

**Riceville Community School
Riceville, IA**

The Board of Education of the Riceville Community School District held their regular board meeting June 26th, 2023, at 6:30 p.m. in the Board Room. Board members present: Eastman, Hale, Guertin, McCarthy, and Fox Also, in attendance: Barb Schwamman—Superintendent, Jennifer Dunn—Board Secretary/Treasurer, Heather Suckow-Principal. Cassandra Leff-Enterprise Journal. Staff: Amanda Dwine. Parent: Erica Baethke. Community Member: Thomasine Conger.

Fox called the regular school board meeting to order @ 6:30 PM.

Motion by Guertin, seconded by Hale to approve the agenda with the amendment of adding letter L (Early Graduation Request) 5 Ayes. MC.

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

A written note from Tim Noble was read regarding the Memorial Day Services. Noble was grateful and thanked the school and staff.

Also, a note from daycare, they received a grant from Lakeshore welcoming the daycare to the HAWC Partnership for Children. They received a grant for \$8000.00 to spend to help benefit the center.

Mrs. Suckow spoke on SIAC meeting, Wildcat Wednesday, honor roll numbers.

Superintendent Schwamman spoke about solar field is in, Civil Rights date, KPEC Conference, teaching at UNI, and work conferences.

Building & Grounds will meet again on July 12th@ 6 PM for a work session.

Director Guertin spoke about the lunches and wanted to thank the kitchen staff for all their work.

Motion by Eastman, seconded by Guertin to approve the district's Career & Academic Plan. 5 Ayes. MC.

Motion by Eastman, seconded by Guertin to eliminate a rural bus route, make a in town bus route for Riceville with minimal stops, and consolidating stops in McIntire to two stops. 5 Ayes. MC.

Motion by Guertin, seconded by Hale to approve the band rental fee from \$60.00 to \$70.00. 5 Ayes. MC.

Motion by Guertin, seconded by Hale to approve the second reading board policy 505.8. 4Ayes. MC.

Motion by McCarthy, seconded by Guertin to approve Lowe's bid for the workroom remodel in the amount of \$18,171.85. 5 Ayes. MC.

Motion by Guertin, seconded by Eastman to approve the fencing bid with Skyline Tree Service in the amount of \$ 31,104.00. 5 Ayes. MC.

Motion by Eastman, seconded by Guertin to approve the sale of the shed to EPS Hogs LLC in the

amount of \$2000.00. 5 Ayes. MC.

Motion by Guertin, seconded by Hale to approve the Revenue Purpose Statement, Ordering an Election on a Revenue Purpose statement to authorize expenditures from revenue received from the state secure an advanced vision for education fund, and ordering the publication of a notice of election. WHEREAS, the School District receives revenue from the State of Iowa Secure an Advanced Vision for Education Fund ("SAVE Revenue") pursuant to Iowa Code Section 423F.2, as amended; and

WHEREAS, by operation of law, the School District's current Revenue Purpose Statement governing the use of SAVE Revenue will expire on January 1, 2031; and

WHEREAS, the School District wishes to adopt a Revenue Purpose Statement that includes all proposed uses of SAVE Revenue, will take immediate effect upon voter approval, and will extend beyond the expiration of the current Revenue Purpose Statement; and

WHEREAS, Iowa Code Chapter 47 requires that the District submit this election resolution to the County Commissioner of Elections at least forty-six days prior to the date of the special election:

NOW, THEREFORE, BE IT RESOLVED BY THE RICEVILLE COMMUNITY SCHOOL DISTRICT, IN THE COUNTIES OF HOWARD AND MITCHELL, STATE OF IOWA:

- That the Board wishes to authorize spending SAVE Revenue for the following purposes and, in doing so, must approve the following Revenue Purpose Statement.
- That the following Revenue Purpose Statement shall be approved, and the Secretary is authorized and directed to submit and file the Revenue Purpose Statement with the Howard County Commissioner of Elections at least forty-six days prior to the date of the election.

Motion by Eastman, seconded by McCarthy to approve the Resolution Ordering Election on the question of continuing to levy and impose a voter approved physical plant and equipment property tax and income surtax.

WHEREAS, this Board has determined that an election should be called on the question of continuing to levy and impose a voter approved physical plant and equipment property tax and income surtax.

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF DIRECTORS OF THE RICEVILLE COMMUNITY SCHOOL DISTRICT, IN THE COUNTIES OF HOWARD AND MITCHELL, STATE OF IOWA:

- That an election is called of the qualified electors of the Riceville Community School District, in the Counties of Howard and Mitchell, State of Iowa, on Tuesday, September 12, 2023. The following Proposition is approved, and the Secretary is authorized and directed to submit and file the Proposition for the Ballot with the Howard County Commissioner of Elections at least 46 days prior to the election.

Motion by McCarthy, seconded by Guertin to approve the resolution to consider continued participation

in the Instructional Support Program.

WHEREAS, the Board of Directors has determined that to continue the current level of services and to fund the ongoing programs of the School District, continuation of participation in the Instructional Support Program for a period of five years is necessary and in the best interests of the District and its residents and students; and

WHEREAS, the Board of Directors wishes to consider continued participation in the Instructional Support Program as provided in Sections 257.18 through 257.21, Code of Iowa; and

WHEREAS, the authorization for the current Instructional Support Program will expire on June 30, 2024; and

WHEREAS, this Resolution sets forth the proposal of the Board of Directors, including the method that will be used to fund the program; and

WHEREAS, notice of the time and place of a public hearing must be published:

NOW, THEREFORE, it is resolved:

- The Board of Directors wishes to consider continued participation in the Instructional Support Program as provided in Sections 257.18 through 257.21, Code of Iowa, for a period of five years, commencing with the fiscal year ending June 30, 2025.
- The additional funding for the Instructional Support Program for a budget year shall be determined annually and shall not exceed ten percent (10%) of the total regular program district cost for the budget year and moneys received under Section 257.14, Code of Iowa, as a budget adjustment for the budget year.
- Moneys received by the District for the Instructional Support Program may be used for any general fund purpose.
- The Instructional Support Program shall be funded by instructional support state aid and a combination instructional support property tax levied annually upon the taxable property within the School District commencing with the levy of property taxes for collection in the fiscal year ending June 30, 2025, and an instructional support income surtax imposed annually, the percent of income surtax to be determined by the Board for each budget year to be imposed upon the state individual income tax of each individual income taxpayer resident in the School District on December 31, 2024, and each year thereafter.
- The Secretary is authorized and directed to give notice of a public hearing to be held in the Board Room, 912 Woodland Avenue, Riceville, Iowa 50466, on July 24, 2023, at 6:30 P.M.
- Following the public hearing the Board intends to take action on the question whether to continue participation in the Instructional Support Program.

Motion by Hale, seconded by McCarthy to Set the Public Hearing for July 24th @ 6:30 in Board Room. 5 Ayes. MC.

Motion by Hale, seconded by Eastman to approve the early graduation request. 5 Ayes. MC.

The board will have a work session on July 12th @ 6 PM.

Next board meeting will be held Monday July 24th, 2023, at 6:30 p.m. in the Board Room.

Motion by Hale, second by Guertin to adjourn the meeting @ 7:50 PM. Ayes 5. MC.

Karl Fox
Board President

\ Jennifer Dunn
Board Secretary

Analysis of Cash Balance Including investment CD

6/30/2023

	06/30/23	06/30/22	% change	Notes *
General Fund (10)	2,030,916.05	2,067,753.76	-1.8%	
Management Fund (22)	825,489.00	662,829.57	24.5%	
PPEL & LOSST Funds (36 & 33)	991,927.46	1,113,934.35	-11.0%	multiple projects
Activity Fund (21)	70,120.68	75,589.60	-7.2%	
Hot Lunch Fund (61)	70,298.68	99,049.81	-29.0%	haven't received summer food program payments
TOTAL	3,988,751.87	4,019,157.09	-0.8%	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.

10-OPERATING FUND CHECKING

OPERATING FUND (10)

DATE	IN	OUT	BALANCE
			\$2,140,093.85
June 30, 2022	\$497,523.25	\$564,689.19	\$2,072,927.91
July 30, 2022	\$76,083.27	\$426,178.60	\$1,722,832.58
August 31, 2022	\$484,879.78	\$456,671.23	\$1,751,041.13
September 30, 2022	\$816,537.40	\$423,657.36	\$2,143,921.17
October 31, 2022	\$867,472.56	\$429,425.78	\$2,581,967.95
November 30, 2022	\$328,011.14	\$413,161.04	\$2,496,818.05
December 31, 2022	\$314,244.15	\$701,643.52	\$2,109,418.68
January 31, 2023	\$546,996.63	\$481,241.31	\$2,175,174.00
February 28, 2023	\$410,465.78	\$584,611.69	\$2,001,028.09
March 31, 2023	\$277,934.13	\$422,166.50	\$1,856,795.72
April 30, 2023	\$847,426.40	\$407,579.03	\$2,296,643.09
May 31, 2023	\$302,803.86	\$411,465.38	\$2,187,981.57
June 30, 2023	\$502,150.28	\$659,215.80	\$2,030,916.05

ACTIVITY FUND (21)

DATE	IN	OUT	BALANCE
			\$77,042.94
June 30, 2022	\$5,466.29	\$11,419.63	\$71,089.60
July 30, 2022	\$590.74	\$3,432.42	\$68,247.92
August 31, 2022	\$2,404.32	\$2,952.95	\$67,699.29
September 31, 2022	\$6,798.45	\$6,348.78	\$68,148.96
October 31, 2022	\$9,743.33	\$14,249.79	\$63,642.50
November 30, 2022	\$38,337.16	\$8,080.31	\$93,899.35
December 31, 2022	\$5,316.81	\$4,386.74	\$94,829.42
January 31, 2023	\$7,191.37	\$28,691.48	\$73,329.31
Feburary 29, 2023	\$6,523.04	\$9,561.89	\$70,290.46
March 31, 2023	\$1,652.90	\$5,182.95	\$66,760.41
April 30, 2023	\$4,243.68	\$7,069.24	\$63,934.85
May 31, 2023	\$6,645.18	\$7,321.19	\$63,258.84
June 30, 2023	\$13,558.09	\$11,446.25	\$65,370.68

MANAGEMENT FUND (22)

DATE	IN	OUT	BALANCE
			\$662,307.57
June 30, 2022	\$2,407.69	\$1,885.69	\$662,829.57
July 30, 2022	\$1,754.17	\$117,832.69	\$546,751.05
August 31, 2022	\$2,467.96	\$2,242.69	\$546,976.32
September 30, 2022	\$75,319.92	\$817.69	\$621,478.55
October 31, 2022	\$83,895.59	\$11,938.69	\$693,435.45
November 30, 2022	\$17,633.98	\$652.69	\$710,416.74
December 31, 2022	\$6,712.95	\$652.69	\$716,477.00
January 31, 2023	\$4,556.11	\$652.69	\$720,380.42
Feburary 28, 2023	\$4,591.03	\$2,853.39	\$722,118.06
March 31, 2023	\$5,309.26	\$652.69	\$726,774.63
April 30, 2023	\$84,644.62	\$1,033.69	\$810,385.56
May 31, 2023	\$11,446.94	\$1,054.69	\$820,777.81
June 30, 2023	\$5,363.88	\$652.69	\$825,489.00

LOCAL OPTION SALES (33)

DATE	IN	OUT	BALANCE
			\$712,007.63
June 30, 2022	\$28,951.32	\$44,697.84	\$696,261.11
July 30, 2022	\$35,841.55	\$29,893.42	\$702,209.24
August 31, 2022	\$36,867.19	\$112,929.66	\$626,146.77
September 30, 2022	\$88,707.01	\$75,192.36	\$639,661.42
October 31, 2022	\$22,344.91	\$49,319.60	\$612,686.73
November 30, 2022	\$13,710.31	\$0.00	\$626,397.04
December 31, 2022	\$78,350.42	\$40,090.00	\$664,657.46
January 31, 2023	\$35,604.36	\$28,806.00	\$671,455.82
February 28, 2023	\$41,521.36	\$5,573.10	\$707,404.08
March 31, 2023	\$38,006.14	\$107,837.92	\$637,572.30
April 30, 2023	\$27,566.34	\$37,766.45	\$627,372.19
May 31, 2023	\$43,263.14	\$122,007.64	\$548,627.69
June 30, 2023	\$39,614.73	\$42,740.43	\$545,501.99

PPEL (36)

DATE	IN	OUT	BALANCE
			\$451,718.54
June 30, 2022	\$4,390.27	\$43,609.72	\$412,499.09
July 30, 2022	\$2,207.08	\$16,778.22	\$397,927.95
August 31, 2022	\$2,496.79	\$21,758.98	\$378,665.76
September 30, 2022	\$162,157.35	\$24,553.33	\$516,269.78
October 31, 2022	\$110,064.87	\$18,147.17	\$608,187.48
November 30, 2022	\$21,728.01	\$47,447.69	\$582,467.80
December 31, 2022	\$77,092.24	\$3,646.33	\$655,913.71
January 31, 2023	\$4,750.78	\$8,903.30	\$651,761.19
February 28, 2023	\$32,761.67	\$27,576.82	\$656,946.04
March 31, 2023	\$5,719.25	\$318,295.68	\$344,369.61
April 30, 2023	\$166,811.06	\$4,184.20	\$506,996.47
May 31, 2023	\$12,649.01	\$13,977.73	\$505,667.75
June 30, 2023	\$4,672.49	\$63,921.89	\$446,418.35

NUTRITION FUND (61)

DATE	IN	OUT	BALANCE
			\$88,263.16
June 30, 2022	\$35,014.14	\$24,227.49	\$99,049.81
July 31, 2022	\$20,981.47	\$8,925.43	\$111,105.85
August 31, 2022	\$28,643.76	\$16,250.17	\$123,499.44
September 30, 2022	\$18,997.56	\$36,808.38	\$105,688.62
October 31, 2022	\$40,928.54	\$41,836.66	\$104,780.50
November 30, 2022	\$32,644.36	\$32,309.71	\$105,115.15
December 31, 2022	\$29,100.20	\$43,323.05	\$90,892.30
January 31, 2023	\$45,058.28	\$21,708.53	\$114,242.05
February 28, 2023	\$31,182.72	\$48,036.64	\$97,388.13
March 31, 2023	\$50,099.98	\$41,385.41	\$106,102.70
April 30, 2023	\$35,420.59	\$39,852.51	\$101,670.78
May 31, 2023	\$33,050.43	\$39,865.11	\$94,856.10
June 30, 2023	\$20,413.00	\$44,970.42	\$70,298.68

Batch Description: Invoices--june 23 batch 5

Processing Month: 06/2023

Credit Card Vendor ID:

End of Fiscal Year Expense Invoices:

Vendor ID: 707812 EBERT, AIDEN

PO Number:

Invoice Number: 20230628

Amount: 100.00

Description:

Invoice Date: 06/06/2023 Due Date: 06/28/2023 Status: A 1099 Amount: 100.00

Sequence: 1 Check Type:

Checking Account ID:

Check Number:

Check Date:

Chart of Account Number Detail Description

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

21 0000 1400 920 6730 345 OFFICIAL

100.00 100.00 N Final

Vendor ID: 707821 LOWE'S

PO Number:

Invoice Number: 20230628

Amount: 13,509.77

Description:

Invoice Date: 06/28/2023 Due Date: 06/28/2023 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Checking Account ID:

Check Number:

Check Date:

Chart of Account Number Detail Description

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

33 0000 2620 000 0000 733 CUPBOARD- WORKROOM REMODEL

13,509.77 N Final

Vendor ID: 707425 MILLER, JOHN

PO Number:

Invoice Number: 20230628

Amount: 130.00

Description:

Invoice Date: 06/05/2023 Due Date: 06/28/2023 Status: A 1099 Amount: 130.00

Sequence: 1 Check Type:

Checking Account ID:

Check Number:

Check Date:

Chart of Account Number Detail Description

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

21 0000 1400 920 6730 345 OFFICIAL

130.00 130.00 N Final

Vendor ID: 707425 MILLER, JOHN

PO Number:

Invoice Number: 20230628-0001

Amount: 100.00

Description:

Invoice Date: 06/09/2023 Due Date: 06/28/2023 Status: A 1099 Amount: 100.00

Sequence: 1 Check Type:

Checking Account ID:

Check Number:

Check Date:

Chart of Account Number Detail Description

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

21 0000 1400 920 6730 345 OFFICIAL

100.00 100.00 N

Vendor ID: 707425 MILLER, JOHN

PO Number:

Invoice Number: 20230628-0002

Amount: 130.00

Description:

Invoice Date: 06/19/2023 Due Date: 06/28/2023 Status: A 1099 Amount: 130.00

Sequence: 1 Check Type:

Checking Account ID:

Check Number:

Check Date:

Chart of Account Number Detail Description

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

21 0000 1400 920 6730 345 OFFICIAL

130.00 130.00 N Final

Vendor ID: 102451 OLSON, FRANK

PO Number:

Invoice Number: 20230628

Amount: 100.00

Description:

Invoice Date: 06/30/2023 Due Date: 06/28/2023 Status: A 1099 Amount: 100.00

Sequence: 1 Check Type:

Checking Account ID:

Check Number:

Check Date:

Chart of Account Number Detail Description

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

21 0000 1400 920 6835 345 OFFICIAL

100.00 100.00 N Final

Vendor ID: 104370 PEARCE, BRIAN

PO Number:

Invoice Number: 20230628

Amount: 100.00

Description:

Invoice Date: 06/30/2023 Due Date: 06/28/2023 Status: A 1099 Amount: 100.00

Sequence: 1 Check Type:

Checking Account ID:

Check Number:

Check Date:

Chart of Account Number Detail Description

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

21 0000 1400 920 6835 345 OFFICIAL

100.00 100.00 N Final

Vendor ID: 707290 SOUTHERN MINNESOTA SPECIAL ED

PO Number:

Invoice Number: 1452

Amount: 7,227.00

Description:

Invoice Date: 06/28/2023 Due Date: 06/28/2023 Status: A 1099 Amount: 0.00

Invoice Listing - Detail

Unposted; Batch Description Invoices--june 23 batch 5

Sequence: 1 Check Type:

Checking Account ID:

Check Number:

Check Date:

Chart of Account Number

Detail Description

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

In Full

10 0000 1100 100 0000 561

OPEN ENROLLMENT

7,227.00

N

Final

Batch 1099 Total: 660.00

Batch Total: 21,396.77

Report 1099 Total: 660.00

Report Total: 21,396.77

Invoice Listing - Detail
Unposted; Batch Description Invoices--JUNE 23 BATCH 6

Batch Description: Invoices--JUNE 23 BATCH 6

Processing Month: 06/2023

Credit Card Vendor ID:

End of Fiscal Year Expense Invoices:

Vendor ID: 100140	DALCO	PO Number:	Invoice Number: 4102128	Amount: 85.06
Description:		Invoice Date: 06/28/2023	Due Date: 06/29/2023 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount 1099 Detail Amount Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	CUSTODIAL SUPPLIES		85.06 N	Final
Vendor ID: 100140	DALCO	PO Number:	Invoice Number: 4102166	Amount: 375.49
Description:		Invoice Date: 06/28/2023	Due Date: 06/29/2023 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount 1099 Detail Amount Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	CUSTODIAL SUPPLIES		375.49 N	Final
Vendor ID: 105673	DUNN, JENNIFER	PO Number:	Invoice Number: 20230629	Amount: 95.63
Description:		Invoice Date: 06/29/2023	Due Date: 06/29/2023 Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount 1099 Detail Amount Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2310 000 0000 580	MILAEAGE REIMB		95.63 N	Final

Batch 1099 Total: 0.00 Batch Total: 556.18

Report 1099 Total: 0.00 Report Total: 556.18

Invoice Listing - Detail
Unposted; Batch Description EXPENSED JUNE 23 BILLS

Batch Description: EXPENSED JUNE 23 BILLS

Processing Month: 06/2023

Credit Card Vendor ID:

End of Fiscal Year Expense Invoices: X

Vendor ID: 101231	ANDERSON ERICKSON DAIRY CO	PO Number:	Invoice Number: 67697	Amount:	480.19
Description:		Invoice Date: 06/06/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 3110 000 0000 631	MILK		480.19	N	In Full
					Final
Vendor ID: 101231	ANDERSON ERICKSON DAIRY CO	PO Number:	Invoice Number: 70170	Amount:	479.31
Description:		Invoice Date: 06/13/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 3110 000 0000 631	MILK		479.31	N	In Full
					Final
Vendor ID: 101231	ANDERSON ERICKSON DAIRY CO	PO Number:	Invoice Number: 72437	Amount:	486.52
Description:		Invoice Date: 06/20/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 3110 000 0000 631	MILK		486.52	N	In Full
					Final
Vendor ID: 101231	ANDERSON ERICKSON DAIRY CO	PO Number:	Invoice Number: 74631	Amount:	438.70
Description:		Invoice Date: 06/27/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 3110 000 0000 631	MILK		438.70	N	In Full
					Final
Vendor ID: 100445	ANDY'S MINI MART	PO Number:	Invoice Number: 20230717	Amount:	0.58
Description:		Invoice Date: 06/01/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2700 000 0000 626	GAS		0.58	N	In Full
					Final
Vendor ID: 100445	ANDY'S MINI MART	PO Number:	Invoice Number: 20230717-0001	Amount:	1,536.99
Description:		Invoice Date: 06/30/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2700 000 0000 626	409.90GAL GAS		1,177.25	N	In Full
10 0000 2700 000 0000 627	121.50 GAL DEISEL		359.74	N	Final
					Final
Vendor ID: 707829	BDJTECH	PO Number: 20883T	Invoice Number: 4263	Amount:	93,470.88
Description:		Invoice Date: 06/02/2023	Due Date: 07/18/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
33 0000 2237 100 0000 734	PROJECTORS, CAMERAS, CABLE INSTALLATION		93,470.88	N	In Full
					Final

Invoice Listing - Detail
Unposted; Batch Description EXPENSED JUNE 23 BILLS

Vendor ID: 707517	BSN SPORTS LLC	PO Number:	Invoice Number: 921833863	Amount:	339.20
Description:		Invoice Date: 06/09/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0109 1100 108 0000 739	SHOULDER PADS		339.20	0.00	N
					In Full
					Final
Vendor ID: 707517	BSN SPORTS LLC	PO Number:	Invoice Number: 921894618	Amount:	3,731.22
Description:		Invoice Date: 06/19/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0109 1100 108 0000 739	SHOULDER PADS		3,731.22	N	
					In Full
					Final
Vendor ID: 102432	CAROLINA BIOLOGICAL SUPPLY CO.	PO Number:	Invoice Number: 52151973 RI.	Amount:	53.92
Description:		Invoice Date: 05/01/2023	Due Date: 07/18/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0109 1100 100 0000 612	DISECTING SET		53.92	N	
					In Full
					Final
Vendor ID: 100203	FARMERS FEED & GRAIN CO INC	PO Number:	Invoice Number: 13420	Amount:	52.00
Description:		Invoice Date: 06/19/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2700 000 0000 434	VAN TIRE REPAIR		52.00	N	
					In Full
					Final
Vendor ID: 7072626	FARMERS NEW AG LLC	PO Number:	Invoice Number: 35474	Amount:	206.47
Description:		Invoice Date: 06/02/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	CHEMICALS		206.47	N	
					In Full
					Final
Vendor ID: 104496	FARMLAND HARDWARE	PO Number:	Invoice Number: 29311	Amount:	298.29
Description:		Invoice Date: 06/30/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	CUSTODIAL SUPPLIES		298.29	N	
					In Full
					Final
Vendor ID: 707183	HOUSER, KELLY	PO Number:	Invoice Number: 20230717	Amount:	17.78
Description:		Invoice Date: 06/27/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0109 1100 100 3376 580	CONFERENCE LUNCH		17.78	N	
					In Full
					Final
Vendor ID: 707183	HOUSER, KELLY	PO Number:	Invoice Number: 20230717-0001	Amount:	59.96
Description:		Invoice Date: 06/23/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	

