

**Riceville Community School  
Riceville, IA**

The Board of Education of the Riceville Community School District held their organizational board meeting January 17<sup>th</sup>, 2022, at 7:30 p.m. in the Board Room. Board members present: Eastman, Hale, Guertin, McCarthy, and Fox. Also, in attendance: Barb Schwamman—Superintendent, Heather Suckow-Principal, Casandra Leff—Enterprise Journal. Staff: Kendra Evans. Parents: Erica Baethke & Neal Keeling. Citizens: Rose Christensen.

Fox the meeting to order @ 7:31 PM.

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

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

There was no report from the Booster Club.

Motion by Guertin, seconded by Eastman to approve the open enrollment in from Saint Ansgar. Ayes 5. MC.

Motion by Hale, seconded by McCarthy to approve the contracts for Robin Kuhn- TLC Collaborative Teacher. Kimberly Witt & Samantha Reddel- Para's. Roll Call Vote: Guertin, Aye; Hale, aye; McCarthy, aye; Eastman, aye; Fox, aye. MC.

Motion by Eastman, seconded by Hale to approve Substitute Personnel –Kent Schultz, Hannah Mullenbach, and Katie Chapman. Roll Call Vote: McCarthy, Aye; Hale, aye; Guertin, aye; Eastman, aye; Fox, aye. MC.

Student board reps noted they liked the new faucets that have been put in place. They also noted the second half of the school year is off to a great start. Mrs. Schwamman also invited them to attend the calendar meeting and for all to vote for Theo on athlete of week.

Mrs. Suckow reported on DARE Graduation, math curriculum, illnesses & absences.

Mrs. Schwamman reported on the calendar committee, Jane Bloomingdale, and gave a daycare update.

Neal Keeling with Building and Grounds committee gave a report on the amounts of heating and cooling the district is seeing with the addition of the RAC. The committee will move forward with looking at a solar array. Keeling also commented on the wrestling room and it not having any insulation. It was also stated the asbestos removal and tile replace will begin on the 20<sup>th</sup> of January. This will cause the daycare and a few classrooms to relocate for a short time.

Motion by Hale, seconded by McCarthy to approve the fundraisers of butter braid for music, PTO-scratch cupcakes, and Flowers- Student Council. 5 Ayes. MC.

Motion by Guertin, seconded by McCarthy to approve the CDW quote for Chromebooks in the amount of \$48,202.00. 5 Ayes. MC.

Motion by Guertin, seconded by Eastman to approve the CDW quote for iPad in the amount of 13,158.00. 5 Ayes. MC.

Motion by Hale, seconded by Guertin to approve non-certified employee's salary increases effective 1/18/22 with no additional raise for fiscal year 2023. 5 Ayes. MC.

Motion by Hale, seconded by Guertin to approve the ISTE Conference to New Orleans. 4 Ayes. MC.

A public hearing for the school calendar was set for February 21, 2022 @ 7:20 PM.

Motion by Guertin, seconded Hale to approve the SWVPP Increased Enrolment.

RESOLUTION: As part of the district's response to the impact of the COVID-19 pandemic, the district's administration is authorized to submit a request to the School Budget Review Committee for funding related to FY22 SWVPP increased enrollment in the amount of \$ 43,362.00. 5 Ayes. MC.

Next board meeting will be held Monday February 21st at 7:30 p.m. in the Board Room.

Motion by Guertin, second Hale to adjourn the meeting @ 8:22 PM. Ayes 5. MC.

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Karl Fox  
Board President

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Jennifer Dunn  
Board Secretary

# **Analysis of Cash Balance Including investment CD** 1/31/2022

	01/31/22	01/31/21	% change	Notes *
General Fund (10)	1,998,453.68	1,586,124.33	26.0%	
Management Fund (22)	609,363.03	557,059.63	9.4%	Didn't levy management in FY 20
PPEL & LOSS Funds (36 & 33)	1,242,472.01	1,542,563.89	-19.5%	All projects were paid out (asphalt, carpet, bathrooms)
Activity Fund (21)	79,314.38	74,158.49	7.0%	
Hot Lunch Fund (61)	83,781.92	132,515.35	-36.8%	Staff; Equip
TOTAL	4,013,385.02	3,892,421.69	3.1%	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.

NUTRITION FUND (61)

DATE	IN	OUT	BALANCE
			\$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
November 30, 2021	\$4,803.31	\$44,249.52	\$28,755.43
December 31, 2021	\$97,522.25	\$47,248.84	\$79,028.84
January 31, 2022	\$23,866.12	\$19,113.04	\$83,781.92

## 10-OPERATING FUND CHECKING

## OPERATING FUND (10)

DATE	IN	OUT	BALANCE
			\$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
November 30, 2021	\$266,217.15	\$574,427.10	\$2,120,025.34
December 31, 2021	\$350,089.22	\$577,495.65	\$1,892,618.91
January 31, 2022	\$459,886.62	\$354,051.85	\$1,998,453.68

**MANAGEMENT FUND (22)**

DATE	IN	OUT	BALANCE
			\$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
November 30, 2021	\$8,893.29	\$1,940.07	\$605,255.65
December 31, 2021	\$3,062.33	\$646.69	\$607,671.29
January 31, 2022	\$2,338.43	\$646.69	\$609,363.03

## LOCAL OPTION SALES (33)

DATE	IN	OUT	BALANCE
			\$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
November 30, 2021	\$77,288.46	\$0.00	\$607,970.89
December 31, 2021	\$30,359.38	\$6,000.00	\$632,330.27
January 31, 2022	\$30,362.06	\$6,027.15	\$656,665.18

PPEL (36)

DATE	IN	OUT	BALANCE
			\$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
November 30, 2021	\$53,854.44	\$62,919.90	\$518,058.46
December 31, 2021	\$73,534.21	\$5,091.37	\$586,501.30
January 31, 2022	\$1,695.53	\$2,390.00	\$585,806.83

ACTIVITY FUND (21)

DATE	IN	OUT	BALANCE
			\$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
November 30, 2021	\$36,499.71	\$7,824.48	\$93,305.68
December 31, 2021	\$7,044.40	\$28,381.35	\$71,968.73
January 31, 2022	\$5,729.13	\$2,883.48	\$74,814.38



Invoice Listing - Detail

Unposted: Batch Description Invoices--JAN 2022 BATCH 2

Batch Description: Invoices--JAN 2022 BATCH 2

Processing Month: 01/2022

Credit Card Vendor ID:

End of Fiscal Year Expense Invoices:

Vendor ID: 707401

IOWA DEPARTMENT OF REVENUE

PO Number:

Invoice Number: 20220125

Amount: 334.76

Description:

Sequence: 1 Check Type:

Checking Account ID:

Check Number:

Check Date:

Invoice Date: 01/25/2010

Due Date: 01/25/2022 Status: A 1099 Amount: 0.00

Chart of Account Number Detail Description

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

10 471 021 0000 000 WAGE LEVY

334.76

N

In Full  
Final

Batch 1099 Total:

0.00

Batch Total:

334.76

Report 1099 Total:

0.00

Report Total:

334.76

Processing Month: 02/2022 Credit Card Vendor ID: End of Fiscal Year Expense Invoices:

Batch Description: Invoices--FEBURARY 2022 BATCH 1  
Vendor ID: 707133 AHLERS & COONEY, P.C.

PO Number: Invoice Number: 817517 Amount: 22.00

Description: Invoice Date: 01/26/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

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

10 0000 2310 000 0000 342 LEGAL SERVICES 22.00 N Final

Vendor ID: 707664 AKADEMOS INC. Invoice Number: N132817 Amount: 422.77

Description: Invoice Date: 01/17/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

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

10 0109 1100 100 0000 641 TEXTBOOKS 422.77 N Final

Vendor ID: 100055 ALLIANT ENERGY Invoice Number: 20220207 Amount: 81.39

Description: Invoice Date: 01/19/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

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

10 0000 2620 000 8270 622 BUS BARN 81.39 N Final

Vendor ID: 100055 ALLIANT ENERGY Invoice Number: 20220207-0001 Amount: 2,091.61

Description: Invoice Date: 01/14/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

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

10 0000 2620 000 0000 622 SHOP BLDG 2,091.61 N Final

Vendor ID: 100055 ALLIANT ENERGY Invoice Number: 20220207-0002 Amount: 3,616.71

Description: Invoice Date: 01/14/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

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

10 0000 2620 000 0000 622 HS BLDG 3,616.71 N Final

Vendor ID: 100055 ALLIANT ENERGY Invoice Number: 20220207-0003 Amount: 46.61

Description: Invoice Date: 01/14/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

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

10 0000 2620 000 8270 622 BUS BARN 46.61 N Final

Vendor ID: 100055 ALLIANT ENERGY Invoice Number: 20220207-0004 Amount: 38.63

Description: Invoice Date: 01/14/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type: Checking Account ID: Check Number: Check Date:

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

10 0000 2620 000 0000 622 SPORTS COMPLEX 38.63 N Final

Vendor ID: 100445 ANDY'S MINI MART Invoice Number: 20220207 Amount: 4,171.09

Description: Invoice Date: 01/31/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00



10 9099 2237 100 4642 615 CHROMEBOOKS

1,151.95

N

Final

Vendor ID: 103885 CDW GOVERNMENT INC

PO Number: Invoice Number: R500453

Amount:

29.02

Description:

Checking Account ID:

Invoice Date: 01/28/2022 Due Date: 02/08/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Checking Account ID:

Check Number: Check Date:

In Full

Chart of Account Number Detail Description

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

Final

10 9099 2237 100 0000 618 MONITOR MOUNT

29.02

N

Final

Vendor ID: 100196 CITY OF RICEVILLE

PO Number: Invoice Number: 43643

Amount:

605.20

Description:

Checking Account ID:

Invoice Date: 01/20/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Checking Account ID:

Check Number: Check Date:

In Full

Chart of Account Number Detail Description

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

Final

10 0000 2620 000 0000 411 WATER

112.60

N

Final

10 0000 2620 000 0000 421 GARBAGE

375.00

N

Final

10 0000 2620 000 0000 411 SEWER

117.60

N

Final

Vendor ID: 100196 CITY OF RICEVILLE

PO Number: Invoice Number: 43644

Amount:

30.00

Description:

Checking Account ID:

Invoice Date: 01/20/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Checking Account ID:

Check Number: Check Date:

In Full

Chart of Account Number Detail Description

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

Final

10 0000 2620 000 0000 411 SEWER

17.50

N

Final

10 0000 2620 000 0000 411 WATER

12.50

N

Final

Vendor ID: 100196 CITY OF RICEVILLE

PO Number: Invoice Number: 43645

Amount:

47.08

Description:

Checking Account ID:

Invoice Date: 01/20/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Checking Account ID:

Check Number: Check Date:

In Full

Chart of Account Number Detail Description

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

Final

10 0000 2620 000 0000 411 WATER

21.04

N

Final

10 0000 2620 000 0000 411 SEWER

26.04

N

Final

Vendor ID: 100196 CITY OF RICEVILLE

PO Number: Invoice Number: 43646

Amount:

32.74

Description:

Checking Account ID:

Invoice Date: 01/20/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Checking Account ID:

Check Number: Check Date:

In Full

Chart of Account Number Detail Description

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

Final

10 0000 2620 000 0000 411 SEWER

18.87

N

Final

10 0000 2620 000 0000 411 WATER

13.87

N

Final

Vendor ID: 707437 CLAYTON RIDGE CSD

PO Number: Invoice Number: 20220207

Amount:

7,388.89

Description:

Checking Account ID:

Invoice Date: 01/21/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Checking Account ID:

Check Number: Check Date:

In Full

Chart of Account Number Detail Description

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

Final

10 0000 1100 100 0000 567 OPEN ENROLLMENT

7,048.00

N

Final

10 0000 1100 100 3116 567 TLC OPEN ENROLLMENT

340.89

N

Final

Vendor ID: 707691

CRESCO FITNESS CENTER

PO Number:

Invoice Number: 20220204

Amount:

315.00

Description: Sequence: 1 Check Type: Detail Description  
Chart of Account Number 10 0418 1100 100 0000 810 REWARD FOR ROOM DISPLACEMENT  
Invoice Date: 02/04/2022 Due Date: 02/04/2022 Status: A 1099 Amount: 0.00  
Check Number: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
315.00 N Final

Vendor ID: 707011 CROZIER, MIKE Amount: 110.00

Description: Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Date: 01/24/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 110.00  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
21 0000 1400 920 6710 345 OFFICIAL 55.00 55.00 N In Full  
21 0000 1400 920 6810 345 OFFICIAL 55.00 55.00 N Final

Vendor ID: 104466 CULLIGAN WATER CONDITIONING Amount: 46.00

Description: Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Date: 01/20/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
10 0000 2620 000 0000 680 SALT 46.00 N Final

Vendor ID: 707330 CWG CONSULTING Amount: 811.20

Description: Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Date: 01/15/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 811.20  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
10 0000 2320 000 0000 320 MILKAGE REIMB CONSULTING 811.20 N Final

Vendor ID: 707330 CWG CONSULTING Amount: 2,400.00

Description: Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Date: 01/15/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 2,400.00  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
10 0000 2320 000 0000 320 CONSULTING SERVICES 2,400.00 N Final

Vendor ID: 100140 DALCO Amount: 110.90

Description: Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Date: 01/19/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
10 0000 2620 000 0000 680 MULTI PURPOSE CLEANER 110.90 N Final

Vendor ID: 100140 DALCO Amount: 1,174.32

Description: Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Date: 01/19/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
10 0000 2620 000 0000 680 CUSTODIAL SUPPLIES 1,174.32 N Final

Vendor ID: 100140 DALCO Amount: 82.89

Description: Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Date: 02/07/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
10 0000 2620 000 0000 680 CUSTODIAL SUPPLIES 1,174.32 N Final

Chart of Account Number      Detail Description  
61 0000 3110 000 0000 618      PAPER TOWELS

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

Vendor ID: 100006      DFA DAIRY BRANDS CORPORTE LLC

PO Number:      Invoice Number: 116201437      Amount: 518.72

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

Invoice Date: 12/31/2021      Due Date: 02/07/2022      Status: A      1099 Amount: 0.00  
Check Number:      Check Date:  
Cost Center ID      Detail Amount      1099 Detail Amount Asset/Asset Tag      In Full  
518.72      N           Final

Vendor ID: 100006      DFA DAIRY BRANDS CORPORTE LLC

PO Number:      Invoice Number: 116201491      Amount: 700.94

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

Invoice Date: 01/12/2022      Due Date: 02/07/2022      Status: A      1099 Amount: 0.00  
Check Number:      Check Date:  
Cost Center ID      Detail Amount      1099 Detail Amount Asset/Asset Tag      In Full  
700.94      N           Final

Vendor ID: 100006      DFA DAIRY BRANDS CORPORTE LLC

PO Number:      Invoice Number: 116201555      Amount: 607.00

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

Invoice Date: 01/19/2022      Due Date: 02/07/2022      Status: A      1099 Amount: 0.00  
Check Number:      Check Date:  
Cost Center ID      Detail Amount      1099 Detail Amount Asset/Asset Tag      In Full  
607.00      N           Final

Vendor ID: 100006      DFA DAIRY BRANDS CORPORTE LLC

PO Number:      Invoice Number: 116201608      Amount: 312.92

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

Invoice Date: 01/28/2022      Due Date: 02/07/2022      Status: A      1099 Amount: 0.00  
Check Number:      Check Date:  
Cost Center ID      Detail Amount      1099 Detail Amount Asset/Asset Tag      In Full  
312.92      N           Final

Vendor ID: 100006      DFA DAIRY BRANDS CORPORTE LLC

PO Number:      Invoice Number: 116212171      Amount: 365.83

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

Invoice Date: 12/17/2021      Due Date: 02/07/2022      Status: A      1099 Amount: 0.00  
Check Number:      Check Date:  
Cost Center ID      Detail Amount      1099 Detail Amount Asset/Asset Tag      In Full  
365.83      N           Final

Vendor ID: 103932      DRECKMAN, BOB

PO Number:      Invoice Number: 20220207      Amount: 140.00

Description:  
Sequence: 1      Check Type:      Checking Account ID:  
Chart of Account Number      Detail Description  
21 0000 1400 920 6790 345      OFFICIAL

Invoice Date: 01/20/2022      Due Date: 02/07/2022      Status: A      1099 Amount: 140.00  
Check Number:      Check Date:  
Cost Center ID      Detail Amount      1099 Detail Amount Asset/Asset Tag      In Full  
140.00      N           Final

Vendor ID: 103631      EBERT, SHARY

PO Number:      Invoice Number: 20220207      Amount: 978.00

Description:  
Sequence: 1      Check Type:      Checking Account ID:  
Chart of Account Number      Detail Description  
10 0418 1100 100 3376 810      LANGUAGE AND CULTURE CLASS

Invoice Date: 01/31/2022      Due Date: 02/07/2022      Status: A      1099 Amount: 0.00  
Check Number:      Check Date:  
Cost Center ID      Detail Amount      1099 Detail Amount Asset/Asset Tag      In Full  
978.00      N           Final

Vendor ID: 707696 ENTERPRISE MEDIA GROUP Amount: 15.61

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

10 0000 2310 000 0000 613 LEGAL PUBLICATIONS

PO Number: Invoice Number: 7220 Amount:  
Invoice Date: 01/18/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
15.61 N Final

Vendor ID: 707696 ENTERPRISE MEDIA GROUP Amount: 85.37

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

10 0000 2310 000 0000 613 LEGAL PUBLICATIONS

PO Number: Invoice Number: 7286 Amount:  
Invoice Date: 01/28/2022 Due Date: 02/04/2022 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
85.37 N Final

Vendor ID: 707351 EVANS, KENDRA Amount: 64.60

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

10 0000 2700 000 0000 626 17.90 GAL GAS

PO Number: Invoice Number: 20220207 Amount:  
Invoice Date: 01/26/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
64.60 N Final

Vendor ID: 104496 FARMLAND HARDWARE Amount: 57.40

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

10 0000 2620 000 0000 680 CUSTODIAL SUPPLIES

61 0000 3110 000 0000 618 FS SUPPLIES

PO Number: Invoice Number: 21155 Amount:  
Invoice Date: 01/05/2022 Due Date: 02/04/2022 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
54.45 N Final  
2.95 N Final

Vendor ID: 707693 FORSYTH, BRADY Amount: 110.00

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6710 345 OFFICIAL

21 0000 1400 920 6810 345 OFFICIAL

PO Number: Invoice Number: 20220207 Amount:  
Invoice Date: 01/28/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 110.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
55.00 N Final  
55.00 N Final

Vendor ID: 104767 FREESEMAN, COLLIN Amount: 110.00

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6710 345 OFFICIAL

21 0000 1400 920 6810 345 OFFICIAL

PO Number: Invoice Number: 20220207 Amount:  
Invoice Date: 01/24/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 110.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
55.00 N Final  
55.00 N Final

Vendor ID: 707270 GILLETTE GROUP Amount: 181.39

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 950 7960 619 VENDING MACHINE SUPPLIES

PO Number: Invoice Number: 9272277 Amount:  
Invoice Date: 01/20/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
181.39 N Final

Vendor ID: 707270 GILLETTE GROUP

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

10 0000 1100 100 8031 618 POP

Checking Account ID:

PO Number: Invoice Number: 9272737

Invoice Date: 02/03/2022 Due Date: 02/04/2022 Status: A 1099 Amount: 0.00

Check Number: Check Date:

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

169.30 N Final

Amount: 169.30

Vendor ID: 707688 GOODALE, THERAN

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6790 345 OFFICIAL

Checking Account ID:

PO Number: Invoice Number: 20220207

Invoice Date: 01/20/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 140.00

Check Number: Check Date:

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

140.00 N Final

Amount: 140.00

Vendor ID: 102516 IASBO

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

10 0000 2510 000 0000 810 SPRING CONFERENCE

Checking Account ID:

PO Number: Invoice Number: 200008992

Invoice Date: 01/31/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

Check Number: Check Date:

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

195.00 N Final

Amount: 195.00

Vendor ID: 707609 INTERSTATE 35 COMMUNITY SCHOOL

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6790 815 WRESTLING ENTRY FEE

Checking Account ID:

PO Number: Invoice Number: 20220207

Invoice Date: 01/22/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

Check Number: Check Date:

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

100.00 N Final

Amount: 100.00

Vendor ID: 100031 IOWA ASSOCIATION OF SCHOOL BOARDS

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

10 0000 2310 000 0000 810 ISFLUC CONFERENCE

Checking Account ID:

PO Number: Invoice Number: iasbevt00027934

Invoice Date: 12/08/2021 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

Check Number: Check Date:

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

325.00 N Final

Amount: 325.00

Vendor ID: 706935 KANGAS, CHRIS

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6810 345 OFFICIAL

21 0000 1400 920 6710 345 OFFICIAL

Checking Account ID:

PO Number: Invoice Number: 20220207

Invoice Date: 01/18/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 110.00

Check Number: Check Date:

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

55.00 N Final

55.00 N Final

Amount: 110.00

Vendor ID: 707221 KANGAS, TMM

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 920 6810 345 OFFICIAL

21 0000 1400 920 6710 345 OFFICIAL

Checking Account ID:

PO Number: Invoice Number: 20220207

Invoice Date: 01/28/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 110.00

Check Number: Check Date:

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

55.00 N Final

55.00 N Final

Amount: 110.00

Vendor ID: 707289 KIBBLE EQUIPMENT

PO Number: Invoice Number: 2263128

Amount: 2,457.77



Description: Sequence: 1 Check Type: Detail Description  
Chart of Account Number 10 0000 2700 000 0000 671 OIL  
Checking Account ID: Invoice Date: 01/29/2022 Due Date: 02/04/2022 Status: A 1099 Amount: 0.00  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag 2,457.77 N Final

Vendor ID: 100007 MARTIN BROS DIST Amount: 227.24  
Description: Invoice Date: 10/04/2021 Due Date: 02/04/2022 Status: A 1099 Amount: 0.00  
Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Number: 9154227  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag 227.24 N Final  
10 0000 2213 100 3116 613 SUPRISE AND DELIGHT FOR STUDENTS

Vendor ID: 100007 MARTIN BROS DIST Amount: 25.99  
Description: Invoice Date: 01/13/2022 Due Date: 02/04/2022 Status: A 1099 Amount: 0.00  
Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Number: 9306671  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag 25.99 N Final  
61 0000 3110 000 0000 631 FOOD

Vendor ID: 100007 MARTIN BROS DIST Amount: 3,298.55  
Description: Invoice Date: 01/17/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00  
Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Number: 9311772  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag 58.78 N Final  
61 0000 3110 000 0000 618 NAPKINS 3,239.77 N Final  
61 0000 3110 000 0000 631 FOOD

Vendor ID: 100007 MARTIN BROS DIST Amount: 4,851.78  
Description: Invoice Date: 01/24/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00  
Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Number: 9321856  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag 4,267.92 N Final  
61 0000 3110 000 0000 631 FOOD 583.86 N Final  
61 0000 3110 000 0000 618 FS SUPPLIES

Vendor ID: 100007 MARTIN BROS DIST Amount: 95.02  
Description: Invoice Date: 01/24/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00  
Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Number: 9321857  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag 95.02 N Final  
10 0000 2620 000 0000 680 LAUNDRY DETERGENT

Vendor ID: 100007 MARTIN BROS DIST Amount: 4,384.54  
Description: Invoice Date: 01/31/2022 Due Date: 02/04/2022 Status: A 1099 Amount: 0.00  
Sequence: 1 Check Type: Checking Account ID: PO Number: Invoice Number: 9332837  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag 4,384.54 N Final  
61 0000 3110 000 0000 631 FOOD

Vendor ID: 104055 MASON CITY GLASS SERVICE Amount: 503.32  
Description: Invoice Date: 01/11/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00  
PO Number: Invoice Number: 31971  
Invoice Date: 01/11/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
36 0000 4600 000 0000 450 GLASS REPAIR

Checking Account ID:

Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
503.32 N

In Full  
Final

Vendor ID: 707424 MCELROY, MISSY

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description  
21 0000 1400 920 6710 345 OFFICIAL

Checking Account ID:

Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
50.00 N

In Full  
Final

Vendor ID: 707424 MCELROY, MISSY

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description  
21 0000 1400 920 6710 345 OFFICIAL  
21 0000 1400 920 6810 345 OFFICIAL

Checking Account ID:

Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
40.00 N  
40.00 N

In Full  
Final  
Final

Vendor ID: 707424 MCELROY, MISSY

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description  
21 0000 1400 920 6710 345 OFFICIAL  
21 0000 1400 920 6810 345 OFFICIAL

Checking Account ID:

Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
40.00 N  
40.00 N

In Full  
Final  
Final

Vendor ID: 707424 MCELROY, MISSY

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description  
21 0000 1400 920 6810 345 OFFICIAL

Checking Account ID:

Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
75.00 N

In Full  
Final

Vendor ID: 707376 METEOR EDUCATION LLC

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description  
36 0000 2640 000 0000 733 FURNITURE

Checking Account ID:

Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
1,916.65 N

In Full  
Final

Vendor ID: 707376 METEOR EDUCATION LLC

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description  
36 0000 2640 000 0000 733 FURNITURE

Checking Account ID:

Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
2,705.02 N

In Full  
Final

Vendor ID: 707376 METEOR EDUCATION LLC

Description:

Sequence: 1 Check Type:

Checking Account ID:

Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
2,705.02 N

In Full  
Final

Amount: 463.02

Chart of Account Number      Detail Description  
36 0000 2640 000 0000 733      CHAIRS

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

Vendor ID: 102291

NAPA

PO Number:

Invoice Number: 277171

Amount:

24.99

Description:  
Sequence: 1      Check Type:  
Chart of Account Number      Detail Description  
10 0000 2700 000 0000 618      PLIER CRIMP CUTTER

Checking Account ID:

Invoice Date: 01/03/2022      Due Date: 02/04/2022      Status: A      1099 Amount: 0.00  
Check Number:  
Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
24.99      N                Final

Vendor ID: 102291

NAPA

PO Number:

Invoice Number: 277794

Amount:

597.00

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

Checking Account ID:

Invoice Date: 01/19/2022      Due Date: 02/04/2022      Status: A      1099 Amount: 0.00  
Check Number:  
Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
597.00      N                Final

Vendor ID: 102291

NAPA

PO Number:

Invoice Number: 277891

Amount:

29.52

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

Checking Account ID:

Invoice Date: 01/21/2022      Due Date: 02/04/2022      Status: A      1099 Amount: 0.00  
Check Number:  
Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
29.52      N                Final

Vendor ID: 102291

NAPA

PO Number:

Invoice Number: 277958

Amount:

(3.10)

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

Checking Account ID:

Invoice Date: 01/24/2022      Due Date: 02/04/2022      Status: A      1099 Amount: 0.00  
Check Number:  
Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
(3.10)      N                Final

Vendor ID: 707260

NEBRASKA SCIENTIFIC

PO Number: 20739H

Invoice Number: 87151

Amount:

160.10

Description:  
Sequence: 1      Check Type:  
Chart of Account Number      Detail Description  
10 0109 1100 100 0000 612      SHEEP BRAIN ECONOMY GRADE  
10 0109 1100 100 0000 612      PRESERVED PAIL

Checking Account ID:

Invoice Date: 01/26/2022      Due Date: 02/07/2022      Status: A      1099 Amount: 0.00  
Check Number:  
Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
96.00      N                Final

10 0109 1100 100 0000 612      SHEEP BRAIN ECONOMY GRADE  
10 0109 1100 100 0000 612      PRESERVED  
10 0109 1100 100 0000 612      SHIPPING

Checking Account ID:

Invoice Date: 01/27/2022      Due Date: 02/07/2022      Status: A      1099 Amount: 0.00  
Check Number:  
Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
21.50      N                Final  
42.60      N                Final

Vendor ID: 707592

NELSON MEDIA COMPANY

PO Number:

Invoice Number: 207

Amount:

2,000.00

Description:  
Sequence: 1      Check Type:  
Chart of Account Number      Detail Description  
36 0000 4300 000 0000 451      VISEO MARKETING

Checking Account ID:

Invoice Date: 01/27/2022      Due Date: 02/07/2022      Status: A      1099 Amount: 0.00  
Check Number:  
Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
2,000.00      N                Final

Vendor ID: 707589

NORTH CENTRAL INTERNATIONAL

PO Number:

Invoice Number: X223005892:02

Amount:

1,401.42

Description:  
Sequence: 1      Check Type:  
Chart of Account Number      Detail Description  
36 0000 4300 000 0000 451      VISEO MARKETING

Checking Account ID:

Invoice Date: 01/20/2022      Due Date: 02/07/2022      Status: A      1099 Amount: 0.00  
Check Number:  
Cost Center ID      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
2,000.00      N                Final

Chart of Account Number      Detail Description  
10 0000 2700 000 0000 673      WINDOW ASSEMBLEY

Cost Center ID      Detail Amount      1099 Detail Amount Asset/Asset Tag      In Full  
1,401.42      N           Final

Vendor ID: 707339      NUEHRING, CALEB

PO Number:      Invoice Number: 20220207      Amount: 110.00  
Invoice Date: 01/24/2022      Due Date: 02/07/2022      Status: A      1099 Amount: 110.00

Description:      Checking Account ID:

Check Number:      Check Date:      In Full

Chart of Account Number      Detail Description  
21 0000 1400 920 6810 345      OFFICIAL  
21 0000 1400 920 6710 345      OFFICIAL

Cost Center ID      Detail Amount      1099 Detail Amount Asset/Asset Tag      In Full  
55.00      55.00 N           Final  
55.00      55.00 N           Final

Vendor ID: 707682      NUWAY K& H COOPERATIVE

PO Number:      Invoice Number: 682090      Amount: 9,676.16  
Invoice Date: 01/18/2022      Due Date: 02/07/2022      Status: A      1099 Amount: 0.00

Description:      Checking Account ID:

Check Number:      Check Date:      In Full

Chart of Account Number      Detail Description  
10 0000 2620 000 0000 623      LP

Cost Center ID      Detail Amount      1099 Detail Amount Asset/Asset Tag      In Full  
9,676.16      N           Final

Vendor ID: 100051      OMNITEL COMMUNICATIONS

PO Number:      Invoice Number: 20220207      Amount: 1,542.19  
Invoice Date: 02/01/2022      Due Date: 02/07/2022      Status: A      1099 Amount: 0.00

Description:      Checking Account ID:

Check Number:      Check Date:      In Full

Chart of Account Number      Detail Description  
10 0000 2320 000 0000 532      TELEPHONE  
10 0000 2320 000 0000 538      INTERNET

Cost Center ID      Detail Amount      1099 Detail Amount Asset/Asset Tag      In Full  
202.24      N           Final  
1,339.95      N           Final

Vendor ID: 100496      OSAGE COMMUNITY SCHOOL

PO Number:      Invoice Number: 20220207      Amount: 10,977.60  
Invoice Date: 02/01/2022      Due Date: 02/07/2022      Status: A      1099 Amount: 0.00

Description:      Checking Account ID:

Check Number:      Check Date:      In Full

Chart of Account Number      Detail Description  
10 9070 1200 214 3302 561      SP ED BILLING  
10 9070 1200 217 3303 561      SP ED BILLING

Cost Center ID      Detail Amount      1099 Detail Amount Asset/Asset Tag      In Full  
3,699.60      N           Final  
7,278.00      N           Final

Vendor ID: 104370      PEARCE, BRIAN

PO Number:      Invoice Number: 20220208      Amount: 110.00  
Invoice Date: 02/07/2022      Due Date: 02/08/2022      Status: A      1099 Amount: 110.00

Description:      Checking Account ID:

Check Number:      Check Date:      In Full

Chart of Account Number      Detail Description  
21 0000 1400 920 6810 345      OFFICIAL  
21 0000 1400 920 6710 345      OFFICIAL

Cost Center ID      Detail Amount      1099 Detail Amount Asset/Asset Tag      In Full  
55.00      55.00 N           Final  
55.00      55.00 N           Final

Vendor ID: 707266      PETE, HEIDI

PO Number:      Invoice Number: 20220207      Amount: 1,223.04  
Invoice Date: 01/31/2022      Due Date: 02/07/2022      Status: A      1099 Amount: 0.00

Description:      Checking Account ID:

Check Number:      Check Date:      In Full

Chart of Account Number      Detail Description  
10 9070 1200 217 3303 580      SP ED TRANSPORTATION

Cost Center ID      Detail Amount      1099 Detail Amount Asset/Asset Tag      In Full  
1,223.04      N           Final

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

PO Number:      Invoice Number: 20220207      Amount: 80.00  
Invoice Date: 01/19/2022      Due Date: 02/07/2022      Status: A      1099 Amount: 0.00

