

**Riceville Community School
Riceville, IA**

The Board of Education of the Riceville Community School District held their regular board meeting October 18th, 2021, at 7:30 p.m. in the Board Room. Board members present: Guertin, Hale, Eastman McCarthy and Fox. Student Board Members: Theo Klaes and Trenton Swenson. Also, in attendance: Barb Schwamman- Superintendent, Jennifer Dunn—Board Secretary/Treasurer, Principal: Heather Suckow. Student Board Reps: Trenton Swenson & Theo Klaes. Casandra Leff—Monitor Recorder. Staff: Angie Gansen, Samantha Burke, and Bryce Conway. Community Members: Angie Condon, Nancy Keston, Erica Baethke, and Neal Keeling.

Fox called the meeting to order @ 7:32 PM.

Motion by Guertin to amend the agenda by removing letter I. Certified Enrollment as it was on agenda twice, seconded by McCarthy. 5 Ayes. MC.

Motion by McCarthy, seconded by Hale to approve the agenda. 5 Ayes. MC.

Spotlight on Education: Members of Entrepreneur Leadership Class presented to the board on lunch and a Hall of Fame.

Student Board Members Trenton Swenson & Theo Class were sworn in.

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

Motion by Hale, seconded by Guertin to approve the three open enrollments four in from Howard- Winn & one out to Osage. 5 Ayes. MC

Student Board Reps gave a short reported about the strengths and weaknesses they see thought out the school.

Mrs. Suckow spoke about summer school.

Mrs. Schwamman spoke about SAI, Rural Schools, IGHS AU, FFA Convention, thanked the firemen, FEMC Grant of 10,000, attending both AEA meetings and Certified Enrollment.

ESSER III funds of how to use the 20% allocated for learning loss, examples being summer school or new curriculum.

A recap of the audit was given to the board.

An update was given on the daycare.

An update was given on the daycare.

A follow-up letter for the IASB Workshop was discussed.

A discussion on certified enrollment was discussed.

Motion by Guertin, seconded by Eastman to approve the second reading of board policy 711.10- School Bus Seat Belt. 5 Ayes. MC.

Motion by Guertin, seconded by Hale to approve the first reading of board policies 102-Equal Opportunity, 104-Anti-Bullying/Harassment Policy, 104.R1- Anti-Bullying/Harassment Investigation Procedures, 106- Discrimination and Harassment Based on Sex Prohibited. 5 Ayes. MC.

Motion by Guertin, seconded by Hale to approve the first reading of the 200 Series Board Policies with policy 210.10 being rescinded. 5 Ayes. MC

Motion by Guertin, seconded by Eastman to approve the first reading of the 300 Series Board Policies 5 Ayes. MC.

Motion by Hale, seconded by Guertin, approve the first reading of board policy 505.5 Graduation Requirements. 5 Ayes. MC.

Motion by Eastman, seconded by McCarthy to approve the substitute list. 5 Ayes. MC.

Motion by Fox, seconded by Eastman to appoint Kyle Guertin as the delegate for the IASB Convention. 5 Ayes. MC.

Next board meeting will be held Monday, November 15th, 2021 @ 7:30 p.m. in the Board Room.

Motion by Guertin, second by Eastman to adjourn the meeting @ 9:12 PM. Ayes 5. MC.

Karl Fox
Board President

Jennifer Dunn
Board Secretary

Analysis of Cash Balance Including investment CD

10/31/2021

	10/31/21	10/31/20	% change	Notes *
General Fund (10)	2,428,235.29	1,709,929.56	42.0%	
Management Fund (22)	598,302.43	548,505.78	9.1%	Didn't levy management in FY 20
PPEL & LOSST Funds (36 & 33)	1,057,806.35	1,569,853.54	-32.6%	All projects were paid out (asphalt, carpet, bathrooms)
Activity Fund (21)	69,130.45	64,782.68	6.7%	
Hot Lunch Fund (61)	68,201.64	116,561.57	-41.5%	Purchased some equipment & hired more staff
TOTAL	4,221,676.16	4,009,633.13	5.3%	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	

10-OPERATING FUND CHECKING
OPERATING FUND (10)

DATE	IN	OUT	BALANCE
			\$843,983.64
October 31, 2020	\$1,305,898.32	\$439,952.40	\$1,709,929.56
November 30, 2020	\$340,542.08	\$323,888.63	\$1,726,583.01
December 31, 2020	\$298,899.58	\$493,869.11	\$1,531,613.48
January 31, 2021	\$432,720.93	\$378,570.08	\$1,585,764.33
February 28, 2021	\$291,590.09	\$397,771.15	\$1,479,583.27
March 31, 2021	\$181,669.93	\$375,680.54	\$1,285,572.66
April 30, 2021	\$854,929.63	\$356,595.70	\$1,783,906.59
May 31, 2021	\$477,719.71	\$389,427.67	\$1,872,198.63
June 30, 2021	\$276,893.58	\$577,290.93	\$1,571,801.28
July 30, 2021	\$58,019.24	\$370,470.95	\$1,259,349.57
August 31, 2021	\$549,484.65	\$317,205.53	\$1,491,628.69
September 30, 2021	\$785,151.48	\$384,835.84	\$1,891,944.33
October 31, 2021	\$887,894.20	\$351,603.24	\$2,428,235.29

ACTIVITY FUND (21)

DATE	IN	OUT	BALANCE
			\$64,927.65
October 31, 2020	\$4,473.83	\$9,168.80	\$60,232.68
November 30, 2020	\$33,548.80	\$3,380.12	\$90,401.36
December 31, 2020	\$2,139.62	\$25,005.54	\$67,535.44
January 31, 2021	\$5,183.84	\$3,110.79	\$69,608.49
Feburary 29, 2020	\$7,735.71	\$6,169.43	\$71,174.77
March 31, 2021	\$3,008.20	\$7,378.31	\$66,804.66
April 30, 2021	\$7,036.24	\$8,428.36	\$65,412.54
May 31, 2021	\$2,194.00	\$5,786.43	\$61,820.11
June 30, 2021	\$9,956.50	\$11,848.88	\$59,927.73
July 30, 2021	\$3,358.74	\$2,532.00	\$60,754.47
August 31, 2021	\$6,025.30	\$3,609.27	\$63,170.50
September 31, 2021	\$10,491.48	\$9,760.99	\$63,900.99
October 31, 2021	\$8,522.26	\$7,792.80	\$64,630.45

NUTRITION FUND (61)

DATE	IN	OUT	BALANCE
			\$117,976.77
October 31, 2020	\$25,554.19	\$26,969.39	\$116,561.57
November 30, 2020	\$35,603.41	\$21,123.64	\$131,041.34
December 31, 2020	\$22,151.99	\$24,988.28	\$128,205.05
January 31, 2021	\$24,738.89	\$20,428.59	\$132,515.35
February 28, 2021	\$27,775.15	\$21,475.39	\$138,815.11
March 31, 2021	\$23,107.55	\$24,789.80	\$137,132.86
April 30, 2021	\$31,685.40	\$28,722.70	\$140,095.56
May 31, 2021	\$29,443.44	\$25,386.52	\$144,152.48
June 30, 2021	\$24,876.47	\$38,436.68	\$130,592.27
July 31, 2021	\$22,020.80	\$25,532.64	\$127,080.43
August 31, 2021	\$17,160.16	\$33,368.76	\$110,871.83
September 30, 2021	\$24,626.52	\$40,266.82	\$95,231.53
October 31, 2021	\$2,886.18	\$29,916.07	\$68,201.64

MANAGEMENT FUND (22)

DATE	IN	OUT	BALANCE
			\$489,019.56
October 31, 2020	\$59,486.22	\$0.00	\$548,505.78
November 30, 2020	\$9,416.74	\$2,079.00	\$555,843.52
December 31, 2020	\$2,065.66	\$2,080.17	\$555,829.01
January 31, 2021	\$1,230.62	\$0.00	\$557,059.63
Feburary 28, 2021	\$384.50	\$0.00	\$557,444.13
March 31, 2021	\$977.00	\$0.00	\$558,421.13
April 30, 2021	\$34,753.31	\$0.00	\$593,174.44
May 31, 2021	\$4,535.69	\$0.00	\$597,710.13
June 30, 2021	\$1,354.97	\$0.00	\$599,065.10
July 30, 2021	\$939.09	\$0.00	\$600,004.19
August 31, 2021	\$52.62	\$97,638.00	\$502,418.81
September 30, 2021	\$42,643.08	\$0.00	\$545,061.89
October 31, 2021	\$53,240.54	\$0.00	\$598,302.43

LOCAL OPTION SALES (33)

DATE	IN	OUT	BALANCE
			\$683,706.27
October 31, 2020	\$27,259.58	\$13,962.47	\$697,003.38
November 30, 2020	\$37,270.61	\$0.00	\$734,273.99
December 31, 2020	\$27,727.38	\$33,498.00	\$728,503.37
January 31, 2021	\$27,726.48	\$24,457.43	\$731,772.42
February 28, 2021	\$55.75	\$0.00	\$731,828.17
March 31, 2021	\$46,611.11	\$8,495.00	\$769,944.28
April 30, 2021	\$23,347.69	\$8,495.00	\$784,796.97
May 31, 2021	\$37,369.33	\$10,000.00	\$812,166.30
June 30, 2021	\$29,251.29	\$50,334.62	\$791,082.97
July 30, 2021	\$27,362.39	\$17,652.36	\$800,793.00
August 31, 2021	\$30,411.41	\$0.00	\$831,204.41
September 30, 2021	\$30,416.31	\$351,918.59	\$509,702.13
October 31, 2021	\$30,390.10	\$9,409.80	\$530,682.43

PPEL (36)

DATE	IN	OUT	BALANCE
			\$773,423.17
October 31, 2020	\$212,561.44	\$113,134.45	\$872,850.16
November 30, 2020	\$27,282.75	\$4,139.12	\$895,993.79
December 31, 2020	\$68,994.27	\$143,938.03	\$821,050.03
January 31, 2021	\$3,518.68	\$13,777.24	\$810,791.47
February 28, 2021	\$25,628.17	\$10,549.08	\$825,870.56
March 31, 2021	\$303,839.59	\$643,566.69	\$486,143.46
April 30, 2021	\$180,185.89	\$2,942.73	\$663,386.62
May 31, 2021	\$13,275.40	\$14,164.06	\$662,497.96
June 30, 2021	\$27,110.47	\$74,294.81	\$615,313.62
July 30, 2021	\$2,663.06	\$52,594.60	\$565,382.08
August 31, 2021	\$6,493.36	\$130,092.08	\$441,783.36
September 30, 2021	\$155,677.20	\$166,256.47	\$431,204.09
October 31, 2021	\$127,026.12	\$31,106.29	\$527,123.92

Batch Description: Invoices-NOV 2021 BATCH 1

Processing Month: 11/2021

Credit Card Vendor ID:

End of Fiscal Year Expense Invoices:

Vendor ID: 707341 10TH HOLE BAR & GRILL

PO Number:

Invoice Number: 20211112

Amount: 707.50

Description:

Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 08/19/2021

Due Date: 11/12/2021

Status: A

1099 Amount: 0.00

Chart of Account Number

Detail Description

Check Number:

Cost Center ID

Detail Amount

Asset/Asset Tag

In Full

10 0000 1100 100 3376 810

PD CONF

707.50

N

Final

Vendor ID: 104447 ACME ELECTRIC

PO Number:

Invoice Number: 2553

Amount: 240.00

Description:

Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 10/22/2021

Due Date: 11/12/2021

Status: A

1099 Amount: 0.00

Chart of Account Number

Detail Description

Check Number:

Cost Center ID

Detail Amount

Asset/Asset Tag

In Full

10 0000 2620 000 0000 432

LIGHT BALLAST

240.00

N

Final

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

PO Number:

Invoice Number: 811999

Amount: 286.00

Description:

Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 11/12/2021

Due Date: 11/12/2021

Status: A

1099 Amount: 0.00

Chart of Account Number

Detail Description

Check Number:

Cost Center ID

Detail Amount

Asset/Asset Tag

In Full

10 0000 2310 000 0000 342

LEGAL SERVICES

286.00

N

Final

Vendor ID: 707664 AKADEMOS INC.

PO Number:

Invoice Number: NI30419

Amount: 2,373.80

Description:

Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 08/09/2021

Due Date: 11/12/2021

Status: A

1099 Amount: 0.00

Chart of Account Number

Detail Description

Check Number:

Cost Center ID

Detail Amount

Asset/Asset Tag

In Full

10 0109 1100 100 0000 641

TEXTBOOKS

2,373.80

N

Final

Vendor ID: 707664 AKADEMOS INC.

PO Number:

Invoice Number: NI30727

Amount: 931.44

Description:

Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 08/23/2021

Due Date: 11/12/2021

Status: A

1099 Amount: 0.00

Chart of Account Number

Detail Description

Check Number:

Cost Center ID

Detail Amount

Asset/Asset Tag

In Full

10 0109 1100 100 0000 641

TEXTBOOKS

931.44

N

Final

Vendor ID: 707664 AKADEMOS INC.

PO Number:

Invoice Number: NI30911

Amount: 1,083.76

Description:

Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 09/01/2021

Due Date: 11/12/2021

Status: A

1099 Amount: 0.00

Chart of Account Number

Detail Description

Check Number:

Cost Center ID

Detail Amount

Asset/Asset Tag

In Full

10 0109 1100 100 0000 641

TEXTBOOKS

1,083.76

N

Final

Vendor ID: 707664 AKADEMOS INC.

PO Number:

Invoice Number: NI31850

Amount: 41.02

Description:

Sequence: 1 Check Type:

Checking Account ID:

Invoice Date: 11/01/2021

Due Date: 11/12/2021

Status: A

1099 Amount: 0.00

Chart of Account Number

Detail Description

Check Number:

Cost Center ID

Detail Amount

Asset/Asset Tag

In Full

10 0109 1100 100 0000 641

TEXTBOOKS

41.02

N

Final

Vendor ID: 100055 ALLIANT ENERGY

PO Number:

Invoice Number: 20211112

Amount: 1,572.52

Description:

Invoice Date: 10/18/2021

Due Date: 11/12/2021

Status: A

1099 Amount: 0.00

Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2620 000 0000 622 SHOP BLDG

Checking Account ID:

Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
1,572.52 N

In Full
Final

Vendor ID: 100055 ALLIANT ENERGY
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2620 000 8270 622 BUS BARN

Checking Account ID:

PO Number: Invoice Number: 20211112-0001 Amount: 47.48
Invoice Date: 10/18/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
47.48 N

In Full
Final

Vendor ID: 100055 ALLIANT ENERGY
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2620 000 0000 622 HS BLDG

Checking Account ID:

PO Number: Invoice Number: 20211112-0002 Amount: 4,286.18
Invoice Date: 10/18/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
4,286.18 N

In Full
Final

Vendor ID: 100055 ALLIANT ENERGY
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2620 000 0000 622 SPORTS COMPLEX

Checking Account ID:

PO Number: Invoice Number: 20211112-0003 Amount: 134.43
Invoice Date: 10/18/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
134.43 N

In Full
Final

Vendor ID: 100055 ALLIANT ENERGY
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2620 000 8270 622 BUS BARN

Checking Account ID:

PO Number: Invoice Number: 20211112-0004 Amount: 70.62
Invoice Date: 10/20/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
70.62 N

In Full
Final

Vendor ID: 707049 ANDERSON, STEVE
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
21 0000 1400 920 6720 345 OFFICIAL

Checking Account ID:

PO Number: Invoice Number: 20211112 Amount: 110.00
Invoice Date: 10/21/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 110.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
110.00 110.00 N

In Full
Final

Vendor ID: 100445 ANDY'S MINI MART
Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2700 000 0000 626 1409.90 GAL GAS
10 0000 2700 000 0000 627 154.00 GAL DEISEL
10 0000 1100 100 3376 810 PD MEAL

Checking Account ID:

PO Number: Invoice Number: 20211112 Amount: 4,329.98
Invoice Date: 11/01/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
3,776.38 N In Full
443.47 N Final
110.13 N Final

Vendor ID: 102381 BOYLE, RHONDA
Description:
Sequence: 1 Check Type:

Checking Account ID:

PO Number: Invoice Number: 20211112 Amount: 25.00
Invoice Date: 11/12/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:

Chart of Account Number
10 0418 1100 100 0000 612

Detail Description
CARTRIDGES FOR CRICUIT

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

25.00 N In Full

Vendor ID: 104833 BRACKEY, JAMES

Description:

Sequence: 1 Check Type:

Checking Account ID:

PO Number: Invoice Date: 10/21/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 110.00
Check Number: Check Date:

Amount: 110.00

Chart of Account Number
21 0000 1400 920 6720 345

Detail Description
OFFICIAL

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

110.00 N In Full

Vendor ID: 103885 CDW GOVERNMENT INC

Description:

Sequence: 1 Check Type:

Checking Account ID:

PO Number: Invoice Date: 09/24/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:

Amount: 531.16

Chart of Account Number
10 9070 1200 219 0000 612

Detail Description
PRINTER

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

531.16 N In Full

Vendor ID: 103885 CDW GOVERNMENT INC

Description:

Sequence: 1 Check Type:

Checking Account ID:

PO Number: Invoice Date: 10/19/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:

