

**Riceville Community School
Riceville, IA**

The Board of Education of the Riceville Community School District held their regular board meeting May 22nd, 2018, at 7:00 p.m. in the High School Library. Board members present: Keeling, Hale, Guertin, Richardson and Fox. Also, in attendance: Barb Schwamman—Superintendent, Casandra Leff—Monitor Recorder. Staff: Amanda Conway and Melissa Hocken. Parents: Christopher Smith Community Members: Kelly O'Donnell, Jerry O'Donnell, Scott Schumann, and Dean Eastman.

Fox called the meeting to order @ 7:01 PM.

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

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

Amanda con gave a presentation on Work based learning and the training she took through Keystone AEA.

Motion by Keeling, seconded by Richardson to approve the open enrollment; one in from Leroy. Ayes 5. MC.

Motion by Hale, seconded by Keeling to approve the contracts of Nicole Smith-NHS, Michelle Dohlman—Counselor, Vanessa Huber – Principal, Angie Cimmiyotti -wage increase. Roll Call Vote: Guertin, aye; Hale, aye; Keeling, aye; Richardson, aye; Guertin, aye; Fox, aye. MC.

Motion by Keeling, seconded by Guertin to approve the resignations of Darcy Fair-JH girls track, Wade Fridley-teacher, Rhonda Fridley—teacher, Doris Green-prom. Roll Call Vote: Richardson, aye; Keeling, aye; Guertin, aye; Hale, aye; Fox, aye. MC.

Principals report was read.

Superintendent gave report.

Members of the school board were recognized.

Motion by Richardson, seconded by Hale to approve O'Donnell Insurance to be the school's agent of record. 5 Ayes. MC.

Motion by Guertin, seconded by Richardson to approve the second reading of board policies 300-302.7. Ayes 5. MC.

Motion by Keeling, seconded by Hale to approve the first reading of board policies 302.8-307 & Epinephrine/Anaphylaxis Policy. 5 Ayes. MC.

Discussion was held on alternative measures for student eligibility PICC courses, this will be put in the handbook.

Motion by Keeling, seconded by Hale to approve the elective credits for the graduation requirements. 5 Ayes. MC.

Motion by Guertin, seconded by Richardson to approve the Luther College Memorandum of Understanding for the 2018-19 school year. 5 Ayes. MC.

Motion by Hale, seconded by Richardson to approve the vaporizer for LP tank from New Hampton Repair, LLC in the amount of \$5,574.00. 5 Ayes. MC.

Motion by Keeling, seconded by Richardson to approve a AC Unity for thigh school from Schumann Plumbing & Heating in the amount of \$54,814.96. 5Ayes. MC.

Motion by Guertin, seconded by Richardson to approve the lawnmower bid from Kibble in the amount of \$11,900. 5 Ayes. MC.

Motion by Keeling, seconded by Hale to approve joining Rural School Advocates for 2018-19 school year in the amount of \$750.00. 5 Ayes. MC.

Motion by Guertin to approve a retainer fee to Pickar-Oulman Plg. & Htg. The motion died for a lack of a second.

Next board meeting will be held Monday, June 25 at 7:30 p.m. in the High School Library.

Motion by Guertin, second by Keeling to adjourn the meeting @ 8:21 PM. Ayes 4. MC.

Karl Fox
Board President

Jennifer Dunn
Board Secretary

**Riceville Community School
Riceville, IA**

The Board of Education of the Riceville Community School District held a special board meeting June 5th 2018, at 12:00 p.m. in the Superintendent's office. Board members present: Keeling, Richardson, Guertin and Hale. Also in attendance: Barb Schwamman—Superintendent, , Jennifer Dunn—Board Secretary/Treasurer.

Vice -President Keeling called the meeting to order @ 12:05 PM.

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

Motion by Hale, seconded by Guertin to approve the network upgrades in the amount of 104,259.31 from CEC. 4 Ayes. MC.

Next board meeting will be held Monday, June 25th at 7:30 p.m. in the High School Library.

Motion by Guertin, second by Richardson to adjourn the meeting @ 12:15 PM. Ayes 4. MC.

Karl Fox
Board President

Jennifer Dunn
Board Secretary

**Riceville Community School
Riceville, IA**

The Board of Education of the Riceville Community School District held a special board meeting June 5th 2018, at 12:00 p.m. in the Superintendent's office. Board members present: Keeling, Richardson and Fox. Via Phone: Hale & Guertin. Also in attendance: Barb Schwamman—Superintendent, , Jennifer Dunn—Board Secretary/Treasurer.

Fox called the meeting to order @ 12:05 PM.

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

Motion by Keeling, seconded by Guertin to approve the technology agreement with Keystone in the amount of \$1,846.00. 5 Ayes. MC.

Motion by Guertin, seconded by Keeling to approve the technology agreement with Keystone for Brett Thomsen -technology director in the amount of \$51,318.54. 5 Ayes. MC.

Next board meeting will be held Monday, June 25th at 7:30 p.m. in the High School Library.

Motion by Richardson, second by Keeling to adjourn the meeting @ 12:11 PM. Ayes 5. MC.

Karl Fox
Board President

Jennifer Dunn
Board Secretary

Analysis of Cash Balance Including investment CD

5/31/18

	05/31/18	05/31/17	% change	Notes *
General Fund (10)	1,302,098.82	1,467,980.96	-11.3%	
Management Fund (22)	583,803.37	530,837.31	10.0%	
PPEL & LOSST Funds (36 & 37)	1,370,619.78	1,090,481.38	25.7%	
Activity Fund (21)	64,447.50	64,169.80	0.4%	
Hot Lunch Fund (61)	67,972.40	91,922.09	-26.1%	purchase new equipment & food varieties
TOTAL	3,388,941.87	3,245,391.54	4.4%	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 2018 BATCH 2

Processing Month: 05/2018

Vendor ID: 100055	ALLIANT ENERGY	PO Number:	Invoice Number: 20180523	Amount:	3,297.84
Description:		Invoice Date: 05/23/2018	Due Date: 05/23/2018 Status: A 1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u> <u>Asset/Asset Tag</u>	<u>In Full</u>	
10 0000 2600 000 0000 622	ELECT-HS BLDG		3,297.84 N	Final	
Vendor ID: 100055	ALLIANT ENERGY	PO Number:	Invoice Number: 20180523-0001	Amount:	32.44
Description:		Invoice Date: 05/17/2018	Due Date: 05/23/2018 Status: A 1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u> <u>Asset/Asset Tag</u>	<u>In Full</u>	
10 0000 2600 000 0000 622	SPORTS COMPLEX		32.44 N	Final	
Vendor ID: 100055	ALLIANT ENERGY	PO Number:	Invoice Number: 20180523-0002	Amount:	784.08
Description:		Invoice Date: 05/17/2018	Due Date: 05/23/2018 Status: A 1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u> <u>Asset/Asset Tag</u>	<u>In Full</u>	
10 0000 2600 000 0000 622	SHOP BLDG		784.08 N	Final	
Vendor ID: 105068	CONWAY, AMANDA	PO Number:	Invoice Number: 20180523	Amount:	75.43
Description:		Invoice Date: 05/18/2018	Due Date: 05/23/2018 Status: A 1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u> <u>Asset/Asset Tag</u>	<u>In Full</u>	
10 3200 1300 355 0000 612	REIMB FACS FOOD SUPPLIES		75.43 N	Final	
Vendor ID: 103629	DEPARTMENT OF EDUCATION	PO Number:	Invoice Number: 55080000180518	Amount:	520.00
Description:		Invoice Date: 05/18/2018	Due Date: 05/23/2018 Status: A 1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u> <u>Asset/Asset Tag</u>	<u>In Full</u>	
10 0000 2700 000 0000 349	VEHICLE INSOECTION		520.00 N	Final	
Vendor ID: 707010	DIETZ, RAY	PO Number:	Invoice Number: 052318	Amount:	80.00
Description:		Invoice Date: 05/23/2018	Due Date: 05/23/2018 Status: A 1099 Amount: 80.00		
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 6835 345	OFFICIAL		80.00 80.00 N	Final	
Vendor ID: 707010	DIETZ, RAY	PO Number:	Invoice Number: 053018	Amount:	110.00
Description:		Invoice Date: 05/30/2018	Due Date: 05/23/2018 Status: A 1099 Amount: 110.00		
Sequence: 2	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 6835 345	OFFICIAL		110.00 110.00 N	Final	
Vendor ID: 707096	DUTCH MILL BULBS	PO Number:	Invoice Number: 6870.	Amount:	245.00
Description:		Invoice Date: 05/08/2018	Due Date: 05/23/2018 Status: A 1099 Amount: 0.00		

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

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
21 0000 1400 950 7957 612	FLOWER BULBS NHS FUNDRAISER		245.00		N	Final	
Vendor ID: 706884	EARTHGRAINS BAKING CO, INC	PO Number:	Invoice Number: 52251921484	Amount:	107.05		
Description:		Invoice Date: 05/11/2018	Due Date: 05/23/2018	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
61 0000 3110 000 0000 631	BREAD		107.05		N	Final	
Vendor ID: 100012	FIRST SECURITY BANK & TRUST	PO Number:	Invoice Number: 7293363	Amount:	105.99		
Description:		Invoice Date: 05/21/2018	Due Date: 05/23/2018	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 3200 1300 355 0000 612	FACS SUPPLIES		105.99		N	Final	
Vendor ID: 100556	IOWA FFA ASSOCIATION	PO Number:	Invoice Number: 22838	Amount:	355.00		
Description:		Invoice Date: 05/18/2018	Due Date: 05/23/2018	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
21 0000 1400 950 7960 612	FFA STATE CONVENTION		355.00		N	Final	
Vendor ID: 105111	JENSEN, STEVE	PO Number:	Invoice Number: 05/25/18	Amount:	80.00		
Description:		Invoice Date: 05/25/2018	Due Date: 05/23/2018	Status: A	1099 Amount: 80.00		
Sequence: 2	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 6835 345	OFFICIAL		80.00	80.00	N	Final	
Vendor ID: 105111	JENSEN, STEVE	PO Number:	Invoice Number: 20180523	Amount:	90.00		
Description:		Invoice Date: 05/29/2018	Due Date: 05/23/2018	Status: A	1099 Amount: 90.00		
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 6835 345	OFFICIAL		90.00	90.00	N	Final	
Vendor ID: 707277	KLEIN, DAN	PO Number:	Invoice Number: 052918	Amount:	100.00		
Description:		Invoice Date: 05/29/2018	Due Date: 05/23/2018	Status: A	1099 Amount: 100.00		
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 6730 345	OFFICIAL		100.00	100.00	N	Final	
Vendor ID: 707277	KLEIN, DAN	PO Number:	Invoice Number: 060718	Amount:	100.00		
Description:		Invoice Date: 06/07/2018	Due Date: 05/23/2018	Status: A	1099 Amount: 100.00		
Sequence: 2	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 6730 345	OFFICIAL		100.00	100.00	N	Final	

