

**MAQUOKETA COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
JULY 17, 2017
PLACE: CENTRAL OFFICE
TIME: 5:30 PM**

- I. ROLL CALL**
- II. CONSENT AGENDA**
 - A. APPROVAL OF AGENDA**
 - B. MINUTES OF PREVIOUS MEETING(S)**
 - C. REGISTRATIONS, REIMBURSEMENTS, AND SELECTED ACCOUNTS PAYABLE**
 - D. REVIEW OF FINANCIAL REPORTS**
 - E. RESIGNATIONS:**
 - 1. FRESHMAN VOLLEYBALL COACH
 - 2. 7TH GRADE FOOTBALL COACH
 - 3. OTHER [IF ANY]
 - F. RECOMMENDATIONS TO HIRE:**
 - 1. MIDDLE SCHOOL VOCAL TEACHER
 - 2. WEIGHT ROOM COORDINATOR
 - 3. HIGH SCHOOL AG TEACHER AND FFA ADVISOR
 - 4. ELEMENTARY TECHNOLOGY INTEGRATION/MEDIA
 - 5. SPECIAL EDUCATION SUMMER SCHOOL TEACHER ASSOCIATES
 - 6. FRESHMAN GIRLS BASKETBALL COACH
 - 7. 7TH GRADE FOOTBALL COACH
 - 8. FRESHMAN GIRLS VOLLEYBALL COACH
 - 9. SPECIAL EDUCATION TEACHER ASSOCIATES
 - 10. OTHER [IF ANY]
 - G. PRE-APPROVAL REQUEST**
 - H. CONTINUATION OF SCHOOL RESOURCE OFFICER PROGRAM– FY 18**
 - I. TEACHER CONTRACT HORIZONTAL MOVE**
- III. RECEPTION OF VISITORS AND INFORMAL COMMENTS FROM THE PUBLIC**
- IV. GOOD NEWS**
- V. BOARD COMMENTS**
- VI. GENERAL BUSINESS OF THE BOARD**
 - A. POLICY AND INSTRUCTION**
 - 1. REVIEW AND REVISION OF EMPLOYEE GUIDE AND WORKPLACE RULES
 - 2. REVIEW AND POSSIBLE APPROVAL OF 2017-18 STUDENT HANDBOOKS
 - 3. REVIEW AND POSSIBLE APPROVAL OF 2017-18 STUDENT ACTIVITY HANDBOOK
 - 4. 2018 IASB LEGISLATIVE PLATFORM
 - 5. REVISION OF BOARD POLICY: 505.7
 - B. BUSINESS AFFAIRS**
 - 1. REQUEST FOR AUTHORITY TO SIGN CONTRACTS AND AGREEMENTS ON BEHALF OF THE DISTRICT
 - 2. CONTRACT WITH LUNCHTIME SOLUTIONS
 - 3. ATHLETIC TRAINING
 - 4. 28-E AGREEMENT WITH CLINTON COMMUNITY COLLEGE
- VII. LEGISLATIVE UPDATE**
 - 1. MIKE HAYWARD - LEGISLATIVE ACTION NETWORK REPRESENTATIVE
- VIII. SUPERINTENDENT'S REPORT**
 - 1. PRELIMINARY AUGUST IN-SERVICE SCHEDULE
 - 2. REMINDERS
 - A. PLC CONFERENCE JULY 24-26
 - B. REGISTRATION AUGUST 8 FROM 11:00-7:00. ONLINE REGISTRATION OPENS JULY 17.
- IX. REQUIRED ANNUAL SUPERINTENDENT EVALUATION**
 - 1. THE BOARD WILL GO INTO CLOSED SESSION IN ORDER TO EVALUATE THE SUPERINTENDENT PER IOWA CODE 21.5(1)(i).
- X. ADJOURNMENT**

The next regularly scheduled meeting of the Board will be held on August 21, 2017 at 5:30 P.M. at the Central Office.