Amount: 579.53

Chart of Account Number
10 9070 1200 219 0000 612

Detail Description
PRINTER

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

579.53 N In Full

Vendor ID: 103885 CDW GOVERNMENT INC

Description:

Sequence: 1 Check Type:

Checking Account ID:

PO Number: Invoice Date: 10/19/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:

Amount: (531.16)

Chart of Account Number
10 9099 2237 100 0000 615

Detail Description
REFUND

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

(531.16) N In Full

Vendor ID: 103885 CDW GOVERNMENT INC

Description:

Sequence: 1 Check Type:

Checking Account ID:

PO Number: Invoice Date: 10/27/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:

Amount: 2,124.30

Chart of Account Number
10 9099 2237 100 0000 615

Detail Description
ELMOS

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

2,124.30 N In Full

Vendor ID: 706993 CHANCELLOR, MARTHA

Description:

Sequence: 1 Check Type:

Checking Account ID:

PO Number: Invoice Date: 10/31/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 340.00
Check Number: Check Date:

Amount: 340.00

Chart of Account Number
10 0109 2222 100 0000 320

Detail Description
LKIBRARIAN

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

340.00 N In Full

Vendor ID: 707555 CHROMEBOOKPARTS.COM

Description:

Sequence: 1 Check Type:

Checking Account ID:

PO Number: Invoice Date: 11/05/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:

Amount: 254.95

Chart of Account Number
10 9099 2237 100 0000 734

Detail Description
KEYBOARDS

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag

254.95 N In Full

Riceville Community School
11/12/2021 1:46 PM

Invoice Listing - Detail
Unposted: Batch Description Invoices-NOV 2021 BATCH 1

Vendor ID: 707555 CHROMEBOOKPARTS.COM

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

10 9099 2237 100 0000 734 ADAPTERS

Checking Account ID:

PO Number:

Invoice Date: 11/09/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Amount: 559.80

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

559.80

N

In Full
Final

Vendor ID: 707292 CIMMIYOTTI, ANGIE

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

61 0000 3110 000 0000 631 LETTUCE

Checking Account ID:

PO Number:

Invoice Date: 11/09/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Amount: 47.98

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

47.98

N

In Full
Final

Vendor ID: 707292 CIMMIYOTTI, ANGIE

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

61 0000 3110 000 0000 631 REIMB PICKLES

Checking Account ID:

PO Number:

Invoice Date: 10/28/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Amount: 29.10

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

29.10

N

In Full
Final

Vendor ID: 707292 CIMMIYOTTI, ANGIE

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

61 0000 3110 000 0000 631 REIMB CHIPS

Checking Account ID:

PO Number:

Invoice Date: 10/15/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Amount: 8.70

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

8.70

N

In Full
Final

Vendor ID: 100196 CITY OF RICEVILLE

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

10 0000 2620 000 0000 411 WATER

Checking Account ID:

PO Number:

Invoice Date: 10/21/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Amount: 974.20

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

299.60

N

In Full
Final

10 0000 2620 000 0000 421 GARBAGE

375.00

N

In Full
Final

10 0000 2620 000 0000 411 SEWER

299.60

N

In Full
Final

Vendor ID: 100196 CITY OF RICEVILLE

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

10 0000 2620 000 0000 411 SEWER

Checking Account ID:

PO Number:

Invoice Date: 10/21/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Amount: 24.30

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

12.15

N

In Full
Final

10 0000 2620 000 0000 411 WATER

12.15

N

In Full
Final

Vendor ID: 100196 CITY OF RICEVILLE

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

10 0000 2620 000 0000 411 SEWER

Checking Account ID:

PO Number:

Invoice Date: 10/21/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Amount: 92.30

Check Number:

Detail Amount 1099 Detail Amount Asset/Asset Tag

46.15

N

In Full
Final

10 0000 2620 000 0000 411 WATER

46.15

N

In Full
Final

Vendor ID: 100196		CITY OF RICEVILLE		PO Number: 41883		Invoice Number: 41883		Amount: 27.86	
Description:		Checking Account ID:		Invoice Date: 10/21/2021		Due Date: 11/12/2021		Status: A	
Sequence: 1		Check Type:		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>	
10 0000 2620 000 0000 411		WATER		13.93		N		In Full	
10 0000 2620 000 0000 411		SEWER		13.93		N		Final	
Vendor ID: 707512		CLARKSMITH PHOTOGRAPHY		PO Number: 36		Invoice Number: 36		Amount: 263.14	
Description:		Checking Account ID:		Invoice Date: 11/10/2021		Due Date: 11/12/2021		Status: A	
Sequence: 1		Check Type:		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>	
10 0418 1100 100 0000 810		SUPRISE AND DELIGHT SNACKS		131.57		N		In Full	
10 0109 1100 100 0000 810		SUPRISE AND DELIGHT SNACKS		131.57		N		Final	
Vendor ID: 105068		CONWAY, AMANDA		PO Number: 20211112		Invoice Number: 20211112		Amount: 42.11	
Description:		Checking Account ID:		Invoice Date: 10/18/2021		Due Date: 11/12/2021		Status: A	
Sequence: 1		Check Type:		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>	
10 0109 1300 355 0000 612		FACS FOOD SUPPLY		42.11		N		In Full	
Vendor ID: 104466		CULLIGAN WATER CONDITIONING		PO Number: 41763TK		Invoice Number: 41763TK		Amount: 101.20	
Description:		Checking Account ID:		Invoice Date: 10/28/2021		Due Date: 11/12/2021		Status: A	
Sequence: 1		Check Type:		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>	
10 0000 2620 000 0000 680		SALT		101.20		N		In Full	
Vendor ID: 100140		DALCO		PO Number: 3849858		Invoice Number: 3849858		Amount: 454.07	
Description:		Checking Account ID:		Invoice Date: 10/27/2021		Due Date: 11/12/2021		Status: A	
Sequence: 1		Check Type:		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>	
10 0000 2620 000 0000 680		PAPER TOWELS		454.07		N		In Full	
Vendor ID: 100140		DALCO		PO Number: 3853452		Invoice Number: 3853452		Amount: 123.48	
Description:		Checking Account ID:		Invoice Date: 11/04/2021		Due Date: 11/12/2021		Status: A	
Sequence: 1		Check Type:		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>	
10 0000 2620 000 0000 680		HANDWASH		123.48		N		In Full	
Vendor ID: 100140		DALCO		PO Number: 3855879		Invoice Number: 3855879		Amount: 239.76	
Description:		Checking Account ID:		Invoice Date: 11/10/2021		Due Date: 11/12/2021		Status: A	
Sequence: 1		Check Type:		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>	
10 0000 2620 000 0000 680		HANDWASH		239.76		N		In Full	
Vendor ID: 100745		DECORAH COMMUNITY SCHOOL DIST		PO Number:		Invoice Number: 20211112		Amount: 7,997.58	

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 11/10/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag Check Date: In Full
10 9070 1200 217 3303 323 SP ED BILLING 7,997.58 N Final

Vendor ID: 100745 DECORAH COMMUNITY SCHOOL DIST PO Number: Invoice Number: 2021112-0001 Amount: 8,276.03
Description: Invoice Date: 10/15/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
10 9070 1200 217 3303 323 SP ED BILLING 8,276.03 N Final

Vendor ID: 103629 DEPARTMENT OF EDUCATION PO Number: Invoice Number: TRANS001777 Amount: 650.00
Description: Invoice Date: 11/05/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
10 0000 2700 000 0000 349 BUS INSPECTION 650.00 N Final

Vendor ID: 707483 DEUTMEYER, DEAN PO Number: Invoice Number: 2021112 Amount: 110.00
Description: Invoice Date: 10/15/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 110.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
21 0000 1400 920 6720 345 OFFICIAL 110.00 N Final

Vendor ID: 100006 DFA DAIRY BRANDS CORPORTE LLC PO Number: Invoice Number: 116200852 Amount: 379.79
Description: Invoice Date: 10/13/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
61 0000 3110 000 0000 631 MILK 379.79 N Final

Vendor ID: 100006 DFA DAIRY BRANDS CORPORTE LLC PO Number: Invoice Number: 116200952 Amount: 294.01
Description: Invoice Date: 10/27/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
61 0000 3110 000 0000 631 BREAD 294.01 N Final

Vendor ID: 100006 DFA DAIRY BRANDS CORPORTE LLC PO Number: Invoice Number: 116201004 Amount: 418.64
Description: Invoice Date: 11/03/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
61 0000 3110 000 0000 631 BREAD 418.64 N Final

Vendor ID: 100006 DFA DAIRY BRANDS CORPORTE LLC PO Number: Invoice Number: 116214401 Amount: 264.90
Description: Invoice Date: 10/20/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
61 0000 3110 000 0000 631 BREAD 264.90 N Final

61 0000 3110 000 0000 631 MILK 264.90 N Final

Vendor ID: 105673 DUNN, JENNIFER PO Number: Invoice Number: 20211112 Amount: 214.82

Description: Invoice Date: 11/01/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Check Number: Check Date:

Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

10 0000 2510 000 0000 580 CONFERENCE REIMB 214.82 N Final

Vendor ID: 105673 DUNN, JENNIFER PO Number: Invoice Number: 20211112-0001 Amount: 27.23

Description: Invoice Date: 10/26/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Check Number: Check Date:

Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

10 0000 1100 100 3376 810 REIMB PD MEAL 27.23 N Final

Vendor ID: 707684 DUNN, TOM PO Number: Invoice Number: 20211112 Amount: 110.00

Description: Invoice Date: 10/21/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 110.00

Sequence: 1 Check Type: Check Number: Check Date:

Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

21 0000 1400 920 6720 345 OFFICIAL 110.00 N Final

Vendor ID: 102903 EVANS PRINTING & PUBLISHING PO Number: Invoice Number: 15327 Amount: 234.72

Description: Invoice Date: 10/31/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Check Number: Check Date:

Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

10 0000 2320 000 0000 810 AD 104.00 N Final

10 0000 2310 000 0000 613 LEGAL PUBLICATIONS 130.72 N Final

Vendor ID: 103157 GALLAGHER-BLUEDORN ARTS CTR PO Number: Invoice Number: 20211112 Amount: 24.00

Description: Invoice Date: 10/16/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Check Number: Check Date:

Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

10 0418 1100 100 0000 810 PLAY TICKETS 24.00 N Final

Vendor ID: 707270 GILLETTE GROUP PO Number: Invoice Number: 9269850 Amount: 178.44

Description: Invoice Date: 10/28/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Check Number: Check Date:

Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

10 0000 1100 100 8031 618 POP 178.44 N Final

Vendor ID: 707270 GILLETTE GROUP PO Number: Invoice Number: 9270343 Amount: 170.70

Description: Invoice Date: 11/11/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Check Number: Check Date:

Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

10 0000 1100 100 8031 618 POP 170.70 N Final

Vendor ID: 707411 HARRISON, CRAIG PO Number: Invoice Number: 20211112 Amount: 110.00

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 10/15/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 110.00

Chart of Account Number Detail Description Check Number: Check Date: In Full

21 0000 1400 920 6720 345 OFFICIAL Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag 110.00 110.00 N Final

Vendor ID: 103183 HAWKEYE STATE SCALE PO Number: Invoice Number: 54779 Amount: 85.00

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 10/29/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Chart of Account Number Detail Description Check Number: Check Date: In Full

21 0000 1400 920 0000 612 TESTING WRESTLING SCALE Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag 85.00 N Final

Vendor ID: 707123 HOGlund BUS & TRUCK CO. PO Number: Invoice Number: 718205 Amount: 27,857.62

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 10/20/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Chart of Account Number Detail Description Check Number: Check Date: In Full

36 0000 2700 000 0000 732 CAMERAS Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag 27,857.62 N Final

Vendor ID: 707183 HOUSER, KELLY PO Number: Invoice Number: 20211112 Amount: 65.94

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 10/26/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Chart of Account Number Detail Description Check Number: Check Date: In Full

21 0000 1400 950 7967 612 REIMB ST. COUNCIL Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag 65.94 N Final

Vendor ID: 100276 IA HIGH SCHOOL MUSIC ASSOC. PO Number: Invoice Number: 20211112 Amount: 37.50

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 11/12/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Chart of Account Number Detail Description Check Number: Check Date: In Full

21 0000 1400 910 6220 612 MEMBERSHIP Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag 37.50 N Final

Vendor ID: 102516 IASBO PO Number: Invoice Number: 200008624 Amount: 75.00

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 11/12/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Chart of Account Number Detail Description Check Number: Check Date: In Full

10 0000 2510 000 0000 810 WINTER CONFERENCE Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag 75.00 N Final

Vendor ID: 101214 IBCA PO Number: Invoice Number: 478571 Amount: 126.00

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 10/19/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Chart of Account Number Detail Description Check Number: Check Date: In Full

21 0000 1400 920 6710 612 MEMBERSHIP Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag 126.00 N Final

Vendor ID: 100031 IOWA ASSOCIATION OF SCHOOL BOARDS PO Number: Invoice Number: IASB0014217 Amount: 450.00

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 10/19/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00

Chart of Account Number Detail Description Check Number: Check Date: In Full

Chart of Account Number
10 0000 2310 000 0000 810

Detail Description
BOARD CONSULTING

Cost Center ID
450.00

In Full
Final

Vendor ID: 707683 IOWA CATTLEMAN'S FOUNDATION

PO Number: Invoice Number: 20211112 Amount: 200.00

Description:
Sequence: 1 Check Type:
Chart of Account Number
21 0000 1400 950 7960 612

Detail Description
BEEF EXTRA VAGANZA REGISTRATION

Invoice Date: 11/04/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID
200.00

Vendor ID: 100556 IOWA FFA ASSOCIATION

PO Number: Invoice Number: 24668 Amount: 1,395.00

Description:
Sequence: 1 Check Type:
Chart of Account Number
21 0000 1400 950 7960 612

Detail Description
DUES

Invoice Date: 10/08/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID
1,395.00

Vendor ID: 104240 KUHN, ROBIN

PO Number: Invoice Number: 20211112 Amount: 575.00

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 0109 1100 100 3376 810

Detail Description
REIMB CONFERENCE

Invoice Date: 11/03/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID
575.00

Vendor ID: 707404 MAIN STREET MARKET PLACE

PO Number: Invoice Number: 20211112 Amount: 117.28

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 0109 1300 355 0000 612

Detail Description
FACS FOOD SUPPLIES

Invoice Date: 10/25/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID
117.28

Vendor ID: 707134 MARCO INC.

PO Number: Invoice Number: 74212345 Amount: 1,259.59

Description:
Sequence: 1 Check Type:
Chart of Account Number
36 0000 2620 000 0000 442

Detail Description
COPIER LEASE

Invoice Date: 10/23/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID
1,259.59

Vendor ID: 100007 MARTIN BROS DIST

PO Number: Invoice Number: 20211112 Amount: (574.52)

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

Detail Description
CREDIT

Invoice Date: 11/09/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID
(574.52)

Vendor ID: 100007 MARTIN BROS DIST

PO Number: Invoice Number: 9087223 Amount: 1,571.13

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

Detail Description
FS SUPPLIES
FOOD

Invoice Date: 08/23/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID
232.63
1,338.50

In Full
Final

In Full
Final

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

Checking Account ID:

Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
189.35 N
4,220.76 N

Vendor ID: 100007 MARTIN BROS DIST

PO Number: Invoice Number: 9209949 Amount: 2,750.61

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

Invoice Date: 11/08/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
2,653.74 N
96.87 N

Vendor ID: 104834 MEINDERS, DAVID

PO Number: Invoice Number: 20211112 Amount: 140.00

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
21 0000 1400 920 6720 345 OFFICIAL

Checking Account ID:

Invoice Date: 10/21/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 140.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
140.00 N 140.00 N

Vendor ID: 102291 NAPA

PO Number: Invoice Number: 274590 Amount: 95.10

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2700 000 0000 673 HOOKS

Checking Account ID:

Invoice Date: 10/14/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
95.10 N

Vendor ID: 102291 NAPA

PO Number: Invoice Number: 274964 Amount: 4.88

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2700 000 0000 673 OIL LIFTER

Checking Account ID:

Invoice Date: 10/25/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
4.88 N

Vendor ID: 102291 NAPA

PO Number: Invoice Number: 275032 Amount: 86.67

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2700 000 0000 673 BARRERIES

Checking Account ID:

Invoice Date: 10/27/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
86.67 N

Vendor ID: 100470 NATIONAL FFA ORGANIZATION

PO Number: Invoice Number: CNR72302 Amount: 990.00

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
21 0000 1400 950 7960 612 REGISTRATIONS

Checking Account ID:

Invoice Date: 10/18/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag
990.00 N

Vendor ID: 707592 NELSON MEDIA COMPANY

PO Number: Invoice Number: 165 Amount: 2,000.00

Description:
Sequence: 1 Check Type:
Checking Account ID:

Invoice Date: 10/27/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Check Date:

Chart of Account Number Detail Description
36 0000 4300 000 0000 451 VIDEO MARKETING

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
2,000.00 N Final

Vendor ID: 100625 NEW HAMPTON COMMUNITY SCHOOL

PO Number: **Invoice Number: 20211112** **Amount:** **3,694.45**

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0000 1100 100 0000 567 OPEN ENROLLMENT
10 0000 1100 100 3116 567 TLC OPEN ENROLLMENT