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

Vendor ID: 707134	MARCO INC.	PO Number:	Invoice Number: 59341833	Amount:	1,408.06
Description:		Invoice Date: 06/15/2018	Due Date: 05/23/2018 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
36 0000 2600 000 0000 442	COPIER LEASE		1,408.06		N
					In Full
					Final
Vendor ID: 100524	MARLEY, JAY	PO Number:	Invoice Number: 061518	Amount:	100.00
Description:		Invoice Date: 06/15/2018	Due Date: 05/23/2018 Status: A	1099 Amount: 100.00	
Sequence: 2	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 6730 345	OFFICIAL		100.00	100.00	N
					In Full
					Final
Vendor ID: 100524	MARLEY, JAY	PO Number:	Invoice Number: 070518	Amount:	150.00
Description:		Invoice Date: 07/05/2018	Due Date: 05/23/2018 Status: A	1099 Amount: 150.00	
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 6730 345	OFFICIAL		150.00	150.00	N
					In Full
					Final
Vendor ID: 100007	MARTIN BROS DIST	PO Number:	Invoice Number: 7293362	Amount:	364.46
Description:		Invoice Date: 05/21/2018	Due Date: 05/23/2018 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 3110 000 0000 631	FOOD		364.46		N
					In Full
					Final
Vendor ID: 707201	MCALLISTER, AUSTIN	PO Number:	Invoice Number: 052318	Amount:	100.00
Description:		Invoice Date: 05/23/2018	Due Date: 05/23/2018 Status: A	1099 Amount: 100.00	
Sequence: 4	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 6730 345	OFFICIAL		100.00	100.00	N
					In Full
					Final
Vendor ID: 707201	MCALLISTER, AUSTIN	PO Number:	Invoice Number: 053018	Amount:	120.00
Description:		Invoice Date: 05/30/2018	Due Date: 05/23/2018 Status: A	1099 Amount: 120.00	
Sequence: 3	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 6730 345	OFFICIAL		120.00	120.00	N
					In Full
					Final
Vendor ID: 707201	MCALLISTER, AUSTIN	PO Number:	Invoice Number: 060618	Amount:	100.00
Description:		Invoice Date: 06/06/2018	Due Date: 05/23/2018 Status: A	1099 Amount: 100.00	
Sequence: 2	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 6730 345	OFFICIAL		100.00	100.00	N
					In Full
					Final
Vendor ID: 707201	MCALLISTER, AUSTIN	PO Number:	Invoice Number: 061618	Amount:	100.00
Description:		Invoice Date: 06/16/2018	Due Date: 05/23/2018 Status: A	1099 Amount: 100.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	

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

Chart of Account Number Detail Description
21 0000 1400 920 6730 345 OFFICIAL

<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	100.00	100.00	N	Final

Vendor ID: 104912 OBERMANN, JAMES

Description:

Sequence: 1 Check Type:

Checking Account ID:

PO Number: **Invoice Number: 052318** **Amount: 100.00**

Invoice Date: 05/23/2018 Due Date: 05/23/2018 Status: A 1099 Amount: 100.00

Check Number: Check Date:

Chart of Account Number Detail Description
21 0000 1400 920 6730 345 OFFICIAL

<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	100.00	100.00	N	Final

Vendor ID: 104912 OBERMANN, JAMES

Description:

Sequence: 2 Check Type:

Checking Account ID:

PO Number: **Invoice Number: 053018** **Amount: 120.00**

Invoice Date: 05/30/2018 Due Date: 05/23/2018 Status: A 1099 Amount: 120.00

Check Number: Check Date:

Chart of Account Number Detail Description
21 0000 1400 920 6730 345 OFFICIAL

<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	120.00	120.00	N	Final

Vendor ID: 104912 OBERMANN, JAMES

Description:

Sequence: 3 Check Type:

Checking Account ID:

PO Number: **Invoice Number: 060618** **Amount: 100.00**

Invoice Date: 06/06/2018 Due Date: 05/23/2018 Status: A 1099 Amount: 100.00

Check Number: Check Date:

Chart of Account Number Detail Description
10 1000 1100 100 0000 612 OFFICIAL

<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	100.00	100.00	N	Final

Vendor ID: 104912 OBERMANN, JAMES

Description:

Sequence: 4 Check Type:

Checking Account ID:

PO Number: **Invoice Number: 061618** **Amount: 100.00**

Invoice Date: 06/16/2018 Due Date: 05/23/2018 Status: A 1099 Amount: 100.00

Check Number: Check Date:

Chart of Account Number Detail Description
10 1000 1100 100 0000 612 OFFICIAL

<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	100.00	100.00	N	Final

Vendor ID: 706909 SPOTTS, MARCUS

Description:

Sequence: 2 Check Type:

Checking Account ID:

PO Number: **Invoice Number: 062218** **Amount: 100.00**

Invoice Date: 06/22/2018 Due Date: 05/23/2018 Status: A 1099 Amount: 100.00

Check Number: Check Date:

Chart of Account Number Detail Description
21 0000 1400 920 6730 345 OFFICIAL

<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	100.00	100.00	N	Final

Vendor ID: 706909 SPOTTS, MARCUS

Description:

Sequence: 1 Check Type:

Checking Account ID:

PO Number: **Invoice Number: 070618** **Amount: 100.00**

Invoice Date: 07/06/2018 Due Date: 05/23/2018 Status: A 1099 Amount: 100.00

Check Number: Check Date:

Chart of Account Number Detail Description
21 0000 1400 920 6730 345 OFFICIAL

<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	100.00	100.00	N	Final

Batch 1099 Total: 1,850.00 Batch Total: 9,145.35

Report 1099 Total: 1,850.00 Report Total: 9,145.35

Batch Description: Invoices--JUNE 2018 BATCH 1

Processing Month: 06/2018

Vendor ID: 707133 AHLERS & COONEY, P.C.

Description:

Sequence: 1

Check Type:

Chart of Account Number

Detail Description

10 0000 2310 000 0000 342

LEGAL SERVICES

PO Number:

Invoice Number: 747628

Amount:

224.00

Invoice Date: 05/24/2018 Due Date: 05/29/2018 Status: A 1099 Amount: 0.00

Checking Account ID:

Check Number:

Check Date:

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

In Full

224.00

N

Final

Vendor ID: 100055

ALLIANT ENERGY

Description:

Sequence: 1

Check Type:

Chart of Account Number

Detail Description

10 0000 2600 000 8270 622

BUS BARN

PO Number:

Invoice Number: 20180525

Amount:

79.93

Invoice Date: 05/21/2018 Due Date: 05/25/2018 Status: A 1099 Amount: 0.00

Checking Account ID:

Check Number:

Check Date:

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

In Full

79.93

N

Final

Vendor ID: 105475

BETHKE, MATT

Description:

Sequence: 1

Check Type:

Chart of Account Number

Detail Description

21 0000 1400 920 6835 345

OFFICIAL

PO Number:

Invoice Number: 060618

Amount:

90.00

Invoice Date: 06/06/2018 Due Date: 06/06/2018 Status: A 1099 Amount: 90.00

Checking Account ID:

Check Number:

Check Date:

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

In Full

90.00

90.00 N

Final

Vendor ID: 707200

BRINKMAN, STEVE

Description:

Sequence: 1

Check Type:

Chart of Account Number

Detail Description

21 0000 1400 920 6835 345

OFFICIAL

PO Number:

Invoice Number: 20180606

Amount:

90.00

Invoice Date: 06/11/2018 Due Date: 06/06/2018 Status: A 1099 Amount: 0.00

Checking Account ID:

Check Number:

Check Date:

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

In Full

90.00

N

Final

Vendor ID: 707366

CAVALEIR COACHES INC

Description:

Sequence: 1

Check Type:

Chart of Account Number

Detail Description

10 1000 1100 100 0000 810

BUS SERVICES

PO Number:

Invoice Number: 6939

Amount:

1,595.00

Invoice Date: 06/01/2018 Due Date: 06/06/2018 Status: A 1099 Amount: 0.00

Checking Account ID:

Check Number:

Check Date:

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

In Full

1,595.00

N

Final

Vendor ID: 707199

CHAMBERS, BRIAN

Description:

Sequence: 1

Check Type:

Chart of Account Number

Detail Description

21 0000 1400 920 6835 345

OFFICIAL

PO Number:

Invoice Number: 061118

Amount:

90.00

Invoice Date: 06/11/2018 Due Date: 06/06/2018 Status: A 1099 Amount: 0.00

Checking Account ID:

Check Number:

Check Date:

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

In Full

90.00

N

Final

Vendor ID: 100196

CITY OF RICEVILLE

Description:

Sequence: 1

Check Type:

Chart of Account Number

Detail Description

10 0000 2600 000 0000 411

WATER

10 0000 2600 000 0000 421

GARBAGE

10 0000 2600 000 0000 411

SEWER

PO Number:

Invoice Number: 22698

Amount:

613.46

Invoice Date: 05/23/2018 Due Date: 05/29/2018 Status: A 1099 Amount: 0.00

Checking Account ID:

Check Number:

Check Date:

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

In Full

146.73

N

Final

320.00

N

Final

146.73

N

Final

Vendor ID: 100196 **CITY OF RICEVILLE**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 411 SEWER
10 0000 2600 000 0000 411 WATER

PO Number: **Invoice Number: 22699** **Amount: 28.24**
Invoice Date: 05/23/2018 Due Date: 05/29/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
14.12 N Final
14.12 N Final

Vendor ID: 100196 **CITY OF RICEVILLE**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 411 WATER
10 0000 2600 000 0000 411 SEWER

PO Number: **Invoice Number: 22700** **Amount: 33.90**
Invoice Date: 05/23/2018 Due Date: 05/29/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
16.95 N Final
16.95 N Final

Vendor ID: 100050 **DECKER SPORTING GOODS**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
21 0000 1400 925 6835 612 SOCKS

PO Number: **Invoice Number: AAT018272-AJ03** **Amount: 42.00**
Invoice Date: 05/22/2018 Due Date: 05/29/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
42.00 N Final

Vendor ID: 707010 **DIETZ, RAY**
Description:
Sequence: 3 Check Type:
Chart of Account Number Detail Description
21 0000 1400 920 6835 345 OFFICIAL

PO Number: **Invoice Number: 060718** **Amount: 90.00**
Invoice Date: 06/07/2018 Due Date: 06/06/2018 Status: A 1099 Amount: 90.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
90.00 90.00 N Final

Vendor ID: 707010 **DIETZ, RAY**
Description:
Sequence: 2 Check Type:
Chart of Account Number Detail Description
21 0000 1400 920 6835 345 OFFICIAL

PO Number: **Invoice Number: 060918** **Amount: 105.00**
Invoice Date: 06/09/2018 Due Date: 06/06/2018 Status: A 1099 Amount: 105.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
105.00 105.00 N Final

Vendor ID: 707010 **DIETZ, RAY**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
21 0000 1400 920 6835 345 OFFICIAL

