets disposed of in a month must be entered into the capital assets management system in the same month.
- 3.) When assets are sold or disposed of, it is necessary to calculate and report a gain or loss in the statement of activities. The gain/loss is calculated by subtracting the net book value (historical cost less any accumulated amortization) from the new amount realized on the sale or disposal.

**G. Lost, damaged or stolen capital assets**

- 1.) A lost, damaged, or stolen capital asset report must be completed when a capital asset has been lost, damaged, or stolen. The following must be collected:

- a.) Date of loss, damage or stolen;
  - b.) Employee/person discovering;
  - c.) Quantity;
  - d.) Description of capital asset;
  - e.) Bar code tag identification number;
  - f.) Location-building/department/room;
  - g.) Description of loss, damage, etc.;
  - h.) Filing of police report-yes or no;
  - i.) Filing of insurance report- yes or ni;
  - j.) Sent for repair-yes or no;
  - k.) Date returned from repair;
  - l.) Date returned to location-building/department/room;
  - m.) Department/person charged with custody; and,
  - n.) Authorization.
- 2.) Capital assets damaged, lost, or stolen in a month must be entered into the capital assets management system in the same month.

H. Capital assets report

- 1.) Annual reports for June 30 each year.
  - a.) Capital assets listing including the following items:
    - 1.) Balance sheet accounting/class code;
    - 2.) Purchasing fund, function and depreciation function;
    - 3.) Bar code tag identification number;
    - 4.) Historical cost or other;
    - 5.) Location;
    - 6.) Current year depreciation/expense; and,
    - 7.) Accumulated depreciation/amortization.
  - b.) Capital assets listing by location/building;
  - c.) Capital assets listing by department/employee/person charged with custody; and,
  - d.) Capital assets listing by replacement cost.

**Note: This sample administrative regulation provides a same capital asset management system. It is important the administrative regulations adopted by a school district reflect its actual practice. The school district may choose to employ a service provider to conduct the annual capital assets physical count, annual capital assets listing and to implement a capital assets management system for capital assets required to be capitalized under board policy. Should the board employ a service provider, it is important to have the school attorney review the request for proposals and to draft the service provider contract.**

*The sample administrative regulation provides for valuing capital assets at historical cost as required by GAAP. This administrative regulation also requires the school district to maintain the replacement value of capital assets. Should the school district decide not to maintain replacement values for its capital assets, the requirement should be deleted from the administrative regulation.*

*Some school districts in completing their initial capital assets listing consider a room a unit. For example, 25 student desks, one teacher's desk, one teacher's chair, wastebasket, two storage cabinets and so forth could be considered a room unit with a value of \$35,000. The unit is included as one item on the capital assets listing.*

*This may be a difficult element of a capital assets management system. Capital assets have a tendency to be moved around and the employees moving them generally do not remember to complete the paperwork or even inform the superintendent. A quality annual reconciliation process must be done to ensure a valid capital assets listing. Some school district's required designated person at each building to complete the paperwork upon disposal of the capital asset. School districts with a local area network can save paperwork by allowing each building to enter the information regarding disposal of capital assets as long as the appropriate checks and balances exist to verify the information.*

*The school auditor may, at a minimum, require a capital asset listing with the historical or other cost basis and balance sheet accounting/class code for each capital asset in the capital assets listing. It is important for the school district to consult with the district's auditor prior to determining the school district's requirements for this annual report. The other items listed above are optional unless recommended by the school auditor to meet the school district's needs.*

*The capital assets listing total dollar amount must equal the amount entered on the school district's Certified Annual Report (CAR). This amount is calculated as follows:*

*Capital assets listing prior year by balance sheet accounting/class code  
+ Additions/Acquisitions by balance sheet accounting/class code  
- Disposal by balance sheet accounting/class code  
= Capital assets listing current year by balance sheet accounting/class code*

*The last three reports may be used by school districts for many different purposes. For example, the "capital assets listing by location/building" and "capital assets listing by department/employee/person charged with custody" are used by school districts for the annual capital assets listing reconciliation to compare the actual capital assets in a building or department/room with the information in the capital assets management system.*

## PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

Successful education programs require the support of the school district community. The board addresses the importance of the role of the school district community in the school district in this series of the policy manual. The board recognizes this support is dependent on the school district community's understanding of participation in the efforts, goals, problems and programs of the school district.

In this section, the board sets out its policies defining its relationship with the school district community. In striving to obtain the support of the school district community, the board will:

- Provide access to school district records;
- Inform the school district community of the school district's goals, objectives, achievements, and needs;
- Invite the input of the school district; and,
- Encourage cooperation between the school district and the school district community.



## PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for viewing the records as soon as possible, depending on the nature of the request.

Persons may request copies of public records by telephone or in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

**NOTE: This policy is consistent with the Iowa public records law regarding access to, copying of and charging for copies of public records. By law, individuals have a right to access public records during the hours of 9:00 a.m.-12:00 p.m. and 1:00 p.m.-4:00 p.m. unless the board sets other hours. IASB recommends that the board establish specific hours in board policy, and blanks are provided in the first paragraph for that purpose.**

**Iowa law requires boards to specify what emergency preparedness items need to be confidential in order to protect the safety of individuals or property. A short list is provided but should be added to by the board, if needed.**

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (2011).