Invoice Date: Due Date: Status: Check Date:
11/12/2021 11/12/2021 A 1099 Amount: 0.00
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
3,524.00 N Final
170.45 N Final

Vendor ID: 100495 NORTHEAST IOWA COMMUNITY COLLEGE

PO Number: **Invoice Number: 20211112** **Amount:** **11,600.00**

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0000 1100 100 0000 566 COLLEGE COURSES

Invoice Date: Due Date: Status: Check Date:
09/01/2021 11/12/2021 A 1099 Amount: 0.00
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
11,600.00 N Final

Vendor ID: 100495 NORTHEAST IOWA COMMUNITY COLLEGE

PO Number: **Invoice Number: 30262** **Amount:** **65.00**

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0000 2700 000 0000 810 STOP CLASS

Invoice Date: Due Date: Status: Check Date:
10/15/2021 11/12/2021 A 1099 Amount: 0.00
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
65.00 N Final

Vendor ID: 707086 NOSBISCH, MORGAN

PO Number: **Invoice Number: 20211112** **Amount:** **25.16**

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
21 0000 1400 950 7960 612 REIMB SHAVINGS FOR TURKEYS

Invoice Date: Due Date: Status: Check Date:
11/11/2021 11/12/2021 A 1099 Amount: 0.00
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
25.16 N Final

Vendor ID: 707086 NOSBISCH, MORGAN

PO Number: **Invoice Number: 20211112-0001** **Amount:** **265.60**

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
21 0000 1400 950 7960 612 REIMB FFA MEAL
10 0000 2700 000 0000 626 13.92 GOAL GAS

Invoice Date: Due Date: Status: Check Date:
11/12/2021 11/12/2021 A 1099 Amount: 0.00
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
220.79 N Final
44.81 N Final

Vendor ID: 707682 NUWAY K& H COOPERATIVE

PO Number: **Invoice Number: 659171** **Amount:** **9,674.08**

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0000 2620 000 0000 623 LP

Invoice Date: Due Date: Status: Check Date:
11/12/2021 11/12/2021 A 1099 Amount: 0.00
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
9,674.08 N Final

Vendor ID: 100051 OMNITEL COMMUNICATIONS

PO Number: **Invoice Number: 20211112** **Amount:** **1,588.90**

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description

Invoice Date: Due Date: Status: Check Date:
11/01/2021 11/12/2021 A 1099 Amount: 0.00
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

Riceville Community School
11/12/2021 1:46 PM

Invoice Listing - Detail
Unposted: Batch Description Invoices-NOV 2021 BATCH 1

10 0000 2320 000 0000 532 TELEPHONE
10 0000 2320 000 0000 538 INTERNET

248.95 N Final
1,339.95 0.00 N Final

Vendor ID: 707266 PETE, HEIDI

Invoice Number: 20211112 Amount: 1,572.48

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 9070 1200 217 3303 580 MILAGE

PO Number:
Invoice Date: 11/01/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID
Detail Amount 1,572.48 N Final

Vendor ID: 707266 PETE, HEIDI

Invoice Number: 20211112-0001 Amount: 786.24

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 9070 1200 217 3303 580 MILAGE REIMB

PO Number:
Invoice Date: 11/01/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID
Detail Amount 786.24 N Final

Vendor ID: 707266 PETE, HEIDI

Invoice Number: 20211112-0002 Amount: 262.08

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 9070 1200 217 3303 580 MILAGE REIMB

PO Number:
Invoice Date: 11/12/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID
Detail Amount 262.08 N Final

Vendor ID: 102415 PLANK ROAD PUBLISHING, INC.

Invoice Number: 20211112 Amount: 114.28

Description:
Sequence: 1 Check Type:
Chart of Account Number
21 0000 1400 910 6220 612 RECORDER KARATE 1- STUDENT BOOK 1-0 PACK

PO Number: 20692H
Invoice Date: 09/24/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID
Detail Amount 114.28 N Final

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

Invoice Number: 20211112 Amount: 80.00

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 0000 2620 000 0000 425 PEST CONTROL

PO Number:
Invoice Date: 10/27/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID
Detail Amount 80.00 N Final

Vendor ID: 706842 PRIORITY AUTO GLASS

Invoice Number: 289444 Amount: 685.00

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 0000 2700 000 0000 673 WINDOW REPAIR

PO Number:
Invoice Date: 11/05/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID
Detail Amount 685.00 N Final

Vendor ID: 707595 REGENTS OF THE UNIVERSITY OF MINNESOTA

Invoice Number: 0290058678 Amount: 606.84

Description:
Sequence: 1 Check Type:
Chart of Account Number
10 0418 1100 100 3216 642 INTERVENTION

PO Number:
Invoice Date: 11/12/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number:
Cost Center ID
Detail Amount 606.84 N Final

Vendor ID: 707293 REINDL REPAIR, THE TIRE EXPERTS Amount: 931.79
Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0000 2700 000 0000 672 TIRES 931.79 N Invoice Number: 20712 Status: A 1099 Amount: 0.00
PO Number: Invoice Date: 10/28/2021 Due Date: 11/12/2021 Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
Final

Vendor ID: 101303 RICEVILLE PTO Amount: 100.00
Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0000 1100 100 8031 618 BOOK FAIR PURCHASE 100.00 N Invoice Number: 20211112 Status: A 1099 Amount: 0.00
PO Number: Invoice Date: 10/26/2021 Due Date: 11/12/2021 Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
Final

Vendor ID: 707485 ROBERTS, JAMES Amount: 140.00
Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
21 0000 1400 920 6720 345 OFFICIAL 140.00 N Invoice Number: 20211112 Status: A 1099 Amount: 140.00
PO Number: Invoice Date: 10/15/2021 Due Date: 11/12/2021 Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
Final

Vendor ID: 707098 RMR CSD Amount: 75.80
Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
21 0000 1400 920 6720 612 TROPHIES & PLAQUES 75.80 N Invoice Number: 372213 Status: A 1099 Amount: 0.00
PO Number: Invoice Date: 10/25/2021 Due Date: 11/12/2021 Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
Final

Vendor ID: 103020 RUNDE GRAPHICS Amount: 525.50
Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0000 1100 100 4045 612 WATER BOTTLES 525.50 N Invoice Number: 3680 Status: A 1099 Amount: 0.00
PO Number: Invoice Date: 10/31/2021 Due Date: 11/12/2021 Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
Final

Vendor ID: 707081 SCHIPPER, EMILY Amount: 59.95
Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0109 1100 100 0000 358 TEST MAKER SOFTWARE 59.95 N Invoice Number: 20211112 Status: A 1099 Amount: 0.00
PO Number: Invoice Date: 10/20/2021 Due Date: 11/12/2021 Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
Final

Vendor ID: 100229 SCHOOL BUS SALES CO Amount: 319.00
Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0000 2700 000 0000 673 DOOR SEAL 319.00 N Invoice Number: 01P16366 Status: A 1099 Amount: 0.00
PO Number: Invoice Date: 10/19/2021 Due Date: 11/12/2021 Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
Final

Vendor ID: 100229 SCHOOL BUS SALES CO Amount: 64.04
Description:
Sequence: 1 Check Type: Checking Account ID:
PO Number: Invoice Date: 10/29/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:

Chart of Account Number Detail Description
10 0000 2700 000 0000 673 WHEEL SEAL

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
64.04 N Final

Vendor ID: 101717 SCHOOL SPECIALTY SUPPLY INC

PO Number: **Invoice Number:** 208128914538 **Amount:** 163.10

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0109 1100 111 0000 612 PLANNERS

Invoice Date: 10/26/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
163.10 N Final

Vendor ID: 101717 SCHOOL SPECIALTY SUPPLY INC

PO Number: **Invoice Number:** 308103812884 **Amount:** 280.00

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0109 1100 111 0000 612 HS SUPPLIES

Invoice Date: 08/09/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
280.00 N Final

Vendor ID: 707052 SIMONSON, ADRIAN

PO Number: **Invoice Number:** 20211112 **Amount:** 110.00

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
21 0000 1400 920 6720 345 OFFICIAL

Invoice Date: 10/21/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 110.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
110.00 110.00 N Final

Vendor ID: 707484 SNYDER, GLEN

PO Number: **Invoice Number:** 20211112 **Amount:** 110.00

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
21 0000 1400 920 6720 345 OFFICIAL

Invoice Date: 10/15/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 110.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
110.00 110.00 N Final

Vendor ID: 102791 SUBWAY

PO Number: 20711H **Invoice Number:** 269235 **Amount:** 214.09

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0000 1100 100 3376 810 SUBS - PD MEAL
10 0000 1100 100 3376 810 EXTRA TOPPINGS TRAY

Invoice Date: 10/28/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
200.00 N Final
14.09 N Final

Vendor ID: 100044 SUPERIOR WELDING SUPPLY CO

PO Number: **Invoice Number:** L4774072 **Amount:** 90.00

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0109 1300 315 0000 612 ARGON

Invoice Date: 10/02/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
90.00 N Final

Vendor ID: 707407 TABBERT, BRYAN

PO Number: **Invoice Number:** 20211112 **Amount:** 355.68

Description:
Sequence: 1 Check Type: Checking Account ID:
Chart of Account Number Detail Description
10 0109 1100 100 0000 810 MILEAGE

Invoice Date: 11/01/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
355.68 N Final

Vendor ID: 707486 **TIERNEY, TIM** **Invoice Number: 20211112** **Amount: 110.00**
 Description: Checking Account ID: **PO Number:** **Invoice Date:** 10/15/2021 **Due Date:** 11/12/2021 **Status:** A **1099 Amount:** 110.00
 Sequence: 1 Check Type: Check Number: Check Date: **Cost Center ID** **Detail Amount** **1099 Detail Amount Asset/Asset Tag** **In Full**
 21 0000 1400 920 6720 345 OFFICIAL 110.00 110.00 N Final

Vendor ID: 706777 **TIMBERLINE BILLING SERVICE LLC** **Invoice Number: 22777** **Amount: 558.49**
 Description: Checking Account ID: **PO Number:** **Invoice Date:** 10/29/2021 **Due Date:** 11/12/2021 **Status:** A **1099 Amount:** 0.00
 Sequence: 1 Check Type: Check Number: Check Date: **Cost Center ID** **Detail Amount** **1099 Detail Amount Asset/Asset Tag** **In Full**
 10 0000 2510 217 3303 351 MEDICAID BILLING 558.49 N Final

Vendor ID: 707471 **TIME MANAGEMENT SYSTEMS** **Invoice Number: 259363** **Amount: 386.60**
 Description: Checking Account ID: **PO Number:** **Invoice Date:** 11/01/2021 **Due Date:** 11/12/2021 **Status:** A **1099 Amount:** 0.00
 Sequence: 1 Check Type: Check Number: Check Date: **Cost Center ID** **Detail Amount** **1099 Detail Amount Asset/Asset Tag** **In Full**
 36 0000 2239 000 0000 652 TIMECLOCK 386.60 N Final

Vendor ID: 100004 **TRUE VALUE** **Invoice Number: A188231** **Amount: 27.98**
 Description: Checking Account ID: **PO Number:** **Invoice Date:** 10/07/2021 **Due Date:** 11/12/2021 **Status:** A **1099 Amount:** 0.00
 Sequence: 1 Check Type: Check Number: Check Date: **Cost Center ID** **Detail Amount** **1099 Detail Amount Asset/Asset Tag** **In Full**
 10 0000 2620 000 0000 680 ANG STOP 27.98 N Final

Vendor ID: 100004 **TRUE VALUE** **Invoice Number: A188535** **Amount: 55.97**
 Description: Checking Account ID: **PO Number:** **Invoice Date:** 10/14/2021 **Due Date:** 11/12/2021 **Status:** A **1099 Amount:** 0.00
 Sequence: 1 Check Type: Check Number: Check Date: **Cost Center ID** **Detail Amount** **1099 Detail Amount Asset/Asset Tag** **In Full**
 61 0000 3110 000 0000 618 FS SUPPLIES 55.97 N Final

Vendor ID: 100004 **TRUE VALUE** **Invoice Number: A189077** **Amount: 15.87**
 Description: Checking Account ID: **PO Number:** **Invoice Date:** 10/25/2021 **Due Date:** 11/12/2021 **Status:** A **1099 Amount:** 0.00
 Sequence: 1 Check Type: Check Number: Check Date: **Cost Center ID** **Detail Amount** **1099 Detail Amount Asset/Asset Tag** **In Full**
 10 0000 2620 000 0000 680 LINERS, COVERS & CAPS 15.87 N Final

Vendor ID: 100004 **TRUE VALUE** **Invoice Number: A189095** **Amount: 1.85**
 Description: Checking Account ID: **PO Number:** **Invoice Date:** 10/25/2021 **Due Date:** 11/12/2021 **Status:** A **1099 Amount:** 0.00
 Sequence: 1 Check Type: Check Number: Check Date: **Cost Center ID** **Detail Amount** **1099 Detail Amount Asset/Asset Tag** **In Full**
 10 0000 2620 000 0000 680 PLUG 1.85 N Final

Vendor ID: 100004 **TRUE VALUE** **Invoice Number: A189111** **Amount: 8.49**
 Description: Checking Account ID: **PO Number:** **Invoice Date:** 10/25/2021 **Due Date:** 11/12/2021 **Status:** A **1099 Amount:** 0.00
 Sequence: 1 Check Type: Check Number: Check Date: **Cost Center ID** **Detail Amount** **1099 Detail Amount Asset/Asset Tag** **In Full**

Chart of Account Number Detail Description
10 0000 2620 000 0000 680 COND CONNECTOR

Vendor ID: 1000004 TRUE VALUE

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2620 000 0000 680 FAUCET

Vendor ID: 1000004 TRUE VALUE

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2620 000 0000 680 CONNECTOR

Vendor ID: 1000004 TRUE VALUE

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2620 000 0000 680 SHELF BRACKETS

Vendor ID: 1000004 TRUE VALUE

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2620 000 0000 680 BULBS

Vendor ID: 1000004 TRUE VALUE

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2620 000 0000 680 ANCHOR & PIN

Vendor ID: 1000004 TRUE VALUE

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2620 000 0000 680 CONNECTORS

Vendor ID: 1000004 TRUE VALUE

Description:
Sequence: 1 Check Type:
Chart of Account Number Detail Description
10 0000 2620 000 0000 680 PAINT

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
8.49 N Final

PO Number: Invoice Number: B179507 Amount: 59.99

Invoice Date: 10/11/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
59.99 N Final

PO Number: Invoice Number: B179523 Amount: 12.98

Invoice Date: 10/12/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
12.98 N Final

PO Number: Invoice Number: B179554 Amount: 47.88

Invoice Date: 10/13/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
47.88 N Final

PO Number: Invoice Number: B179726 Amount: 21.98

Invoice Date: 10/19/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
21.98 N Final

PO Number: Invoice Number: B179758 Amount: 36.68

Invoice Date: 10/20/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
36.68 N Final

PO Number: Invoice Number: B179807 Amount: 5.99

Invoice Date: 10/22/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
5.99 N Final

PO Number: Invoice Number: B179887 Amount: 212.56

Invoice Date: 10/25/2021 Due Date: 11/12/2021 Status: A 1099 Amount: 0.00
Check Number: Check Date:
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
212.56 N Final

Vendor ID: 100004		TRUE VALUE		PO Number:		Invoice Number: B179934		Amount:
Description:				Invoice Date:		Due Date:		7.79
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>
10 0000 2620 000 0000 680	WIRE CONNECTOR	7.79		N				Final
Vendor ID: 102183		WEBER AUTO PARTS		PO Number:		Invoice Number: 451988		Amount:
Description:				Invoice Date:		Due Date:		456.01
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>
10 0000 2700 000 0000 673	FILTER, LAMPS,SCRAPERS	456.01		N				Final

Batch 1099 Total:	1,500.00	Batch Total:	133,035.31
Report 1099 Total:	1,500.00	Report Total:	133,035.31

Riceville CSD
Elementary and Secondary School Emergency Relief ESSER III Plan
Riceville School Board approved July 19, 2021

Starting Revenue Allotment: American Rescue Plan (ARP) Act

Reservation

Of the total amount allocated to a district from Iowa's ESSER III award, the LEA must reserve at least 20% of funds to address learning loss through the implementation of evidence-based interventions (e.g., summer learning or summer enrichment, extended day, comprehensive after-school programs, extended school year programs) and ensure that those interventions respond to students' social, emotional, and academic needs and address the disproportionate impact of COVID-19 on underrepresented student subgroups (i.e., each major racial and ethnic group, children from low-income families, children with disabilities, English learners, migrant students, students experiencing homelessness, children and youth in foster care).

Allowable Uses

The ESSER Fund III, like ESSER I and ESSER II, may be used by PK-12 schools for a broad set of possible purposes, with substantial local authority and discretion in prioritizing relief spending. Although the permitted uses of ESSER II under the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act and use of ESSER I.