PO Number: **Invoice Number: 061918** **Amount: 90.00**
Invoice Date: 06/19/2018 Due Date: 06/06/2018 Status: A 1099 Amount: 90.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
90.00 90.00 N Final

Vendor ID: 707365 **ERICKSON, DARYL**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
21 0000 1400 920 6835 345 OFFICIAL

PO Number: **Invoice Number: 061418** **Amount: 90.00**
Invoice Date: 06/14/2018 Due Date: 06/06/2018 Status: A 1099 Amount: 90.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
90.00 90.00 N Final

Vendor ID: 104806 **IA ACSD**

PO Number: **Invoice Number: 10117499** **Amount: 11,971.86**

Invoice Listing - Detail
Unposted; Batch Description Invoices--JUNE 2018 BATCH 1

Description:	Invoice Date:	05/31/2018	Due Date:	06/06/2018	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
10 0000 4634 219 4634	NON FEDERAL MEDICAID		11,971.86		N		Final	
Vendor ID: 100788	IA GIRLS H S ATHLETIC UNION	PO Number:	Invoice Number: 20180525	Amount:				50.00
Description:	Invoice Date:	05/25/2018	Due Date:	05/25/2018	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
21 0000 1400 920 0000 612	JH & MS MEMBERSHIP DUES		50.00		N		Final	
Vendor ID: 102635	IOWA COMMUNICATIONS NETWORK	PO Number:	Invoice Number: 531558	Amount:				119.00
Description:	Invoice Date:	06/01/2018	Due Date:	06/06/2018	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
10 0099 2237 100 0000 320	ICN		119.00		N		Final	
Vendor ID: 105111	JENSEN, STEVE	PO Number:	Invoice Number: 061518	Amount:				90.00
Description:	Invoice Date:	06/15/2018	Due Date:	06/06/2018	Status:	A	1099 Amount:	90.00
Sequence: 2	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 6835 345	OFFICIAL		90.00	90.00	N		Final	
Vendor ID: 105111	JENSEN, STEVE	PO Number:	Invoice Number: 062618	Amount:				90.00
Description:	Invoice Date:	06/26/2018	Due Date:	06/06/2018	Status:	A	1099 Amount:	90.00
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 6835 345	OFFICIAL		90.00	90.00	N		Final	
Vendor ID: 100221	KEYSTONE AEA 1	PO Number:	Invoice Number: 20180606	Amount:				1,846.63
Description:	Invoice Date:	06/06/2018	Due Date:	06/06/2018	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>		<u>In Full</u>	
36 0000 4300 000 0000 320	TECHNOLOGY PURCHASE SERVICE		1,846.63		N		Final	
Vendor ID: 100541	KRUKOW, ARNOLD	PO Number:	Invoice Number: 060918	Amount:				105.00
Description:	Invoice Date:	06/09/2018	Due Date:	06/06/2018	Status:	A	1099 Amount:	105.00
Sequence: 2	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 6835 345	OFFICIAL		105.00	105.00	N		Final	
Vendor ID: 100541	KRUKOW, ARNOLD	PO Number:	Invoice Number: 062218	Amount:				90.00
Description:	Invoice Date:	06/06/2018	Due Date:	06/06/2018	Status:	A	1099 Amount:	90.00
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 6835 345	OFFICIAL	90.00	90.00 N	Final
Vendor ID: 707286	KURTZ, BRADY	PO Number:	Invoice Number: 060618	Amount: 90.00
Description:		Invoice Date: 06/06/2018	Due Date: 06/06/2018 Status: A	1099 Amount: 90.00
Sequence: 2	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 6835 345	OFFICIAL		90.00	90.00 N Final
Vendor ID: 707286	KURTZ, BRADY	PO Number:	Invoice Number: 061618	Amount: 100.00
Description:		Invoice Date: 06/16/2018	Due Date: 06/06/2018 Status: A	1099 Amount: 100.00
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 6835 345	OFFICIAL		100.00	100.00 N Final
Vendor ID: 102515	MARR, SHERRY	PO Number:	Invoice Number: 20180525	Amount: 113.07
Description:		Invoice Date: 04/27/2018	Due Date: 05/25/2018 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
21 0000 1400 920 0000 612	REIMB DRAKE HOTEL ROOM		113.07	N Final
Vendor ID: 100007	MARTIN BROS DIST	PO Number:	Invoice Number: 7293363	Amount: 105.99
Description:		Invoice Date: 05/21/2018	Due Date: 05/23/2018 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 3200 1300 355 0000 612	FACS SUPPLIES		105.99	N Final
Vendor ID: 104834	MEINDERS, DAVID	PO Number:	Invoice Number: 061518	Amount: 90.00
Description:		Invoice Date: 06/15/2018	Due Date: 06/06/2018 Status: A	1099 Amount: 90.00
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 6835 345	OFFICIAL		90.00	90.00 N Final
Vendor ID: 101443	MITCHELL CO REGNAL HEALTH CTR	PO Number:	Invoice Number: 80579	Amount: 66.00
Description:		Invoice Date: 05/31/2018	Due Date: 06/06/2018 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 0000 2700 000 0000 346	DRUG TESTING		66.00	N Final
Vendor ID: 101443	MITCHELL CO REGNAL HEALTH CTR	PO Number:	Invoice Number: 80584	Amount: 30.00
Description:		Invoice Date: 05/31/2018	Due Date: 06/06/2018 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 0000 2700 000 0000 346	DRUG TESTING		30.00	N Final
Vendor ID: 707271	MITCHELL COUNTY FARM BUREAU	PO Number:	Invoice Number: 20180606	Amount: 45.00

Description:	Invoice Date:	04/30/2018	Due Date:	06/06/2018	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>		
21 0000 1400 950 7960 612	FARM BREAU PAPER		45.00		N	Final		
Vendor ID: 100309	NEW HAMPTON REPAIR	PO Number:	Invoice Number: 16520	Amount:				5,574.00
Description:	Invoice Date:	05/24/2018	Due Date:	06/06/2018	Status:	A	1099 Amount:	5,574.00
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>		
33 0000 2600 000 0000 739	LP VAPORIZER		5,574.00	5,574.00	N	Final		
Vendor ID: 103930	NORTHEAST IOWA COMM ACTION	PO Number:	Invoice Number: 20180606	Amount:				1,505.00
Description:	Invoice Date:	05/24/2018	Due Date:	06/06/2018	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>		
10 0000 2700 214 3302 172	SP ED TRANSPORTATION		1,505.00		N	Final		
Vendor ID: 102451	OLSON, FRANK	PO Number:	Invoice Number: 060718	Amount:				90.00
Description:	Invoice Date:	06/07/2018	Due Date:	06/06/2018	Status:	A	1099 Amount:	90.00
Sequence: 2	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 6835 345	OFFICIAL		90.00	90.00	N	Final		
Vendor ID: 102451	OLSON, FRANK	PO Number:	Invoice Number: 060918	Amount:				105.00
Description:	Invoice Date:	06/09/2018	Due Date:	06/06/2018	Status:	A	1099 Amount:	105.00
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 6835 345	OFFICIAL		105.00	105.00	N	Final		
Vendor ID: 100051	OMNITEL COMMUNICATIONS	PO Number:	Invoice Number: 20180606	Amount:				1,612.70
Description:	Invoice Date:	06/01/2018	Due Date:	06/06/2018	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>		
10 0000 2320 000 0000 532	TELEPHONE		302.70		N	Final		
10 0000 2320 000 0000 538	INTERNET		1,310.00		N	Final		
Vendor ID: 706882	POLLARD PEST CONTROL CO. & LAWN CARE	PO Number:	Invoice Number: 052318	Amount:				80.00
Description:	Invoice Date:	08/23/2018	Due Date:	05/25/2018	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>		
10 0000 2600 000 0000 425	PEST CONTROL		80.00		N	Final		
Vendor ID: 706842	PRIORITY AUTO GLASS	PO Number:	Invoice Number: 1132780	Amount:				451.90
Description:	Invoice Date:	05/25/2018	Due Date:	05/25/2018	Status:	A	1099 Amount:	0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:				

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2700 000 0000 673	WINDOW REPAIR BUS 10		451.90		N	Final
Vendor ID: 105522 PUMP, MARTY						
Description:		PO Number:	Invoice Number: 060918		Amount: 105.00	
Sequence: 2	Check Type:	Invoice Date: 06/09/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 105.00	
	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 6835 345	OFFICIAL		105.00	105.00	N	Final
Vendor ID: 105522 PUMP, MARTY						
Description:		PO Number:	Invoice Number: 061918		Amount: 90.00	
Sequence: 1	Check Type:	Invoice Date: 06/19/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 90.00	
	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 6835 345	OFFICIAL		90.00	90.00	N	Final
Vendor ID: 100025 QUILL CORPORATION						
Description:		PO Number:	Invoice Number: 7440731		Amount: 23.01	
Sequence: 1	Check Type:	Invoice Date: 05/29/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 0.00	
	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2310 000 0000 611	PURCHASE ORDER PADS		23.01		N	Final
Vendor ID: 103020 RUNDE GRAPHICS						
Description:		PO Number:	Invoice Number: 2754		Amount: 320.00	
Sequence: 1	Check Type:	Invoice Date: 05/21/2018	Due Date: 05/25/2018	Status: A	1099 Amount: 0.00	
	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 926 6730 612	BASEBALL TSHIRTS		320.00		N	Final
Vendor ID: 707156 SOUTHERN PERFORMANCE APPAREL						
Description:		PO Number:	Invoice Number: 3997143		Amount: 295.32	
Sequence: 1	Check Type:	Invoice Date: 05/02/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 0.00	
	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 910 6220 612	DRESSES		295.32		N	Final
Vendor ID: 103825 SULLIVAN, TOM						
Description:		PO Number:	Invoice Number: 062218		Amount: 90.00	
Sequence: 1	Check Type:	Invoice Date: 06/22/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 90.00	
	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 6835 345	OFFICIAL		90.00	90.00	N	Final
Vendor ID: 706777 TIMBERLINE BILLING SERVICE LLC						
Description:		PO Number:	Invoice Number: 14289		Amount: 1,011.70	
Sequence: 1	Check Type:	Invoice Date: 05/31/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 0.00	
	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2510 217 3303 351	MEDICAID SERVICES		1,011.70		N	Final

Vendor ID: 7073695	TRAIN UGLY	PO Number:	Invoice Number: 20180606	Amount:	1,000.00
Description:		Invoice Date: 01/03/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 1000 1100 100 3373 810	TRAIN UGLY PD FEE		1,000.00	N	In Full
					Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A137811	Amount:	31.99
Description:		Invoice Date: 05/24/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 926 6730 612	LOCKSET		31.99	N	In Full
					Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A137821	Amount:	6.99
Description:		Invoice Date: 05/24/2018	Due Date: 05/25/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 920 6835 612	WATERING CAN		6.99	N	In Full
					Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A138192	Amount:	38.28
Description:		Invoice Date: 06/01/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2600 000 0000 680	WALL FILLER & PAINT		38.28	N	In Full
					Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A138299	Amount:	33.99
Description:		Invoice Date: 06/04/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2600 000 0000 680	PAINT		33.99	N	In Full
					Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: B132210	Amount:	121.58
Description:		Invoice Date: 05/26/2018	Due Date: 05/29/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2600 000 0000 680	SUMP PUMP		121.58	N	In Full
					Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: B132273	Amount:	11.45
Description:		Invoice Date: 05/29/2018	Due Date: 05/29/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2600 000 0000 680	GLASS SCRAPRE		11.45	N	In Full
					Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: B132328	Amount:	72.95
Description:		Invoice Date: 05/30/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	