1980 Op. Att'y Gen. 88.

1972 Op. Att'y Gen. 158.

1968 Op. Att'y Gen. 656.

Cross Reference: 215

Board of Directors' Records

401.5 Employee Records

506 Student Records

708 Care, Maintenance, and Disposal of School District Records

902.1 News Media Relations

Approved: September 16, 2015 Reviewed: September 16, 2015 Revised: \_\_\_\_\_



## NEWS MEDIA RELATIONS

The board recognizes the value of and supports open, fair and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Members of the news media seeking information about the school district will direct the inquiries to the superintendent. The superintendent will accurately and objectively provide the facts and board positions in response to inquiries from the news media about the school district.

Legal reference: Iowa Code §§ 21.4; 22; 279.8 (2011).

Cross reference: 902 Press, Radio and Television News Media

Approved: September 16, 2013 Reviewed: \_\_\_\_\_ - Revised: \_\_\_\_\_

## NEWS CONFERENCES AND INTERVIEWS

The superintendent, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media.

The superintendent will respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.

New conferences and interviews planned or pre-arranged for school district activities will include the board and the superintendent. New conferences for issues requiring an immediate response may be held by the superintendent. It is within the discretion of the superintendent to determine whether a news conference or interview is held to provide an immediate response to an issue.

It is the responsibility of the superintendent to keep the board apprised of news conferences and interviews.

Legal reference: Iowa Code §§ 21.4; 22; 279.8 (2011).

Cross reference: 902 Press, Radio and Television News Media

Approved: September 16, 2013 Reviewed: \_\_\_\_\_ - Revised: \_\_\_\_\_

NEWS RELEASES

The superintendent will determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent will strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent will strive to create and maintain a positive image for the school district. It is the responsibility of the superintendent to approve news releases originating within the school district prior to their release.

New releases will be prepared and disseminated to news media in the school district community. Questions about news releases will be directed to the superintendent.

Legal reference:     Widmer v. Reitzler, 182 N.W.2d 177 ( Iowa 1970).  
                          Dobrovolny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).  
                          Iowa Code §§ 21.4; 22.2 (2011).  
                          1980 Op. Att'y Gen. 73.  
                          1952 Op. Att'y Gen. 133.

Cross reference:     902     Press, Radio and Television News Media

Approved: September 16, 2013   Reviewed: \_\_\_\_\_ - Revised: \_\_\_\_\_

LIVE BROADCAST OR VIDEOTAPING

Individuals may broadcast or videotape public school district events, including open board meetings, as long as it does not interfere with, or disrupt, the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

It is within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the school district event.

Videotaping of classroom activities will be allowed at the discretion of the superintendent. Parents will be notified prior to videotaping of classroom activities.

It is the responsibility of the superintendent to develop administrative regulations outlining the procedures for making the request and the rules for operation if the request is granted.

Legal reference: Iowa Code §§ 21.4; 22; 279.8 (2011).

Cross reference: 506.2 Student Directory Information  
902.1 News Media Relations  
903.3 Visitors to School District Buildings and Sites

Approved: September 16, 2013 Reviewed: \_\_\_\_\_ - Revised: \_\_\_\_\_

SCHOOL- COMMUNITY GROUPS

The board values the participation and the support of school district-community groups, including, but not limited to, the booster club and parent-teacher organizations, which strive for the betterment of the school district and the education program. The board will work closely with these groups.

Prior to any purchase of, or fund raising for the purchase of goods or services for the school district, the group will confer with the superintendent to assist the group in purchasing goods and services to meet the school district's needs.

Funds raised by these groups for the school district may be kept as part of the accounts of the school district.

It is the responsibility of the building principal to be the liaison with the school district-community groups affiliated with the building principal's attendance center.

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

Cross reference: 903 Public Participation in the School District

Approved: September 16, 2013 Reviewed: \_\_\_\_\_ - Revised: \_\_\_\_\_

COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers in the responsibility of the superintendent.

Legal reference: Iowa Code § 279.8; 670 (2011).

Cross reference: 603.1 Basic Instruction Program  
903.3 Visitors to School District Buildings and Sites

Approved: September 16, 2013 Reviewed: \_\_\_\_\_ - Revised: \_\_\_\_\_

## VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the office of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves according may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the inappropriate conduct.

Legal reference: Iowa Code §§ 279.8; 716.7 (2011).

Cross reference: 902 Press, Radio and Television News Media  
903.2 Community Resource Persons and Volunteers

Approved: September 16, 2013 Reviewed: \_\_\_\_\_ - Revised: February 15, 2016

## PUBLIC CONDUCT ON SCHOOL PREMISES

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

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

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

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, used vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

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



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

***Note: This policy reflects the Iowa civility and trespass law, and outlines a school district's authority to enforce the law. The first paragraph of the policy addressing civility is mandatory, but the remaining portions are optional. Boards can amend the language as needed to fit their individual needs. For more detailed discussion of this issue, see IASb's Policy Primer, Vol. 20 #2-September 13, 2007.***

Legal Reference: Iowa Code §§ 279.8, .66; 716.7 (2009).

Cross Reference: 205 Board Member Liability  
504 Student Activities  
802.6 Vandalism  
903 Public Participation in the School District

Approved: October 13, 1999 Reviewed: Novemebr17, 2003 Revised: September 16, 2013

### DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

It is the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

***NOTE: The regulation accompanying this policy has been approved by the 8<sup>th</sup> Circuit Court of Appeals in Bystrom v. Fridley High School, 822 F.2d 747 (8<sup>th</sup> Cir. 1987). Amendments to or deviation from this regulation should be addressed to local counsel prior to adoption.***

Legal reference: U.S. Const. amend I.  
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).  
New Jersey v. T.L.O., 469 U.S. 325 (1985).  
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).  
Bystrom v. Fridley high School, 822 F.2d 747 (8<sup>th</sup> Cir. 1987).  
Iowa Code § 279.8; 280.22 (2011).