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

Checking Account ID:

Cost Center ID Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
80.00 N

In Full  
Final

Vendor ID: 100025 QUILL LLC

PO Number: Invoice Number: 22271265 Amount: 38.82  
Invoice Date: 01/12/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
10 0000 2310 000 0000 611 RECEIPT BOOKS

Checking Account ID:

Cost Center ID Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
38.82 N

In Full  
Final

Vendor ID: 100041 RICEVILLE LUMBER CO

PO Number: Invoice Number: 19245 Amount: 419.33  
Invoice Date: 01/13/2022 Due Date: 02/04/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
10 0418 1200 470 1118 612 WOOD TAG PROJECT

Checking Account ID:

Cost Center ID Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
419.33 N

In Full  
Final

Vendor ID: 100041 RICEVILLE LUMBER CO

PO Number: Invoice Number: 2201-013888 Amount: 112.50  
Invoice Date: 01/12/2022 Due Date: 02/04/2022 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
10 0109 1300 315 0000 612 PL YWOOD

Checking Account ID:

Cost Center ID Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
112.50 N

In Full  
Final

Vendor ID: 100041 RICEVILLE LUMBER CO

PO Number: Invoice Number: 2201-014039 Amount: 774.06  
Invoice Date: 01/18/2022 Due Date: 02/04/2022 Status: A 1099 Amount: 0.00

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

Checking Account ID:

Cost Center ID Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
774.06 N

In Full  
Final

Vendor ID: 100229 SCHOOL BUS SALES CO

PO Number: Invoice Number: 01PO20974 Amount: 278.70  
Invoice Date: 02/08/2022 Due Date: 02/08/2022 Status: A 1099 Amount: 0.00

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

Checking Account ID:

Cost Center ID Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
278.70 N

In Full  
Final

Vendor ID: 707513 SCHROEDER, MEL

PO Number: Invoice Number: 20220208 Amount: 110.00  
Invoice Date: 02/07/2022 Due Date: 02/08/2022 Status: A 1099 Amount: 110.00

Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
21 0000 1400 920 6710 345 OFFICIAL  
21 0000 1400 920 6810 345 OFFICIAL

Checking Account ID:

Cost Center ID Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
55.00 55.00 N 55.00 N

In Full  
Final  
Final

Vendor ID: 707447 SNAI

PO Number: Invoice Number: 20220207 Amount: 75.00  
Invoice Date: 02/07/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 0.00

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

Checking Account ID:

Cost Center ID Check Number: Check Date:  
Detail Amount 1099 Detail Amount Asset/Asset Tag

In Full

61 0000 3110 000 0000 810 ANNUAL DIRECTOR MEETING

75.00 N Final

Vendor ID: 707447 SNAI

PO Number: Invoice Number: 20220208 Amount: 150.00

Description:

Invoice Date: 02/08/2022 Due Date: 02/08/2022 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

61 0000 3110 000 0000 810 ANNUAL CONFERENCE

150.00 N Final

Vendor ID: 100633 SNIDER, CRAIG

PO Number: Invoice Number: 20220207 Amount: 25.00

Description:

Invoice Date: 01/24/2022 Due Date: 02/07/2022 Status: A 1099 Amount: 25.00

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 6790 815 WRESTLING ENTRY FEE

25.00 25.00 N Final

Vendor ID: 100282 ST ANSGAR COMMUNITY SCHOOL

PO Number: Invoice Number: 20220207 Amount: 18,942.71

Description:

Invoice Date: 01/21/2022 Due Date: 02/07/2022 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 9070 1200 214 3302 561 SP ED BILLING

18,942.71 N Final

Vendor ID: 100282 ST ANSGAR COMMUNITY SCHOOL

PO Number: Invoice Number: 20220207-0001 Amount: 100.00

Description:

Invoice Date: 01/11/2022 Due Date: 02/07/2022 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 0109 1100 100 0000 810 ENGINEERING DESIGN CONTEST

100.00 N Final

Vendor ID: 105037 STOCHL, RICH

PO Number: Invoice Number: 20220208 Amount: 110.00

Description:

Invoice Date: 02/07/2022 Due Date: 02/08/2022 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 6810 345 OFFICIAL

55.00 55.00 N Final

21 0000 1400 920 6710 345 OFFICIAL

55.00 55.00 N Final

Vendor ID: 707694 STUDIES WEEKLY

PO Number: 20737E Invoice Number: 427408 Amount: 229.12

Description:

Invoice Date: 02/07/2022 Due Date: 02/07/2022 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 SCIENCE STUDIES WEEKLY

229.12 N Final

Vendor ID: 100044 SUPERIOR WELDING SUPPLY CO

PO Number: Invoice Number: L4793972 Amount: 90.00

Description:

Invoice Date: 01/01/2022 Due Date: 02/07/2022 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 0109 1300 315 0000 612 ARGON

90.00 N Final

Vendor ID: 706777 TIMBERLINE BILLING SERVICE LLC

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

10 0000 2510 217 3303 351 MEDICAID BILLING

PO Number:

Invoice Date: 01/31/2022 Due Date: 02/04/2022 Status: A

Check Number: 23263 1099 Amount: 0.00

Amount:

514.51

Vendor ID: 707471 TIME MANAGEMENT SYSTEMS

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

36 0000 2239 000 0000 652 TIME CLOCK

PO Number:

Invoice Date: 02/01/2022 Due Date: 02/07/2022 Status: A

Check Number: 263469 1099 Amount: 0.00

Amount:

403.60

Vendor ID: 100004 TRUE VALUE

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

10 0000 2620 000 0000 680 RECEPACLE

PO Number:

Invoice Date: 01/13/2022 Due Date: 02/07/2022 Status: A

Check Number: 193019 1099 Amount: 0.00

Amount:

73.98

Vendor ID: 100004 TRUE VALUE

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

61 0000 3110 000 0000 618 MASKING TAPE

PO Number:

Invoice Date: 01/03/2022 Due Date: 02/07/2022 Status: A

Check Number: A192452 1099 Amount: 0.00

Amount:

9.58

Vendor ID: 100004 TRUE VALUE

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

10 0000 2620 000 0000 680 HARDWARE

PO Number:

Invoice Date: 01/04/2022 Due Date: 02/07/2022 Status: A

Check Number: A192529 1099 Amount: 0.00

Amount:

3.60

Vendor ID: 100004 TRUE VALUE

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

10 0000 2620 000 0000 680 RETURN

PO Number:

Invoice Date: 01/13/2022 Due Date: 02/07/2022 Status: A

Check Number: A193020 1099 Amount: 0.00

Amount:

(18.00)

Vendor ID: 100004 TRUE VALUE

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

10 0000 2620 000 0000 680 OCT & HANDY BOX

PO Number:

Invoice Date: 01/21/2022 Due Date: 02/07/2022 Status: A

Check Number: A193364 1099 Amount: 0.00

Amount:

6.96

Vendor ID: 100004 TRUE VALUE

Description:

Sequence: 1 Check Type:

Checking Account ID:

PO Number:

Invoice Date: 01/24/2022 Due Date: 02/07/2022 Status: A

Check Number: A193478 1099 Amount: 0.00

Amount:

17.16

Invoice Listing - Detail

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
10 0000 2620 000 0000 680	BOLT & GASKET	17.16	N			Final
<b>Vendor ID: 100004</b>	<b>TRUE VALUE</b>	<b>PO Number:</b>	<b>Invoice Number: A193542</b>	<b>Amount:</b>		<b>21.07</b>
Description:		Invoice Date: 01/25/2022	Due Date: 02/07/2022	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 0109 1300 315 0000 612	COUPLERS & TAPE	21.07	N			Final
<b>Vendor ID: 100004</b>	<b>TRUE VALUE</b>	<b>PO Number:</b>	<b>Invoice Number: B181633</b>	<b>Amount:</b>		<b>18.98</b>
Description:		Invoice Date: 01/03/2022	Due Date: 02/07/2022	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 0109 1300 315 0000 612	CUTTING WHEEL	18.98	N			Final
<b>Vendor ID: 100004</b>	<b>TRUE VALUE</b>	<b>PO Number:</b>	<b>Invoice Number: B181997</b>	<b>Amount:</b>		<b>5.49</b>
Description:		Invoice Date: 01/19/2022	Due Date: 02/07/2022	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 2620 000 0000 680	SEALANT	5.49	N			Final
<b>Vendor ID: 100004</b>	<b>TRUE VALUE</b>	<b>PO Number:</b>	<b>Invoice Number: B182149</b>	<b>Amount:</b>		<b>21.27</b>
Description:		Invoice Date: 01/26/2022	Due Date: 02/07/2022	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 2620 000 0000 680	NOTCHED & ADHESIVE	21.27	N			Final
<b>Vendor ID: 100004</b>	<b>TRUE VALUE</b>	<b>PO Number:</b>	<b>Invoice Number: B182159</b>	<b>Amount:</b>		<b>7.48</b>
Description:		Invoice Date: 01/26/2022	Due Date: 02/07/2022	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 2620 000 0000 680	CAP & PLUG	7.48	N			Final
<b>Vendor ID: 707509</b>	<b>UMB BANK N.A.</b>	<b>PO Number:</b>	<b>Invoice Number: 912223</b>	<b>Amount:</b>		<b>600.00</b>
Description:		Invoice Date: 01/12/2022	Due Date: 02/07/2022	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
36 0000 4600 000 0000 450	RAC PYMT	600.00	N			Final
<b>Vendor ID: 707456</b>	<b>UPPER IOWA CONFERENCE</b>	<b>PO Number:</b>	<b>Invoice Number: 20220207</b>	<b>Amount:</b>		<b>100.00</b>
Description:		Invoice Date: 01/28/2022	Due Date: 02/07/2022	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
21 0000 1400 920 6790 815	WRESTLING ENTRY FEE	100.00	N			Final





# Riceville Winter FAST Screening 2021-2022



## Greatest Growth

2nd grade students at or above benchmark increased by 10% in reading and 7% in math.

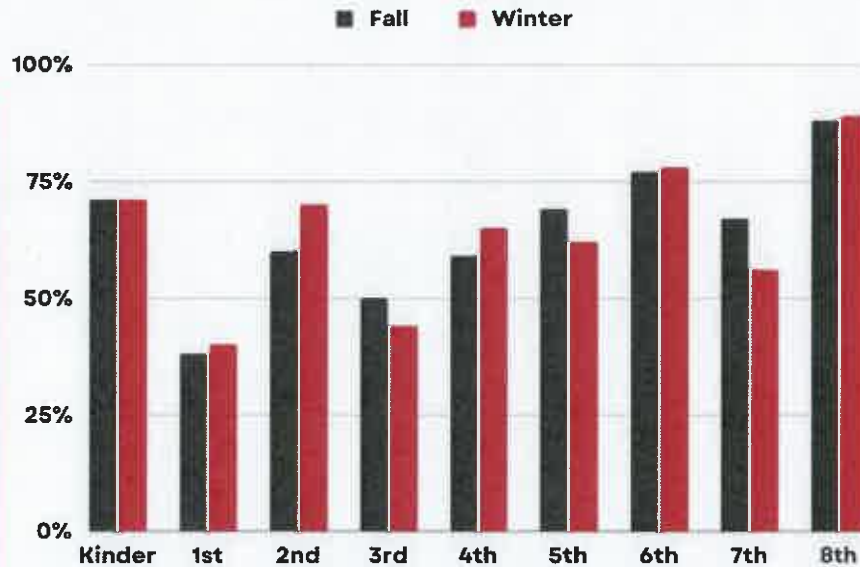
## Greatest Need

1st, 3rd, and 7th grade reading below 60% indicating classwide intervention needed.

4th-8th grade math below 60% and/or significant decrease from the fall.

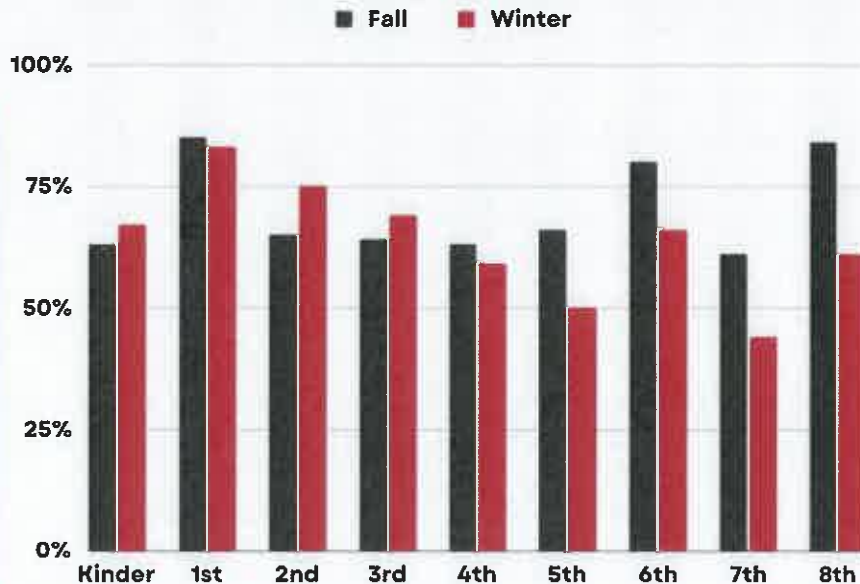
### READING

Percentage of students at or above benchmark.



### MATH

Percentage of students at or above benchmark.



Measures	STATE AVG	Riceville	Clarksville	Eastern Allamakee	Turkey Valley	St. Ansgar	Central Springs	Sumner Frederickburg	Denver	OSAGE	New Hampton	Jesup	Howard Winn
Enrollment	479,264	359	277	303	320	572	714	767	884	909	947	964	999
White	73.9	93.3	95.7	92.4	95	93.4	90.3	91.5	96.6	94.1	87.4	96.8	91.9
IEP	12.9	10.3	10.1	8.9	12.2	10.7	12.6	14.7	8	9.1	10.2	8.8	16.4
ELL	6.3	1.9	0	1	3.1	1.4	0	0.9	0.1	0.4	5.3	7.7	1.6
FRL	41.8	38.4	27.4	42.9	38.1	24	33.1	31.4	14.3	37	36.6	21	42.7
Conditions for Learning Composite	41.67	47.28	37.19	64.08	38.93	52.31	35.64	38.44	45.25	39.3	37.99	37.54	40.83
Graduation Rate 4-Years	91.81	100	100	97.37	100	93.02	97.73	95.65	100	98.61	98.7	95.71	94.9
Graduation Rate 5-Years	93.79	100	100	100	100	100	100	95.95	100	97.06	96.04	96	100
Assessment1 Participation ELA	97.85	99.14	100	100	99.58	100	99.41	99.28	99.83	99.36	100	100	99.87
Assessment1 Participation MATH	97.59	99.11	100	100	99.58	100	99.02	99.82	99.83	99.36	100	100	99.6
Percent Proficient ELA	68.95	55.04	72.63	78.89	79.04	82.29	75.23	67.22	88.69	76.4	73.87	70.47	70.18
Percent Proficient MATH	65.21	59.91	68.95	84.42	72.93	85.14	73.41	70.9	91.46	67.99	76.84	72.26	62.52
Average School Achievement ELA	50	48.25	49.83	51.6	52.25	52.9	51.46	49.56	55.78	50.64	50.04	50.25	49.64
Average School Achievement MATH	50	47.28	50.02	54.27	51.15	53.91	52.02	50.48	58.25	49.41	51.05	51.17	49.02
Post-secondary readiness Index Composite	50												
Post-secondary readiness Index ACT or SAT Participation	62.99	40.91	64	50	55.56	66.67	52.38	60.87	72	60.27	57.99	56.67	56.38
Post-secondary readiness Index ACT or SAT Success	45.41				45	46.15	45.45	39.29	66.67	59.09	45.45	50	45.28
Post-secondary index College level, postsecondary or advanced coursework	78.03	100	88	100	86.11	76.92	85.71	73.91	86	89.04	81.58	71.67	94.68
Post-secondary readiness Index Career & Technical Education	63.59	90.21	88	76.32	94.44	97.44	73.81	95.65	62	84.93	75	98.33	45.74
Progress toward ELP Composite	52.13									84.93	48.48	64.52	
Growth ELA	50	53.5	47	46	61	53	49	50	64	55	50	51	49
Growth MATH	50	50	51	51	44	61	59	55	71	50.5	55	59	44.5
Elementary												33.21	
Elementary												45.65	
Elementary							49.8	49.01				40.82	
Elementary		52.17	53.92	82.65	63.11	55.65	59.15	54.04	65.96	56.38	51.67	59.01	54.59
MS				55.26		63.65	59.69	54.29	60.6	58.74	60.31	57.32	
HS		56.14	56.85	60.31	57.5	61.81	61.41	58.1	62.84	56.95	57.8	58.82	54.73

High Performing 60-61-66.30

Commendable 54.91-60.60

Acceptable 49.21-54.90

Needs Improvement 43.96-49.20

## COMPULSORY ATTENDANCE

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board.

Students will attend the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 170 days or 1080 hours. Students not attending the minimum days must be exempted by this policy as listed below or referred to the County Attorney. Exemptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious service or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving independent private instruction; or,
- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal or other school official will investigate the cause for a student's truancy. If the principal or other school official is unable to secure the truant student's attendance, the principal or other school official should discuss the next step with the school board. If after school board action, the student is still truant, the principal or other school official will refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Legal Reference: Iowa Code §§ 259A; 279.10-.11; ch. 299; 299A (2011).  
441 I.A.C. 41.25(8).  
1978 Op. Att'y Gen. 379

Cross Reference: 501 Student Attendance  
601.1 School Calendar  
604.1 Competent Private Instruction

Approved: November 14, 1991 Reviewed: June 15, 2015 Revised: April 20, 2015

## District Attendance Guidelines

**E = Excused Absence-** Absences with an OFFICIAL SLIP produced such as a medically documented illness, medically documented appointment, funeral of a family member, court appearances, school-sponsored activities, or other absences approved by the building principal. There is no limit to the number of excused absences a student may have in a school year.

**V = Verified Absence-** Parent provides written or verbal information to the school of students absence. Students are allowed 6 verified absences per school year.

**U= Unexcused absence-** any student, who after 6 verified absences, does not have an excused absence, any student who skips a portion of the school day without a parent providing information (not excused; not verified), any student who sleeps in or is late to school.

The parent may verify their student from school for a total of 6 days. Beyond 6 days, the student must have an excused absence with appropriate documentation or steps toward medication for excessive absenteeism will take place.

Steps toward medication for excessive absenteeism begins when:

Three (3) unexcused or a combination of six (6) unexcused and verified absences will start this process and a referral to the County Attorney can be made at any time.

### **Level 1**

When the absence experienced by a student are determined to be excessive (3 unexcused or a combination of 6 unexcused and verified absences), or of such frequency, that school staff is concerned that the success of the student is truly in jeopardy, a notice of "Excessive Absence" shall be sent to the parent/guardian.

### **Level 2**

If the actions in level 1 do not resolve the student's excessive absences, an additional notice of "Excessive Absence" shall be sent to the parent/guardian. Students in grades 6-12 will write a corrective plan of action, including goals, timeframes and strategies.

### **Level 3**

If the actions taken in level 2 do not resolve the student's excessive absences and the student has 6 unexcused or a combination of 12 verified and unexcused absences, the parent/guardian will be notified and a meeting will be scheduled with the parent/guardian and the school personnel ( principal, counselor, and/or teachers) to discuss absenteeism. The meeting will include the student's academic progress, attendance history and procedures (agreed to by the participants) to improve attendance.

**Level 4**

\_\_\_\_\_ If the actions taken in level 3 does not resolve the student's excessive absences and the student has 9 unexcused or a combination of 15 verified and unexcused absences, the school will make a referral to the County Attorney for mediation.

## ROLE OF AND GUIDING PRINCIPLES FOR EMPLOYEES

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

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

Board policies in this series relating to general employees shall apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from the policy **or a more specific policy is in the 300 series..** Classified employees' policies included in this series shall apply to positions that do not fall within the definition of licensed employee.

Approved: \_\_\_\_\_ Reviewed: April 21, 2008 Revised: July 21, 2014

## EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

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

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

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



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

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

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

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

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

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

Approved: March 18, 2013   Reviewed: \_\_\_\_\_   Revised: July 21, 2014

### EMPLOYEE CONFLICT OF INTEREST

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

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

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

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

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

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

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

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

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

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

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

Approved: October 19, 2009 Reviewed: \_\_\_\_\_ Revised: July 21, 2014

## NEPOTISM

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

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

*Note: School district employment of more than one family member is permissible by law. School districts, however, have the discretion to prohibit the hiring of family members. Boards that choose to prohibit nepotism should do so in board policy.*

*Boards that permit nepotism may want to add certain requirements of hiring a family, such as requiring boards approval prior to hire. It is recommended that one family member not be allowed to supervise or evaluate another family member unless the superintendent or board approves it. This policy is written to permit nepotism and, upon approval of the superintendent, one family member May supervise another. The clause in brackets can be added to the policy if the board also wants to approve the supervisory issue.*

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

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

Approved: \_\_\_\_\_ Reviewed: April 21, 2008 Revised: July 21, 2014

## EMPLOYEE COMPLAINT

Complaints of employees against fellow employees should be discussed directly between employees **as appropriate for the nature of the complaint**. ~~If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students, or outside persons.~~ **Complaints should be made in a constructive and professional manner. Complaints should generally not be made in the presence of other employees, students or outside persons.**

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

**If the complaints cannot be resolved, the employee may discuss the matter with their immediate supervisor. If the matter cannot be resolved in \_\_\_\_ days of speaking with the immediate supervisor, the employee may discuss it with the principal within \_\_\_\_ days of the supervisor's decision. If the matter cannot be resolved by the principal, the employee may discuss it with the superintendent within \_\_\_\_ days after speaking with the principal.**

**If the matter is not satisfactorily resolved by the superintendent, the employee may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider or take action on any complaint.**

**This policy is designated to create an appropriate process for pursuing general employee complaints. However, employees wishing to address a complaint on a topic with more specialized procedures such as master contract grievances, or bullying or harassment claims should follow the appropriate process set forth in the master contract, employee handbook or other board policies specific to that topic.**

Legal Reference: Iowa Code §§ 20; 279.8

Cross Reference: 210.8 Board Meeting Agenda

Approved: March 18, 2013 Reviewed: \_\_\_\_\_ Revised: July 21, 2014

## EMPLOYEE RECORDS

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

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

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

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

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

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

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

Approved: \_\_\_\_\_ Reviewed: \_\_\_\_\_ Revised: July 21, 2014

### EMPLOYEE RECORDS REGULATION

1. Employee personnel records may contain the following information:

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

2. Employee health and medical records are kept in a file separate from the employee's personal records.

Health and medical records may contain, but are not limited to

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

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

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

### Applicant File Records Content

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

- Application for employment.
- Resume.
- References.
- 1. Evidence of appropriate license or certificate, if necessary for the position for which the individual applied.
- Affirmative action form, if submitted.

### Record Access

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

### Employee Record Retention

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

Approved: \_\_\_\_\_ Reviewed: \_\_\_\_\_ Revised: July 21, 2014



**LIMITATIONS TO EMPLOYMENT REFERENCES**

The district believes in taking appropriate measures to promote the Health and Welfare of all students. Any School employee, contractor, or agent shall not assist another school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative personnel files, if the individual or agency knows, or has probable cause to believe, that such school employee, contractor, or agent engage in sexual misconduct regarding a minor or student in violation of the law.

This limitation does not apply if the matter has been properly reported to law enforcement in any other regulatory authorities required by law, and either:

- The matter has been officially closed by the law enforcement agency;
- the individual is acquitted or otherwise exonerated of the alleged misconduct; or
- more than four years have passed since the case was opened, and no charges or indictment have been filed.

**Legal Reference:** 20 U.S.C. §7926  
381. I.A.C. 12.3(14)

**Cross Reference:** 401.5 Employee Records  
402.2 Child Abuse Reporting  
402.3 Abuse of Students by School District Employees  
405.2 Licensed Employee Qualifications, Recruitments, Selection  
411.2 Classified Employee Qualifications, Recruitments, Selection

**Approved:** \_\_\_\_\_

**Reviewed:**

**Revised:**

## EMPLOYEE TRAVEL COMPENSATION

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

### Travel Outside the School District

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

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

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

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

Pre-approved expenses for transportation within three-hundred miles of the school district administrative office will be by automobile. If a school district vehicle is not available, the employee will be reimbursed **at the Internal Revenue Service standard mileage rate. .52-cents per mile. Travel to/from home or work is never a reimbursable travel expense. [Pre-approved expenses for transportation outside of three-hundred miles of the school district administrative office may be a public carrier. Reimbursement for air travel will be at the tourist class fares. Should an employee choose to travel by automobile, reimbursement will be limited to the cost of a Class "C" rental car at a medium-priced agency unless the number of people traveling on behalf of the school district warrants a larger vehicle.] Travel costs for a spouse or anyone other than the district employee shall be a personal expense not reimbursed by the district.**

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

#### Travel Within the School District

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

**Travel allowances within the district will be provided only after board approval.** Employees who are allowed a **within an in-school** district travel allowance will have the amount of the allowance actually received during a calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code.

#### Use of District-Owned Vehicles

**Certain district employment positions may require and extensive travel. Due to the required duties of these positions, the district may provide certain positions with use of district-own vehicles. Employees who utilize district-owned vehicles during the course of their job duties are fulfilling the public purpose of meeting the needs of your educational community in an efficient, and time-sensitive manner. District-owned vehicles are purchased and maintained with public money and must be used strictly in accordance with fulfilling a public purpose. These vehicles represent the district in carrying out its educational mission. Therefore, district-owned vehicles will be clearly marked at all times to identify the district.**

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

**Note: This policy contains auditor's requirements for the travel compensation policy, including incidental vehicle use, reimbursement by employees for personal use, travel between attendance centers and taxation of additional compensation. As a result, most of the language of the policy is mandatory. The paragraphs in brackets that address specific limitations for expenditures are optional.**

Legal Reference: Iowa Constitution, Art III § 31.  
Iowa Code §§ 70A.9-.11.

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

Approved: August 20, 1992 Reviewed: April 21, 2008 Revised: July 21, 2014

## RECOGNITION FOR SERVICE OF EMPLOYEES

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

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

*NOTE: BEcause of the constitutional limitations on the use of public funds, it is questionable whether a school district can use public funds for recognition of employees. School districts that have a practice of recognizing resigning or retiring employees should have a board policy , and the superintendent should document why a certain expenditure is appropriate.*

Legal Reference: Iowa Const. Art. III, § 31.  
Iowa Code § 279.8.

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

Approved: \_\_\_\_\_ Reviewed: \_\_\_\_\_ Revised: July 21, 2014

EMPLOYEE POLITICAL ACTIVITY

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

Violation of this policy may be grounds for disciplinary action.

***Note: This policy is required by federal law.***

Legal Reference: Iowa Code §§ 55; 279.8.

Cross Reference: 409.2 Employee Leave of Absence

Approved: \_\_\_\_\_ Reviewed: \_\_\_\_\_ Revised: July 21, 2014

**CREDIT AND PROCUREMENT CARDS**

Employees may use school district credit cards **and/or procurement cards (p-cards)** for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, **travel expenses related to professional development or fulfillment of required job duties**, fuel for school district transportation vehicles used for transporting students to and from school for school-sponsored events, payment of claims related to professional development of the board and employees, and other expenses required by employees and the board in the performance of their duties.

Employees and officers using a school district credit card must submit a detailed **itemized** receipt in addition to a credit **or procurement** card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt will make the employee responsible for expenses incurred. Those expenses are reimbursed to the school district no later than ten working days following use of the school district's credit **or procurement** card. In exceptional circumstances, the superintendent or board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

The school district may maintain a school district credit **or procurement** card for actual and necessary expenses incurred by employees and officers in the performance of their duties. The superintendent may maintain a school district credit **or procurement** card for actual and necessary expenses incurred in the performance of the superintendent's duties. The transportation director may maintain a school district's credit card for fueling school district transportation vehicles in accordance with board policy.

It is the responsibility of the superintendent to determine whether the school district credit **or procurement** card use is for appropriate school business. It is the responsibility of the board to determine through the audit and approval process of the board whether the school district credit card used by the superintendent and the board is for appropriate school business.

The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses and use of a school district credit **or procurement** card. The administration regulations will include the appropriate forms to be filed for obtaining a credit card.

Note: This is a mandatory policy. School districts that have credit cards must have a board policy. School districts that have only a gasoline credit card should amend this policy to reflect their practice.

Legal Reference: Iowa Constitution, Art. III, § 31.  
Iowa Code §§ 279.8, .29, .30.  
281 I.A.C. 12.3(1).

Cross Reference: 216.3 Board of Directors' Member Compensation and Expenses  
401.7 Employee Travel Compensation

Approved: Sept. 15, 2011 Reviewed: \_\_\_\_\_ Revised: August 18, 2014

## EMPLOYEE ORIENTATION

Employees must know their role and duties. New employees may be required to participate in an orientation program for new employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the business manager. Regular employees ineligible for the school district's group health plan will be given information regarding where they can obtain health care or health care information.

Note: This is not a required policy. Boards that adopt this policy must ensure that it is followed. The sentence implementing the access to health care rules is the last sentence.

Legal Reference: Iowa Code §§ 20; 279.8.  
191 I.A.C. 74.

Cross Reference: 404 Employee Conduct and Appearance  
406 Licensed Employee Compensation and Benefits  
412 Classified Employee Compensation and Benefits

Approved: March 18, 2013 Reviewed: \_\_\_\_\_ Revised: August 18, 2014



## EMPLOYEE USE OF CELL PHONES

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the school district and to help ensure safety and security of people and property while on School district property or engaged in school-sponsored activities.

**Employees may possess and use cell phones during the school day as outlined in this policy and as provided in the administrative regulation developed by the superintendent. Employees should not use cell phones for personal business while on-duty, including staff development times, parent-teacher conferences, etc., except in the case of an emergency or during prep time or break/lunch times. Employees, except for bus drivers, see below, are prohibited from using cell phones while driving except in the case of an emergency and any such use must comply with applicable state and federal law and district policies and regulations.**

**Cell phones are not to be used for conversations involving confidential student or employee information.**

**School bus drivers are prohibited from using any communication device while operating the bus except in the case of an emergency, or to call for assistance, after the vehicle has been stopped. Any such use must comply with applicable state and federal law and district policies and regulations.**

**Certain positions within the district may require the regular use of cell phones to conduct district business. These employees may purchase and/or maintain cell phones and related equipment, at their own expense, to make themselves accessible to the district and to conduct district business more efficiently. The superintendent has discretion to determine which district positions qualify for a cell phone allowance. The monthly cell phone allowance amount shall be established by the superintendent and/or the board. Employees who utilize their personal cell phones shall do so in accordance with this policy and accompanying procedures. The cell phone allowance is neither permanent nor guaranteed. The district reserves the right to rescind the allowance at any time for a violation of district policy or regulation or for any other reason.**

Employees violating the policy will be subject to discipline, up to and including, discharge. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Internal Revenue Comment Notice, 2009-46,  
[http://www.irs.gov/irb/2009-23\\_IRB/ar07.html](http://www.irs.gov/irb/2009-23_IRB/ar07.html)  
Iowa Code § 279.8, 3231.276 (2011)

Cross Reference: 406 Licensed Employee Compensation and Benefits  
412 Classified Employee Compensation and Benefits  
707.5 Internal Controls

Approved: March 18, 2013 Reviewed: \_\_\_\_\_ Revised: August 18, 2014

## EMPLOYEE USE OF CELL PHONES REGULATION

### Cell Phone Usage

1. Cell phones shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-service, or other events where there exists a responsible expectation of quiet attentiveness unless there is a reason of personal health or safety involved.
2. Cell phones should not be used to transmit confidential information either verbally or written.
3. Employees are prohibited from using a cell phone while driving, unless in the case of an emergency, unless the vehicle has come to a complete stop.

### Cell Phone Business Procedures

School district employees may be reimbursed for use of privately owned cell phones to conduct school district business in accordance with board policy and this regulation, with prior approval of the superintendent.

1. Requests for reimbursement for authorized use of employee owned cell phones are to be submitted on school district provided forms accompanied by a copy of the billing statement with the school district business related calls highlighted. A notation for each highlighted entry, indicating the nature of the call is required. The employee's immediate supervisor must sign-off on the billing statement verifying the calls were school district related. School district reimbursement for authorized use of employee owned cell phones will be made in conformance with school district payment procedures. Requests for reimbursement, including the highlighted billing statement must be submitted within thirty (30) days of the end of the period for which reimbursement is requested. Requests submitted after the reimbursement deadline has passed will be denied.