Invoice Listing - Detail
Unposted; Batch Description Invoices—JUNE 2018 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>
10 0000 2600 000 0000 680	PAINTING SUPPLIES		72.95		N	Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: B132331		Amount:	3.18
Description:		Invoice Date: 05/30/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2600 000 0000 680	KEY DUPLICATE		3.18		N	Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: B132346		Amount:	30.39
Description:		Invoice Date: 05/30/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2600 000 0000 680	PAINT SUPPLIES		30.39		N	Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: B132374		Amount:	11.17
Description:		Invoice Date: 05/31/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2600 000 0000 680	WALL MATERIALS		11.17		N	Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: B132377		Amount:	27.99
Description:		Invoice Date: 05/31/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2600 000 0000 680	PRIMER		27.99		N	Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: B132385		Amount:	27.99
Description:		Invoice Date: 05/31/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2600 000 0000 680	PRIMER		27.99		N	Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: B132401		Amount:	27.99
Description:		Invoice Date: 05/31/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2600 000 0000 680	PRIMER		27.99		N	Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: B132430		Amount:	33.99
Description:		Invoice Date: 06/01/2018	Due Date: 06/06/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2600 000 0000 680	PAINT		33.99		N	Final

Vendor ID: 100004 **TRUE VALUE**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 SCREWDRIIVER SET

Checking Account ID:
Cost Center ID

PO Number: **Invoice Number: B132434** **Amount:**
Invoice Date: 06/01/2018 Due Date: 06/06/2018 Status: A 1099 Amount: 0.00 **21.99**
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
21.99 N Final

Vendor ID: 100004 **TRUE VALUE**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 PAINTING TAPE

Checking Account ID:
Cost Center ID

PO Number: **Invoice Number: B132503** **Amount:**
Invoice Date: 06/02/2018 Due Date: 06/06/2018 Status: A 1099 Amount: 0.00 **3.59**
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
3.59 N Final

Vendor ID: 100004 **TRUE VALUE**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 TAPE & PAINT

Checking Account ID:
Cost Center ID

PO Number: **Invoice Number: B132517** **Amount:**
Invoice Date: 06/04/2018 Due Date: 06/06/2018 Status: A 1099 Amount: 0.00 **42.98**
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
42.98 N Final

Vendor ID: 100004 **TRUE VALUE**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 FLOOR ADHESIVE & LIGHT COVER

Checking Account ID:
Cost Center ID

PO Number: **Invoice Number: B132556** **Amount:**
Invoice Date: 06/05/2018 Due Date: 06/06/2018 Status: A 1099 Amount: 0.00 **25.08**
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
25.08 N Final

Vendor ID: 100004 **TRUE VALUE**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 SAND DISK

Checking Account ID:
Cost Center ID

PO Number: **Invoice Number: B13262** **Amount:**
Invoice Date: 05/30/2018 Due Date: 06/06/2018 Status: A 1099 Amount: 0.00 **3.49**
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
3.49 N Final

Vendor ID: 100004 **TRUE VALUE**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 PAINT

Checking Account ID:
Cost Center ID

PO Number: **Invoice Number: B32361** **Amount:**
Invoice Date: 05/30/2018 Due Date: 06/06/2018 Status: A 1099 Amount: 0.00 **135.65**
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
135.65 N Final

Vendor ID: 102190 **WEST MUSIC COMPANY**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
21 0000 1400 910 6220 612 CHEM FLUSH

Checking Account ID:
Cost Center ID

PO Number: **Invoice Number: S11609628** **Amount:**
Invoice Date: 05/19/2018 Due Date: 06/06/2018 Status: A 1099 Amount: 0.00 **72.50**
Check Number: Check Date:
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
72.50 N Final

Vendor ID: 102190 **WEST MUSIC COMPANY**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
21 0000 1400 910 6220 612 CHEM FLUSH

Checking Account ID:
Cost Center ID

PO Number: **Invoice Number: S11609629** **Amount:**
Invoice Date: 05/19/2018 Due Date: 06/06/2018 Status: A 1099 Amount: 0.00 **99.30**
Check Number: Check Date:

<u>Chart of Account Number</u> 21 0000 1400 910 6220 612	<u>Detail Description</u> CHEM FLUSH REPAIR	<u>Cost Center ID</u> 99.30	<u>Detail Amount</u> N	<u>Asset/Asset Tag</u> N	<u>In Full</u> Final	<u>Amount:</u> 100.00
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Vendor ID: 104773	WHITEHILL, SCOTT	PO Number:	Invoice Number: 061618	Amount:	100.00
<u>Description:</u>		<u>Invoice Date:</u> 06/16/2018	<u>Due Date:</u> 06/06/2018	<u>Status:</u> A	<u>1099 Amount:</u> 100.00
<u>Sequence:</u> 1	<u>Check Type:</u>	<u>Check Number:</u>	<u>Check Date:</u>		
<u>Chart of Account Number</u> 21 0000 1400 920 6835 345	<u>Detail Description</u> OFFICIAL	<u>Cost Center ID</u> 100.00	<u>Detail Amount</u> 100.00	<u>Asset/Asset Tag</u> N	<u>In Full</u> Final

Vendor ID: 105578	WOOLRIDGE, KARL	PO Number:	Invoice Number: 061418	Amount:	90.00
<u>Description:</u>		<u>Invoice Date:</u> 06/14/2018	<u>Due Date:</u> 06/06/2018	<u>Status:</u> A	<u>1099 Amount:</u> 90.00
<u>Sequence:</u> 1	<u>Check Type:</u>	<u>Check Number:</u>	<u>Check Date:</u>		
<u>Chart of Account Number</u> 21 0000 1400 920 6835 345	<u>Detail Description</u> OFFICIAL	<u>Cost Center ID</u> 90.00	<u>Detail Amount</u> 90.00	<u>Asset/Asset Tag</u> N	<u>In Full</u> Final

Vendor ID: 105578	WOOLRIDGE, KARL	PO Number:	Invoice Number: 062618	Amount:	90.00
<u>Description:</u>		<u>Invoice Date:</u> 06/26/2018	<u>Due Date:</u> 06/06/2018	<u>Status:</u> A	<u>1099 Amount:</u> 90.00
<u>Sequence:</u> 2	<u>Check Type:</u>	<u>Check Number:</u>	<u>Check Date:</u>		
<u>Chart of Account Number</u> 21 0000 1400 920 6835 345	<u>Detail Description</u> OFFICIAL	<u>Cost Center ID</u> 90.00	<u>Detail Amount</u> 90.00	<u>Asset/Asset Tag</u> N	<u>In Full</u> Final

Batch 1099 Total:	7,454.00	Batch Total:	31,782.22
Report 1099 Total:	7,454.00	Report Total:	31,782.22

Batch Description: Invoices--JUNE 2018 BATCH 2
Vendor ID: 104447 ACME ELECTRIC

Processing Month: 06/2018

Invoice Number: 1867 Amount: 321.27

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
21 0000 1400 920 0000 612 SOFTBALL FIELD PROJECT

PO Number:
Invoice Date: 05/30/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
321.27 N Final

Vendor ID: 104304 ACT

Invoice Number: 32034277 Amount: 229.77

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 3200 1100 100 0000 810 ACT PRETEST

PO Number:
Invoice Date: 06/08/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
229.77 N Final

Vendor ID: 101231 ANDERSON ERICKSON DAIRY CO

Invoice Number: 104516 Amount: 285.15

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

PO Number:
Invoice Date: 05/01/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
285.15 N Final

Vendor ID: 101231 ANDERSON ERICKSON DAIRY CO

Invoice Number: 106218 Amount: 289.87

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

PO Number:
Invoice Date: 05/04/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
289.87 N Final

Vendor ID: 101231 ANDERSON ERICKSON DAIRY CO

Invoice Number: 107751 Amount: 290.62

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

PO Number:
Invoice Date: 05/08/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
290.62 N Final

Vendor ID: 101231 ANDERSON ERICKSON DAIRY CO

Invoice Number: 109454 Amount: 208.30

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

PO Number:
Invoice Date: 05/11/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
208.30 N Final

Vendor ID: 101231 ANDERSON ERICKSON DAIRY CO

Invoice Number: 110994 Amount: 405.61

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

PO Number:
Invoice Date: 05/15/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
405.61 N Final

Vendor ID: 101231 ANDERSON ERICKSON DAIRY CO

Invoice Number: 112702 Amount: 266.55

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

PO Number:
Invoice Date: 05/18/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00