Invoice Listing - Detail
Unposted; Batch Description EXPENSED JUNE 23 BILLS

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 950 7967 612	REIMB STORAGE BINS		59.96		N	Final
Vendor ID: 100284 HOWARD WINNESHIEK COM SCHOOL						
Description:		PO Number:	Invoice Number: 20230717		Amount:	4,028.73
Sequence: 1 Check Type:	Checking Account ID:	Invoice Date: 06/30/2023 Due Date: 07/17/2023 Status: A	1099 Amount: 0.00			
		Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 1100 100 0000 567	NICC CONTRACTED CLASS		4,028.73		N	Final
Vendor ID: 102635 IOWA COMMUNICATIONS NETWORK						
Description:		PO Number:	Invoice Number: 674639		Amount:	2.75
Sequence: 1 Check Type:	Checking Account ID:	Invoice Date: 06/30/2023 Due Date: 07/17/2023 Status: A	1099 Amount: 0.00			
		Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 9099 2237 100 0000 320	ICN		2.75		N	Final
Vendor ID: 104161 JOSTENS, INC						
Description:		PO Number:	Invoice Number: 773555		Amount:	54.83
Sequence: 1 Check Type:	Checking Account ID:	Invoice Date: 06/22/2023 Due Date: 07/17/2023 Status: A	1099 Amount: 0.00			
		Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0109 2410 000 0000 611	MEDALS		54.83		N	Final
Vendor ID: 706920 MARCO						
Description:		PO Number:	Invoice Number: INV11357796		Amount:	940.33
Sequence: 1 Check Type:	Checking Account ID:	Invoice Date: 06/27/2023 Due Date: 07/17/2023 Status: A	1099 Amount: 0.00			
		Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 9099 2237 100 0000 618	MEDIALINK CONTROLLER		940.33		N	Final
Vendor ID: 706920 MARCO						
Description:		PO Number:	Invoice Number: INV11371448		Amount:	2,055.00
Sequence: 1 Check Type:	Checking Account ID:	Invoice Date: 06/30/2023 Due Date: 07/17/2023 Status: A	1099 Amount: 0.00			
		Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
33 0000 2237 100 0000 734	NEW PROJECTORS AND INSTALATION		2,055.00		N	Final
Vendor ID: 706920 MARCO						
Description:		PO Number:	Invoice Number: INV271444		Amount:	8,905.00
Sequence: 1 Check Type:	Checking Account ID:	Invoice Date: 06/30/2023 Due Date: 07/17/2023 Status: A	1099 Amount: 0.00			
		Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
33 0000 2237 100 0000 734	NEW PROJECTORS AND INSTALATION		8,905.00		N	Final
Vendor ID: 102515 MARR, SHERRY						
Description:		PO Number:	Invoice Number: 20230717		Amount:	29.72
Sequence: 1 Check Type:	Checking Account ID:	Invoice Date: 06/30/2023 Due Date: 07/17/2023 Status: A	1099 Amount: 0.00			
		Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0109 1100 100 3376 810	180 DAYS BOOK		29.72		N	Final

Vendor ID: 104732	MASON CITY COMMUNITY SCHOOL DISTRICT	PO Number:	Invoice Number: 20230718	Amount:	5,670.30
Description:		Invoice Date: 07/14/2023	Due Date: 07/18/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 9070 1200 214 3302 561	LEVEL 2 SPE ED BILLING		5,415.00	N	In Full
10 9070 1200 211 3301 561	LEVEL 1 SP ED BILLING		255.30	N	Final
Vendor ID: 707515	MECA SPORSWEAR	PO Number:	Invoice Number: SIP238145	Amount:	1,584.00
Description:		Invoice Date: 06/28/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 926 6730 612	BASEBALL HATS		1,584.00	N	In Full
					Final
Vendor ID: 100495	NORTHEAST IOWA COMMUNITY COLLEGE	PO Number:	Invoice Number: 000891705	Amount:	7,693.00
Description:		Invoice Date: 06/01/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
36 0000 4300 000 0000 451	COLLEGE & CAREER COACH		7,693.00	N	In Full
					Final
Vendor ID: 100496	OSAGE COMMUNITY SCHOOL	PO Number:	Invoice Number: 20230717	Amount:	307.07
Description:		Invoice Date: 06/12/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 1323 100 0000	REFUND CONCURRENT ENROLLMENT CLASS		307.07	N	In Full
					Final
Vendor ID: 100496	OSAGE COMMUNITY SCHOOL	PO Number:	Invoice Number: 20230717-0001	Amount:	18,535.21
Description:		Invoice Date: 07/11/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 9070 1200 214 3302 561	LEVEL 2 SP ED BILING		11,248.96	N	In Full
10 9070 1200 217 3303 561	LEVEL 3 SP ED BILLING		7,286.25	N	Final
					Final
Vendor ID: 706882	POLLARD PEST CONTROL CO. & LAWN CARE	PO Number:	Invoice Number: 20230717	Amount:	4.00
Description:		Invoice Date: 06/22/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 425	PEST CONTROL		4.00	N	In Full
					Final
Vendor ID: 103020	RUNDE GRAPHICS	PO Number:	Invoice Number: 4152	Amount:	147.00
Description:		Invoice Date: 06/17/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 950 7960 612	COUNTY FAIR SHIRTS		147.00	N	In Full
					Final

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Vendor ID: 100229	SCHOOL BUS SALES CO	PO Number:	Invoice Number: 01W3599.	Amount:	106.90
Description:		Invoice Date: 02/10/2023	Due Date: 07/17/2023 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2700 000 0000 673	MECHANICAL WORK		106.90	N	In Full Final
Vendor ID: 100282	ST ANSGAR COMMUNITY SCHOOL	PO Number:	Invoice Number: 20230718	Amount:	21,229.74
Description:		Invoice Date: 07/13/2023	Due Date: 07/18/2023 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 9070 1200 214 3302 561	LEVEL 2 SPE ED BILLING		21,229.74	N	In Full Final
Vendor ID: 706777	TIMBERLINE BILLING SERVICE LLC	PO Number:	Invoice Number: 27707	Amount:	678.11
Description:		Invoice Date: 06/30/2023	Due Date: 07/17/2023 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2510 217 3303 351	MEDICAID BILING		678.11	N	In Full Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A219731	Amount:	114.42
Description:		Invoice Date: 06/01/2023	Due Date: 07/17/2023 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	CUSTODIAL SUPPLIES		114.42	N	In Full Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A219747	Amount:	21.87
Description:		Invoice Date: 06/01/2023	Due Date: 07/17/2023 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	PAINT		21.87	N	In Full Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A219779	Amount:	9.99
Description:		Invoice Date: 06/02/2023	Due Date: 07/17/2023 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	PSI GAUGE		9.99	N	In Full Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A220004	Amount:	16.99
Description:		Invoice Date: 06/05/2023	Due Date: 07/17/2023 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	LAWN SEED		16.99	N	In Full Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A220052	Amount:	16.47
Description:		Invoice Date: 06/06/2023	Due Date: 07/17/2023 Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	

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Unposted; Batch Description EXPENSED JUNE 23 BILLS

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	SANDING SCREENS		16.47		N	Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A220070		Amount:	13.99
Description:		Invoice Date: 06/06/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	MAGNETIC STUD FINDER		13.99		N	Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A220699		Amount:	101.24
Description:		Invoice Date: 06/15/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	CYLINDERS, TAPE, CAPS		101.24		N	Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A220950		Amount:	19.84
Description:		Invoice Date: 06/19/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	VALVES & ELBOWS		19.84		N	Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A2211411		Amount:	89.42
Description:		Invoice Date: 06/27/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	CUSTODIAL SUPPLIES		89.42		N	Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A221213		Amount:	1.75
Description:		Invoice Date: 06/23/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	MPT PLUG		1.75		N	Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A221350		Amount:	102.04
Description:		Invoice Date: 06/26/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	CUSTODIAL SUPPLIES		102.04		N	Final
Vendor ID: 100004	TRUE VALUE	PO Number:	Invoice Number: A221428		Amount:	35.24
Description:		Invoice Date: 06/27/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00	
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	CUSTODIAL SUPPLIES		35.24		N	Final

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Vendor ID: 100004	TRUE VALUE		PO Number:	Invoice Number: A221471	Amount:	9.58
Description:			Invoice Date: 06/28/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	PLASTIC KITCHEN TUBE			9.58	N	In Full
						Final
Vendor ID: 100004	TRUE VALUE		PO Number:	Invoice Number: A221577	Amount:	21.45
Description:			Invoice Date: 06/29/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	POLY TARP & BUNGEE CORD			21.45	N	In Full
						Final
Vendor ID: 100004	TRUE VALUE		PO Number:	Invoice Number: A221623	Amount:	51.98
Description:			Invoice Date: 06/30/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	STAINKILLER			51.98	N	In Full
						Final
Vendor ID: 100004	TRUE VALUE		PO Number:	Invoice Number: A221656	Amount:	6.99
Description:			Invoice Date: 06/30/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	CHAOIN SWITCH			6.99	N	In Full
						Final
Vendor ID: 100004	TRUE VALUE		PO Number:	Invoice Number: B194403	Amount:	8.49
Description:			Invoice Date: 06/06/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	GORILLA GLUE			8.49	N	In Full
						Final
Vendor ID: 100004	TRUE VALUE		PO Number:	Invoice Number: B194417	Amount:	56.89
Description:			Invoice Date: 06/07/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	BOLTS			56.89	N	In Full
						Final
Vendor ID: 100004	TRUE VALUE		PO Number:	Invoice Number: B194440	Amount:	59.97
Description:			Invoice Date: 06/08/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>		<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 680	BALL VALVE			59.97	N	In Full
						Final
Vendor ID: 100004	TRUE VALUE		PO Number:	Invoice Number: b194571	Amount:	9.99
Description:			Invoice Date: 06/13/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:		

Invoice Listing - Detail
Unposted; Batch Description EXPENSED JUNE 23 BILLS

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	PAINT THINNER		9.99		N	Final
Vendor ID: 100004 TRUE VALUE						
Description:		PO Number:	Invoice Number: B194614		Amount: 42.34	
Sequence: 1 Check Type:		Invoice Date: 06/14/2023 Due Date: 07/17/2023 Status: A	1099 Amount: 0.00			
Checking Account ID:		Check Number:		Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	DRILL BIT SETS		42.34		N	Final
Vendor ID: 100004 TRUE VALUE						
Description:		PO Number:	Invoice Number: B194615		Amount: 20.49	
Sequence: 1 Check Type:		Invoice Date: 06/14/2023 Due Date: 07/17/2023 Status: A	1099 Amount: 0.00			
Checking Account ID:		Check Number:		Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	QUICK CHANGE Arbor		20.49		N	Final
Vendor ID: 100004 TRUE VALUE						
Description:		PO Number:	Invoice Number: B194678		Amount: 14.03	
Sequence: 1 Check Type:		Invoice Date: 06/16/2023 Due Date: 07/17/2023 Status: A	1099 Amount: 0.00			
Checking Account ID:		Check Number:		Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	PLUGS		14.03		N	Final
Vendor ID: 100004 TRUE VALUE						
Description:		PO Number:	Invoice Number: B194806		Amount: 7.99	
Sequence: 1 Check Type:		Invoice Date: 06/21/2023 Due Date: 07/17/2023 Status: A	1099 Amount: 0.00			
Checking Account ID:		Check Number:		Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	STRAP HINGE		7.99		N	Final
Vendor ID: 100004 TRUE VALUE						
Description:		PO Number:	Invoice Number: B194861		Amount: 58.74	
Sequence: 1 Check Type:		Invoice Date: 06/23/2023 Due Date: 07/17/2023 Status: A	1099 Amount: 0.00			
Checking Account ID:		Check Number:		Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	CUSTODIAL SUPPLIES		58.74		N	Final
Vendor ID: 100004 TRUE VALUE						
Description:		PO Number:	Invoice Number: B194940		Amount: 37.13	
Sequence: 1 Check Type:		Invoice Date: 06/27/2023 Due Date: 07/17/2023 Status: A	1099 Amount: 0.00			
Checking Account ID:		Check Number:		Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	CUSTODIAL SUPPLIES		37.13		N	Final
Vendor ID: 100004 TRUE VALUE						
Description:		PO Number:	Invoice Number: B194969		Amount: 4.49	
Sequence: 1 Check Type:		Invoice Date: 06/28/2023 Due Date: 07/17/2023 Status: A	1099 Amount: 0.00			
Checking Account ID:		Check Number:		Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2620 000 0000 680	KITCHEN DRAIN BEND		4.49		N	Final

Invoice Listing - Detail
Unposted; Batch Description EXPENSED JUNE 23 BILLS

Vendor ID: 102190 WEST MUSIC COMPANY

Description:

Sequence: 1 Check Type:

Chart of Account Number Detail Description

21 0000 1400 910 6220 612 FLIP FOLDERS

Checking Account ID:

PO Number:

Invoice Number: SI2294956

Amount:

27.60

Invoice Date: 06/29/2023 Due Date: 07/17/2023 Status: A 1099 Amount: 0.00

Check Number:

Check Date:

Cost Center ID

Detail Amount 1099 Detail Amount Asset/Asset Tag

In Full

27.60

N

Final

Batch 1099 Total: 0.00

Batch Total: 174,605.11

Report 1099 Total: 0.00

Report Total: 174,605.11

Batch Description: Invoices--JULY 23 BATCH 1

Processing Month: 07/2023

Credit Card Vendor ID:

End of Fiscal Year Expense Invoices:

Vendor ID: 707649 ASCD PO Number: Invoice Number: 20230710 Amount: 239.00

Description:

Invoice Date: 07/10/2023 Due Date: 07/10/2023 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Checking Account ID:

Check Number:

Check Date:

Chart of Account Number Detail Description

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

10 0109 2410 000 0000 810 MEMBERSHIP RENEWAL

239.00 N Final

Vendor ID: 707783 ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INTERNATIONAL PO Number: Invoice Number: 20230717 Amount: 275.00

Description:

Invoice Date: 07/15/2023 Due Date: 07/17/2023 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Checking Account ID:

Check Number:

Check Date:

Chart of Account Number Detail Description

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

10 0000 2310 000 0000 810 MEMBERSHIP

275.00 N Final

Vendor ID: 707211 BLICK ART SUPPLIES PO Number: 20918H Invoice Number: 1087813 Amount: 758.80

Description:

Invoice Date: 07/13/2023 Due Date: 07/18/2023 Status: A 1099 Amount: 0.00

Sequence: 1 Check Type:

Checking Account ID:

Check Number:

Check Date:

Chart of Account Number Detail Description

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

10 0109 1100 102 0000 612 SMOKEY MERLOT
10 0109 1100 102 0000 612 ANCIENT JASPER
10 0109 1100 102 0000 612 CHERRY BLOSSOM
10 0109 1100 102 0000 612 DEEP SIENNA SPARKLE
10 0109 1100 102 0000 612 LAVENDER
10 0109 1100 102 0000 612 MARIGOLD
10 0109 1100 102 0000 612 MIXING CLEAR
10 0109 1100 102 0000 612 SNAPDRAGON
10 0109 1100 102 0000 612 TRUE CELEDON
10 0109 1100 102 0000 612 VINTAGE GOLD
10 0109 1100 102 0000 612 ROYAL AND LANGNICKLE BRUSHES
ROUND
10 0109 1100 102 0000 612 RAYAL AND LANGNICKLE BRUSHED FLAT
10 0109 1100 102 0000 612 PRIMARY RED ACRYLIC
10 0109 1100 102 0000 612 PRIMARY BLUE ACRYLIC
10 0109 1100 102 0000 612 PRIMARY YELLOW ACRYLIC
10 0109 1100 102 0000 612 WHITE ACRYLIC
10 0109 1100 102 0000 612 BLACK ACRYLIC
10 0109 1100 102 0000 612 MAGENTA ACRYLIC
10 0109 1100 102 0000 612 ULTRAMARINE BLUE
10 0109 1100 102 0000 612 PHTHALO BLUE
10 0109 1100 102 0000 612 WATERCOLOR PAPER 9 X 12
10 0109 1100 102 0000 612 PENCIL SHARPNER-HANDHELD
10 0109 1100 102 0000 612 HOT GLUE GUN
10 0109 1100 102 0000 612 XACTO BLADES
10 0109 1100 102 0000 612 GLUE STICKS

20.90 N Final
18.42 N Final
17.16 N Final
41.80 N Final
17.16 N Final
17.16 N Final
17.16 N Final
17.16 N Final
18.42 N Final
20.90 N Final
59.98 N Final
59.98 N Final
36.94 N Final
36.94 N Final
18.47 N Final
55.41 N Final
36.94 N Final
10.94 N Final
10.94 N Final
36.00 N Final
32.28 N Final
10.36 N Final
67.48 N Final
42.96 N Final

Vendor ID: 707730	BMI	PO Number:	Invoice Number: 48689151	Amount:	162.51
Description:		Invoice Date: 07/01/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 920 0000 612	MUSIC COPYRIGHT		162.51		N
					In Full
					Final
Vendor ID: 707826	BRAINING CAMP	PO Number: 20923H	Invoice Number: 53073	Amount:	95.00
Description:		Invoice Date: 07/09/2023	Due Date: 07/20/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0109 1100 100 0000 615	CLASS LICENSES		95.00		N
					In Full
					Final
Vendor ID: 104784	BRITAIN, CHARLES	PO Number:	Invoice Number: 20230717	Amount:	450.00
Description:		Invoice Date: 07/01/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 450.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 920 0000 612	OPFFICIAL ASSIGNING		450.00	450.00	N
					In Full
					Final
Vendor ID: 707617	C. H. MCGUINNESS CO. INC.	PO Number:	Invoice Number: 230051	Amount:	1,349.50
Description:		Invoice Date: 07/10/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
36 0000 4600 000 0000 450	BOILER REPAIR		1,349.50		N
					In Full
					Final
Vendor ID: 100002	CASH	PO Number:	Invoice Number: 20230719	Amount:	48.69
Description:		Invoice Date: 07/19/2023	Due Date: 07/19/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2320 000 0000 531	REPLENISH PETTY CASH		48.69		N
					In Full
					Final
Vendor ID: 100002	CASH	PO Number:	Invoice Number: 20230719-0001	Amount:	500.00
Description:		Invoice Date: 07/19/2023	Due Date: 07/19/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 920 0000 612	CASH BOX FOR ATHLETICS PETTY CASH		500.00		N
					In Full
					Final
Vendor ID: 707735	CINTAS	PO Number:	Invoice Number: 5167239867	Amount:	56.75
Description:		Invoice Date: 07/28/2013	Due Date: 07/19/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
61 0000 3110 000 0000 618	FIRST AID KIT SUPPLIES		56.75		N
					In Full
					Final
Vendor ID: 104466	CULLIGAN WATER CONDITIONING	PO Number:	Invoice Number: 61309TM	Amount:	70.80
Description:		Invoice Date: 07/07/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00

Invoice Listing - Detail
Unposted; Batch Description Invoices--JULY 23 BATCH 1

Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 0000 2620 000 0000 680	SALT		70.80		N	Final	
Vendor ID: 100140	DALCO	PO Number:	Invoice Number: 4107221	Amount:	85.06		
Description:		Invoice Date: 07/12/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 0000 2620 000 0000 680	SCRUBBER PADS		85.06		N	Final	
Vendor ID: 100158	DEMCO	PO Number: 20919H	Invoice Number: 7332622	Amount:	93.32		
Description:		Invoice Date: 07/12/2023	Due Date: 07/18/2023	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 0109 2222 100 0000 613	CHALKBOARD BOOKMARKS		9.30		N	Final	
10 0109 2222 100 0000 613	DEMCO UPSTART READ SIGNS BOOKMARKS		9.30		N	Final	
10 0109 2222 100 0000 613	DEMCO ORIGAMI ACTIVITY BOOKMARKS		7.76		N	Final	
10 0109 2222 100 0000 613	STICK TOGETHER DEMCO DESIGNS:READ		33.48		N	Final	
10 0109 2222 100 0000 613	STARRY NIGHT MOSAIC STICKER PUZZLE		33.48		N	Final	
Vendor ID: 706961	EDMENTUM, INC	PO Number: 20901H	Invoice Number: inv309451-rev	Amount:	4,245.00		
Description:		Invoice Date: 07/10/2023	Due Date: 07/10/2023	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
33 0000 2237 100 0000 734	COURSEWARE		4,245.00		N	Final	
Vendor ID: 707696	ENTERPRISE MEDIA GROUP	PO Number:	Invoice Number: 10161	Amount:	250.50		
Description:		Invoice Date: 07/06/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 0000 2310 000 0000 613	LEGAL PUBLICATIONS		250.50		N	Final	
Vendor ID: 707696	ENTERPRISE MEDIA GROUP	PO Number:	Invoice Number: 10175	Amount:	75.57		
Description:		Invoice Date: 07/14/2023	Due Date: 07/20/2023	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 0000 2310 000 0000 613	LEGAL PUBLICATIONS		75.57		N	Final	
Vendor ID: 706921	ESGI, LLC	PO Number: 20905E	Invoice Number: ESGI44509	Amount:	1,638.00		
Description:		Invoice Date: 07/11/2023	Due Date: 07/18/2023	Status: A	1099 Amount: 0.00		
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>	
10 0418 1000 460 3117 612	LICENSES		1,638.00		N	Final	

Vendor ID: 707371	FUSION FORWARD	PO Number:	Invoice Number: 1000491	Amount:	299.99
Description:		Invoice Date: 07/01/2023	Due Date: 07/10/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 1100 100 0000 810	WEBSITE HOSTING		299.99		N
					In Full
					Final
Vendor ID: 707375	HACKMAN/CAROLAN PAINTING	PO Number:	Invoice Number: 202371	Amount:	2,880.00
Description:		Invoice Date: 07/07/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
33 0000 4600 000 0000 450	WRESTLING ROOM PAINTING		2,880.00		N
					In Full
					Final
Vendor ID: 100276	IA HIGH SCHOOL MUSIC ASSOC.	PO Number:	Invoice Number: 20230710	Amount:	25.00
Description:		Invoice Date: 07/01/2023	Due Date: 07/10/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0000 1400 910 6220 612	MEMBERSHIP DUES		25.00		N
					In Full
					Final
Vendor ID: 707819	INNOVATIVE OFFICE SOLUTIONS	PO Number:	Invoice Number: CIN116669	Amount:	5,627.06
Description:		Invoice Date: 07/17/2023	Due Date: 07/18/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
33 0000 2620 000 0000 733	DESKS		5,627.06		N
					In Full
					Final
Vendor ID: 100031	IOWA ASSOCIATION OF SCHOOL BOARDS	PO Number:	Invoice Number: 300005014	Amount:	250.00
Description:		Invoice Date: 07/06/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2310 000 0000 810	MEMBERSHIP		250.00		N
					In Full
					Final
Vendor ID: 100031	IOWA ASSOCIATION OF SCHOOL BOARDS	PO Number:	Invoice Number: IASBMBR008320	Amount:	1,904.00
Description:		Invoice Date: 07/01/2023	Due Date: 07/10/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2310 000 0000 810	MEMBERSHIP DUES		1,904.00		N
					In Full
					Final
Vendor ID: 100031	IOWA ASSOCIATION OF SCHOOL BOARDS	PO Number:	Invoice Number: POLREF003111	Amount:	775.00
Description:		Invoice Date: 07/01/2023	Due Date: 07/10/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2310 000 0000 810	POLICY PRIMER SUBSCRIPTION		775.00		N
					In Full
					Final
Vendor ID: 706983	ISFIS, INC	PO Number:	Invoice Number: FY2023-24	Amount:	573.16
Description:		Invoice Date: 07/01/2023	Due Date: 07/10/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	