Cross reference: 502.3 Freedom of Expression  
503.1 Student Conduct  
504 Student Activities  
603.9 Academic Freedom

Approved: September 16, 2013 Reviewed: \_\_\_\_\_ - Revised: \_\_\_\_\_

## DISTRIBUTION OF MATERIALS REGULATION

### I. Guidelines.

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- 1.) Is obscene to minors;
- 2.) Is libelous;
- 3.) Contains indecent, vulgar, profane or lewd language;
- 4.) Advertises any product or service not permitted to minors by law;
- 5.) Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
- 6.) Presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

### II. Procedures

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade (s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in the subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be

informed in writing of the reasons of the denial. Permission to distribute material does not imply approval of its contents by either, the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by, the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.

3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
  - a.) The average person, applying contemporary community standards, would find that the written material, taken as a whole. Appeals to the prurient interest of minors of the age to whom distribution is requested;
  - b.) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
  - c.) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
  - a.) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption, which interferes with or impedes the implementation of that program.
  - b.) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walkout, or other related forms of activity.
  - c.) In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in school lunch periods.

5. "Unofficial" written material includes all written material except school newspapers, literacy magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placecards and underground newspapers, whether written by students or others.
  6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
  7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school, which are generally frequented by students.
- V. Disciplinary action.
- Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.
- VI. Notice of policy to students.
- A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

## SCHOOL FOOD PROGRAM: NEGATIVE BALANCE

The Riceville Community School District Food Service Department is a self-operating and self-sustaining program. The Board of Education desires the Riceville Community School District Food Service Department to be self-supporting, and therefore discourages general fund subsidies that could take away from other programs. In order to maintain financial stability and equality for all lunch-paying students in the district, this policy regarding lunch accounts will be followed:

### **Breakfast and Lunch Policy-Staff and Students**

It is recommended that parents or guardians strive to maintain a positive balance in the child/children's food service account. Positive balances at the end of the school are rolled over to the child's account for the next school year. If the child moves or graduates, a refund check will be issued for any remaining positive balance. If at any time a parent/guardian believes they may qualify for free or reduced lunches under federal guidelines, they should contact the Superintendent's secretary for the necessary paperwork.

When a student's lunch account balance reaches \$9.99 per student/staff the school will contact the parent/guardian by e-mail, phone or written letter indicating the current balance. If there are more than one student in the family, the notice will be sent based on the \$9.99 times the number of students. Example: a family with two students would receive the notice when the account reaches \$19.98 etc. This is done a minimum of once weekly.

If a negative balance occurs a phone call and email notice will be made from the school to the parent/guardian stating that his/her child/children has a negative balance when the account is -\$10.00 and the following procedure will be followed.

- For an elementary student grades K-6: they will continue to be served the regular lunch, or encouraged to bring a sack lunch. The cost will continue to be applied to the student's lunch account.
- For middle school or high school student: he/she will NOT be allowed to accumulate an additional negative balance for meals, and the student will need to bring a sack lunch from home if he/she plans to eat at school.

If a negative balance of \$50.00 or greater is reached for any family, the parent will be sent notice from the business office stating that payments must be made within five business days of the date of notice, or further collection procedures (small claims) could be pursued for payment on the account. If a parent/guardian begins good faith efforts to make regular payments, as determined by the superintendent and business office towards eliminating the negative balance, the district may postpone additional collection procedures. Payments on the account should cover the negative balance and create a positive balance of at least \$10.00 per student account.

Please note the money needs to be available in the child's lunch account in order for extra mils or meals can be purchased. This applies to all students, including students from families participating in the free and reduced program.

### **Negative Balances**

Negative balances will be carried over to the following school year. These negative balances must be paid in full prior to starting school as part of the school registration process. Parents with accounts in a negative status will be asked to send a lunch from home until negative balances have been taken care of or a payment schedule arranged and adhered to. The school district and the food service department reserve the right to take any other reasonable action, including legal action, to collect the balance due in any student's account.

Approved:

Reviewed:

Revised:



## TRANSPORTING STUDENTS IN PRIVATE VEHICLES

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

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent. Private vehicles will be used only when proof of insurance has been supplied to the superintendent and when the parents of the students to be transported have given written permission to the superintendent. The school district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for school purposes.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal reference: Iowa Code §§ 279.8; 285; 321 (2011).  
281 I.A.C. 43.

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

Approved: September 16, 2013 Reviewed: \_\_\_\_\_ - Revised: \_\_\_\_\_

ADVERTISING AND PROMOTION

The use of students, the school district name, or its building and sites for advertising and promoting products and/or services of entities and organizations operating for a profit is not allowed except with prior board approval. Nonprofit entities and organizations may be allowed to use students, the school district name, or its buildings and sites if the purpose is educationally related and prior approval has been obtained from the board.

Legal reference: Iowa Code § 279.8 (2011).

Cross reference: 504.5 Student Fund raising  
904 Community Activities Involving Students

Approved: September 16, 2013 Reviewed: \_\_\_\_\_ - Revised: \_\_\_\_\_

## COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

School district facilities and equipment will be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. "Entit(ies)" will include organizations, groups and individuals and their agents. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district facilities and equipment. The board reserves the right to deny use of the facilities and equipment to an entity. It is within the discretion of the superintendent to allow use of the school district facilities and equipment on Sundays.