Sequence: 1		Check Type:	Checking Account ID:		Check Number:		Check Date:			
<u>Chart of Account Number</u>		<u>Detail Description</u>	<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount Asset/Asset Tag</u>		<u>In Full</u>	
61 0000 3110 000 0000 631		MILK			266.55		N		Final	
Vendor ID: 101231 ANDERSON ERICKSON DAIRY CO										
Description:			PO Number:		Invoice Date:		Due Date:		Status: A	
Sequence: 1		Check Type:	Checking Account ID:		Check Number:		Check Date:		1099 Amount: 0.00	
<u>Chart of Account Number</u>		<u>Detail Description</u>	<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount Asset/Asset Tag</u>		<u>In Full</u>	
61 0000 3110 000 0000 631		MILK			279.37		N		Final	
Vendor ID: 101231 ANDERSON ERICKSON DAIRY CO										
Description:			PO Number:		Invoice Date:		Due Date:		Status: A	
Sequence: 1		Check Type:	Checking Account ID:		Check Number:		Check Date:		1099 Amount: 0.00	
<u>Chart of Account Number</u>		<u>Detail Description</u>	<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount Asset/Asset Tag</u>		<u>In Full</u>	
61 0000 3110 000 0000 631		MILK			(150.60)		N		Final	
Vendor ID: 100445 ANDY'S MINI MART										
Description:			PO Number:		Invoice Date:		Due Date:		Status: A	
Sequence: 1		Check Type:	Checking Account ID:		Check Number:		Check Date:		1099 Amount: 0.00	
<u>Chart of Account Number</u>		<u>Detail Description</u>	<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount Asset/Asset Tag</u>		<u>In Full</u>	
10 0000 2700 000 0000 626		1592.53 GAL GAS			2,044.20		N		Final	
10 0000 2700 000 0000 627		459.00 GAL DEISEL			1,232.62		N		Final	
Vendor ID: 100445 ANDY'S MINI MART										
Description:			PO Number:		Invoice Date:		Due Date:		Status: A	
Sequence: 1		Check Type:	Checking Account ID:		Check Number:		Check Date:		1099 Amount: 0.00	
<u>Chart of Account Number</u>		<u>Detail Description</u>	<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount Asset/Asset Tag</u>		<u>In Full</u>	
21 0000 1400 950 7960 612		FFA MEETING MEAL			84.91		N		Final	
Vendor ID: 707370 ATURA ARCHITECTURE										
Description:			PO Number:		Invoice Date:		Due Date:		Status: A	
Sequence: 1		Check Type:	Checking Account ID:		Check Number:		Check Date:		1099 Amount: 0.00	
<u>Chart of Account Number</u>		<u>Detail Description</u>	<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount Asset/Asset Tag</u>		<u>In Full</u>	
33 0000 4600 000 0000 450		ARCHITECT FEE			3,455.00		N		Final	
Vendor ID: 706810 CEC COMMUNICATIONS ENGINEERING COMPANY										
Description:			PO Number:		Invoice Date:		Due Date:		Status: A	
Sequence: 1		Check Type:	Checking Account ID:		Check Number:		Check Date:		1099 Amount: 0.00	
<u>Chart of Account Number</u>		<u>Detail Description</u>	<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount Asset/Asset Tag</u>		<u>In Full</u>	
36 0000 2237 100 0000 734		40 % PAYMENT FOR WIRELESS NETWORK			16,268.68		N		Final	
Vendor ID: 706810 CEC COMMUNICATIONS ENGINEERING COMPANY										
Description:			PO Number:		Invoice Date:		Due Date:		Status: A	
Sequence: 1		Check Type:	Checking Account ID:		Check Number:		Check Date:		1099 Amount: 0.00	
<u>Chart of Account Number</u>		<u>Detail Description</u>	<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount Asset/Asset Tag</u>		<u>In Full</u>	
36 0000 2237 100 0000 734		40 % PAYMENT FOR WIRELESS NETWORK			16,268.68		N		Final	
Vendor ID: 706810 CEC COMMUNICATIONS ENGINEERING COMPANY										
Description:			PO Number:		Invoice Date:		Due Date:		Status: A	
Sequence: 1		Check Type:	Checking Account ID:		Check Number:		Check Date:		1099 Amount: 0.00	
<u>Chart of Account Number</u>		<u>Detail Description</u>	<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount Asset/Asset Tag</u>		<u>In Full</u>	
36 0000 2237 100 0000 734		40 % PAYMENT FOR WIRELESS NETWORK			16,268.68		N		Final	
Vendor ID: 706810 CEC COMMUNICATIONS ENGINEERING COMPANY										
Description:			PO Number:		Invoice Date:		Due Date:		Status: A	
Sequence: 1		Check Type:	Checking Account ID:		Check Number:		Check Date:		1099 Amount: 0.00	
<u>Chart of Account Number</u>		<u>Detail Description</u>	<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount Asset/Asset Tag</u>		<u>In Full</u>	
36 0000 2237 100 0000 734		40 % PAYMENT FOR WIRELESS NETWORK			16,268.68		N		Final	
Vendor ID: 706810 CEC COMMUNICATIONS ENGINEERING COMPANY										
Description:			PO Number:		Invoice Date:		Due Date:		Status: A	
Sequence: 1		Check Type:	Checking Account ID:		Check Number:		Check Date:		1099 Amount: 0.00	
<u>Chart of Account Number</u>		<u>Detail Description</u>	<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount Asset/Asset Tag</u>		<u>In Full</u>	
36 0000 2237 100 0000 734		40 % PAYMENT FOR WIRELESS NETWORK			16,268.68		N		Final	
Vendor ID: 706810 CEC COMMUNICATIONS ENGINEERING COMPANY										
Description:			PO Number:		Invoice Date:		Due Date:		Status: A	
Sequence: 1		Check Type:	Checking Account ID:		Check Number:		Check Date:		1099 Amount: 0.00	
<u>Chart of Account Number</u>		<u>Detail Description</u>	<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount Asset/Asset Tag</u>		<u>In Full</u>	
36 0000 2237 100 0000 734		40 % PAYMENT FOR WIRELESS NETWORK			16,268.68		N		Final	
Vendor ID: 706810 CEC COMMUNICATIONS ENGINEERING COMPANY										
Description:			PO Number:		Invoice Date:		Due Date:		Status: A	
Sequence: 1		Check Type:	Checking Account ID:		Check Number:		Check Date:		1099 Amount: 0.00	
<u>Chart of Account Number</u>		<u>Detail Description</u>	<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount Asset/Asset Tag</u>		<u>In Full</u>	
36 0000 2237 100 0000 734		40 % PAYMENT FOR WIRELESS NETWORK			16,268.68		N		Final	
Vendor ID: 706810 CEC COMMUNICATIONS ENGINEERING COMPANY										
Description:			PO Number:		Invoice Date:		Due Date:		Status: A	
Sequence: 1		Check Type:	Checking Account ID:		Check Number:		Check Date:		1099 Amount: 0.00	
<u>Chart of Account Number</u>		<u>Detail Description</u>	<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount Asset/Asset Tag</u>		<u>In Full</u>	
36 0000 2237 100 0000 734		40 % PAYMENT FOR WIRELESS NETWORK			16,268.68		N		Final	
Vendor ID: 706810 CEC COMMUNICATIONS ENGINEERING COMPANY										
Description:			PO Number:		Invoice Date:		Due Date:		Status: A	
Sequence: 1		Check Type:	Checking Account ID:		Check Number:		Check Date:		1099 Amount: 0.00	
<u>Chart of Account Number</u>		<u>Detail Description</u>	<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount Asset/Asset Tag</u>		<u>In Full</u>	
36 0000 2237 100 0000 734		40 % PAYMENT FOR WIRELESS NETWORK			16,268.68		N		Final	
Vendor ID: 706810 CEC COMMUNICATIONS ENGINEERING COMPANY										
Description:			PO Number:		Invoice Date:		Due Date:		Status: A	
Sequence: 1		Check Type:	Checking Account ID:		Check Number:		Check Date:		1099 Amount: 0.00	
<u>Chart of Account Number</u>		<u>Detail Description</u>	<u>Cost Center ID</u>		<u>Detail Amount</u>		<u>1099 Detail Amount Asset/Asset Tag</u>		<u>In Full</u>	
36 0000 2237 100 0000 734		40 % PAYMENT FOR WIRELESS NETWORK			16,268.68		N		Final	
Vendor ID: 706810 CEC COMMUNICATIONS ENGINEERING COMPANY										
Description:			PO Number:		Invoice Date:		Due Date:		Status: A	
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 2237 100 0000 734	40 % PAYMENT FOR NETWORK SWITCHES		19,883.56		N	Final
Vendor ID: 706810 CEC COMMUNICATIONS ENGINEERING COMPANY						
Description:		PO Number:	20101T	Invoice Number:	260896	Amount: 5,551.49
Sequence: 1 Check Type:		Invoice Date: 06/18/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00				
Checking Account ID:		Check Number:		Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
36 0000 2237 100 0000 734	40 % PAYMENT FOR FIREWALL		5,551.49		N	Final
Vendor ID: 100785 COUNTY LINE LOCKER						
Description:		PO Number:		Invoice Number:	12096	Amount: 70.00
Sequence: 1 Check Type:		Invoice Date: 06/12/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00				
Checking Account ID:		Check Number:		Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 950 7998 612	MEAT TRAYS		70.00		N	Final
Vendor ID: 707330 CWG CONSULTING						
Description:		PO Number:		Invoice Number:	20180621	Amount: 61.52
Sequence: 1 Check Type:		Invoice Date: 06/21/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00				
Checking Account ID:		Check Number:		Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1000 1000 100 3117 612	REIMB PRESCHOOL SUPPLIES		61.52		N	Final
Vendor ID: 707330 CWG CONSULTING						
Description:		PO Number:		Invoice Number:	20180621-0001	Amount: 1,255.80
Sequence: 1 Check Type:		Invoice Date: 06/21/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00				
Checking Account ID:		Check Number:		Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1000 1000 100 3117 612	COLSULTING MILAGE		1,255.80		N	Final
Vendor ID: 707330 CWG CONSULTING						
Description:		PO Number:		Invoice Number:	20180621-0002	Amount: 3,875.00
Sequence: 1 Check Type:		Invoice Date: 06/04/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00				
Checking Account ID:		Check Number:		Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1000 1000 100 3117 612	CUNSLTING SERVICES		3,875.00		N	Final
Vendor ID: 100140 DALCO						
Description:		PO Number:		Invoice Number:	3327601	Amount: 223.08
Sequence: 1 Check Type:		Invoice Date: 06/12/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00				
Checking Account ID:		Check Number:		Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2600 000 0000 680	DEFOAMER & RINSE		223.08		N	Final
Vendor ID: 100140 DALCO						
Description:		PO Number:		Invoice Number:	3330791	Amount: 3,263.79
Sequence: 1 Check Type:		Invoice Date: 06/20/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00				
Checking Account ID:		Check Number:		Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2600 000 0000 680	FLOOR WAX SUPPLIES		3,263.79		N	Final

Vendor ID: 100745	DECORAH COMMUNITY SCHOOL DIST	PO Number:	Invoice Number: 20180621	Amount:	5,818.54
Description:		Invoice Date: 06/09/2018	Due Date: 06/21/2018 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0070 1200 217 3303 561	SP ED BILLING LEVEL 3		3,880.54		N
10 0070 1200 214 3302 561	SP ED BILLING LEVEL 2		1,938.00		N
					In Full
					Final
					Final
Vendor ID: 707010	DIETZ, RAY	PO Number:	Invoice Number: 20180621	Amount:	90.00
Description:		Invoice Date: 06/15/2018	Due Date: 06/21/2018 Status: A	1099 Amount: 90.00	
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 6835 345	OFFICIAL		90.00	90.00	N
					In Full
					Final
					Final
Vendor ID: 707368	DOLLAR GENERAL CORPORATION	PO Number:	Invoice Number: 20180621	Amount:	13.91
Description:		Invoice Date: 06/11/2018	Due Date: 06/21/2018 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2134 000 0000 613	NURSE SUPPLIES		13.91		N
					In Full
					Final
					Final
Vendor ID: 102903	EVANS PRINTING & PUBLISHING	PO Number:	Invoice Number: 4870	Amount:	410.88
Description:		Invoice Date: 05/31/2018	Due Date: 06/21/2018 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2310 000 0000 613	LEGAL PUBLICATION		410.88		N
					In Full
					Final
					Final
Vendor ID: 102903	EVANS PRINTING & PUBLISHING	PO Number:	Invoice Number: 4870.	Amount:	66.00
Description:		Invoice Date: 05/31/2018	Due Date: 06/21/2018 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 950 7960 612	GREEN HOUSE AD		66.00		N
					In Full
					Final
					Final
Vendor ID: 707371	FUSION FORWARD	PO Number:	Invoice Number: 5155	Amount:	2,200.00
Description:		Invoice Date: 05/31/2018	Due Date: 06/21/2018 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
36 0000 4300 000 0000 320	WESITE PURCHASED SERVICES		2,200.00		N
					In Full
					Final
					Final
Vendor ID: 707371	FUSION FORWARD	PO Number:	Invoice Number: 5161	Amount:	2,200.00
Description:		Invoice Date: 06/04/2018	Due Date: 06/21/2018 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
36 0000 4300 000 0000 320	WESITE PURCHASED SERVICES		2,200.00		N
					In Full
					Final
					Final
Vendor ID: 101465	GRP & ASSOCIATES	PO Number:	Invoice Number: 178219	Amount:	42.00
Description:		Invoice Date: 06/10/2018	Due Date: 06/21/2018 Status: A	1099 Amount: 0.00	