- I. **ROLL CALL**
- [AI] II. **CONSENT AGENDA**
 - A. **APPROVAL OF AGENDA**
 - B. **MINUTES OF THE JOINT MEETING WITH THE DELWOOD SCHOOL DISTRICT AND THE REGULAR MEETING HELD ON JUNE 19, 2017.**
 - C. **REGISTRATIONS, REIMBURSEMENTS AND SELECTED ACCOUNTS PAYABLE**
 - a. Enclosed is a list of bills being presented for approval at the July 17, 2017 meeting.
 - D. **REVIEW OF FINANCIAL REPORTS**
 - A. ACCOUNT BALANCE
 - B. COMBINED STATEMENT & BUDGET RECAP
 - C. REVENUE REPORT
 - D. GENERAL FUND AND NON-BUDGETED EXPENDITURE REPORT
 - E. ACTIVITY FUND REPORT
 - F. NUTRITION FUND REPORT
 - G. QUARTERLY INVESTMENT REPORT
 - E. **RESIGNATIONS:**
 - 1. **FRESHMAN VOLLEYBALL COACH**
The district has received a letter of resignation from Nicole Snyder as the Freshman Volleyball Coach effective immediately.
 - 2. **7th GRADE FOOTBAL COACH**
The district has received a letter of resignation from Chance Jenkins as the 7th Grade Football Coach effective immediately.
 - 3. **OTHER [IF ANY]**
 - F. **RECOMMENDATIONS TO HIRE (All pending outcome of background check and proper licensure):**
 - 1. **MIDDLE SCHOOL VOCAL TEACHER**
Middle School Principal, Christine Snell, is recommending the hiring of Julie Weirup as the Middle School Vocal Teacher for the 2017-18 school year. Ms. Weirup will be paid at BA Step 10 Schedule C; \$44,287.04.
Ms. Weirup also is being recommended for the Middle School Vocal extra duty at Level III; Year 5+, \$3,335.28.
 - 2. **WEIGHT ROOM COORDINATOR**
Activities Director, Tom Gruenwald, is recommending the hiring of Colton Feller as the Weight Room Coordinator for the 2017-18 season. Mr. Feller will be paid at Level VI; \$1,500.00 for each of the 3 sessions; Fall, Winter, and Spring.
 - 3. **HIGH SCHOOL AG TEACHER AND FFA ADVISOR**
High School Principal, Mark Vervaecke, is recommending the hiring of Matt Lansing as the High School Ag Teacher for the 2017-18 school year, effective July 1st. Mr. Lansing will be paid at BA+15, Step 10 Schedule C; \$46,240.88 with an additional 40 extra days at \$8,952.83.
Mr. Lansing is also being recommended for the FFA Advisor extra duty at Level I Year 5+, \$5,002.92.

4. **ELEMENTARY TECHNOLOGY INTEGRATION/MEDIA**
Briggs Principal, Pat Bollman, is recommending the transfer of Josie Johnson as the Briggs .4 Elementary Media / .6 Technology Integrationist for the 2017-18 school year. Ms. Johnson's salary will not change with the transfer.

5. **SPECIAL EDUCATION SUMMER SCHOOL TEACHER ASSOCIATES**
 - a. **Briggs Principal, Pat Bollman, is recommending the hiring of Tricia Connolly as the Briggs Special Education Summer School Teacher Associate.** Ms. Connolly will be paid \$10 per hour for 22.5 hours starting July 18, 2017.

 - b. **Briggs Principal, Pat Bollman, is recommending the hiring of Cindy Nienkark as the Briggs Special Education Summer School Teacher Associate.** Ms. Nienkark will be paid \$10 per hour for 22.5 hours starting July 18, 2017.

6. **FRESHMAN GIRLS BASKETBALL COACH**
Activities Director, Tom Gruenwald, is recommending the hiring of Spencer Scar as the Freshman Girls Basketball Coach for the 2017-18 season. Mr. Scar will be paid at Level III; Year 1, \$2,501.46.

7. **7TH GRADE FOOTBALL COACH**
Activities Director, Tom Gruenwald, is recommending the hiring of Spencer Scar as the 7th Grade Football Coach for the 2017-18 season. Mr. Scar will be paid at Level IV; Year 1, \$1,945.58.