Invoice Listing - Detail
Unposted; Batch Description Invoices--JULY 23 BATCH 1

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2510 000 0000 810	MEMBERSHIP FEE		573.16		N	Final
Vendor ID: 104161 JOSTENS, INC						
Description:		PO Number:	Invoice Number: 31693826		Amount: 63.95	
Sequence: 1	Check Type:	Invoice Date: 07/11/2023	Due Date: 07/20/2023	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0109 2410 000 0000 611	DIPLOMAS		63.95		N	Final
Vendor ID: 707134 MARCO INC.						
Description:		PO Number:	Invoice Number: 80185489		Amount: 1,245.50	
Sequence: 1	Check Type:	Invoice Date: 07/01/2023	Due Date: 07/10/2023	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
36 0000 2620 000 0000 442	COPIER LEASE		1,245.50		0.00 N	Final
Vendor ID: 100007 MARTIN BROS DIST						
Description:		PO Number:	Invoice Number: 1070239		Amount: 1,073.50	
Sequence: 1	Check Type:	Invoice Date: 07/03/2023	Due Date: 07/10/2023	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
61 0000 3110 000 0000 631	FOOD		1,073.50		N	Final
Vendor ID: 100007 MARTIN BROS DIST						
Description:		PO Number:	Invoice Number: 1077778		Amount: 1,819.05	
Sequence: 1	Check Type:	Invoice Date: 07/10/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0000 1400 950 7960 619	FOOD		1,819.05		N	Final
Vendor ID: 100007 MARTIN BROS DIST						
Description:		PO Number:	Invoice Number: 1086775		Amount: 3,191.48	
Sequence: 1	Check Type:	Invoice Date: 07/17/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
61 0000 3110 000 0000 618	FS SUPPLIES		330.47		N	Final
61 0000 3110 000 0000 631	FOOD		2,861.01		N	Final
Vendor ID: 104012 MIDWEST ALARM SERVICES						
Description:		PO Number:	Invoice Number: 421034		Amount: 1,441.08	
Sequence: 1	Check Type:	Invoice Date: 07/08/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0000 2640 000 0000 433	FIRE ALARM MONITORING		1,441.08		N	Final
Vendor ID: 707282 MN CLAY						
Description:		PO Number:	Invoice Number: 137995		Amount: 415.00	
Sequence: 1	Check Type:	Invoice Date: 07/12/2023	Due Date: 07/18/2023	Status: A	1099 Amount: 0.00	
		Checking Account ID:	Check Number:	Check Date:		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0109 1100 102 0000 612	SEE ATTACHED QUOTE # 18333		415.00		N	Final

Vendor ID: 707822 **NESSY LEARNING LLC**

Description:

Sequence: 1

Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

36 0000 2237 100 0000 652

LICENSES

PO Number: 20908E

Invoice Number: NESU

Amount: 4,860.00

Invoice Date: 07/11/2023 Due Date: 07/18/2023 Status: A 1099 Amount: 0.00

Check Number:

Check Date:

<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
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4,860.00

N

Final

Vendor ID: 707377 **O'DONNELL CRESCO/RICEVILLE INSURANCE**

Description:

Sequence: 1

Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

22 0000 2620 000 0000 529

PROPERTY INS

22 0000 2620 000 0000 524

GENERAL LIABILITY

22 0000 2620 000 0000 529

CYBER

22 0000 2620 000 0000 529

CRIME

22 0000 2700 000 0000 522

AUTO INS

22 0000 2620 000 0000 529

UMBRELLA INS

22 0000 2620 000 0000 529

POLLUTION

22 0000 2620 000 0000 529

EXCESS LIABILITY

22 0000 2620 000 0000 529

LINEBACKER

22 0000 1000 100 0000 260

WC TEACHERS

22 0000 2222 000 0000 260

WC LIBRARY

22 0000 3110 000 0000 260

WC COOKS

22 0000 2410 000 0000 260

WC PRINCIPALS

22 0000 2700 000 0000 260

WC BUS DRIVERS

22 0000 2620 000 0000 260

WC CUSTODIANS

22 0000 1000 100 0000 260

WC NURSE/ COUNSELOR

22 0000 2321 000 0000 260

WC SUPERINTENDENT

PO Number:

Invoice Number: 20230719

Amount: 133,320.00

Invoice Date: 07/19/2023 Due Date: 07/19/2023 Status: A 1099 Amount: 0.00

Check Number:

Check Date:

<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
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69,048.00

N

Final

5,312.00

N

Final

3,277.00

N

Final

580.00

N

Final

14,489.00

N

Final

3,618.00

N

Final

500.00

N

Final

3,253.00

N

Final

7,369.00

N

Final

12,081.00

N

Final

569.00

N

Final

3,000.00

N

Final

1,000.00

N

Final

4,295.00

N

Final

3,500.00

N

Final

569.00

N

Final

860.00

N

Final

Vendor ID: 100051 **OMNITEL COMMUNICATIONS**

Description:

Sequence: 1

Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

10 0000 2320 000 0000 532

TELEPHONE

10 0000 2320 000 0000 538

INTERNET

PO Number:

Invoice Number: 20230710

Amount: 1,519.61

Invoice Date: 07/01/2023 Due Date: 07/10/2023 Status: A 1099 Amount: 0.00

Check Number:

Check Date:

<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
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179.66

N

Final

1,339.95

N

Final

Vendor ID: 102415 **PLANK ROAD PUBLISHING, INC.**

Description:

Sequence: 1

Check Type:

Checking Account ID:

Chart of Account Number

Detail Description

21 0000 1400 910 6220 612

MUSIC K-8 VOL 34 SUNSCRIPTION- PTINT
& D

21 0000 1400 910 6220 612

BURGUNDY CD BINDER

21 0000 1400 910 6220 612

SHIPPING

PO Number: 20915H

Invoice Number: 24-000524

Amount: 164.15

Invoice Date: 07/13/2023 Due Date: 07/18/2023 Status: A 1099 Amount: 0.00

Check Number:

Check Date:

<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
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144.95

N

Final

9.95

N

Final

9.25

N

Final

Vendor ID: 706882	POLLARD PEST CONTROL CO. & LAWN CARE	PO Number:	Invoice Number: 20230720	Amount:	84.00
Description:		Invoice Date: 07/14/2023	Due Date: 07/20/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 425	PEST CONTROL		84.00	N	In Full Final
Vendor ID: 104106	PRESTWICK HOUSE	PO Number: 20909h	Invoice Number: 430031	Amount:	1,088.01
Description:		Invoice Date: 07/18/2023	Due Date: 07/18/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0109 1100 105 0000 641	VOCABULARY FROM GREET ROOTS		1,088.01	N	In Full Final
Vendor ID: 707828	PRINTER LANDSCAPING & TREE SERVICE	PO Number:	Invoice Number: 28127	Amount:	300.00
Description:		Invoice Date: 07/12/2023	Due Date: 07/18/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 424	WOOD CHIPS		300.00	N	In Full Final
Vendor ID: 707827	REDCAN	PO Number:	Invoice Number: 20230717	Amount:	415.05
Description:		Invoice Date: 07/11/2023	Due Date: 07/17/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2620 000 0000 421	GARBAGE		415.05	N	In Full Final
Vendor ID: 707373	RURAL SCHOOL ADVOCATES	PO Number:	Invoice Number: RSAI2023-24	Amount:	750.00
Description:		Invoice Date: 07/01/2023	Due Date: 07/10/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0000 2310 000 0000 810	MEMBERSHIP DUES		750.00	N	In Full Final
Vendor ID: 707824	SPORTSMEN'S ALLAINCE FOUNDATION	PO Number:	Invoice Number: 20230710	Amount:	1,255.00
Description:		Invoice Date: 07/01/2023	Due Date: 07/10/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0109 1100 100 0000 642	CONSERVATION CURRICULUM		1,255.00	N	In Full Final
Vendor ID: 707471	TIME MANAGEMENT SYSTEMS	PO Number:	Invoice Number: 290279	Amount:	417.20
Description:		Invoice Date: 07/05/2023	Due Date: 07/10/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
36 0000 2239 000 0000 652	TIMECLOCK		417.20	N	In Full Final
Vendor ID: 707823	UNIQUE LEARNIGN CENTER	PO Number: 20912E	Invoice Number: INV-1066065	Amount:	699.99
Description:		Invoice Date: 07/11/2023	Due Date: 07/18/2023	Status: A	1099 Amount: 0.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	

Invoice Listing - Detail
Unposted; Batch Description Invoices--JULY 23 BATCH 1

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 9070 1200 219 0000 612	UNIQUE LEARNING SYSTEM GRADES 5-8		699.99		N	Final
Vendor ID: 707835I WEBSTRAUNRSTORE						
Description:		PO Number:	Invoice Number: 88047817		Amount:	4,179.00
Sequence: 1 Check Type:		Invoice Date: 07/20/2023	Due Date: 07/20/2023	Status: A	1099 Amount: 0.00	
Checking Account ID:		Check Number:	Check Date:			
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
61 0000 2640 000 0000 433	COOLER		4,179.00		N	Final
Batch 1099 Total:			450.00	Batch Total:		181,029.28
Report 1099 Total:			450.00	Report Total:		181,029.28

RICEVILLE COMMUNITY SCHOOL DISTRICT'S LITTLE CATS' DAYCARE



PARENT HANDBOOK

WELCOME

Welcome to Little Cats' Daycare! We are looking forward to meeting and working with your child on reaching their highest potential. Little Cats' Daycare is a place where your child will be in a safe and nurturing environment and will be encouraged to explore new experiences to promote their mental and physical growth.

Mission Statement

The Little Cats' Daycare provides a nurturing environment that encourages the development of the whole child. Staff incorporate activities that include social, emotional, physical, cognitive, and language skills into their daily schedule.

Goals

- To develop responsibility for one's own actions in self-help, health, safety, and interpersonal areas and to exercise appropriate independence
- To facilitate intellectual development by widening the child's experience in order to increase knowledge, basic concepts, and skills development
- To provide support and guidance for the child and family

This handbook will help you become more acquainted with our program. As you read through this book, if you have any questions or concerns, please feel free to contact us. Communication is very important as well as a trusting relationship between our families and our employees. Please call us at 641-985-2288 and we will set up a time to meet and discuss your questions or concerns. We also have an open door policy so feel free to stop in at any time to visit your child.

Thank you for choosing Little Cats' Daycare and letting us get to know you and your child better and helping them grow. Together we can help your child reach their highest potential.

Sincerely,

Riceville Community School District Board of Education
Director and all of the Little Cats' Daycare Staff

INTRODUCTION

About Little Cats' Daycare

Little Cats' Daycare hours of operation are 5:30 am to 6:00 pm. We are licensed by the Iowa Department of Human Services. Our Daycare is currently licensed for 60 children ages six weeks to twelve years of age.

Little Cats' Daycare is operated by a Director(s) who answers to the Riceville Community School District's Board of Education and the Little Cats' Daycare Advisory Council. The Department of Human Services conducts annual licensing visits to assure the Daycare meets state standards and regulations.

Enrollment

Children are accepted on a first-come, first-served basis from ages six weeks to twelve years. We do not discriminate between race, culture, sex, religion, national origin, ancestry, or disability. Priority is given to those seeking full-time daycare, followed by part-time children and then drop-ins. There is a one time enrollment fee of \$25 per child due before their first day. This fee is non-refundable.

Wait List

In the event of a wait list, there will be a \$25 fee per child to hold their spot on the list. This fee is non-refundable but will be used as a credit towards future care.

Admission

The following forms need to be completed and submitted to Little Cats' Daycare prior to enrollment:

1. Registration Form
2. Child Health Exam Form
3. Immunization Record
4. Medical/Dental Emergency Treatment Consent Form
5. Release of Child from Daycare Form
6. Consent Form
7. Handbook Acknowledgement

Little Cats' Daycare may require additional statements from a parent/guardian or physician if needed. This information needs to be completed prior to your first day of attendance. This information will remain confidential and will need to be updated annually.

Little Cats' Daycare Programming

Curriculum

Little Cats' Daycare strives to meet the developmental needs of all children attending our program. Each room looks at children's individual needs to establish needs for that room. We feel this is essential to assist children in their development. The goals of our curriculum are multi-faceted. Our goals encourage children to be enthusiastic, self-confident, independent learners. We believe that play is the primary mode of learning. Our curriculum also respects individual learning styles and ever changing interests. Through our curriculum we promote growth in all areas of development.

Social: To help children learn from adults and one another by observation, imitation, and interaction.

Cognitive: To promote curiosity and to help children acquire learning skills, such as the abilities to solve problems, make choices, ask questions, and express their ideas, observations, and feelings.

Emotional: To provide a safe and secure environment where children can develop pride, self-confidence, independence, self-control, and a positive attitude toward life.

Physical: To help children develop and enhance their small and large muscle skills and feel confident and comfortable with their own bodies.

Our curriculum goals are achieved through integrated, theme-based activities and conversations with adults and children. Opportunities exist within the classroom for the child to engage in one-on-one activities with the teacher, small group and large group activities along with individual play allowing for opportunities to experiment and explore. Whole group activities are for short periods of time and are suited to the age and ability of the children. Supervised free play and small groups predominate as a means of encouraging educational interaction.

Each room will post a calendar of activities outside their room to let parents know what the curriculum material is for the month. We will additionally give parents a newsletter to let you know what the children are working on. Each room also will post times when activities occur in the rooms.

Infants/Toddlers

In the Infant Room, we will target working on physical, cognitive, social, and emotional skills. We will also incorporate sign language to enhance your child's brain development.

Toddlers

In the Toddler Rooms, we work with children on color recognition, ABCs, counting, and shape identification. We will also focus on self-help skills and bathroom independence.

Preschool-Age

Our primary goals in the Preschool Room are social and emotional development, problem-solving skills, and early literacy skills.

Little Cats' Daycare offers a three-year-old preschool program on Monday, Tuesday, and Thursday mornings from 8:30-11:00. There is a one time registration fee of \$50 that is non-refundable and due before the first day of school. If Riceville Community School cancels for any reason, there will not be preschool; however, you will still be charged for your scheduled hours. You may choose to use a sick day if you wish.

Arrival and Departure

Parents will be responsible for signing their child in and out using the Daycare's iPad. Visitors will be required to sign the child in/out with their name, reason for visit, and contact information.

Parents are encouraged to communicate with the Director or designee on a daily basis at drop off to convey any changes in schedule or circumstances that may affect their child's general disposition during the day, such as a family death, illness, upcoming vacation, etc.

Dress Code

Your child will have many opportunities to participate in a variety of activities at Little Cats' Daycare. Simple clothing that is washable will allow your child to comfortably participate in all activities from messy art projects to playground fun. We recommend tennis shoes be worn to ensure the safety of children on the playground. If flip flops/sandals are worn, we ask that you provide a pair of tennis shoes as well.

The children experience outdoor physical activity daily when the weather permits. Please be sure to provide your child with the appropriate clothing (hats, boots, mittens, etc.) for outdoor play throughout all seasons of the year.

Parents will need to supply a change of clothes and undergarments to be kept in the child's locker at Little Cats' Daycare in case of any kind of accident. Parents may want to provide multiple sets of extra clothing for their child(ren).

Holidays

The Daycare will be closed on the following holidays or other special designated days.

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

Holidays that fall on weekends shall have a weekday in observance, designated by the Riceville Community School District Board of Education and the Little Cats' Daycare Advisory Council. Although New Year's Eve is not considered a holiday, the Daycare will close at 3:00 p.m.

Billing

The billing period is from Monday to Friday. Bills are sent through ProCare and are due by Friday morning at 9:00 am. Parents will be required to fill out a weekly schedule to include arrival time and pick up time for their child(ren) one week in advance. Schedules are due Wednesday by 3:00 pm for the following week. These are the minimum hours you will be billed for. It is necessary to develop a weekly commitment to adequately schedule staffing for your child. There is no reimbursement if a family does not utilize the full hours that they committed to on a weekly basis. For example, if a family commits to 20 hours for the week and only uses 15 hours, they will still be charged for the 20 hours of daycare. Any hours over the scheduled hours will be charged at the drop in rate. The rate schedule is as follows:

Infants (6 weeks to 23 months)	\$3.85/hour
24 months and older	\$3.80/hour
Each additional child	\$3.50/hour
Drop In Rate	Categorical charge plus an additional \$2.00/hour per child
Late Bill Charge	\$25 per week per family
Late Schedule Charge	\$25 per week per family

Sick Days

Each child will be granted five sick days per fiscal year. After these are gone, you will be charged per your scheduled hours. A courtesy call or message is needed.

Snow Days

For a child that already attends the Daycare, they will NOT be charged the drop in rate for snow days. For any children not enrolled, drop in rate will apply. If you choose not to bring your child to the Daycare on snow days, you will still be charged according to your schedule.

If school is canceled or school starts late due to weather, there will not be three-year-old preschool; however, parents are still welcome to send their child(ren). If they wish not to attend due to weather, parents may utilize a sick day or be charged according to their schedule.

Late Charges

Late charges will be posted to your account at 9:00 am Friday morning unless arrangements have been made ahead of time. If there are extenuating circumstances and you are unable to pay your bill on time, please contact the Director to make arrangements to set up a payment schedule. If there are circumstances in which you cannot make weekly payments due to the length of your pay period, etc., please talk to the Director to confirm your payment schedule.

Parents will be asked to provide a copy of their driver's license with intake paperwork. This is strictly used only in case the need for account collections should arise and only the Director will have access to this.

Failure to make payment arrangements within 2 weeks of a late payment will result in removal of the child(ren) from the schedule.

Returned Checks

There is a \$30.00 per incident fee for returned checks, in addition to any bank charges that may be incurred because of the returned check. Parents will be required to pay cash after two returned checks.

Scheduling

Our staffing patterns depend on the staff-to-child ratios. Therefore, it is important to have accurate child schedules in order to maintain ratio. Parents are asked to fill out weekly/monthly schedule forms to guarantee a spot. We understand that some places of employment require flexibility and parents/guardians often need to change the schedule. Please inform the Daycare of any schedule change no later than Wednesday the week before by 3:00 pm. If the schedule is not received by this time, a \$25 fee will be added to your bill. Requests after Wednesday at 3:00 pm are not guaranteed a spot for the following week. Any request sent on the weekend will not be responded to until Monday morning. The child(ren) will not be able to attend without the Director's approval.

No Call/ No Show

Parents are required to call the Daycare by 7:00 am if their child is not going to attend so no penalty occurs. Little Cats' Daycare understands that sometimes situations arise that will change your schedule. We simply request that you inform the Daycare so we can adjust our meal planning and staffing. If there is no notification of the child's absence within one hour of scheduled time, staff will contact the parent/guardian.

Unscheduled Drop Off

If parents drop off a child without contacting the Daycare, they will be charged \$25 per child in addition to the hourly charge. This is particularly important because additional children change staffing requirements, and we must maintain a ratio in accordance with DHS rules.

Late Pick-Up

Little Cats' Daycare hours are from 5:30 am to 6:00 pm. Teachers and staff at Little Cats' Daycare may have commitments at the end of the day. In addition to the hourly rate, there will be a \$25.00 fee per child charge for every 15 minutes that your child is at the Daycare after 6:00 pm. If you are 15 minutes or more past your scheduled pick up time, but the Daycare is still open, you will be charged the drop in rate for the remainder of the time your child(ren) are at the Daycare. Please contact the Daycare if you are running late and will be unable to pick up your child at the regularly scheduled time. Repeated tardiness to pick up a child may result in dismissal from the Daycare.

Child Care Assistance

Child Care Assistance is available through the Department of Human Services (DHS) for families meeting income guidelines. The PROMISE JOBS program is also available to low-income families with a parent attending school to achieve employment. Information regarding program guidelines is available through contacting DHS. You may contact DHS at 563-382-2928 to inquire about qualifications or talk to the Director to assist you with applying for childcare assistance.

Parents will be responsible for all charges prior to the written approval date from DHS.

Extended Leave of Absence

Parents may reserve their child's placement within the schedule following a leave of absence due to circumstances such as having the summer off, maternity leave, or other absences lasting three weeks to four months in length. A \$100.00 per child non-refundable reservation deposit shall be made when the child(ren) leaves the Daycare. This will be considered a pre-payment for services when the child(ren) returns.

Withdrawal From Care

A two-week notice is requested before termination of services.

Physical Examinations

All children must have a physical examination upon entering Little Cats' Daycare. Annual medical updates are required thereafter. If your child is school-age, a copy of the physical examination is accepted or a health statement provided by the parent is acceptable if a physical examination form is on file from the previous year. **Your child will NOT be allowed at Little Cats' Daycare without this form. This is a state requirement of licensed daycare centers.**

Immunizations

State law requires immunizations to be recorded on a special form and signed by a health official. Exemptions are possible with proper documentation. Immunization records are checked annually by the Howard or Mitchell County Public Health Departments. **Your child will NOT be allowed at Little Cats' Daycare without this record. This is a state requirement of licensed daycare centers.**

Conditions That Require Temporary Exclusion

Little Cats' Daycare will decide whether a child who is ill, or appears ill, will be permitted to remain in the Daycare for the day. The child will be required to be picked up if he/she has thrown up once, has a fever of 101 or higher, or has had two episodes of diarrhea. **Your child will be able to return to the Daycare after being fever free and Tylenol free for 24 hours. They also must be vomit-free and diarrhea-free for 24 hours before returning to the Daycare.** This also includes any other symptoms of a contagious illness.

Chronic Condition

Any child with a chronic condition, such as asthma, must have an emergency plan form on file. If an EPI pen is required, one must be provided when the child is in attendance at the Daycare and will be held by the lead teacher in the classroom.

Health and Illness Policy

In order to provide a healthy, safe environment for your child at the Daycare, we have established health policies. We do not have the staff or facilities to care for your child if they are too ill to participate in regular daycare activities. When the Daycare feels your child is sick or contagious, the child will not be permitted to attend the Daycare at the time of illness. In the event your child becomes ill while at the Daycare, we will call you to pick up the sick child. We expect you to pick up your child within an hour of being called. If we can not reach you when your child is ill, we will call the emergency contact person indicated in your enrollment packet. The Director will look at each case individually to determine if a child will be sent home.

To ensure the overall health and safety of all the children, we ask that you not bring your child to daycare if one or more of the following exists:

1. The illness prevents the child from participating comfortably in daycare activities including outdoor play.
2. The illness results in a greater need for care than caregivers can provide without risking the health, safety, and supervision of the other children in the Daycare.
3. An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash.
4. Fever with behavior change or other signs and symptoms in a child older than 2 months (e.g., sore throat, rash, vomiting, diarrhea)
5. For infants younger than 2 months of age, a fever with or without a behavior change or other signs or symptoms
6. The child has one of the following, unless medical evaluation by a health care professional indicates that you can include the child in daycare activities
 - a. Fever, accompanied by behavior changes or other signs or symptoms of illness until a medical professional feels the child able to be included at the Daycare. Fever of 101 degrees or more. The child must be fever free without medication for 24 hours before returning to the Daycare.
 - b. Symptoms and signs of possible severe illness like:
 - i. Lethargy that is more than expected tiredness
 - ii. Uncontrollable coughing
 - iii. Unexplained irritability, fussiness, and persistent crying
 - iv. Difficulty breathing
 - v. Wheezing
 - vi. Other unusual signs for the child
7. Blood in stools not explainable by dietary change, hard stools, or medication that may cause the bleeding.
8. Vomiting illness. No vomiting for 24 hours before returning to daycare. May also return if the health care provider determines the vomiting is not contagious and the child is not in danger of dehydration.
9. Persistent abdominal pain which continues more than two hours or intermittent pain associated with fever.
10. Mouth sores with drooling, unless a health care provider determines that the child is noninfectious.
11. Rash with fever unless a health care provider determines it is not contagious.
12. Diarrhea which is loose, watery, and frequent stools. Child must be diarrhea-free for 24 hours before returning to the Daycare.
13. Fifth Disease. Keep the child home if fever is present.
14. Conjunctivitis or pink eye with discharge. No exclusion unless the child meets other exclusion criteria.
15. Scabies. Child must have been treated for 24 hours before returning. Blisters must be covered.
16. Tuberculosis. Health care provider or health official states that the child is on appropriate therapy and can attend daycare.
17. Impetigo. Child must have been on medication for 24 hours before returning.
18. Strep throat. Child must have been on medication for 24 hours before returning with no other exclusion signs.