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2134 000 0000 613	MEDICAL WASTE		42.00		N	Final
Vendor ID: 100284	HOWARD WINNESHIEK COM SCHOOL	PO Number:	Invoice Number: 20180621	Amount:	326.54	
Description:		Invoice Date: 06/20/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 1100 100 0000 566	CONCURRENT ENROLLMENT CLASSES		326.54		N	Final
Vendor ID: 100031	IOWA ASSOCIATION OF SCHOOL BOARDS	PO Number:	Invoice Number: IASB0012995	Amount:	122.00	
Description:		Invoice Date: 05/31/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2320 000 0000 611	LAPEL PINS		122.00		N	Final
Vendor ID: 706904	JAMF SOFTWARE,	PO Number: 20100T	Invoice Number: INV64107	Amount:	9,929.95	
Description:		Invoice Date: 06/07/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
36 0000 2239 000 0000 652	IOS SOFTWARE		9,929.95		N	Final
Vendor ID: 100221	KEYSTONE AEA 1	PO Number:	Invoice Number: 11673	Amount:	34.64	
Description:		Invoice Date: 05/25/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 3200 1100 100 0000 810	ZOOM LICENSES		34.64		N	Final
Vendor ID: 100221	KEYSTONE AEA 1	PO Number:	Invoice Number: 11678	Amount:	120.00	
Description:		Invoice Date: 05/30/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1000 1100 100 3373 612	CPI WORKBOOKS		120.00		N	Final
Vendor ID: 100221	KEYSTONE AEA 1	PO Number:	Invoice Number: 11708	Amount:	45.00	
Description:		Invoice Date: 05/31/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1000 1100 100 3373 612	CPI WORKBOOKS		45.00		N	Final
Vendor ID: 100221	KEYSTONE AEA 1	PO Number:	Invoice Number: 11716	Amount:	1,846.63	
Description:		Invoice Date: 06/12/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
36 0000 4300 000 0000 320	TECH SERVICES		1,846.63		N	Final

Vendor ID: 707289			KIBBLE EQUIPMENT	PO Number:	Invoice Number: 05547725	Amount:	9,900.00
Description:				Invoice Date: 05/22/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00
Sequence: 1			Check Type:	Checking Account ID:		Check Number:	Check Date:
<u>Chart of Account Number</u>			<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
36 0000 2600 000 0000 739			Z960M JOHN DEERE ,OWER		9,900.00		N
							In Full
							Final
Vendor ID: 100541			KRUKOW, ARNOLD	PO Number:	Invoice Number: 20180621	Amount:	30.00
Description:				Invoice Date: 06/09/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 30.00
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 6835 345			OFFICIAL		30.00	30.00	N
							In Full
							Final
Vendor ID: 104146			LEROY-OSTRANDER SCHOOL	PO Number:	Invoice Number: 1126	Amount:	39,546.00
Description:				Invoice Date: 06/21/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00
Sequence: 1			Check Type:	Checking Account ID:		Check Number:	Check Date:
<u>Chart of Account Number</u>			<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 1100 100 0000 567			NON RESIDENT TUITION		39,546.00		N
							In Full
							Final
Vendor ID: 102291			NAPA	PO Number:	Invoice Number: 227098	Amount:	37.19
Description:				Invoice Date: 05/10/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00
Sequence: 1			Check Type:	Checking Account ID:		Check Number:	Check Date:
<u>Chart of Account Number</u>			<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2700 000 0000 673			CONNECTORS, TUBING, & BLADES		37.19		N
							In Full
							Final
Vendor ID: 102291			NAPA	PO Number:	Invoice Number: 227321	Amount:	6.50
Description:				Invoice Date: 05/15/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00
Sequence: 1			Check Type:	Checking Account ID:		Check Number:	Check Date:
<u>Chart of Account Number</u>			<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2700 000 0000 673			BULB		6.50		N
							In Full
							Final
Vendor ID: 102291			NAPA	PO Number:	Invoice Number: 227476	Amount:	57.93
Description:				Invoice Date: 05/18/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00
Sequence: 1			Check Type:	Checking Account ID:		Check Number:	Check Date:
<u>Chart of Account Number</u>			<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2700 000 0000 673			BATTERY & BELT		57.93		N
							In Full
							Final
Vendor ID: 102291			NAPA	PO Number:	Invoice Number: 32034277	Amount:	9.88
Description:				Invoice Date: 06/08/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00
Sequence: 1			Check Type:	Checking Account ID:		Check Number:	Check Date:
<u>Chart of Account Number</u>			<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2700 000 0000 673			DEF		9.88		N
							In Full
							Final
Vendor ID: 100470			NATIONAL FFA ORGANIZATION	PO Number:	Invoice Number: mds-117921	Amount:	419.00
Description:				Invoice Date: 02/22/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00
Sequence: 1			Check Type:	Checking Account ID:		Check Number:	Check Date:

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 950 7960 612	FFA SUPPLIES		419.00		N	Final
Vendor ID: 100470 NATIONAL FFA ORGANIZATION						
Description:		PO Number:	Invoice Number: MDS-127973		Amount:	121.00
Sequence: 1	Check Type:	Invoice Date: 04/17/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00	
	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 950 7960 612	FFA JACKETS		121.00		N	Final
Vendor ID: 103930 NORTHEAST IOWA COMM ACTION						
Description:		PO Number:	Invoice Number: 20180621		Amount:	1,935.00
Sequence: 1	Check Type:	Invoice Date: 06/19/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00	
	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2700 214 3302 172	TRANSPORTATION SP ED STUDENT		1,935.00		N	Final
Vendor ID: 100495 NORTHEAST IOWA COMMUNITY COLLEGE						
Description:		PO Number:	Invoice Number: 29934		Amount:	300.00
Sequence: 1	Check Type:	Invoice Date: 06/07/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00	
	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 1100 100 0000 566	PSEO CLASSES		300.00		N	Final
Vendor ID: 100495 NORTHEAST IOWA COMMUNITY COLLEGE						
Description:		PO Number:	Invoice Number: 29934.		Amount:	900.00
Sequence: 1	Check Type:	Invoice Date: 06/07/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00	
	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 1100 100 0000 566	PSEO CLASSES		900.00		N	Final
Vendor ID: 100495 NORTHEAST IOWA COMMUNITY COLLEGE						
Description:		PO Number:	Invoice Number: 29934..		Amount:	300.00
Sequence: 1	Check Type:	Invoice Date: 06/07/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00	
	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 1100 100 0000 566	PSEO CLASSES		300.00		N	Final
Vendor ID: 100495 NORTHEAST IOWA COMMUNITY COLLEGE						
Description:		PO Number:	Invoice Number: 728025		Amount:	285.00
Sequence: 1	Check Type:	Invoice Date: 06/09/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00	
	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 3200 1100 100 0000 810	ALECKS TESTING FEE		285.00		N	Final
Vendor ID: 102451 OLSON, FRANK						
Description:		PO Number:	Invoice Number: 20180621		Amount:	60.00
Sequence: 1	Check Type:	Invoice Date: 06/09/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 60.00	
	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 6835 345	OFFICIAL		60.00	60.00	N	Final

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

Vendor ID: 100496		OSAGE COMMUNITY SCHOOL	PO Number:	Invoice Number: 20180621	Amount:	1,001.52
Description:			Invoice Date: 06/14/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2700 000 0000 580	REIMB TRANSP DIRECTOR MILAGE			500.76		N
10 0000 2320 000 0000 580	REIMB SUPERINTENDENT MILAGE			500.76		N
						In Full
						Final
						Final
Vendor ID: 100102		PTACEK, MARY	PO Number:	Invoice Number: 20180621	Amount:	36.00
Description:			Invoice Date: 06/13/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 1000 1100 100 0000 810	REIMB PARKING PASS			36.00		N
						In Full
						Final
						Final
Vendor ID: 707012		SAINTS DRIVING SCHOOL	PO Number:	Invoice Number: 20180621	Amount:	5,655.00
Description:			Invoice Date: 06/21/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 5,655.00
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 121 0000 121	DRIVERS ED			5,655.00	5,655.00	N
						In Full
						Final
						Final
Vendor ID: 100229		SCHOOL BUS SALES CO	PO Number:	Invoice Number: IN66899	Amount:	89.10
Description:			Invoice Date: 06/05/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2700 000 0000 673	AIR FILTERS			89.10		N
						In Full
						Final
						Final
Vendor ID: 100913		STUPPY GREENHOUSE MFG. INC.	PO Number: 20031H	Invoice Number: 31717	Amount:	1,091.00
Description:			Invoice Date: 06/21/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
36 0000 2640 000 0000 733	KUUL PAD			540.00		N
36 0000 2640 000 0000 733	UTILITY PUMP			226.00		N
36 0000 2640 000 0000 733	FREIGHT			325.00		N
						In Full
						Final
						Final
						Final
Vendor ID: 100004		TRUE VALUE	PO Number:	Invoice Number: 20180621	Amount:	7.99
Description:			Invoice Date: 06/21/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2600 000 0000 680	GOO GONE REMOVER			7.99		N
						In Full
						Final
						Final
Vendor ID: 100004		TRUE VALUE	PO Number:	Invoice Number: A138431	Amount:	32.60
Description:			Invoice Date: 06/07/2018	Due Date: 06/21/2018	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2600 000 0000 680	PAINT			32.60		N
						In Full
						Final
						Final

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

Vendor ID: 100004 TRUE VALUE
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 PAINT

PO Number: Invoice Number: A138596 Amount: 33.99
Invoice Date: 06/11/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
33.99 N Final

Vendor ID: 100004 TRUE VALUE
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 PAINT

PO Number: Invoice Number: A138750 Amount: 41.77
Invoice Date: 06/14/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
41.77 N Final

Vendor ID: 100004 TRUE VALUE
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 SHALLOW & WORK BOXES

PO Number: Invoice Number: B132619 Amount: 1.09
Invoice Date: 06/06/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
1.09 N Final

Vendor ID: 100004 TRUE VALUE
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 BARREL BOLT

PO Number: Invoice Number: B132808 Amount: 8.58
Invoice Date: 06/11/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
8.58 N Final

Vendor ID: 100004 TRUE VALUE
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 SAT ENAMEL

PO Number: Invoice Number: B132811 Amount: 6.49
Invoice Date: 06/11/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
6.49 N Final

Vendor ID: 100004 TRUE VALUE
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 PAINT