Approved: March 18, 2013 Reviewed: \_\_\_\_\_ Revised: August 18, 2014

#### STAFF TECHNOLOGY USE/ SOCIAL NETWORKING

Computers are a powerful and valuable education and research tool and, as such, are an important part of the instructional program. In addition, the school district depends upon computers as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the board's expectations in regard to these different aspects of the school district's computer resources. Employees must conduct themselves in a manner that does not disrupt from or disrupt the educational process and failure to do so will result in discipline, up to and including, discharge.

#### General Provisions

The superintendent is responsible for designing a technology coordinator who will oversee the use of school district computer resources. The technology coordinator will prepare in-service programs for the training and development of school district staff in computer skills, appropriate use of computers and for the incorporation of computer use in subject areas.

The superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's computer resources. The school district will make every reasonable effort to maintain the security system. All users of the school district's computer resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including discharge, as well as suspension and/or revocation of computer access privileges.

Usage of the school district's computer resources is a privilege, not a right, and that entails responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific content within the information confidential is determined on a case by case basis. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's computer network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.

The superintendent, working with the appropriate staff, shall establish procedures governing management of computer records in order to exercise appropriate control over computer records, including financial, personnel and student information. The procedures will address:

- Passwords,
- System Administration,
- Separation of Duties,
- Remote Access,
- Data Back-up (including archiving e-mail),
- Record Retention, and
- Disaster Recovery plans.

### Social Networking or Other External Web Sites

For purposes of this policy any web site, other than the school district web site or school-school district sanctioned web sites, are considered external web sites. Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees shall not use the school district logos, images, iconography, etc. on external web sites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee's job. Employees, students, and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students, and volunteers who don't want school administrators to know their personal information, should refrain from exposing it on the Internet. *[Employees should not connect with students via external web sites without consent of the superintendent.]* Employees, who would like to start a social media site for school district sanctioned activities, should contact the superintendent.

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

Legal Reference: Iowa Code § 279.8 (2013).  
281 I.A.C. 25, .26

Cross Reference: 104 Anti-Bullying/Harassment  
306 Administrator Code of Ethics  
401.11 Employee Orientation  
407 Licensed Employee Termination of Employment  
413 Classified Employee Termination of Employment  
605 Instructional Materials

Approved: \_\_\_\_\_ Reviewed: August 18, 2014 Revised: \_\_\_\_\_

## STAFF TECHNOLOGY USE REGULATION

### General

The following rules and regulations govern the use of the school district's computer network system, employee access to the Internet, and management of computerized records;

- Employees will be issued a school district e-mail account. **Passwords must be changed periodically.**
- Each individual in whose name an access is issued is responsible at all times for its proper use.
- Employees are expected to review their e-mail regularly throughout the day, and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide.
- Communications with parents and/or students must be made on a school district computer, unless in the case of an emergency, and should be saved and the school district will archive the e-mail records according to procedure developed by the technology coordinator.
- Employees may access the Internet for education-related and/or work-related activities.
- Employees shall refrain from using computer resources for personal use, including access to social networking sites.
- Use of school district computers and school e-mail address is a public record. Employees cannot have an expectation of privacy in the use of the school district's computer.
- Use of computer resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline, up to and including discharge.
- Use of the school district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Off-site access to the school district computer network will be determined by the superintendent in conjunction with appropriate personnel.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district computer use guidelines may be denied access to the school district's network.

### Prohibited Activity and Uses

The following is a list of prohibited activity for all employees concerning use of the school district's computer network. Any violation of these prohibitions may result in discipline, up to and including discharge, or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising, or personal gain.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district computer network. *See policy 605.7, Use of Information Resources* for more information.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material
- Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others.
- Use of another's account or password.
- Attempting to read, delete, copy, or modify the electronic mail (e-mail) of others system users.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using network to send anonymous messages or files.
- Revealing the personal address, telephone number or other personal information on oneself or another person
- Using the network for sending and/or receiving personal messages.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal disks on the school district's computers and/or network without the permission of the superintendent or principal.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette

#### Other Technology Issues

Employees with personal cell phones should not be using the phones for school district business. Employees should contact students and their parents through the school district computer or phone unless in the case of an emergency or with prior consent of the principal. Employees should not release their cell phone number, personal e-mail address etc. to students or their parents. Employees, who are coaches or sponsors of activities may create a text list of students and parents in order to communicate more effectively as long as the texts go to all students and the principal is included in the text address list.

## Employee Expression

The board believes the district has an interest in maintaining an orderly and effective work environment while balancing employees' First Amendment rights to freedom of expression and diverse viewpoints and beliefs. When employees speak within their official capacity, their expression represents the district and may be regulated. The First Amendment protects a public employee's speech when the employee is speaking as an individual citizen on a matter of public concern. Even so, employee expression that has an adverse impact on district operations and/or negatively impacts an employee's ability to perform their job for the district may still result in disciplinary action up to and including termination.

Employees who use social media platforms are encouraged to remember that the school community may not be able to separate employees as private citizens, from their role within the district. Employee expression on social media platforms that interferes with the district's operations or prevents the district from functioning efficiently and effectively may be subject to discipline up to and including termination.

A district employee who acts to protect a student for engaging in free expression or who refuses to infringe on students engaging in free expression; and who is acting within the scope of their professional ethics will not be retaliated against or face any adverse employment action based on their behavior provided that expression is otherwise permitted by law and board policy.

If the board or court finds an employee that is subject to licensure, certification or authorization by the Board of Educational Examiners discriminated against a student or other co-employee, the board will refer the employee to the Board of Educational Examiners for additional proceedings as required by law and which may result in discipline up to and including termination.

***Note: This is a mandatory policy required by Iowa Code ch. 279.73.***

Legal Reference:

U.S. Const. Amend. I

Iowa Code ~~55~~ 279.73; 280.22

Cross Reference:

502.3 Student Expression

504.3 Student Publications

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## RELEASE OF CREDIT INFORMATION

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

It is the responsibility of the board secretary or superintendent to respond to inquiries from creditors.

*NOTE: This policy lists the information the school district will release to a credit agency without prior notice to the employee. The items listed are all public records and can be disclosed without prior notice. Prior to releasing other information, a school district must get consent from the employee. It is recommended that this consent be written.*

Legal Reference: Iowa Code §§ 22.7; 279.8 (2013).

Cross Reference: 401.5 Employee Records

Approved: March 18, 2013 Reviewed: \_\_\_\_\_ Revised: August 18, 2014



## CHILD ABUSE REPORTING

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. ~~Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.~~ **All licensed school employees, teachers, coaches and paraeducators are mandatory reporters as provided by law and are to report alleged incidents of child abuse they become aware of within the scope of their professional duties.**

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter ~~will orally or in writing notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified. Within forty-eight hours of the oral report, the mandatory reporter will file a written report with the Iowa Department of Human Services.~~ **shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.**

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous five years. The course will be re-taken at least every five years.

***NOTE: All mandatory reporter training certificates issued prior to July 1, 2019 remain effective for five years. Once this certificate expires, subsequent training certificates will be valid for three years.***

***NOTE: For more information, please visit the "Report Abuse and Fraud" section of the Iowa Department of Human Services' website, located at <http://dhs.iowa.gov/report-abuse-and-fraud>.***

***NOTE: Please remember there are two types of reporters identified in Iowa law: mandatory reporters and permissive reporters. Mandatory reporters are those individuals who are required by law to report suspected incidents of child abuse when they become aware of such incidents within the scope of their employment or professional responsibilities. Permissive reporters are not required by law to report abuse, but may choose to report to the Iowa Department of Human Services. While all licensed school employees, teachers, coaches and paraeducators are mandatory reporters within the scope of their profession, they are considered permissive reporters outside the scope of their profession.***

Legal Reference: Iowa Code §§ 232.67-.77; 232A; 235A; 280.17 (2013).  
441 I.A.C. 9.2; 155; 175.  
1982 Op. Att’y Gen. 390, 417.  
1980 op. Att’y Gen. 175.

Cross Reference: 402.3 Abuse of Students by School District Employee  
502.9 Interviews of Students by Outside Agencies  
507 Student Health and Well-Being

Approved: March 18, 2013 Reviewed: \_\_\_\_\_ Revised: August 18, 2014

## ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

*NOTE: This policy is a reflection of current Iowa law regarding abuse of students by school district employees. Refer to the Iowa Department of Education training manual for supporting materials and forms.*

*<https://www.educateiowa.gov/sites/files/ed/documents/Ch102-Handbook-REV-April-2018.pdf>*

*The last sentence of the third paragraph is mandatory in the law and is an item in the DE accreditation report.*

Legal Reference: Iowa Code §§ 232.67; .70, .73, .75; 235A; 272A; 280.17 709; 728.12(1) (2013).  
281 I.A.C. 12.3(6), 102; 103.  
441 I.A.C. 155; 175.  
1980 Op. Att'y Gen. 275.

Cross Reference: 104 Bullying/Harassment  
402.2 Child Abuse Reporting  
503.5 Corporal Punishment

Approved: March 18, 2013 Reviewed: \_\_\_\_\_ Revised: August 18, 2014

## GIFTS TO EMPLOYEES

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

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

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

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

- Contributions to a candidate or a candidate’s committee;
- Information material relevant to an employee’s official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the employee;
- Items received from a charitable, professional, educational or business organization to which the employee belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member’s status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of an employee 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 employee 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 during one calendar day;
- ~~Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes~~ **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 or solicited by or given for the same purposes to~~ **that is sponsored and directed by any state, national or regional government organization whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting, 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 other than food, beverages, travel and lodging received by an employee 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 employee;
- Gifts which are given to an employee for the employee's wedding or twenty-fifth or fiftieth wedding anniversary;
- 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;
- Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting; or
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal 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, an employee as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of an employee 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 employee has participation or presentation responsibilities;

- A non monetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the Iowa department of general services; or
- A payment made to an employee for services rendered as part of a private business, trade or profession in which the employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as an employee of the district, but, rather, because of some special expertise or other qualification.

It is the responsibility of each employee to know when it is appropriate to accept or reject gifts or an honorarium.

***Note: This policy is a reflection of the current Iowa law regarding gifts to school district employees.***

Legal Reference: Iowa Code ch. 68B (2013).  
1972 Op. Att'y Gen. 276.  
1970 Op. Att'y Gen. 319.

Cross Reference: 217 Gifts to Board of Directors  
401.2 Employee Conflict of Interest  
704.4 Gifts-Grants-Bequests

Approved: March 18, 2013 Reviewed: \_\_\_\_\_ Revised: \_\_\_\_\_

**PUBLIC COMPLAINTS ABOUT EMPLOYEES**

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to 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 board action however, the following should be completed:

- (a.) Matters should first be addressed to the teacher or employee
- (b.) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for licensed employees and the superintendent for classified employees.
- (c.) Unsettled matters regarding licensed employees 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. To bring a concern regarding an employee, the individual may be notify the board president in writing, who may bring it to the attention of the entire board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy 214.1.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only do so if they are in writing, signed, and the complaint has complied with this policy.

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

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

Approved: March 18, 2013 Reviewed: \_\_\_\_\_ Revised: August 18, 2014

## EMPLOYEE OUTSIDE EMPLOYMENT

The board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full-time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment.

It is the responsibility of the superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the superintendent and the employee's immediate supervisor, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position within the school district.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district.

Legal Reference: Iowa Code §§ 20.7; 279.8 (2013).

Cross Reference: 401.2 Employee Conflict of Interest  
408.3 Licensed Employee Tutoring

Approved: March 18, 2013 Reviewed: \_\_\_\_\_ Revised: August 18, 2014



## EMPLOYEE PHYSICAL EXAMINATIONS

**The Riceville Community School District believes good health is important to job performance. School bus drivers will present evidence of good health upon initial hire and every other year in the form of a physical examination report, unless otherwise required by law or medical opinion. ~~Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations, when required to do so, at the expense of the school district.~~ [ All other employees shall present evidence of good health, in the form of a post-offer, pre-employment physical examination report ].**

The cost of the initial examination will be paid by the Riceville Community School District. The form indicating the employee is able to perform the duties, **with or without reasonable accommodation**, for which the employee was hired must be returned prior to **the performance of duties.** ~~payment of salary.~~ The cost of bus driver renewal physicals will be paid by the school district in the amount of **\$92.00.** **The school district will provide the standard examination form to be completed by the personal physician of the employee or a certified medical examiner for bus drivers.** ~~Employees identified as having reasonably anticipated contact with blood or infections will have available to them the Hepatitis B vaccine or sign a written waiver stating that they will not take the vaccine.~~

**Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations to the extent job-related and consistent with business necessity, when requested to do so, at the expense of the school district.**

~~The district blood borne pathogens exposure control plan is addressed annually through universal precautions training offered by the Area Education Agency. The plan designated for all employees includes, but not limited to, scope and application, definitions, exposure control, methods of compliance, Hepatitis B vaccination, past exposure evaluation, follow-up, and communication of hazards to employees. Records are held in the district's nurse's office, as well as the Area Education Agency.~~

**The district will comply with occupational safety and health requirements as applicable to its employees in accordance with law.**

**~~Note: Bus drivers must present the form at initial employment and every other year thereafter, unless required by law or medical opinion.~~**

***NOTE: The law no longer requires a district to conduct physical examinations for all employees upon hire. However, a district could decide to continue such practice, but the physicals should only be done post-offer and any employment decisions made based on the results of such physicals should be made in compliance with the Americans with Disabilities Act (ADA). This policy is written to reflect the school district's choice in determining whether they will require***

*post-offer, pre-employment physical examinations and a choice needs to be made for the language in italicized brackets in paragraph one above.*

**NOTE:** *Districts need to amend the last line of paragraph two if the district uses a provider selected and paid for by the district and the employee may not self-select who performs the examination.*

**NOTE:** *Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).*

Legal Reference: 29 C.F.R. § 1910.1030.  
49 C.F.R. § 391.412-391.49.  
Iowa Code §§ 20; 279.8, 321.376.  
281 I.A.C. 43.15; 43.17

Cross Reference: 403 Employees' Health and Well-Being

Approved: \_\_\_\_\_ Reviewed: September 9, 2014 Revised: February 15<sup>th</sup>, 2016

## EMPLOYEE INJURY ON THE JOB

When an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical employees as quickly as possible. The school district is not responsible for medical treatment for injured employee.

It is the responsibility of the employee injured on the job to inform the superintendent within twenty-four hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

It is the responsibility of the board secretary to file worker's comp claims.

Legal Reference: Iowa Code §§ 85; 279.40; 613.17 (2013).  
1972 Op. Att'y Gen. 177.

Cross Reference: 403 Employees' Health and Well-Being  
409.2 Licensed Employee Personal Illness Leave  
414.2 Classified Employee Personal Illness Leave

Approved: March 18, 2013 Reviewed: September 9, 2014 Revised: \_\_\_\_\_

## COMMUNICABLE DISEASES--EMPLOYEES

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term 'communicable disease' will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district's blood borne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent and school nurse.

The health risk to immunodepressed employees is determined by their personal physician. The health risk to others in the school district environment from the presence of an employee with a communicable disease is determined on a case-by-case basis by the employee's personal physician, a physician chosen by the school district or public health officials.

Health data of an employee is confidential and it will not be disclosed to third parties. Employee medical records are kept in a file separate from their personal file.

It is the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

Legal Reference:     29 U.S.C. §§ 794, 1910 (2012).  
                              42 U.S.C. §§ 12101 *et seq.* (2012).  
                              45 C.F.R. Pt. 84.3 (2012).  
                              Iowa Code chs. 139(a); 141(a) (2013).  
                              641 I.A.C. 1.2-7.

Cross Reference:     401.5 Employee Records  
                              403.1 Employee Physical Examinations  
                              507.3 Communicable Diseases-Students

Approved: August 2, 1990   Reviewed: September 9, 2014   Revised: March 18, 2013

## UNIVERSAL PRECAUTIONS REGULATION

Universal precautions (UP) are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. UP pertain to blood and other potentially infectious materials (OPIM) containing blood. These precautions do not apply to other body fluids and wastes (OBFW) such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine unless blood is visible in the material. However, these OBFW can be sources of other infections and should be handled as if they are infectious. The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, employees and students should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. All individuals should respond to situations practicing UP followed by the activation of the school response team plan. Using common sense in the application of these measures will enhance protection of employees and students.

### Hand Washing

Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and the hands are rewashed. Use of running water, lathering with soap and using friction to clean all hand surfaces is key. Rinse well with running water and dry hands with paper towels.

- Hands should be washed before physical contact with individuals and after contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come into contact with blood or body fluid, hands should be washed immediately before touching anything else.
- Hands should be washed whether gloves are worn or not and, if gloves are worn, after the gloves are removed.

### Barriers

Barriers anticipated to be used at school include disposable gloves, absorbent materials and resuscitation devices. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents from individual to individual. Gloves should be worn when in contact with blood, OPIM, or OBFW. Gloves should be removed without touching the outside and disposed of after each use.

## Disposal of Waste

Blood, OPIM, OBFW, used gloves, barriers and absorbent materials should be placed in a plastic bag and disposed of in the usual procedure. When the blood or OPIM is liquid, semi-liquid or caked with dried blood, it is not absorbed in material, and is capable of releasing the substance if compressed, special disposal as regulated waste is required. A band-aid, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste. It is anticipated schools would only have regulated waste in the case of a severe incident. Needles, syringes and other sharp disposable objects should be placed in special puncture-proof containers and disposed of as regulated waste. Bodily wastes such as urine, vomitus or feces should be disposed of in the sanitary sewer system.

## Clean Up

Spills of blood and OPIM should be cleaned up immediately. The employee should:

- Wear gloves.
- Clean up the spill with paper towels or other absorbent material.
- Use a solution of one part **household bleach to one hundred parts of water (1:100)** or **other disinfectant** and use it to wash the area well. EPA-approved disinfectant and use it to wash the area well.
- Dispose of gloves, soiled towels and other waste in a plastic bag.
- Clean and disinfect reusable supplies and equipment.

## Laundry

Laundry with blood or OPIM should be handled as little as possible with a minimum of agitation. It should be bagged at the location. If it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed. Employees who have contact with this laundry should wear protective barriers.

## Exposure

An exposure to blood or OPIM through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing, reporting and follow-up.

- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.
- If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure should be reported immediately, the parent or guardian is notified, and the person exposed contacts a physician for further health care.

Approved: March 18, 2013    Reviewed: September 9, 2014    Revised: \_\_\_\_\_

## HEPATITIS B VACCINE INFORMATION AND RECORD

### The Disease

Hepatitis B is a viral infection caused by the Hepatitis B virus (HBV) which causes death in 1-2% of those infected. Most people with HBV recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV may be a causative factor in the development of liver cancer. Immunization against HBV can prevent acute hepatitis and its complications.

### The Vaccine

The HBV vaccine is produced from yeast cells. It has been extensively tested for safety and effectiveness in large scale clinical trials.

Approximately 90 percent of healthy people who receive two doses of the vaccine and a third dose as a booster achieve high levels of surface antibody (anti-HBs) and protection against the virus. The HBV vaccine is recommended for workers with potential for contact with blood or body fluids. Full immunization requires three doses of the vaccine over a six-month period, although some persons may not develop immunity even after three doses.

There is no evidence that the vaccine has ever caused Hepatitis B. However, persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization.

### Dosage and Administration

The vaccine is given in three intramuscular doses in the deltoid muscle. Two initial doses are given one month apart and the third dose is given six months after the first.

### Possible Vaccine Side Effects

The incidence of side effects is very low. No serious side effects have been reported with the vaccine. Ten to twenty percent of persons experience tenderness and redness at the site of injection and low grade fever. Rash, nausea, joint pain, and mild fatigue have also been reported. The possibility exists that other side effects may be identified with more extensive use.

## HEPATITIS B VACCINE INFORMATION AND RECORD

### CONSENT FORM OF HEPATITIS B VACCINATION

I have knowledge of Hepatitis B and the Hepatitis B vaccination. I have had an opportunity to ask questions of a qualified nurse or physician and understand the benefits and risks of Hepatitis B vaccination. I understand that I must have three doses of the vaccine to obtain immunity. However, as with all medical treatment, there is no guarantee that I will become immune or that I will not experience side effects from the vaccine. I give my consent to be vaccinated for Hepatitis B. I can receive the vaccination at no charge to myself.

\_\_\_\_\_  
Signature of Employee (consent for Hepatitis B vaccination)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

### REFUSAL FORM OF HEPATITIS B VACCINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring the Hepatitis B virus infection. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

\_\_\_\_\_  
Employees Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

I refuse because I believe I have (check one) \_\_\_\_started the series \_\_\_\_ completed the series



HEPATITIS B VACCINE INFORMATION AND RECORD

RELEASE FORM FOR HEPATITIS B MEDICAL INFORMATION

I hereby authorize \_\_\_\_\_ (individual or organization holding  
Hepatitis B records and

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (address)

to release to the Riceville Community School District, my Hepatitis B vaccination records for  
required employee records.

I hereby authorize release of my Hepatitis B status to a health care provider, in the event of an  
exposure incident.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## CONFIDENTIAL RECORD

Employee Name (last, first, middle)

Social Security Number

Job Title:

Hepatitis B Vaccination Date

Lot number

Site

Administered By

1.

2.

3.

Additional Hepatitis B status information:

Post-exposure incident: (Date, time, circumstances, route under which exposure occurred)

Identification and documentation of source individual:

Source blood testing consent:

Description of employee's duties as related to the exposure incident:

Copy of information provided to health care professional evaluating an employee after an exposure incident:

Attach a copy of all results of examinations, medical testing, follow-up procedures, and health care professional's written opinion.

Training Record: (date, time, instructor, location of training summary)

## HAZARDOUS CHEMICAL DISCLOSURE

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees. The superintendent will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

Employees who will be instructing or otherwise working with students will disseminate information about the hazardous chemicals with which they will be working as part of the instructional program.

It is the responsibility of the superintendent to develop administrative regulations regarding this program.

NOTE: This policy reflects current law on employees' right to know about hazardous substances in the workplace.

Legal Reference: 29 C.F.R. Pt. 1910; 1200 *eq seq.* (2010).  
Iowa Code chs. 88; 89B (2011).

Cross Reference: 403 Employees' Health and Well-Being  
804 Safety Program

Approved: August 2, 1990 Reviewed: September 9, 2014 Revised: March 18, 2013

## SUBSTANCE-FREE WORKPLACE

The board expects the school district and its employees to remain substance free. No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of, in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law.

“Workplace” includes school district facilities, school district premises or school district vehicle, also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee will notify the employee’s supervisor of the conviction within five days of the conviction.

The superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The superintendent is responsible for publication and dissemination of this policy to each employee. In addition, the superintendent will oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

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

NOTE: This is a federally mandated policy and is in compliance with federal law.

Legal Reference:     41 U.S.C. §§ 81  
                          42 U.S.C. §§ 12101 *et seq.*  
                          34 C.F.R. Pt. 85  
                          Iowa Code §§ 123.46; 124; 279.8

Cross Reference:     404     Employee Conduct and Appearance

Approved: March 18, 2013   Reviewed: September 9, 2014   Revised: \_\_\_\_\_

## SUBSTANCE-FREE WORKPLACE REGULATION

A superintendent who suspects an employee has a substance abuse problem will follow these procedures:

1. **Identification**-the superintendent will document the evidence the superintendent has which leads the superintendent to conclude the employee has violated the Substance-Free Workplace policy. After the superintendent has determined there has been a violation of the Substance-Free Workplace policy, the superintendent will discuss the problem with the employee.
2. **Discipline**-if, after the discussion with the employee, the superintendent determines there has been a violation of the Substance-Free Workplace policy, the superintendent may recommend discipline up to and including termination **or may recommend the employee seek substance abuse treatment** . Participation in a substance abuse treatment program is voluntary.
3. **Conviction**-if an employee is convicted of a criminal drug offense committed in the workplace, the employee must notify the employer of the conviction within five days of the conviction.

SUBSTANCE-FREE WORKPLACE NOTICE TO EMPLOYEES

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 124.

“Workplace” is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes non-school property if the employee is at and school-sponsored, school-approved or school related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

~~The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. If the employee fails to successfully participate in such a program the employee is subject to discipline up to and including termination.~~

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

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SUBSTANCE-FREE WORKPLACE ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_, have read and understand the Substance-Free Workplace policy. I understand that if I violate the Substance-Free workplace policy, I may be subject to discipline up to and including termination *[or I may be required to participate in a substance abuse treatment program]*. If I fail to successfully participate in a substance treatment program, I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five days of the conviction.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Approved: March 18, 2013    Reviewed: September 9, 2014    Revised: \_\_\_\_\_

**DRUG AND ALCOHOL TESTING PROGRAM**

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing. Employees operating school vehicles will not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy are subject to the drug and alcohol testing program, beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the school district contact person, School Nurse at 641-985-2288.

Employees who violate the terms of this policy are subject to discipline, up to and including termination.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy in compliance with the law. The superintendent will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent will also be responsible for publication and dissemination of this policy and supporting administrative regulations and forms to employees operating school vehicles. The superintendent will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

IASB Drug and Alcohol Testing Program (IDATP) Web site:

<http://www.ia-sb.org/MemberBenefits.aspx?id=304>

**NOTE:** It is important for the school district to read this policy and its supporting documents and the notes very carefully. This policy and its supporting documents assume the school district employs its drivers and owns the school vehicles rather than contracts with a private service provider with its own drug and alcohol testing program. School districts contracting with a private service provider must ensure the provider has a drug and alcohol testing program complying with the federal regulations.

Compliance with the regulations is the responsibility of the school district even if the school district uses a service provider. Boards need to determine who will be responsible for administering the drug and alcohol testing program in the second paragraph and make that determination throughout the policies and regulations.

This policy and its supporting documents also assume private contractors and nonpublic schools participating in the Iowa Drug and Alcohol Testing Program (IDATP) have chosen to test only under the federal regulations and not to test under state law.

This policy and its supporting documents terminate a driver for violation of the policy and its supporting documents. Such a violation includes a positive drug test result. Should a school district, after careful consideration, choose to retain the option not to terminate for violation of this policy, consideration should be given to making the following changes:

School districts choosing to pay for OR to make the driver bear the personal and financial responsibility for the substance abuse evaluation and rehabilitation, if any:

First sentence of paragraph two: The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion, post-accident, return-to-duty and follow-up drug and alcohol testing.

School districts choosing to pay for the substance abuse evaluation and rehabilitation, if any:

Paragraph three: Employees who violate the terms of this policy may be subject to discipline up to and including termination at the discretion of the school district. Employees who violate this policy, as a condition of continued employment, will be required to successfully participate in a substance abuse evaluation and a substance abuse treatment program, recommended by the substance abuse professional. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

School districts choosing to make the employee bear the personal and financial responsibility for the substance abuse evaluation and rehabilitation, if any:

Paragraph three: Employees who violate the terms of this policy may be subject to discipline up to and including termination. Employees who violate this policy bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program recommended by the substance abuse professional. Employees who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

This policy and the supporting documents require the school district to designate a school district contact person for the drug and alcohol testing program. The title of the person(s) designated should be entered in paragraph two. This person will answer questions from employees and others about the program, receive the test results and receive the identification numbers of the drivers who were selected for random testing and notify those drivers. If these



responsibilities are divided among different persons, the policy and supporting documents must clearly explain which person handles which part of the drug and alcohol testing program.

Information about the Federal Motor Carrier Safety Administration Clearinghouse is located at: [clearinghouse.fmcsa.dot.gov](http://clearinghouse.fmcsa.dot.gov).

Information about resources for a substance-free awareness program and related services may be obtained from the school district's employee assistance program, the Department of Education at (515) 281-3021 or Department of Health, Substance Abuse Division at (515) 281-3641. For regulations and forms, <http://www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm>?

**Note: For more detailed discussion of this issue, see IASB's Policy Primer, May 15, 2003.**

Legal Reference: American Trucking Association, Inc., v. Federal Highway Administration,  
51 Fed. 3<sup>rd</sup> 405 (4<sup>th</sup> Cir. 1995).  
49 U.S.C. §§ 5331 et seq. (2012).  
42 U.S.C. §§ 12101 (2012).  
41 U.S.C. §§ 81 (2012).  
49 C.F.R. Pt. 40; 382; 391 (2012).  
34 C.F.R. Pt. 85 (2012).  
Local 301, Internat'l Assoc. of Fire Fighters, AFL-CIO, and City of  
Burlington, PERB No.3876 (3-26-91).  
Iowa Code §§ 124; 279.8; 321.375(2); 730.5 (2013).

Cross Reference: 403.5 Substance-Free Workplace  
409.2 Licensed Employee Personal Illness Leave  
414.2 Classified Employee Personal Illness Leave

Approved: December 13, 1995 Reviewed: September 9, 2014 Revised: March 18, 2013

## DRUG AND ALCOHOL TESTING PROGRAM NOTICE TO EMPLOYEES

EMPLOYEES GOVERNED BY DRUG AND ALCOHOL TESTING POLICY ARE HEREBY NOTIFIED they are

subject to the school district's drug and alcohol testing program for pre-employment drug testing and random, reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing as outlined in the Drug and Alcohol Testing Program policy, its supporting documents and the law.

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE HEREBY NOTIFIED they are subject to the school district's drug and alcohol testing program for pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing as outlined in the Drug and Alcohol Testing Program policy, its supporting documents and the law.

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial or chauffeur's driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand, one pounds or more. For purposes of the drug and alcohol testing program, "employees" also includes applicants who have been offered a position to operate a school vehicle. The employees operating a school vehicle are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate a school vehicle and continue to be subject to the drug and alcohol testing program.

It is the responsibility of the superintendent to inform employees of the drug and alcohol testing program requirements. Employees with questions regarding the drug and alcohol testing requirements will contact the school district contact person.

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE FURTHER NOTIFIED that employees violating this policy, its supporting documents or the law may be subject to discipline up to and including termination at the discretion of the school district. As a condition of continued employment, employees violating this policy, its supporting documents or the law will be required to successfully participate in a substance abuse evaluation and a substance abuse treatment program recommended by a substance abuse professional. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse violation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

NOTE: This form also assumes the school district will terminate the driver upon violation of this policy and its supporting documents. Should a school district, after careful consideration, choose to retain the option not to terminate for violation of this policy, consideration should be given to changing the first and third paragraph to read:

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE HEREBY NOTIFIED they are subject to the school district's drug and alcohol testing program for pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing as outlined in the Drug and Alcohol Testing Program policy, its supporting documents and the law. For school districts choosing to pay for the substance abuse evaluation and rehabilitation if any:

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE FURTHER NOTIFIED that employees violating this policy, its supporting documents or the law may be subject to discipline up to and including termination at the discretion of the school district. As a condition of continued employment, employees violating this policy, its supporting documents or the law will be required to successfully participate in a substance abuse evaluation and a substance abuse treatment program recommended by a substance abuse professional. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse violation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

For school districts choosing to make the driver bear the personal and financial responsibility for the substance abuse evaluation and rehabilitation, if any:

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE FURTHER NOTIFIED that employees violating this policy, its supporting documents or the law may be subject to discipline up to and including termination.

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE FURTHER NOTIFIED it is the condition of their continued employment to comply with the Drug and Alcohol Testing Program policy, its supporting documents and the law. It is a condition of continued employment for employees operating a school vehicle to notify their supervisor of any prescription medication they are using. Drug and alcohol testing records about a driver are confidential and are released in accordance with this policy, its supporting documents or the law.

The format of this notice is not specifically required by the federal regulations. It is designed to provide a starting point for school districts to develop their own form. However, the federal regulations do require the drivers have notice of the drug and alcohol testing program. Under the federal regulations, school districts may require their drivers to notify them of any prescription medications they are using. School districts which do not want to be informed may delete this language from this notice.

Approved: March 18, 2013    Reviewed: September 9, 2014    Revised: \_\_\_\_\_

DRUG & ALCOHOL PROGRAM AND PRE-EMPLOYMENT TESTING ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_, have received a copy, read and understood the Drug and Alcohol Testing Program policy of the Riceville School District and its supporting documents.

I understand that if I violate the Drug and Alcohol Testing Program policy, its supporting documents or the law, I may be subject to discipline up to and including termination.

**I also understand that I must inform my supervisor of any prescription medication I use.**

In addition, I have received a copy of the U.S. DOT publication, "What Employees Need to Know about DOT Drug & Alcohol Testing," and have read and understand its contents.