19. Mumps. Child can go back to daycare five days after the start of symptoms or until symptoms are gone, whichever is longer.
20. Hepatitis A virus. Child may return one week after the start of symptoms.
21. Measles. Child may return four days after onset of rash.
22. Rubella. Child may return six days after onset of rash
23. Herpes simplex. Child who has control of the secretions from the mouth may return to daycare.
24. Bacterial Meningitis. Child may return to daycare 24 hours after starting antibiotics.
25. Head Lice. No exclusion unless the child meets other exclusion criteria. Treatment of an active lice infestation may be delayed until the end of the day. Children do not need to miss daycare due to head lice. Treatment recommendations <https://www.cdc.gov/parasites/lice/head/treatment.html>
26. Hand, foot, and mouth disease. No exclusion unless the child meets other exclusion criteria. Or is excessively drooling with mouth sores.
27. Chicken pox. Child may return 6 days from onset of pox or until pox becomes dry. (Crusted with no oozing)
28. COVID-19. Child must be excluded. Child may return to daycare 10 days after symptoms start and 24 hours with no fever and improved symptoms OR 10 days after a positive test if there are no symptoms.
29. Influenza. Child must be excluded. Child can return to daycare when the child is fever free for 24 hours and resolution of exclusion criteria.
30. Molluscum Contagiosum. No exclusion unless the child meets other exclusion criteria. Skin disease similar to warts. Do not share towels or clothing and use good hand hygiene.
31. MRSA. No exclusion unless the child meets other exclusion criteria. Wounds should be kept covered and gloves worn during bandage changes. Do not share clothing and use good hand hygiene.
32. Otitis Media or ear infection. No exclusion unless the child meets other exclusion criteria.
33. Whooping Cough. Child must be excluded. Can return after 5 days of antibiotics and resolution of exclusion criteria.
34. Ringworm. No exclusion unless the child meets other exclusion criteria. Treatment of ringworm may be delayed to the end of the day. Child may be readmitted after treatment has begun. Cover lesions if possible. Do not share clothing, bedding, or personal items.
35. RSV. No exclusion unless the child meets other exclusion criteria. Fever of 101 degrees or more. The child must be fever free without medication for 24 hours before returning to the Daycare. Lethargy, irritability, crying, difficulty breathing, etc.
36. Croup. No exclusion unless the child meets other exclusion criteria. Fever of 101 degrees or more. The child must be fever free without medication for 24 hours before returning to the Daycare. Lethargy, irritability, crying, difficulty breathing, etc.

If there is any confirmed infectious illness at the Daycare, the Daycare will consult Public Health and DHS on recommended health and illness policies for the safety of all families. Policy will be adjusted to their recommendations.

If a child attending Little Cats' Daycare has been exposed to or is being treated for a communicable disease, a notice shall be posted on the front doors of the Daycare and sent through ProCare. This notice shall include the symptoms of the disease and the period of communicability.

Medication Procedures

All medications require a permission slip signed and dated by the parent before medications can be administered to children. All medications will be administered by a person who has had medication dispensing training. Training will take place annually by the Director of the facility. The following is the medication policy.

If your child is on a prescription medication, the following procedures need to be followed.

Prescribed Medications

1. All medications shall be stored in their original containers with accompanying physician or pharmacist's directions and label intact and stored so they are inaccessible to children and the public.
2. The label must include the child's name, the name of the medication, the date of the prescription, the medication's expiration date, administration instructions, and storage instructions.
3. Whenever possible, the first dose of the medication should be given at home to see if the child has a reaction to the medication.
4. In case of medications that are administered on an ongoing, long-term basis, authorization shall be obtained for a period not to exceed the duration of the prescription.
5. Staff administering medications will be trained on administration before giving medications. All medication administration shall be recorded.

Over the Counter Medications

1. The medications will be in the original child-resistant container.
2. The child's first and last name will be legibly printed on the container.
3. Specific, legible instructions for administration and storage will be provided.

Please do not place any medications in children's bags. The parent must hand the medication to the staff. The staff will place all medications in a locked box located in the office area away from children.

Any medication left in the Daycare after its expiration date will be disposed of by flushing or putting down the drain or returned to the parent. Any medication remaining after the authorization to dispense has ended or the child no longer requires the medication should be returned to the parent.

Medication Administration

Little Cats' Daycare will administer medications to children with written approval from the parent and an order from a health care provider. Whenever possible, the first dosage of medication should be given at home to see if the child would have any type of reaction. Parents or legal guardians may administer medication to their own children during the child care day.

Little Cats' Daycare will administer medications only if the parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that meets the safety check.

Prescription medications must be provided in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication, the date of the prescription, the medication's expiration date, and administration, storage and disposal instructions.

For over the counter medications, parents or legal guardians will provide the medication in a child-resistant container. The medication will be labeled with the child's first and last name, specific and legible instructions for administration and storage supplied by the manufacturer, and the name of the health care providers who recommended the medication for the child (if applicable).

All medications will be stored out of the reach of children and at the recommended temperature.

Medications will not be used beyond the date of expiration on the container or beyond the prescription guidelines. Long-term medication prescriptions will need to be renewed annually.

Little Cats' Daycare also requests that parents supply a medicine dropper, measuring cup, etc. for dispensing medications if needed. The measuring device needs to be placed in a closed or sealed bag and labeled with the child's name.

Medication logs will be completed by the staff administering the medications. The documentation will be kept on file as well as recorded for the parent or legal guardian's reference. If a medication error occurs, the Poison Control Center and the child's parents will be contacted immediately.

Sanitation and Hygiene

Diapering will be done in a designated area. There will be no food handling in this area. Staff will follow diapering procedures and proper cleaning and sanitizing practices. Toilets in rooms will be kept separate from activity areas. Children less than five years of age and older children who require assistance will be accompanied by an adult. Toilets are adapted to encourage independent use by children.

If a parent wishes to use cloth diapers, they must provide a bag or bucket for disposal. Staff is not responsible for cleaning the diapers. Diapers must be taken home and cleaned daily.

Surfaces and toys will be sanitized and disinfected in accordance with Iowa Department of Public Health Regulations.

Staff Hand Washing

The Daycare shall ensure that staff demonstrates clean personal hygiene sufficient to prevent or minimize the transmission of illness or disease. All staff shall wash their hands at the following times:

- Upon arrival at the Daycare
- Immediately before eating or participating in any food service activity
- Before leaving the restroom with a child or by themselves
- Before and after administering medication or non-emergency first aid to a child
- After handling garbage

Children Hand Washing

The Daycare shall ensure that staff assists children in personal hygiene sufficient to prevent or minimize the transmission of illness or disease. Children's hands shall be washed at the following times:

- Immediately before eating or participating in any food service activity
- After using the restroom or being diapered
- Before and after playing in sensory tables
- Before and after meals or snacks

Maintenance of Sleeping Equipment

Each crib, cot, or mat is to be labeled with the name of the child who uses the equipment. All surfaces will be cleaned and disinfected before use by another child. Bedding will be washed one time per week. Bedding will be stored so there is no contact between sleeping surfaces of another child.

Staff Requirements

The Daycare Director and staff have educational backgrounds and/or experience that meet licensing requirements. Full-time staff members are trained in CPR/First Aid, Universal Precautions, and Mandatory Reporting and Child Abuse. Staff members are also required to have additional training hours dependent on job title and employment status and are encouraged to attend training which would enhance the child care environment and experiences of the children served.

Supervision and Ratios

No child will be left unsupervised while at Little Cats' Daycare. Standards for staff ratios are based on what a child needs in order to have a reasonable amount of quality care and to allow for one-to-one interactions.

Age of children Minimum Ratios

Two weeks to two yrs	1:4
Two years	1:7
Three years	1:10
Four years	1:12
Five to ten years	1:15
Ten years and over	1:20

When there are mixed-age groups in the same room, the child to staff ratio will be consistent with the age of the youngest child attending. Ratios may deviate from the norm when children are resting, during activities, for transportation purposes, and to accommodate during special circumstances. These regulations can be found in the Department of Human Services Licensing Standards and Procedures.

Unlimited Access

Parents are entitled to unlimited access to their children during the Daycare's hours of operation unless parental contact is prohibited by a court order.

The facility is under surveillance 24/7; however, only daycare staff have access to recorded footage. Parents will not be allowed to view camera footage.

Access Policy

Little Cats' Daycare is responsible for ensuring the health and safety of the children as well as others present within the Daycare.

Any person in the Daycare who is not a staff member or parent shall not have unrestricted access to the children for whom that person is not the parent, guardian, or custodian. Persons who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. Individuals not employed by Little Cats' Daycare, but who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by paid staff and will not be allowed to interact with the children on the premises.

Sex Offender Policy

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) and who is required to register with the Iowa sex offender registry, shall not operate, manage, be employed by, or act as a contractor or volunteer at the Daycare and shall not be on the property of the Daycare without the written permission of the Director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the Daycare.

The Director is not obligated to provide written permission and must consult with their DHS licensing consultant. If written permission is granted, it shall include the conditions under which the sex offender may be present.

Confidentiality

Confidentiality is of utmost importance at Little Cats' Daycare. The Director will share any information pertaining to children, their families, financial situation, and other sensitive information only on a need-to-know basis. Parents, as well as the Department of Human Services licensing agents, have unlimited access to this information upon request.

Discipline Policy

One of Little Cats' Daycare's goals is to develop positive self-esteem in each child. The staff uses positive reinforcement or redirection whenever possible to accomplish this goal. Staff encourages proactive problem solving and conflict resolution between peers. The use of corporal punishment and/or physical discipline is prohibited at all times.

All staff at Little Cats' Daycare follows the guidelines outlined in the Iowa Department of Human Services Day Care Daycare Standards and Procedures (section 109.7 Discipline).

They read as follows:

- No slapping, spanking, or shaking will occur.
- No punishment that humiliates or frightens a child will be used.
- No threats, verbal abuse, or derogatory comments will be made to a child.
- Punishment is never used in association with a child's illness or toilet training.

- A child can never be deprived of food or rest as punishment.

Parents will be informed of these policies and procedures prior to enrolling their child at Little Cats' Daycare. The director may reach out and set up a meeting about behaviors and discipline with parents if needed at a later date. Please speak with the Director if you have any questions or concerns about the discipline policy.

Biting

Children biting other children is one of the most difficult behaviors in group child care. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in all persons involved.

Biting is a very common behavior among children ages birth to three years. It is important to think positively of children who bite. Biting is a form of communication. Children are usually trying to let others know their needs whether it be that they are hungry, want a toy, etc.

Here are some reasons young children may bite:

- Are not provided developmentally appropriate care and guidance
- Do not have a strong attachment with a consistent, responsive caregiver
- Have too many transitions through the day
- Are cared for in large groups
- Are in large undefined spaces
- Lack the language skills necessary for expressing needs or strong feelings
- Are overwhelmed by sounds, light, and activity level
- Need more active playtime, choices, and materials
- Are over-tired
- Are teething or have a need for oral stimulation

Whatever the cause may be, biting causes strong emotions with all involved. We feel it is important to have a plan of action for biting before it occurs. When a child bites, the following procedure will occur:

1. The biter will be removed from the area where the biting occurred. The staff will tell the child, "Biting is not ok." A calm voice will be used.
2. The staff will now focus on the child who was bit. First aid will be given at this time according to staff's first aid training on bites.
3. The staff will then talk to the child who bit in a calm voice explaining on the child's level why it is not ok to bite. "I understand you want the toy, but it is not ok to bite others. It hurts them which makes them sad."
4. Redirect the child to another play area.
5. An accident/incident report will be written for both children involved. The biter's parents will additionally be notified by the Director or designee. All incident reports will be put in the children's files to ensure privacy.

When biting occurs, the Director will talk with the staff about when the biting occurred. The biting may involve a routine time, etc. The biting incidents or attempts to bite will be charted so the Director and staff can see if something can be changed. This may involve a schedule change, environmental change, etc. The Director needs to additionally assess where the staff was located in the classroom when the biting incidents occurred. Staff may need to be closer to the children

during certain times of the scheduled day. The staff will teach all children in the class “It is ok to say no” or “Don’t hurt me” to someone who is going to bite you.

The parents of the biting child will have a conference with the Director and staff involved. At that time, the Director will talk about the changes and measures being done to help stop the biting. The Director will make it clear that if the biting continues, the child may be asked to leave the Daycare during the biting phase. A warning will be put in writing before the parents are asked to remove the child from the Daycare.

Accident/Incident Reports

If your child is hurt or has an accident, parents will be notified via Procure and a paper copy of the accident/incident report will be filled out and filed in their portfolio. We ask parents to sign the incident report when picking up the child stating that they were informed of the situation. If parents would like a copy, parents must notify staff.

Dismissal

If your child is exhibiting unacceptable behavior, a conference will be scheduled with your child’s caregiver and/or Director. When meeting with the parent(s), the Director will discuss a reasonable period of time for resolution of the situation. If a child continues to exhibit unacceptable behavior and requires a great amount of staff guidance, we will meet with parents to address the problem and work together to find a solution. Little Cats' Daycare encourages parents to share any observations, questions, or suggestions they may have in dealing with the child with the Director. If a workable solution cannot be found, it may result in dismissal from our program.

Suspected Child Abuse

All suspicions of child abuse or neglect will be immediately reported to the Department of Human Services. Staff, serving in the caretaking role of children, are mandated reporters of child abuse. Reporters of suspected child abuse are protected by law if the report was made in good faith.

Please keep in mind it is not the staff’s job to decipher abuse or neglect. It is simply the staff’s job to report any possible cases. The Department of Human Services is responsible for determining abuse.

Emergencies

The safety of the children in attendance at the Little Cats' Daycare is the first priority. Immediate attention will be given to each situation as it arises and it will be handled accordingly. Practice drills for fire and tornado situations are practiced on a monthly basis.

Requiring physician and/or dental attention:

- If the child is in critical condition, unconscious, bleeding, or disabled, a call for quickest medical attention is made. Please keep emergency contacts updated on all enrollment forms. Accident report forms *will* be filled out on all accidents.

Blizzard:

- The Director or a staff member will monitor weather conditions. If complications prevent a child from being picked up by the parent, the staff on duty will remain in the Daycare with the child until the parent makes other arrangements.

Fire:

- All children are removed from the immediate danger through the nearest exit, and taken to the Bus Barn. Parents will immediately be notified. Fire drills are practiced monthly as stipulated by Iowa law.

Tornado:

- The Director or staff will listen for weather announcements of threatening weather. If there is a tornado warning, the children will be escorted to the designated area until the threat of the storm is over. A staff member will remain with the children until a family member arrives. Tornado drills are practiced monthly.

Emergency evacuation:

- If, due to an emergency, we are forced out of the Daycare, shelter will be taken at the Bus Barn until parents are able to pick up their child.

Every staff member will have training on emergency plans for the above situations. These plans will be reviewed periodically and with each new employee.

Weather Related Cancellations

Little Cats' Daycare does not usually close due to weather-related conditions. If the decision is made that the facility will close due to weather conditions, parents or legal guardians will be notified by social media and Procure. Efforts will also be made to contact families by phone.

Little Cats' Daycare Facebook Page

Riceville CSD Facebook Page

ProCare

Intoxicated Parent

If an employee observes that a parent or authorized pick-up person appears to be intoxicated at the time of pick-up, the parent/authorized pick-up person will be given the option of Little Cats' Daycare contacting an alternative pickup. Little Cats' Daycare cannot hold a child. However, law enforcement will be contacted if a parent/authorized pick-up person chooses to leave with a child and is clearly under the influence.

Injuries or Illnesses Requiring Medical Attention

Staff members are trained in CPR, first aid, and universal precautions. In case of an emergency, 911 will be contacted immediately. The parent will be contacted as soon as possible. If we are not able to reach a parent, we will contact an alternative emergency contact. A staff member will stay with the child until a parent or emergency contact assumes the responsibility of the child. If a caregiver is removed from the facility, a substitute staff member will be called in to maintain the staff-child ratio.

Missing or Abducted Children

Staff will perform periodic counts of their children when outside of the facility to prevent lost or missing children. If it is determined that a child is missing or lost, Little Cats' Daycare will immediately notify the local police, DHS, the director, and parents or legal guardian. Staff will notify the director who will search the building or a lock down will be announced.

Authorized Pick-Up

Children will only be allowed to be picked up by the custodial parent or legal guardian, or those listed on the authorized pick-up sheet. If someone not authorized comes to pick up a child, we will contact the parents and they may give oral authorization once. Any pick-up person who the staff does not know will be asked for identification. Upon pick up, the parent will need to add that person to the pick up list or make a separate note for the occurrence. No child will be released without permission from the parents. Staff may require identification from a person taking a child. The police will be contacted if an unauthorized person seeks custody of the child.

Smoking, Prohibited Substances, and Weapons

Smoking and the use of tobacco products is prohibited on ANY PROPERTY of the Little Cats' Daycare and the Riceville Community School. Alcohol and illegal drugs and guns or lethal weapons are also prohibited.

Field Trips

On occasion, short walking field trips may occur to help enhance the children's experience and expand their real-world knowledge. These trips are a privilege and can be taken away if staff feel it necessary. These may be short walking trips to the library, park, grocery store, or fire station. All field trips will be cleared with the Director two weeks in advance and must meet the following guidelines:

- Age appropriate for the children
- Additional and approved supervision of the children to reduce ratio
 - In the event that the Daycare becomes short staffed and ratio is unable to be met, parents will be notified if a child has to stay behind.
- First aid supplies and emergency contact information will accompany all field trips.
- Parents will be notified one week in advance.
- All consent refusals will be respected and followed on field trips.
- Supervision will be met by staying in ratio plus having an additional staff member whenever leaving daycare grounds.
- There will be touch "supervision," meaning children will be in sight and within arms reach at all times when around water.

Transportation

Little Cats' Daycare will not transport children under any circumstances.

Invitations

Oftentimes children can feel left out if they are not invited to another child's party. To keep the positive self-esteem for our children, invitations to personal parties need to be handled from home rather than at Little Cats' Daycare.

Personal Property

Items brought from home can create difficulties with sharing and also puts the child's possessions at risk for being lost or stolen. We highly suggest that items are not brought from home. Little Cats' Daycare provides a variety of toys and activities for the children to enjoy

during the day. If a child does bring an item from home, it will be placed in the child's cubby/locker until they are picked up at the end of the day. Little Cats' Daycare is not responsible for lost or misplaced items a child brings from home.

Nutrition

Breakfast, lunch, and snacks will be provided by the Riceville Community School District's Food Service Program. Snack and meal times are as followed:

Breakfast: 8:00 – 8:30

Lunch: 11:00 – 12:00

Snack: 2:30 – 3:00

Little Cats' Daycare always welcomes donated items from parents to share with the group for afternoon snacks. These items can be crackers, fresh fruit, cheese or meat slices, yogurt, or other prepackaged healthy snacks.

Infant and Toddler Feeding

Infants are fed on demand. The infant must be developmentally ready, and solid foods should be introduced one at a time at home to detect allergies. Parents/guardians must introduce new foods at home before the Daycare will offer the food to the child. Each infant's eating schedule will be discussed with their parents. Infants will always be held while they are eating from a bottle, as propping bottles is not allowed at Little Cats' Daycare. Juice will not be offered to infants.

Formula brought from home must be brought in the manufacturer's container and labeled with the child's first and last name. Formula will be made according to the instructions provided on the container. Breast milk or formula will be warmed in a glass of warm water and temperature tested before feeding. Baby food will be served from a bowl or cup and not from the container. Solids will be fed by spoon only, not bottle. Uneaten food will be discarded. Only formula or breast milk, provided by the caretaker, will be served to infants under 12 months of age. Children 12-24 months will be served whole milk, provided by the center. Children over the age of 24 months will be served skim or 1% milk, provided by the center. Any exceptions to this require a physician's statement.

Breast Milk Storage

All breast milk must be labeled with the child's first and last name and date the milk was expressed. Frozen breast milk will be thawed under running cold water and used immediately. Any thawed breast milk not consumed by your child will be discarded.

Food Allergies

Little Cats' Daycare takes special care to ensure that all food allergies are properly cared for. CACFP regulations require an Allergy/Food Exception Statement be filled out by a licensed physician in order for the Daycare to substitute allergen foods for your child. If this statement is not filled out, the parents will be responsible for providing substitute foods.

Food items should not be brought from home unless pre-approved by the Director due to allergies. Snacks for special occasions must be store bought, not homemade, and be peanut/nut free. Non-food items such as stickers, crayons, or small toys are encouraged in lieu of sugary snacks to help promote our wellness policy.

Physical Activity

The daily schedule provides time for large motor skill activities both indoors and outdoors, weather permitting. Children will go outdoors each day unless the temperature is above 90 F° including humidity or below 10° F including wind chill. Staff also has time scheduled for both fine and gross motor development throughout the day.

Playground Rules

1. Staff members are to be stationed wherever children are playing, watching for potential hazards and encouraging and interacting with the children.
2. Attention should be directed to the children at all times.
3. Staff should direct children to follow the play area rules.
4. Equipment will be installed and utilized according to the manufacturer's instructions.
5. Rubber mulch is provided for fall surfacing. Staff should make sure there is enough mulch under or around climbers, slides, and swings.
6. If a piece of playground equipment is to break, staff will contact the director as soon as possible and it will be repaired or replaced.
7. If there is an injury on the playground, staff will follow the first aid procedure and complete an incident report.
8. Playground equipment will be inspected on a monthly basis.

Strangulation Prevention

Little Cats' Daycare's top priority is the safety and wellbeing of all children. To best ensure safety, staff will make sure:

- Strings and cords long enough to circle a child's neck are not accessible.
- Window blinds and draperies will not have looped cords.
- Tension or tie down devices will be used to hold cords tight.
- Dramatic play items with handles or straps will be removed or shortened.
- Ties, scarves, necklaces, and boas will be used by children under 3 only if directly supervised.
- Pacifiers attached to a string/ribbon will not be used.
- Parents will be asked to remove strings from children's hooded sweatshirts.
- If lanyards are used, they will be the breakaway type.

Rest Time Policy

During naptime, all children enrolled at Little Cats' Daycare, regardless of age, need to have at least 30 minutes of quiet time each day. They do not have to sleep but need to lie quietly so that other children can rest and fall asleep. After a minimum rest time, the child who has not fallen asleep will be given something quiet to do (books, lacing cards, small puzzles, pattern blocks, paper, and crayons/markers, etc.). If at all possible, we will try to follow parent's wishes about rest time. The following actions will be taken to ensure all children remain as safe as possible during rest time:

- Toileting needs are attended to before and immediately following naptime. Shoes may be removed if the child wishes. Special blankets, pillows, stuffed animals, etc are allowed.
- Infants will be placed on a firm mattress, with tight fitting sheets and no blankets in the crib. There will be nothing else in the crib, no swaddling, and the temperature of the room will be adequate during naptime.
- Infants under 12 months will be placed on their backs to sleep. A child under 4 months will be rolled back onto their back during sleep.
- Infants may not nap in the swing, bouncy seat, or car seats. They must be moved immediately to a safe sleep environment if they arrive asleep or fall asleep outside of a safe sleep environment.
- All hazardous materials, such as bibs, pacifiers, clips, etc., the child is wearing should be removed prior to nap time.
- Children under 12 months cannot sleep in another position without a waiver from the child's primary care physician requiring as such for a medical need. The waiver will have an expiration date.
- Children over the age of 6 months may not have a mobile over their cribs.
- The rooms should be luminated and quiet enough during nap so that children are able to be seen and heard at all times.
- All bedding will be washed weekly.