ESSER III	\$649,578
ESSER III - Learning Loss	<u>\$161,445</u>
Total	\$807,225

Projected Expenditures:

Goal 1- Student Learning Opportunities(Learning Loss)

- Summer School Reading & Math support 21,22,23	\$83,000
-Classroom Instructor- Reduced size	\$34,620
- Reading books, software,	\$ 1,500
- New Math Curriculum, SS HS Curriculum	<u>\$42,325</u>
Total	\$161,445

Goal 2- Surplant the general fund expenditures **\$400,000**

Goal 3- Air updates in Offices and Shop/AG Area **\$100,000**

Goal 4- Software/Technology/Bus Cameras/Mitigation Supplies **\$145,780**

Total- \$807,225

****ESSER II Funds were all spent by end FY21**

**** The projected numbers are estimates in this plan and will fluctuate during the September 30, 2023 deadline.**

1st draft- 7/13/2021

Riceville Community School International Travel Club

Hyper-Links to provide more clarification

Destination EF (Education First):

Berlin, Prague, Krakow and Budapest

Please keep the destination secret as we like to have a reveal party to announce our next destination.

Dates:

March 29-April 7, 2023 (Chosen to line up with Easter Break)

Cost:

\$3555.00 per Student

Included:

Full-time tour director including: 1 sightseeing tour led by your Tour Director and 3 walking tours

Local Expert Guides: 5 sightseeing tours led by expert, licensed local guides

Round-Trip flights

Transportation while on tour

Lodging: 8 overnight stays in hotels with private bathrooms

Breakfast and Dinner daily

Entrance fees into: Topography of Terror Museum; Auschwitz and Birkenau; Wawel Cathedral; St. Mary's Church; Matthias Church; Fisherman's Bastion

Chaperones:

Two Riceville Community School Staff pending the numbers requiring more,
and that the sub shortage is resolved.

Credit for Travel

High School Credit (WeShare Program)

College Credit (3- Credits)

Unique Chaperone Capabilities:

Notary (Amanda and Nicole)

Med Certified (Amanda, Nicole, Shary and Andrea)

CPR and First Aid Certified (Amanda, Nicole, Shary and Andrea)

Stop the Bleed Certified (Amanda, Nicole, Shary and Andrea)

Please reach out with any questions to

nicole.smith@riceville.k12.ia.us or amanda.conway@riceville.k12.ia.us

w/0 teacher wages

2 Staff Members

Teachers Wages 3312

Subs: 135 1620

lpers 152.928

Total: 5084.928

1772.928

4 Staff

Teachers 6624

Subs: 35 3240

lpers 305.856

Total 10169.86

3545.856

Bldg., Des Moines, IA 50319. (515) 281-5294. The inquiry or complaint to the federal or state office may be done instead of, or in addition to, and inquiry or complaint at the local level.

This is a mandatory policy.

NOTE: A school district may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email addresses for each coordinator.

NOTE: The language utilized above is consistent with the Iowa Department of Education guidance released in the school leader update on September 1st, 2015. The classes listed are all mandatory.

NOTE: Some conduct that falls under the school's equal Educational Opportunity policy also made trigger responsibilities under the state's anti-bullying / anti-harassment laws. By limiting the response to the specific application of its equal Educational Opportunity policy and the accompanying grievance procedures, a school May Fail to properly consider whether the alleged conduct also results in bullying and/or harassment

Legal Reference: 20 U.S.C §§ 1221 et seq.

20 U.S.C. §§ 1681 et seq.

20 U.S.C. §§ 1701 et seq.

29 U.S.C. §§ 206 et seq.

29 U.S.C. § 794

42 U.S.C. §§ 2000d and 2000e.

42 U.S.C. §§ 12101 et seq.

34 C.F.R. Pt. 100

34 C.F.R. Pt. 104

Iowa Code §§ 216.9; 256.11; 280.3

281 I.A.C. 12.

Cross Reference: 101 Equal Philosophy of the School District
401.1 Equal Employment Opportunity
506.1 Student records

Approved: February 18 2013 Reviewed: November 20, 2017 Revised: September 20, 2021

ANTI-BULLYING/HARASSMENT POLICY

~~It is the policy of the Riceville Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Kirstin Linkenmeyer School Counselor, 912 Woodland Avenue, Riceville, Iowa 50466, 641-985-2288, kristen.linkenmeyer@riceville.k12.ia.us~~

The Riceville Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying an/ or harassment of or by students, employees, and volunteers is against federal, state, and local policy and it is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, and while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, should be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measure up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purpose of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging. "Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a **student individual** based on the individual's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and any trait or characteristic of the individual which creates a objectively hostile school environment that meets one or more of the following conditions.
 - (1) Places the student in reasonable fear of harm to the student's person or property
 - (2) Has a substantially detrimental effect on the student's physical or mental health;
 - (3) Has the effect of substantially interfering with the student's academic performance; or
 - (4) Has the effect of substantially interfering with the **student's individual's academic or career performance. Has the effect of substantially interfering with the individual's** ability to participate in or benefit from the services, activities, or privileges provided by a school. "
- Trait or characteristic of the **student individual**" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

~~A Complainant who wishes to avail himself/herself of the procedure may do so by filing a complaint with the superintendent designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged~~

~~discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.~~

~~School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.~~

Investigation

~~The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or superintendent designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.~~

~~Suggestions for administrative procedures regarding this policy include:~~

- ~~● Developing procedures for reporting acts of bullying and harassing behavior (see policy 104.R1)~~
- ~~● Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and~~
- ~~● Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.~~

Decision

~~If, after an investigation, a student is found in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.~~

~~A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment in compliance with the procedures in this policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report.~~

~~Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.~~

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website

Legal Reference: 20 U.S.C. §§ 1221-1234i.
29 U.S.C. § 794 (2010)
42 U.S.C. §§ 2000d-2000d-7
42 U.S.C. §§ 12101 2 *et. seq.*
Iowa Code §§ 216.9; 280.28; 280.3
281 I.A.C. 12.3(6).
Morse v. Frederick, 551 U.S. 393

Cross Reference: 102 Equal Educational Opportunity
502 Student Rights and Responsibilities
503 Student Discipline
506 Student Records

Approved: August 20, 2007

Reviewed: December 18, 2017

Revised: February 18, 201

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

~~The Riceville Community School is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school sponsored activity.~~

Definitions

For the purpose of this policy, the defined words shall have the following meaning:

- ~~"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet based communications, pager service, cell phones, electronic text messaging.~~
- ~~"Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates a objectively hostile school environment that meets one or more of the following conditions:~~
 - ~~(1) Places the student in reasonable fear of harm to the student's person or property~~
 - ~~(2) Has a substantially detrimental effect on the student's physical or mental health;~~
 - ~~(3) Has the effect of substantially interfering with the student's academic performance; or~~
 - ~~(4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.~~
- ~~"Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.~~
- ~~"Volunteer" means an individual who has regular, significant contact with students.~~

Filing a Complaint

~~A Complainant who wishes to avail himself/herself of the procedure may do so by filing a complaint with the superintendent designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.~~

~~School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.~~

Filing A Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available on the school district website. An alternative investigator will be designated in the event it is claimed the superintendent or superintendent's designee committed the alleged bullying harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reason will become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or superintendent designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but it's not limited to the following:

- ***Interviews with the Complainant and the individual named in the complaint ("Respondent")***
- ***A request for the Complainant to provide a written statement regarding the nature of the complaint:***
- ***A request for the Respondent to provide a written statement;***
- ***Interviews with the witnesses identified during the course of the investigation;***
- ***All requests for witnesses identified during the course of the investigation to provide a written statement; and***
- ***Review and collection of documentation or information deemed relevant to the investigation.***

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment **as defined in Board policy. Upon**

completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal. ~~The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.~~

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional, suggestions for administrative procedures regarding this policy include:

- ~~● Developing procedures for reporting acts of bullying and harassing behavior (see policy 104.R1)~~
- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

Decision

The Investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

~~A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment in compliance with the procedures in this policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report.~~

Individuals who knowingly file false bullying and harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including suspension and expulsion. Any school employee found to have

retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

NOTE: School District must include a number of requirements in the district anti-bullying/anti-harassment policy. The regulation builds on the requirements addressed in IASB sample policy 104 by more specifically detailing sample investigation procedures. Districts should ensure that the district's practice is reflective of the policy and regulations of the district's leadership team as established. Please remember that the procedures outlined here should be consistent with the policy.

NOTE: Some conduct that falls under the school's anti-bullying / anti-harassment policy also may trigger responsibilities under one or more of the federal and state anti-discrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.

Approved: August 20, 2007

Reviewed: December 18, 2017

Revised: September 18, 2018

DISCRIMINATION AND HARASSMENT BASED ON SEX PROHIBITED

In accordance with Title IX of the education amendments Act of 1972, the Riceville Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C. F. R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adapt procedures for any individual to report sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with the formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title Nine. 4 complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's Title Coordinator, Kirsten Linkenmeyer, 912 Woodland Ave. Riceville, IA 50466, 641-985-2288, kirsten.linkenmeyer@riceville.k12.ia.us

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the district Title IX Coordinator.

Legal References: 20 U.S.C. § 1681 *et. seq.*
34 C.F.R. § 106 *et. seq.*

Approved:

Reviewed:

Revised:

ORGANIZATION OF THE BOARD OF DIRECTORS

The Riceville Community School District board is authorized by the derives its organization from Iowa law. The board will consist of 5 board members. Board Members are elected by director districts.

The board is organized for the purpose of setting policy and providing general direction for the school district. The board will hold its organizational meeting at the first regular meeting following the canvass of votes. The retiring board will transfer materials, including the board policy manual, and responsibility to the new board.

The organizational meeting allows the outgoing board to approve minutes of its previous meetings, complete unfinished business and review the school election results. The retiring board will adjourn and the new board will then begin. The board secretary will administer the oath of office to the newly-elected board members. The superintendent will preside while the new board elects the president and vice -president of the new board.

Note: Iowa law establishes the organizational meeting at or before the first regular meeting following the canvass of votes.

Board Members elected at a general election must qualify at or before the organizational meeting.

Legal Reference: Iowa Code §§ 274.2;275.23A; 277.23, .28, .31; 279.1, .5, .7, 8, .33 (2011).
281 I.A.C. 12.3 (2).

Cross Reference: 202 Board of Directors members
206.1 President
206.2 Vice- President
210 Board of Directors' Meeting

Approved: May 14, 1992 Reviewed: January 15, 2017 Revised: January 20, 2014

ORGANIZATIONAL MEETING PROCEDURES

The board will hold its organizational meeting annually at the first meeting following the canvass of votes. Notice of the meeting place and time will be given by the board secretary to each member, member-elect and the public.

The purpose of the meeting is to transfer material and responsibility from the outgoing board to the new board. At the meeting, the board will elect a president who will hold office for one year. Once elected, the president will be entitled to vote on all matters before the board.

Meeting Procedure

The organizational meeting of the board will be held in two parts: the final meeting of the outgoing board and the organizational meeting of the new board.

1. Final Meeting of the Retiring Board

- (1) Call to order.
- (2) Roll Call.
- (3) Approval of minutes of previous meeting (s).
- (4) ~~Communications.~~
- (5) Visitors.
- (6) Unfinished Business.
 - (a) Current claims and accounts (for the retiring board to authorize).
 - (b) ~~Other items. If any member of the board feels the board should consider any unfinished business, even if only to identify it as unfinished business, the member should address the issue at this time.~~
- (7) Examine and settle the books for the previous year.
- (8) Review of election results. The board secretary will present the county auditor's official report on the latest elections. Official results are recorded in the minutes.
- (9) Adjournment of the retiring board.

2. Organizational Meeting of the New Board

- (1) Superintendent, as president pro-tem, will preside over the meeting until a new board president is elected.
- (2) Call to order.
- (3) Roll Call.
- (4) Oath of office. The board secretary will administer the oath to new members.
- (5) Election of a president of the board. The president pro-tem calls for nominations; nominations need not be seconded. The board will then vote on the nominations. The secretary will announce the result of the vote, and the

board secretary will administer the oath of office to the newly elected president and the newly elected president will assume the chair.

- (6) Election of the vice-president. the president of the board will call for nominations; the nominations need not be seconded. The board will then vote on the nominations. The president will announce the results and administer the oath of office to the vice-president.

Other items of business at the organizational meeting may include:

- (7) Board resolution of appreciation recognizing the public service rendered by retiring board members.
- (8) Determination of dates, times, and places for regular meetings of the board.
- (9) Board resolution to define the operating rules and practices that will be followed by the new board.
- (10) Board resolution to authorize the interim payment of bills pursuant to policy 705.3.
- (11) Communications.
- (12) Visitors.
- (13) Superintendent's report
- (14) Adjournment.

Legal Reference: Iowa Code §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8 (2011)
281 I.A.C. 12.3(2)

Cross Reference: 202 Board of Directors Members
206.1 President
206.2 Vice-president
210 Board of Directors' Meetings

Approved: February 18, 2013

Reviewed: January 15, 2018

Revised: January 20, 2014

POWERS OF THE BOARD OF DIRECTORS

The board, acting on behalf of the school district, will have jurisdiction over school matters within the territory of the school district.

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

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

Legal Reference: Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967)
Iowa Code §§ 28E; 274.1-.2; 279.8 (2011).
281 I.A.C. 12.1 (2).

Cross Reference: 209 Board of Directors' Management Procedures

Approved: May 14, 1992 Reviewed: January 15, 2018 Revised: January 20, 2014

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The board is authorized to govern the school district which it oversees. **The board is entrusted with public funds and is responsible for overseeing the improvement of student outcomes, including student academic achievement and skill proficiency.** As the governing board of the school district, the board has three duties to perform: legislative duty, executive duty and evaluative duty.

As a representative of the citizens of the school district community, the board is responsible for legislating policy for the school district. As a policy making body, the board has jurisdiction to enact policy with the force and effect of law for the management and operation of the school district.

It is the responsibility of the board, under the board's executive duty, to select its chief executive officer, the superintendent, to operate the school district on the board's behalf. the board delegates to the superintendent its authority to carry out board policy, to formulate and carry out rules and regulations and to handle the administrative details in a manner which supports and is consistent with board policy.

The board has a responsibility to review education program's performance under its evaluative duty. The board regularly reviews the education program and ancillary services. The review includes a careful study and examination of the facts, conditions, and circumstances surrounding the amount of funds received or expended and the education program's ability to achieve the board's educational philosophy and goals for the school district.

Legal Reference: Iowa Code §§ 274.1; 279.1, .8, .20; 280.12 (2011).
281 I.A.C. 12.3 (2).

Cross Reference: 101 Educational Philosophy of the School District
103 Long-Range Needs Assessment
209 Board of Directors' Management Procedures
600 Goals and Objectives of the Education Program

Approved: February 18, 2013 Reviewed: January 15, 2018 Revised: January 20, 2014

BOARD OF DIRECTORS' ELECTION

The school election takes place on the ~~second~~ first Tuesday in November of odd-numbered years. Each school election is used to elect citizens to the board to maintain a 5 member board and to address questions that are submitted to the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with the board secretary, or the board secretary's designee, ~~between sixty four and forty days before the school election unless otherwise directed.~~ **in accordance with law and board policy.**

If a vacancy occurs on the board it ~~may be filled by appointment within 30 days of vacancy. If the board does not fill the vacancy by appointment, the board secretary will call a special election to fill the vacancy. Candidates for a seat created by a vacancy must file their nomination papers 25 days before the special election.~~ **shall be filled in accordance with law and board policy.**

It is the responsibility of the county commissioner **of elections** to conduct school elections.

Note: This policy states the legal requirements for school board elections and filling of vacancies.

Legal Reference: Iowa Code §§ 39; 47, 63, 69; 274.7; 277; 278.1, 279.7 (2011).

Cross Reference: 202 Board of Director Members
203 Board of Directors' conflict of Interest

Approved: January 16, 1995 Reviewed: October 8, 1997 Revised: January 15, 2018

QUALIFICATIONS

Serving on the board of directors is an honor and privilege. Its rewards are respect from the community, students, employees, and the satisfaction from knowing each board member contributed to the success of the children in the school district community. Only those who are will to forth the effort to care and to make a difference should consider running for a position on the board.

Individuals who are willing to serve on the board should believe the public education is important, support the democratic process, willingly devote time and energy to board work, respect educators and have the ability to examine the facts and make a decision. The board believes an individual considering a position on the school board should possess these characteristics.

Citizens wanting to run for a position on the board must be a citizen of the school district, an eligible elector of the school district and free from a financial conflict interest with the position.

Legal Reference: Iowa Code §§ 63; 68B; 277.4, .27; 279.7A (2011).

Cross Reference: 201 Board of Directors' Election
202.4 Vacancies
203 Board of Directors' Conflict of Interest

Approved: February 18, 2013 Reviewed: January 15, 2018 Revised: January 20, 2014

OATH OF OFFICE

Board members are officials of the state. As a public official, each board member must pledge to uphold the Iowa and the United States Constitution and carry out the responsibilities of the office to the best of the board members' ability.

Each newly-elected board member will take oath of office prior to any action taken as a school official. The oath of office is taken by each new board member elected at the school election at or before the organizational meeting of the board. In the event of an appointment or special election to fill a vacancy, the new board member will take the oath of office within ten days of the appointment or election.

Board members elected to officers of the board will also take the same oath of office but replacing the office of the board member with the title of the office to which they were elected.