Furthermore, I know and understand that I am required to submit to a controlled substance (drug) test, the results of which must be received by this employer before being employed by the school district and before being allowed to perform a safety-sensitive function. I also understand that if the results of the pre-employment test are positive, that I will not be considered further for employment with the school district.

I further understand that drug and alcohol testing records and information about me are confidential, and may be released at my request or in accordance with the district's drug and alcohol testing program policy, its supporting documents or the law.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

POLICY NOTE: Under federal regulations, school districts may require their drivers to notify them of any prescription medications they are using. School districts which do not want to be informed may delete this language from this notice.

This form assumes the school district will terminate the driver upon violation of this policy and its supporting documents. Should a school district, after careful consideration, choose to retain the option not to terminate for violation of this policy, consideration should be given to changing the second paragraph to read:

I understand that if I violate the Drug and Alcohol Testing Program Policy, its supporting documents or the law, I may be subject to discipline up to and including termination or I may be required to successfully participate in a substance abuse evaluation and a substance abuse treatment program, if recommended by the substance abuse professional. If I am required to and fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program, I understand I may be subject to discipline up to and including termination.

**DRUG & ALCOHOL PROGRAM AND PRE-EMPLOYMENT TESTING WRITTEN CONSENT TO SHARE  
INFORMATION**

I, (  Name of Employee  ), understand that as part of my employment in a position that requires a commercial driver's license in the \_\_\_\_\_ District, I grant consent for the District to conduct queries of the Federal Motor Carrier Safety Administration ("FMCSA") Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about me exists in the Clearinghouse. I further consent to the District sharing information related to my drug and alcohol testing results with prior, current and future employers, as well as the FMCSA Clearinghouse in accordance with state and federal laws.

I understand that the District will check and perform queries of my drug and alcohol testing results prior to my employment in any position which requires the use of a commercial driver's license. I further understand the District will check and perform queries of my testing results annually and is required to report any drug and alcohol violations of this policy to the FMCSA Clearinghouse.

I understand that I am not required to consent to the query of the FMCSA Clearinghouse or the District sharing of drug and alcohol testing information with past, present or future employers or the FMCSA Clearinghouse; but that without my consent I understand I will be prohibited from performing safety sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

I hereby give my consent to the District to perform queries of the FMCSA Clearinghouse and share my drug and alcohol testing results with past, present and future employers, as well as the FMCSA Clearinghouse.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

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

## EMPLOYEE CONDUCT AND APPEARANCE

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, the board strongly suggests and encourages employees to dress themselves, groom themselves and conduct themselves in a manner appropriate to the educational environment.

Employees will conduct themselves in a professional manner. Employees will dress in attire appropriate for their positions. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes which would interfere with or have an effect on the educational process.

Licensed employees of the school district, including administrators, will follow the code of ethics for their profession as established by the Iowa Board of Educational Examiners.

NOTE: The Iowa Board of Educational Examiners' Criteria of Professional Practices are included as a regulation to this policy.

Legal Reference: Iowa Code § 279.8  
282 I.A.C. 13.25, .26.

Cross Reference: 104 Anti-Bullying/Harassment  
305 Administrator Code of Ethics  
401.11 Employee Orientation  
403.5 Substance-Free Workplace  
407 Licensed Employee Termination of Employment  
413 Classified Employee Termination of Employment

Approved: March 18, 2013 Reviewed: November 17, 2014 Revised: \_\_\_\_\_

## CODE OF PROFESSIONAL CONDUCT AND ETHICS REGULATION

## Chapter 25

**282-25.1(272) Scope of standards.**

This code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in Iowa Code chapter 272. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

**282-25.2 (272) Definitions. Except where otherwise specifically defined by law:**

*"Administrative and supervisory personnel"* means any licensed employee such as superintendent, associate superintendent, assistant superintendent, assistant principal, or other person who does not have as a primary duty the instruction in the schools.

*"Board"* means the Iowa board of educational examiners.

*"Discipline"* means the process of sanctioning a license, certificate or authorization issued by the board.

*"Ethics"* means a set of principles governing the conduct of all persons governed by these rules.

*"Fraud"* means knowingly providing false information or representation on an application for licensure or employment, or knowingly providing false information or representations made in connection with the discharge or duties.

*"License"* means any license, certificate, or authorization granted by the board.

*"Licensee"* means any person holding a license, certificate, or authorization granted by the board.

*"Practitioner"* means an administrator, teacher, or other **licensed professional, including an individual who holds a statement of professional recognition, who provides educational assistance to students.** ~~school personnel, who provides educational assistance to students and who holds a license, certificate, or other authorization issued by the board.~~

*"Responsibility"* means a duty for which a person is accountable by virtue of licensure.

*"Right"* means a power, privilege, or immunity secured to a person by law.

*"Student"* means a person, regardless of age, enrolled in a prekindergarten through grade 12 school, who is receiving direct or indirect assistance from a person licensed by the board.

*"Teacher"* means any person engaged in the instructional program for prekindergarten through grade 12 children, including a person engaged in teaching, administration, **and supervision** and who is required by law to be licensed for the position held.

[ARC 7979B, IAB 7/29/09, effective 9/2/09]

**282-25.3 (272) Standards of professional conduct and ethics.**

Licensees are required to abide by all federal, state and local laws applicable to the fulfillment of professional obligations. Violations of federal, state, or local laws in the fulfillment of

professional obligations constitutes unprofessional and unethical conduct which can result in disciplinary action by the board. In addition, it is hereby deemed unprofessional and unethical for any licensee to violate any of the following standards of professional conduct and ethics:

**25.3 (1) Standard I—conviction of crimes, sexual or other immoral conduct with or toward a student, and child and dependent adult abuse.** Violation of this standard includes:

- a. *Fraud.* Fraud means the same as defined in rule [282—25.2\(272\)](#). ~~in the procurement of renewal of a practitioner's license.~~
- b. *Criminal convictions.* The commission of or conviction for a criminal offense as defined by Iowa law or the laws of any other state or of the United States, provided that the offense is relevant to or affects teaching or administrative performance.
  - (1) Disqualifying criminal convictions. The board shall deny an application for licensure and shall revoke a previously issued license if the applicant or licensee has, on or after July 1, 2002, been convicted of, has pled guilty to, or has been found guilty of the following criminal offenses, regardless of whether the judgment of the conviction or sentence was deferred:
    1. Any of the following forcible felonies in [Iowa Code section 702.11](#): child endangerment, assault, murder, sexual abuse, or kidnapping;
    2. Any of the following criminal sexual offenses, as provided in [Iowa Code chapter 709](#), involving a child:
      - First, second or third degree sexual abuse committed on or with a person who is under the age of 18;
      - Lascivious acts with a child;
      - Detention on a brothel;
      - Assault with intent to commit sexual abuse;
      - Indecent contact with a child;
      - Sexual exploitation by a counselor;
      - Lascivious conduct with a minor; or,
      - Sexual exploitation by a school employee;
      - **Enticing a minor under [Iowa Code section 710.10](#); or**
      - **Human trafficking under [Iowa Code section 710A.2](#);**
    3. Incest involving a child as prohibited by [Iowa Code section 726.2](#);
    4. Dissemination and exhibition of obscene material to minors as prohibited by [Iowa Code section 728.2](#); or,
    5. Telephone dissemination of obscene material to minors as prohibited by [Iowa Code section 728.15](#)
    6. **Any offense specified in the laws of another jurisdiction, or any offense that may be prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1)“b”(1); or**
    7. **Any offense under prior laws of this state or another jurisdiction, or any offense under prior law that was prosecuted in a federal,**



**military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1) "b"(1).**

- (2) Other criminal convictions and founded child abuse. In determining whether a person should be denied a license, or whether a license should be disciplined based upon any other criminal conviction, including a conviction for an offense listed in 25.3 (1) "b" (1) which occurred before July 1, 2002, or a founded report of abuse of a child, the board shall consider;
  1. The nature and seriousness of the crime or founded abuse in relation to the position sought;
  2. The time elapsed since the crime or founded abuse was committed;
  3. The degree of rehabilitation which has taken place since the crime or founded abuse was committed;
  4. The likelihood that the person will commit the same crime or abuse again;
  5. The number of criminal convictions or founded abuses committed; and,
  6. Such additional factors as may in a particular case demonstrate mitigating circumstances or heightened risk to public safety.
- c. *Sexual involvement or indecent contact with a student.* Sexual involvement includes, but is not limited to, the following acts, whether consensual or nonconsensual: fondling or touching the inner thigh, groin, buttocks, anus, or breasts of a student; permitting or causing to fondle or touch the practitioner's inner thigh, groin, buttocks, anus, or breasts; or the commission of any sex act as defined in Iowa Code section 702.17.
- d. *Sexual exploitation of a minor.* The commission of or any conviction for an offense prohibited by Iowa Code section 728.12, Iowa Code chapter 709 or 18 U.S.C. Section 2252A (a)(5)(B). Student abuse. Licensees shall maintain professional relationships with all students, both inside and outside the classroom. The following acts or behavior constitutes unethical conduct without regard to the existence of a criminal charge or conviction:
  - (1) Committing any act of physical abuse of a student;
  - (2) Committing any act of dependent adult abuse on a dependent adult student;
  - (3) Committing or soliciting any sexual or otherwise indecent act with a student or any minor;
  - (4) Soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student;
  - (5) Furnishing alcohol or illegal or unauthorized drugs or drug paraphernalia to any student or knowingly allowing a student to consume alcohol or illegal or unauthorized drugs in the presence of the licensee; or
  - (6) Failing to report any suspected act of child or dependent abuse as required by state law.
  - (7) **Committing or soliciting any sexual conduct as defined in Iowa Code section 709.15(3) "b" or soliciting, encouraging, or consummating a romantic relationship with any person who was a student within 90 days prior to any**

**conduct alleged in the complaint, if that person was taught by the practitioner or was supervised by the practitioner in any school activity when that person was a student.**

**25.3 (2) *Standard II- alcohol or drug abuse.*** Violation of this standard includes:

- a. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal or unauthorized drugs or abusing legal drugs.
- b. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming alcohol.

**25.3(3) *Standard III- misrepresentation, falsification of information.*** Violation of this standard includes:

- a. Falsifying or deliberately misrepresenting or omitting material information regarding professional qualifications, criminal history, college credit, staff development credit, degrees, academic award, or employment history when applying for employment or licensure.
- b. Falsifying or deliberately misrepresenting or omitting material information regarding compliance reports submitted to federal, state, and other governmental agencies.
- c. Falsifying or deliberately misrepresenting or omitting material information submitted in the course of an official inquiry or investigation.
- d. Falsifying any records or information submitted to the board in compliance with the license renewal requirements imposed under 282-Chapter **20 17**.
- e. Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel, including improper administration of any standardized tests, including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.

**25.3(4) *Standard IV- misuse of public funds and property.*** Violation of this standard includes:

- a. Failing to account properly for funds collected that were entrusted to the practitioner in an educational context.
- b. Converting public property or funds to the personal use of the practitioner.
- c. Submitting fraudulent requests for reimbursement of expenses or for pay.
- d. Combining public or school-related funds with personal funds.
- e. Failing to use time or funds granted for the purpose for which they were intended.

**25.3(5) *Standard V- violations of contractual obligations.***

- a. Violation of this standard includes:
  - (1) Signing a written professional employment contract while under contract with another school, school district, or area education agency.

- (2) Asking a practitioner to sign a written professional employment contract before the practitioner has been unconditionally released from a current contract. An administrator shall make a good faith effort to determine whether the practitioner has been released from the current contract.
  - (3) Abandoning a written professional employment contract without prior unconditional release by the employer.
  - (4) As an employer, executing a written professional employment contract with a practitioner, which requires the performance of duties that the practitioner is not legally qualified to perform.
  - (5) As a practitioner, executing a written professional employment contract, which requires the performance of duties that the practitioner is not legally qualified to perform.
- b. In addressing complaints based upon contractual obligations, the board shall consider factors beyond the practitioner's control. For purposes of enforcement of this standard, a practitioner will not be found to have abandoned an existing contract if:
- (1) The practitioner obtained a release from the employing board before discontinuing services under the contract; or,
  - (2) The practitioner provided notice to the employing board no later than the latest of the following dates:
    - a. The practitioner's last work day of the school year.
    - b. The date set for return of the contract as specified in statute; or,
    - c. June 30.

**25.3 (6) *Standard VI-unethical practice toward other members of the profession, parents, students, and the community.*** Violation of this standard includes:

- a. Denying the student, without just cause, access to varying points of view.
- b. Deliberately suppressing or distorting subject matter for which the educator bears responsibility.
- c. Failing to make reasonable effort to protect the health and safety of the student or creating conditions harmful to student learning.
- d. Conducting professional business in such a way that the practitioner repeatedly exposes students or other practitioners to unnecessary embarrassment or disparagement.
- e. Engaging in any act of illegal discrimination, or otherwise denying a student of practitioner participation in the benefits of any program on the grounds of race, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, or national origin.
- f. Soliciting students or parents of students to purchase equipment, supplies, or services from the practitioner for the practitioner's personal advantage.
- g. Accepting gifts from vendors or potential vendors where there may be the appearance of or an actual conflict of interest.

- h. Intentionally disclosing confidential information including, but not limited to, unauthorized sharing of information concerning student academic or disciplinary records, health and medical information, assessment or testing results, or family income. Licensees shall comply with state and federal laws and local school board policies relating to the confidentiality of student records, unless disclosure is required or permitted by law.
- i. Refusing to participate in a professional inquiry when requested by the board.
- j. Aiding, assisting, or abetting an unlicensed person in the completion of acts for which licensure is required.
- k. Failing to self-report to the board within 60 days any founded child abuse report, or any conviction for a criminal offense listed in 25.3(1)"b"(1) which requires revocation of the practitioner's license.
- l. Delegating tasks to unqualified personnel
- m. Failing to comply with federal, state, and local laws applicable to the fulfillment of professional obligations.
- n. Allowing another person to use one's practitioner license for any purpose.
- o. Performing services beyond the authorized scope of practice for which the individual is licensed or prepared or performing services without holding a valid license.
- p. Falsifying, forgoing, or altering a license issued by the board.
- q. Failure of the practitioner holding a contract under Iowa Code section 279.13 to disclose to the school official responsible for determining assignments a teaching assignment for which the practitioner is not properly licensed.
- r. Failure of a school official responsible for assigning licensed practitioners holding contracts under Iowa Code section 279.13 to adjust an assignment if the practitioner discloses to the official that the practitioner is not properly licensed for an assignment.

**25.3 (7) Standard VII- compliance with state law governing student loan obligations and child support obligations.** Violations of this standard includes:

- a. Failing to comply with 282-Chapter 8 9 concerning **payment of debts to state or local governments** ~~repayment of student loans.~~
- b. Failing to comply with 282- Chapter 10 concerning child support obligations.
- c. **Failing to comply with a board order.**

**25.3(8) Standard VIII-incompetence.** Violation of this standard includes, but not limited to:

- a. Willfully or repeatedly departing from or failing to conform to the minimum standards of acceptable and prevailing educational practice in the state of Iowa.
- b. Willfully or repeatedly failing to practice with reasonable skill and safety.

## CODE OF RIGHTS AND RESPONSIBILITIES REGULATION

## Chapter 26

**282-26.1(272) Purpose.**

This code of professional conduct and ethics in 282-Chapter 25 defines unprofessional and unethical conduct justifying disciplinary sanction. The board acknowledges that the discharge of professional obligations should occur in recognition of certain fundamental rights and responsibilities. Accordingly, the board recognizes the following rights and responsibilities of all educators licensed under Iowa Code chapter 272 and agrees that the exercise of these rights and responsibilities may present mitigating facts and circumstances in the board's evaluation of allegations of unprofessional or unethical conduct

**282-26.2 (272) Rights.** Educators licensed under Iowa Code chapter 272 have the following rights:

1. The educator has a right to be licensed and endorsed under professional standards established and enforced by the board.
2. The educator has a right to refuse assignments for which the educator is not legally authorized, in terms of holding a valid Iowa license with the appropriate endorsement(s) or approval(s).
3. The educator has a right, subject to board and administrator authority, to exercise professional judgment in the evaluation, selection, and use of teaching methods and instructional materials appropriate to the needs, abilities, and background of each student.

**282-26.3 (272) Responsibilities.** Educators licensed under Iowa Code chapter 272 have the following responsibilities.

1. The educator has a responsibility to maintain and improve the educator's professional competence.
2. The educator has a responsibility to accept only those assignments for which the educator is legally authorized.
3. The educator has a responsibility to provide conditions that are conducive to teaching and student learning.
4. The educator shall protect students from conditions harmful to learning or to health or safety.
5. The educator shall not, without just cause, restrain a student from independent action in the pursuit of learning and shall not, without just cause, deny a student access to varying points of view.
6. The educator shall not use professional relationships with students for personal advantage.
7. The educator shall not discriminate against any student on the grounds of race, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, or natural origin.

8. The educator shall accord just and equitable treatment to all members of the profession.
9. The educator shall keep in confidence personally identifiable information regarding a student or the student's family members that has been obtained in the course of professional service, unless disclosure is required by law or is necessary for the personal safety of the student or others.
10. The educator who has reasonable basis to believe that a student has been abused, as defined by law, shall make all reports required by law and the Iowa Administrative Code and which are necessary to ensure the safety and well-being of the student.
11. In the administration of discipline, the educator shall treat all students with respect and in compliance with all policies of the school district served by the educator.
12. The educator shall provide accurate, truthful, and complete information to the board and to the local education system concerning all licensure transactions.
13. The educator shall not refuse to participate in a professional inquiry, when requested by the board.
14. The educator shall not require or direct another educator to violate any provisions of the code of professional conduct and ethics or any rights of a student, parent, educator or citizen.
15. The educator shall not delegate assigned tasks to unqualified personnel.

Approved: March 18, 2013 Reviewed: November 17, 2014 Revised: \_\_\_\_\_

## LICENSED EMPLOYEE DEFINED

Licensed employees, including administrators, are those employees required to hold an appropriate license from the Iowa Department of Education for their position as required by the Board of Educational Examiners or others with professional licenses. Licenses required for a position will be considered met if the employee meets the requirements established by the Iowa Department of Education.

It is the responsibility of the superintendent to establish job specifications and job descriptions for licensed employees' positions, other than the position of the superintendent. Job descriptions may be approved by the board.

Licensed employees must present evidence of current license to the board secretary prior to payment of salary each year.

Legal Reference: Clay v. Independent School District of Cedar Falls, 187 Iowa 89, 174 N.W. 47  
Iowa Code § 256.7(3); 272; 279.8  
281 I.A.C. 12.4  
282 I.A.C. 14.  
1940 Op. Att'y Gen. 375.

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment Selection  
410.1 Substitute Teachers  
411.1 Classified Employee Defined

Approved: March 18, 2013 Reviewed: November 17, 2014 Revised: \_\_\_\_\_

## LICENSED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION

Persons interested in a licensed position, other than administrative positions which will be employed in accordance with board policies in Series 300, "Administration," will have an opportunity to apply and qualify for licensed positions in the school district without regard to age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity or disability. Job applicants for licensed positions will be considered on the basis of the following:

- Training, Experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state license if required for the position.

**All job openings shall be submitted to the Iowa Department of Education for posting on TeachIowa, the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position.** ~~Announcement of the position is in a manner which the superintendent believes will inform potential applicants about the position. Applicants for employment may be obtained from and completed applications are returned to the school district administrative office.~~ Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ licensed employees after receiving a recommendation from the superintendent ~~[except the superintendent may hire teachers without approval of the board].~~ The superintendent, however, will have the authority to employ a licensed employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

~~The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding qualifications, recruitment and selections of such employees will be followed.~~

*NOTE: This is a mandatory policy. Marital status is not a protected class for employees. The class may be added at the discretion of the board. Boards may delegate the hiring of teachers to the superintendent. If the board decides to do so, the delegation must be in board policy so boards should either accept the language in the board policy or develop their own.*

*NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).*



Legal Reference: 29 U.S.C. §§ 621-634  
42 U.S.C. §§ 2000e, 12101 *et seq.*  
Iowa Code § 20; 35C; 216; 279.13  
281 I.A.C. 12.  
282 I.A.C. 14.  
1980 Op. Att’y Gen. 367.

Cross Reference: 401.1 Equal Employment Opportunity  
405 Licensed Employees-General  
410.1 Substitute Teachers

Approved: \_\_\_\_\_ Reviewed: November 17, 2014 Revised: March 18, 2013

## LICENSED EMPLOYEE INDIVIDUAL CONTRACTS

The board will enter into a written contract with licensed employees, other than administrators, employed on a regular basis. Each contract will be for a period of one year.

It is the responsibility of the superintendent to complete the contracts for licensed employees and present them to the board for approval. The contracts, after being signed by the board president, are returned to the superintendent. The superintendent will obtain the employee's signature. After being signed, the contract is filed with the board secretary.

*NOTE: By law, the board president must sign all employment contracts and must do so prior to the employee signing the contract. Individual teaching contracts cannot exceed one year.*

Legal Reference:     Harris v. Manning Independent School District of Manning, 245 Iowa 1295, 66 N.W.2d 438 (1954).  
                              Shackelford v. District Township of Beaver, Polk county, 203 Iowa 243, 212 N.W. 467 (1927).  
                              Burkhead v. Independent School District of Independence, 107 Iowa 29, 77 N.W. 491 (1898).  
                              Iowa Code § 20; 279

Cross Reference:     405.2   Licensed Employee Qualifications, Recruitment Selection  
                              405.4   Licensed Employee Continuing Contracts  
                              407     Licensed Employee Termination of Employment

Approved: \_\_\_\_\_ Reviewed: November 17, 2014 Revised: March 18, 2013

## LICENSED EMPLOYEE CONTINUING CONTRACTS

Contracts entered into with licensed employees, other than an administrator, will continue from year to year **except as modified or terminated as provided by law. The board may issue temporary and nonrenewable contracts in accordance with law.** ~~unless the contract states otherwise, is modified by mutual agreement between the board and the employee, or the contract is terminated by the board.~~

~~The first three years of a new licensed employee's contract is a probationary period unless the employee has already successfully completed the three-year probationary period in an Iowa school district. New employees who have successfully completed a probationary period in a previous Iowa school district will serve a one-year probationary period. In the event of termination of the employee's contract during this period, the board will afford the licensed employee appropriate due process. The action of the board will be final.~~

Licensed employees whose contract will be recommended for termination by the board will receive **due process as required by law.** ~~notice prior to April 30.~~ The superintendent will make a recommendation to the board for the termination of the licensed employee's contract.

Licensed employees who wish to resign, to be released from a contract, or to retire must comply with **applicable law and board policies in those areas.**

Legal Reference: *Ar-We-Va Community School District v. Long and Henkenius*, 292 N.W. 2d 402 (Iowa 1980).  
*Bruton v. Ames Community School District*, 291 N.W.2d 351 (Iowa 1980).  
*Hartman v. Merged Area VI Community College*, 270 N.W.2d 822 (Iowa 1978).  
*Keith v. Community School District of Wilton in the Counties of Cedar and Musctine*, 262 N.W.2d 249 (Iowa 1978).  
Iowa Code §§ 272; 279..

Cross Reference: 405.3 Licensed Employee Individual Contracts  
405.9 Licensed Employee Probability Status  
407 Licensed Employee Termination of Employment

Approved: August 20, 1992 Reviewed: November 17, 2014 Revised: June 10, 1998

## LICENSED EMPLOYEE WORK DAY

The work day for licensed employees will begin each day of the school year at a time established by the superintendent. Licensed employees who are employed only during the academic year will have the same work day as other licensed employees. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

Licensed employees are to be in their assigned school building during the work day. Advance approval to be absent from the school building must be obtained from the principal whenever the licensed employees must leave the school building during a work day.

The building principal is authorized to make changes in the work day in order to facilitate the educational program. These changes are reported to the superintendent.

The work day outlined in this policy is a minimum work day. Nothing in this policy prohibits licensed employees from working additional hours outside the work day.

~~The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding work day of such employees will be followed.~~

*NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).*

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

Cross Reference: 200.0 Powers of the Board of Directors

Approved: \_\_\_\_\_ Reviewed: November 17, 2014 Revised: March 18, 2013

## LICENSED EMPLOYEE ASSIGNMENT

Determining the assignment of each licensed employee is the responsibility of and within the sole discretion of the board. In making such assignments the board will consider the qualifications of each licensed employee and the needs of the school district.

It is the responsibility of the superintendent to make recommendations to the board regarding the assignment of licensed employees.

~~The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding assignment of such employees will be followed.~~

*NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).*

Legal Reference: Iowa Code § 20.9; 279.8

Cross Reference: 200.2 Powers of the Board of Directors

Approved: \_\_\_\_\_ Reviewed: November 17, 2014 Revised: March 18, 2013

## LICENSED EMPLOYEE TRANSFERS

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the board. In making such assignments the board will consider the qualifications of each licensed employee and the needs of the school district.

A transfer may be initiated by the employee, the principal, or the superintendent.

It is the responsibility of the superintendent to make recommendations to the board regarding the transfer of licensed employees.

~~The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding transfers of employees will be followed.~~

*NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).*

Legal Reference: Iowa Code § 216.14; 279.8

Cross Reference: 405.2 Licensed Employee Qualifications, Recruitment, Selection  
405.6 Licensed Employee Assignment

Approved: \_\_\_\_\_ Reviewed: December 15, 2014 Revised: March 18, 2013

### LICENSED EMPLOYEE EVALUATION

Evaluation of licensed employees on their skills, abilities, and competence is an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation of licensed employees, other than administrators, but including extracurricular employees, is to improve the education program, to maintain licensed employees who meet or exceed the board's standards of performance, to clarify the licensed employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

The formal evaluation criteria is in writing and approved by the board. The formal evaluation will provide an opportunity for the evaluator and the licensed employee to discuss performance and the future areas of growth. The formal evaluation is completed by the evaluator, signed by the licensed employee's ~~and filed in the licensed employee's personnel file.~~ This policy supports, and does not preclude, the ongoing informal evaluation of the licensed employee's skills, abilities and competence.

Licensed employees will be required to:

- Demonstrate the ability to enhance academic performance and support for and implementation of the school district's student achievement goals.
- Demonstrate competency in content knowledge appropriate to the teaching position.
- Demonstrate competency in planning and preparation for instruction.
- Uses strategies to deliver instruction that meets the multiple learning needs of students.
- Use a variety of methods to monitor student learning.
- Demonstrate competence in classroom management.
- Engage in professional growth.
- Fulfill professional responsibilities established by the school district.

It is the responsibility of the superintendent to ensure licensed employees are evaluated. New and probationary licensed employees are evaluated **at least twice each year** ~~once per year~~.

~~The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding evaluation of such employees will be followed.~~

*NOTE: There is no legal requirement that probationary employees be evaluated twice a year, but it is the standard practice. School districts that utilize a different practice need to amend the fourth paragraph to reflect this.*

*NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).*

Legal Reference: Aplington Community School District v. PERB, 392 N.W.2d 495 (Iowa 1986).  
Iowa Code § 20.9; 279, 284, 294 281 I.A.C. Ch83; 12.3(3)

Cross Reference:      405.2   Licensed Employee Qualifications, Recruitment, Selection  
                             405.9   Licensed Employee Probationary Status

Approved: March 18, 2013      Reviewed: December 15, 2014   Revised: \_\_\_\_\_



## LICENSED EMPLOYEE PROBATIONARY STATUS

The first three years of a new licensed employee's contract is a probationary period unless the employee has already successfully completed the probationary period in an Iowa school district. New employees who have successfully completed a probationary period in a previous Iowa school district will serve a ~~two~~ **one** year probationary period. For purposes of this policy, an employee will have met the requirements for successfully completing a probationary period in another Iowa school district if, at the teacher's most recent performance evaluation, the teacher received at least a satisfactory or better evaluation and the individual has not engaged in conduct which would disqualify the teacher for a continuing contract.

Only the board, in its discretion, may waive the probationary period. The board may extend the probationary period for one additional year with the consent of the licensed employee. The board will make the decision to extend or waive a licensed employee's probationary status based upon the superintendent's recommendation. During this probationary period the board may terminate the licensed employee's contract at **the end of the year without cause year or immediately discharge the employee consistent with applicable law and board policies.**  
~~year-end or discharge the employee in concert with corresponding board policies.~~

~~Licensed employees may also serve a probationary period based upon their performance. Such probationary period is determined on a case-by-case basis in light of the circumstances surrounding the employee's performance as documented in the employee's evaluations and personnel file.~~

Legal Reference: Iowa Code § 279.

Cross Reference: 405.4 Licensed Employee Continuing Contracts  
405.8 Licensed Employee Evaluation

Approved: March 18, 2013 Reviewed: December 15, 2014 Revised: \_\_\_\_\_

LICENSED EMPLOYEE **COMPENSATION** ~~SALARY SCHEDULE~~

The board will establish **compensation** ~~salary schedules~~ for licensed employees' positions keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make recommendation to the board annually regarding **licensed employee compensation**. ~~the salary schedule. The salary schedule is subject~~  
**The base wages of licensed employees are subject** to review and modification through the collective bargaining process.

~~The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding wages and salaries of such employees will be followed.~~

Note: Districts may choose to maintain a salary schedule but are only required to negotiate base wages as part of the collective bargaining process.

For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 25 #4 - May 1, 2017.

Note: Boards should adopt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code § 20.1, .4, .7, .9; 279.8

Cross Reference: 405 Licensed Employee -- General  
406.2 Licensed Employee Salary Schedule Advancement

Approved: \_\_\_\_\_ Reviewed: December 15, 2014 Revised: March 18, 2013

## LICENSED EMPLOYEE SALARY SCHEDULE ADVANCEMENT

The board will determine ~~if which~~ licensed employees will advance in **compensation for their** ~~on the salary schedule for the~~ licensed employees' positions, keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other considerations as determined by the board.

It is the responsibility of the superintendent to make a recommendation to the board for the advancement of licensed employees. ~~on the salary schedule.~~

~~The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding salary schedule advancement of such employees will be followed.~~

Note: Boards should adopt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 25 #4 - May 1, 2017

Legal Reference: Iowa Code § 20.1, .4, .7, .9; 279.8

Cross Reference: 405 Licensed Employee -- General  
406 Licensed Employee Compensation and Benefits

Approved: March 18, 2013 Reviewed: December 15, 2014 Revised: \_\_\_\_\_

## LICENSED EMPLOYEE CONTINUED EDUCATION CREDIT

Continued education on the part of licensed employees may entitle them to advancement **in compensation.** ~~on the salary schedule.~~ Licensed employees who have completed additional hours ~~may~~ will be considered for advancement. ~~on the salary schedule.~~ The board ~~may~~ will determine which licensed employees will advance on the salary schedule for continued education keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and any other items deemed relevant by the board.

Licensed employees who wish to obtain additional education for advancement on the salary schedule must notify the business office by September 15<sup>th</sup> of the school year preceding the actual year when advancement occurs. The superintendent has the discretion to approve credit outside the employee's area of endorsement or responsibility.

It is the responsibility of the superintendent to make a recommendation to the board for the advancement of a licensed employee. ~~on the salary schedule.~~

~~The requirements stated in the Master Contract between licensed employees in the certified collective bargaining unit and the board regarding continued education credit of such employees will be followed.~~

Note: The law no longer requires a district to provide advancement for continued education credit. Districts may choose to maintain advancement for continued education credit but are only required to negotiate base wages as part of the collective bargaining process.

NOTE: If the Master Contract is silent, school districts need to insert a deadline in this policy. It is recommended the deadline be before budget certification so school districts can budget for the increase. If the Master Contract contains a date, that date can be inserted in this policy.

Note: Boards should adopt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 25 #4 - May 1, 2017.

Legal Reference: Iowa Code §§ 20.1, .4, .7, .9; 279.8 (2013)

Cross Reference: 405 Licensed Employees-General  
406 Licensed Employee Compensation and Benefits

Approved: August 14, 1989 Reviewed: April 20, 2015 Revised: \_\_\_\_\_

## LICENSED EMPLOYEE COMPENSATION FOR EXTRA DUTY

A licensed employee may volunteer or be required to take on extra duty, with the extra duty being secondary to the major responsibility of the licensed employee. The board **may, in its sole discretion, establish compensation** ~~will establish a salary schedule~~ for the extra duty licensed employee positions, keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other considerations as determined by the board.

Vacant extra duty positions, for which extra compensation will be earned, will be posted to allow qualified licensed employees to volunteer for the extra duty. If no licensed employee volunteers for extra duty, the superintendent will assign the extra duty positions to qualified licensed employees. The licensed employee will receive compensation for the extra duty required to be performed.