Grievances/Problem Solving Procedures

Parent complaints or problems are of concern to the Daycare. Our policy is to give the parent an opportunity to voice their side of the issues and give full consideration to the issues or concerns. In order for Little Cats' Daycare to help with a problem or concern, we must know about it. We ask that the concerns be brought to the Little Cats' Daycare Advisory Council directly, not through Facebook, social media platforms, or in the community, etc.

- If the parent has a concern or problem, the parent should speak to the Director.
- If the issues/concerns are not resolved after addressing them with the Director, the parent should then refer the issues to the Little Cats' Daycare Advisory Council. Current Daycare Advisory Council members' contact information is available upon request at the Daycare. Attending a Little Cats' Daycare Council Meeting is highly recommended so all Daycare Advisory Council members may be aware of the issues or concerns. A parent should notify the Director if the parent intends to speak at a meeting or talk with the Little Cats' Daycare Advisory Council.
- The Council may utilize up to five days to make any decisions or further address issues. The Council will follow up or respond within five days of a meeting as well. Any decision rendered by the Council, as a whole, must be considered final and binding.

Little Cats' Daycare Advisory Council

- Little Cats' Daycare Advisory Council meetings are the 3rd Wednesday of each month unless otherwise posted to change. Once proper procedures are followed as listed above, special interest or concerns will be handled on an individual basis and special or closed meetings will be scheduled to protect the interests of the parent or family involved. You will be notified of any meeting that personally involves you as a family or parent.
- Little Cats' Daycare Advisory Council positions can be filled at any time during vacancies. Parents are welcome to become part of the Council. Any vacancy shall be filled by a majority vote of the existing Little Cats' Daycare Advisory Council members.

- The Little Cats' Daycare Advisory Council shall update the Riceville Community School District Board of Education on a quarterly and annual basis.

Review and Revision of Policies and Procedures

Little Cats' Daycare will review and update policies annually in July or immediately upon regulation changes. Little Cats' Daycare will notify parents via ProCare of such changes and make copies available to parents upon request. When a child is enrolled in the Daycare, parents or legal guardians will sign an acknowledgement form stating they have read, understand, and agree to abide by the policies and procedures of Little Cats' Daycare. When a new staff member begins employment at the Daycare, they will also have to sign that they have read, understood, and agreed to abide by the content of the Little Cats' Daycare's policies.

Little Cats' Daycare holds the right to make modifications to these policies and procedures when determined conditions warrant change.

These policies will be reviewed and edited at the discretion of the Little Cats' Daycare Advisory Council and approved by the Riceville Community School District Board of Education.

RICEVILLE COMMUNITY SCHOOL DISTRICT'S LITTLE CATS' DAYCARE



STAFF HANDBOOK

General Operations

Welcome

Little Cats' Daycare (LCD) welcomes you and is proud to have you as a staff member of our team!

As an employee of LCD, you will be expected to exemplify excellence and quality of service and care for children. We have prepared this handbook to provide you with information about our policies and procedures. It is your responsibility to familiarize yourself with the contents and follow the guidelines therein. If you do not understand something or would like something clarified, please feel free to contact the Director to help.

Our Mission

The Little Cats' Daycare provides a nurturing environment that encourages the development of the whole child. Staff incorporates activities that include social, emotional, physical, cognitive, and language skills into their daily schedule.

Goals and Objectives

- To develop responsibility for one's own actions in self-help, health, safety, and interpersonal areas and to exercise appropriate independence
- To facilitate intellectual development by widening the child's experience in order to increase knowledge, basic concepts, and skills
- To provide support and guidance for the child and family

Advisory Council Members

Kelsey Byrnes, 319-830-2185

dancearoundthekitchen@gmail.com

Samantha Dohlman, 712-291-0638

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Katie Martin, 641-420-5725

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Makel Gebel, 641-229-6810

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Kayla Harper, 641-330-4044

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Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at LCD will be based on merit, qualification, and ability. LCD does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, physical disability or any other characteristic protected by law.

- Cross-cultural competence

INTRODUCTION

Professional Development

All training/certifications required by LCD will be paid for by the Daycare. Your time will be compensated as well. It is your responsibility to schedule the training and to turn in receipts, time, etc. for compensation. Please turn in all certificates to the Director to be added to your file.

Below are the training requirements for center directors, on-site supervisors, and all staff counted as part of the staff ratio:

Training

Within first 3 months of employment:

Mandatory Child Abuse Reporter Training (updated every 3 years)
 Universal Precautions (updated annually)
 Infant, child, and adult CPR (updated every 2 years)
 Infant, child, and adult First Aid (updated every 2 years)
 Essentials Child Care Preservice Series (or approved equivalent)
 Physical (updated every 3 years)
 National FBI Fingerprints (updated every 4 years)
 Iowa Record Checks (criminal, child abuse, and sex offender registries) (updated every 2 years)

Within the 1st year of employment:

10 contact hours of training from one or more of the following topical areas:

- Child development
- Guidance and discipline
- Developmentally appropriate practices
- Nutrition
- Health and safety
- Communication skills
- Professionalism
- Business practices

Annually thereafter:

Maintain current certification for the following:

- Mandatory Child Abuse Reporter Training (expires every 3 years)
- Infant/Child/Adult CPR (verify expiration date on card/certificate)
- Infant/Child/Adult First Aid (verify expiration date on card/certificate)
- Universal Precautions (annually)
- Six contact hours of training from one or more of the topical areas listed above
- Center directors and on-site supervisors must have eight contact hours of training.

The Director will notify staff when and where different classes are offered.

Staff is required to turn in copies of certificates from trainings received for staff files.

Annual Training

Little Cats' Daycare believes the staff must be educated annually to best serve the children attending daycare. Staff will review the following policies annually. Each staff member will receive a copy of each policy reviewed.

1. Universal precautions
2. Parent and Employee Handbooks
3. Emergency Procedures for flood, fire, tornado, intruder in the building, intoxicated parent in the building, lost or abducted children, blizzards, power failures, bomb threats, earthquakes, and chemical spills
4. Health Policies
5. Nutrition Policies
6. Enrollment Requirements
7. Discharge Policy
8. Field Trip Policies
9. Discipline Policies
10. Parental Access Policy
11. Active Supervision Policy

Employee Files

Employees' files are maintained by the Director. The employee may have access to the file. The Director is the only person who may insert and withdraw materials. Each employee cooperates with the Director in providing the required materials. Little Cats' Daycare will adhere to all Department of Human Services (DHS) requirements regarding training of staff. All people counted as part of the staff ratio shall meet the following requirements:

1. Be at least 16 years of age. If less than 18 years of age, the staff shall be under the direct supervision of an adult.
2. Be involved with children in programming activities.
3. At least one staff person on duty in the center and outdoor play area when children are present and present on field trips shall be over the age of 18 and hold a current certification in first aid and CPR.
4. Have a background check completed before working at the Daycare. This check will be done in Iowa and any other states listed on the application.

All staff newly hired by Little Cats' Daycare are required to be trained in the following classes within 6 months of their employment.

1. Mandatory Reporter training of 2 hours
2. 1 hour of training regarding universal precautions and infectious disease control.
3. Iowa State University New Employee Orientation Module
4. Complete Orientation checklist for Little Cats' Daycare
5. Certification in American Red Cross or American Heart Association infant, child, and adult CPR.
6. Certification in infant, child, and adult first aid that use a nationally recognized curriculum or are received from a nationally recognized training organization such as the Red Cross or American heart association.
7. 10 contact hours or training from one or more of the following topical areas: child development, guidance and disciplining, developmentally

appropriate practices, nutrition, health and safety, communication skills, professionalism, business practices, and cross cultural competence. Training from classes listed in 1 and 2 do not count toward the contact hours. At least 4 of the 10 hours must be in a sponsored group setting. Six of the hours may be in self-study using training packages approved by DHS.

Staff employed who have worked for Little Cats' Daycare over a year will have the following training requirements:

1. 1 hour of universal precautions annually
2. Maintain current certification for mandatory reporting of child abuse (3 years)
3. Maintain current certification for infant, child, and adult CPR
4. Maintain current certification for infant, child, and adult first aid
5. 6 contact hours of training from the topical areas. At least 2 of the 6 must be in a sponsored group setting.

Daily Routine

This may seem overwhelming as you begin your childcare career; however, all of these things will make you more prepared to better care for the children.

Arrival

- a. Wash your hands. This is required by law. Please pay close attention to the hand-washing instructions posted by each sink.
- b. Sign in on the designated iPad outside the classroom. There will be someone who shows you the first time.
- c. Inspect rooms and secure doors.
- d. Make new bleach water solutions for cleaning purposes.
- e. Greet your children and co-workers.
- f. Remember through the day to catch the children being good. Give them compliments and talk with them about what they are doing.
- g. Never leave the room without the other teacher knowing where you are. You cannot leave the children unattended at any time.

7. Tables should be washed after each activity at the table.

Meal Time

- a. We have breakfast at 8:00, lunch at 11:00, and afternoon snack around 2:30.
- b. Wash the children's hands before meal and snack times.
- c. Clean the snack table with disinfectant per manufacturer's instruction or bleach solution.
- d. Set the table with the napkin and cup then the food. Please check to make sure none of the children have allergies to the food being served.
- e. Children must be seated when eating. We ask that you sit down with the children while they are eating.
- f. Meals can be purchased or staff can bring in their own meals to eat with the children if desired.
- g. Encourage children to use manners.
- h. Encourage children to throw away their items when they are done eating.

Diapering

1. Children will be checked every two hours to determine if their diaper needs to be changed.
2. You must wear gloves when changing diapers.
3. Diapers must be thrown away in the designated trash can.
4. Any clothing that is soiled will be bagged, tied, and placed in the child's locker/cubby.
5. You will clean the surface of the changing table with the bleach solution that was made that morning.
6. When finished, you must wash the child's hands and your own hands. Please use the universal precautions procedure to wash hands.

Clean Up

1. Encourage and assist children to pick up toys when they are done with them.
2. Talk with your co-workers about cleaning chores. It is nice to take turns doing various tasks.
3. Empty trash at the end of the day or as needed.
4. All toys must be sanitized at the end of the day.
5. Please dust when time allows.
6. Send cot sheets, blankets, stuffed animals, etc. home at the end of each week.

Nap Time

- During naptime the children are required to stay on their cots and rest quietly if not sleeping for at least 30 minutes. Some children take longer to "wind down" than others. Stay with the children until they fall asleep unless the child does not seem tired at all. After a minimum rest time, the child who has not fallen asleep will be given something quiet to do such as books, lacing cards, puzzles, paper and crayons, etc.
- Toileting needs are attended to before and immediately following naptime. Shoes may be removed if the child wishes. Special blankets, pillows, stuffed animals, etc are allowed.
- Infants will be placed on a firm mattress, with tight fitting sheets and no blankets in the crib. There will be nothing else in the crib, no swaddling, and the temperature of the room will be adequate during naptime.
- Infants under 12 months will be placed on their backs to sleep. A child under 4 months will be rolled back onto their back during sleep.
- Infants may not nap in the swing, bouncy seat, or car seats. They must be moved immediately to a safe sleep environment if they arrive asleep or fall asleep outside of a safe sleep environment.
- All hazardous materials, such as bibs, pacifiers, clips, etc., the child is wearing should be removed prior to nap time.
- Children cannot sleep in another position without a waiver from the child's primary care physician requiring as such for a medical need. The waiver will have an expiration date.
- Children over the age of 6 months may not have a mobile over their cribs.
- The rooms should be luminated and quiet enough during nap so that children are able to be seen and heard at all times.
- All bedding will be washed weekly. Check each room for their laundry schedule.

Supervision

We ask that staff are attentive and alert to all children in ratio at all times. If you have your back to the children or are looking down, you are essentially out of ratio. Staff will be asked for face recognition with periodic counts to ensure all children are always accounted for. During field trips, we will be in ratio, plus have an additional staff member. When children are around water, we will provide “touch supervision,” meaning children will be in sight and within arms reach at all times.

Communication

We ask that you have as much communication with parents as possible. Please greet them when they come to the Daycare. Talk to them about their child’s day. If there are issues such as an incident report or biting incident, be sure to share with the parent at that time.

We ask that you have an activity schedule up on a weekly or monthly basis so the parents can see what you will be doing. Please do your best to have positive communication with your parents.

Probationary Period

All new employees to their positions will have a 90-day probationary period. In this time, if that staff does not meet the expectations of the position, they may be dismissed at the end of the period. If the staff exhibits the ability to do the position, the Director will grant them a permanent position at that time. As a requirement for employment an employee must have a physical. Staff will pay for the physical to be done. Staff who leave during the probationary period will have the following expenses deducted from their last check: cost of fingerprinting, background check fees, & cost of CPR and First Aid. If staff stay past the probationary period, these expenses will be paid by the Daycare. After the probation period and all trainings are complete, employee will be eligible for a wage increase.

Wages

Wages will be based on experience, educational background, and skills, and will be discussed at a

job offer. After your 90-day probationary period, you will have a review with the Director.

Ratios

Two weeks to Two Years: 1:4

Two Years: 1:7

Three Years: 1:10

Four Years: 1:12

Five Years to Ten Years: 1:15

Ten Years and Over: 1:20

Note: In a mixed age classroom, the ratio will fall into the category of the youngest child present.

Pay Periods

Employees will be paid biweekly. The Director will be responsible for handing out checks. Before you get your first paycheck, you must fill out the W4 forms. We pay employees for the two previous weeks worked. The week you are currently working will be on the next check. If you have any questions regarding the pay period, please ask.

PTO, meetings, and/or trainings do not warrant overtime. Overtime must be worked hours.

Mandatory Staff Meetings

Staff meetings will occur once a month under the discretion of the Director. Attendance is required unless approved by the Director. At these meetings staff get acquainted with one another and discuss the developmental needs of the children, implementation of policies, and other concerns as they arise.

Benefits

Staff members employed prior to June 15, 2022, will receive 75% off their childcare fees paid (while staff is on the clock) and will pay for the remaining amount in effect as of August 1, 2022. Staff hired after June 15, 2022, will be responsible for paying 50% of their childcare costs.

Coverage can be decreased due to poor attendance at the discretion of the Director.

A quarterly attendance bonus may be given to full time staff who exemplify regular attendance.

Deductions may apply (see point system for more information).

Time Off Requests

Any time off (PTO or without pay) should be submitted to the Director by Wednesday at 3:00 pm for the following week. Please submit a completed time off request form to the Director. Time off is given on a first come, first serve basis. The Director will give you a copy of the form with the time approved or denied by that Friday prior.

The center cannot operate effectively or efficiently unless its employees can be depended upon to show up for work on a timely and consistent basis.

Absences due to illness, children's illness, or family emergencies must be called in to the Director as soon as possible. Any time off not previously approved by the Director will result in a point.

Point System

All absences will be monitored. All employees will be allowed a maximum of 10 absences per year. Excessive absences or patterns of absence that begin to occur will be addressed by the Director and could be grounds for termination. It is important to understand that when we are short staffed, it is not only stressful on the other staff members, but affects the children as well. We have developed a policy that allows employees to take time off for legitimate reasons when necessary. This policy is also designed to address employees whose absences become excessive. The point system will go into effect on August 1, 2022. This point system will be based on a rolling calendar year.

Point Break Down

Tardy	½ point	<ul style="list-style-type: none"> Arriving more than 5 minutes after the start of your shift, up to a maximum of 30 minutes.
Extended Break	½ point	<ul style="list-style-type: none"> Arriving more than 5 minutes after the return of your shift after break,

		up to a maximum of 30 minutes.
Absences	1 point	<ul style="list-style-type: none"> Arriving 30 minutes or more after the start of your shift Leaving earlier than your scheduled shift unless requested by the Director or ratios are down Missing a full day of work for any reason that was not previously approved by the Director Consecutive absences for the same illness will count as 1 point per occurrence Calling in less than 1 hour before your scheduled shift
Cell phone usage	½ point	<ul style="list-style-type: none"> Violation of the cell phone policy
Failure to clock in/out	½ point	<ul style="list-style-type: none"> Failure to clock in/out

Corrective Action Grid for Number of Points

Number of Points	Corrective Action
1-5	Verbal Warning
6-9	Written Warning
10	Termination

Holidays

The center will be closed on the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving "Black Friday"
- Christmas Eve Day
- Christmas Day

Holidays that fall on weekends shall have a weekday in observance, designated by the Board and Director.

Holidays are unpaid unless a PTO day is used.

*Please note that New Year's Eve is not considered a holiday; however, we will close early.

Operation Reductions

The Daycare reserves the right to reduce staff at any given time in accordance with a decline in enrollment or children scheduled to attend. However, this will not be counted as PTO. Reductions will occur when the census is low.

Paid Time Off (PTO)

- **Full-Time Employees (32 or more hours per week)**
 - After 90 day probation period
 - 40 hours of paid time off
 - Every year after your hire date and employee review with the Director, you may be eligible to receive 8 additional hours of paid time off.
- **Part Time Employees (32 or less hours per week) and High School and Support Staff (occasional/seasonal)**
 - These employees are not eligible for paid time off.
- An unplanned day off (call-in) will be taken from your PTO bank until PTO is gone. After that, it will be unpaid.
- Unused PTO is non-cumulative from year to year and will not be paid out.
- PTO will be scheduled in advance in accordance with the employer's wishes; however, operation requirements and PTO requests from other employees must also be taken into consideration. Generally, PTO requests are first come first serve.
- Please complete a time off request form and submit it to the Director. The Director will give you a copy of the form with the time approved or not approved.

Sick Leave

Notification must be given as early as possible, preferably the night before, or a minimum of 1 to 2 hours before scheduled work arrival. The employee is expected to contact the director. The Director reserves the right to review any absences that are in excess of 10 days per year. The employees may be dismissed at the discretion of the Director or Board of Directors if the absences are in excess.

*See point breakdown for disciplinary actions.

Leave of Absence

Employees, upon request, may be granted a short leave of absence without pay, at the discretion of the Director and/or the Board of Directors.

1. Maternity Leave
2. Death
 - A. In the case of a death in the immediate family of the employee, the employee shall be granted 3 days off without pay. For each individual request, the Director may approve additional days. A member of the immediate family shall be defined as to include: father, mother, husband, wife, sister, brother, children, grandchildren, grandmother, grandfather, grandchildren, mother-in-law, father-in-law, or other people living within the household.
3. Jury Duty
 - A. It is the civic obligation of all employees to serve on a jury as they are called. While serving on the jury, an employee will receive his or her regular pay in addition to any other fees received. Employees shall also be reimbursed similarly while appearing as a legally required witness, but not as a plaintiff.

Extended Leaves of Absence

If an employee takes a leave for any of the above reasons that exceed 12 weeks, they may not be reinstated at their position if it has been filled. The Daycare follows the Federal Family and Medical Leave Act: Covered employers must grant an eligible employee up to a total of 12 work weeks of

unpaid leave during any 12-month period for one or more of the following reasons:

- For the birth and care of the newborn child of the employee;
- For placement with the employee of a son or daughter for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition; **or**
- To take medical leave when the employee is unable to work because of a serious health condition.

Resignations

Notice of resignation shall be in writing and given to the Director two weeks in advance of the final day of employment. The employee leaving should ensure that all work has been brought up to date so the successor can readily take over.

The Director must give at least 30 days written notice to the Board of Directors before leaving employment.

Job Abandonment

A staff member will be considered to have abandoned their job when he/she fails to call in and notify LCD of the reason for their absence from work for two consecutive work days. When a staff member has abandoned his/her job, that staff member shall be immediately terminated. Such termination will be considered termination for misconduct and shall not be subject to any form of grievance procedure or review.

Final paycheck will be held until staff member meets with the Director.

Confidentiality

Children's files are established and maintained solely for the use of Little Cats' Daycare and authorized persons from the Iowa Department of Human Services licensing inspectors. All information about the children, families, or staff members including names, addresses, phone numbers, development, etc. is strictly confidential and is not to be discussed outside of the center.

Inappropriate disclosure from any staff member will be subject to disciplinary action up to and including termination.

Code of Conduct

Due to the sensitive nature of information that employees will know as a staff member, it is imperative that staff keep sensitive information confidential. Any information about children or their families must be shared on a "Need to Know" basis only. All staff members are to work cooperatively with the children, their families, and fellow co-workers. Staff must respect the privacy of the children, families, and co-workers. Protection of the interests of each child, family, and co-worker is vital in maintaining a standard of professionalism and privacy.

All staff will strive to be supportive of the center efforts by avoiding negative and malicious discussions about center issues. Together we need to stay positive and focus on the needs of the children at the center.

Telephone/Cell Phone Usage

Employees should try to avoid getting personal phone calls during the assigned work period. While we realize that some calls are necessary, the employee will not be called away from the children.

Cell phone usage must not occur while working with children. This takes time away from the children. If a staff must make a call, they need to do it at a time that is not affecting the quality of childcare. (Break time is the preferred time.) When an employee needs to call a parent, our business line should be used, rather than a cell phone. Every time you make or receive a daycare-related telephone call, you are representing not only yourself as a professional, but also LCD.

If a call is necessary, the employee may speak with the Director about the need to make a call. **If a staff member is found to misuse their cell phone during working time, they will receive ½ point to their point balance (See point system above).**

Computer Usage

The Daycare does have computers available at the Daycare. The primary purpose of the computers are for the children to use for educational purposes. Staff may use the computers for the purpose of preparing their curriculum. There are many sites that are appropriate for the staff to look through for ideas for their classrooms. Computer usage by the staff must not occur while working with the children. This takes time away from the children. Staff may use the computers at rest time, before children come into the room, or after the children have gone into the activity center at the end of the day. The staff may not utilize the computer for their own personal computer usage such as Hotmail, Yahoo mail, or Facebook.

Parent Pick Up

There will be times when someone other than the usual parent will pick up children. Any person picking up a child who a staff member does not know must be identified with an ID. The person's name must be on the child's pick-up list located in the office file cabinet or on ProCare, and parents must have given the center notice of the person picking up. Staff may not let children leave with a person not listed or notified of pick up. Visitors must sign in/out with their name, reason for the visit, and contact information.

Record Keeping

Record keeping is an essential portion of your job. All records must be legible and accurate. If there is a question regarding how to keep records, the Director must be asked. The records are used for billing and state programming. If records are not accurate, disciplinary action could be taken.

Timesheets

The attendance of all employees is recorded daily by your personal employee code. You will be given a code at the start of your employment and you will be required to keep the code safe. You are responsible for remembering your code and not sharing it with others. You are also responsible for entering your code on the tablet located outside the classrooms when you arrive to clock in, at break times, and again when you leave at night. You will

be shown how this works when you receive your code.

Staff must not clock in more than 5 minutes before their shift. All extra hours worked must be approved by the Director.

Failure to clock in or out will result in ½ point added to their point bank.

Toys

Any broken toys will be discarded. Washable toys will be provided. Toys shall have no sharp edges or removable parts. All hard surfaces used by children shall be washed daily using bleach water solution.

Dress Code

Please remember that you will be participating with children wherever they go and whatever they do. Your time at work will be spent on the floor, in the sand box, in the painting area, at the lunch table, etc. Dress for the season, and be ready to go outside. Employees should be mindful of the influence they have on children. Clothing with inappropriate, negative or demeaning connotations or slogans will not be allowed. Blouses should not be low enough to show cleavage. Shorts will be no shorter than 5 inches above the knee when standing. Tattoos will only be shown at the discretion of the Director. Piercing and jewelry will be worn at the discretion of the Director.

LCD will provide you with a t-shirt after your 90-day probation period that you are strongly encouraged to wear while working at the Daycare. You may also have the option to purchase more at your expense.

Ordering Supplies

A written request for supplies shall be left in the office with the Director by the 15th of the prior month it is needed.

Reimbursement for purchased supplies are not honored unless cleared in advance with the Director.