Entities that wish to use school district facilities or equipment must apply at the superintendent's office. It is the responsibility of the board secretary or superintendent to determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It is the responsibility of the superintendent and board secretary to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment.

Use of school district facilities and equipment by entities will be supervised by a school district employee unless special prior arrangements are made with the superintendent. The school district employee will not accept a fee from the entity using school district facilities and equipment. If appropriate, the school district may be paid by the school district.

Entities that use school district buildings, or equipment, or sites must leave the building or site in the same condition it was in prior to its use. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities or equipment in the future.

(The school district will sponsor education related organizations' use of the ICN upon approval of the superintendent.) Sponsored ICN user's mission must be consistent with the mission of the school district. Coats associated with the use of the ICN will be passed on by the school district to the sponsored user.

Authorization users of the ICN will ensure their use of the ISN is consistent with their written mission. The ICN will not be used for profit making ventures. Authorized users may not resell time on the ICN. Entities that wish to use the school district's ICN classroom or originate, receive or broadcast programming must follow the state scheduling requirements. It is recommended that entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming, contact the school district's ICN scheduler's office to inform them of their needs.

It is the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The school district assumes no responsibility or liability for entities using the ICN classroom in violation of the law, the authorized user's mission or school district policy and its supporting administrative regulations. The school district reserves the right to charge all costs, including attorney fees, that may arise to the entity for the entity's failure to comply with the law or school district policy and its supporting administrative regulations.

The board MAY ALLOW ENTITIES, SUCH AS THE Boy and Girl Scouts and 4-H, to use the school district facilities and equipment without charge. While such entities may use the facilities and equipment without charge, they may be required to pay a custodial fee.

It is the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

***NOTE: This policy requires that all users of school district facilities provide proof of insurance. This is not a legal requirement. It is there for the protection of the school district. Prior to waiving insurance requirements for groups, a school district should check with its insurance carrier to clarify coverage.***

***This policy also addresses use of the school district's ICN classroom. The language the fifth paragraph addresses the school district's sponsorship of outside group's use of the ICN. Boards can limit their sponsorship if they choose. The language in the policy in parentheses is written to limit sponsorship to education-related groups but should be stricken and replaced with the appropriate language. The policy is also written to pass on the ICN costs to the sponsored group.***

***The language in the sixth paragraph represents mandatory policy language. The seventh paragraph is language that is recommended but is not mandatory. The supporting administrative regulations address matters specific to ICN classroom use for the board's consideration. The new ICN regulation is at 905.1R2.***

Legal Reference: Iowa Code §§ 8D; 123.46; 276; 278.1(4); 279.8; 297.9-.11 (2007).  
1982 Op. Att'y Gen. 561.  
1940 Op. Att'y Gen. 232.  
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

Approved: \_\_\_\_\_ Reviewed: May 28, 2008 Revised: September 16, 2013

Riceville Community School District  
**REQUEST FOR USE OF SCHOOL FACILITIES BY OUTSIDE GROUPS**  
 As per Board Policy 902.7

**Group Information**

Requested By \_\_\_\_\_ Date of Request \_\_\_\_\_

Organization \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

**Use of Property Information**

Building Requested \_\_\_\_\_

Areas needed (list all) \_\_\_\_\_

Equipment needed \_\_\_\_\_

**Activity Information**

Do you have employee supervision \_\_\_\_\_ Name \_\_\_\_\_

\*If no, a custodian, or staff member will be assigned with a charge.

Describe the activity \_\_\_\_\_

Requested date/s of Activity \_\_\_\_\_

Time of Arrival: \_\_\_\_\_ (am / pm) Estimated time of departure \_\_\_\_\_ (am / pm)

*I, the representative of the renter organization, agree that it is the renter that is responsible for the proper use of property and shall pay for all damage other than the normal wear. A copy of the completed request form will be return to the address above.*

Requested Organization \_\_\_\_\_ By \_\_\_\_\_

For School Use Only-c(Return one to the Superintendent's Office)

<u>Classification of Group</u>	<u>Insurance Required</u>	<u>Charges</u>
School Sponsored Activity	N/A	N/A
Student Activities or youth org.	No	No
Non-profit community org.	Yes	(unless waived by superintendent)
Other Organization	Yes	(unless waived by superintendent)
Private Parties	Yes	(unless waived by superintendent)

\*Note: If an insurance certificate is required the certificate must accompany the request.

Staff member assigned supervision (if no one assigned above) \_\_\_\_\_

Estimated charge(s)

Building Use \$ \_\_\_\_\_ Custodial: \$ \_\_\_\_\_ Equipment \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

\_\_\_\_\_

Building/Activities Director                      Superintendent's Approval

Approved: September 16, 2013

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

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT  
INDEMNITY AND LIABILITY INSURANCE AGREEMENT

The undersigned, hereafter referred to as "entity," states that it will hold the Riceville Community School District, hereafter referred to as "school district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity will assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by the school district such bodily injury and property damage liability insurance as will protect the entity and the school district from claims or damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity's use of the school district's facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity.

The entity will furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before the contract is issued.

Dated at \_\_\_\_\_, Iowa, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ and School District.