The oath of office is administered by the board secretary and does not need to be given at a board meeting. In the event the board secretary is absent, the oath is administered by another board member.

" Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the state of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the office of _____ (naming the office) in Riceville Community School District as now and hereafter required by law?"

Note: Board members elected at the regular election do not need to take the oath of office within 10 days. Those elected at a special election or appointed to fill a vacancy, however, must take the oath of office within 10 days.

Legal Reference: Iowa Code §§ 277.28; 279.1, .6 (2011).

Cross Reference: 200.1 Organization of the Board of Directors
201 Board of Directors' Election
202 Board of Director Members
204 Code of Ethics
206 Board of Directors' Officers

Approved: February 18, 2013

Reviewed: January 15, 2018 Revised: January 20, 2014

TERM OF OFFICE

Board members elected for a full term at a regularly scheduled school election in November, of odd-numbered years, serve for four years. Board members appointed to fill a vacant position will serve ~~until the next scheduled election.~~ **a successor is elected and qualified at the next regular school election, unless there is an intervening special election for the school district, in which event a successor shall be elected at the intervening special election.** A board member elected to fill a vacancy will serve out the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference: Iowa Code §§ 69.12; 274.7; 279.6-.7 (2011).

Cross Reference: 201 Board of Directors' Election
202 Board of Director Members
202.4 Vacancies

Approved: May 14, 1992

Reviewed: March 17, 2008 Revised: January 15, 2018

VACANCIES

A vacancy occurs ~~when a board member resigns, forfeits or otherwise leaves the office. A vacancy also includes, but is not limited to, the following:~~

- ~~• failure to be properly elected;~~
- ~~• failure to qualify within the time fixed by law;~~
- ~~• failure to reside in the school district or director district; or,~~
- ~~• a court order~~

as provided by law, which includes but is not limited to when a board member dies, resigns or leaves office, or fails to reside in the school district or director district.

If a vacancy occurs prior to the expiration of a term of office, the vacancy will be filled by board appointment within 30 days of the vacancy. ~~The newly appointed board member will hold the position until the next scheduled school election. The board shall publish a notice stating that t he board intends to fill the vacancy by the appointment, but the electors of the school district have the right to file a petition requiring the vacancy be filled by a special election.~~

A person appointed to fill a vacancy shall hold office until a successor is elected and qualified at the next regular school election, unless there is an intervening special election for the school district, in which event a successor shall be elected at the intervening special election.

If the board is unable to fill a vacancy by appointment within 30 days after the vacancy occurs **or if a valid petition is submitted**, the board secretary will call a special election to be held no sooner than 60 days and not later than 70 days after the vacancy occurred. A board member elected at the special election will serve the remaining portion of the unexpired term.

Note: Special elections called because the board is unable to fill a vacancy by appointment within 30 days or called because a valid petition has been submitted are to be held 60-70 days after the vacancy occurs. These special elections are different than the special school elections(commonly called public measure elections), which are held on four specific dates each year as outlined in Iowa Code. The special elections called to fill a vacancy can be held at any time of the year.

Legal Reference: *Good v. Crouch*, 397 CN.W.2d 757 (Iowa 1986).
Board of Directors of Grimes Independent School Dist. v. County Board of Public Instruction of Polk Co., 257 Iowa 106, 131 N.W.2d 802 (1965).
Board of Directors of Menlo Consol. School Dist. v. Blakesburg, 240 Iowa 910, 36 N.W.2d 751 (1949).
 Iowa Code §§ 21.6(3)(d); 69; 277.29-.30; 279.6-.7 (2011).
 1944 Op. Att'y Gen. 39.

Cross Reference: 201 Board of Directors' Election
 202 Board of Director Members

Approved: May 14, 1992 Reviewed: January 15, 2018 Revised: January 20, 2014

STUDENT SCHOOL BOARD REPRESENTATIVES

The Riceville Community School Board of Education believes it is important to seek out and consider student ideas, viewpoints, and opinions regarding the district's educational program. To provide student input, the Board shall include at least one non-voting representative from the student body.

Student school board representative eligibility and duties:

- The student school board representative shall be a full-time high school student in the district in grades 9-12;
- The student school board representative shall participate in an orientation of board responsibilities and procedures as determined by the superintendent;
- The student board representative shall be eligible to participate in discussion, but not vote, at all regular board meeting held in open session;
- The student board representative shall be responsible for communicating board decisions and information to the student body; and
- The student school board representative will provide with and shall abide by all applicable sections of the Board Members' Code of Ethics.

The term shall be from the first regular board meeting in September to the last board meeting in May.

If the student school board representative is unable to attend a board meeting, the student school board representative must notify the Superintendent of the absence. A student school board representative who neglects his/her duties may be removed from the position at the discretion of the Board.

Note: This is an optional policy

Note: The board should determine a process for how students may apply or be selected to be the student school board representative. While the specific process does not need to be detailed in policy, the Board should know and have decided upon a process. Options may include:

- An application process;
- Vote of the student body; or
- Student school board representative is a responsibility of the president or other officer of the student council.

Legal Reference: Iowa Code 21; 279.8

Cross Reference: 204 Code of Ethics
211 Open Sessions

Approved:

Reviewed:

Revised:

BOARD OF DIRECTORS CONFLICT OF INTEREST

Board Members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in ~~this law~~ or policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for a school textbook or school supply company ~~doing business with the school district during the school~~ **supplies including sports apparel or equipment, in any transaction with a director, officer, or other staff member of the school district during the board members' term of office.** It will not be a conflict of interest for board members to receive compensation from the school district for contracts to purchase goods or services ~~if the which benefit to the a board member, or to compensate for part-time or temporary employment which benefits a board member, if the benefit to the board member does not exceed \$2,500~~ **\$6000** in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily **awarded by competitive bid.**

It will also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist includes, but are not 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 badge, uniform, business card or other evidence of office to give the board member or member of the board member'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 a board member.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of money- or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the board member, during the

performance of the board members' duties of office or employment.

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

- Cease the outside employment or activity; or,
- Publicly disclose the existence of the conflict and refrain from taking 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, **determining the facts or law in a contested case or rulemaking proceeding, conducting and inspection** 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, board members 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 board member, board member's immediate family, partner, or a non-school district employer of these individuals is a party of the contract.

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

Legal Reference: 22 C.F.R. § 518.42
Iowa Code §§ 68B; 71.1; 277.27; 279.7A; 301.28

Cross Reference: 201 Board of Directors' Elections
202.1 Qualifications
204 Code of Ethics
216.3 Board of Directors' Member Compensation and Expenses
217 Gifts to board of Directors
401.3 Nepotism

Approved: May 14, 1992

Reviewed: January 15, 2018

Revised: January 20, 2014

CODE OF ETHICS

Board member's actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. therefore, board members must conduct themselves professionally and in a manner fitting to their position.

Each board member shall follow the code of ethics stated in the policy.

AS A SCHOOL BOARD MEMBER:

1. I will listen.
2. I will respect the opinion of others.
3. I will recognize the integrity of my predecessors and associates and the merit of their work.
4. I will be motivated only by an earnest desire to serve my school district and the children of my district school district community in the best way possible.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the board if the situation requires it, but I will consider "star chamber" or "secret" sessions of board member unethical.
7. I will recognize that to promise in advance of a meeting on how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
9. I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
10. I will make no disparaging remarks, in or out of the board meeting, of other members of the board, or their opinions.
11. I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have decisions made for the best interest of the children and the education program.
12. I will insist that the members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
13. I will abide by majority decisions of the board.
14. I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.
15. I will not discuss the confidential business of the board in my home, on the street or in my office; the place for such discussion is the board meeting.
16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the school district to the community.
3. I will earnestly try to interpret the needs and the attitudes of the school district community and do my best to translate them into the education program of the school district.
4. I will attempt to procure adequate financial support for the school district.
5. I will represent the entire school district rather than individual electors, patrons or groups.
6. I will not regard the school district facilities as my own property but as the property of the people.

IN MY RELATIONSHIP WITH SUPERINTENDENT AND EMPLOYEES

1. I will function, in meeting the legal responsibility that is mine, as a part of a legislative, evaluative, policy-forming body, not as a administrative officer.
2. I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not to run them myself..
3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
4. I will recognize the superintendent as executive officer of the board.
5. I will work through the administrative employees of the board, not over or around them.
6. I will expect the superintendent to keep the board adequately informed through oral and written reports.
7. I will vote to employ employees only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on teachers and the board.
9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
11. I will present any personal criticism of employees to the superintendent.
12. I will refer complaints to the proper administrative officer.

TO COOPERATE WITH OTHER SCHOOL BOARD MEMBERS

1. I will not employ a superintendent, principle, or teacher who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.
3. ~~I will not recommend an employee for a position in another school district unless I would employ the employee under similar circumstances.~~
4. ~~I will answer inquiries about the standing and ability of an employee to the best of my knowledge and judgment, with complete frankness.~~
5. I will associate myself with board members of other school districts for the purpose of discussing **school district** issues and cooperating in the improvement of the educational program.

Legal Reference: Iowa Code §§ 21.6(3)(d); 68B; 277.28; 279.7A, 279.8, 301.28 (2011).

Cross Reference: 202 Board of Directors Members
203 Board of Directors' Conflict of Interest

Approved: May 14, 1992

Reviewed: January 15, 2018

Revised: January 20, 2014

BOARD MEMBER LIABILITY

Board members will not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Iowa and the members of the school district community. In carrying out the duties and responsibilities of their office, board members will act in good faith.

The school district will defend, save harmless and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of alleged act or omission occurring within the scope of their official duties, unless the act constitutes a willful or wanton act or omission. The school district, however, cannot save harmless or indemnify board members for punitive damages.

Legal Reference: Wood v. Strickland, 420 U.S. 308 (1975).
42 U.S.C. §§ 1983, 1985 (2010)
Iowa Code ch. 670 (2011).

Cross Reference: 709 Insurance Program

Approved: February 18, 2013 Reviewed: February 19, 2018 Revised: _____

PRESIDENT

It is the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president will set the tone of the board meetings, and as the representative of the consensus of the board, speak on behalf of the board to the public.

The president of the board is elected **to serve a one-year term** by a majority vote at the organizational meeting in odd-numbered years, or, ~~at the annual meeting in even-numbered years, to serve a one-year term of office.~~ **in even-numbered, at a regular meeting held between twelve to thirteen months after the most recent organizational meeting.**

The president, in addition to presiding at the board meetings, will take an active role in the board decisions by discussing and voting on each motion before the board in the same manner as other board members. Before making a seconding a motion, the board president will turn over control of the meeting to either the vice-president or other board member.

The board president has the authority to call special meetings of the board. Prior to board meetings, the board president will consult with the superintendent on the development of the agenda for the meeting.

The board president, as the chief officer of the school district, will sign employment contracts and sign other contracts and school district warrants approved by the board and appear on behalf of the school corporation in causes of action involving the school district.

Note: Board presidents were required by law to be elected during the organizational meeting following elections, and at the annual meeting in even-numbered years, and could only serve on year terms. After school elections changed to November, that required boards to wait until November each year to hold their annual meetings and settle their financials from the fiscal year prior. This 2021 change in the law separates out the election of the board president from the annual meeting. This change allows the annual meeting to be held after Aug 31, but closer to the end of the preceding fiscal year, and the board president to be elected during the board's regular meeting in November to maintain a one year term of office.

Legal Reference: Iowa Code §§ 279.1-.2; 291.1 ~~(2011).~~

Cross Reference: 200.1 Organization of the Board of Directors
202.2 Oath of Office
206.2 Vice-President

VICE-PRESIDENT

if the board president is unable or unwilling to carry out the duties required, it is the responsibility of the Vice-President of the board to carry out the duties of the president. If the president is unable or unwilling to complete the term of office, the vice-president will serve as president for the balance of the president's term of office, and a new-vice president will be elected.

The vice-president of the board is elected by a majority vote at the organizational meeting of in odd-numbered years, or, ~~at the annual meeting~~ in even-numbered years, **at a regular meeting held between twelve to thirteen months after the most recent organizational meeting**, to serve a one-year term of office.

By this election, if the board president is unable or unwilling to carry out the duties required, it is the responsibility of the Vice-President of the board to carry out the duties of the president. If the president is unable or unwilling to complete the term of office, the vice-president will serve as president for the balance of the president's term of office, and a new-vice president will be elected.

The vice-president will accept control of the meeting from the president when the president wishes to make or second a motion. The vice-president will take an active role in the board decisions by discussing and voting on matters before the board in the same manner as other board members.

Legal Reference: Iowa Code §§ 279.5 (2013).

Cross Reference: 200.1 Organization of the Board of Directors

202.2 Oath of Office
206.1 President

Approved: May 14, 1992

Reviewed: February 19, 2018

Revised: February 18, 2013

SECRETARY-TREASURER

A board secretary-treasurer may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary-treasurer will take the oath of office during the meeting at which the individual was appointed or no later than 10 days thereafter. ***[It is the responsibility of the board to evaluate the board secretary -treasurer annually]***

It is the responsibility of the board secretary-treasurer, as custodian of the school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students. The board secretary-treasurer will also be responsible for filing the required reports with the Iowa Department of Education.

It is the responsibility of the secretary-treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out of the funds for expense approved by the board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. ***[It will also be the responsibility of the secretary-treasurer to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.]***

In the event the board secretary-treasurer is unable to fulfill the responsibilities set out by the board and the law, the superintendent will assume those duties until the board secretary-treasurer is able to resume the responsibility or a new board secretary-treasurer is appointed. The board secretary-treasurer will give bond in an amount set by the board if not an employee of the district. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 12B.10; 12C; 64; 279.3, .5, .7, .31-.33, .35; 291.2-.4, .6-.12; 14; 299.10.
281 I.A.C. 12.3(1).
~~1978 Op. Att'y Gen. 328~~

Cross Reference: 202.2 Oath of Office
210.1 Annual Meeting
215 Board of Directors' Records
501.10 Truancy-Unexcused Absences
704.3 Investments
707 Fiscal Reports
708 Care, Maintenance and Disposal of School District Records

Approved: November 14, 1991

Reviewed: February 19, 2018

Revised: February 18, 2013

TREASURER

It is the responsibility of the board to appoint a treasurer. The board may appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the treasurer will take oath of office during the meeting at which the individual was appointed or no later than ten days thereafter.

It is the responsibility of the treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities.

If the treasurer is unable or unwilling to carry out the duties required, it is the responsibility of the Superintendent to carry out the duties of the treasurer.

The treasurer will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 12B.10; 12C; 279.3, .31-.33; 291.2-.4, .8,.11, 12, 14.
281 I.A.C. 12.3(1).
~~1978 Op. Att'y Gen. 328~~

Cross Reference: 202.2 Oath of Office
206.3 Secretary
210.1 Annual Meeting
215 Board of Directors' Records
704.3 Investments
707 Fiscal Reports

Approved: May 14, 1992

Reviewed: February 19, 2018

Revised: February 18, 2013

BOARD OF DIRECTORS' LEGAL COUNSEL

It is the responsibility of the board to employ legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district. The board may appoint legal counsel at its annual meeting.

The superintendent and board secretary will have the authority to contact the board's legal counsel on behalf of the ~~board-school~~ when the superintendent ~~or~~ and board secretary believe it is necessary for the management of the school district. The board president may contact and seek advice from the school board's legal counsel. The board's legal counsel will attend both regular and special school board meetings upon the request of the board or superintendent. Board members may contact legal counsel upon approval of a majority of the board. It is the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter.

It is the responsibility of the superintendent to keep the board informed of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense for the school district.

Note: It is recommended that both the superintendent and board president have authority to contact the board's legal counsel without prior approval of the board. If other individuals have this authority, the board secretary for example, then they, too, should be listed in this policy.

Legal Reference: *Bishop v. Iowa State Board of Public Instruction*, 395 N.W.2d 888 (Iowa 1986).
Iowa Code §§ 279.37

Cross Reference: 200 Legal Status of the board of Directors

Approved: February 18, 2013 Reviewed: February 19, 2018 Revised: _____

AD HOC COMMITTEES

Whenever the board deems it necessary, the board may appoint a committee composed of citizens, employees or students to assist the board. Committees formed by the board are ad hoc committees.

An ad hoc committee may be formed by board resolution which will outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the board resolution. The committee will automatically dissolve upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution. The board will receive a report of the committee for consideration. The board retains the authority to make a final decision on the issue. The committee may be subject to the open meetings law.

The method for selection of committee members will be stated in the board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and will consider the various viewpoints on the issue. The board may designate a board member and the superintendent to serve on an ad hoc committee. The committee will select its own chairperson, unless the board designates otherwise.

NOTE: Most, if not all, board committees are subject to the open meetings law just as the board is. The only difference between the two bodies is that committees are not required to publish their minutes. That is only a requirement specifically for school boards, not a requirement of the open meetings law.