Disciplinary Procedures

When employees are not performing satisfactorily or are found in violation of any center policy, disciplinary steps may be taken. Disciplinary actions may include any of the following:

1. Verbal Warning: The employee receives counseling from the Director following a minor offense in an effort to eliminate possible misunderstandings and to explain what constitutes proper conduct.
2. Written Warning: The employee receives a written notice of discipline following intentional or repeated minor offenses.
3. Suspension: The employee receives a suspension without pay following a serious misconduct or further repeated minor offenses.
4. Discharge: The employee is discharged as a result of a serious offense or the final step in the accumulation of minor offenses.

The Director and employee must sign written reprimands. The employer reserves the right to deviate from this disciplinary procedure at any time when it considers it appropriate. Some offenses are so serious that they can result in termination without previous warnings. The following examples are listed for guidance. This list is not intended to be a comprehensive list of all prohibited activities. The following actions may result in immediate termination:

- Inappropriate behavior toward parents (All staff are expected to be professional and courteous at all times. If a parent is rude, please ask your Director to handle the situation.)
- Neglect or physical abuse of a child
- Withholding of food, nap, or other comfort from a child
- Failure to report to work three consecutive workdays without proper notification
- Falsification of center records (employment application, time clock, or records)
- Working under the influence of alcohol or illegal drugs
- Smoking in the building
- Conviction of a felony for any offense committed while employed by the center

- Fighting, threatening violence, or boisterous or disruptive activity while at work
- Leaving a child unattended inside or outside
- Allowing a child to leave the center with an unauthorized person
- Sleeping on the job
- Habitual absenteeism or tardiness without notice or unauthorized absences from workstation during the workday
- Sexual or other unlawful or unwelcome harassment
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination that shows gross disrespect such as threatening, profanity, or yelling at the Director
- Unauthorized use of telephones, computer system, or other employer-owned equipment
- Unsatisfactory performance or conduct
- Sharing confidential information about the center or any of its employees or patrons
- Promoting and sharing negative information regarding the center

Professional Demeanor

Demeanor involves your manners and your non-verbal tone and gestures. At LCD, all staff must be conscious of their emotional undertone. This is detrimental to family/staff relationships.

Four Characteristics to Maintaining Professional Demeanor:

- Pleasant smile
- Gentle approach
- Friendly and warm greeting/conversation
- Maintaining professionalism

This means staff must use appropriate language at all times, even when speaking to other staff as little ears hear everything.

Staff must remember that we are here to meet the needs of all the children in our center.

Please practice professionalism when using social media. We ask that the concerns be brought to the Director first, then the Little Cats' Daycare Advisory Council directly, not through Facebook, social media platforms, or in the community, etc.

Lack of professionalism towards the Daycare on social media will be addressed by the Director and could result in disciplinary action.

Classroom Management

As a lead in your room, it is your responsibility to communicate with parents, children, other staff, and the Director on a daily basis.

You need to post your daily duties, lesson plans, and routines where they can be seen by everyone who may enter your room. This will also help with consistency for the children if a sub is in your room.

As a lead, it is your responsibility to make your room inviting for children. You need to keep your room, counters, and tables clear of clutter. You need to make sure your room is cleaned before you leave each day. If you have any ideas, thoughts, or procedures that would make your room function better, please let the Director know of these changes, and then implement the changes as long as they follow DHS rules.

The LCD Board understands that you may need a short break throughout the day where the Director may need to cover your room. Please understand however, that our goal for the Director is for he/she to be at their desk working on payroll, schedules, documentation, food program, etc. The Director's main role is NOT to be in the childcare rooms helping leads or filling in for longer periods of time.

Corporal punishment is the infliction of physical pain on a child as a means of controlling behavior. This includes, but is not limited to, spanking, hitting, shaking, slapping, thumping, or pinching a child. (This will not be tolerated at LCD).

Sexual and Other Unlawful Harassment

Sexual harassment will not be tolerated in any way, shape, or form.

LCD is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual

harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Director. Employees can raise concerns and make reports without fear of reprisal.

Health and Illness Policy

In order to provide a healthy, safe environment for your child at the Daycare, we have established health policies. We do not have the staff or facilities to care for your child if they are too ill to participate in regular daycare activities. When the Daycare feels your child is sick or contagious, the child will not be permitted to attend the Daycare at the time of illness. In the event your child becomes ill while at the Daycare, we will call you to pick up the sick child.

We expect you to pick up your child within an hour of being called. If we can not reach you when your child is ill, we will call the emergency contact person indicated in your enrollment packet. The Director will look at each case individually to determine if a child will be sent home.

To ensure the overall health and safety of all the children, we ask that you not bring your child to daycare if one or more of the following exists:

- 1) The illness prevents the child from participating comfortably in daycare activities including outdoor play.
- 2) The illness results in a greater need for care than caregivers can provide without risking the health, safety, and supervision of the other children in the Daycare.
- 3) An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash.
- 4) Fever with behavior change or other signs and symptoms in a child older than 2 months (e.g., sore throat, rash, vomiting, diarrhea)

- 5) For infants younger than 2 months of age, a fever with or without a behavior change or other signs or symptoms
- 6) The child has one of the following, unless medical evaluation by a health care professional indicates that you can include the child in daycare activities
 - a. Fever, accompanied by behavior changes or other signs or symptoms of illness until a medical professional feels the child able to be included at the Daycare. Fever of 101 degrees or more. The child must be fever free without medication for 24 hours before returning to the Daycare.
 - b. Symptoms and signs of possible severe illness like:
 1. Lethargy that is more than expected tiredness
 2. Uncontrollable coughing
 3. Unexplained irritability, fussiness, and persistent crying
 4. Difficulty breathing
 5. Wheezing
 6. Other unusual signs for the child
- 7) Blood in stools not explainable by dietary change, hard stools, or medication that may cause the bleeding.
- 8) Vomiting illness. No vomiting for 24 hours before returning to daycare. May also return if the health care provider determines the vomiting is not contagious and the child is not in danger of dehydration.
- 9) Persistent abdominal pain which continues more than two hours or intermittent pain associated with fever.
- 10) Mouth sores with drooling, unless a health care provider determines that the child is noninfectious.
- 11) Rash with fever unless a health care provider determines it is not contagious.
- 12) Diarrhea which is loose, watery, and frequent stools. Child must be diarrhea-free for 24 hours before returning to the Daycare.
- 13) Fifth Disease. Keep the child home if fever is present.
- 14) Conjunctivitis or pink eye with discharge. No exclusion unless the child meets other exclusion criteria.
- 15) Scabies. Child must have been treated for 24 hours before returning. Blisters must be covered.
- 16) Tuberculosis. Health care provider or health official states that the child is on appropriate therapy and can attend daycare.
- 17) Impetigo. Child must have been on medication for 24 hours before returning.
- 18) Strep throat. Child must have been on medication for 24 hours before returning with no other exclusion signs.
- 19) Mumps. Child can go back to daycare five days after the start of symptoms or until symptoms are gone, whichever is longer.
- 20) Hepatitis A virus. Child may return one week after the start of symptoms.
- 21) Measles. Child may return four days after onset of rash.
- 22) Rubella. Child may return six days after onset of rash
- 23) Herpes simplex. Child who has control of the secretions from the mouth may return to daycare.
- 24) Bacterial Meningitis. Child may return to daycare 24 hours after starting antibiotics.
- 25) Head Lice. No exclusion unless the child meets other exclusion criteria. Treatment of an active lice infestation may be delayed until the end of the day. Children do not need to miss daycare due to head lice. Treatment recommendations
<https://www.cdc.gov/parasites/lice/head/treatment.html>
- 26) Hand, foot, and mouth disease. No exclusion unless the child meets other exclusion criteria. Or is excessively drooling with mouth sores.
- 27) Chicken pox. Child may return 6 days from onset of pox or until pox becomes dry. (Crusted with no oozing)
- 28) COVID-19. Child must be excluded. Child may return to daycare 10 days after symptoms start and 24 hours with no fever and improved symptoms OR 10 days after a positive test if there are no symptoms.

- 29) Influenza. Child must be excluded. Child can return to daycare when the child is fever free for 24 hours and resolution of exclusion criteria.
- 30) Molluscum Contagiosum. No exclusion unless the child meets other exclusion criteria. Skin disease similar to warts. Do not share towels or clothing and use good hand hygiene.
- 31) MRSA. No exclusion unless the child meets other exclusion criteria. Wounds should be kept covered and gloves worn during bandage changes. Do not share clothing and use good hand hygiene.
- 32) Otitis Media or ear infection. No exclusion unless the child meets other exclusion criteria.
- 33) Whooping Cough. Child must be excluded. Can return after 5 days of antibiotics and resolution of exclusion criteria.
- 34) Ringworm. No exclusion unless the child meets other exclusion criteria. Treatment of ringworm may be delayed to the end of the day. Child may be readmitted after treatment has begun. Cover lesions if possible. Do not share clothing, bedding, or personal items.
- 35) RSV. No exclusion unless the child meets other exclusion criteria. Fever of 101 degrees or more. The child must be fever free without medication for 24 hours before returning to the Daycare. Lethargy, irritability, crying, difficulty breathing, etc.
- 36) Croup. No exclusion unless the child meets other exclusion criteria. Fever of 101 degrees or more. The child must be fever free without medication for 24 hours before returning to the Daycare. Lethargy, irritability, crying, difficulty breathing, etc.

If a child attending Little Cats' Daycare has been exposed to or is being treated for a communicable disease, a notice shall be posted on the front doors of the Daycare. This notice shall include symptoms of the disease and the period of communicability.

Medication Procedures

All medications require a permission slip signed and dated by the parent before medications can be

administered to children. All medications will be administered by a person who has had medication dispensing training. Training will take place annually by the Director of the facility. The following is the medication policy.

If a child is on prescription medication, the following procedures need to be followed.

Prescribed Medications:

1. All medications shall be stored in their original containers, with accompanying physician or pharmacist's directions and label intact and stored so they are inaccessible to children and the public.
2. The label must include the child's name, the name of the medication, the date of the prescription, the medication's expiration date, administration instructions, and storage instructions.
3. Whenever possible, the first dose of the medication should be given at home to see if the child has a reaction to the medication.
4. In case of medications that are administered on an ongoing, long-term basis, authorization shall be obtained for a period not to exceed the duration of the prescription.
5. Staff administering medications will be trained on administration before giving medications. All medication administration shall be recorded.

Over the Counter Medications:

1. The medications will be in the original child-resistant container.
2. The child's first and last name will be legibly printed on the container.
3. Specific, legible instructions for administration and storage will be provided.

The medications should not be placed in children's bags. The parent must hand the medication to the staff. The staff will place all medications in a locked box located in the office area away from children.

Any medication left in the center after its expiration date will be disposed of by flushing or putting down the drain, or returned to the parent. Any medication

remaining after the authorization to dispense has ended or the child no longer requires the medication should be returned to the parent.

Breastfeeding Policy

1. **Breastfeeding mothers shall be provided a place to breastfeed or express their milk.** Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. The area will have an electrical outlet, chair, and nearby access to running water.
2. **A refrigerator will be made available for storage of expressed breast milk.** Breastfeeding mothers and employees may store their expressed breast milk in the baby room refrigerator. Mothers should provide their own containers or bags clearly labeled with name and date.
3. **Sensitivity will be shown to breastfeeding mothers and their babies.** The Daycare is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their babies in the morning or at leaving time. Formula and solid food will not be provided unless the mother has requested. Babies will be held closely when feeding, and bottles will never be propped.
4. **Staff shall be trained in handling human milk.** All daycare staff will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers. The center will follow guidelines from the American Pediatrics and the Centers for Disease Control in ensuring the breast milk is properly treated to avoid waste.
5. **Breastfeeding promotion information will be displayed.** The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive

promotion of breastfeeding will be on display.

6. **Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.** The time allowed would not exceed the normal time allowed to other employees for lunch and breaks.

Additional Nutrition Information

- When staff members are present at mealtime, they will assist children with the meal. We encourage staff to eat family style with the children, letting them serve themselves. This is a great time to interact with children and teach them appropriate manners. Staff members are to act as good role models for the children, including tasting at least one bite of everything served.
- Children shall be directed to wash their face and hands before and after each meal. If the children are too young to do this themselves, staff will do it for them.
- Kitchen area and meal areas shall be cleaned after each meal.
- **All children under six months of age are to be held during feeding.** No bottles are to be propped for children of any age. Whole milk will be used by children under 24 months unless ordered by a physician. Prepared bottles shall be kept under refrigeration when not in use. No sleeping child will be left with a bottle. Partially filled bottles will not be re-refrigerated and used again.

Special Snacks

Little Cats' Daycare feels there are times when children should have the opportunity to celebrate special occasions; therefore, there will be times such as a child's birthday, holidays, or special theme when the children will be served treats that may not always meet the nutrition guidelines. All other times, the Daycare will adhere to the requirements set by the CACFP.

Daily Contact with Children Policy

Little Cats' Daycare feels it is essential to welcome children and parents to our facility daily. It is important to have a time to speak with parents. We also feel this time is a good time to observe the child's general appearance for the day. If a child looks upset or ill, we can speak with the parent about the child so we can better meet their needs during the day.

Incident Report Policy

Little Cats' Daycare realizes there are times when children have falls, scrapes, etc. Due to these incidents occurring, we have accident/incident reports. The staff caring for the child at the time of the incident will write a report. The report will be written for minor injuries, minor changes in health status, or behavior concerns. The report will be given to the parent the day of the incident. A copy of the incident report will be given to the parent and one will be retained for the child's file in the office. Any incident that results in serious injury to the child or significant change in health status shall be reported immediately to the parent or emergency contacts.

The incident report will contain the following: name of the child, date of the incident, type of injury, location of incident, treatment required, and description of incident. Staff will not identify other children's names on the incident report. An example would be not writing who pushed the child when the incident occurred. This information is confidential.

Reporting Abuse and Neglect

ALL employees must report all actual or suspected child abuse of any child attending LCD as soon as possible to the Director. Iowa state law requires caregivers to report suspected child abuse within 24 hours. Failure to report suspected abuse or neglect is a crime.

REMINDER: It is not your job to prove or disprove suspected abuse. It is simply your job to report ANY situations of possible abuse.

Staff may report suspected child abuse by calling the 24-hour, toll-free, Child Abuse Hotline number: 1-800-362-2178.

Smoking/Vaping Policy

Smoking and the use of tobacco products shall be prohibited in the center, in and around the outdoor play areas, and on the school grounds.

First Aid Kit Policy

Little Cats' Daycare feels it is important to have first aid kits available to staff in the case of emergencies. All daycare rooms will have a first aid kit available in their room. The kits will be filled according to the Healthy Child Care Iowa first aid kit checklist. These kits will be checked every 3 months to ensure the kits have all materials available.

When staff leave their rooms to go to other portions of the building, playground, or any activity away from the classroom, the first aid kit will accompany the class. Any time a staff utilizes the first aid kit for an injury, an incident report shall be written.

Safety and Emergency Procedures

In the case of calling 911, please remember to tell the operator that you are a daycare staff at Little Cats' Daycare. Then give them the address and phone number of our building location. Make sure to tell dispatch that you are located on the back side of the building by the playground. If on a field trip, give them your location so help can arrive swiftly. Emergency phone numbers are located in the office and in the Daycare rooms. The phone numbers are also located in the first aid kits.

Little Cats' Daycare
912 Woodland Ave Suite A
Riceville, Iowa 50466
Phone: 641-985-2288 ext 6

Fire Procedures

Evacuation procedures are posted in each classroom by the door. In the event of a fire, follow the evacuation route that is nearest to your location. Doors should be shut behind the evacuating individuals. Staff should alternate use of routes

when performing monthly fire drills. Any fire drill activity should be written on the fire drill forms hanging in the Director's office. When staff leave for a fire or drill, they must take the iPad. The Director or assistant director will take the clipboard from the office with children's emergency information. All classes will meet at the parking lot on the east side of the building. Staff will account for all children when they reach the designated location. Infants will use the evacuation cribs to get to their location. There are instructions posted in the fire alarm box on how to turn the alarm off and reset if needed for any drills.

In the event of a real fire, the fire department must be called. The alarm is not hooked up directly to the fire station!

Tornado

Posted in each classroom are the routes for evacuation in the event of a tornado. The children of the Daycare will go to the boys' bathroom. Monthly drills will be performed and recorded in the DHS binder. The iPad for each classroom will be taken to the safe location. The Director or assistant director will take an iPad or computer with emergency numbers. Once in the designated location, children should be instructed to sit on the floor. The Director will bring the weather radio with the group to the designated location. Staff will bring a first aid kit with them to the designated location. Children and staff will stay in the shelter until an all clear is sounded.

Inclement Weather

The safety of the children in attendance at the Little Cats' Daycare is the first priority. Immediate attention will be given to each situation as it arises and it will be handled accordingly. Practice drills for fire and tornado situations are practiced on a monthly basis.

Requiring physician and/or dental attention:

- If the child is in critical condition, unconscious, bleeding, or disabled, a call for quickest medical attention is made. Please keep emergency contacts updated on all enrollment forms. Accident report forms *will* be filled out on all accidents.

Blizzard:

- The Director or a staff member will monitor weather conditions. If complications prevent a child from being picked up by the parent, the staff on duty will remain in the Daycare with the child until the parent makes other arrangements.

Fire:

- All children are removed from the immediate danger through the nearest exit, and taken to the Bus Barn. Parents will immediately be notified. Fire drills are practiced monthly as stipulated by Iowa law.

Tornado:

- The Director or staff will listen for weather announcements of threatening weather. If there is a tornado warning, the children will be escorted to the designated area until the threat of the storm is over. A staff member will remain with the children until a family member arrives. Tornado drills are practiced monthly.

Emergency evacuation:

- If, due to an emergency, we are forced out of the Daycare, shelter will be taken at the Bus Barn until parents are able to pick up their child.

Every staff member will have training on emergency plans for the above situations. These plans will be reviewed periodically and with each new employee.

Sick Child/Medical and Dental Emergencies

When a child is sick or injured at the Daycare, an emergency call will be made to the parent. All children's emergency information is kept in the office in a file cabinet and on ProCare. We will ask the parent to come as soon as possible to take the child from the Daycare. In the case of a medical emergency, 911 will be called. A call to the parent will then be made.

Missing and Abducted Children

Through the day the staff will take a head count of how many children they have in their classroom to ensure all children are accounted for. Staff should

always be aware of persons entering and leaving their classrooms. An adult will never be allowed to take a child if they are not on the pick-up list, which is located in the file cabinet in the office, or the parent has notified the Daycare of the person picking up the child. All adults other than parents picking up children may be asked to show ID. If there is a question about a person picking up the child, the Director or assistant director will be notified immediately. The child will not leave with that person until it is determined that it is safe for them to leave.

If a child is missing, a search of the Daycare building will take place. If the child is not found after a search takes place, a lock down code will be announced and the child's parents will be contacted. A call to 911 and DHS will occur at this time. All missing children incidents will be documented on an incident report and given to the Director.

Intoxicated Parent

If a parent comes to the Daycare intoxicated, the Director or assistant director will be notified immediately. The other parent or emergency person will be contacted to come get the child. If no one can be reached, the Director will call the police. If the parent attempts to take the child, call the police immediately. In the event of the parent successfully taking the child from the Daycare, the description of the car will be given to the police. While the intoxicated parent is in the center, a worker will be with them at all times. If the parent becomes violent, the police will be contacted immediately. In the event of the parent passing out or falling asleep while at the Daycare, they will be placed in the recovery position.

Bomb Threat

In the event of a bomb threat, call 911 immediately. Follow the fire drill route to exit the building to escort children out of the way. Follow the directions of emergency personnel. When leaving, the staff will have their iPad, and the emergency clipboard will be taken from the office. Parents will be contacted via calls to tell them to come pick up their children. The center will be closed according to inclement weather directions.

Chemical Spills

In the event of a chemical spill near the facility, call 911. The Director will follow all directions from the emergency personnel. Children will be evacuated to a safe place in Riceville. Staff will take the iPad, and emergency phone numbers will be taken. Parents will be contacted regarding where to pick up their children. Staff and parents will be contacted via ProCare, social media, or by phone to inform them of the Daycare closing and children's pick-up area.

Intruder in the Building

An adult is considered dangerous if they are bearing arms, making threats, intoxicated, or exhibiting inappropriate behaviors. A person who is prohibited by court order to contact a child is also considered dangerous. If an adult who is considered dangerous by either the staff or director is present in the building, call 911 immediately. If necessary, remove the children from the building by exiting the emergency exits. Staff will take their iPads. The children will be taken to Riceville Community School Bus Barn where parents will be contacted. If the staff feels leaving the building will cause greater harm to children, the staff will gather the children in a corner of their classroom and shut and lock the doors.

Employee's Lounge

The employee's lounge is for the use and convenience of the staff. Each member will do his or her own part in keeping the lounge in good order.

Housekeeping

- Inspect toys and equipment as used to make sure they are in clean, safe, usable condition.
- Give any items in need of repair to the Director. Any broken toys can be thrown away.
- Pick up playroom clutter throughout the day.
- Perform specific assigned house cleaning duties:
 - Clean up after snack, lunch, and breakfast
 - Sweep, mop, and vacuum rooms
 - Clean bathrooms
 - Disinfect toys

- Laundry
- Dusting

Strangulation Prevention

Little Cats' Daycare's top priority is the safety and wellbeing of all children. To best ensure safety, staff will make sure:

- Strings and cords long enough to circle a child's neck are not accessible.
- Window blinds and draperies will not have looped cords.
- Tension or tie down devices will be used to hold cords tight.
- Dramatic play items with handles or straps will be removed or shortened.
- Ties, scarves, necklaces, and boas will be used by children under 3 only if directly supervised.
- Pacifiers attached to a string/ribbon will not be used.
- Parents will be asked to remove strings from children's hooded sweatshirts.
- If lanyards are used, they will be the breakaway type.

Playground Rules

1. Staff members are to be stationed wherever children are playing, watching for potential hazards and encouraging and interacting with the children.
2. Avoid unnecessary conversation between staff. Attention should be directed to the children.
3. Staff should direct children to follow the play area rules.
4. Equipment will be installed and utilized according to the manufacturer's instructions.
5. Rubber mulch is provided for fall surfacing. Staff should make sure there is enough mulch under or around climbers, slides, and swings.
6. If a piece of playground equipment is to break, contact the Director as soon as possible and we will repair or replace it.
7. If there is an injury on the playground, follow your first aid procedure and complete an incident report.
8. Playground equipment will be inspected on a monthly basis.

Discipline Procedures

The goal of discipline for children is to support their growing ability to handle situations independently, to make wise and safe choices, and to promote feelings of competence. The number of rules in the world can be overwhelming for children, and sometimes it is difficult for them to always "do it right." All staff will serve as role models for appropriate behavior. The environment and activities offered will be planned to provide appropriate limits for children to help them develop self-control while maintaining self-esteem. The children will have the opportunity to make choices, express themselves, work with a variety of materials, and interact with peers and adults. If a child is given this type of environment, it is believed there will be less behavior problems. In some instances, problems arise. Staff will handle situations with respect to all persons involved. Staff will use the following steps to assess the situation.

- Acknowledge the children's feelings and gather information.
- Restate the problem according to what the children report.
- Ask the children for solutions to the problem.
- Restate the solutions given and have the children decide which solution is the best.
- Encourage the children to act on their choice of solution.
- Offer follow up support if needed.

If the steps stated above do not succeed, other techniques may be used. The main method of discipline/guidance at Little Cats' Daycare is redirection of the child to a more appropriate activity or having time away from the group to calm down. We all have our off days, and sometimes being removed from the area helps correct behavior. When a child continues disruptive behavior, we will work together to correct the problem. At NO TIME is spanking or other physical means of punishment of a child allowed.

Aggressive physical behavior toward staff or children is unacceptable. Caregivers will intervene immediately when a child becomes physically aggressive to protect all of the persons involved. A more acceptable behavior will be encouraged.