It is the responsibility of the superintendent to make a recommendation to the board annually as to which licensed employees will have the extra duty, and the **compensation** ~~salary schedule~~ for extra duty, for the board's review.

~~The requirement stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the compensation for extra duties of such employees will be followed.~~

Note: Boards should adopt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 25 #4 - May 1, 2017.

Legal Reference: Iowa Code §§ 279.8, .13-.15, .19 A-B

Cross Reference: 405 Licensed Employees-General  
406 Licensed Employee Compensation and Benefits

Approved: August 14, 1989 Reviewed: April 20, 2015 Revised: \_\_\_\_\_

## LICENSED EMPLOYEE GROUP INSURANCE BENEFITS

**For districts that employ less than an average of at least 50 full-time employees, including an equivalent for part-time employees.**

~~Licensed Classified~~ employees may be eligible for group insurance benefits as determined by the board and required by law. The board will select the group benefit programs and the insurance company or third party administrator which will provide or administer the program.

In accordance with the Patient Protection and Affordable Care Act (ACA), the board will offer ~~licensed classified~~ employees, who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, with minimum essential coverage that is both affordable and provides minimum value. The board will have the authority and right to change or eliminate group benefit programs, other than the group health plan, for its licensed employees.

Licensed employees, who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, are eligible to participate in the group health plan. ~~Licensed Classified~~ employees who work 30 hours per week are eligible to participate in long term disability and life insurance group plans. Employers should maintain documents regarding eligible employee's acceptance and rejection of coverage.

Regular part-time ~~classified~~ employees who work less than 30 hours per week or 130 hours per month for health benefit purposes or employees who work less than 30 hours per week for benefits other than health who wish to purchase coverage may participate in group benefit programs by meeting the requirements of the applicable plan. Full-time and regular ~~licensed classified~~ employees who wish to purchase coverage for their spouse or dependents may do so by meeting the requirements of the applicable plan.

Licensed employees and their spouse and dependents may be allowed to continue coverage of the school district's group health program if they cease employment with the school district by meeting requirements of the plan.

~~The requirement stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the group insurance benefits of such employees will be followed.~~

*Note: Beginning on January 1, 2015, school districts that employ an average of at least 50 full-time employees (including an equivalent for part-time employees), are required to offer health coverage to full-time employees (and their dependents) or pay a penalty tax under the ACA Employer Mandate. Districts with 50-99 full-time employees (including an equivalent for part-time employees) may have until their 2016 plan year before compliance is required, if*

*certain conditions are satisfied. Option 1 assumes a school district employs at least 50 full-time employees (including an equivalent for part-time employees) and is subject to the ACA's Employer Mandate. Boards can edit Option 1 to reflect their district's actual coverage (e.g. additional group insurance plans offered by the districts, which may include: life and long term disability group insurance plans.*

*NOTE: For a more detailed discussion of this issue, see IASB's Special Report, A School District's Responsibilities under the Federal Patient Protection and Affordable Care Act (ACA), December 2014.*

*NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).*

Legal Reference: Iowa Code §§ 20.9; 85; 85B; 279.12; 509; 509A; 509B; (2013).  
Internal Revenue Code § 4980H(c)(4); Treas. Reg. § 54.4980H-1(a)(21)(ii)  
Shared Responsibility for Employers Regarding Health Coverage, 26 CFR  
Parts 1, 54 and 301, 78 fed. Reg. 217, (Jan.2, 2013).  
Shared Responsibility for Employers Regarding Health Coverage, 26 CFR  
Parts 1, 54 and 301, 79 Fed Reg. 8543 (Feb. 12, 2014).

Cross Reference: 405.1 Licensed Employee Defined  
706.2 Payroll Deductions

Approved: October 15, 1992      Reviewed: April 21, 2008      Revised: April 20, 2015



LICENSED EMPLOYEE TAX SHELTER PROGRAMS

~~The board authorizes the administration to make payroll deduction for licensed employees' tax sheltered annuity premiums purchased from a company or program chosen by the board and collective bargaining units.~~

**Employees may elect to have amounts withheld from their pay for items authorized by law, subject to agreement of the district. The board may authorize the administration to make a payroll deduction for licensed employees' tax-sheltered annuity premiums purchased from a company or program if chosen by the board.**

Licensed employees wishing to have payroll deductions for tax sheltered annuities will make written request to the superintendent.

~~The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the tax sheltered annuities of such employees will be followed.~~

Legal Reference: Iowa Code §§ 260C; 273; 294.16

Cross Reference: 706 Payroll Procedures

Approved: August 14, 1989 Reviewed: April 20, 2015 Revised: \_\_\_\_\_

## LICENSED EMPLOYEE RESIGNATION

A licensed employee who wishes to resign must notify the superintendent in writing within the time period set by the board for return of the contract. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board.

The board may require an individual who has resigned from an extracurricular contract to accept the resigned position for only the subsequent school year when the board has made a good faith effort to find a replacement and the licensed employee is continuing to be employed by the school district.

Legal Reference: Iowa Code § 91A.2, .3, .5; 279.13, .19A

Cross Reference: 405.3 Licensed Employee Individual Contracts  
405.4 Licensed Employee Continuing Contracts  
407 Licensed Employee Termination of Employment

Approved: August 14, 1989 Reviewed: December 15, 2014 Revised: June 16, 2008

## LICENSED EMPLOYEE CONTRACT RELEASE

Licensed employees who wish to be released from an executed contract must give at least twenty-one days' notice to the superintendent. Licensed employees may be released at the discretion of the board. Only in unusual and extreme circumstances will the board release a licensed employee from a contract. The board will have sole discretion to determine what constitutes unusual and extreme circumstances.

Release from a contract will be contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost of advertising incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. Payment of these costs is a condition for release from the contract at the discretion of the board. Failure of the licensed employee to pay these expenses may result in a cause of action being filed in small claims court.

The superintendent is required to file a complaint with the Iowa Board of Educational Examiners against a licensed employee who leaves without proper release from the board.

NOTE: School districts may charge employees for costs incurred in finding a replacement. Employees can only be charged costs, not "penalties." The costs cannot be withheld from money owed the employee unless the employee agrees. If costs are not withheld from money owed to the employee, the school district must bill the employee. If the employee fails to pay, the school district's only option for reimbursement is to file a claim in small claims court. The school district also has the option of filing a complaint with the Iowa Board of Educational Examiners stating the employee has engaged in unprofessional conduct.

Legal Reference: Iowa Code § 216; 272; 279.13, .19A, .46 (2011).

Cross Reference: 405.3 Licensed Employee Individual Contracts  
405.4 Licensed Employee Continuing Contracts  
407.3 Licensed Employee Retirement

Approved: March 18, 2013 Reviewed: December 15, 2014 Revised: \_\_\_\_\_

## LICENSED EMPLOYEE RETIREMENT

Licensed employees who will complete their current contract with the board may apply for retirement. No licensed employee will be required to retire at a specific age.

Application for retirement will be considered made when the licensed employee states in writing to the superintendent, no later than the date set by the board for the return of the employee's contract to the board, the intent of the employee to retire. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent. Applications made after the date set by the board for the return of the employee's contract to the board may be considered by the board if special circumstances exist. It is within the discretion of the board to determine whether special circumstances exist.

Board action to approve a licensed employee's application for retirement is final and such action constitutes nonrenewal of the employee's contract for the next school year.

Licensed employees who retire under this policy may qualify for retirement benefits through the Iowa Public Employees Retirement System.

Licensed employees and their spouses and dependents are allowed to continue coverage in the school district's group health insurance program at their own expense by meeting the requirements of the insurer.

NOTE: Mandatory retirement ages are a violation of federal law. The witnessing of the retiring employee's letter is to protect the school district in the event an employee alleges that the school district forced the employee to retire.

Legal Reference: Iowa Code § 97B; 216; 279.46 (2011).  
581 I.A.C. 21.  
1978 Op. Att'y Gen. 247.  
1974 Op. Att'y Gen. 11, 322.

Cross Reference: 407.6 Licensed Employee Early Retirement

Approved: March 18, 2013 Reviewed: December 15, 2014 Revised: \_\_\_\_\_

## LICENSED EMPLOYEE SUSPENSION

Licensed employees will perform their assigned job, respect and follow board policy and obey the law. The superintendent is authorized to suspend a licensed employee pending board action on a discharge, for investigation of charges against the employee, and for disciplinary purposes. It is within the discretion of the superintendent to suspend a licensed employee with or without pay.

In the event of a suspension, appropriate due process will be followed.

NOTE: This is a mandatory policy.

Legal Reference: Northeast Community Education Association v. Northeast Community School District, 402 N.W.2d 765 (Iowa 1987).  
McFarland v. Board of Education of Norwalk Community School District, 277 N.W.2d 901 (Iowa 1979).  
Iowa Code §§ 20.7, .24; 279.13, .13, .15-.19, .27

Cross Reference: 404 Employee Conduct and Appearance  
407 Licensed Employee Termination of Employment

Approved: March 18, 2013 Reviewed: December 15, 2014 Revised: \_\_\_\_\_

## LICENSED EMPLOYEE REDUCTION IN FORCE

The board has the exclusive authority to determine the appropriate number of licensed employees. A reduction of licensed employees may occur as a result of, but not limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations, and other reasons deemed relevant by the board.

The reduction in licensed employees, other than administrators, will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the board may terminate licensed employees.

It is the responsibility of the superintendent to make a recommendation for termination to the board. **The process for reduction in force shall be as follows:**

The superintendent shall consider the following criteria in making the recommendations:

- Endorsements and educational preparation within the grade level and subject areas in which the employee is now performing;
- Relative skills, ability and demonstrated performance;
- Qualifications for co-curricular programs; and
- Number of continuous years of service to the school district. This will be considered only when the foregoing factors are relatively equal between licensed employees.

Due process for termination due to a reduction in force will be followed.

~~The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the reduction in force of such employees will be followed.~~

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

NOTE: Boards should consider adding detail to this policy that outlines specific criteria to be used in making a recommendation for reduction in force. This information will assist the superintendent in making consistent decisions in this area.

Legal Reference: Iowa Code §§ 20.7, .24; 279.13, .13, .15-.19, .27 (2011).

Cross Reference:     407.4   Licensed Employee Suspension  
                             413.5   Classified Employee Reduction in Force  
                             703     Budget

Approved: March 18, 2013     Reviewed: December 15, 2014   Revised: \_\_\_\_\_

LICENSED EMPLOYEE EARLY RETIREMENT ACKNOWLEDGEMENT OF RECEIPT

The undersigned licensed employee acknowledgement receipt of the early retirement plan documents stated below, for the licensed employee's consideration:

- Early retirement policy (plan description);
- Early retirement insurance options; and
- Early retirement application.

The undersigned licensed employee acknowledges that the application and participation in the early retirement plan is entirely voluntary.

The undersigned licensed employee acknowledges that the school district recommends the licensed employee contact legal counsel and the employee's personal accountant regarding participation in the early retirement plan.

\_\_\_\_\_  
Licensed Employee

\_\_\_\_\_  
Date

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



## LICENSED EMPLOYEE EARLY RETIREMENT APPLICATION

The undersigned licensed employee is applying for early retirement pursuant to board policy 407.6, Licensed Employee Early Retirement. Please complete the following:

\_\_\_\_\_  
Full Legal Name of Licensed Employee

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Current Job Title

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Years of Service

Please specify the date desired for payment of the early retirement benefit and the reason for the date if a date other than June 30<sup>th</sup> of the year in which the undersigned licensed employee retires is desired.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reason for date other than June 30<sup>th</sup>

Please attach a letter of resignation effective June thirtieth of the year in which the undersigned licensed employee intends to retire.

The undersigned licensed employee acknowledges that the application and participation in the early retirement plan is entirely voluntary.

The undersigned licensed employee acknowledges that the school district recommends that the licensed employee contact legal counsel and the employee's own personal accountant regarding participation in the early retirement plan.

Should the licensed employee die prior to full payment of an early retirement benefit, the licensed employee designates either the following individual as beneficiary or the licensed employee's estate.

\_\_\_\_\_  
Beneficiary

\_\_\_\_\_  
Estate

\_\_\_\_\_  
Beneficiary

\_\_\_\_\_  
Beneficiary Address

\_\_\_\_\_  
Licensed Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_

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

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

## LICENSED EMPLOYEE PROFESSIONAL DEVELOPMENT

The board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board will maintain and support an in-service program for licensed employees.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, is made to the superintendent. Approval of the superintendent must be obtained prior attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

The superintendent will have sole discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the superintendent. Requests that involve unusual expenses or overnight travel must also be approved by the board.

~~The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding professional development of such employees will be followed.~~

*NOTE: This is a mandatory policy.*

*NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.)*

Legal Reference: Iowa Code § 279.8; Ch.294 (2011).  
281 I.A.C. 12.7

Cross reference: 414.9 Classified Employee Professional Purposes Leave

Approved: \_\_\_\_\_ Review: December 15, 2014 Revised: March 18, 2013

**LICENSED EMPLOYEE PUBLICATION OR CREATION OF MATERIALS**

Materials created by licensed employees and the financial gain therefrom are the property of the school district if school materials and time were used in their creation and/or such materials were created in the scope of the licensed employee's employment. The licensed employee must seek prior written approval of the superintendent concerning such activities.

Legal Reference: 17 U.S.C. § 101 et.al.  
Iowa Code § 279.8

Cross reference: 401.2 Employee Conflict of Interest  
606.6 Student Production of Materials and Services

Approved: March 18, 2013 Reviewed: December 15, 2014 Revised: \_\_\_\_\_

## LICENSED EMPLOYEE TUTORING

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent.

Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent.

Legal Reference: Iowa Code § 20.7; 279.8

Cross reference: 401.2 Employee Conflict of Interest  
402.7 Employee Outside Employment

Approved: March 18, 2013 Reviewed: December 15, 2014 Revised: \_\_\_\_\_

LICENSED EMPLOYEE VACATION-HOLIDAYS- PERSONAL LEAVE

The board will determine the amount of vacation, holidays, and personal leave that will be allowed on an annual basis for licensed employees.

It is the responsibility of the superintendent to make a recommendation to the board annually on vacations, holidays, and personal leave for licensed employees.

~~The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the vacations, holidays and personal leave of such employees will be followed.~~

***NOTE: Option II includes more details than Option I. Boards should select the option that fits their practice.***

***NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).***

Legal Reference: Iowa Code §§ 4.1(34); 20.9

Cross Reference: 601.1 School Calendar

Approved: July 17, 2006 Reviewed: January 16, 2014 Revised: March 18, 2013

## EMPLOYEE LEAVES OF ABSENCE

The board will offer the following leave to full-time regular licensed employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability or illness
- Family Sick Leave – Leave to care for a sick member of the employee's immediate family
- Bereavement Leave – Leave to mourn the loss of a family member or close friend
- Adoption Leave – Leave for an employee who legally adopts a child
- Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day
- Jury Duty Leave – Leave to be excused for jury duty
- Military Leave – Leave for military service, including the national guard
- Political Leave – Leave to run for elective public office

The board will offer the following leave to full-time regular classified employees:

- Personal Illness (Sick) Leave – Leave for medically-related disability or illness
- Family Sick Leave – Leave to care for a sick member of the employee's immediate family
- Bereavement Leave – Leave to mourn the loss of a family member or close friend
- Adoption Leave – Leave for an employee who legally adopts a child
- Personal Leave – Leave to accomplish personal business that cannot be conducted outside the work day
- Jury Duty Leave – Leave to be excused for jury duty
- Military Leave – Leave for military service, including the national guard
- Political Leave – Leave to run for elective public office

The provisions of each leave offering will be detailed in the Employee Handbook.

Leave offered by the district will not be less than what is required by law. In the event of an emergency or unforeseen circumstance, the superintendent may authorize additional paid leave.

Legal Reference: *Whitney v. Rural Ind. District*, 232 Iowa 61, 4 N.W.2d 394 (1942).  
*Bewley v. Villisca Community School District*, 299 N.W. 2d 904 (Iowa 1980).  
29 U.S.C. §§ 2601 *et seq.*  
29 C.F.R. Pt. 825; 826  
Iowa Code §§ 20; 29A; 55; 85; 216; 279.40; 607A

Cross Reference: 403.2 Employee Injury on the Job  
409.3 Licensed Employee Family and Medical Leave

Approved: \_\_\_\_\_ Reviewed: January 16, 2014 Revised: March 18, 2013

## LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as the calendar year. Requests for family and medical leave will be made to the superintendent.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administration rules prior to starting family and medical leave. It is the responsibility of the superintendent to develop administrative rules to implement this policy.

~~The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding family and medical leave of such employees will be followed.~~

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

NOTE: This policy is consistent with federal law regarding family and medical leave. The links below are to applicable forms on the U.S. Department of Labor Web site.

Links: <http://www.dol.gov/compliance/laws/comp-fmla.htm>  
[WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition \(PDF\).](#)  
[WH-380-F Certification of health Care Provider for Family Member's Serious Health Condition \(PDF\).](#)  
[WH-381 Notice of Eligibility and Rights & Responsibilities \(PDF\).](#)  
[WH-382 Designation Notice \(PDF\).](#)  
[WH-384 Certification of Qualifying Exigency For Military Family Leave \(PDF\).](#)  
[WH-385 Certification for Serious Injury or Illness of Covered Service Member—for Military Family Leave \(PDF\).](#)

Legal Reference: 29 U.S.C. §§ 2601 *et seq.*  
29 C.F.R. Pt. 825  
Iowa Code §§ 20; 85; 216; 279.40

Cross Reference: 409.2 Licensed Employee Personal Illness Leave  
409.8 Licensed Employee Unpaid Leave

#### 414.3 Classified Employee Family and Medical Leave

Approved: \_\_\_\_\_ Reviewed: January 16, 2014 Revised: March 18, 2013



LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE REGULATION

A. School district notice.

1. The school district will post the notice in Exhibit 409.3E1 regarding family and medical leave.
2. Information on the Family and Medical Leave Act and the board policy on family and medical leave, including leave provisions and employee obligations will be provided annually. The information will be in the Master Contract.
3. When an employee requests family and medical leave, the school district will provide the employee with information listing the employee's obligations and requirements. Such information will include:
  - a. a statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual 12-week entitlement or 26 week entitlement depending on the purpose of the leave;
  - b. a reminder that employees requesting family and medical leave for their serious health condition or for that of an immediate family member must furnish medical certification of the serious medical condition and the consequences for failing to do so or proof of call to active duty in the case of family military and medical leave;
  - c. an explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution; and
  - d. a statement notifying employees that they must pay and must make arrangements for paying any premium or other payments to maintain health **or other** and benefits.

B. Eligible employees.

Option 1

Employees are eligible for family and medical leave if three criteria are met.

1. The school district has more than 50 employees on the payroll at the time leave is requested.
2. The employee has worked for the school district for at least twelve months or 52 weeks (the months and weeks need not be consecutive); and
3. The employee has worked at least 1,250 hours within the previous year. Full-time professional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement.

Option II

The definition in the collective bargaining agreement is incorporated by reference.

Option III

**The definition in the collective bargaining agreement is incorporated by reference.**

If the employee requesting leave is unable to meet the above criteria, the employee is not eligible for family and medical leave.

- C. Employee requesting leave –two types of leave.
  - 1. Foreseeable family and medical leave.
    - a. Definition- leave is foreseeable for the birth or placement of an adopted or foster child with the employee or for planned medical treatment.
    - b. Employee must give at least thirty days notice for foreseeable leave. Failure to give the notice may result in the leave beginning thirty days after notice was received. For those taking leave due to military family and medical leave, notice should be given as soon as possible.
    - c. Employees must consult with the school district prior to scheduling medical treatment leave to minimize disruption to the school district. The scheduling is subject to approval of the health care provider.
  - 2. Unforeseeable family medical leave.
    - a. Definition- leave is unforeseeable in such situations as emergency medical treatment or premature birth.
    - b. Employee must give notice as soon as possible but no later than one to two work days after learning that leave will be necessary.
    - c. A spouse or family member may give the notice if the employee is unable to personally give notice.
- D. Eligible family and medical leave determination. The school district may require the employee giving notice of the need of leave to provide reasonable documentation or statement of family relationship.
  - 1. Six purposes
    - a. The birth of a son or daughter of the employee and in order to care for that son or daughter prior to the first anniversary of the child's birth;
    - b. The placement of a son or daughter with the employee for adoption or foster care and in order to care for that son or daughter prior to the anniversary of the child's placement;
    - c. To care for the spouse, son, daughter or parent of the employee if the spouse, son , daughter or parent has a serious health condition; or
    - d. Employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position.
    - e. because of a qualifying exigency arising out of the fact that an employee's \_\_\_\_ spouse; \_\_\_\_ son or daughter; \_\_\_\_ parent is on active duty or call to active duty status in support of a contingency operation of the National Guard or Reserves.
    - f. because the employee is the spouse; \_\_\_\_ son or daughter; \_\_\_\_ parent; \_\_\_\_ next of kin of a covered service member with a serious injury or illness.
  - 2. Medical certification
    - a. When required:

- (1) Employees may be required to present medical certification of the employee's serious health condition and inability to perform the essential functions of the job.
  - (2) Employees may be required to present medical certification of the family member's serious health condition and that it is medically necessary for the employee to take leave to care for the family member.
  - (3) Employees may be required to present certification of the call to active duty when taking military family and medical leave.
- b. Employees medical certification responsibilities:
- (1) The employee must obtain the certification from the health care provider who is treating the individual with the serious health condition.
  - (2) The school district may require the employee to obtain a second certification by a health care provider chosen by and paid for by the school district if the school district has reason to doubt the validity of the certification and employee submits. The second health care provider cannot, however, be employed by the school district on a regular basis.
  - (3) If the second health care provider disagrees with the first health care provider, then the school district may require a third health care provider to certify the serious health condition. This health care provider must be mutually agreed upon by the employee and the school district and paid for by the school district. This certification or lack of certification is binding upon both the employee and the school district.
- c. Medical certification will be required fifteen days after family and medical leave begins unless it is impracticable to do so. The school district may request recertification every thirty days. Recertification must be submitted within fifteen days of the school district's request.
- d. Employees taking military caregiver family and medical leave to care for a family service member cannot be required to obtain a second opinion or to provide recertification.

Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification will be denied until such certification is provided.

#### E. Entitlement

1. Employees are entitled to twelve weeks unpaid family medical leave per year. Employees taking military caregiver family and medical leave to care for a family service member are entitled to 26 weeks of unpaid family and medical leave but only in a 12 month period.
2. Year is defined as calendar year.
3. If insufficient leave is available, the school district may:
  - a. Deny the leave if entitlement is exhausted
  - b. Award leave available

#### F. Type of Leave Requested

1. Continuous- employee will not report to work for set number of days or weeks.

2. Intermittent –employee requests family and medical leave for separate periods of time.
  - a. Intermittent leave is available for:
    - \_\_\_\_\_ birth of my child or adoption or foster care placement subject to agreement by the district;
    - \_\_\_\_\_ serious health condition of myself, parent, or child when medically necessary;
    - \_\_\_\_\_ because of qualifying exigency arising out of the fact that my \_\_\_\_\_ spouse; son or daughter; \_\_\_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
    - \_\_\_\_\_ because I am the \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent; \_\_\_\_\_ next of kin of a covered service member with a serious injury or illness.
  - b. In the case of foreseeable intermittent leave, the employee must schedule the leave to minimize disruption to the school district operation.
  - c. During the period of foreseeable intermittent leave, the school district may move the employee to an alternative position with equivalent pay and benefits. *(For instructional employees, see G.)*

3. Reduced work schedule- employee requests a reduction in the employee's regular work schedule.
  - a. Reduced work schedule family and medical leave is available for:
    - \_\_\_\_\_ birth of my child or adoption or foster care placement subject to agreement by the district;
    - \_\_\_\_\_ serious health condition of myself, parent, or child when medically necessary;
    - \_\_\_\_\_ because of qualifying exigency arising out of the fact that my \_\_\_\_\_ spouse; son or daughter; \_\_\_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
    - \_\_\_\_\_ because I am the \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent; \_\_\_\_\_ next of kin of a covered service member with a serious injury or illness.
  - b. In the case of foreseeable reduced work schedule leave, the employee must schedule the leave to minimize disruption to the school district operation.
  - c. During the period of foreseeable reduced work schedule leave, the school district may move the employee to an alternative position with equivalent pay and benefits. *(For instructional employees, see G.)*

G. Special Rules for Instructional Employees.

1. Definition- an instructional employee is one whose principal function is to teach and instruct students in a class, a small group or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education and special education assistants.
2. Instructional employees who request foreseeable medically necessary intermittent or reduce work schedule family leave greater than twenty percent of the work days in the leave period may be required to:
  - a. Take leave for the entire period or periods of the planned medical treatment; or,

- b. Move to an available alternative position, with equivalent pay and benefits, but not necessarily equivalent duties, for which the employee is qualified.
  - 3. Instructional employees who request continuous family and medical leave near the end of a semester may be required to extend the family and medical leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter or spring breaks.
    - a. If an instructional employee begins family and medical leave for any purpose more than five weeks before the end of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last at least three weeks and the employee would return to work during the last three weeks of the semester if the leave was not continued.
    - b. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks and the employee would return to work during the last two weeks of the semester.
    - c. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.
  - 4. The entire period of leave taken under the special rules is credited as family and medical leave. The school district will continue to fulfill the school district's family and medical leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's family and medical leave entitlement ends before the involuntary leave period expires.
- H. Employee responsibilities while on family and medical leave.
  - 1. Employee must continue to pay health care benefit contributions or other benefit contributions regularly paid by the employee unless employee elects not to continue the benefits.
  - 2. The employee contributions payments will be deducted from any money owed to the employee or the employee will reimburse the school district at a time set by the superintendent.
  - 3. An employee who fails to make the health care contributions payments within thirty days after they are due will be notified that their coverage may be canceled if payment is not received within an additional 15 days.
  - 4. An employee may be asked to re-certify the medical necessity of family and medical leave for the serious medical condition of an employee or family member once every thirty days and return the certification within fifteen days of the request.
  - 5. The employee must notify the school district of the employee's intent to return to work at least once each month during their leave and at least two weeks prior to the conclusion of the family and medical leave.

6. If an employee intends not to return to work, the employee must immediately notify the school district, in writing, of the employee's intent not to return. The school district will cease benefits upon receipt of this notification.
- I. Use of paid leave for family and medical leave.

Option 1

An employee may substitute unpaid family and medical leave with appropriate paid leave available to the employee under board policy, individual contracts or the collective bargaining agreement. Paid leave includes, but is not limited to, sick leave, family illness leave, vacation, personal leave, bereavement leave and professional leave. When the school district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee within two business days that the paid leave will be counted as FMLA leave.

Option II

1. An employee may substitute unpaid family and medical leave for the serious health condition of the employee with paid sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the serious medical condition of the employee is unpaid.
2. An employee may substitute unpaid family and medical leave for the serious health condition of an employee's family member or to care for a family service member with paid sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the serious health condition of an employee's family member is unpaid.
3. An employee may substitute unpaid family and medical leave for the birth of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth with paid sick, vacation and personal leave. Upon the expiration of paid leave, the family and medical leave for the birth of a child of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth is unpaid.
4. An employee may substitute unpaid family and medical leave for the placement of a child with the employee for adoption or foster care and in order to care for that child prior to the first anniversary of the child's placement or adoption with sick, vacation or personal leave. Upon the expiration of paid leave, the family and medical leave for the placement of a child with the employee for adoption or foster care and in order to care for the child prior to the first anniversary of the child's placement or adoption is unpaid.
5. An employee may substitute unpaid family and medical leave when a family service member is called to active duty or on call to active duty with sick, vacation and personal leave. Upon expiration of paid leave, the leave is unpaid.
6. When the school district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee within two business days that the paid leave will be counted as FMLA leave.

Option III

1. An employee may substitute unpaid family and medical leave for the serious health condition of the employee with paid sick leave. Upon the expiration of paid leave, the family and medical leave for the serious health condition of the employee is unpaid.
2. An employee may substitute unpaid family medical leave for the serious health condition of an employee's family member with paid sick leave or to care for a family service member. Upon the expiration of paid leave. The family and medical leave for the serious health condition of an employee's family member is unpaid.
3. An employee may substitute unpaid family and medical leave for the birth of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth with sick and vacation leave. Upon the expiration of paid leave, the family and medical leave for the birth of a child of the employee and in order to care for that child prior to the first anniversary of the child's birth is unpaid.
4. An employee may substitute unpaid family and medical leave for the placement of a child with the employee for adoption or foster care and in order to care for that child prior to the first anniversary of the child's placement or adoption with sick and vacation leave. Upon the expiration of paid leave, the family and medical leave for prior to the first anniversary of the placement of s child with the employee for adoption or foster care is unpaid.
5. An employee may substitute unpaid family and medical leave when a family service member is called to active duty or on call to active duty with sick and vacation leave. Upon expiration of paid leave, the leave is unpaid.
6. When the school district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee within two business days that the paid leave will be counted as FMLA leave.

#### Option IV

1. Family and medical leave is unpaid.

LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS.

Active Duty—duty under a call or order to active duty under a provision of law referring to in section 101 (a) (13) of title 10, U.S. Code.

Common Law Marriage—according to Iowa law, common law marriages exist when there is a present intent by the two parties to be married, continuous cohabitation, and a public declaration that the parties are husband and wife. There is no time factor that needs to be met in order for there to be a common law marriage.

Contingency Operation—has the same meaning given such term in section 101 (a) (13) of title 10, U.S. Code.

Continuing Treatment—a serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
  1. treatment two or more times by a health care provider, by a nurse, or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist ) under orders of, or in referral by, a health care provider; or
  2. treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
  1. requires periodic visits for treatment by a health care provider or by a nurse or by a physician's assistant under direct supervision of a health care provider
  2. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
  3. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not receiving active treatment by, a health care provider. Examples include Alzheimer's a severe stroke or the terminal stages of disease.



- Any period of absence to receive multiple treatments (including and period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in days a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Covered Service Member—a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Eligible Employee—the district has more than 50 employees on the payroll at the time leave is requested. The employee has worked for the district for at least twelve months and has worked at least 1250 hours within the previous year.

Essential Functions on the Job—those functions which are fundamental to the performance of the job. It does not include marginal functions.

Employee Benefits—all benefits provided or made available to employees by an employer, including group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through an “employee benefit plan.”

Family Member—individuals who meet the definition of son, daughter, spouse, or parent.

Group Health Plan—any plan of, or contributed to by, an employer (including a self-insured plan) to provide health care (directly or otherwise) to the employer’s employees, former employees, or the families of such employees or former employees.

Health Care Provider—

- A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or
- Podiatrists, dentists, clinic psychologists, optometrists and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the state and performing within the scope of their practice as defined under state law; and
- Nurse practitioners and nurse-midwives, and clinical social workers who are authorized to

practice under state law and who are performing within the scope of their practice as defined under state law; and

- Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts; and
- Any health care provider from whom an employer or a group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits;
- A health care provider as defined above who practices in a country other than the United States who is licensed to practice in accordance with the laws and regulations of that country.

*In Loco Parentis*—individuals who had or have day-to-day responsibilities for the care and financial support of a child not their biological child or who had the responsibilities for an employee when the employee was a child.

Incapable of Self-Care-- that the individual requires active assistance or supervision to provide daily self-care in several of the "activities of daily living" or "ADLs." Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining residence, using telephones and directories, using post office, etc.

Instructional Employee—an employee employed principally in an instrumental capacity by an educational agency or school whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primary non-instructional employees.

Intermittent Leave—leave taken in separate periods of time due to single illness or injury, rather than for one continuous period of time, and may include leave or periods from an hour or more several weeks.

Medically Necessary—certification for medical necessity is the same as certification for serious health condition.

"Needed to Care For"—the medical certification that an employee is "needed to care for" a family member encompasses both physical and psychological care. For example, where, because of a serious health condition, the family member is unable to care for his or her own basic medical, hygienic or nutritional needs or safety or is unable to transport himself or herself to medical treatment. It also includes situations where the employee may be needed to fill in for others who are caring for the family member or to make arrangements for changes in care.

Next of Kin—an individual's nearest blood relative.

Outpatient Status—the status of a member of the Armed Forces assigned to-

- Either a military medical treatment facility as an outpatient; or,
- A unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Parents—a biological parent or an individual who stands in loco parentis to a child or stood in loco parentis to an employee when the employee was a child. Parent does not include parent-in-law.

Physical or Mental Disability—a physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Reduced Leave Schedule—a leave scheduled that reduces the usual number of hours per work week, or hours per workday, of an employee.