Legal Reference: Iowa Code §§ 21; 279.8; 280.12(2)
281 I.A.C. 12.3(3), .3(8); .5(8).
~~O.A.G., Nov. 18, 1993~~

Cross Reference: 103 Long-Range Needs Assessment
211 Open Meetings
212 Closed Sessions
215 Board of Directors' Records
605.1 Instructional Materials Selection
900 Principles and Objectives for Community Relations

Approved: February 18, 2013 Reviewed: February 19, 2018

Revised: _____

AD HOC COMMITTEES

Ad Hoc Committee Purpose and Function

The specific purpose of each ad hoc committee varies. Generally, the primary function of an ad hoc committee is to give specific advice and suggestions. The advice and suggestions should focus on the purpose and duties stated in the board resolution establishing the committee. It is the board's role to take action based on the information received from the ad hoc committee and other sources. Ad hoc committees may be subject to the open meetings law.

Role of an Ad Hoc Committee Member

The primary role of an ad hoc committee member is to be a productive, positive member of the committee. In doing so, it is important to listen to and respect the opinions of others. When the ad hoc committee makes a recommendation to the board, it is important for the ad hoc committee members to support the majority decision of the ad hoc committee. An ad hoc committee will function best when its members work within the committee framework and bring items of businesses to the ad hoc committee.

Ad Hoc Committee Membership

Ad hoc committee members may be appointed by the board. The board may request input from individuals and organizations, or it may seek volunteers to serve. Only the board or superintendent has the authority to appoint members to an ad hoc committee. Boards must follow the legal limitations or requirements regarding the membership of an ad hoc committee.

DEVELOPMENT OF POLICY

The board has jurisdiction to legislate policy for the school district with the force and effect of law. Board policy provides the general direction as to what the board wishes to accomplish and why it wishes to accomplish it while allowing the superintendent to implement board policy.

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

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas will be submitted to the superintendent's office for possible placement on the board agenda. It is the responsibility of the superintendent to bring these proposals to the attention to the board.

Legal Reference: Iowa Code §§ 274.1-.2; 279.8
281 I.A.C. 12.3(2)

Cross Reference: 101 Educational Philosophy of the School District
200.2 Powers of the Board of Directors
200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved: August 14, 1989 Reviewed: February 19, 2018 Revised: February 18, 2013

ADOPTION OF POLICY

The board will give notice of adoption of new policies by placing the item on the agenda of two regular board meetings. ~~The proposed policy changes will be distributed and public comment will be allowed at both meetings prior to final board action.~~ This notice procedure will be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for the immediate adoption of the policy will be included in the minutes. The board will have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy will be approved by a simple majority vote of the board at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy will expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

NOTE: There is no legal requirement for the number of readings a board policy needs to have prior to its adoption by the board. The standard practice is two meetings, and this policy is written to reflect that practice. If a board holds fewer or more readings, the policy should be amended to reflect that practice. It is recommended the expiration date of an emergency policy be the number of meetings needed to adopt a regular policy plus an additional meeting.

Legal Reference: Iowa Code §§ 279.8
281 I.A.C. 12.3(2)

Cross Reference: 200.2 Powers of the Board of Directors
200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

DISSEMINATION OF POLICY

The board policy manual is available electronically. Persons unable to access the policy manual electronically should contact the board secretary for assistance.

Copies of changes in board policy will also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

Legal Reference: Iowa Code §§ 277.31; 279.8
281 I.A.C. 12.3(2)

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved: May 14, 1989

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SUSPENSION OF POLICY

Generally, the board will follow board policy and enforce it equitably. The board, and only the board, may, in extreme emergencies of a very unique nature, suspend policy. It is within the discretion of the board to determine when an extreme emergency of a very unique nature exists. Reasons for suspension of board policy will be documented in the minutes.

Legal Reference: Iowa Code §§ 279.8
281 I.A.C. 12.3(2)

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved: February 18, 2013 Reviewed: February 19, 2018 Revised: _____

ADMINISTRATION IN THE ABSENCE OF POLICY

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

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

Legal Reference: Iowa Code §§ 279.8
281 I.A.C. 12.3(2)

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures
302.4 Superintendent Duties
304 Policy Implementation

Approved: February 18, 2013 Reviewed: February 19, 2018 Revised: _____

REVIEW AND REVISION POLICY

The board shall, at least once every five years, review board policy. Once the policy has been reviewed, even if no changes were made, a notation of the date of review is made on the face of the policy statement.

The board will review one-fifth of the policy manual annually according to the following subject areas:

Board of Directors (Series 200) Administration, Employees (Series 300 and 400)
School District, Educational Program (Series 100 and 600)
Students (Series 500)
Noninstructional Operations and Business Services, Buildings and Sites, School District-
Community Relations (Series 700, 800 and 900)

It is the responsibility of the superintendent to keep the board informed as to legal changes at both the federal and state levels. The superintendent will also be responsible for bringing proposed policy statement revisions to the board's attention.

If a policy is revised because of a legal change over which the board has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the board.

NOTE: This is a mandatory policy. Boards must review board policy at least every five years according to the educational standards. In order to comply with the educational standards, notation must be made on policies stating when the policy was reviewed or revised. Boards can use any method they want for reviewing board policy. The schedule established in this policy is a recommendation. It is written so approximately one-fifth of the manual is reviewed every year and similar topics are reviewed together.

Legal Reference: Iowa Code §§ 279.8
281 I.A.C. 12.3(2)

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved: August 14, 1998 Reviewed: February 19, 2018 Revised: February 18, 2013

REVIEW OF ADMINISTRATION REGULATIONS

Board policy sets the direction for the administration of the education program and school district operations. Some policies require administrative regulations for implementation.

It is the responsibility of the superintendent to develop administrative regulations to implement the board policies. The regulations, including handbooks, will be approved by the board prior to their use in the school district. ~~Many of the administrative regulations are listed in the student and staff handbooks.~~

The administrative regulations will be available no later than the first regular board meeting after the adoption of the board policy unless the board directs otherwise.

Legal Reference: Iowa Code §§ 279.8, .20

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved: August 14, 1989 Reviewed: March 19, 2018 Revised: March 17, 2013

ANNUAL MEETING

Each year after August 31 and prior to the organizational meeting of the board in odd-numbered years, the board will hold its annual meeting.

At the annual meeting, the board will examine the financial books and settle the secretary's and treasurers' statement for the fiscal year ending the preceding June 30. As part of the annual reports, the treasurer will present affidavits from depository banks. The board may also appoint the board's legal counsel at the annual meeting.

Legal Reference: Iowa Code §§ 279.1, .3, .33

Cross Reference: 206.3 Secretary
206.4 Treasurer
701.1 Depository
707 Fiscal Reports

Approved: May 14, 1992 Reviewed: March 19, 2018 Revised: March 17, 2014

REGULAR MEETING

The regular meeting time and date will be set by the board at its annual organizational meeting **in odd-numbered years, or at the annual meeting in even-numbered years.**

The regular meetings of the board will be held on the 3rd Monday of each month. Meetings will begin promptly at **7:30 7:00** p.m. The board will adhere to this meeting date and time unless the board requires additional meetings or, due to circumstances beyond the board's control, the meeting cannot be held on the regular meeting date, and the meeting will be rescheduled at the board's convenience. Public notice of the meetings will be given.

NOTE: The board has the option to include the date and time for the regular meeting in board policy, but is not required to do so. The board must make a decision regarding the information in italicized brackets and either delete this information or update it with the appropriate information

Legal Reference: Iowa Code §§ 21.3, .4; 279.1

Cross Reference: 200.1 Organization of the Board of Directors
210 Board of Directors' Meetings

Approved: May 14, 1992 Reviewed: March 19, 2018 Revised: March 17, 2013

SPECIAL MEETING

It may be necessary for the board to conduct a special meeting in addition to the regularly scheduled board meeting. Special meetings may be called by the president of the board or by the board secretary at the request of a majority of the board. Should a special meeting be called, public notice will be given.

If the special meeting called is an emergency meeting and the board cannot give public notice in its usual manner, the board will give public notice of the meeting as soon as practical and possible in light of the situation. Emergency meetings will only be held when an issue cannot wait twenty-four hours necessary for a special meeting. The reason for the emergency meeting and why notice in its usual manner could not be given will be stated in the minutes.

Only the purpose or issue for which the special meeting was called may be discussed and decided in the special meeting. The board will strictly adhere to the agenda for the special meeting and action on other issues will be reserved for the next regular or special board meeting.

Legal Reference: Iowa Code §§ 21.3, .4; 279.2

Cross Reference: 200.1 Organization of the Board of Directors
210 Board of Directors' Meetings

Approved: February 18, 2013 Reviewed: March 19, 2018 Revised: March 17, 2014

WORK SESSIONS

The board, as a decision making body, is confronted with a continuing flow of problems, issues and needs which require action. While the board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, the board may schedule work sessions and retreats in order to provide its members and the administration with such opportunities. The board has the authority to hire an outside facilitator to assist them in work sessions.

Topics for discussion and study will be announced publicly, and work sessions and retreats will be conducted in open session. No board action will take place at the work session.

NOTE: Work sessions are considered open board meetings for which all of the requirements of the open meetings law apply including the requirement that board minutes be published.

Legal Reference: Iowa Code §§ 21; 279.8

Cross Reference: 210 Board of Directors' Meetings
211 Open Meetings

Approved: February 18, 2013 Reviewed: March 19, 2018 Revised: March 17, 2014

MEETING NOTICE

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date and tentative agenda of board meetings. The public notice will be posted on the bulletin board in the central administration office at least 2 days before it is scheduled, but, at the minimum, twenty-four hours notice needs to be given.

A copy of the public notice will be provided to those who have filed a request for notice with the secretary. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice will be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting will be given as soon as practical and possible in light of the situation. The media and others who have requested notice will be notified of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or board members will constitute a waiver of notice.

It is the responsibility of the board secretary to give public notice of the board meetings and work sessions.

NOTE: This policy states that the notice will be posted in the central administration office which is a legal requirement. If an additional procedure is used, the board may want to include that procedure.

Legal Reference: *Dobrovolny v. Reinhardt*, 173 N.W.2d 837 (Iowa 1970).
Iowa Code §§ 21.2-.4; 279.1, .2

Cross Reference: 210 Board of Directors' Meetings
210.8 Board of Directors' Meetings Agenda

Approved: August 20, 1992 Reviewed: March 18, 2018 Revised: March 17, 2013

QUORUM

Action by the board regarding the affairs of the school district may be taken only when a quorum, a majority of the board members, is in attendance at the board meeting.

While board members are encouraged to attend board meetings, 3 members will constitute a quorum and are sufficient number to transact business of the school corporation. The adjournment of a meeting may be executed without a quorum.

An affirmative vote of a majority of the votes cast is sufficient to pass a motion or take action unless law or board policy requires a vote of a greater number.

It is the responsibility of each board member to attend board meetings.

Legal Reference: Iowa Code §§ 21.5(1); 279.4 (2011).

Cross Reference: 210 Board of Directors' Meetings

Approved: May 14, 1992 Reviewed: March 19, 2018 Revised: March 17, 2013

RULES OF ORDER

An orderly board meeting allows the board members to participate **in the discussion** and decision process on an issue confronting the school district. Rules of order for board meetings allow school district business and the relative information concerning the business to be brought to the attention of the board. They also allow the board to discuss, act upon and make a clear record of school district business in a regular, ordered, reasonable and consistent manner.

The board will follow Robert's Rule of Order, Revised, latest edition as modified by this policy and subsequent rule.

The purpose of modified rules adopted by the board are:

- To establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
- To organize the meetings so all necessary matters can be brought to the board and decisions of the board can be made in an orderly and reasonable manner;
- To ensure members of the board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to ensure adequate discussion of decisions to be made; and,
- To ensue meetings and actions of the board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

It is the responsibility of each board member to follow the rules of order stated in this policy at each meeting, and it is the responsibility of the presiding officer to conduct the board meeting within these rules.

Legal Reference: Iowa Code §§ 21.2, .7; 279.8

Cross Reference: 210 Board of Directors' Meetings
210.8 Board Meeting Agenda

Approved: February 18, 2013 Reviewed: March 19, 2018 Revised: March 17, 2014

RULES OF ORDER REGULATION

The following rules of procedure have been adopted by the board at the annual or organizational meeting:

1. Board members need not rise to gain the recognition of board president.
2. All motions will be made ~~in~~ as a positive action.
3. A motion will be adopted or carried if it receives **an affirmative** vote from more than half of the votes cast. Only "yes" and "no" votes are counted in this calculation. It should be noted that some motions require larger numbers of affirmative votes, such as to move into a closed session.
4. All motions shall receive a second, prior to opening the issue for discussion of the board. If a motion does not receive a second, the board president may declare the motion dead for lack of a second.
5. The board president may decide the order in which board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions.
6. The board president shall rule on all motions that come before the board.
7. The board president may rule on points of order brought before the board.
8. The board president shall have complete authority to recognize a member of the audience regarding a request to participate in the board meeting. Members of the public who wish to participate shall follow board policy.
9. The board president has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.
10. The board president has the same authority and responsibility as each board member to vote on all issues.

BOARD MEETING AGENDA

The tentative agenda for each board meeting will state the topics for discussion and action at the board meeting. The agenda is part of the public notice of the board meeting and will be posted and distributed.

Persons requesting to place an item on the agenda must make a request to the superintendent prior to the drafting of the tentative agenda. The person making the request must state the person's name, address, purpose of the presentation, action desired and pertinent background information. Requests from the public may be added to the tentative agenda at the discretion of the superintendent after consultation with the board president. Requests received after the deadline may only be added to the agenda for good cause.

The tentative agenda and supporting documents will be sent to the board members 3 days prior to the scheduled board meeting. These documents are the private property of the board member. Persons wishing to view the tentative agenda and supporting documents may do so at the central administrative office.

The board will take action only on the items listed on the tentative agenda posted with the public notice. Items added to the agenda may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting will state the reason justifying the immediate action.

It is the responsibility of the board president and superintendent to develop the agenda for each board meeting. **Any board member may place an item on the next regular agenda with the consent of a majority of the board. Board members wishing to do so should provide notice to the superintendent and board president five days prior to the scheduled meeting.**

NOTE: There is no legal requirement for the method used in developing the board agenda. This policy states the common procedure for drafting the board agenda. If a board uses another procedure, it should be reflected in this policy

Legal Reference: Iowa Code §§ 21; 279.8

Cross Reference: 210 Board of Directors' Meetings
211 Open Meetings
213 Public Participation in Board Meetings
215 Board of Directors' Records
402.5 Public Complaints About Employees
502.4 Student Complaints and Grievances

CONSENT AGENDAS

Very often the board must consider agenda items which are noncontroversial or similar in content. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school building and grounds, open enrollment requests or approval of various schedules.

In order for a more efficient administration of board meetings, the board may elect to use a consent agenda for the passage on noncontroversial items or items of a similar nature.

The superintendent in consultation with the board president and board secretary shall place items on the consent agenda. By using a consent agenda, the board has consented to the consideration of certain items as a group under one resolution. Items may be removed from the consent agenda at the request of a board member.

Nothing in this policy is to be construed as an attempt to avoid full compliance with laws dealing with open meetings or public notice of the agenda and meeting.

Legal Reference: Iowa Code §§ 21; 279.8

Cross Reference: 210 Board of Directors' Meetings

Approved: February 18, 2013 Reviewed: March 19, 2018 Revised: March 17, 2014

ORDER OF THE REGULAR BOARD OF DIRECTORS' MEETINGS

The board shall conduct an orderly board meeting. The board will, at all regular board meetings, follow an agenda order similar to:

1. Call to Order
2. Reports and Comments
3. Old Business
4. New Business
5. Adjourn

This board policy can be rescinded.

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

Cross Reference: 210 Board of Directors' Meetings
210.8 Board Meeting Agenda

Approved: August 20, 1992 Reviewed: March 19, 2018 Revised: March 17, 2013

OPEN MEETINGS

A gathering of a majority of board members in which deliberation of an issue within jurisdiction of the board takes place is a board meeting. A gathering for the purpose of social or ministerial action will not constitute a board meeting unless a discussion of policy takes place. Meetings of the board will be conducted in an open meeting unless a closed session is authorized by law or the meeting is exempt from the open meetings law.

Legal Reference: Iowa Code §§ 21; 279.1-.2

Cross Reference: 208 Ad Hoc Committees
210 Board of Directors' Meetings
210.8 Board Meeting Agenda
212 Closed Session

Approved: February 18, 2013 Reviewed: March 19, 2018 Revised: March 17, 2014

CLOSED SESSIONS

Generally, board meetings will be open meetings, unless a closed session or exempt meeting is provided for by law. ~~The board will hold a closed session or exempt meeting in the situations stated below:~~

Exceptions to the Open Meetings Law

Closed sessions take place as part of an open meeting. **The board may enter into a closed session for any reason permitted by law.**

The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice **with a full text of the Iowa Code citation reference stated on the agenda.**.. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. A minimum of two-thirds of the board, or all of the board members present, **if any are absent,** must vote in favor of the motion on a roll call vote. Closed sessions will be ~~tape~~ recorded and have detailed minutes kept by the board secretary. **No voting will take place in a closed session.** Final action on matters discussed in the closed session will be taken in an open meeting.

The minutes and the tape recording will restate the motion made in the opening meeting, the roll call vote, the members present, and the time the closed session began and ended. The ~~tape~~ recordings and the written minutes will be kept for one year from the date of the meeting. Real estate related minutes and ~~tapes~~ recordings will be made public after the real estate transaction is completed.