By \_\_\_\_\_ By \_\_\_\_\_  
Superintendent

Title \_\_\_\_\_ By \_\_\_\_\_  
Secretary

Address \_\_\_\_\_  
\_\_\_\_\_

Approved: September 16, 2013 Revised: \_\_\_\_\_ Reviewed \_\_\_\_\_

Code No. 905.1E3

Riceville Community School  
BILLING FOR USE OF SCHOOL BUILDING

Please return your payment to the following address. If you have any questions related to this billing please contact Jennifer Dunn @ 641-985-2288. Thank You.

Attn: Accounts Receivable  
Riceville Community School  
912 Woodland Ave.  
Riceville, IA 50603

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**INVOICE**

Name of Organization \_\_\_\_\_ Date of Activity \_\_\_\_\_

Building Rental

<u>Area</u>	<u># of hours used</u>	<u>Total Charges</u>
_____	_____	\$ _____
_____	_____	\$ _____
Total Building Charges		\$ _____

Custodial Charges

<u>Name</u>	<u>Reg Hrs</u>	<u>OT Hours</u>	
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
Total Custodial Charges			\$ _____

Equipment Rental (specify \_\_\_\_\_) \$ \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_

Approved: September 16, 2013      Revised: \_\_\_\_\_      Reviewed \_\_\_\_\_

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT REGULATION

1. Alcoholic beverages will not be brought or consumed on school grounds.
2. Smoking is prohibited in school district facilities and on school district grounds, including private vehicles.
3. A school district employee must be present while the school district facility or equipment is being used by an entity.
4. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment to the condition it was prior to its use, will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility, site, or equipment will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site, or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district or equipment are off limits to the entity.
6. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time will be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.

Approved: September 16, 2013    Reviewed: \_\_\_\_\_ - Revised: \_\_\_\_\_



COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS, SITES & EQUIPMENT  
RICEVILLE COMMUNITY SCHOOL DISTRICT FEE SCHEDULE

Rates for use of buildings and sites

Multipurpose Room	<u>\$20.00</u>
High School Gym	<u>\$40.00</u>
Kitchen (paid supervisor requires)	<u>\$10.00</u>
Lunch Room	<u>\$10.00</u>
Lunch Room with Kitchen (paid supervisor required)	<u>\$20.00</u>

Add to Above

Kitchen (cook( supervision charges	<u>\$10.25 hr</u>
Custodial Charges	<u>\$15.00 hr</u>

ICN Classroom \$ 20.00

In addition to apying the rental fees, other than entities using the ICN classroom, each entity must make arrangements with the school district to have adequate custodial and supervisory services. Buildings will not be available unless a contract is signed by the entity and the school district well in advance of scheduled usage.

## TOBACCO/NICOTINE-FREE ENVIRONMENT

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

***NOTE: According to Iowa law, all school grounds are smoke free. Boards have the authority to expand the policy to make the school facilities and grounds tobacco or nicotine free as well.***

Legal Reference:      Goals 2000: Educate America act, Pub. L. No. 103-227, 108 Stat. 125(1194).  
                             House File 2212, Iowa General Assembly (2008)  
                             Iowa Code §§ 142D; 279.8, .9; 297 (2011).

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

Approved: August 13, 1990 Reviewed: \_\_\_\_\_ Revised: June 17, 2013

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

April 5, 2017

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 2017-2018 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 2017-2018 school calendar, the following conferences will be held:

- start of school conference for all staff
- Fall conferences, consisting of 2 days for each end with a day off following HS conferences and a PD day following elementary conferences
- Spring conferences, consisting of 2 days for each end with a day off following elementary conferences and a PD day following HS conferences

REA proposes to keep conference times open for discussion until a workable schedule is obtained.

REA President  
Tammi Mueller

REA Chief Negotiator  
Heather Christensen

Riceville School Board President  
Karl Fox

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date agreed upon \_\_\_\_\_, 2017

**FOURTH AMENDED AND RESTATED IOWA STAR  
SCHOOLS 28E TRUST**

**EFFECTIVE AS OF MARCH 24, 2017**

**WHEREAS**, Iowa Code Chapter 28E enables public agencies to enter into cooperation agreements, to make efficient use of their powers by enabling them to provide joint services with other agencies and to cooperate in other ways of mutual advantage;

**WHEREAS**, certain Schools have heretofore established the Iowa Star Schools 28E Retention Pool Trust (the "Trust") pursuant to the authority contained in Chapter 28E of the Code of Iowa to exercise all powers granted to Schools by the Code, including the powers contained under Chapter 509A by entering into a Trust Agreement dated on or about July 1, 1998, as amended and restated from time to time (the "Agreement");

**WHEREAS**, the Members have made certain revisions and amendments to the Agreement and have added Schools as additional Members;

**WHEREAS**, the Trust, currently provides its health insurance benefits to its Members through third party provided insurance;

**WHEREAS**, all Members now desire to substitute this amended and restated Agreement ("Revised Agreement") to amend and restate the terms and conditions of the Trust;

**WHEREAS**, each Member which is a party to this Revised Agreement has the power and authority to establish, operate, and participate in a cooperative Plan to provide employee benefits;

**WHEREAS**, the governing body of each Member which is a party to this Revised Agreement has duly authorized the execution, delivery and performance of this Revised Agreement; and

**WHEREAS**, each Member that is a party to this Revised Agreement desires to join together with other agencies which are parties for the purpose of providing employee benefits.