Serious Health Condition—An illness, injury, impairment, or physical or mental condition that involves:

- **An illness, injury, impairment, or physical or mental condition that involves:**
- Inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to serious health conditions, treatment for or recovery from), or any subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes:
  1. A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to serious health conditions, treatment for or recovery from) of more than three consecutive calendar days, including any subsequent treatment or period of incapacity relating to the same condition, that also involves:
  2. Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders or, on referral by, a health care provider; or
  3. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
  4. Any period of incapacity due to pregnancy or for prenatal care
  5. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic health condition is one which:
  6. Requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider;

7. Continues over an extended period of time (including episodes of a single underlying condition); and,
  8. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
  9. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke or terminal stages of a disease.
  10. Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis)
- Treatment for purposes of this definition includes, but is not limited to, examinations to determine if a serious health condition exists and evaluation of the condition. Treatment does not include routine physical examinations, eye examinations or dental examinations. Under this definition, a regimen of continuing treatment includes, for example, a course of prescription medicine (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
  - Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or unless complications develop ordinarily, unless complications arise, e common cold, the flu, ear aches, upset stomach, ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other condition of this regulation are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.
  - Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care on referral by a health care provider. On the other hand, absence because of the employee's use of the substance, rather than for treatment, does not qualify for FMLA leave.

- Absence attributable to incapacity under this definition qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee's health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

Serious Injury or Illness—an injury or illness incurred by a member of the Armed forces, including the National Guard or Reserves in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Son or daughter—a biological child, adopted child, foster child, stepchild, legal ward, or a child of a person standing in loco parentis. The child must be under the age 18 or, if over 18, incapable of self-care because of a mental or physical ability.

Spouse—a husband or wife recognized by Iowa law including common law marriages.

FAMILY AND MEDICAL LEAVE NOTICE TO EMPLOYEES

This document is available at

<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf>

**NOTE:** FMLA section 109 ([29 U.S.C. § 2619](#)) requires FMLA covered employers to post a notice. Regulations [29 C.F.R. § 825.300](#)(a) may require additional disclosures.

## LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE REQUEST FORM

Date: \_\_\_\_\_

I, \_\_\_\_\_, request family and medical leave for the following reason: (check all that apply):

- ☐ for the birth of my child;  
☐ for the placement of a child for adoption or foster care;  
☐ to care for my child who has a serious ~~health~~ **medical** condition;  
☐ to care for my parent who has a serious ~~health~~ **medical** condition;  
☐ to care for my spouse who has a serious ~~health~~ **medical** condition; or  
☐ because I am seriously ill and unable to perform the essential functions of my position.  
☐ because of a qualifying exigency arising out of the fact that my \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.  
☐ because I am the \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent; \_\_\_ next of kin of a covered service member with a serious injury or illness.

I acknowledge my obligation to provide medical certification of my serious health condition or that of family member in order to be eligible for family and medical leave within 15 days of the request for certification.

I acknowledge receipt of information regarding my obligation under the family and medical leave policy of the school district.

I request that my family and medical leave begin on \_\_\_\_\_ and I request leave as follows: (check one)

☐ continuous

I anticipate that I will be able to return to work on \_\_\_\_\_

☐ intermittent leave for the:

- ☐ birth of my child or adoption or foster care placement subject to agreement by the district;  
☐ serious health condition of myself, parent, or child when medically necessary;  
☐ because of qualifying exigency arising out of the fact that my \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.  
☐ because I am the \_\_\_ spouse; \_\_\_ son or daughter; \_\_\_ parent; \_\_\_ next of kin of a covered service member with a serious injury or illness

Details of the needed intermittent leave: \_\_\_\_\_

I anticipate returning to work at my regular schedule on \_\_\_\_\_.

\_\_\_\_\_ reduced work schedule for the:

- \_\_\_\_\_ birth of my child or adoption or foster care placement subject to agreement by the district;
- \_\_\_\_\_ serious health condition of myself, parent, or child when medically necessary;
- \_\_\_\_\_ because of qualifying exigency arising out of the fact that my \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent is on active duty parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- \_\_\_\_\_ because I am the \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent; \_\_\_\_\_ next of kin of a covered service member with a serious injury or illness

Details of the needed reduction in work schedule as follows: \_\_\_\_\_

I anticipate returning to work at my regular schedule on \_\_\_\_\_.

I realize I may be moved to an alternative position during the period of the family and medical intermittent or reduced work schedule leave. I also realize that with foreseeable intermittent or reduced work schedule leave, subject to the requirements of my health care provider, I may be required to schedule the leave to minimize interruptions to school district operations.

While on family and medical leave, I agree to pay my regular contributions to employer sponsored benefit plans. My contributions will be deducted from moneys owed me during the leave period. If no monies are owed me, I will reimburse the school district by personal check or cash for my contributions. I understand that I may be dropped from the employer-sponsored benefit plans for failure to pay my contribution.

I agree to reimburse the school district for any of my contributions with deductions from future monies owed to me or the school district may seek reimbursement of payments of my contributions in court.

I acknowledge that the above information is true to the best of my knowledge.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

If the employee requesting leave is unable to meet the above criteria, the employee is not eligible for family and medical leave.



## SUBSTITUTE TEACHERS

The board recognizes the need for substitute teachers. Substitute teachers shall be licensed to teach in Iowa.

It shall be the responsibility of the building principal to maintain a list of substitute teachers who may be called upon to replace regular contract licensed employees. Individuals whose names do not appear on this list will not be employed as a substitute without specific approval of the superintendent. It shall be the responsibility of the building principal to fill absences with substitute teachers immediately.

Substitute teachers will be paid a per diem rate. Substitutes employed for 5 or more consecutive days in the same position shall be paid **based upon qualifications and experience, and will be retroactive to the first day of the substitute period.** ~~according to the prevailing salary schedule at the base pay.~~ Substitute licensed employees are expected to perform the same duties as the licensed employees.

*Note: School districts should reflect their practice in the third paragraph by inserting a number in the blank and by determining whether placement on the salary schedule is retroactive. Both decisions are within the discretion of the board.*

Legal Reference: *Iowa Association of School Boards v. PERB*, 400 N.W.2d 571 (Iowa 1987).  
Iowa Code §§ 20.1, .4(5), .9; Ch.272 (2011).  
281 I.A.C. 12.4

Cross reference: 405.1 Licensed Employee Defined  
405.2 Licensed Employee Qualifications, Recruitment, Selection

Approved: May 14, 1992      Reviewed: February 16, 2015      Revised: March 18, 2013

## SUMMER SCHOOL LICENSED EMPLOYEES

~~It is within the discretion of the board to offer an educational program during the summer recess.~~ **The Riceville Community School District shall offer summer school options in accordance with lay and may, in its discretion, offer additional programming during summer recess.** Licensed employees who volunteer or who are appointed to deliver the summer education program are compensated in addition to their regular duties during the school academic year, unless such arrangements are made prior to determining the employee's compensation for the year.

~~Should the board determine a summer educational program is necessary,~~ Licensed employees will be given the opportunity to volunteer for the positions available. If the board determines a course must be offered and no licensed employee volunteers for the position, the board will make the necessary arrangements to fill the position. The board will consider applicants from volunteers of current licensed employees in conjunction with other applicants.

It is the responsibility of the superintendent to make a recommendation to the board regarding the need and the delivery of the summer educational program.

Legal Reference: Iowa Code §§ 279.8; 280.14 (2011).

Cross reference: 505.2 Student Promotion-Retention-Acceleration  
603.2 Summer School Instruction

Approved: March 18, 2013 Reviewed: February 16, 2015 Revised: \_\_\_\_\_

## TRUANCY OFFICER

The board will appoint a licensed employee from each school building to serve as the building's truancy officer.

The principal will notify the truancy officer when a student is truant. The truancy officer will investigate the cause of a student's truancy and attempt to ensure the student's attendance. The truancy officer may take the student into custody. A student taken into custody will be placed in the custody of the principal. The truancy officer will attempt to contact the student's parents when the student is taken into custody.

NOTE: School districts are not required to have a truancy officer. School districts that do not have a truancy officer must assign the duties to another individual--for example, the building principals. This policy can be eliminated if there is no truancy officer.

Legal Reference: Iowa Code §§ 299.10-.11, .15

Cross reference: 501.10 Truancy-unexcused Absences

Approved: March 18, 2013 Reviewed: February 16, 2015 Revised: \_\_\_\_\_

## EDUCATIONAL ASSOCIATE

The board may employ education associates or other instructional support personnel to assist licensed personnel in nonteaching duties, including, but not limited to:

- managing and maintain records, materials, and equipment;
- attending to the physical needs of children; and
- performing other limited services to support teaching duties when such duties are determined and directed by the teacher.

Education associates who hold a teaching certificate are compensated at the rate established for their position as an educational associate. It is the responsibility of the principal to supervise educational associates.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14  
281 I.A.C. 12.4(9); .5(9).

Cross reference: 411.2 Classified Employee Qualifications, Recruitment, Selection

Approved: March 18, 2013 Reviewed: February 16, 2015 Revised: \_\_\_\_\_

## CLASSIFIED EMPLOYEE DEFINED

Classified employees are employees who are not administrators or employees in positions which require an Iowa Department of Education teaching license and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Classified employees will include, but not be limited to, teacher and classroom aides, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and temporary help for summer or other maintenance. The position may be full-time or part-time.

It is the responsibility of the superintendent to establish job specifications and job descriptions for classified employee positions. Job descriptions may be approved by the board.

Classified employees required to hold a license for their position must present evidence of their current license to the board secretary prior to payment of wages each year.

*NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).*

Legal Reference: Iowa Code §§ 20; 279.8

Cross reference: 405.1 Licensed Employee Defined  
411.2 Classified Employee Qualifications, Recruitment, Selection  
412.3 Classified Employee Group Insurance Benefits

Approved: April 19, 1990 Reviewed: February 16, 2015 Revised: March 18, 2013

## CLASSIFIED EMPLOYEE- QUALIFICATION, RECRUITMENT, SELECTION

Persons interested in a classified employee position will have an opportunity to apply and qualify for classified employee positions in the school district without regard to age, creed, color, sex, national origin, religion, sexual orientation, marital status, gender identity or disability. Job applications for classified employee positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state or other license or certificate, if required, for the position.

~~Announcement of the position will be through means the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from and completed applications will be returned to the central administration office. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who directly supervises and oversees the position.~~

All job openings shall be submitted to the Iowa Department of Education for posting on [Teachlowa](#), the online state job posting system. Additional announcements of the position may occur through means the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who directly supervises and oversees the position.

**The superintendent will recommend employment of classified employees to the board for approval.**

**OR ( Need to choose what one)**

**The superintendent has the authority to hire and sign support personnel employment contracts, without board approval, for bus drivers, custodians, education associates, maintenance staff, clerical personnel, and food service workers. (These positions are the ones listed in the statute. Boards can add or delete from this list and should develop the list as it best reflects their district.)**

Legal Reference: 29 U.S.C. §§ 621-634 (2010).  
42 U.S.C. §§ 2000e *et seq.* (2010)  
42 U.S.C. §§ 1201 *et seq.* (2010)  
Iowa Code §§ 35C; 216; 279.8; 294.1 (2011).

Cross reference: 401.1 Equal Employment Opportunity  
411 Classified Employee-General

Approved: \_\_\_\_\_ Reviewed: February 16, 2015 Revised: March 18, 2013

## CLASSIFIED EMPLOYEE CONTRACTS

The board may enter into written contracts with classified employees employed on a regular basis. The contract will state the terms of employment.

Each contract will include a 15 day cancellation clause. Either the employee or the board must give notice of the intent to cancel the contract at the end of 15 days. This notice will not be required when the employee is terminated during a probationary period or for cause.

Classified employees will receive a job description stating **the specific** performance responsibilities of their position.

It is the responsibility of the superintendent to draw up and process the classified employee contracts and present them to the board for approval. The contracts, after being signed by the board president, are filed with the board secretary.

NOTE: If the board limits the use of classified employee contracts to bus drivers (which are required by law) that should be specified so other classified employees don't expect a contract.

*Boards can now delegate the hiring of classified employees to the superintendent. The superintendent can also sign individual contracts for classified employees as well. The board needs to determine which of the above bracketed sentences are appropriate for its district.*

[ *The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding \_\_\_\_\_ of such employees will be followed. ]*

*NOTE: If the board limits the use of classified employee contracts to bus drivers (which are required by law) that should be specified so other classified employees don't expect a contract. The last paragraph in brackets should be completed and added to appropriate policies for classified employees in school districts where classified employees have certified collective bargaining units.*

*Boards can now delegate the hiring of classified employees to the superintendent. The superintendent can also sign individual contracts for classified employees as well. The board needs to determine which of the above bracketed sentences are appropriate for its district. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 17 #6 - June 18, 2004.*



Legal Reference: Iowa Code §§ 20; 279.7A; 285.5(9)

Cross Reference: 411 Classified Employees-General  
412.1 Classified Employee Compensation  
412.2 Classified Wage and Overtime Compensation  
413 Classified Employee Termination of Employment

Approved: \_\_\_\_\_ Reviewed: March 16, 2015 Revised: March 18, 2013

CLASSIFIED EMPLOYEE LICENSING/CERTIFICATION

Classified employees who require a special license or other certification will keep them current at their own expense. Licensing requirements needed for a position will be considered met if the employee meets the requirements established by law ~~and by the Iowa Department of Education~~ for the position.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: Iowa Code §§ 285.5(9)  
281 I.A.C. 12.4(10); 36; 43.12-.24.

Cross Reference: 411.2 Classified Employee Qualifications, Recruitment, Selection

Approved: March 18, 2013 Reviewed: March 16, 2015 Revised: \_\_\_\_\_

## CLASSIFIED EMPLOYEE ASSIGNMENT

Determining the assignment of each classified employee is the responsibility of the superintendent and within the sole discretion of the board. In making such assignments each year the superintendent will consider the qualifications of each classified employee and the needs of the school district.

It is the responsibility of the superintendent to assign classified employees and report such assignments to the board.

Legal Reference: Iowa Code §§ 20; 279.8

Cross Reference: 200.2 Powers of the Board of Directors  
411.6 Classified Employee Transfers

Approved: \_\_\_\_\_ Reviewed: March 16, 2015 Revised: March 18, 2013

## CLASSIFIED EMPLOYEE TRANSFERS

Determining the location where a classified employee's assignment will be performed is the responsibility of the superintendent and within the sole discretion of the board. In making such assignments each year the superintendent will consider the qualifications of each classified employee and the needs of the school district.

A transfer may be initiated by the employee, the principal, or the superintendent.

It is the responsibility of the superintendent to transfer classified employees and report such transfers to the board.

Legal Reference: 29 U.S.C. §§ 621-634  
42 U.S.C. §§ 2000e *et seq.*  
42 U.S.C. §§ 12101 *et seq.*  
Iowa Code §§ 20.9; 35C; 216; 279.8; 294.1

Cross Reference: 411.2 Classified Employee Qualifications, recruitment, Selection  
411.5 Classified Employment Assignment

Approved: March 13, 2013 Reviewed: March 16, 2015 Revised: \_\_\_\_\_

## CLASSIFIED EMPLOYEE EVALUATION

Evaluation of classified employees on their skills, **abilities**, and competence is an ongoing process supervised by the superintendent. The goal of the formal evaluation of classified employees is to maintain classified employees who meet or exceed the board's standards of performance, to clarify each classified employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administration and other employees.

It is the responsibility of the superintendent to ensure classified employees are formally evaluated annually. New and probationary classified employees are formally evaluated at least **twice** ~~once~~ a year.

NOTE: This policy states that new and probationary employees will be formally evaluated at least twice a year. This is not a legal requirement but is a recommended practice. School districts with another practice should reflect that in the last sentence of the second paragraph. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #4 - July 11, 2008

Legal Reference:     *Aplington Community School District v. PERB*, 392 N.W.2d 495 (Iowa 1986).  
Iowa Code §§ 20.9; 279.14  
281 I.A.C. 12.3(3).

Cross Reference:    411.2   Classified Employee Qualifications, recruitment, Selection  
                          411.8   Classified Employee Probationary Status

Approved: \_\_\_\_\_ Reviewed: March 15, 2016   Revised: March 13, 2013

CLASSIFIED EMPLOYEE PROBATIONARY STATUS

The first **year** of a newly classified employee's contract is a probationary period. "Day" is defined as one work day regardless of full-time or part-time status of the employee. New employees, regardless of experience, are subject to this probationary period.

"New" employees includes individuals who are being hired for the first time by the school district and those who may have been employed by the school district in the past, but have not been employed by the board during the school year prior to the one for which contracts are being issued.

Only the board, in its discretion, may waive the probationary period.

Legal Reference: Iowa Code §§ 20; 279.8

Cross Reference: 411.3 Classified Employee Contracts  
411.7 Classified Employee Evaluation

Approved: March 18, 2013 Reviewed: March 16, 2015 Revised: \_\_\_\_\_

CLASSIFIED EMPLOYEE COMPENSATION

The board will determine the compensation to be paid for the classified employee's positions, keeping in mind the educational and experience of the classified employee, the educational philosophy of the school district, the financial condition of the school district and any other consideration as deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board annually regarding the compensation of classified employees.

Legal Reference: Iowa Code §§ 20.1, .4, .7, .9; 279.8

Cross Reference: 411.3 Classified Employee Contracts  
412.2 Classified Employee Wage and Overtime Compensation

Approved: March 18, 2013 Reviewed: March 16, 2015 Revised: \_\_\_\_\_

## CLASSIFIED EMPLOYEE WAGE AND OVERTIME COMPENSATION

Each non-exempt employee compensated on an hour-by-hour basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee is compensated at one and one-half times their regular hourly wage rate. This compensation is in the form of overtime pay or compensatory time. Overtime will not be permitted without prior authorization of the superintendent.

Each non-exempt employee paid on an hour-by-hour basis must complete, sign, and turn in a daily time record showing the actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action.

It is the responsibility of the board secretary to maintain wage records.

*NOTE: Federal law requires compensation at time and one-half the regular rate for work over 40 hours per week, whether in monetary form or compensatory time.*

Legal Reference: *Garcia v. San Antonio Metropolitan Transit Authority*, 469 U.S. 528 (1985)  
29 U.S.C. §§ 2601 *et seq.* (2010).  
29 C.F.R. Pt. 511 (2010).

Cross Reference: 411.3 Classified Employee Contracts  
412.1 Classified Employee Compensation

Approved: \_\_\_\_\_ Reviewed: March 16, 2015 Revised: March 18, 2013



## CLASSIFIED EMPLOYEE GROUP INSURANCE BENEFITS

Classified employees may be eligible for group insurance benefits as determined by the board and required by law. The board will select the group benefit program(s) and the insurance company or third party administrator which will provide or administer the program.

In accordance with the Patient Protection and Affordable Care Act (ACA), the board will offer classified employees, who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, with minimum essential coverage that is both affordable and provides minimum value. The board will have the authority and right to change or eliminate group benefit programs, other than the group health plan, for its licensed employees.

Classified employees, who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, are eligible to participate in the group health plan. Classified employees who work 30 hours per week are eligible to participate in long term disability and life insurance group plans. Employers should maintain documents regarding eligible employee's acceptance and rejection of coverage.

Regular part-time classified employees who work less than 30 hours per week or 130 hours per month for health benefit purposes or employees who work less than 30 hours per week for benefits other than health who wish to purchase coverage may participate in group benefit programs by meeting the requirements of the applicable plan. Full-time and regular classified employees who wish to purchase coverage for their spouse or dependents may do so by meeting the requirements of the applicable plan.

*Note: Beginning on January 1, 2015, school districts that employ an average of at least 50 full-time employees (including an equivalent for part-time employees), are required to offer health coverage to full-time employees (and their dependents) or pay a penalty tax under the ACA Employer Mandate. Districts with 50-99 full-time employees (including an equivalent for part-time employees) may have until their 2016 plan year before compliance is required, if certain conditions are satisfied. Option 1 assumes a school district employs at least 50 full-time employees (including an equivalent for part-time employees) and is subject to the ACA's Employer Mandate. Boards can edit Option 1 to reflect their district's actual coverage (e.g. additional group insurance plans offered by the districts, which may include: life and long term disability group insurance plans.*

*NOTE: For a more detailed discussion of this issue, see [IASB's Special Report](#), A School District's Responsibilities under the Federal Patient Protection and Affordable Care Act (ACA), December 2014.*

Legal Reference: Iowa Code §§ 20.9; 85; 85B; 279.12; 509; 509A; 509B

**Internal Revenue Code § 4980H(c)(4); Treas. Reg. § 54.4980H-1(a)(21)(ii)**

**Shared Responsibility for Employers Regarding Health Coverage, 26 CFR Parts 1, 54 and 301, 78 Fed. Reg. 217, (Jan. 2, 2013).**

**Shared Responsibility for Employers Regarding Health Coverage, 26 CFR Parts 1, 54 and 301, 79 Fed Reg. 8543 (Feb. 12, 2014).**

Cross Reference: 411.1 Classified Employee Defined

Approved: October 15, 1992

Reviewed: April 21, 2008

Revised: April 20, 2015

CLASSIFIED EMPLOYEE TAX SHELTER PROGRAMS

**Employees may elect to have amounts withheld from their pay for items authorized by law, subject to agreement of the district. The board may authorize the administration to make a payroll deduction for classified employees' tax-sheltered annuity premiums purchased from a company or program if chosen by the board.**

~~The board authorizes the administration to make a payroll deduction for classified employees' tax-sheltered annuity premium purchased from a company or program chosen by the board and collective bargaining units.~~

Classified employees wishing to have payroll deductions for tax sheltered annuities will make a written request to the superintendent. **Request for purchase or change of tax-sheltered annuities may be made \_\_\_\_\_**

Note: The school district time frame for adding or changing tax-sheltered annuities should be reflected in this policy, if the school district uses one. The time frame should be inserted in the blank in the second paragraph.

Note: Boards should adopt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 25 #4 - May 1, 2017.

Legal Reference: Small Business Job Protection Act of 1996, Section 1450(a), repealing portions of IRS REG § 1.403(b)-1(b) (3).  
Iowa Code § 20.9; 260C; 273; 294.16 (2011).

Cross Reference: 706 Payroll procedures

Approved: March 18, 2013 Reviewed: March 16, 2015 Revised: \_\_\_\_\_

CLASSIFIED EMPLOYEE RESIGNATION

Classified employees who wish to resign during the school year will give the board notice of their intent to resign and final date of employment at least 10 days prior to their last working day.

Notice of the intent to resign will be in writing to the superintendent.

Legal Reference: Iowa Code § 91A.2, .3, .5; 279.19A; 285.5(9)

Cross Reference: 411.3 Classified Employee Contracts  
413 Classified Employee Termination of Employment

Approved: August 14, 1989 Reviewed: August 13, 2003 Revised: March 16, 2015

## CLASSIFIED EMPLOYEE RETIREMENT

Classified employees who will complete their current contract with the board may apply for retirement. No classified employee will be required to retire at any specific age.

Application for retirement will be considered made when the classified employee states in writing to the superintendent, no later than the date set by the board for the return of the employee's contract to the board if applicable, the employee's intent to retire. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent.

Board action to approve a classified employee's application for retirement is final, and such action constitutes termination of the employee's contract effective the day of the employee's retirement.

Classified employees and their spouses and dependents who have group insurance coverage through the school district may be allowed to continue coverage of the school district's group health insurance program, at their own expense, by meeting the requirements of the insurer.

NOTE: Mandatory retirement ages are a violation of federal law. The witnessing of the retiring employee's letter is to protect the school district in the event an employee alleges that the school district forced the employee to retire.

Legal Reference: 29 U.S.C. §§ 621 *et seq.*  
Iowa Code §§ 91A.2, .3, .5; 97B; 216; 279.19A, .46

Cross Reference: 412 Classified Employee Compensation and Benefits  
413 Classified Employee Termination of Employment

Approved: March 18, 2013 Reviewed: March 16, 2015 Revised: \_\_\_\_\_

## CLASSIFIED EMPLOYEE SUSPENSION

Classified employees will perform their assigned job, respect and follow board policy and obey the law. The superintendent is authorized to suspend a classified employee with or without pay pending board action on a discharge or during investigation of charges against the employee or for disciplinary purposes. It is within the discretion of the superintendent to suspend a classified employee with or without pay.

In the event of a suspension, due process will be followed.

NOTE: This is a mandatory policy.

Legal Reference: Northeast Community Education Association v. Northeast Community School District, 402 N.W.2d 901 (Iowa 1987).  
McFarland v. Board of Education of Norwalk Community School District, 277 N.W.2d 901 (Iowa 1979).  
Iowa Code §§ 20.7, .24

Cross Reference: 404 Employee Conduct and Appearance  
413 Classified Employee Termination of Employment

Approved: March 18, 2013 Reviewed: March 16, 2015 Revised: \_\_\_\_\_

CLASSIFIED EMPLOYEE DISMISSAL

The board believes classified employees should perform their jobs, respect board policy and obey the law. A classified employee may be dismissed upon thirty days notice or immediately for cause. Due process procedures will be followed.

It is the responsibility of the superintendent to make a recommendation for dismissal to the board. A classified employee may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, reduction in force, willful violation of board policy or administrative regulations, or a violation of the law.

Legal Reference: Iowa Code §§ 20.7, .24

Cross Reference: 404 Employee Conduct and Appearance  
413.3 Classified Employee Suspension  
413.5 Classified Employee Reduction in Force

Approved: \_\_\_\_\_ Reviewed: March 16, 2015 Revised: March 18, 2013

CLASSIFIED EMPLOYEE REDUCTION IN FORCE

It is the **exclusive power responsibility** of the board to determine when a reduction in classified employees is necessary. Employees who are terminated due to a reduction in force will be given thirty days notice. Due process will be followed for terminations due to a reduction in force.

It is the responsibility of the superintendent to make a recommendation for termination to the board. The superintendent will consider the relative qualifications, skills, ability, and demonstrated performance through evaluation procedures in making the recommendations.

Legal Reference: Iowa Code §§ 20.7, .24

Cross Reference: 407.5 Licensed Employee Reduction in Force  
413.3 Classified Employee Suspension  
413.4 Classified Employee Dismissal  
703 Budget

Approved: March 18, 2013 Reviewed: March 16, 2015 Revised: \_\_\_\_\_

## CLASSIFIED EMPLOYEE PROFESSIONAL PURPOSES LEAVE

Professional purposes leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. Application for the leave must be presented to the superintendent **7** days prior to the meeting or conference.

It is within the discretion of the superintendent to grant professional purposes leave. The leave may be denied on the day before or after a vacation or holiday, on special days when services are needed, when it would cause undue interruption of the education program and school district operations, or for other reasons deemed relevant by the superintendent.

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

Cross Reference: 411 Classified Employees—General  
408.1 Classified Employee Professional Development

Approved: March 18, 2013 Reviewed: May 18, 2015

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



## EMPLOYEE VACCINATION/TESTING FOR COVID-19

In an effort to comply with federal Occupational Safety and Health Administration requirements, the district is requiring all employees to become fully vaccinated against COVID-19, or in the alternative to produce weekly evidence of negative COVID-19 testing and utilize face coverings at work sites.

### Vaccination

All employees are required to become fully vaccinated against COVID-19. Full vaccination occurs when an employee has received both primary COVID-19 vaccination doses, or one single dose if the vaccine only requires one dose, and have waited two weeks following the last dose administered. This requirement will become effective no later than December 6, 2021. Employees who have received full vaccination against COVID-19 must submit proof of vaccination no later than December 6, 2021. Employees who have not received both (if a vaccine requires a 2 dose regimen) primary doses of a COVID-19 vaccine will be required to comply with the testing and face covering requirements of the section below. Employees who have received both primary doses of the COVID-19 vaccine on or before December 6, 2021, but who have not yet passed the two week waiting period for full vaccination efficacy are not required to comply with the testing and face covering requirements of the section below.

### Face Coverings and Testing

Beginning December 6, 2021, employees who do not wish to obtain vaccination against COVID-19 must wear face coverings at all times while indoors, in a vehicle, or in another enclosed space as described in detail in procedure 403.7R1. Beginning January 4, 2022, employees who are not fully vaccinated must also provide proof of negative COVID-19 test results every 7 days.

### Reasonable Accommodations

The vaccine requirement does not apply to employees for whom a vaccine is medically contraindicated; for whom medical necessity requires a delay in vaccination; or who are legally entitled to a reasonable accommodation due to a disability or sincerely held religious beliefs, practices or observances. If an employee requires accommodation from any other part of the policy for medical or religious reasons, the employee may request one. Qualifying employees will be expected to submit verification of one of these exemptions in order to receive an accommodation.

Employees who fail to abide by the requirements of this policy may face disciplinary action up to and including termination. It is the obligation of the Superintendent to establish appropriate procedures necessary to enforce this policy.

***NOTE: This is a mandatory policy for districts which employ 100 or more employees, regardless of full time or part time status. This should also include temporary employees such as substitute teachers. For more information on this policy and supporting guidance, see IASB Policy Primer 30-2.***

EMPLOYEE PERSONAL ATTESTATION OF VACCINATION STATUS

# OSHA -ETS Mandatory Covid 19 Vaccination Data Collection Survey

In order to begin to prepare for the OSHA ETS mandatory vaccination policy, the Riceville Community Schools is asking for your COVID -19 Vaccination status and for you to provide proof of vaccination.

1. What is your first and last name?

2. Are you fully vaccinated for COVID? This means you are two weeks after your 2nd dose in a 2 dose series such as Pfizer or Moderna, or 2 weeks after a single dose vaccine such as Johnson and Johnson. MARK only ONE OVAL.

Yes

No

3. Upload proof of COVID 19 Vaccination - Please upload a picture or scan of your vaccination card

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

**RESCIND THIS POLICY** Code No. 403.7E2

**MEDICAL ACCOMMODATION REQUEST FORM**

Date:	
Employee Name:	
Email Address:	
Position/Job Title:	
Employee Telephone Number:	
Employment Location:	

(1) What is the basis for the medical accommodation that you are requesting?

(2) What are you requesting an accommodation from?

Item	Yes/No
Vaccination for COVID-19	
Testing for COVID-19	
Use of Face Coverings	

\_\_\_\_\_  
Employee Signature Date

Office Use

This request has been:

\_\_\_\_\_  
Approved Denied

\_\_\_\_\_  
Administrator Date

## **RESCIND THIS POLICY** Code No. 403.7E3

### RELIGIOUS ACCOMMODATION REQUEST FORM

Date:	
Employee Name:	
Email Address:	
Position/Job Title:	
Employee Telephone Number:	
Employment Location:	

(1) Please identify the policy requirement or practice that conflicts with your sincerely held religious observance, practice or belief:

(2) Please describe the nature of your sincerely held religious beliefs or religious practice or observance that conflict with the policy or practice you have identified above:

(3) What are you requesting an accommodation from?

Item	Yes/No
Vaccination for COVID-19	
Testing for COVID-19	
Use of Face Coverings	

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Office Use

This request has been:

\_\_\_\_\_  
Approved Denied

\_\_\_\_\_  
Administrator Date

## EMPLOYEE VACCINATION/TESTING FOR COVID-19 REGULATION

### Acceptable Proof of Vaccination Status

To satisfy the vaccination requirement within this policy, employees must submit to the Superintendent or Superintendent's designee acceptable proof of vaccination status no later than December 6, 2021.

Acceptable proof of vaccination status includes:

1. Immunization records from a healthcare provider or pharmacy;
2. A copy of a COVID-19 Vaccination Record Card;
3. A copy of medical records documenting immunization;
4. A copy of immunization records from a public health, state or tribal immunization information system;
5. Any other official documentation that contains the type of vaccine administered, dates of administration, and the name of the administering health provider or clinic;
6. If any other records are unavailable a signed and dated personal attestation statement.

Any employee who fails to provide acceptable proof of vaccination status may face disciplinary action up to and including termination.

### Record Keeping

The district is required by law to keep a roster of the vaccination status of all employees.

Any records showing proof of employee vaccination status the district maintained prior to November 5, 2021 will be considered sufficient proof of the employee's vaccination status.

Any records related to an employee's vaccination status, including the employee vaccination status roster, will be considered confidential employee medical records not subject to public disclosure and stored as employee medical records consistent with law. These records will be maintained by the district for as long as 29 C.F.R. 1910.501 remains in effect.