PO Number: Invoice Number: B132841 Amount: 20.48
Invoice Date: 06/12/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
20.48 N Final

Vendor ID: 100004 TRUE VALUE
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 PAINT

PO Number: Invoice Number: B132853 Amount: 55.96
Invoice Date: 06/12/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
55.96 N Final

Vendor ID: 100004 TRUE VALUE
Description:
Sequence: 1 Check Type:

PO Number: Invoice Number: B132924 Amount: 15.49
Invoice Date: 06/13/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00
Checking Account ID: Check Number: Check Date:

Chart of Account Number Detail Description
10 0000 2600 000 0000 680 PAINT

Vendor ID: 100004 **TRUE VALUE**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 PAINT

Vendor ID: 100004 **TRUE VALUE**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 PAINT

Vendor ID: 100004 **TRUE VALUE**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 KEY DUPLICATES

Vendor ID: 100004 **TRUE VALUE**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2600 000 0000 680 REFUND

Vendor ID: 102183 **WEBER AUTO PARTS**
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2700 000 0000 673 BUS PARTS

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

<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	15.49		N	Final
PO Number:				
Invoice Number: B132941				
Amount: 95.96				
Invoice Date: 06/13/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00				
Check Number: Check Date:				
Checking Account ID:				
<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	95.96		N	Final
PO Number:				
Invoice Number: B133206				
Amount: 67.98				
Invoice Date: 06/18/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00				
Check Number: Check Date:				
Checking Account ID:				
<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	67.98		N	Final
PO Number:				
Invoice Number: B133310				
Amount: 8.17				
Invoice Date: 06/20/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00				
Check Number: Check Date:				
Checking Account ID:				
<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	8.17		N	Final
PO Number:				
Invoice Number: B133316				
Amount: (1.00)				
Invoice Date: 06/20/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00				
Check Number: Check Date:				
Checking Account ID:				
<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	(1.00)		N	Final
PO Number:				
Invoice Number: 378791				
Amount: 347.35				
Invoice Date: 06/07/2018 Due Date: 06/21/2018 Status: A 1099 Amount: 0.00				
Check Number: Check Date:				
Checking Account ID:				
<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	347.35		N	Final
Batch 1099 Total:				
	5,835.00			
Batch Total:				
				145,484.67
Report 1099 Total:				
	5,835.00			
Report Total:				
				145,484.67

SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT

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

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

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

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

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

ADMINISTRATIVE POSITIONS

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



K-12 Principal

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

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

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

Cross Reference: 301 Administrative Structure
303 Administrative Employees

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

ADMINISTRATIVE QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

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

In choosing an administrator, the board will also consider the school district's educational philosophy, financial condition, organizational structure, educational programs, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board will act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrator.

Legal reference: Iowa Code §§ 279.8,.21, (2011).
281 I.A.C. 12.4
1980 Op. Att'y Gen. 367.

Cross Reference: 303 Administrative Employees

Approved: May 14, 1992 Reviewed: June 16, 2014 Revised: February 18, 2013

ADMINISTRATIVE CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between an administrator and the board will be determined by the board and stated in the contract. The contract will also state the terms of the employment.

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

If an administrator's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of term until it is modified or terminated consistent with statutory termination procedures.

It is the responsibility of the superintendent to create a contract for each administrative position.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with board policies regarding the areas of resignation, release or retirement.

Legal reference: Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994).
 Cook v. Plainfield Community School District, 30.1 N.W. 2d 771 (Iowa App. 1980).
 Board of Education of Fort Madison Community School District v. Youel, 282 N.W. 2d 677 (Iowa 1979).
 Briggs v. Board of Education of Hinton Community School District, 282 N.W. 2d 740 (Iowa 1979).
 Iowa Code §§ 279.20, .22-.25 (2011).
 281 I.A.C. 12.4(4), .4(7).

Cross Reference: 303 Administrative Employees

Approved: February 18, 2013 Reviewed: June 16, 2014 Revised: _____

ADMINISTRATOR SALARY AND OTHER COMPENSATION

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

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses will be paid by the school district when the administrator is performing work-related duties. The board will approve the payment of other benefits or compensation over and above the administrator's contract. Approval of other benefits or items of an administrator's compensation will be included in the records of the board in accordance with board policy.

Legal reference: Iowa Code §§ 279.21 (2011).
1984 Op. Att'y Gen. 47.

Cross Reference: 303 Administrative Employees

Approved: February 18, 2013 Reviewed: June 16, 2014 Revised: _____

ADMINISTRATOR DUTIES

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center will have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, is responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principle is considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principle. Although the principles serve under the direction of the superintendent, duties of the principle may include, but not be limited to the following:

- Cooperate in the general organization and plan of procedure in the school under the principal's supervision;
- Supervision of the teachers in the principal's attendance center;
- Maintain the necessary records for carrying out delegated duties;
- Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
- Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedules as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
- Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
- Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory is reviewed and filed with the board secretary;
- Investigate excessive cases of absences or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;
- Make such reports from time to time as the superintendent may require;
- Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without consent of the superintendent;
- Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;
- Contribute to the formation and implementation of general policies and procedures of the school;
- Perform such other duties as may be assigned by the superintendent of schools.

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

Legal reference: Iowa Code §§ 279.8, .21, .23A (2011).
281 I.A.C. 12.4(5), .4(6), .4(7).

Cross Reference: 301 Administrative Structure
303 Administrative Employees

Approved: February 18, 2013 Reviewed: June 16, 2014 Revised: _____

ADMINISTRATOR EVALUATION

The superintendent will conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the Superintendent will formally evaluate the administrators annually. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, ensure student learning goals of the school district are met, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, as certain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator instrument. The formal evaluation will include written criteria related to the job description. The superintendent, after receiving input from the administrators, will present the formal evaluation instrument to the board for approval.

The formal evaluation will also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and future areas of growth. The evaluation is completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

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

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

It is the responsibility of the superintendent to conduct a formal evaluation of the probationary administrators and nonprobationary administrators prior to May 15.

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

Legal reference: Iowa Code §§ 279.8, .21-.23A (2011).
281 I.A.C. 12.3(4); Ch. 83.

Cross Reference: 303 Administrative Employees

Approved: April 9, 1990

Reviewed: June 16, 2014

Revised: February 18, 2013

ADMINISTRATOR PROFESSIONAL DEVELOPMENT

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

It is the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must receive approval from the superintendent. In the case where overnight travel or unusual expense is involved, the superintendent will bring it to the attention of the board prior to the administrator attending the event.

The administrator will report to the superintendent after an event.

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

Cross Reference: 302.6 Superintendent Professional Development
401.7 Employee Travel Compensation

Approved: February 18, 2013 Reviewed: June 16, 2014 Revised: _____

ADMINISTRATOR CIVIC ACTIVITIES

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

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

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

Cross Reference: 302.7 Superintendent Civic Activities

Approved: February 18, 2013 Reviewed: June 16, 2014 Revised: _____

ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of administrative duties contracted by the board.

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

Legal reference: Iowa Code §§ 279.8, .21 (2011).

Cross Reference: 303.3 Administrator Contract and Contract Nonrenewal
303.5 Administrator Duties

Approved: February 18, 2013 Reviewed: June16, 2014 Revised: _____

DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS

Administrative regulations may be necessary to implement board policy. It is the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent should consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community will be informed in a manner determined by the superintendent.

The board will be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It is the responsibility of the superintendent to enforce administrative regulations.

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

Cross Reference: 209 Board of Directors' Management Procedures
304.2 Monitoring of Administrative Regulations

Approved: February 18, 2013 Reviewed: June 16, 2014 Revised: _____

MONITORING OF ADMINISTRATIVE REGULATIONS

The administrative regulations will be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

The superintendent may rely on the board, administrators, employees, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

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

Cross Reference: 209 Board of Directors' Management Procedures
304.1 Development and Enforcement of Administrative Regulations

Approved: February 18, 2013 Reviewed: June 16, 2014 Revised: _____

ADMINISTRATOR CODE OF ETHICS

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators will conduct themselves professionally and in a manner fitting to their position.

Each administrator will follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, will be grounds for discipline up to, and including, discharge.

The professional school administrator:

- Makes the education and well-being of students the fundamental value of all decision making.
- Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Implements local, state, and national laws.
- Advises the school board and implements the board's policies and administrative rules and regulations.
- Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.
- Avoids using his/her position for personal gain through political, social, religious, economic or other influences.
- Accepts academic degrees or professional certification only from accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.
- Accepts responsibility and accountability for one's own actions and behaviors.
- Commits to serving others above self.

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

Cross Reference: 404 Employee Conduct and Appearance

Approved: February 18, 2013 Reviewed: June 16, 2014 Revised: _____

SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT

In the absence of the superintendent, it is the responsibility of the other administrators to assume the superintendent's duties. The succession of authority to the superintendent is in this order:

1. Administrator with the most seniority, followed by the administrator with the next most seniority.

If the absence of the superintendent is temporary, the successor will assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the absence of the superintendent will be a lengthy one, the board will appoint an acting superintendent to assume the responsibilities of the superintendent. The successor will assume the duties when successor learns of the superintendent's absence or when assigned by the superintendent or the board.

References to "superintendent" in this policy manual will mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

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

Cross Reference: 302 Superintendent

Approved: May 14, 1992 Reviewed: June 16, 2014 Revised: February 18, 2013

COMMUNICATION CHANNELS

Questions and problems are resolved at the lowest organizational level nearest to the complaint. School employees are responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community will confer with a licensed employee and then with the principle on questions and concerns.

If resolution is not possible by any of the above , individuals may bring it to the attention of the superintendent within 3 school days of their discussion with the principle. If there is no resolution or plan for resolution by the superintendent within 5 school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda. It is within the board's discretion whether to hear the concern.

It will be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

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

Cross Reference: 302 Superintendent

Approved: February 18, 2013 Reviewed: June 16, 2014 Revised: _____

Epinephrine/Anaphylaxis Policy

Riceville Community School

Riceville Community School will implement the following protocols for responding to and treating life-threatening allergic reactions (anaphylaxis). The school may provide and maintain the equipment and medication necessary to apply the protocol in our school building in the case of a student or staff emergency, both while school is in session and during any school-sponsored, scheduled extra-curricular activity.

The school nurse or other trained and authorized personnel may administer an epinephrine auto-injector from the school's supply to a student or other individual if they reasonably and in good faith believe the student or individual is having an anaphylactic reaction. Individuals authorized to administer the Epi-pen will complete and be current in the appropriate medication training, be evaluated and signed off by the school nurse, and will submit a signed statement agreeing to administer a stock epinephrine auto-injector to an individual who they believe to be experiencing an anaphylactic reaction.

The epinephrine auto-injectors will be available to any individual, either with a known allergy and history of anaphylaxis, or experiencing a first-time anaphylactic emergency.

The school will obtain and keep on file a prescription and standing order for any dose of epinephrine auto-injectors that are kept in stock at school. These prescriptions shall be updated as needed.