**NOW, THEREFORE**, in consideration of the mutual advantage to be derived from entering into this Revised Agreement and in consideration of the execution of this Revised Agreement by participating agencies, each of the parties does hereby agree as follows:

**ARTICLE I  
DEFINITIONS**

The following definitions shall apply to the provisions of this Revised Agreement:

- (a) "Board of Trustees" shall mean the Board of Trustees as more fully described in Article VII of this Revised Agreement.
- (b) "Buy-In Amount" shall mean a new Member charge established by the Board of Trustees for a new School to join the Trust.
- (c) "Bylaws" shall mean those rules and regulations that address the governance and management of the Trust as adopted and amended from time to time by the Board of Trustees.

- (d) “Contribution” shall mean any assessment, charge, Buy-In Amount or other consideration imposed or collected by the Trust with respect to a Plan on or from the Member participating in such Plan. All periodic Contributions shall be determined and set by the Board of Trustees based on factors adopted from time to time by the Board of Trustees. Contributions may be determined and set with respect to all Members participating in the Plan, any Member or otherwise. It is anticipated that periodic Contributions assessed in any Plan Year shall be sufficient to cover all Plan costs and expenses for such Plan Year, and any reserve fund approved by the Board of Trustees for any contingent expenses.
- (e) “Coverage Terms” shall mean those provisions and conditions that define the coverage to be provided to each Member’s employees and dependents in a Plan. The Coverage Terms may be modified or altered from time to time with respect to all Members by a majority vote of the Members of the Board of Trustees at a meeting at which a quorum is present.
- (f) “Noncompliance” means any failure to comply with the terms of this Revised Agreement, the Bylaws, Coverage Terms or any rules and regulations that may be adopted by the Board of Trustees.
- (g) “Member” shall mean any School which has duly executed this Revised Agreement according to the procedures contained herein and otherwise complied with all of the provisions hereof and which thereafter is entitled to all the rights and benefits conferred and subject to all the conditions and obligations imposed herein or in the Bylaws or any rules and regulations which may be adopted by the Board of Trustees.
- (h) “Plan” shall mean any plan of employee benefits adopted from time to time by the Board of Trustees.
- (i) “Schools” shall mean any public school district or area education agency enabled to enter into agreements under Iowa Code Chapter 28E.
- (j) “Vesting Period” shall mean the minimum participation period that must be completed by any new School joining the Trust prior to being eligible to participate in any distribution of the Trust reserves. The Vesting Period for a new School joining the Trust shall be established by the Board of Trustees.

## ARTICLE II ASSOCIATION NAME

The full legal name of the association established by this Revised Agreement shall be the Iowa Star Schools 28E Trust.

## ARTICLE III LOCATION

The principal office of the Trust shall be the address of the School represented by the Chairperson of the Board.

#### **ARTICLE IV LEGAL STATUS**

- (a) The Trust shall be a voluntary joint undertaking of units of government in joint and cooperative action with private agencies, as authorized by Iowa Code Chapter 28E.
- (b) This Revised Agreement shall not establish a separate legal entity, but only creates a joint insurance program funded by a common pool of funds, managed by a common governing board of representatives from each Member.
- (c) Any other provision of this Agreement notwithstanding, it is jointly and severally agreed that each Member will remain fully liable and responsible to its own employees and their dependents with respect to any claims, demand, right or cause of action now in existence or hereafter accruing with respect to any such employee or dependent and will remain the legal entity against whom any action at law or in equity may be filed by an individual employee or dependent.

#### **ARTICLE V PURPOSE**

The purpose of the Trust is to provide health and any other employee welfare benefits selected by the Members to the employees of the Members and their dependents pursuant to such terms and conditions as agreed to by the Members from time to time.

#### **ARTICLE VI DURATION**

This Trust became effective on July 1, 1998. Its duration shall continue from year to year thereafter until terminated by a majority vote of the Board of Trustees.

#### **ARTICLE VII GOVERNANCE AND THE BOARD OF TRUSTEES**

- (a) The Board of Trustees shall be the governing body of the Trust and shall possess all of the power and authority to operate the Trust for the purpose for which the Trust was established, including, but not limited to, the following:
  - (i) The power and authority to adopt or amend any Bylaws, rules and regulations that it deems appropriate, to adopt or amend any Plan, to establish specific procedures pursuant to which a Member may elect to participate in a Plan, to impose any additional qualifications for membership or to require any Contributions, Buy-In Amount and Vesting Period with respect to any Member.
  - (ii) The power and authority to declare and pay as it deems appropriate nonliquidating distributions to the Members participating in a Plan out of funds of such Plan in a fair and equitable manner which is lawful.
  - (iii) The power and authority to terminate and wind up the affairs of a Plan, including the power and authority to make, as it deems appropriate, liquidating distributions out of the funds of any Plan to the Members participating in such Plan at its termination in a fair and equitable manner which is lawful.

- (iv) The power and authority to establish any committees it deems necessary and appropriate, and to delegate specific powers of the Board of Trustees to such Committees, the members of which may, but are not required to, be Members of the Board of Trustees.
- (b) The Board of Trustees shall consist of the superintendent from each Member (or another authorized representative with binding authority for such Member). Members of the Board of Trustees may be removed and replaced by the represented Member at any time and in any manner deemed appropriate by such Member.
- (c) The Board of Trustees may elect from the Members of the Board of Trustees such officers as may be permitted or requested pursuant to the Bylaws. Each such officer shall serve in accordance with the Bylaws.
- (d) The Board of Trustees shall take action by a majority vote of its Members at a meeting which a quorum is present, which shall be binding on all Members, unless a supermajority vote is required by this Revised Agreement.