The detailed minutes ~~and tape~~ recording will be sealed and will not be public records open to public inspection. The minutes ~~and tape~~ recording will only be available to board members or, opened upon court order in an action to enforce the requirements of the open meetings law. The board has complete discretion as to who may be present at a closed session, **but generally closed sessions will be limited to the board, a recording secretary and the superintendent is indicated.** The board has discretion to nominate the board secretary or any board member to serve as recording secretary for the closed session.

~~Reasons for the board entering into a closed session from open meeting include, but are not limited to, the following:~~

- ~~1. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for the board's possession or receipt of federal laws;~~
- ~~2. To discuss strategy with legal counsel in matters presently in litigation, or where litigation is imminent, if disclosure would be likely to prejudice or disadvantage the board;~~
- ~~3. To discuss whether to conduct a hearing, or conduct a hearing for suspension or expulsion of a student, unless an open meeting is requested by the student or the parent of the student;~~

4. ~~To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.~~

5. ~~To discuss the purchase or sale of particular real estate, but only when premature disclosure could be reasonably expected to increase the price the would have to pay for the property, or in case of a sale reduce the price receive for the property.~~ board
the board could

Exemptions to the Open Meetings Law

~~Board meetings at which a quorum is not present, or gatherings of the board for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of the open meetings law, are exempt from the open meetings law requirements. Since gatherings of this type are exempt from the open meetings requirements, they can be held without public notice, be separate from an open meeting, be held without taping the gathering or taking minutes, and be held without a vote or motion. The board may also hold an exempt session for the following:~~

- ~~1. negotiating sessions, strategy meetings of public employers or employee organizations, mediation and the deliberative process of arbitration;~~
- ~~2. to discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law;~~
- ~~3. to conduct a private hearing relating to the recommendation termination of a teacher's contract. The private hearing however, in the teacher's contract termination will be recorded verbatim by a court reporter; and~~
- ~~4. to conduct a private hearing relating to the termination of a probationary administrator's contract or to review the proposed decision of the administrative law judge regarding the termination of an administrator's contract.~~

Legal Reference: Iowa Code §§ 21; 22.7; 279.24

Cross Reference: 208 Ad Hoc Committees
211 Open Meetings
212.1 Exempt Meetings

Approved: February 18, 2013 Reviewed: March 19, 2018 Revised: March 17, 2014

EXEMPT MEETINGS

Board meetings at which a quorum is not present, or gatherings of the board for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of the open meetings law, are exempt from the open meetings law requirements. Since gatherings of this type are exempt from the open meetings requirements, they can be held without public notice, be separate from the open meeting, be held without recording the gathering or taking minutes, and be held without a vote or motion. The board may also hold an exempt session for the following reasons, or as may be otherwise authorized by the law:

1. Negotiating sessions, strategy meetings of public employers or employee organizations, mediation and the deliberative process of arbitration;
2. to discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law;
3. to conduct a private hearing relating to the recommended termination of a teacher's contract. The private hearing however, and the teacher's contract termination will be recorded verbatim by the court reporter; and
4. to conduct a private hearing relating to the termination of a probationary administrator's contract or to review the proposed decision of the administrative law judge regarding the termination of an administrator's contract.

NOTE: Meetings exempt from the Open Meetings law are separate, standalone meetings of the board. For this reason, exempt meetings should never take place within an open meeting. Exempt meetings may be placed before or after an open meeting. But once an open meeting has convened, it should be adjourned prior to holding an exempt meeting. While there is no legal requirement to provide notice or keep minutes for exempt meetings; there may be intrinsic benefit for the community to understand that the board is communicating in a transparent fashion. For this reason, boards may choose to provide a notice that they intend to gather for an exempt meeting.

Legal Reference: Iowa Code §§ 20.17; 21; 22.7; 279.15, .16

Cross Reference: 208 Ad Hoc Committees
211 Open Meetings
212 Closed Sessions

Approved: _____ **Reviewed:** _____ **Revised:** _____

PUBLIC PARTICIPATION IN BOARD MEETINGS

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board will set time aside ~~for citizen participation, either at a specific time during the meeting or during the discussion of agenda items.~~ **for public comment.**

PublicComment During Board Meetings

Citizens wishing to address the board ~~on a certain agenda item during public comment~~ must notify the ~~superintendent~~ **board secretary** prior to the board meeting. The board president will recognize these individuals to make their comment at the appropriate time **during public comment.** Citizens wishing to present petitions to the board may do so at this time. The board however, will only receive the petitions and not act upon them or their contents.

The board has the discretion to limit the amount of time set aside for public participation. **Normally, speakers will be limited to 3 minutes with a total allotted time for public participation of 15 minutes. However, the board president may modify this time limit, if deemed appropriate or necessary. Public comment is a time set aside for community input, but the board will not discuss or take any action on any matter during public comment.**

Public comment shall be limited to regular board meetings and will not be routinely held during special board meetings.

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

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

Petitions to Place a Topic on the Agenda

Individuals who wish for an item to be placed on the agenda may submit a valid petition to the board. For a petition to be valid, it must be signed by at least 500 eligible electors of the district, or ten percent of the individuals who voted in the last school election, whichever is lower.

Upon receiving a valid petition to the board to place a proposal on the next board agenda for public hearing, the board will place the proposal identified in the petition on the agenda of the next regular meeting, or a special meeting held within 30 days of the receipt of the petition. The board will provide a sign-up sheet for all individuals who wish to speak on the proposal, and individuals will be called to speak in order of sign up. The sign-up sheet will require each individual to list their legal name and mailing address. Each speaker will be limited to an amount of time established by the board president that is reasonable and necessary based on the number of speakers signed up. The same time limit will apply to all speakers on the proposal. Each individual will be limited to one opportunity to speak. The board maintains absolute discretion on whether or not to discuss or act on the public comments made on the proposal. If a petition is related to curriculum, the district maintains discretion to determine whether to stop teaching that curriculum until the board holds a public hearing to discuss the curriculum.

The board has a significant interest in maintaining the decorum of its meetings, and it is expected that members of the public and the board will address each other with civility. The orderly process of the board meeting will not be interfered with or disrupted by public comment. Only individuals recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting. Defamatory comments may be subject to legal action.

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

Legal Reference: Iowa Code §§ 21; 22; 279.8, 279.8B

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

Approved: _____ Reviewed: April 16, 2018 Revised: April 21, 2014

GENERAL PUBLIC COMPLAINTS BY CITIZENS

The board recognizes situations that concerns regarding the operation of the school district will may arise in the operation of the school district which are of concern of parents and other members of the school district community.

The board further firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to the board action however, the following should be completed: that constructive criticism can assist in improving the quality of the education program in meeting individual students needs more effectively. The board also places trust in its employees and desires to support their actions in a manner which frees them from unnecessary or unwarranted criticism and complaints.

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

If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who made bring it to the attention of the entire board. where action/investigation is desired by the complaint, or where it seems appropriate, the

- (a) matters should first be addressed to the teacher or employee. handled as near the source as possible; complaints should both be investigated and, if possible, resolved expeditiously; complaints should be dealt with courteously and in an a constructive manner; and, individuals directly affected by the complaint should have an opportunity to respond.
- (b) Unsettled matters from (a) above or problems and questions about individuals attendance centers should be addressed to the employees building principal.
- (c) Unsolved murders from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.

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

When a compliant requiring attention is received by the board or the board member it will be referred to the superintendent. After all of the channels have been exhausted, the complainant

~~may appeal to the board by requesting a place on the board agenda or during the public audience portion of the board meeting. If the complainant appeals to the board, the appeal will be in writing, will be signed and will explain the process followed by the complainant prior to the appeal to the board. It is within the board's discretion to determine whether to hear the complaint.~~

Parents, guardians and community members of the district who have concerns about the district or the board may refer to the student handbook or additional guidance from the Iowa Department of Education.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only consider whether to address complaints if they are in writing, signed, and the complaint is compiled with this policy. The board is not obligated to address a complaint and may defer to the decision of the superintendent. If the board elects not to address a complaint, the decision of the superintendent shall be final. If the board does elect to address a complaint, its decision shall be final.

Note: School districts with a different procedure for addressing complaints about employees should insert it here. The Iowa legislature requires districts to include in student handbooks a reference to guidance issued by the Iowa Department of Education pursuant to Iowa Code chapter 256.9 (63). All districts should we reference the existence and location of this guidance in their student handbooks

Legal Reference: Iowa Code § 279.8

Cross Reference: 210.8 Board Meeting Agenda
213 Public Participation in Board Meetings
307 Communication Channels

Approved: February 18, 2013 Reviewed: April 16, 2018 Revised: April 21, 2014

PUBLIC HEARING

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

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

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

NOTE: If a board has specific procedures for public hearings, they should be included in this policy.

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

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

Approved: February 18, 2013 Reviewed: April 16, 2018 Revised: April 21, 2014

BOARD OF DIRECTORS' RECORDS

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

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

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

NOTE: The requirements in the second paragraph are all legal requirements.

Legal Reference: Iowa Code §§ 21; 22; 279.8, .35, .36; 291.6, .7; 618.3

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

Approved: August 14, 1989 Reviewed: April 16, 2018 Revised: April 21, 2014

BOARD MEETING MINUTES

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

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

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

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

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

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

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

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

ASSOCIATION MEMBERSHIP

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

Legal Reference: Iowa Code §§ 279.38

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

Approved: May 14, 1989 Reviewed: April 16, 2018 Revised: April 21, 2014

BOARD OF DIRECTORS' MEMBER DEVELOPMENT AND TRAINING

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

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

NOTE: In order for a board to be eligible for the IASB Award of Achievement, the board needs to have a policy on board development.

Legal Reference: Iowa Code §§ 279.38, .38

Cross Reference: 216.1 Association Membership

Approved: February 18, 2013 Reviewed: April 16, 2018 Revised: April 21, 2014

BOARD OF DIRECTORS' MEMBER COMPENSATION AND EXPENSES

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

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

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

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

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

Approved: May 14, 1992 Reviewed: April 16, 2018

Revised: April 21, 2014

GIFTS TO BOARD OF DIRECTORS

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

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

- Is seeking to be or is a party of any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the board member's official duty in a way that is greater than the effect on the public generally or an a substantial class of persons in which the person belongs as a member of profession, occupation, industry or region; or,
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

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

- Contributions to a candidate or a candidate's committee;
- Information material relevant to a board member's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the board recipient;
- Items received from a charitable, professional, educational or business organization to which the board member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual members' status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of a board member for food, beverages, travel and lodging for a meeting which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;

- Nonmonetary items with a value of less than three dollars that are received from any one donor one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given to state, national, or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meetings;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national, or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by a board member's employer or the firm in which the board member is a member for the cost of attending a meeting of a subunit of an agency when the board member whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district;
- Gifts other than food, beverages, travel and lodging received by a board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the board member; or
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The cost of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

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

- Actual expenses of a board member for registration, food , beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;
- A nonmonetary gift or series of non monetary gifts donated within thirty days to a public body, an educational or charitable organization or the department of general services;
- A payment made to a board member for services rendered as part of a private business, trade or profession in which the board member is engaged if the payment is commensurate with the actual services rendered and is being made because of the person's status as a board member but, rather, because of some special expertise or other qualification

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

Legal References: Iowa Code ch. 68B

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

Approved: February 18, 2013

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ROLE OF SCHOOL DISTRICT ADMINISTRATION

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

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

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

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

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

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

Cross Reference: 301 Administrative Structure

Approved: February 18, 2013

Reviewed: _____

Revised: _____

SUPERINTENDENT QUALIFICATIONS, RECRUITMENT, APPOINTMENT

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

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

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

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

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

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

Approved: May14, 1992 Reviewed: May 22, 2018 Revised: February, 18, 2013

SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between the superintendent and the board is determined by the board. The contract will begin on July 1 and end on June 30. The contract will state the terms of employment **and shall not exceed three years.**

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

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

It is the responsibility of the board to provide the contract for the superintendent. **The board may issue a temporary and nonrenewable contract in accordance with the law.**

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

Note: May 15 is the date established by law **for notice of board action to consider termination of an administrator's contract** . The board may select an earlier date but not a later date.

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

Cross Reference: 302 Superintendent

Approved: May 14, 1992 Reviewed: May 22, 2018

Revised: February, 18, 2013

SUPERINTENDENT SALARY AND OTHER COMPENSATION

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

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

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

NOTE: Boards that pay professional dues for the superintendent should document that doing so is an appropriate use of public funds and why it is an appropriate use.

Legal reference: Iowa Code §§ 279.8, .20

Cross Reference: 302 Superintendent

Approved: February 18, 2013 Reviewed: May 22, 2018 Revised: _____

SUPERINTENDENT DUTIES

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

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

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

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

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

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

NOTE: This is a sample list of superintendent duties. A board may want to substitute its own superintendent job description for the policy.

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

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

Approved: May 14, 1992 Reviewed: May 22, 2018 Revised: February 18, 2013

SUPERINTENDENT EVALUATION

The board will conduct an ongoing evaluation of the superintendent's skills, abilities, and competence. At a minimum, the board will formally evaluate the superintendent on an annual basis. The goal of the superintendent's formal evaluation is to ensure the educational program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent. **This policy supports and does not preclude the ongoing, informal evaluation of the superintendent skills, abilities and competence.**

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

- ~~Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.~~
- ~~Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.~~
- ~~Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.~~
- ~~Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.~~
- ~~Acting with integrity, fairness and in an ethical manner.~~
- ~~Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal, and cultural context.~~
- **Mission, Vision and Core Values: Develop, advocate and enact a shared mission, vision and core values of high-quality education and academic success and well-being of each student.**
- **Ethics and Professional Norms: Act ethically and accordingly to the professional norms to promote each student's academic success and well-being.**
- **Equity and Cultural Responsiveness: Strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.**
- **Curriculum, Instruction and Assessment: Development and support intellectually rigorous and coherent systems of curriculum, instruction and assessment to promote each student's academic success and well-being.**
- **Community Care and Support for Students: Cultivate an inclusive, caring and supportive school community that promotes academic success and well-being of each student.**
- **Professional Capacity of School Personnel: Develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.**

- **Professional Community for Teachers and Staff:** Foster a professional community of teachers and professional staff to promote each student's academic success and well-being.
- **Meaningful Engagement of Families and Community:** Engage families and the community and meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.
- **Operations and Management:** Manage school operations and resources to promote each student's academic success and well-being.
- **School Improvement:** Act as an agent of continuous improvement to promote each student's academic success and well-being.

The formal evaluation will be based on the following principles:

- The evaluation criteria will be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description, the **Iowa Standards for School Leaders**, the school district's goals of the administrator's individual professional development plan.
- At a minimum, the evaluation process will be conducted annually at a time agreed upon;
- Each board member will have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
- The superintendent will conduct a self-evaluation prior to discussing the board's evaluation, and the board as a whole will discuss its evaluation with the superintendent;
- The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation; and,
- The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged, **however**, to communicate their criticisms and concerns to the superintendent in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personal file to be incorporated into the next cycle of evaluations.

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

NOTE: Iowa Board of Education previously adapted the new Iowa Standards for School Leaders which will take effect on July 1, 2021. Districts are required to use these new standards in conducting evaluations of school administrators.

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

Cross Reference: 212 Closed Session
 302 Superintendent

Approved: April 9, 1990 Reviewed: May 22, 2018 Revised: February 18, 2013

SUPERINTENDENT PROFESSIONAL DEVELOPMENT

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

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

The superintendent will report to the board after an event.

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

Cross Reference: 303.7 Administrative Professional Development
401.7 Employee Travel Compensation

Approved: February 18, 2013 Reviewed: May 22, 2018 Revised: _____

SUPERINTENDENT CIVIC ACTIVITIES

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

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

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

Legal reference: Iowa Code §§ 279.8

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

Approved: February 18, 2013 Reviewed: May 22, 2018 Revised: _____

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

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

Approved: February 18, 2013 Reviewed: May 22, 2018 Revised: _____

ADMINISTRATIVE POSITIONS

The school district will have, in addition to the 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
281 I.A.C. 12.4

Cross Reference: 301 Administrative Structure
303 Administrative Employees

Approved: May 14, 1992 Reviewed: May 22, 2018 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 administrators.

Legal reference: Iowa Code §§ 279.8,.21
281 I.A.C. 12.4

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~~ **three consecutive** years of a contract issued to a newly employed administrator will be considered a probationary period. **The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or non probationary contract, the board will afford the administrator appropriate due process, as required by law.** ~~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. **The board may issue temporary or nonrenewable contracts in accordance with law.**

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

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 principal is considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. 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
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, **assesses administrator competence in the Iowa Standards for School Leaders**, 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. **This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.**

The superintendent is responsible for designing an administrator instrument **to assess, among other things, the administrator's competence in meeting the Iowa Standards for School Leaders and the goals of the administrator's individual professional development plan.** The formal evaluation will include written criteria related to the job description **and the Iowa Standards for School Leaders.** 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.~~
- **Mission, Vision and Core Values: Develop, advocate and enact a shared mission, vision and core values of high-quality education and academic success and well-being of each student.**
- **Ethics and Professional Norms: Act ethically and accordingly to the professional norms to promote each student's academic success and well-being.**

- **Equity and Cultural Responsiveness:** Strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.
- **Curriculum, Instruction and Assessment:** Development and support intellectually rigorous and coherent systems of curriculum, instruction and assessment to promote each student's academic success and well-being.
- **Community Care and Support for Students:** Cultivate an inclusive, caring and supportive school community that promotes academic success and well-being of each student.
- **Professional Capacity of School Personnel:** Develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.
- **Professional Community for Teachers and Staff:** Foster a professional community of teachers and professional staff to promote each student's academic success and well-being.
- **Meaningful Engagement of Families and Community:** Engage families and the community and meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.
- **Operations and Management:** Manage school operations and resources to promote each student's academic success and well-being.
- **School Improvement:** Act as an agent of continuous improvement to promote each student's academic success and well-being.