### Testing

Beginning January 4, 2022, employees who are not fully vaccinated must submit proof of negative COVID-19 test results every 7 days. Documentation of negative test results must be provided to the district no later than every 7 days. The Riceville Community School District will pay for the testing from February 9<sup>th</sup>, 2022 till June 1<sup>st</sup>, 2022. Employees who are not fully vaccinated and do not report to work for longer than 7 days (ex. an employee on vacation or on leave) must provide documentation of a negative test result upon their return to work. If the employee fails to provide proof of a negative test result, the district must keep the employee removed from the workplace until the negative test result documentation is provided.

Employees who receive a positive COVID-19 test result or have been diagnosed with COVID-19 by a licensed healthcare provider; are not required to produce another test result for 90 days from the date of their positive result.

### Positive Test Results

Regardless of vaccination status, employees must report any positive COVID-19 test results or a diagnosis of COVID-19 by a licensed healthcare provider to the district. Any employee so reporting will be immediately removed from the workplace and will stay removed from the workplace until any of the following occur:

- The employee receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek the confirmatory test

## **RESCIND THIS POLICY** Code No. 403.7R2

### REQUIRED NOTICES TO EMPLOYEES

For additional information on COVID-19 vaccine efficacy, safety, and the benefits of being vaccinated, please consult the following document “Key Things to Know About COVID-19 Vaccines”

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>

29 C.F.R. 1904.34(b)(1)(iv) prohibits the employer from discharging or in any manner discriminating against an employee for reporting a work-related injury or illness.

11(c) of the Occupational Safety and Health Act prohibits the employer from discriminating against an employee for exercising rights under, or as a result of actions that are required by, this policy. 11(c) also protects employees from retaliation by the employer for filing an occupational safety or health complaint, reporting a work-related injury or illness, or otherwise exercising any rights provided by the OSH Act.

18 U.S.C. 1001 and section 17(g) of the OSH Act provide for criminal penalties associated with knowingly supplying false statements or documentation in accordance with this policy.

**Riceville CSP  
912 Woodland Ave.  
Riceville, IA 50466**

The bid is to be in a **SEALED** envelope with the words "School Bus Bid" clearly marked on the outside thereof.

Note: All bids on chassis equipment shall meet or exceed the specifications listed below, and in addition, those stated in the "Minimum Standards for Construction of School Transportation Equipment, Iowa TR-B-3R, As well as any appropriate Federal Motor Vehicle Safety Standards.

Bid Due Date: **February 17th @ 12:00 PM**  
Bus Delivery Date: **Aug 10th 2022**

Year/ Model / Body Style:	2023 / 65 Passenger / Conventional	Yes/No
Access Panels on Bulkhead	Hinged front with storage and <del>hinged rear for access</del>	Yes front only
Accessories outlet plug	12 Volt	Yes
Acoustical Head Liner	Full length and riveted	Yes
Alternator	<del>300 amp</del> 240 amp	Yes
Axle Front	10,000 minimum	Yes 12,000lbs
Axle Rear	21,000lb minimum	Yes
Battery	3-12 Volt <del>1350CCA</del>	Yes 2100cca
Block Heater	750 watt	Yes
Body Mounts	Rubber cushions between body and frame	Yes
Brakes	Hydraulic Disk with Dust Shields	Yes
Bumpers Front and Rear	<del>44</del> Formed steel bumper	Yes 15"front/12" rear
Camera System	REI HD5-1200W-4-500	Yes
Cameras Interior	yes	
Camera Exterior	yes License plate camera and stop arm camera	
Ceiling panels	22 gauge, Full sound abatement, riveted	Yes
Circuit Breakers	<del>Manual reset</del>	Yes fuses
Cooling Hoses	Constant Torque Clamps	Yes
Cooling System	<del>Extended Life Shell - 40 degrees</del>	Yes -34 degrees
Cowl Grab Handles	<del>Yellow</del>	Yes black
Cowl Steps	Passenger and driver side	Yes
Cup Holder	<del>To left of driver</del>	Yes right side
Crossing Gate	Electric with deactivation switch	Yes
Cummins Over the air	<del>with updatable</del> N/A with Gas	
DEF tank	<del>16.5 gal</del>	Yes 15 gallon
DEF tank door	Locking	Yes
Defroster Driver	minimum 90,000 BTU Full Length	Yes
Defroster Auxiliary Fans	2	Yes
Dome Light Driver	Separate switch	Yes
Dome Light Passengers	On each side, Separate Switch	Yes
Dome Light Rear Row	On Separate Switch from other lights	Yes
Door Emergency:	Inside hinges Or list where and if lubeable	Yes
Door Entrance:	<del>33"x78" Opening minimum - Electric</del> or list dimensions	Yes 27"x78" Manual door
Door Switch Location:	<del>Right of driver or in steering wheel</del>	
Driver clipboard compartment	Left of driver for easy access	Yes
Driver's Seat	National 2000 Mechanical with right arm rest	Yes
Electronic Stability Control	Standard	Yes
Emergency Equipment	Fire extinguisher, First Aid, Body Fluid, Flares, Belt Cutter	Yes

Engine	Cummins ISB 250 HP 560 lbs. torque	Yes
Engine Option	Gas V8 Option price Ford 7.3L V8 350hp/468 ft lb torque-see pricing below	
Engine Fan	Warner Electric FC-550	Yes
Escape Windows	2 per side	Yes
Exhaust system	Exits Drivers Side ahead of duals	Yes
Exterior Lighting	LED	Yes
Exterior Side Panels	<del>16 gauge minimum</del>	Yes 20ga std.
Fenderettes rear exterior	Rubber	Yes
Floor (sub)	Exterior grade 5/8" 5 ply	Yes
Floor Covering	Aluminum aisle strips	Yes
Floor Color	Gray	Yes
Floorplan	Must be included to show seat spacing	Yes
Frame	50,000 PSI Minimum	Yes
Fuel Tank	<del>65 gal</del>	Yes 15 gallon
Fuel Tank Door	Non-Locking	Yes
Fuel water separator	Heated	Yes
Gauges	Tach, Hour, Speed, fuel, def., volt, trans temp	Yes
Gear Ratio	TBD	5.29
Header Pads	Above doors	Yes
Headlights	Halogen lamps, Daytime running lights	Yes
Headroom	<del>78"</del>	Yes 77"
Heater Booster Pump:	Booster	Yes
Heater Driver:	combined with defroster 90,000 btu	Yes
Heater Midship:	Minimum 50,000 BTU	Yes
Heater Rear:	Minimum <del>34,500 BTU</del>	Yes
Heater Stepwell:	Minimum 50,000 BTU	Yes
Hood	<del>3 piece fiberglass, less than 15 lbs pull to open, for 160</del>	Yes 1 piece hood
Horn	Electric	Yes
Instruments:	Tach, Hour, Speed, fuel, def., volt, trans temp	Yes
Insulation Ceiling:	1.5" roof and roof bows also Value R-6	Yes
Insulation Sidewalls:	1.5" minimum Value R-6	Yes
Interior Color	<del>Spring White</del>	Yes astro white
Interior wall	Embossed steel	Yes
Lights Exterior	LED	Yes
Lights Turn LED on COWL	<del>ON FRONT COWL</del>	Yes on hood
Lettering and number		Yes
Mirrors Cross view	Heated "Mirror Lite HD Busboy"	Yes
Mirrors Rearview	Heated remote	Yes
Mirrors Interior	6x30	Yes
Mud flaps	Rubber	Yes
No Student Left Behind System	Deactivation button in rear of last row	Yes
Pre-trip light system	Single switch	Yes
Radio	AM/FM/PA 4 speakers	Yes
Reflective Tape	3M	Yes
Roof Hatches	<del>Specialty Hybrid 1975</del>	Yes Spheros
Rub rail	16 Gauge 4 required 3 wrap around, <del>SEALED ON TOP EDGE</del>	Yes
Seat Upholstery	Gray 42oz. Fire Block	Yes
Seat Frames	3-3pt belts per bench Seat frames shall be capable for installation of Integrated Child Safety restraint Systems. Conversion of seats shall not require the removal of the seat from the bus floor and will re-use the base frame of the standard seat.	Yes



Shut Off Valves	Ball Style	Yes
Sound Abatement	Firewall, Driver floor area, stepwell area	Yes
Steering	Tilt	Yes
Stepwell	<del>36" width, NON-TAPERED STEPS, all steps same width</del>	Yes BB Std
Stepwell hand rail	Left side	Yes
Step tread	Pebble with white noising	Yes
Stop Arm front	Electric LED Strobing	Yes
Stop Arm Rear	Electric LED Strobing	Yes
Strobe Light	Low Pro 2.25" Strobe <del>within 2 feet of rear</del> 18" state standard	Yes
Sun Shield	6"x 30"	Yes
Suspension Front	<del>10,000lb spring</del>	Yes
Suspension Rear	21,000lb minimum spring	Yes
Switches	Located forward of driver	Yes
Thermal Windows	Driver	Yes
Tires and rims front	11R 22.5 steer on 8.25 rims	Yes
Tires and rims rear	11R 22.5 Mud and Snow on 8.25 rims	Yes
Tow hooks front and rear	Frame mounted	Yes
Traction Control	Standard	Yes
Transmission	Allison 2500 with 7 yr extended warranty	Yes
Undercoating:	Complete Underside	Yes
Vandal Locks	Front and rear	Yes
Wheelbase	<del>154"</del>	Yes 252"
Windshield	<del>Tinted 3 Piece 73% light</del>	Yes 2pc
Windshield wipers	Intermittent/ <del>Overlap pattern</del> /wet arm	Yes
Windows	Tint	Yes
Winter Front	<del>Black</del>	Yes yellow
Wiring	Labeled and Color Coded	Yes
Total:		

Diesel bid price \$110,639.00  
Gasoline bid price \$104,987.00

Contact: Bobby Myer, Director of Transportation, Riceville Community School District,  
at 641-220-2095 if there are any questions. Mark all submitted bid envelopes "SCHOOL BUS BID".

The Undersigned further agrees:

- (1) That this bid be held in force for a period of thirty (30) days. **Pricing valid until February 25, 2022**
- (2) That the Board of Education reserved the right to accept or reject any or all bids,  
as seems to be in their best interest.

Sincerely,  
**School Bus Sales Co.**

Name of Firm

*Jon Andrews*

By

**Sales Rep.**

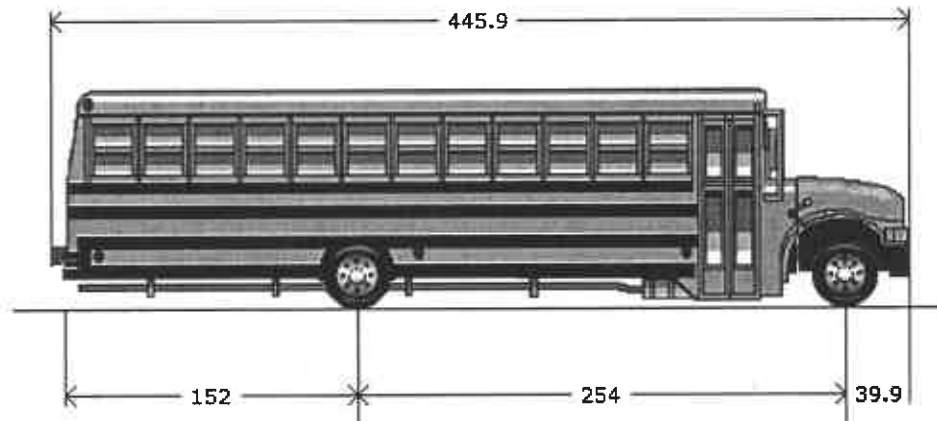
Title

January 11, 2022

**Prepared For:**  
RICEVILLE CSD  
JENNIFER DUNN  
912 Woodland Ave.  
Riceville, IA 50466-  
(641)985 - 2288  
Reference ID: 65p DSL

**Presented By:**  
HOGLUND BUS CO INC  
DAWN KELLEY  
P.O. BOX 249  
MONTICELLO MN 55362  
763-295-5119

Thank you for the opportunity to provide you with the following quotation on a new IC Corporation vehicle. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.



**Model Profile**  
**2023 INTEGRATED CE S BUS (PB105)**

<b>APPLICATION:</b>	School Transportation
<b>MISSION:</b>	Requested GVWR: 31000. Calc. GVWR: 29800 Calc. Start / Grade Ability: 22.22% / 2.44% @ 55 MPH Calc. Geared Speed: 80.0 MPH
<b>DIMENSION:</b>	Wheelbase: 254.00, CA: N/A, Axle to Frame: 152.00
<b>ENGINE, DIESEL:</b>	{Cummins B6.7 250} EPA 2021, 250HP @ 2400 RPM, 660 lb-ft Torque @ 1600 RPM, 2600 RPM Governed Speed, 250 Peak HP (Max), School Bus Only
<b>TRANSMISSION, AUTOMATIC:</b>	{Allison 2500 PTS} 5th Generation Controls, Wide Ratio, 5-Speed with Overdrive, Less PTO Provision, Less Retarder, with 33,000-lb GVW and GCW Max, School Bus
<b>CLUTCH:</b>	Omit Item (Clutch & Control)
<b>AXLE, FRONT NON-DRIVING:</b>	{Meritor MFS-10-122A} I-Beam Type, 10,000-lb Capacity
<b>AXLE, REAR, SINGLE:</b>	{Dana Spicer S140} Single Reduction, 21,000-lb Capacity, 190 Wheel Ends Gear Ratio: 5.29
<b>TIRE, FRONT:</b>	(2) 11R22.5 Load Range G AH37 (HANKOOK), 501 rev/mile, 75 MPH, All-Position
<b>TIRE, REAR:</b>	(4) 11R22.5 Load Range G DH37 (HANKOOK), 498 rev/mile, 75 MPH, Drive
<b>SUSPENSION, REAR, SINGLE:</b>	21,000-lb Capacity, Vari-Rate Springs
<b>PAINT:</b>	Cab schematic 100NB Location 1: 4421, School Bus Yellow (Std) Chassis schematic N/A

**Electronic Parameters Summary**  
**2023 INTEGRATED CE S BUS (PB105)**

January 11, 2022

(0012ERT)

ATTACHMENTS: 0012VWH 0012VVN 0012UGN 0012TJA

<u>Parameter</u>	<u>Value</u>	<u>UOM</u>
Max Accelerator Vehicle Speed	75	MPH
Road Speed Governor Upper Droop	3	MPH
Road Speed Governor Lower Droop	0	MPH
Max Engine Speed No Veh Speed Sensr	1755	RPM
Idle Speed Adjustment Enable	Y, ENABLE FEATURE OR FUNCTION	N/A
Low Idle Speed	750	RPM
Idle Shutdown Enable	N, DISABLE FEATURE OR FUNCTION	N/A
ISD Time Before Shutdown	60.0	MIN
ISD Percent Engine Loading	100	%
ISD In PTO	N, DISABLE FEATURE OR FUNCTION	N/A
ISD Manual Override	N, DISABLE FEATURE OR FUNCTION	N/A
ISD With Parking Brake Set	N, DISABLE FEATURE OR FUNCTION	N/A
ISD Ambient Temperature Override	N, DISABLE FEATURE OR FUNCTION	N/A
ISD Cold Ambient Air Temperature	30	F
ISD Intermediate Ambient Air Temp	40	F
ISD Hot Ambient Air Temperature	81	F
ISD Manual Override Inhibit Zone En	N, DISABLE FEATURE OR FUNCTION	N/A
ISD Hot Ambient Automatic Override	N, DISABLE FEATURE OR FUNCTION	N/A
ISD Engine Coolant Temp Threshold	53	F
Cruise Control Enable	Y, ENABLE FEATURE OR FUNCTION	N/A
CC Maximum Vehicle Speed	75	MPH
CC Save Set Speed	Y, ENABLE FEATURE OR FUNCTION	N/A
CC Upper Droop	3.0	MPH
CC Lower Droop	0.0	MPH
CC Auto Resume	Y, ENABLE FEATURE OR FUNCTION	N/A
PTO Max Engine Speed	2600	RPM
PTO Max Vehicle Speed	5	MPH
PTO Service Brake Override	Y, ENABLE FEATURE OR FUNCTION	N/A
PTO Resume Switch Speed	950	RPM
PTO Set Switch Speed	950	RPM
PTO Ramp Rate	250	RPM/SEC
Engine Protection Shutdown	N, DISABLE FEATURE OR FUNCTION	N/A
Engine Protection Restart Inhibit	N, DISABLE FEATURE OR FUNCTION	N/A
Engine Prot Coolant Level Shutdown	N, DISABLE FEATURE OR FUNCTION	N/A
Trip Information Vehicle Ovrsped1	62	MPH
Trip Information Vehicle Ovrsped2	64	MPH
Maintenance Monitor Enable	N, DISABLE FEATURE OR FUNCTION	N/A
Maintenance Monitor Operating Mode	0, MAINTENANCE MONITOR AUTOMATIC MODE OF OPERATION	N/A
Maintenance Monitor Alert Percent	90	%
Maintenance Monitor Distance	15000	MILES
Maintenance Monitor Fuel	2000	GALLONS
Maintenance Monitor Time	500	HOURS
Maintenance Monitor Interval Factor	1.00	N/A
Master Password	000000	N/A
Adjustment Password	000000	N/A
Reset Password	000000	N/A

These Electronic Parameters have been successfully finalized

**Vehicle Specifications**  
**2023 INTEGRATED CE S BUS (PB105)**

January 11, 2022

<b>Code</b>	<b>Description</b>
PB10500	Base Chassis, Model INTEGRATED CE S BUS with 254.00 Wheelbase, N/A CA, and 152.00 Axle to Frame.
1570	TOW HOOK, FRONT (2) Frame Mounted
1CAC	FRAME RAILS High Strength Low Alloy Steel (50,000 PSI Yield); 10.125" x 3.062" x 0.312" (257.2mm x 77.8mm x 8.0mm); 489.2" (12425mm) Maximum OAL <u>Includes</u> : CHASSIS PAINT Chassis Painted Prior to Body Mounting : FRAME RAILS All holes Laser Aligned and Machine Punched, Powder Coated Prior to Full Assembly, Assembled in Fixture using "Grade 8" Bolts : FRAME REINFORCEMENT, SPECIAL 3.30" x 1.80" x 0.312" x 31.50" Inverted "L" in Front Shock Absorber Mounting Area
1LLE	BUMPER, FRONT Contoured, Steel, Severe Duty <u>Includes</u> : BUMPER, FRONT THICKNESS 1/4 Inch
1LMW	CROSSING GATE, FRONT Electric, Yellow Blade, Bumper Mounted <u>Includes</u> : CONTROL ASSEMBLY Solid State, Located Rear of Front Bumper, Heater not Required : CROSSING GATE, FRONT Matches Contour of Bumper
1SAM	CROSSMEMBER, REAR, AF (2)
1WHU	WHEELBASE RANGE 254" (645cm) Only
1WRP	TOW HOOK, REAR (2) Mounted on Lower Rail Flange
2ASH	AXLE, FRONT NON-DRIVING {Meritor MFS-10-122A} I-Beam Type, 10,000-lb Capacity <u>Includes</u> : AXLE, FRONT SQUARING to Plus or Minus .015 Inch, using a Special Fixture to Assure Parallelism of Springs <u>Notes</u> : The following features should be considered when calculating Front GAWR: Front Axles; Front Suspension; Brake System; Brakes, Front Air Cam; Wheels; Tires.
3ADB	SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 10,000-lb Capacity, with Shock Absorbers <u>Includes</u> : SPRING PINS Bolt and Nut Type : SPRING PINS Rubber Bushings, Maintenance-Free <u>Notes</u> : The following features should be considered when calculating Front GAWR: Front Axles; Front Suspension; Brake System; Brakes, Front Air Cam; Wheels; Tires.
4100	BRAKE SYSTEM, HYDRAULIC {Wabco} Split System, with Automatic Adjustment and Four Channel ABS
4EVD	DUST SHIELDS, FRONT BRAKE for Hydraulic Brakes
4EVE	DUST SHIELDS, REAR BRAKE for Hydraulic Brakes
4GBJ	BRAKE, PARKING {Bosch} DSSA Type, 12" x 3"; for Hydraulic Brake Chassis; Foot Operated in Cab; Differential Mounted <u>Includes</u> : BRAKE, PARKING Foot Activated Parking Brake
4JNX	TRACTION CONTROL, HYDRAULIC Automatic; Hydraulic Brake System, with Electronic Stability Control
4WGT	PARKING BRAKE INTERLOCK Parking Brake Cannot be Released Until Ignition Switch is in "ON" Position and Service Brake Pedal is Applied, Use with Hydraulic Brake Chassis Only
4WXP	GVWR LIMITATION FOR BUS with Hydraulic Brakes, Limited to 29,800-lbs Maximum to meet FMVSS 105 Requirements, for Conventional Bus
4XCW	BRAKES, FRONT {Meritor Quadraulic} Hydraulic Disc Type, with Four 70mm Diameter Pistons, 12,000-lb Capacity
4XCX	BRAKES, REAR {Meritor Quadraulic} Hydraulic Disc Type, with Four 70mm Diameter Pistons, 21,000-lb Capacity per Axle
5708	STEERING COLUMN Tilting
5CAL	STEERING WHEEL 2-Spoke, 18" Dia., Black
5PSA	STEERING GEAR {Sheppard M100} Power
6DGA	DRIVELINE SYSTEM {Dana Spicer} SPL100, for 4x2/6x2
7BMK	EXHAUST SYSTEM Horizontal Aftertreatment System, Frame Mounted Under Right Rail, for Single Long Horizontal Tail Pipe
7WBM	TAIL PIPE (1) Horizontal, Long, Exits Left Side Ahead of Rear Wheels
8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment

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<b><u>Code</u></b>	<b><u>Description</u></b>
	<b><u>Includes</u></b>
	: HAZARD SWITCH Push On/Push Off, Located on Top of Steering Column Cover
	: HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever
	: MISCELLANEOUS FEATURES Modular, Loom Protected, Grommets in all Applicable Body Openings, Assembled in Computer Assisted Fixture which Verifies Continuity and Correct Assembly Prior to Installation
	: PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light
	: STARTER SWITCH Electric, Key Operated
	: TURN SIGNAL FLASHER
	: TURN SIGNAL SWITCH Self-Cancelling with Lane Change Feature
	: TURN SIGNALS, FRONT Includes Reflectors; Flush Mounted
	: WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever
	: WIRING, CHASSIS Color Coded and Continuously Numbered
8GHV	ALTERNATOR {Delco Remy 28SI} Brush Type, 12 Volt, 200 Amp Capacity, Pad Mount
8MSG	BATTERY SYSTEM {Fleetrite} Maintenance-Free, (3) 12-Volt 1980CCA Total, Top Threaded Stud
8TTK	BATTERY BOX Steel, with Sliding Tray, 25.25" Wide, for Standard Batteries, 1-3 Battery Capacity, Mounted Left Side Behind Front Axle Perpendicular to Frame Rail
8TTN	BATTERY BOX COVER Plastic, Front Cover for Frame Mounted Battery Box Compartment
8TUT	COLLISION MITIGATION SYSTEM Omit
8VAZ	HORN, ELECTRIC (2) Trumpet Style, Mounted on Top of Mega-Bracket
8WPB	HEADLIGHTS Halogen, Composite Aero Design, with Daytime Running Lights
8WTK	STARTING MOTOR {Delco Remy 38MT Type 300} 12 Volt, Less Thermal Over-Crank Protection
8WWJ	INDICATOR, LOW COOLANT LEVEL with Audible Alarm
8WXB	HEADLIGHT WARNING BUZZER Sounds When Head Light Switch is on and Ignition Switch is in "Off" Position
8WXC	BRAKE WARNING INDICATOR Light and Audible Alarm; Parking Brake/Motion Warning System for Engaged Parking Brake
8XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses
8XDX	BK WARN IND, PARK BK NOT SET Visual and Audible Alarm, Active Upon Ignition Off and Parking Brake Not Set, Reminder to Set Parking Brake
9AAE	LOGOS EXTERIOR, ENGINE Badges
9WAB	HOOD TILT ASSIST {EASY TILT} Mechanical
9WAY	FRONT END Tilting, Fiberglass, with Three Piece Construction
	<b><u>Includes</u></b>
	: AIR INTAKE SYSTEM Integrated Pre-Cleaning System to Enhance Air Filter Life
	: GRILLE Removable; Fiberglass Painted Hood Color
	: SPLASH SHIELD Integral with Front End Assembly
10020	CHASSIS PAINT Full Chassis
10060	PAINT SCHEMATIC, PT-1 Single Color, Design 100
	<b><u>Includes</u></b>
	: PAINT SCHEMATIC ID LETTERS "NB"
10788	PAINT TYPE Urethane, One or Two Colors, Other than Imron or International.
10XAK	PROMOTIONAL PACKAGE 7 Year Unlimited Miles/km Warranty, Limited Time Program for Allison 2500 Series Transmission on School and Commercial Buses (Supplied directly through Allison)
11001	CLUTCH Omit Item (Clutch & Control)
12703	ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection
12ERT	ENGINE, DIESEL {Cummins B6.7 250} EPA 2021, 250HP @ 2400 RPM, 660 lb-ft Torque @ 1600 RPM, 2600 RPM Governed Speed, 250 Peak HP (Max), School Bus Only
12TJA	FAN DRIVE {Warner Electric FC550} On/Off Type, Electronically Activated and Controlled
12UGN	THROTTLE, HAND CONTROL Electronic
	<b><u>Notes</u></b>
	: Cruise Control Switches Mounted on Steering Wheel are Non-Illuminated.
12UYE	RADIATOR Aluminum, 2-Row, Cross Flow, Over Under System, 717 SqIn Louvered, with 313 SqIn Charge Air Cooler, Includes In-Tank Oil Cooler
	<b><u>Includes</u></b>
	: DEAERATION SYSTEM with Surge Tank
	: HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps
	: RADIATOR HOSES Premium, Rubber
12VBR	AIR CLEANER with Service Protection Element

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<b><u>Code</u></b>	<b><u>Description</u></b>
	<b><u>Includes</u></b>
12VJB	: GAUGE, AIR CLEANER RESTRICTION Air Cleaner Mounted
12VVN	EMISSION, CALENDAR YEAR {Cummins B6.7} EPA, OBD and GHG Certified for Calendar Year 2022
	CRUISE CONTROL Electronic
	<b><u>Notes</u></b>
	: Cruise Control Switches Mounted on Steering Wheel are Non-Illuminated.
12VWH	GOVERNOR Electronic Road Speed Type; for Electronic Engines and Bus Models; with 55 MPH Default
12WAE	HOSE CLAMPS, RADIATOR HOSES Constant Torque, for Engine Hoses 1.0" I.D. and Over
12WSY	BLOCK HEATER, ENGINE {Phillips} 120V/750W, for Cummins ISB/B6.7 Engines
12WZE	CARB IDLE COMPLIANCE Federal, Does Not Comply with California Clean Air Idle Regulations
12XCS	CARB EMISSION WARR COMPLIANCE Federal, Does Not Comply with CARB Emission Warranty
13ART	TRANSMISSION, AUTOMATIC {Allison 2500 PTS} 5th Generation Controls, Wide Ratio, 5-Speed with Overdrive, Less PTO Provision, Less Retarder, with 33,000-lb GVW and GCW Max, School Bus
	<b><u>Includes</u></b>
	: OIL FILTER, TRANSMISSION Mounted on Transmission
	: TRANSMISSION OIL PAN Magnet in Oil Pan
13WLN	TRANSMISSION OIL Synthetic; 20 thru 28 Pints
13VWV	NEUTRAL AT STOP OMIT
13WYY	SHIFT CONTROL PARAMETERS {Allison} 1000 or 2000 Series Transmissions, Performance Programming
14AKC	AXLE, REAR, SINGLE {Dana Spicer S140} Single Reduction, 21,000-lb Capacity, 190 Wheel Ends . Gear Ratio: 5.29
14SBV	SUSPENSION, REAR, SINGLE 21,000-lb Capacity, Vari-Rate Springs
14WAP	SHOCK ABSORBERS, REAR (2)
15SZM	FUEL TANK Top Draw, Steel, Rectangular, 65 US Gal (246L), Includes Protective Cage, for Low Profile Fuel Filler Assembly and Vent Hosing, Mounted Between Frame Rails and Behind Rear Axle
15WEP	DEF TANK 16.5 US Gal (62.5L) Capacity, Frame Mounted Outside Right Rail, Behind 0 Bow
16010	COWL Flat Back
16HBA	GAUGE CLUSTER English with English Electronic Speedometer
	<b><u>Includes</u></b>
	: GAUGE CLUSTER (5) Engine Oil Pressure (Electronic), Water Temperature (Electronic), Fuel (Electronic), Tachometer (Electronic), Voltmeter
	: ODOMETER DISPLAY, Miles, Trip Miles, Engine Hours, Trip Hours, Fault Code Readout
	: WARNING SYSTEM Low Fuel, Low Oil Pressure, High Engine Coolant Temp, and Low Battery Voltage (Visual and Audible)
16HGH	GAUGE, OIL TEMP, AUTO TRANS for Allison Transmission
16HKT	IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster
16HLJ	GAUGE, DEF FLUID LEVEL
27DUW	WHEELS, FRONT {Accuride 51408} DISC; 22.5x8.25 Rims, Powder Coat Steel, 2-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs
28DUW	WHEELS, REAR {Accuride 51408} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 2-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs
29WLK	WHEEL BEARING, FRONT, LUBE {EmGard FE-75W-90} Synthetic Oil
47AGD	BODY, BUS Conventional; 78" Headroom, 31'11" Body Length, 71 Passenger, 254 WB
47AJB	BODY CERTIFICATION TAG Mylar Label
47AJC	BODY TAG, METAL Capacity to Include the Total Number of Passengers
47AJW	STEP, FRONT ENTRANCE DOOR 27 1/4" Depth; 14ga Steel
	<b><u>Includes</u></b>
47APR	: STEP, FRONT ENTRANCE DOOR OPENING, 35 Inch Width; Continuous Bottom to Top
	HEADLINER, BODY Conventional; 25'11"-34'11" Body Length, Perforated Full Length with Sound Insulation Full Length
47APW	FASTENERS, HEADLINER Rivets
47ARH	BOWS, ROOF 14 ga., One Piece Construction
	<b><u>Includes</u></b>
47ARP	: BOWS, ROOF Positioned Floor Line to Floor Line, Threaded Through Roof Strainers and Drip Rail
47ATB	LIGHT BARS Plastic
	SKIRT, BODY Conventional, 20", 16ga., 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", 35'8" Body Lengths
	<b><u>Includes</u></b>
	: SKIRT, BODY Extra Smooth Steel Supported by Floor Gussets