The epinephrine will be stored in a secure, but accessible area for an emergency within the school building. If a stock epinephrine is utilized, the administration will be documented and reported to the state using the Iowa Department of Education's Report of Stock Epinephrine Administration form.

MANAGEMENT

The board and the administration will work together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate school district policies and regulations.

It is the responsibility of each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator will support decisions reached on the issues confronting the school district.

The board is responsible for making the final decision in matters pertaining to the school district.

It is the responsibility of the superintendent to develop guidelines for cooperative decision-making.

Legal reference: Iowa Code § 279.8 (2011).

Cross Reference: 301 Administrative Structure

Approved: February 18, 2013 Reviewed: _____ Revised: _____

ROLE OF AND GUIDING PRINCIPLES FOR EMPLOYEES

This series of board policy manual is devoted to the board's goals and objectives for employees in the performance of their jobs. Employees provide a variety of important services for the children of the school district community. They may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality educational program, the board's goal is to obtain and retain qualified and effective employees. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the board in these areas prior to board action. The board recognizes its duty to bargain collectively with duly certified collective bargaining units.

Board policies in this series relating to general employees shall apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from the policy. Classified employees' policies included in this series shall apply to positions that do not fall within the definition of licensed employee.

Approved: _____ Reviewed: April 21, 2008 Revised: July 21, 2014

EQUAL EMPLOYMENT OPPORTUNITY

The Riceville Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of the policy annually.

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

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for any teaching position the school district will perform the background checks required by law. The district may determine on a case-by-case basis that, based on the duties, other positions within the district will also require background checks. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived.

Advertisements and notices for vacancies within the district will contain the following statement: "The Riceville Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator, Riceville Community School District, 912 Woodland Ave., Riceville, Iowa 50466; or by telephoning 641-985-2288.

EQUAL EMPLOYMENT OPPORTUNITY

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to Equal Employment opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820.

<http://eeoc.gov/field/milwaukee/index.cfm>

or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

Legal Reference: 29 U.S.C. §§ 621-634 (2010).
42 U.S.C. §§ 2000e et seq. (2010).
42 U.S.C. §§ 12101 et seq. (2010).
Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8 (2011).
281 I.A.C. 12.4; 14.1; 95

Cross Reference: 101 Equal Educational Opportunity
104 Bullying/ Harassment
405.2 Licensed Employee Qualifications, Recruitment, Selection
411.2 Classified Employee Qualifications, Recruitment, Selection

EMPLOYEE CONFLICT OF INTEREST

Employees' use of their position with the school district for financial gain is considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days notice, require the employee to cease such solicitations as a condition of continued employment.

Employees will not act as an agent or dealer for the sale of textbooks or other school supply companies doing business with the school district. Employees will not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees will not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

It will also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist will include, but not be limited to, any of the following:

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee or the employee's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

EMPLOYEE CONFLICT OF INTEREST

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment or activity. If the activity or employment falls under (3), then the employee must:

Cease the outside employment or activity; or,
Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by Federal Child Nutrition funds, employees will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the employee, employees' immediate family, partner, or a non-school district employer of these individuals is a party to the contract.

It is the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

Legal Reference: 7 C.F.R. 3016.36(3)
Iowa Code §§ 20.7; 68B; 279.8; 301.28 (2011).

Cross Reference: 203 Board of Directors' Conflict of Interest
402.4 Gifts to Employees
402.7 Employee Outside Employment
404 Employee Conduct and Appearance

Approved: October 19, 2009 Reviewed: _____ Revised: July 21, 2014

NEPOTISM

More than one family member may be an employee of the school district. It is within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district.

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

Legal Reference: Iowa Code §§ 20; 71; 277.27; 279.8 (2011).

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment Selection
411.2 Classified Employee Qualifications, Recruitment Selection

Approved: _____ Reviewed: April 21, 2008 Revised: July 21, 2014

EMPLOYEE COMPLAINT

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

A formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the board. This policy will not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure

Legal Reference: Iowa Code §§ 20.7, .9; 279.8 (2011).

Cross Reference: 307 Communication Channels

Approved: March 18, 2013 Reviewed: _____ Revised: July 21, 2014

EMPLOYEE RECORDS

The school district will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The school district may charge a reasonable fee for each copy made. Employees, however, will not be allowed access to the employment references written on behalf of the employee. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the board.

It is the responsibility of the superintendent to keep employees' files current. The board secretary is the custodian of the employee records.

It is the responsibility of the superintendent to develop administrative regulations for the implementation of this policy.

Legal Reference: Iowa Code chs. 20; 21; 22; 91B (2011).

Cross Reference: 402.1 Release of Credit information
403 Employees' Health and Well-being
708 Care, Maintenance and Disposal of School District records

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

EMPLOYEE RECORDS REGULATION

Employee Personnel Records Content

1. Employee personnel records may contain the following information:

- Personal information including, but not limited to, name, address, telephone number, emergency numbers, birth date and spouse.
- Individual employment contract.
- Evaluations.
- Application, resume and references.
- Salary information.
- Copy of the employee's license or certificate, if needed for the position.
- Educational transcripts.
- Assignment.
- Records of disciplinary matters.

2. Employee health and medical records are kept in a file separate from the employee's personnel records. Health and medical records may contain, but are not limited to:

- Medical professional signed physical form.
- Sick or long-term disability leave days.
- Worker's compensation claims.
- Reasonable accommodation made by the school district to accommodate the employee's disability.
- Employee's medical history.
- Employee emergency names and numbers.
- Family and medical leave request forms.

3. The following are considered public personnel records available for inspection:

- The name and compensation of the individual, including any written agreement establishing compensation or any other terms of employment, except for that information that is otherwise protected. "Compensation" includes the value of benefits conferred including, but not limited to: casualty, disability, life or health insurance, other health or wellness benefits, vacation, holiday and sick leave, severance payments, retirement benefits and deferred compensation;
- The dates the individual was employed by the government body;
- The positions the individual holds or has held with the government body;
- The educational institutions attended by the individual, including any diplomas and degrees earned, and the names of the individual's previous employers, positions previously held and dates of previous employment;
- The fact that the individual was discharged as the result of a final disciplinary action upon the exhaustion of all applicable contractual, legal and statutory remedies; and,
- Personal information in confidential personnel records of government bodies relating to student employees shall only be released pursuant to the Family Educational Privacy Rights Act (FERPA.)

Applicant File Records Content

Records on applicants for positions with the school district are maintained in the central administration office. The records will include, but not limited to:

Application for employment.

Resume.

References.

Evidence of appropriate license or certificate, if necessary for the position for which the individual applied.

Affirmative action form, if submitted.

Record Access

Only authorized school officials will have access to an employee's records without written consent of the employee. Authorized school officials may include, but not be limited to, the superintendent, building principle, or board secretary. In the case of a medical emergency, the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee. Board members will generally only have access to an employee's personnel file without the consent of the employee when necessary for the conducting of board business.

Employee Record Retention

All employee records, except payroll and salary records, are maintained for a minimum of one year after termination of employment with the district. Applicant records are maintained for a minimum of one year after the position was filled. Payroll and salary records maintained for a minimum of three years after payment.

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

TRANSPORTING OF STUDENTS BY EMPLOYEES

Generally, transportation of students is in a motor vehicle owned by the school district and driven by an employee. In some cases, it may be more economical or efficient for the school district to allow an employee of the school district to transport the students in the employee's motor vehicle.

Employees who transport students for school purposes must have the permission of the superintendent.

This policy statement applies to transportation of the students for school purposes in addition to the regular bus route transporting students to and from their designated attendance center.

Legal Reference: Iowa Code §§ 285; 321 (2011).

Cross Reference: 401.7 Employee Travel Compensation
711 Transportation
904.1 Transporting Students in Private Vehicles

Approved: November 14, 1991 Reviewed: March 17, 2008 Revised: July 21, 2014

EMPLOYEE TRAVEL COMPENSATION

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

Travel Outside the School District

Travel outside of the school district must be pre-approved. Pre-approved will include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the superintendent, is approved by the superintendent.

Reimbursement for actual and necessary expenses may be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

Failure to have a detailed receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than 10 working days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses are limited to the actual cost of the registration.

Pre-approved expenses for transportation within three-hundred miles of the school district administrative office will be by automobile. If a school district vehicle is not available, the employee will be reimbursed .52 cents per mile.

Pre-approved expenses for lodging within the state is limited to \$ 125.00 per night. Pre-approved expense for lodging outside the state is limited to the rate of a medium priced hotel in the area. Lodging may be pre-approved for a larger amount if special circumstances require the employee to stay at a particular hotel. Pre-approved expenses for meals within the state are limited to \$10.00 for breakfast, \$15.00 for lunch, and \$20.00 for dinner.

EMPLOYEE TRAVEL COMPENSATION

Travel Within the School District

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at .52 cents per mile. It is the responsibility of the superintendent to approve travel within the school district by employees. It is the responsibility of the board to review the travel within the school district by the superintendent through the board's audit and approval process.

Employees who are allowed an in-school district travel allowance will have the amount of the allowance actually received during a calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code.

The superintendent is responsible for developing administrative regulations actual and necessary expenses, in-school district travel allowances and assignment of school district vehicles. The administrative regulation will include the appropriate forms to be filed for reimbursement to the employee from the school district and the procedures for obtaining approval for travel outside and within the school district.

Legal Reference: Iowa Constitution, Art III § 31.
Iowa Code §§ 70A.9-.11 (2011).
1980 Op. Att'y Gen. 512.

Cross Reference: 216.3 Board of Directors' Member Compensation and Expenses
401.6 Transporting of Students by Employee
401.10 Credit Cards
904.1 Transporting Students in Private Vehicles

Approved: August 20, 1992

Reviewed: April 21, 2008

Revised: July 21, 2014

RECOGNITION FOR SERVICE OF EMPLOYEES

The board recognizes and appreciates the service of its employees. Employees who retire or resign may be honored by the board, administration and staff in an appropriate manner.

If the form of honor thought appropriate by the administration and employees involves unusual expense to the school district, the superintendent will seek prior approval from the board.

Legal Reference: Iowa Const. Art. III, § 31.
Iowa Code § 279.8 (2011).
1980 Op. Att'y Gen. 102.

Cross Reference: 407 Licensed Employee Termination of Employment
413 Classified Employee Termination of Employment

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

EMPLOYEE POLITICAL ACTIVITY

Employee will not engage in political activity upon property under jurisdiction of the board including the use of school district e-mail accounts. Activities including, but not limited to, posting of political circulars or petitions, the distribution of political circulars or petitions, the collection of or solicitation for campaign funds, solicitation for campaign workers, general information regarding elections or ballot issues and the use of students for writing or addressing political materials, or the distribution of such materials to or by students are specifically prohibited.

Violation of this policy may be grounds for disciplinary action.

Note: This policy is required by federal law.

Legal Reference: Iowa Code §§ 55; 279.8 (2011).

Cross Reference: 409.5 Licensed Employee Political Leave
414.5 Classified Employee Political Leave

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