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.~~

NOTE: Iowa Board of Education previously adapted the new Iowa Standards for School Leaders which will take effect on July 1, 2021. Districts are required to use these new standards in conducting evaluations of school administrators

Legal reference: Iowa Code §§ 279.8, .21-.23A
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
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.

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

Legal reference: Iowa Code §§ 279.8

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 outside employment.

Legal reference: Iowa Code §§ 279.8, .21

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

Approved: February 18, 2013 Reviewed: June 16, 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

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

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

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 the 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
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: _____

GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that student's complete grades one through twelve and that high school students complete 51, 54, 57, or 60, depending on year prior to graduation.

English - 8 credits

English 1

English 2

English 3

Speech

Other Elective

Math- 6 credits (each student's math path is unique to their learning needs)

Algebra 1- Geometry-Algebra 2

Geometry-Algebra 2-Precalculus/Statistics

Science- 6 credits

Biology

Physical Science

Chemistry (1 credit/semester required)

Social Studies- 6 credits

U.S> History-2

World History- 2

American Government-1

Economics-1

Behavioral Science-1

(In years 22-24 you can choose either Economics or behavioral Science, and in years 25 and beyond only Behavioral Science)

PE- 4 credits (refer to the P.E. board policy 603.6 for other potential options)

Business/Computers- 2 credits

Computer Science

Financial Literacy

Health- 1 credit

Health 1

Character Education-1 credit

Character Development and Leadership

Electives- vary depending on graduation year**9th Grade**

English 1	2 credits
Math	2 credits
Biology	2 credits
Computer Science	1 credit
Health 1	1 credit
PE	1 credit
Electives	7 credits

10th grade

English 2	2 credits
Speech (can be taken 10th, 11th, or 12th grade)	1 credit
Math	2 credits
Physical Science	2 credits
U.S. History	2 credits
PE	1 credit
Electives	6 or 7 credits

11th grade

English 3	2 credits
Speech (can be taken 10th, 11th, or 12th grade)	1 credit
Math	2 credits
Chemistry (1 semester)/ other science elective (1 semester)	2 credits
World History	2 credits
Character Development and Leadership	1 credit
Work Based Learning (can be taken 11th or 12th grade) -starting year 2022	1 credit
Financial Literacy (11th or 12th grade)	1 credit
PE	1 credit
Electives	4-7 credits

12th grade

English Elective	1 credit
Speech (can be taken 10th, 11th, or 12th grade)	1 credit
American Government	1 credit
Economics	1 credit
Work Based Learning (can be taken 11th or 12th grade) -starting with class of 2022	1 credit
Financial Literacy (11th or 12th grade)	1 credit
PE	1 credit

Electives

10-12 credits

The required courses of study will be reviewed by the board annually.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP).

Legal Reference: Iowa Code §§ 256.11, .11A; 279.8; 280.3, .14 (2001).
281 I.A.C. 12.2, .5.

Cross Reference: 505 Student Scholastic Achievement
603.3 Special Education

Approved: August 2, 1990 Reviewed: December 14, 2015 Revised: June 16, 2020

Keystone Area Education Agency

Director District Number 1



Ballot

The _____ Community School Board of Education, hereby casts its weighted vote for the board member representing Director District 1 of the Keystone Area Education Agency Board of Directors, below.

Candidates:

Please vote by placing an X in one box.

☐ Jan Kreitzer, retired school business official (incumbent)

/s/ _____
Board President, Board Secretary, or Superintendent

Date _____

Note: A school district's weighted vote must be cast for one (1) candidate, and may not be divided among several candidates. The weighted votes, as determined by the Department of Education, are as follows:

<u>Director District 1</u>	
Howard-Winneshiek	39.9%
New Hampton (part)	27.3%
Turkey Valley	13.3%
Riceville	11.5%
Decorah (part)	8.0%

This ballot must be received by Keystone AEA by November 30, 2021.

Julie Tschirgi, Board Secretary
Keystone AEA 1
1400 Second Street NW
Elkader, IA 52043-9564

Proposed Action Plan
Transition of the Riceville Community Daycare to the Riceville CSD - Little Cats Daycare

This action plan highlights key steps in the transition of the Riceville Community Daycare to the Riceville Community School District. As you are aware, there are staffing challenges in daycares across Iowa and the nation. The Riceville Community Daycare Board approached Superintendent Schwamman to investigate the possibility of the Riceville Community School District taking over the day-to-day operation of the Daycare. The effective date of ownership would be 1.01.2022.

1. Current Staff

- Director (Off-Site Director)
- On-Site Supervisor (vacant position)
- Three (3) full time staff
- Three (3) part time staff

2. Current/Projected Daycare Enrollment

- Room #1 - Infants
- Room #2 - One-Year-Olds
- Room #3 - Two-Year-Olds
- Room #4 - Three/Four-Year Olds
- Office and Storage

Enrollment Range*

- 7-8 Children
- 8 Children
- 8-10 Children
- 14-16 Children

Capacity

- 2 Adults - 8 Infants
- 2 Adults - 8 One-Year-Olds
- 2 Adults - 12 Two-Year-Olds
- 2 Adults - 16 Three/Four-Year-Olds

* Many of the children are enrolled on a part time basis, but staffing needs in a specific room may vary throughout the day.

3. Finances

- a. The Riceville Community Daycare had experienced a negative net income from January through September 2021. The total liabilities and equity balance is \$24,035.92. See attached spreadsheets.
- b. The Riceville CSD would establish a separate financial fund for the Little Cats Daycare. The Little Cats Daycare Fund must be self-sustaining.
- c. The Riceville CSD would utilize the ProCare app for tuition payments, billing, staffing timecards, parent communication, etc.
- d. All requisitions, invoicing and billing would go through the Little Cats Daycare Fund.
- e. The Riceville CSD Food Service would provide meals i.e. breakfast, lunch, effective 12.01.21. The Little Cats Daycare would reapply for the CACFP for the breakfast, lunch and snack reimbursements.
- f. The Riceville CSD would accept state-paid daycare.

4. December Agenda Items and Actions

- a. Riceville CSD completes the new DHS Application and pays the licensing fee.
- b. Riceville CSD requests an approved Certificate of Inspection from the State Fire Marshal.
- c. Riceville CSD would establish a SING account with the Iowa Department of Public safety for the completion of background checks on staff. The forms and information would be forwarded when the application for the DHS license is completed.
- d. Riceville CSD would advertise and hire a full time On-Site Director as soon as possible.
- e. Riceville CSD would issue a Permission to Open Without a License Letter until the completion of a licensing visit within 120 days of 1.01.22.

f. Riceville CSD December Agenda Items

- i. Recommend the transfer of the day-to-day operations of the Riceville Community Daycare from the RCD to the Riceville CSD.
- ii. Approve the name change from the Riceville Community Daycare to the Little Cats Daycare.
- iii. Approve the new Little Cats Daycare Advisory Council. The Advisory Council would advise the and assist the On-Site Director with DHS requirements, curriculum decisions, staffing needs, fundraising and grants, etc. The On-Site Director and/or a member of the Little Cats Daycare Advisory Council would report to the Riceville CSD Board on a quarterly basis.
- iv. Approve the Little Cats Daycare Parent Handbook.
- v. Establish and approve letters of employment for current staff. Proposed salaries would be similar to the salaries of existing Riceville CSD's full and part time staff members i.e. paraeducators, associates, aides, high school work release students.
- vi. Review and propose job descriptions, assignments and duties for the Little Cats Daycare Staff i.e. Part Time Early Childhood Instructional Coach/Off-Site Director, Full Time On-Site Daycare Director, Full and Part Time Daycare Associates.
- vii. Advertise and complete staffing needs to meet additional full and part time Little Cats Daycare Staff i.e. Part Time Early Childhood Instructional Coach/Off-Site Director, Full Time On-Site Daycare Director, Full and Part Time Daycare Associates.

11:48 AM

10/26/21

Accrual Basis

Riceville Community Daycare
Profit & Loss
 January through September 2021

	Jan - Sep 21
Ordinary Income/Expense	
Income	
Daycare fee	91,063.03
Total Income	91,063.03
Gross Profit	91,063.03
Expense	
Advertising and Promotion	100.00
Dues and Subscriptions	2,232.15
Insurance Expense	200.00
Legal & Professional	68.48
Meals	
Summer meals	788.04
Meals - Other	2,975.31
Total Meals	3,763.35
Payroll Expenses	109,093.79
Rent Expense	10,977.70
Supplies	1,445.00
Telephone Expense	1,023.03
Total Expense	128,903.50
Net Ordinary Income	-37,840.47
Other Income/Expense	
Other Income	
Interest Income	17.01
Fundraiser	-1,485.00
Grant Income	12,900.00
Total Other Income	11,432.01
Other Expense	
Misc. Expense	74.85
Total Other Expense	74.85
Net Other Income	11,357.16
Net Income	-26,483.31

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11:45 AM
10/26/21
Accrual Basis

Riceville Community Daycare
Balance Sheet
As of September 30, 2021

	Sep 30, 21
ASSETS	
Current Assets	
Checking/Savings	
Venmo	390.00
SAVINGS-7149	11,101.73
Riceville Community Daycare	8,400.32
SAVINGS	348.15
Total Checking/Savings	20,238.20
Accounts Receivable	
Accounts Receivable	3,797.72
Total Accounts Receivable	3,797.72
Total Current Assets	24,035.92
TOTAL ASSETS	24,035.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	850.70
Total Accounts Payable	850.70
Other Current Liabilities	
N/P - PPP	60,399.90
Payroll Liabilities	3,052.79
Total Other Current Liabilities	63,452.69
Total Current Liabilities	64,303.39
Long Term Liabilities	
N/P - Steve & Rosalie	15,000.00
Total Long Term Liabilities	15,000.00
Total Liabilities	79,303.39
Equity	
Unrestricted Net Assets	-28,784.16
Net Income	-28,483.31
Total Equity	-55,267.47
TOTAL LIABILITIES & EQUITY	24,035.92

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EMPLOYEE'S FULL NAME	DEPARTMENT	JOB TITLE	HIRE DATE	YEARS IN DISTRICT	150	200	250
Bartels, Donald	Transportation	Van driver	4/3/19	2	300	400	500
Bartels, Judy A.	Para	Para/sub van driver	8/23/06	15	2250	3000	3750
Bartels, Rick J.	Transportation	Bus driver/sub custodian	8/20/00	21	3150	4200	5250
Bauer, Andrea L.	Teacher	Teacher/Coach	8/16/10	11	1650	2200	2750
Berentsen, Michelle	Nurse	Nurse	12/1/17	4	600	800	1000
Bohr, June G.	Teacher	Teacher	11/18/02	19	2850	3800	4750
Bowen, Elizabeth	Aide	Aide	8/23/19	2	300	400	500
Boyle, Rhonda L.	Para	Para	10/4/99	22	3300	4400	5500
Brunner, Michael J.	Transportation	Bus driver	2/7/08	13	1950	2600	3250
Burke, Samantha	Teacher	Teacher	6/2/15	6	900	1200	1500
Byrnes, Kevin Alfred	Transportation	Bus driver	8/24/05	16	2400	3200	4000
Byrnes, Linda Kay	Secretary	District Secretary	1/1/14	7	1050	1400	1750
Cimmiyotti, Angela	Food Service	Food Service Supervisor	8/17/16	5	750	1000	1250
Colwell, Krystal	Teacher	Teacher	6/24/15	6	900	1200	1500
Conger, Thomasine R.	Aide	Library aideTransportation	8/27/90	31	4650	6200	7750
Conway, Amanda Jo	Teacher	Teacher	1/14/08	13	1950	2600	3250
Conway, Bryce D.	Teacher	Teacher/AD/Coach	8/18/03	18	2700	3600	4500
Cothier, Kris	Teacher	Teacher	8/17/13	8	1200	1600	2000
Cray, Carla	Aide	Aide/sub Teacher	8/23/19	2	300	400	500
Demuth, Robert	Teacher	Teacher	8/13/14	7	1050	1400	1750
Devries, Jennifer	Teacher	Teacher	8/2/21	1	150	200	250
Dohlman, Julie A.	Teacher	Teacher	8/20/01	20	3000	4000	5000
Dunn, Jennifer	Business Manager	Business Manager	7/25/11	10	1500	2000	2500
Dwine, Amanda	Teacher	Teacher	7/22/13	8	1200	1600	2000
Ebert, Clark W.	Teacher	Teacher	8/20/01	20	3000	4000	5000
Ebert, Shary L.	Teacher	Teacher	8/20/01	20	3000	4000	5000
Evans, Kendra	Teacher	Teacher	8/23/17	4	600	800	1000
Evans, Nacy	Custodial	Custodial Supervisor/Transp	8/1/17	4	600	800	250
Evenson, Lisa	Food Service	Cook	9/29/20	1	150	200	250
Fair, Darcy J.	Teacher	Teacher/Coach	8/20/00	21	3150	4200	5250
Fair, Steffen L.	Teacher	Teacher/Coach	8/21/00	21	3150	4200	5250
Feldt, Allen R.	Teacher	Teacher	8/20/00	21	3150	4200	5250
Gesell, Barbara Paulette	Teacher	Sub teacher	6/30/78	43	6450	8600	10750
Green, Doris A.	Secretary	HS Secretary	8/23/07	14	2100	2800	7000

Grimm, Marcia Kay	Teacher	Teacher	8/23/04	17	2550	3400	4250
Hall, Brittany	Food Service	Cook	8/18/20	1	150	200	250
Hanson, Stacy	Aide	Aide	8/24/15	6	900	1200	1500
Harper, Kayla	Aide	Aide	7/26/21	1	150	200	250
Hollenbeck, Sara	Teacher	Teacher	8/19/15	6	900	1200	1500
Holmen, Connie M.	Para	Para	8/20/03	18	2700	3600	4500
Houser, Cindy	Food Service	Cook	8/30/21	1	150	200	250
Houser, Kelly	Teacher	Teacher/Coach	6/16/04	17	2550	3400	4250
Jensson, Philip	Transportation	Bus driver	1/3/19	2	300	400	500
Kraft, Kayla	Teacher	Teacher	8/23/19	2	300	400	500
Kramer, Ashley	Secretary	Elementary Secretary	8/24/21	1	150	200	250
Kuhn, Robin L.	Teacher	Teacher/coach	8/18/03	18	2700	3600	4500
Linkenmeyer, Kirsten	School Counselor	School Counselor	8/15/21	1	150	200	250
Lohuis, Jennifer	Aide	Aide	9/23/15	6	900	1200	1500
Marr, Sherry L.	Teacher	Teacher	8/19/97	24	3600	4800	6000
Meirick, Melissa	Aide	Aide	10/18/15	6	900	1200	1500
Melloon, Hannah	Food Service	Cook	8/25/21	1	150	200	250
Mobley, Nicole	Aide	Aide	10/12/20	1	150	200	250
Mueller, Tammi Lynn	Teacher	Teacher	8/23/95	26	3900	5200	6500
Nerfand, Jill	Teacher	Teacher	9/25/17	4	600	800	1000
Nosbisch, Morgan	Teacher	Teacher	7/1/14	7	1050	1400	1750
O'Brien, Stacey	Teacher	Teacher	11/27/18	3	450	600	750
O'Donnell, Amy	Aide	Aide	8/25/21	1	150	200	250
Oulman, Duane	Custodial	Custodian	5/18/15	6	900	1200	1500
Pickar, Rachel	Aide	Aide	10/29/20	1	150	200	250
Retterath, Daniel	Custodial	Custodian	10/22/18	3	450	600	750
Ringhofer, Amanda	Teacher	Teacher/Coach	6/6/18	3	450	600	750
Roeker, Grace	Aide	Aide	8/19/21	1	150	200	250
Schipper, Emily	Teacher	Teacher	9/1/14	7	1050	1400	1750
Seehusen, Shannon	Teacher	Teacher	8/1/20	1	150	200	250
Smith, Nicole M.	Teacher	Teacher	6/2/15	6	900	1200	1500
Sobolik, Christy	Behavior Specialist	Behavior Specialist	8/23/19	2	300	400	500
Suckow, Heather	Administration	Principal	8/1/20	1	150	200	250
Sullivan, Sandy	Aide	Aide	1/8/19	2	300	400	500
Wagner, Sabree	Aide	Aide	10/21/19	2	300	400	500

Wamke, Tamyra L.	Teacher	Teacher	8/21/06	15	2250	3000	3750
Wolthoff, Nancy	Food Service	Cook	4/18/20	1	150	200	250
Worrall, Izzy	Teacher	Teacher	5/10/21	1	150	200	250
					98700	131600	167250