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<b>Code</b>	<b>Description</b>
47AUR	TIE DOWNS, BODY Grade 8 Bolts, Every Body Section <u>Includes</u> : TIE DOWNS, BODY with Formed Tab that Fits into Floor Structure to Prevent Turning
47AXT	RUB RAILS, BODY (4) Conventional; Steel, 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", 35'8" Body Lengths, Includes Snow Rail <u>Includes</u> : RUB RAILS Full Length, Primer Coated (Both Sides), Attached to Body without Cuts or Splices
47AYB	BODY, REAR Includes Emergency Door <u>Includes</u> : DOOR, REAR EMERGENCY with Concealed Hinges : HEADER BUMPER Padded, Mounted Over Rear Door; Upholstered to Match Passenger Seat Color
47AZE	SIDE SHEET, BODY, EXTERIOR Conventional, 16ga., Smooth, 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", 35'8" Body Lengths
47AZL	FLOOR, BODY with Wheel Wells
47AZY	RAILS, WRAP-AROUND, FLOOR At Floor Level To Radii
47AZZ	RAILS, WRAP-AROUND Just Below Window Line
47BAK	BUMPER, REAR Painted, 12" High, 3/16" Thick
47BAR	SUPPORTS, REAR BUMPER Bolted to Frame
47BBH	LINING, SIDE INTERIOR, LOWER Embossed Steel, Clear Coated
47BBZ	SEALER Extra; Sidewall to Floor, In Wheel Pocket Area, and Rear Wall to Floor
47BEY	SWITCH, LOCATION Right of Driver; Includes Master Flasher, Amber Flasher, and 3 Position Door Control with Red Override
47BKK	LETTERS, SCHOOL BUS FRONT/REAR Decal; "SCHOOL BUS"; with 8" Black Reflective Letters, 3M Fluorescent Diamond Grade, Yellow On Front and Rear Cap
47DAE	FASTENERS, REAR DOOR Lag Screws, Rear Door To Body
47DAJ	COVER, REAR DOOR INSIDE HANDLE Partial Coverage
47DDE	HANDLE, ASSIST, ENTRANCE DOOR Outside Entrance
47DDH	HOLD BACK, REAR DOOR Stationary, No Cables, with Plastic Cover
47DDU	LATCH, REAR DOOR One Point Slide Bar, Cam Operated, with One Inch Stroke
47DEK	LOCK, REAR DOOR with Ignition Starter Interlock
47DEY	HANDLE, EXTERIOR, REAR Emergency Door; Yellow
47DNB	DOOR, ENTRANCE, FRONT Electric, Outward Opening, with Split Pane Glass <u>Includes</u> : DOOR, ENTRANCE, FRONT Aluminum Frame with Pin Style Hinges, Ball Bearing Assisted, Interchangeable Top and Bottom Glass Lock : LOCK, ENTRANCE DOOR With Key Switch
47EBM	HOLD DOWN, BATTERY For (2) Standard Size Batteries
47KDC	MONITOR, POST TRIP INSPECTION {Leave No Student Behind} Accessory Controlled, with Push Button Alarm Disable at Rear of Bus in Light Bar Prompts Driver to Walk to Back of Bus to Disable Alarm
47LAB	NOISE REDUCTION, DRIVER FLOOR Insulation Covering Complete Driver Floor Area
47LAT	NOISE REDUCTION, ROOF BOW Conventional; Insulation, 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", 35'8" Body Lengths
47LAU	INSULATION, ROOF AND SIDES 1.50", All Models
47MAC	UNDERCOAT, FLOOR/STEPWELL/SIDES for Engine Noise Reduction
47MBA	UNDERCOAT, BODY Fire Resistant, Water Based, TT-C-730 Spec <u>Includes</u> : UNDERCOATING Performed Before and After Mounting on Chassis
47MBC	INSULATION, STEPWELL
47MJR	LETTERS, DOOR, REAR Decals; "EMERGENCY DOOR", 2" Black Letters Inside and Outside
47MNM	LETTERS, BATTERY COMPARTMENT (01) Decal; "Battery"; 2" Black Letters, Centered on Standard Battery Box
47MNT	ARROW, RR DOOR, INSIDE Decal; Red, .75" Stroke, Indicating Handle Direction
47MRU	LETTERS, E/E WINDOW, LEFT (2) Decal Sets, "EMERGENCY EXIT", Black Inside and Outside
47MTY	WIRING DIAGRAM Schematic, Electrical <u>Includes</u> : ACCESS PANEL for Wiring Diagram Schematic Located on Body Exterior; Below Driver Window
47MVA	LETTERS, HEADER Decal; "WATCH YOUR STEP", 1" Black, Above Windshield
47MVC	LETTERS, STEPWELL Decal, "WATCH YOUR STEP", 2.5" Black, Behind Door on Step Riser

**Vehicle Specifications**  
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<b>Code</b>	<b>Description</b>
47MWZ	LETTERS, SIGN, REAR Decal, "UNLAWFUL TO PASS WHEN LIGHTS FLASH", Black Letters 27" x 2", Mounted Center of Rear Emergency Door
47NAB	PAINT COLOR, RUB RAILS 0001 Canyon Black
47NGE	LETTERS, CAPACITY 2" Black Decals, (2) Places, with Bus Number, for State of Iowa, Rated Cap
47NGW	SEAL, RUB RAILS Top Edge, All Rails
47NHL	LETTERS, E/E WINDOW, RIGHT (2) Decal Sets, "EMERGENCY EXIT", Black, Inside and Outside
47NJA	PAINT COLOR, BODY EXTERIOR 4421 School Bus Yellow
47NJM	PAINT FLASHER BACKGRD 0001 Canyon Black
47NJS	PAINT COLOR, BUMPER Rear, 0001 Canyon Black
47NKL	PAINT, RUB RAIL Flange to Flange
47NKM	PAINT COLOR, BODY INTERIOR 9384 Spring White
47NMG	OPERATING INSTR, REAR Decal, Inside Rear Emergency Door
47NTE	LOGO, ROOF LINE Decal; Wing and Shield, First Body Section, Above Driver Window and Entrance Door Over Driver Window and Entrance Door
47NTY	PAINT HOOD AND FENDER To Match Body Exterior
47NWH	STRIPING, ROOF HATCH, REAR {3M} Decal, Perimeter, 1" Yellow Fluorescent Diamond Grade
47NWJ	STRIPING, SEATLINE {3M} 2" Yellow Fluorescent Diamond Grade
47NWR	STRIPING, REAR END {3M} 2" Yellow Fluorescent Diamond Grade
47NWT	STRIPING, ROOF HATCH, FRONT {3M} Decal, Perimeter, 1" Yellow Fluorescent Diamond Grade
47NWU	STRIPING, E/E WINDOW, RIGHT {3M} (02) Perimeter, 1" Yellow Fluorescent Diamond Grade
47NXH	STRIPING, E/E WINDOW, LEFT {3M} (02) Perimeter, 1" Yellow Fluorescent Diamond Grade
47NXN	STRIPING, PERIMETER, REAR {3M} Emergency Door, 1" Yellow Fluorescent Diamond Grade
47PBZ	HANDLE, ASSIST Windshield Side Mounted, Left and Right, Body Color
47PLX	LETTERS, DEF, I.D. Decal; "DEF ONLY", 1" Black, on DEF Filler Door
47SBS	SUB FLOOR, PLYWOOD Conventional; B-C Exterior Grade, Less Sealed Edges, 5/8", 5 Ply, for 31'2", 31'11", 32'8", 33'5", 34'2", 34'11", 35'8" Body Lengths
48ACN	SEAT BELT, DRIVER, COLOR with Blaze Orange Seat Belt Webbing
48ANW	WINDOW, DRIVER Storm
48APL	WINDOW, STOPS 12" Opening, Only with 78" Headroom
48ARU	WINDOW, SASH (20) 27" Sections, 9"x 23" Opening
48BAH	WINDOW, E/E, LEFT (2) Vertical Hinge
48BJA	COLOR, WINDOW FRAME, PASS Passenger Window, Natural Aluminum Finish
48BKP	WINDOW, E/E, RIGHT (2) Vertical Hinge
48CCJ	WINDOW, PASSENGER, TINT Clear, Tempered Glass
48GHC	HEATER, DRIVER 90,000 BTU, with Defroster and without Rear Heat Duct
	<u>Includes</u>
	: AIR FILTER
	: HEATER HOSES Premium
	: HOSE CLAMPS, HEATER HOSE Mubea Constant Tension Clamps
48PAV	WHEEL POCKET COVER Plastic, ABS
48PAY	AISLE POSITION Center, for balanced seating
48PAZ	WINDSHIELD 3 Flat Pieces, 73% Light
48PBB	FLOOR COVERING, COLOR Black
48PHN	UPHOLSTERY, PASS SEATS, TYPE Prevaill, 42 oz.; for (21-22) Seats
48PJR	FLOOR COVERING, TRIM Aluminum
48PJZ	FLOOR COVERING, TYPE {Koroseal} All Body Lengths
48PKC	HOSE CLAMPS, HEATER HOSE Constant Torque for Heater System
48PKN	FAN, DEFOG FAR RIGHT (01) Black, Mounted Right Above Windshield, Forward Entrance Door, 2-Speed Switch in Panel
48PKR	FAN, DEFOG LEFT CENTER 6.50" Diameter, Black, Mounted Left of Center Post, 2-Speed Switch in Panel
48PMC	HEATER, PASS, LT MIDSHIP 1ST 50,000 BTU
	<u>Includes</u>
	: AIR FILTER
48PMJ	HEATER, PASS, LT REAR 84,500 BTU
	<u>Includes</u>
	: AIR FILTER
48PMS	HEATER, STEPWELL 50,000 BTU
	<u>Includes</u>



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<u>Code</u>	<u>Description</u>
	: AIR FILTER
48PNW	HEATER, WATER PUMP (2 MPU 12) Self Priming, with Plastic Housing
48PPC	SWITCH, HTR FAN, REAR, LT with 84,500 BTU Rear Heater Only
48PPM	HEATER CUT OFF, VALVE Ball, with Butterfly Handle
48PPP	HEATER CUT OFF, VALVE INSIDE Brass Ball, Inside Driver Area
48PPS	ROOF VENT, FRONT Static
48PTT	ARM REST, DRIVER, RIGHT {National}
48PUT	NUTS, BELT MOUNTING Standard Nuts For Seat Belt Mounting
48PVA	UPHOLSTERY, DRIVER SEAT, STYLE Plain, with Cloth Insert
48PVN	UPHOLSTERY, DRIVER SEAT, COLOR Drivers Seat, Gray
48PWD	UPHOLSTERY, PASS SEATS, COLOR Gray, for Seats, Barriers and Head Bumpers
48PWR	UPHOLSTERY, DRIVER SEAT, TYPE Prevaill, 42 oz.
48PXP	UPHOLSTERY, BARRIER, TYPE (1-2) Prevaill, 42 oz.
48RAE	BARRIER, CRASH, AFT ENTRY DOOR 39", 1 Leg
48RAL	BARRIER, CRASH, AFT DRIVER 39", 1 Leg
48REP	PANEL, MODESTY, AFT OF DRIVER Mounted Under Barrier
48RET	PANEL, MODESTY, AFT ENTR DOOR Mounted Under Barrier
48RGR	HAND RAIL, ENTRANCE DOOR, AFT Stainless Steel, 4", Above Step
48RLX	CUSHION, SEAT 15" Depth
	<u>Includes</u>
	: WARRANTY Four Years
48RRA	UPHOLSTERY, SEAT, STITCHING Single
	<u>Includes</u>
	: WARRANTY Two Years
48RZJ	STEP TREADS {Koroseal} Pebble Top with White Nosing, with Non-Metal Backing
48USV	SEAT BACK, PASSENGER High Back
48UZH	SEAT, DRIVER {National 2000} Static, Mechanical Height Adjust, High Back, with Mechanical Lumbar
48UZN	ROOF HATCH, FRONT {Specialty Hybrid Adv H1975-025-191-0F} Emergency Exit with Outside Release, Alarm, English Decals
48UZT	ROOF HATCH, REAR {Specialty Hybrid Adv H1975-025-191-0F} Emergency Exit with Outside Release, Alarm, English Decals
48XGC	SEAT,PASS,3PT,LT,26",2 LEG {BTI Seating System} (01) High Back, with 3 Point Seat Belts
48YAE	SEAT,PASS,3PT,LT,39",2 LEG {BTI Seating System} (10) High Back, with 3 Point Seat Belts
48YAV	SEAT,PASS,3PT,RT,39",2 LEG {BTI Seating System} (11) High Back, with 3 Point Seat Belts
49001	BODY PLAN, APPROVED VARIATION Number 001
49AAW	LIGHT, ENTRY DOOR Light Mounted in Skirt Behind Entrance Door, Wired To Step Light
49AAZ	SWITCH, INTERRUPT CROSS GATE Single Cycle; with Auto Reset, Located In Driver Compartment
49AJH	CONNECTION, LIGHTS Cluster, Clearance and Side Marker To Tail Lights
49AMD	SWITCH, DRIVER PANEL, TYPE Rocker
49AMT	CIRCUIT, PROTECTION Breakers, Manual Reset in Lieu of Fuses
	<u>Includes</u>
	: ACCESS PANEL for Body and Chassis Fuses/Circuit Breakers Located on Body Exterior; Below Driver Window
49AMV	ALARM, BACKING {Ecco #850} 112 db
49AMY	SWITCH, REAR DOOR BUZZER for Emergency Door
49ANH	SWITCH, MAGNETIC, DISCONNECT Master, Ignition Operated, All Body Circuits
49ANU	SOURCE, POWER 12 VDC, Mounted In Dash
49APA	LIGHT, DRIVER, CEILING Deluxe, with Separate Switch, Mounted in Light Bar
49APB	LIGHTS, DOME Rectangular Recessed Type, Stagger Mounted in Light Bar
	<u>Includes</u>
	: WIRING HARNESS Main Body Wiring Harness Accessed by Removing Dome Light
49ARM	SWITCH, DOME LIGHT, REAR Separate, for Rear Row Dome Lights, Last Light on Each Side
49ATV	LIGHT, INDIC, WARNING LIGHTS Red and Amber
	<u>Includes</u>
	: LIGHTS, WARNING Indicator Located in Instrument Cluster
49AUM	SWITCH, MASTER FLASHER Omit Master Flasher Switch, 8-Lamp System
49AWT	SPEAKERS AND WIRING (4) Flush Mounted in Light Bar

**Vehicle Specifications**  
**2023 INTEGRATED CE S BUS (PB105)**

January 11, 2022

<b>Code</b>	<b>Description</b>
49BCM	FLASHER SYSTEM (8) Warning Lights, 8-Lamp System, Electronic Relay Flasher, Sequential Operation, Red Lights Activate after Ambers Lights with Door Open
49BCR	LIGHT, EXTERIOR, CHECK Automatically Activates Lights for Pre Trip Inspection
49BYT	LIGHTS, STOP (2) {Sound Off/OptiLuxx} and Tail; 7" Round LED, Red
49BYV	LIGHTS, MARKER, FRONT & REAR (8) {Sound Off/OptiLuxx} LED, Rectangular, Armored, (4) Amber Front and (4) Red Rear
49BYY	LIGHTS, DIRECTIONAL, FRONT {Sound Off/OptiLuxx} with Park, 7" Round Amber LED, on Front Cowl
49BYZ	LIGHTS, DIRECTIONAL, REAR (2) {Sound Off/OptiLuxx} LED, 7" Round Amber
49BZG	LIGHTS, BACK UP (2) {Sound Off/OptiLuxx} LED, 7" Round Clear
49CKT	FUEL FILLER PIPE Low Profile Neck Cap and Vent Hosing, for Use with Right Side Fill for Between the Rail Fuel Tanks, for Above the Floor Fuel Fill, for 25 GPM Fill Rate Only
49CLN	RADIO, ENTERTAINMENT AM/FM/USB Input/Auxiliary Input, Includes Antenna and Cable, with Public Address System, Mounted Overhead in Driver Area
49DBR	HOOD, WARNING LAMP (4) Black, 8-Lamp System, One Hood Above Two Lights
49DDC	LIGHTS, CLUSTER {Truck Lite 07045A & 07045R} LED; Amber Front and Red Rear
49EAW	LIGHTS, MARKER, SIDE, INTERMED {Sound Off/OptiLuxx} LED, Amber, Rectangular, Armored, Intermediate, Centered, Required for Units 30 Foot or Longer
49EAX	LIGHTS, DIRECTIONAL, SIDE (4) {Sound Off/OptiLuxx} Rectangular LED Armored, 2 Each Side First Section Aft Entrance Door & Forward Rear Wheel Pocket
49EGC	MIRROR, INSIDE 6" x 30", Clear Safety Glass, Metal Back, Round Corners
49EGM	MIRROR, CROSS VIEW, EXTERIOR (2) {Rosco Mini Hawk-Eye} Black, Heated <u>Includes</u> : MIRROR MOUNT Attached to Body with Metal Backing Plates
49EKP	STOP ARM, FRONT Electric, Metal Blade, 18" Octagon, Double Sided, 1/2" White Border, Hi Intensity Grade, Flashing Red Incandescent Lights
49EKW	STOP ARM, LEFT REAR Electric, Metal Blade, 18" Octagon, Single Sided, 1/2" White Border, Hi Intensity Grade, Flashing Red Incandescent Lights
49ENK	VISOR, INTERIOR, LEFT FRONT 6" x 30", Transparent, For Left Windshield
49ETJ	KIT, FIRST AID No. 918, 24 UNIT, Iowa
49EVL	SWITCH, NOISE SUPPRESSION Actuator Legend States, "NOISE SUPP ", for Separate Solenoid, with Red Switch in Panel
49EXD	MIRROR, REAR VIEW, EXTERIOR {Rosco Open-View} Black, Motorized Head, Heated, Non-Detent
49EYR	LIGHT, STROBE LED, White, Double Flash, 6.2" High
49GAR	KIT, BODY FLUID Nebraska
49GBV	WINDSHIELD WIPERS (2) Cowl Mounted <u>Includes</u> : WINDSHIELD WIPERS CONTROL Single Motor, Overlapping Wipe Pattern
49GCH	LOCATION, FIRST AID KIT Right Side Front Bulkhead with Screws
49GDB	LATCH, DOOR BULKHEAD Lever Latch, for Bulkhead Mounted Safety Compartment or Destination Sign Access Doors
49GDD	DOOR, REAR BULKHEAD For Access to Rear Bulkhead
49GEH	SAFETY TRIANGLES Warning Reflectors, Mounted on Drivers Barrier 9.5" Above Floor
49GGE	FIRE EXTINGUISHER, DRIVER AREA 5 lb 2A-40BC Minimum, with Flexible Hose and Metal Nozzle
49GHN	REFLECTORS, REAR (2) 3", Red, Adhesive Back
49GHR	REFLECTORS, SIDE, REAR (2) 3", Red, Adhesive Back
49GHV	REFLECTORS, SIDE, FRONT (2) 3", Amber; Adhesive Back, 1 Aft Drivers Window Left, 1 Aft Entrance Door Right
49GHX	REFLECTORS, SIDE, INTERMEDIATE (2) 3" Amber, 1 Each Side, Below The Third Rub Rail From the Top, Adhesive Back
49GKZ	FUEL FILLER DOOR with Non-Locking Latch
49GUB	CUTTER, SEAT BELT {TIE TECH Safecut} for Cutting Seat Belts
49GUX	MUD FLAPS, FRONT WHEELS (2) Rubber
49GVC	MUD FLAPS, REAR WHEELS (2) Rubber
49GWW	WINDSHIELD WASHER Kit; 6 Quart Capacity, Bottle <u>Includes</u> : WINDSHIELD WASHER ELECTRICAL CONNECTIONS Sealed and Locking Type
49GWZ	INSPECTION PLATE Fuel Sending Unit 8" x 8" Aluminum Diamond Tread Mounted Flush with Floor Mat
49JAD	DEF FILLER DOOR with Locking Latch

**Vehicle Specifications**  
**2023 INTEGRATED CE S BUS (PB105)**

January 11, 2022

<b><u>Code</u></b>	<b><u>Description</u></b>
49JBW	LIGHT, STEP {Sound Off/OptiLuxx} 4" Round LED, White, Wired to Clearance Lights, Operated by Entrance Door
49JGB	COMPARTMENT, OVER WINDSHIELD Centered, with Single Piece Panel and Door
49NGG	LIGHTS, TAIL, LICENSE PLATE (2) {Sound Off/OptiLuxx} 4" Round LED, Red, Includes Stop & Light Window, Includes Mounting Gasket
49NGJ	LIGHTS, WARNING (8) {Sound Off/OptiLuxx} (4) 7" Round Red Strobing LED and (4) 7" Round Amber Strobing LED, 2 Front, 2 Rear Each Color
49UAT	STATE OF OPERATION Iowa
50WAB	BODY PLAN, NON-SPECIAL NEEDS Conventional; 31' 11" Body Length, 65 Passenger, 254" WB, DJ0195A000
7372135809	(2) TIRE, FRONT 11R22.5 Load Range G AH37 (HANKOOK), 501 rev/mile, 75 MPH, All-Position
7372135810	(4) TIRE, REAR 11R22.5 Load Range G DH37 (HANKOOK), 498 rev/mile, 75 MPH, Drive

**Services Section:**

40126	WARRANTY Standard for CE, RE, BE School Bus Models, Effective with Vehicles Built March 1, 2017 or Later, CTS-3304H
49GVN	WARRANTY 5-Year, Limited

**Body/Allied Equipment**

<b><u>Code</u></b>	<b><u>Description</u></b>
<b><u>Goods Purchased</u></b>	<b><u>Description</u></b>
<b><u>Code</u></b>	<b><u>Description</u></b>



Dear Jenn Dunn,

**The prices listed below are for model year 2023.**

In addition to your specs, IC offers many additional items at no extra cost which will lower your cost of ownership.

- Rust is always an issue, so we use **60% thicker** side sheet steel (1.6 mm vs 1.00 mm) than Thomas/Bluebird
- **50% more** galvanizing prior to paint G-90 (IC) vs G60 (Thomas/Bluebird)
- **The widest entrance door at 33" and widest steps at 36"** because everyone has a book bag.
- 36" width non tapered step well for student safety
- Four one piece rub rails with 3 wrap around for more strength (all sealed on the top)
- **All seat frames are seat belt ready** so 4 different backs can be used without changing frames.(built-in car seats, lap/shoulder, CRS/lap shoulder and regular)
- 3 Piece Hood for LCO and easy replacement in case of accident
- Bendix **ACTIVE** Stability Control and Bendix traction Control
- **Only fully caged fuel tank** under a school bus
- IC body is fully riveted for safety, **NOT GLUED**
- ALL drivers controls are forward of driver to keep eyes on the road
- 78" Headroom

Get what you wanted, and much more.

Order Out: 2023 IC CE  
65 Pass  
ISB 250hp Diesel  
Hydraulic Brake  
Elec. Door  
LED's  
**\$103,859.00**

Hoglund Bus Co.  
Marc Steele  
641-512-3854  
[marcsteele@hoglundbus.com](mailto:marcsteele@hoglundbus.com)

823 S. 19<sup>th</sup> Avenue, Marshalltown, IA 50158  
Main 641.753.7669 • Toll Free 877.752.4733 • Fax 641.753.7888  
*"Your Fleet Solutions Partner"*  
[www.hoglundbus.com](http://www.hoglundbus.com)

**OBTAINING SERVICE**

Return this vehicle to any IC Bus Dealer authorized to service this model vehicle and engine.

**DISCLAIMER**

NO WARRANTIES ARE GIVEN BEYOND THOSE DESCRIBED HEREIN. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED. THE COMPANY SPECIFICALLY DISCLAIMS WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ALL OTHER REPRESENTATIONS TO THE USER/PURCHASER, AND ALL OTHER OBLIGATIONS OR LIABILITIES. THE COMPANY FURTHER EXCLUDES LIABILITY FOR INCIDENTAL AND CONSEQUENTIAL DAMAGES, ON THE PART OF THE COMPANY OR SELLER. No person is authorized to give any other warranties or to assume any liabilities on the Company's behalf unless made or assumed in writing by the Company; and no other person is authorized to give any warranties or to assume any liabilities on the seller's behalf unless made or assumed in writing by the seller.

**Remedies Under State or Provincial Law:** Any suit for breach of this Limited Warranty must be initiated within one year after breach. Some States and Provinces do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to the owner. This warranty gives the owner specific legal rights, and he may also have other legal rights which may vary by state or province.

**RECORD OF OWNERSHIP**

Upon receipt of new vehicle by original owner, complete the following:  
I have read this Warranty Brochure and fully understand the warranty coverage, and the limitations and exclusions. I acknowledge that I have received a copy of the Owner's Limited Warranty and I accept the terms described herein.

Customer Signature	_____	Date	_____
Owner's Address	_____	City	_____
	_____	State/Prov	_____
Bus Model	_____	Postal Code	_____
Engine Number	_____	Vehicle Identification Number	_____
Date Delivered to User (DTU)	_____	Engine Serial Number	_____
	_____	Odometer Reading at Delivery	_____

**IMPORTANT:** The information contained in this Warranty Policy explains the coverage provided on your new IC Bus™ brand vehicle. This policy should be kept in the vehicle for presentation to the Dealer when you request warranty services.

Any provisions of this Limited Warranty that are prohibited or not enforceable in any jurisdiction shall be, as to such jurisdiction, ineffective to the extent of such prohibition or non-enforceability without invalidating the remaining provisions hereof, and any such prohibition or non-enforceability in any jurisdiction shall not invalidate or render non-enforceable any such provisions in any other jurisdiction.

All claims under this Limited Warranty must be submitted in writing to an authorized IC Bus dealer within the warranty period as stated herein. If you have questions regarding this Limited Warranty, contact IC Bus, LLC dealer. To locate nearest dealer, visit the IC Bus website [www.ICBus.com](http://www.ICBus.com).

**EFFECTIVE WITH VEHICLES BUILT JANUARY 02, 2015 OR LATER**  
**LIMITED WARRANTY FOR SCHOOL BUS MODELS**

**CE Series (PB105), RE Series (PB305), BE Series (PB405)**

IC Bus, LLC warrants to the original purchaser (the "Purchaser") that IC Bus, LLC brand buses and component parts thereof are, at the time of purchase, free from defects in material and workmanship and will remain free from such defects under normal use after delivery to the Purchaser as provided herein. Warranty shall begin at the time of delivery unless otherwise approved by IC Bus, LLC. The delivery limitations as set forth herein shall run from the date of delivery to the Purchaser in the United States of America and Canada. The remedy available under this Limited Warranty is non-cumulative in nature and is limited to repair or replacement at IC Bus, LLC option of the bus or component parts thereof that are returned to locations approved by IC Bus, LLC transportation charges prepaid, and which IC Bus, LLC examination disclosed to its satisfaction to be defective. IC Bus, LLC, at its option, will repair or replace any part of this vehicle which proves defective in material and/or workmanship in normal use and service, with new or ReNEWed parts. Exceptions are listed below under *What Is Not Covered*.

*This warranty is automatically transferred to subsequent owners at no charge. Visit your local IC Bus Dealer for name and address change information.*

**COMPONENT COVERAGE**

The components described below are given additional warranty coverage of variable time periods and distance traveled limitations, as shown in the *Warranty Coverage Schedule*.

1. Frame Rails and Crossmembers
2. Body/Cowl Structure
  - Body Structure defined as the steel body frame (which includes the roof, metal floor, sides and front and rear sections only).
  - As to items not considered Body Structure include but are not limited to the following: doors, corner moldings, inner ABS panels, interior wall, plywood, floor covering, windows, and trim moldings.
3. The Body/Cowl is warranted against perforation due to corrosion, except for perforation caused by industrial chemicals and/or corrosion caused by use in a corrosive industrial environment.
4. Navistar Diesel Engine Coverage Includes: Navistar Diesel Engine block, cylinder heads, internally lubricated components fuel pump, high pressure pump, turbocharger, water pump, air compressor, injectors/nozzles; electronic engine modules, engine relays, engine sensors and regulators required for electronic engine operation, and certain aftertreatment components. Excluding: attaching accessories (e.g., fan clutch, alternator, starter, etc.), and externally mounted electrical and filtration systems.
5. Power Solutions International 8.8L Propane Engine Coverage Includes: Engine block, cylinder heads, internally lubricated components, water pump, air compressor, injectors/nozzles, fuel system components; electronic engine modules, engine relays, engine sensors and regulators required for electronic engine operation, exhaust catalyst. Excluding: attaching accessories (e.g., fan clutch, alternator, starter, etc.)
6. Spicer front & rear axles and propeller shaft, when used with Allison transmission; excluding brakes, wheel ends axle shafts, controls & attachments.

THE PROVISIONS HEREOF CONSTITUTE THE EXCLUSIVE AND COMPLETE WARRANTY BY IC BUS, LLC ON IC BUS™ BRAND BUSES AND COMPONENT PARTS THEREOF MANUFACTURED BY IT, OR APPROVED BUS BODY CONTRACT MANUFACTURERS AND IS IN LIEU OF ALL OTHER OBLIGATIONS OR LIABILITIES OF IC BUS, LLC WHETHER EXPRESS OR IMPLIED.

**Note:** The customer has 365 days and up to a maximum of 100,000 miles (160,000 km) from DTU (delivery to end user) to purchase an extended warranty on the unit. For extended warranty purchases between 181 and 365 days from DTU and <100,000 miles (160,000 km) an additional fee will be assessed. See your local IC Bus dealer for details.



Items Covered		Months	Miles/Km (000)	WHAT IS NOT COVERED AFTER THE FIRST 90 DAYS FROM DELIVERY TO USER (DTU):
BASIC VEHICLE COVERAGE				
Basic Vehicle Warranty		12	Unlimited	<ul style="list-style-type: none"> <li>• Correction of loose fasteners, squeaks, rattles and unusual noises.</li> <li>• Towing (vehicles with non-engine failures only)</li> <li>• Adjustments (e.g., headlights, brake/clutch adjustments, steering system adjustments, coolant levels, doors).</li> </ul>
Towing (Chassis related issues)		3	Unlimited	
Towing (Vehicles with Navistar built engine failures only)		24	Unlimited	
Towing (Vehicles with Power Solutions International, Inc. 8.8L Propane engine failures only)		3	Unlimited	
COMPONENTS				COMPONENTS / ITEMS:
Frame Rails and Crossmembers		60	Unlimited	• Warranted by their respective manufacturers (e.g., non Navistar brand engines, tires & tubes, Allison Transmissions, Hybrid electric, lubricants, etc.)
Body/Cowl Structure (Roof, Metal Floor, Sides and Front and Rear Sections)		60	Unlimited	• Bodies, equipment and accessories installed by other than authorized IC Bus employees at IC Bus manufacturing plants.
Body/Cowl Perforation Corrosion		60	Unlimited	• Front and rear axle alignment.
Bumper Corrosion and Paint Delamination		36	Unlimited	• Front & Rear axle coverage excludes brakes, wheel ends, axle shafts, controls & attachments.
Body/Cowl/Hood Paint Delamination		60	Unlimited	REPAIRS:
Brightwork, Chassis Paint and Corrosion		6	Unlimited	• Maintenance-related items/repairs or those as a result of normal wear and tear, including tune-ups, brake/clutch lining, windshield wiper blades, tire balancing, lubrication and other similar procedures/parts required to keep vehicle in good working condition.
IC Bus, LLC Factory Installed Air-Conditioning (IC Air)		30	Unlimited	• To any part of the vehicle subjected to misuse, negligence, improper maintenance, improper operation, or which is the result of an accident.
SEATS***IC Bus manufactured Seats Only				• Fade, runs, mismatch or damage to paint, trim items, upholstery, chrome, polished surfaces, etc., resulting from environmental causes, improper polishes, cleaners or washing solutions, or chemical and industrial fallout.
Foam		48	50/80	• In which power train, propeller shaft and suspension sales guidelines (specifications) are not strictly adhered to by all owners and operators of this vehicle.
Upholstery		24	24/40	
Frame and Barriers		60	Unlimited	
ENGINE*				OTHER:
MaxxForce® 7 Engine		60	100/160	• Vehicles sold and/or operated outside the United States and Canada.
Power Solutions International, Inc. 8.8L Propane Engine		60	100/160	• Vehicles/components that have had unauthorized alterations or modifications.
MaxxForce® DT Engine Standard Torque		60	100/160	• Vehicles on which the odometer reading has been altered.
MaxxForce® DT Engine High Torque		60	100/160	• Loss of time or use of the vehicle, loss of profits, inconvenience, or other consequential or incidental damages or expenses.
DRIVETRAIN**				• Replacement of defective parts with parts other than those provided by IC Bus, LLC.
Eaton Precision Transmission		12	Unlimited	
Spicer - 3 Part Dana Drivetrain (Front & Rear Axles, Propeller Shaft, When Used With Allison Transmission Only)		48	50/80	
Merritor Axles		48	75/120	

\*Emission Coverage: Refer to engine operator's manual for emission coverage.

\*\*Drivetrain:

- Allison Transmissions products or Transynd lubricants and fluids are not covered under this warranty. For warranty information see: [www.allisontransmission.com/publications/](http://www.allisontransmission.com/publications/)
- For specific Eaton/Fulter Warranty coverage, see supplier information: [www.roadrangerwarranty.com](http://www.roadrangerwarranty.com)
- For extended component warranty: [www.roadranger.com/Roadranger/warranty/ExtendedWarranty/index.htm](http://www.roadranger.com/Roadranger/warranty/ExtendedWarranty/index.htm)

\*\*\*For non IC Bus Manufactured seats, contact the seat supplier for their warranty coverage. For Enova charge sustaining and charge depleting standard warranty to: <http://enovasystems.com/customer-support.html>

**This warranty does not apply, or include coverage for defects attributable to the following:**

- Damage resulting from: (i) misuse, abuse, accident, neglect, negligence, vandalism, fire, riot, war, or Acts of God;
- (ii) Structural or other modifications or alteration without prior express written authorization by IC Bus, LLC; (iii) Repair or attempted repair by unauthorized persons; (iv) Replacement of original components with substitutes without prior express written authorization by IC Bus, LLC; (v) Failure to perform routine preventative maintenance as customarily accepted within the industry or failure to provide proof of such preventative maintenance having been performed; (vi) Exposure to corrosives, contaminants, chemicals, salt, irradiation or atmospheric or environmental conditions; (vii) Usage or loading in excess of recommended capacities or in non-standard applications, including off-road.
- Fading or discoloration of paint, lettering or decals.
- Effects of aftermarket installation and aftermarket parts installed by the dealer or customer.