#### **ARTICLE VIII PARTICIPATION IN THE TRUST**

- (a) Any School desiring to join the Trust shall:
  - (i) elect to join the Trust and evidence such election by execution of such documentation as may be required by the Board of Trustees; and
  - (ii) buy into the Trust according to the Bylaws and the current terms and conditions for new Members established by the Board of Trustees.

Upon full compliance with the foregoing requirements for membership, a School may join in the Trust upon a majority vote of the Management Committee, a two-thirds vote of the Members of the Board of Trustees at a meeting at which a quorum is present and upon such other terms as determined appropriate by the Board of Trustees.

- (b) Each Member shall participate in the Trust until such Member:
  - (i) terminates participation in accordance with Article XII; or
  - (ii) is expelled in accordance with Article XI.

#### **ARTICLE IX FUNDING OF THE TRUST**

- (a) Each School shall fund the Trust at Contribution rates established by the Board of Trustees on an annual basis; provided, however, that the Board of Trustees may increase or decrease the Contribution rates during a Plan Year as it deems necessary. Further, the Board of Trustees shall have the right to retroactively assess a Contribution from Members after the completion of a Plan Year to the extent necessary to ensure that the Trust has adequate funds to pay all costs and expenses incurred in such Plan Year.

- (b) Any Member leaving the Trust shall forfeit 100% of their prior Contributions to the Trust and may be required to pay an additional assessment as determined by the Board of Trustees to fund the withdrawing Member's proportionate share of the remaining costs and expenses of the Trust for the Plan Year.
- (c) Any School that is permitted to become a Member of the Trust will be required to buy into the Trust according to the Bylaws and current terms and conditions of the Board of Trustees. The Buy-In Amount shall be determined by the Board of Trustees.

## ARTICLE X RESPONSIBILITIES OF THE MEMBERS

Each Member shall be responsible for the following:

- (a) Each Member hereby agrees to appropriate each year or otherwise, through its power under applicable enabling law or otherwise, a sum of money sufficient to pay all amounts due to the Trust for each Plan in which such Member participates.
- (b) Each Member hereby agrees to comply with this Revised Agreement, the Coverage Terms and any Bylaws and resolutions which from time to time may be adopted by the Board of Trustees and which are applicable to the Plan in which such Member participates.
- (c) Each Member hereby agrees to waive any claim it may have against any other Member and against the Trust based on the insolvency of the Trust or any Plan; provided, however, such waiver shall not include the waiver of any claim which the Members of the Trust may have with respect to any Member's nonpayment of its Contributions.

## ARTICLE XI NONCOMPLIANCE AND EXPULSION

- (a) Upon Noncompliance by any Member, the Trust shall have the power and authority to do any one or any combination of the following:
  - (i) Expel the Member from membership, thereby excluding such Member from any indemnification and financial protection provided in connection with a Plan, subject to the applicable notice and procedural requirements as adopted by the Coverage Terms or any Bylaws, rules and regulations adopted by the Board of Trustees.
  - (ii) Offset amounts which the Member owes to the Trust with respect to a Plan, against any amounts due from the Trust to or payable on behalf of the Member with respect to a Plan, based on any distributions which may be declared from time to time by the Board of Trustees.
  - (iii) Impose any reasonable penalties, but only to the extent that any financial penalty imposed approximates the actual monetary loss suffered by the Trust as a result of the Noncompliance by the Member within the Plan in which the Member participates.
  - (iv) Take any other action available to the Trust at law or in equity.



- (c) Expulsion from membership shall not relieve the expelled Member of the obligation to pay Contributions relating to any Plan Year in which such Member participated in the Trust or any Plan.
- (c) No expelled Member shall have any entitlement to or receive any portion of any reserve funds.

## **ARTICLE XII PLAN YEAR; TERMINATION**

- (a) The Plan Year shall annually run from July 1<sup>st</sup> to June 30<sup>th</sup> each year (the “Plan Year”), or such other period as determined by the Board of Trustees.
- (b) The Trust cannot be terminated during the Plan Year except by written agreement of all the Members.
- (c) An individual Member may only withdraw from the Trust at the end of a Plan Year by providing the Board of Trustees with: (i) a certified copy of the resolution of the governing board of such Member authorizing withdrawal from the Trust at the end of such Plan Year; and (ii) written notice of its intention to withdraw, each of which must be received by the Board of Trustees no later than 30 days after such Member has been advised of the renewal rates for the upcoming Plan Year. Failure to timely notify the Board of Trustees as provided herein shall require such Member to participate in the Trust for the next Plan Year.
- (d) Termination of membership shall not relieve the withdrawing Member of the obligation to pay Contributions relating to any Plan Year in which such Member participated in the Trust or any Plan.
- (e) No withdrawing Member shall have any entitlement to or receive any portion of any reserve funds.

## **ARTICLE XIII AMENDMENTS**

This Revised Agreement may be amended by the affirmative vote of two-thirds of the Members of the Board of Trustees present at a meeting of the Board of Trustees called for the purpose of, among other things, considering such amendment, and at which a quorum is present.

## **ARTICLE XIV CONTRACTS**

- (a) The Trust may enter into contracts with such other entities as it deems necessary or convenient to administer the Plans and to provide benefits thereunder.
- (b) Contracts executed by an officer authorized, in accordance with the Bylaws, to execute the same shall be binding upon the Members.

**ARTICLE XV  
PROHIBITION AGAINST ASSIGNMENT**

No Member may assign any right, claim or interest it may have under the terms of this Revised Agreement, or any Coverage Term, and no creditor, assignee or third party beneficiary of any Member shall have any right, claim, or title to any part, share, interest, funds or assets of the Trust, except as specifically may be agreed to by the Trust.