Parents are encouraged to talk with the staff at any time about concerns they may have regarding discipline and behavior of their child or others that may be affecting their child. The use of corporal punishment and/or physical discipline is prohibited at all times. Parents will be informed of these policies and procedures prior to enrolling their child at Little Cats' Daycare. The Director may reach out and set up a meeting about behaviors and discipline with parents if needed during the child's enrollment at LCD.

Universal Precautions Policy

What are they?

Universal precautions is the term for infection control measures all health care workers and child care providers should follow to protect themselves from infectious disease.

The Occupational Safety and Health Administration (OSHA) requires workers who may come into contact with blood and other body fluids to practice the following:

Hand washing:

The best possible means to prevent disease and control infection is good hand washing. This should be done as follows:

1. After diapering and toileting children
2. After nose-blowing of anyone
3. After handling body fluids of any kind
4. Before and after changing or applying dressings
5. After personal hygiene such as toileting, applying make-up, doing your hair, etc.
6. Before setting the table or working with food
7. After cleaning up spills of body fluids or any potentially dangerous materials
8. Playing outdoors
9. After removing disposable gloves
 - a. Wear gloves when coming into contact with blood or body fluids
 - b. When people have cuts, scratches, and rashes (breaks in skin)

Method:

1. Wash hands under running water.
2. Wet hands with water and apply soap.

3. Wash all areas of the hands between fingers, around the nails, and back of hands.
4. Rinse hands well under running water holding hands so water flows from wrist to fingertips. (Sing the birthday song twice.)
5. Dry with a disposable towel.
6. Use the towel to turn off the faucet and open the door.
7. Antibacterial hand sanitizer may only be used in the absence of running water. Hands must be washed as soon as you are where water is available.

Environmental Disinfectants

Disinfectants should be used regularly and as needed. This means cleaning toys, surfaces, and diapering areas with a disinfecting solution or bleach solution of 1 tablespoon of bleach per quart of water made fresh daily. (Sunlight will break down the bleach in such a low concentration that it must be done daily.) Blood spills should be disinfected with a solution of $\frac{1}{4}$ c. bleach to $2\frac{1}{2}$ c. water. Gloves should be worn any time a staff needs to clean up blood or bodily fluids. Paper towels should be used for clean ups. Always change diapers or soiled clothing on a non-porous surface, which can be disinfected. Always clean surfaces after use. Any clothing soaked in or caked with blood requires double bagging in a plastic bag that is tied. Clothing with body fluids on them will also be bagged in a plastic bag and tied. These items will be sent home with the parents.

Laundry

When placing laundry with bodily fluids in the washer, staff will wear gloves to lessen the chance of coming in contact with contaminated clothing.

Sharps

The greatest chance of contamination is from punctures from contaminated articles. Use the following procedures:

1. Use a broom and dustpan to pick up the objects.
2. Dispose of sharp items in a puncture resistant container located in the office area.
3. Report this incident to the Director or assistant director.

Bloody Materials:

Any bloody materials will be double bagged and tied. The Director or assistant director will be contacted. These persons will contact the hospital for disposal.

Disclosure of Health Status

Any person in the Daycare that has open lesions or broken skin should keep these areas covered with dressing. If the area is oozing or bleeding, appropriate procedures should be taken to take care of this area with new dressing.

Personal Protective Equipment

Personal protective equipment (PPE) will be provided to all employees.

Exposure Reporting:

If an employee is exposed to a potentially contaminated material, they are to contact the Director or assistant director immediately. The person contacted will contact Mitchell County Regional Health Facilities to let them know the staff will be coming to their facilities for treatment.

- **Reviewing the Plan**

- All employees covered by the blood borne pathogen standard will receive an explanation plan in their initial training session. It will be reviewed annually in a refresher training. All employees have the right to review the plan at any time during their work by contacting the Director for a copy.

- **Post-Exposure and follow-up**

- Little Cats' Daycare will ensure the health care professional evaluating an employee after an exposure incident will have the following materials:
 1. A description of the employee's job duties relevant to the time of exposure
 2. Route of exposure
 3. Circumstances of exposure
 4. Results of the source individual's blood test

Circumstances Surrounding Exposure Incident

The staff involved with the incident will provide the following information to the Director after the incident:

1. Work practices followed
2. Description of device being used
3. Procedure being performed when incident occurred
4. Employee's training
5. Location of incident
6. Protective equipment used at time of incident

Medical Record Keeping Regarding Exposure Incidents

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.20 (Access to employee exposure and medical records). The Director is responsible for maintenance of the required medical records. This information will be kept in a locked file cabinet in the Daycare office for the duration of employment plus 5 years. Employee medical records are provided upon request of the employee or to anyone having written consent of the employee.

OSHA Record keeping

An exposure incident is evaluated to determine if the case meets OSHA's record keeping requirements.

Sexuality Policy

Although child sexual abuse is a difficult subject to talk about or even to acknowledge, it is one that we can help prevent by using the following guidelines:

- Give children clear, accurate information about sexual abuse.
- Teach children how to protect themselves.
- Encourage children to tell us about any incidents.
- Report any suspected cases to the proper authorities. This is an area for which in-service training is done regularly.

It is our policy to answer children's questions concerning sexuality sincerely and honestly. Use accurate terminology in regards to parts of the body or bodily functions, such as penis, vagina, urination, etc. Lengthy explanations to questions concerning sexuality are not necessary. Children usually are interested in short, straight answers to their questions. Attempts should be made to answer all questions.

Cultural Awareness

An important element in the development of anyone's self-concept is knowing about and feeling good about one's cultural roots. It is the policy of our Daycare to reinforce the awareness and pride in the cultural heritage of the individual children enrolled.

Equal Opportunity Employer

Little Cats' Daycare is an Equal Opportunity Employer.

Race, color, religion, sex, and national origin

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex, or national origin (except for a bonafide religious reason).

Applicants to and employees of most private employers, state and local governments, and public or private educational institutions are protected. Employment agencies, labor unions, and apprenticeship programs are also covered.

Age

The Age Discrimination in Employment Act of 1967, as amended, prohibits age discrimination and protects applicants and employees 40 years of age or older from discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment. The law covers most private employers, state and local governments, educational institutions, employment agencies, and labor organizations.

Sex (Wages)

In addition to sex discrimination, prohibited by Title VII of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. The law covers most private employers, state and local governments, and educational institutions. Labor organizations can not cause employers to violate the law. Many employers not covered by Title VII because of size are covered by the Equal Pay Act.

If you believe that you have been discriminated against under any of the above laws, you should immediately contact:

The U.S. Equal Employment Opportunity Commission

2401 E. Street N.W.

Washington D.C. 20507

Or an EEOC field office by calling toll free 800-USA-EEOP. For the hearing impaired, EEOC's TDD number is 202-634-7057

What does the law cover?

Chapter 601 A of the Code of Iowa, as amended, (the Iowa Civil Rights Act), prohibits discrimination in employment because of a person's race, age (18 or older), creed, color, sex, national origin, religion (unless there is a bonafide religious reason), and disability.

What Does Equal Employment Opportunity mean?

It guarantees the right of all persons to apply and to be considered for job opportunities on the basis of a person's ability to do the job.

What should you do if you believe you have been discriminated against?

You should immediately contact:

Iowa Civil Rights Commission

211 East Maple St. 2nd Floor

Des Moines, Iowa 50309

515-281-4121

800-477-4416

You may contact the commission (listed above) by telephone or mail for assistance in filing a complaint. The commission's office hours are 8:00 am to 4:30 pm, Monday through Friday. Your complaint must be filed within 180 days of the date of the discriminatory act.

In accordance with Federal Law and US Department of Agricultural Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, disability, or marital status. Not all prohibited bases apply to all programs.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326 W, Whitten Building, Independence Avenue SW, Washington D.C. 20250-9410 or call 202-720-5964 (Voice and TDD). USDA is an Equal Opportunity provider and employer.

Job Safety and Health Protection

The Occupational Safety and Health Act of 1970 provides job safety and health protection for workers by promoting safe and healthful working conditions throughout the nation.

Requirements of the Act include the following:

Employers: All employers must furnish a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to employees. Employers must comply with occupational safety and health standards issued under the act.

Employees: Employees must comply with all occupational safety and health standards, rules, regulations, and orders issued under the act that apply to their own actions and conduct on the job.

The Occupational Safety and Health Administration (OSHA) of the U.S. Department of Labor has the primary responsibility for administering the act. OSHA issues occupational safety and health standards. Compliance Safety and Health Officers conduct job site inspections to help ensure compliance with the act.

Complaint

Employees or their representatives have the right to file a complaint with the nearest OSHA office requesting an inspection if they believe unsafe or unhealthy conditions exist in their workplace. OSHA will withhold, on request, names of employees complaining. The act provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the act.

Employees who believe they have been discriminated against may file a complaint with their nearest OSHA office within 30 days of the alleged discrimination.

Employee Polygraph Protection Act

The Employee Polygraph Protection Act prohibits employers from using lie detector tests either for pre-employment screening or during the course of employment.

Prohibitions

Employers are prohibited from requiring or requesting any employee or job applicant to take a lie detector test under the act.

Staff Signature

As an employee of Little Cats' Daycare, I agree to abide by the rules and regulations set forth in the Little Cats' Daycare Staff Handbook. I understand if for any reason I do not comply with the rules and regulations, the status of my employment could be terminated with or without notice.

Signature

Date

A new staff handbook will be distributed every August (or any time it is updated) and each employee is required to read and sign so the employee file is kept up to date.

090804

Riceville Community School

912 Woodland Ave.
Riceville, IA 50466-7507

Bids for LP Gas
2023-2024 and 2024-2025 School Year

Bids due by NOON on Thursday June 28, 2023? ⁶⁻²⁴⁻²³
Call 641-985-2288
or FAX 641-985-4171 Sent 6-29-23

Bidder's Name and Address: Stacyville LP Gas
408 West Vernon St
Stacyville IA 50476
Phone number: 641 710 2478

Request for bid of 100,000 gallons LP for 20 000 gallon Tank in Transport Loads

Price per gallon for 100,000 gallons prepaid 2023-2024
\$.875/gallon

Price per gallon for 100,000 gallons paid as transports are delivered \$.885/gallon

Price per gallon for 100,000 gallons prepaid 2024-2025
\$.975/gallon
Price per gallon for 100,000 gallons paid as transports are delivered \$.995/gallon

Quoted by Stephen K Eastman

Riceville Community School

912 Woodland Ave.
Riceville, IA 50466-7507

Bids for LP Gas
2023-2024 and 2024-2025 School Year

Bids due by NOON on Thursday June 28, 2023
Call 641-985-2288
or FAX 641-986-4171

Bidder's Name and Address: NuWay - K4H Cooperative
Edward Westemeier
1740 Hwy 18 West Clear Lake, IA, 50428
Phone number: Office - 507-639-7113 Cell - 641-832-7474
ed.westemeier@nuway-kandh.com

Request for bid of 100,000 gallons LP for 20,000 gallon Tank in Transport Loads

	<u>2023-2024</u>
Price per gallon for 100,000 gallons prepaid	<u>.89</u>
Price per gallon for 100,000 gallons paid as transports are delivered	<u>.91</u>
	<u>2024-2025</u>
Price per gallon for 100,000 gallons prepaid	<u>.97</u>
Price per gallon for 100,000 gallons paid as transports are delivered	<u>.99</u>

Riceville Community School

912 Woodland Ave.
Riceville, IA 50466-7507

Bids for LP Gas
2023-2024 and 2024-2025 School Year

Bids due by NOON on Thursday June 28, 2023
Call 641-985-2288
or FAX 641-985-4171

Bidder's Name and Address:

Johnson Oil & L.P. Co.
P.O. Box 95
Osage, Iowa 50461

Phone number:

641-732-5761

Request for bid of 100,000 gallons LP for 20,000 gallon Tank in Transport Loads

2023-2024

Price per gallon for 100,000 gallons prepaid

1.20

Price per gallon for 100,000 gallons paid as transports are delivered

.99

2024-2025

Price per gallon for 100,000 gallons prepaid

1.25

Price per gallon for 100,000 gallons paid as transports are delivered

1.04

ANTI-BULLYING/HARASSMENT POLICY

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

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

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

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. **The superintendent is responsible for implementation of this policy and all accompanying procedures.** Complaints will be investigated within a reasonable time frame. **Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.**

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

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

Retaliation Prohibited

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

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

Definitions

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

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

Publication of Policy

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

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

NOTE: This is a mandatory policy. School districts are required to collect and report data regarding instances of bullying and harassment as required by law.

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

Legal Reference: 20 U.S.C. §§ 1221-1234i.
29 U.S.C. § 794 (2010)
42 U.S.C. §§ 2000d-2000d-7

42 U.S.C. §§ 12101 2 *et. seq.*
Iowa Code §§ 216.9; 280.28; 280.3
281 I.A.C. 12.3(6).
Morse v. Frederick, 551 U.S. 393

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

Approved: August 20, 2007

Reviewed: December 18, 2017

Revised: November 15, 2021

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Filing A Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available on the school district website at <https://www.riceville.k12.ia.us/wp-content/uploads/2018/08/Riceville-Anti-bullying-complaint-form.pdf> . If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternative investigator will be designated in the event it is claimed the superintendent or superintendent's designee committed the alleged bullying harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

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

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

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

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involves the building principal.

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

Additional, suggestions for administrative procedures regarding this policy include:

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

Decision

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

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

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

NOTE: Some conduct that falls under the school's anti-bullying / anti-harassment policy also may trigger responsibilities under one or more of the federal and state anti-discrimination laws.

By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.

Approved: August 20, 2007 Reviewed: December 18, 2017 Revised: November 15, 2021

PUBLIC PARTICIPATION IN BOARD MEETINGS

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board will set time aside a specific time for public comment.

Public Comment During Board Meetings

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

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

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

Petitions to Place a Topic on the Agenda

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

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

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

NOTE: This policy must be displayed on the district's website to comply with the district's legal requirements on transparency.

NOTE: Boards need to make the determination how best to involve the public in their board meetings. Boards that follow other practices for allowing the public to participate in board meetings should amend this policy to reflect their practice.

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

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

Approved: _____ Reviewed: April 16, 2018 Revised: November 15, 2021

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. All licensed school employees, teachers, coaches and paraeducators **and all school employees 18 years of age or older** 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 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 and dependent adult abuse, or submit evidence they've taken the course within the previous three years. Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the two-hour training course will take the one-hour follow-up training course every three years and prior to the expiration of their certificate.

Legal Reference: Iowa Code §§ 232.67-.77; 2323A; 235A; 280.17
44 I.A.C. 9.2; 155; 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: September 19, 2022

REQUIRED PROFESSIONAL DEVELOPMENT FOR EMPLOYEE

Appropriate training and professional development of all employees is crucial to the success of all students. The district will provide professional development opportunities appropriate to the duties of school employees.

For all professional development programs the district requires employees to take, the district will provide to the employee notice indicating the section of the law, or rules adopted by the state board of education or board of educational examiners that the district determines requires the employee to participate in the professional development program.

NOTE: This requirement exists regardless of the employee's status as a licensed or classified employee. With the change in law stating that all school employees are now mandatory reporters, this policy language will apply to all employees for at least some training.

Cross Reference: 302.6 Superintendent Professional Development
 303.7 Administrative Professional Development
 408.1 Licensed Employee Professional Development

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. Professional development activities will include activities that promote and/or teach about compliance with applicable Iowa laws.

For all professional development programs the district requires employees to take, the district will provide to the employee notice indicating the section of the law, or rules adopted by the state board of education or board of educational examiners that the district determines requires the employee to participate in the professional development program.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the superintendent. Approval of the superintendent must be obtained prior to 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.

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
281 I.A.C. 12.7

Cross Reference: 414.9 Classified Employee Professional Purposes Leave

Approved: _____ Reviewed: December 15, 2014 Revised: November 22, 2022

STUDENT DISCLOSURE OF IDENTITY

It is the goal of the district to provide a safe and supportive educational environment in which all students may learn. As part of creating that safe educational environment, no employee of the district will provide false or misleading information to the parent/guardian of a student regarding that student's gender identity or intention to transition to a gender that is different from their birth certificate or certificate issued upon adoption.

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records, the licensed employee is required by Iowa law to report the request to an administrator. The school administrator receiving the report is required by Iowa law to report the request to the student's parent/guardian. This requirement also applies to all nicknames.

To maintain compliance with Iowa law and also provide efficiency in the reporting requirements listed above, the Superintendent will provide the opportunity for parents and guardians to list in the student's registration paperwork any and all nicknames used for students.

Approved:_____

Reviewed: _____

Revised: _____

REPORT OF STUDENT DISCLOSURE OF IDENTITY

Dear (Parent/Guardian: _____

This letter is to inform you that your student (student's name listed on registration)
_____ has made a request of a licensed employee to (check all that apply):

_____ make an accommodation that is intended to affirm the student's gender identity as follows:

_____ use a name, pronoun or gender identity that is different from the name, pronoun and/or gender
identity listed on the student's school registration forms. The name, pronoun, or gender requested is

If you would like to amend the student's registration paperwork to permit the student's requested
accommodation and/or included to use of the above-referenced name/pronoun. Gender identity,
please complete the attached form and return it to the district administration office.

Sincerely,

Date: _____

Approved: _____

Reviewed: _____

Revised: _____

REQUEST TO UPDATE STUDENT IDENTITY

(Student's current name on registration)

(Student ID)

Please update my student's name, pronouns, and/or gender identities on my student's registration paperwork to include all of the following:

(Name)

(Pronouns)

(Gender identities)

Parent/Guardian Signature

Date

Approved: _____

Reviewed: _____

Revised: _____

TESTING PROGRAM

A comprehensive testing program is established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student is required, as part of any applicable program, funded by the United State Department of Education, to submit to a survey, analysis or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or student's parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or student's parent; or
- income,(other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

Prior to an employee or contractor of the district providing information on a student enrolled in the district on any survey related to the social or emotional abilities, competencies or characteristics of the student; the district will provide the parent/guardian of the student detailed information related to the survey and obtain written consent of the parent/guardian of the student. This includes the person who created the survey, the person who sponsors the survey, how the information generated by the survey is used and how information generated by the survey is stored. This requirement will not prohibit a district employee from answering questions related to a student enrolled in the district as part of developing or implementing an individualized education program for the student.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

It is the responsibility of the board to review and approve the evaluation and testing program.

Legal Reference: 20 U.S.C. § 1232h
Iowa Code § 280.3

Cross Reference: 505 Student Scholastic Achievement
506 Student Records
607.2 Student Health Services

Approved: November 14, 1994 Reviewed: December 14, 2015 Revised: July 18, 2022

SCHOOL CALENDAR

The school calendar will accommodate the education program of the school district. The school calendar is for a minimum of 1080 hours and includes, but is not limited to, the days for student instruction, staff development, in-service days and teacher conferences. **Each year the minimum school calendar may include up to 5 days or 30 hours of instruction delivered primarily over the internet.**

The academic school year for students shall begin no sooner than August 23. Employees may be required to report to work at the school district prior to this date.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program.

The board, in its discretion, may excuse graduating seniors from up to five days or 30 hours of instruction after the school district requirements for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements.

It is the responsibility of the superintendent to develop the school calendar for recommendation, approval, and adoption by the board annually.

The board may amend the official school calendar when the board considers the change to be in the best interests of the school district's education program. The board shall hold a public hearing on any proposed school calendar prior to adopting the school calendar.

NOTE: This is a mandatory policy reflects Iowa law.

Legal Reference: Iowa Code §§ 20.9; 279.10, 280.3, 299.1 (2)
281 I.A.C. 12.1 (7); 41.106

Cross Reference: 214 Public Hearing
409.10 Employee Vacation-Holidays
501.3 Compulsory Attendance
601.2 School Day
603.3 Special Education

Approved: September 18, 1996 Reviewed: March 21, 2016 Revised: August 22, 2022

HEALTH EDUCATION

Students in grade levels one through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases, including ~~acquired immune deficiency syndrome~~. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above are included in health education and the instruction are adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

NOTE: This is a mandatory policy and reflects the educational standards.

Legal Reference: Iowa Code 256.11; 279.8; 280.3-.14
281 I.A.C. 12.5

Approved: August 2, 1990 Reviewed: August 22, 2022 Revised: September 16, 2013

INSTRUCTIONAL MATERIALS SELECTION-REGULATION

I. Responsibility for Selection of Instructional Materials

- A. The board is responsible for matters relating to the operation of the District.
- B. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system.
- C. While selection of materials may involve many people including principals, teacher-librarian, students, parents and community members, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees.
- D. Responsibility for coordinating the selection of instructional materials for distribution to classes will rest with the licensed employees, principal and superintendent.
- E. If the board appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee is formed and appointed in compliance with the board policy on Ad Hoc Committees.

- 1. The superintendent will inform the committee as to their role and responsibility in the process.
- 2. The following statement is given to the ad hoc committee members:

Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.

In the event material is challenged, your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned material.

II. Material selected for use in libraries and classrooms will meet the following guidelines:

- A. Religion - Material will represent any religions in a factual, unbiased manner. The primary source material of religions is considered appropriate, but material which advocates rather than informs, or is designed to sway reader judgment regarding religion, will not be included in the school libraries or classrooms.
- B. Racism - Material will present a diversity of race, custom, culture, and belief as a positive aspect of the nation's heritage and give candid treatment to unresolved intercultural problems, including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect of an individual. Required material will comply with all applicable laws.
- C. Sexism - Material will reflect sensitivity to the needs, rights, traits and aspirations of individuals without preference or bias. Required materials will comply with all applicable laws. Required materials will comply with all applicable laws.
- D. Age - Material will recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.
- E. Ideology - Material will present basic primary and factual information on an ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past or present. This material will not be selected with the intention to sway reader judgment and is related to the maturity level of the intended audience.
- F. Profanity and Sex – Material **complies with all applicable laws and** is subjected to a test of literary merit and reality by the teacher-librarians and licensed staff who will take into consideration their reading of public and community standards of morality.
- G. Controversial issues materials will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the material presents an accurate representation of society and culture, whether the circumstances depicted are realistically portrayed, or whether the material has literary or social value when the material is viewed as a whole.

These guidelines will not be construed in such a manner as to preclude materials which accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

III. Procedure for Selection

- A. Material purchased for libraries and classrooms is recommended for purchase by licensed employees, in consultation with administrative staff, school library staff, students or an ad hoc committee as appointed by the board. The material recommended for purchase is approved by the appropriate building administrator.
1. The materials selected will support stated objectives and goals of the school district. Specifically, the goals are:
 - a. To acquire materials and provide service consistent with the demands of the curriculum;
 - b. To develop students' skills and resourcefulness in the use of libraries and learning resources;
 - c. To effectively guide and counsel students in the selection and use of materials and libraries;
 - d. To foster in students a wide range of significant interests;
 - e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
 - f. To provide materials to motivate students to examine their own attitudes and behaviors and to comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
 - g. To encourage life-long education through the use of the library; and,
 - h. To work cooperatively and constructively with the instructional and administrative staff in the school.
 2. Materials selected are consistent with stated principles of selection. These principles are:
 - a. To select material, within established standards, which will meet the goals and objectives of the school district;
 - b. To consider the educational characteristics of the community in the selection of materials within a given category;
 - c. To present the ~~sexual~~, racial, religious and ethnic groups in the community by:
 1. Portraying people, ~~both men and women~~, adults and children, whatever their ethnic, religious or social class identity, as human and recognizable, displaying a familiar range of emotions, both negative and positive.
 2. Placing no constraints on individual aspirations and opportunity.
 3. Giving comprehensive, accurate, and balanced representation to minority groups and women - in art and science, history and literature, and in all other fields of life and culture.
 4. Providing abundant recognition of minority groups and women by showing them frequently in positions of leadership and authority.

- d. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national and international interest and significance; and,
 - e. To thrive for impartiality in the selection process.
3. The materials selected will meet stated selection criteria. These criteria are:
- a. Authority-Author's qualifications - education, experience, and previously published works;
 - b. Reliability:
 - 1. Accuracy-meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.
 - 2. Current-presentation of content which is consistent with the finding of recent and authoritative research.
 - c. Treatment of subject-shows an objective reflection for the multi-ethnic character and cultural diversity of society.
 - d. Language:
 - 1. Vocabulary:
 - a. Does not indicate bias by the use of words which may result in negative value judgments about groups of people;
 - b. Does not use "man" or similar limiting word usage in generalization or ambiguities which may cause others to feel excluded or dehumanized.
 - 2. Compatible to the reading level of the student for whom it is intended.
 - e. Format:
 - 1. Book
 - a. Adequate and accurate index;
 - b. Paper of good quality and color;
 - c. Print adequate and well spaced;
 - d. Adequate margins;
 - e. Firmly bound; and,
 - f. Cost.
 - 2. Nonbook
 - a. Flexibility, adaptability;
 - b. Curricular orientation of significant interest to students;
 - c. Appropriate for audience;
 - d. Accurate authoritative presentation;
 - e. Good production qualities (fidelity, aesthetically adequate);
 - f. Durability; and,
 - g. Cost.
 - 3. Illustrations of book and nonbook materials should:

- a. Depict instances of fully integrated grouping and settings to indicate equal status and nonsegregated social relationships.
 - b. Make clearly apparent the identity of minorities;
 - c. Contain pertinent and effective illustrations;
 - d. Flexible to enable the teacher to use parts at a time and not follow a comprehensive instructional program on a rigid frame of reference.
 - f. Special Features:
 - 1. Bibliographies.
 - 2. Glossary.
 - 3. Current charts, maps, etc.
 - 4. Visual aids.
 - 5. Index.
 - 6. Special activities to stimulate and challenge students.
 - 7. Provide a variety of learning skills.
 - g. Potential use:
 - 1. Will it meet the requirement of reference work?
 - 2. Will it help students with personal problems and adjustments?
 - 3. Will it serve as a source of information for teachers and librarians?
 - 4. Does it offer an understanding of cultures other than the student's own and is it free of racial, religious, age, disability, ethnic, gender identity and sexual stereotypes?
 - 5. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?
 - 6. Will it help students and teachers keep abreast of and understand current events?
 - 7. Will it foster and develop hobbies and special interest?
 - 8. Will it help develop aesthetic tastes and appreciation?
 - 9. Will it serve the needs of students with special needs?
 - 10. Does it inspire learning?
 - 11. Is it relevant to the subject?
 - 12. Will it stimulate a student's interest?
-
- 4. Gifts of library or instructional materials may be accepted if the gift meets existing criteria for library and instructional materials. The acceptance and placement of such gifts is within the discretion of the board.
 - 5. In order to provide a current, highly usable collection of materials, teacher-librarians will ensure constant and continuing renewal of the collection, not only the addition of up-to-date materials, but by the judicious elimination of

materials which no longer meet school district needs or find use. The process of weeding instructional materials will be done according to established and accepted standards for determining the relevance and value of materials in a given context.

Approved: _____ Reviewed: June 20, 2016 Revised: November 22, 2022

INSTRUCTIONAL AND LIBRARY MATERIALS INSPECTION AND DISPLAY

Parents and other members of the school district community may view the instructional and library materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

Instructional and library materials may be viewed on school district premises.

The district will publish on the district's website a comprehensive list of all books available to students in libraries operated by the school district.

~~Parents and guardians of students will be provided view-only access to select instructional materials through the district's classroom management software. Select instructional and library materials include:~~

- ~~• A catalog of books available in the school library;~~
- ~~• Electronic textbooks and core materials that are written and published primarily for use in elementary and secondary school instruction, and are required by the classroom teacher for use by students;~~
- ~~• Relevant portions of required printed textbooks and materials, if it is practical for district staff to digitize and upload;~~
- ~~• Any other materials as determined by the classroom teacher.~~

~~In determining what materials should be posted on the district's classroom management software platform, the district will balance the desire for transparency with the time constraints of existing job duties and demands of employees. Parents and guardians should be advised that while district employees strive to keep information current, the most up-to-date materials are available upon request and subject to all applicable laws.]~~

It is the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

NOTE: The federally funded programs portion of this policy is mandatory policy and reflects federal law on the subject of parental rights to inspect instructional materials.

NOTE: The publication requirement listed is a legal requirement. Until July 1, 2025, if districts do not currently use electronic library catalogs, the district may request a waiver from the Department of Education from this requirement.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994.).
Iowa Code §§ 279.8; 280.3, .14; 301
281 I.A.C. 12.3(12).

Cross Reference: 901 Public Examination of School District Records

Approved: September 16, 2013 Reviewed: August 22, 2022 Revised: November 22, 2022

OBJECTION TO INSTRUCTIONAL MATERIALS

Members of the school district community may object to the instructional and library materials utilized in the school district and ask for their use to be reconsidered.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials. **Information related to the process for reconsideration of instructional and library materials will be made available on the district's website.**

Parents or guardians of students enrolled in the district have the ability to request that their student not be able to access certain instructional material or check out certain library materials.] For purposes of prohibiting access to instructional materials, Iowa law has defined instructional materials to mean either printed or electronic textbooks and related core materials that are written and published primarily for use in elementary school and secondary school instruction and are required by a state educational agency or district for use by students in the student's classes by the teacher of record. Instructional materials does not include lesson plans.

~~{Parents or guardians of students enrolled in the district have the ability to request that their student not be able to check out certain library materials.}~~

NOTE: This is a mandatory policy, *including the language allowing parents or guardians to request their student not be provided with certain instructional materials. The district is required to provide this policy and accompanying regulation/exhibits to parents at least annually either in paper or electronic form.* ~~but the language related to checking out materials is optional for districts.~~ The board may edit the policy and regulation to reflect its philosophy, goals and practices.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14; 301
281 I.A.C. 12.3(12)

Cross Reference: 213 Public Participation in Board Meetings

Approved: May 18, 2009 Reviewed: August 22, 2022 Revised: November 22, 2022

RECONSIDERATION OF INSTRUCTIONAL MATERIALS REGULATION

A. A member of the school district community may raise an objection to instructional materials used in the school district's education program. While the individuals recommending the selection of such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material; the district must be ready to acknowledge that an error in selection may have been made despite this process. School employees regularly read great numbers of reviews in the selection process, and occasional errors are possible.

1. The complainant will address the complaint at the lowest organizational level of licensed staff. Often this will be the classroom teacher.

2. The school official or employee receiving a complaint regarding instructional or library materials will try to resolve the issue at the lowest organizational level. The materials generally will remain in use pending the outcome of the reconsideration procedure.

- a. The school official or employee initially receiving a complaint will explain to the individual the district's selection procedure, criteria to be met by the instructional materials, and qualifications of those persons selecting the material.

- b. The school official or employee initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use. In the alternative, the employee may refer the individual to the teacher-librarian who can identify and explain the use of the material.

- c. The school official or employee receiving the initial complaint will direct the complainant to complete the Request for Reconsideration of Instructional and Library Materials Form, and notify the building level principal of receipt of the complaint within two school days after the reconsideration form is received. Schools officials will offer to assist the complainant in completing the form, but if a complainant refuses to complete the form, the complaint will be deemed invalid and no further action taken.

B. Request for Reconsideration

1. A member of the school district community may formally challenge instructional and library materials on the basis of appropriateness used in the school district's education program. This procedure is for the purpose of considering the opinions of

those persons in the school district and the community who are not directly involved in the selection process.

2. Each attendance center and the school district's central administrative office will keep on hand and make available Request for Reconsideration of Instructional and Library Materials Form.

3. The individual will state the specific reason the instructional or library material is being challenged. The Request for Reconsideration of Instructional and Library Materials Form is signed by the individual and filed with the building-level principal.

4. The building-level principal will promptly file the objection with the reconsideration committee for re-evaluation.

5. The Superintendent will convene a reconsideration committee within two weeks of receipt of the Reconsideration Form.

6. The committee will make their recommendation to the Superintendent within five school days of meeting.

7. The Superintendent will issue a decision related to the Reconsideration Request Form within 5 school days of receipt of the committee's recommendation. A copy of the Superintendent's decision will be provided to the complainant.

8. An appeal of the Superintendent's decision may be filed with the board secretary within five days of the Superintendent's decision. The board will determine whether to hear the appeal at the next regular meeting or within 30 days of the Superintendent's decision, whichever is later. If the board elects to hear the appeal, the board will act to affirm, modify or reverse the decision of the Superintendent. The board's decision will be communicated to the complainant. The board's decision will be deemed final.

9. Generally, access to challenged instructional material will not be restricted during the reconsideration process. However, in unusual circumstances, the instructional material may be removed temporarily by following the provisions of Section B.6.d. of this rule.

10. The Reconsideration Committee

a. The reconsideration committee is made up of eight members.

(1) One licensed employee designated annually, as needed, by the superintendent.

(2) One teacher-librarian designated annually by the superintendent.

(3) One member of the administrative team designated annually by the superintendent.

(4) Three members of the community appointed annually, as needed, by the board.

~~(5) Two high school students, selected annually by the high school principal.~~

b. The committee will select their chairperson and secretary.

c. The committee will meet at the request of the superintendent.

d. Special meetings may be called by the board to consider temporary removal of materials in unusual circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee.

e. The committee may be subject to applicable open meetings and public records laws. Notice of the committee meeting is made public through appropriate communication methods as required by law.

f. The committee will receive the completed Reconsideration Request Form from the superintendent.

g. The committee will determine its agenda for the meeting which may include the following:

(1) Distribution of copies of the completed Reconsideration Request Form.

(2) An opportunity for the individual or a group spokesperson to talk about or expand on the Reconsideration Request Form.

(3) Distribution of reputable, professionally prepared reviews of the challenged instructional material if available.

(4) Distribution of copies of the challenged instructional material as available.

h The Committee will determine whether interested persons, including the individual filing the challenge, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee

i. The committee's final recommendation may be to take no removal action, to remove the challenged material from the school environment, or to limit the educational use of the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The written final recommendation and its justification are forwarded to the superintendent, the complainant and the appropriate attendance centers.

j. The individual filing the challenge is kept informed by the Superintendent of the

status of the reconsideration request throughout the reconsideration process. The individual filing the challenge and known interested parties are given appropriate notice of meetings as required by law.

k.. Following the superintendent's decision with respect to the committee's recommendation, the individual .

l. A recommendation to sustain a challenge will not be interpreted as a judgment of irresponsibility on the part of the individuals involved in the original selection or use of the material.

m. Requests to reconsider materials which have previously been reconsidered by the committee must receive approval of two-thirds of the committee members before the materials will again be reconsidered.

n. If necessary or appropriate in the judgment of the committee, the committee may consolidate related challenges, or decline to hear multiple challenges to the same materials. Generally, the committee will not hear subsequent challenges to the same materials within the same school year.

REQUEST TO PROHIBIT A STUDENT FROM ACCESSING SPECIFIC INSTRUCTIONAL MATERIALS

Request to prohibit a student from checking out certain library materials to be submitted to the superintendent. Please complete one form per student.

REQUEST INITIATED BY _____

DATE: _____

Name: _____

Address: _____

City/State _____ Zip Code: _____

Name of affected Student: _____

Requester's relationship to Student (must be a parent or guardian)

BOOK OR OTHER PRINTED MATERIAL TO PROHIBIT STUDENT FROM CHECKING OUT:

Author _____ Hardcover _____ Paperback _____ Other _____

Title: _____

Publisher (if known)

Date of Publication _____

MULTIMEDIA MATERIAL TO PROHIBIT STUDENT FROM CHECKING OUT:

Title _____

Producer (if known) _____

Type of material (filmstrip, motion picture, etc.)

Dated: _____ Signature: _____

Approved: _____ Reviewed: _____ Revised: _____

SCHOOL LIBRARY

The school district will maintain a school library in each building for use by employees and by students during the school day.

Materials for the libraries will be acquired according to board policy, "Instructional Materials Selection." **The district shall provide access to all parents and guardians of students enrolled in the district an online catalog of all books available to students in the school libraries. This access will be displayed on the school district's website. Any challenges to library materials will be handled following the process for handling challenges to instructional and library materials as established in board policy.**

It is the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the library.

It is the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials **for the acceptance of gifts, and for the weeding of library and instructional materials.**

NOTE: This is a mandatory policy and reflects the educational standards. *Districts who do not currently have online library catalog software may request a waiver from the DE for the requirement to post a list. Waivers may be accepted until July 1, 2025.* ~~The language in italics is optional and is not a legal requirement. However, districts may wish to make this information accessible to parents and guardians to increase transparency for the school community.~~

Legal Reference: Iowa Code §§ 256.7 (24); 279.8; 280.14; 301
281 I.A.C. 12.3 (11), (12).

Cross Reference:	605.6	Internet-Appropriate Use
	605.6R1	Internet- Appropriate Use- Regulation
	605.6E1	Internet- Appropriate Use- Internet Access Permission Letter to Parents
	605.6E2	Internet- Appropriate Use-Violation Notice

Approved: May 18, 2009 Reviewed: August 22, 2022 Revised: November 22, 2022

STUDENT HEALTH SERVICES

Health services are an integral part of ~~comprehensive school improvement~~, assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental and social well-being. Student health services ensure continuity and create linkages between school, home, and community service providers. The school district's ~~comprehensive school improvement plan~~, needs, and resources determine the linkages.

Except in emergent care situations or child abuse assessments, the district will not administer invasive physical examinations or health screenings of a student that are not required by state or federal law without first obtaining the written consent of the student's parent or guardian.

- Emergent care situation means a sudden or unforeseen occurrence of onset of a medical or behavioral condition that could result in serious injury or harm to a student or others in the event immediate medical attention is not provided. Emergent care situation includes the need to screen a student or others for symptoms or exposures during an outbreak or public health event of concern as designated by the department of public health.
- Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.
- Student health screening means an intentionally planned, periodic process to identify if students may be at risk for a health concern and to determine if a referral for an in-depth assessment is needed to consider appropriate health services. Student health screening does not include an episodic, individual screening done in accordance with professional licensed practice.

The superintendent, in conjunction with the (school nurse, health advisory committee, public health nurse, school health team, etc.) will develop administrative regulations implementing this policy. The superintendent will provide a written report on the role of health services in the education program to the board annually.

NOTE: *If a school district will be using federal money to perform physical exams or screening on students, the school district must annually notify parents of the exam or screening except for hearing, vision or scoliosis. The following language is suggested;*

"The school district will annually notify parents of physical exams or screenings conduct on the students except for vision, hearing or scoliosis."

For more details discussion of this issue, see IASB's Policy Primer, Vol 14 #3-June 28, 2001.

Legal Reference: 42 U.S.C. §§ 12101 *et seq.*
34 C.F.R. pt. 99, 104, 200, 300 *et seq.*
29 U.S.C. § 794(a)(2010)
28 C.F.R. 35
20 U.S.C. 1232g § 1400 6301 *et seq.*
Iowa Code §§ 22.7, 139A.3. .8, .21; 143.1, 152, 256.7(24), .11,
280.23
281 I.A.C. 12.3(4), (7), (11); 12.4(12); 12.8;
282 I.A.C. 22.
641 I.A.C. 7.
655 I.A.C. 6
Cross Reference: 501.4 Entrance-Admissions
507 Student Health and Well-Being

Approved: September 16, 2013 Reviewed: August 21, 2017 Revised: August 22, 2022

STUDENT HEALTH SERVICES REGULATION

Student Health Administrative Regulations

- I. Student Health Services—Each school building may develop a customized student health services program within ~~comprehensive school improvement~~ based on its unique needs and resources. Scientific advances, laws, and school improvement necessitate supports to students with health needs to receive their education program.

Supports to improve student achievement include:

- Qualified health personnel
- School superintendent, school nurse, and school health team working collaboratively
- Family and community involvement
- Optional student health services program with commitment to its continuing improvement

Components provided within a coordinated school health program include:

- Health services
- Nutrition
- Healthy, safe environment
- Staff wellness
- Health education
- Physical education and activity
- Counseling, psychological, and social services
- Family and community involvement

Student health services are provided to identify health needs; facilitate access to health care; provide for health needs related to educational achievement; promote health, well-being, and safety; and plan and develop the health services program.

II. Student Health Services Essential Functions

A. Identify student health needs:

1. Provide individual initial and annual health assessments
2. Provide needed health screenings
3. Maintain and update confidential health records
4. Communicate (written, oral, electronic) health needs as consistent with confidentiality laws.

B. Facilitate student access to physical and mental health services:

1. Link students to community resources and monitor follow through
 2. Promote increased access and referral to primary health care financial resources such as Medicaid, HAWK-I, social security, and community health clinics
 3. Encourage appropriate use of health care
- C. Provide for student health needs related to educational achievement:
1. Manage chronic and acute illnesses
 2. Provide special health procedures and medication including delegation, training, and supervision of qualified designated school personnel
 3. Develop, implement, evaluate and revise individual health plans (IHPs) for all students with special health needs according to mandates in the Individuals with Disabilities Education Act (IDEA), Rehabilitation Act (Section 504), and American with Disabilities Act (ADA)
 4. Provide urgent and emergency care for individual and group illness and injury
 5. Prevent and control communicable disease and monitor immunizations
 6. Promote optimal mental health
 7. Promote a safe school facility and safe school environment
 8. Participate in and attend team meetings as a team member and health consultant
- D. Promote student health, well-being, and safety to foster healthy living:
1. Provide developmentally appropriate health education and health counseling for individuals and groups
 2. Encourage injury and disease prevention practices
 3. Promote personal and public health practices
 4. Provide health promotion and injury and disease prevention education
- E. Plan and develop the student health services program collaboratively with the superintendent, school nurse, and school health team:
1. Gather and interpret data to evaluate needs and performance
 2. Establish health advisory council and school health team
 3. Develop health procedures and guidelines
 4. Collaborate with staff, families, and community
 5. Maintain and update confidential student school health records
 6. Coordinate program with all school health components
 7. Coordinate with school improvement
 8. Evaluate and revise the health service program to meet changing needs
 9. Organize scheduling and direct health services staff
 10. Develop student health services annual status report
 11. Coordinate information and program delivery within the school and between school and major constituents
 12. Provide health services by qualified health professionals to effectively deliver services, including multiple levels of school health expertise such as registered nurses, physicians, and advanced registered nurse practitioners

13. Provide for professional development for school health services staff

III. Expanded Health Services

These additional health services address learning barriers and the lack of access to health care. Examples include school-based services in the school, school-linked services connected to the school, primary care, mental health, substance abuse, and dental health.

Approved: _____ Reviewed: August 22, 2022 Revised: _____

ITEMS TO INCLUDE ON AGENDA

RICEVILLE COMMUNITY SCHOOL DISTRICT

Instructional Support Levy

- Hearing on the Proposed Resolution
- Resolution to Continue Participation in the Instructional Support Program

**NOTICE MUST BE GIVEN PURSUANT TO CHAPTER 21, CODE OF
IOWA, AND THE LOCAL RULES OF THE SCHOOL DISTRICT.**

July 24, 2023

The Board of Directors of the Riceville Community School District, in the Counties of Howard and Mitchell, State of Iowa, met in _____ session, in the Board Room, 912 Woodland Avenue, Riceville, Iowa 50466, at 6:30 P.M., on the above date. There were present President _____, in the chair, and the following named Board Members:

Absent: _____

Vacant: _____

* * * * *

The President announced that this is the time, place and date to hold a hearing on the proposed Resolution to Continue Participation in the Instructional Support Program. The following persons appeared:

(List the persons who appeared or attach the minutes of the hearing)

The President declared the hearing closed.

Director _____ introduced the following Resolution and moved its adoption. Director _____ seconded the motion to adopt. The roll was called, and the vote was:

AYES: _____

NAYS: _____

The President declared the Resolution adopted as follows:

**RESOLUTION TO CONTINUE PARTICIPATION IN THE
INSTRUCTIONAL SUPPORT PROGRAM**

WHEREAS, the Board of Directors has determined that to continue the current level of services and to fund the ongoing programs of the School District, continuation of participation in the Instructional Support Program for a period of five years is necessary and in the best interests of the District and its residents and students; and

WHEREAS, the Board of Directors has given consideration to continue participation in the Instructional Support Program as provided in Sections 257.18 through 257.21, Code of Iowa; and

WHEREAS, the Board has published notice of the time and place of a public hearing on the Resolution; and

WHEREAS, a hearing has been held upon the proposal to continue participation in the Instructional Support Program and any objections are overruled:

NOW, THEREFORE, IT IS RESOLVED:

1. The Board of Directors determines that it is consistent with the five-year finance plan to fund the ongoing programs and services of the School District and it is in the best interest of the School District to continue participation in an Instructional Support Program as provided

in Sections 257.18 through 257.21, Code of Iowa, and to provide additional funding therefor for a period of five (5) years commencing with the fiscal year ending June 30, 2025.

2. The additional funding for the Instructional Support Program for a budget year will be determined annually and will not exceed ten percent (10%) of the total regular program district cost for the budget year and moneys received under Section 257.14, Code of Iowa, as a budget adjustment for the budget year.

3. Moneys received by the District for the Instructional Support Program may be used for any general fund purpose.

4. The Instructional Support Program shall be funded by instructional support state aid and a combination instructional support property tax levied annually upon the taxable property within the School District commencing with the levy of property taxes for collection in the fiscal year ending June 30, 2025, and an instructional support income surtax imposed annually, the percent of income surtax to be determined by the Board for each budget year to be imposed upon the state individual income tax of each individual income taxpayer resident in the School District on December 31, 2024, and each year thereafter.

5. Unless, within twenty-eight days following the adoption of this Resolution, the Secretary of the Board receives a petition containing the signatures of eligible electors equal in number to not less than one hundred or thirty percent of the number of voters at the last preceding regular school election, whichever is greater, asking that an election be called to approve or disapprove this action of the Board adopting the Instructional Support Program, this action of the Board is final and the Secretary is authorized and directed to certify a copy of this Resolution to the Department of Management.

In the event a petition containing the required number of signatures is filed with the Secretary of the Board within twenty-eight days of the adoption of this Resolution, the President shall call a meeting of the Board to consider rescission of this Resolution, or to direct the county commissioner of elections to submit the following question to the qualified electors of the School District at a special election.

If the Board determines to submit the question to the electors, the proposition to be submitted shall be as follows:

Shall the Board of Directors of the Riceville Community School District, in the Counties of Howard and Mitchell, State of Iowa, be authorized for a period of five (5) years to continue to levy and impose an instructional support tax in an amount (after taking into consideration instructional support state aid) of not exceeding ten percent (10%) of the total of regular program district cost for the budget year and moneys received under Section 257.14, Code of Iowa, as a budget adjustment in the budget year, and be authorized annually, in combination, as determined by the Board, to levy an instructional support property tax upon all the taxable property within the School District commencing with the levy of property

taxes for collection in the fiscal year ending June 30, 2025, and to impose an instructional support income surtax upon the state individual income tax of each individual income taxpayer resident in the School District on December 31 for each calendar year commencing with calendar year 2024, or each year thereafter, the percent of income surtax to be determined by the Board for each fiscal year, to be used for any general fund purpose?

PASSED AND APPROVED this 24th day of July, 2023.

President of the Board of Directors

ATTEST:

Secretary of the Board of Directors

CERTIFICATE

STATE OF IOWA

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) SS

COUNTY OF HOWARD

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I, the undersigned Secretary of the Board of Directors of the Riceville Community School District, in the Counties of Howard and Mitchell, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the School District showing proceedings of the Board, and the same is a true and complete copy of the action taken by the Board with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that the meeting and all action was duly and publicly held in accordance with a notice of meeting and a tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no board vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the School District or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand this _____ day of _____, 2023.

Secretary of the Board of Directors of the
Riceville Community School District