**ARTICLE XVI  
INVALIDITY**

Should any term, condition or provision of this Revised Agreement, the Coverage Terms or any Bylaws, rules and regulations adopted by the Board of Trustees be determined by a court of competent jurisdiction to be invalid under any law of the State of Iowa or otherwise be rendered unenforceable or ineffectual, the validity of the remaining terms, conditions, and provisions of this Revised Agreement, the Coverage Terms, or any Bylaws, rules and regulations adopted by the Board of Trustees shall not be affected thereby.

**ARTICLE XVII  
FINAL DISTRIBUTION**

The balance of the Trust shall be distributed upon termination of the Trust as follows:

The Trust shall be terminated when all claims and expenses have been paid, settled or disposed of and upon final distribution of the trust balance. The Members shall be required to divide the Trust balance and distribute the same to the Members on the basis of the current number of employees and dependents enrolled. Notwithstanding the foregoing, no Member shall be entitled to receive any portion of the Trust balance unless such Member has completed payment of its Buy-In Amount and fulfilled the Vesting Period for such Member prior to the date of distribution.

**ARTICLE XVIII  
BINDING PROVISIONS**

The terms of this Trust are contractual, binding and for valid consideration between the Members and the Trustees and shall further bind any successors or assigns of said parties.

**ARTICLE XIX  
REPRESENTATIONS**

Each Member agrees that the Agreement and all amendments thereto including this Revised Agreement have been established under the provisions of Chapter 28E of the Code of Iowa.

EACH UNDERSIGNED REPRESENTATIVE OF A MEMBER REPRESENTS THAT HE OR SHE HAS BEEN AUTHORIZED IN ACCORDANCE WITH STATE LAW TO SIGN THIS REVISED AGREEMENT AND BIND THE SCHOOL REPRESENTED. THIS REVISED AGREEMENT MAY BE EXECUTED IN SEVERAL COUNTERPARTS, AND ANY EXECUTED COPY THEREOF SHALL HAVE THE SAME FORCE AND EFFECT AS IF AN ORIGINAL.

**SCHOOL**

By \_\_\_\_\_  
Secretary, Board of Directors

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, a Notary Public in and for said County in the State of Iowa, personally appeared \_\_\_\_\_ and \_\_\_\_\_ to me personally known to be the President and Secretary, respectively of the Board of Directors of the \_\_\_\_\_ described in and which executed the within and foregoing instrument to which this is attached; that \_\_\_\_\_ has no seal, and that this instrument was executed and signed on behalf of \_\_\_\_\_ by authority of its board of directors; and that the officers acknowledged the execution of this instrument to be the voluntary act and deed of \_\_\_\_\_ by it and by them voluntarily executed.

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## Memorandum of Understanding 2017 – 2018

### **Riceville Comm School District**

This contract is made and entered into between Luther College, Education Department, 700 College Drive, Decorah, Iowa 52101 and Riceville Comm School District, 912 Woodland Ave, Riceville, IA 50466.

#### *PROVISIONS:*

1. Luther College and Riceville Comm School District agree to participate, if placements are available in the district, in a clinical field experience program, which includes, but is not limited to: student teaching, student observations, and other field experiences.
2. Luther College will provide supervision, by one or more Luther faculty member(s) or a credentialed specialist in education, for students participating in clinical field experiences that are placed in Riceville Comm School District.
3. Student teachers and other field experience enrollees of the Luther College Education Department are to comply with all the contracted school district's rules, regulations, and policies. Termination or change in assignment will be the option of Riceville Comm School District, as well as the option of Luther College, should circumstances warrant such an action.
4. Cooperating teachers must have at least three years of teaching experience in the appropriate subject area. It may not be their first year in their current assignment/building.
5. Luther College's clinical field experience program requires all students to be screened for any history of criminal behavior. Students are required to follow the guidelines set by Riceville Comm School District for this process. If the school does not have a system in place by which the student can complete this requirement, Luther College will process an extensive National background check for the student. The student will be required to pay the processing fee and submit the completed report to Riceville Comm School District. This background check will include:
  - National Sex Offender Registry
  - National Criminal Database
  - Criminal Search – County
  - ID Trace Pro
6. Riceville Comm School District and Luther College agree to provide equal educational opportunities and equal access to facilities for all qualified persons. To not discriminate in employment, educational programs, and activities on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal or state law. This commitment includes the provision of a campus environment that is free from discrimination and harassment. The college will not tolerate any form of illegal discrimination or harassment and will not condone any actions or words that constitute such.

7. Luther College pays cooperating teachers a stipend for each student placed in a clinical field experience. Payment is to be made at the end of each semester after the Luther College Education Department receives the completed Student Teacher Evaluation from the cooperating teacher. Payment for a student teacher who has withdrawn prior to the middle of the term shall be one-half of the normal reimbursement with payment to be made at the end of the period.

- January Term beginning practicum (EDUC 185 & EDUC 215) - \$75
- January Term developing practicum (Methods) - \$100
- Student teaching
  - 4 weeks - \$100
  - 6-9 weeks - \$175

Luther College will send the stipend payment to the cooperating teacher's home address.

☐ Please check here if Riceville Comm School District requires that payment be sent directly to the District.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Representative, Riceville Comm School District

Signature: Barbara Botach Date: 4/8/17  
Department Chair, Luther College Education Department

Signature: Kevin Kous Date: 4/5/17  
Academic Dean, Luther College