8. **FRESHMAN GIRLS VOLLEYBALL COACH**
Activities Director, Tom Gruenwald, is recommending the hiring of Samantha Miller as the Freshman Girls Volleyball Coach for the 2017-18 season. Ms. Miller will be paid at Level III; Year 1, \$2,501.46.

9. **SPECIAL EDUCATION TEACHER ASSOCIATES**
 - a. **Cardinal Principal, Sherri Walker, is recommending the hiring of Nancy Pawlowski as the Cardinal Special Education Teacher Associate** for the 2017-18 school year. Ms. Pawlowski will be paid \$9.89 per hour for 6.75 hours per day.

 - b. **Cardinal Principal, Sherri Walker, is recommending the hiring of Alicia Stierman as the Cardinal Special Education Teacher Associate** for the 2017-18 school year. Ms. Stierman will be paid \$9.89 per hour for 6.75 hours per day.

10. **OTHER [IF ANY]**

G. PRE-APPROVAL REQUEST

Pre-approval for fiscal year 2017-2018 for expenses related to official pay, judges, starters, entry fees, vocal music, transportation, vocal music awards, and Harmony Helpers tour expenses for athletics and activities from the activity fund and the general fund. This allows Central Office to cut checks prior to Board meetings for these exacts purposes, all expenses will be presented at the following meeting.

H. CONTINUATION OF SCHOOL RESOURCE OFFICER PROGRAM – FY 18

Based on estimates provided by the City of Maquoketa, the cost for the position will be \$85,956.37, which equates to \$42,978.19 district cost. This is an increased cost to the district of \$1,634.44 from FY-17.

It is recommended that the Board approve the continuation of the 28-E Agreement with the City of Maquoketa to share the cost of the School Resource Officer Program at a cost of \$42,978.19.

I. TEACHER CONTRACT HORIZONTAL MOVE

The following teacher has met the appropriate requirements and provided documentation to qualify for horizontal movement on salary schedule C for the 2017-18 school year as indicated below.

Ambarlee Miller	from BA Step 6	BA+15 Step 6
	\$39,076.80	\$41,030.64

Recommendation: It is recommended that the Board Approve all items in the consent agenda as presented.

Motion needed to approve the Consent Agenda.

III. RECEPTION OF VISITORS AND INFORMAL COMMENTS FROM THE PUBLIC

IV. GOOD NEWS

- 1. ADMINISTRATORS REPORTS

V. BOARD COMMENTS

VI. GENERAL BUSINESS OF THE BOARD

A. POLICY AND INSTRUCTION

- [AI] 1. REVIEW AND REVISION OF EMPLOYEE GUIDE AND WORKPLACE RULES

Enclosed for the Board’s review and revision is the district-wide Employee Guide and Workplace Rules document. School attorneys in the State of Iowa recommend having a guide of this kind in place.

Recommendation: It is recommended that the Board approve the Employee Guide and Workplace Rules as presented.

Motion Required.

[AI] 2. **REVIEW AND POSSIBLE APPROVAL OF THE 2017-18 STUDENT HANDBOOKS**

Enclosed with their packets, the Board received a “final draft” copy of the following 2017-18 Student Handbooks:

Maquoketa High School
Maquoketa Middle School
Briggs Elementary

Recommendation: It is recommended that the Board of Education approve the Student Handbooks for the 2017-18 school year as presented.

Motion Needed.

[AI] 3. **REVIEW AND POSSIBLE APPROVAL OF THE 2017-18 STUDENT ACTIVITY HANDBOOK**

Enclosed with their packets, the Board received a “final draft” copy of the following 2017-18 Student Activity Handbook.

Recommendation: It is recommended that the Board of Education approve the Student Activity Handbook for the 2017-18 school year as presented.

Motion Needed.

[AI] 4. **2018 IASB LEGISLATIVE PLATFORM**

IASB requests that school boards spend some time during the summer months analyzing, discussing, and voting on their top five legislative priorities for next year. School districts must return their top five legislative priorities to IASB by August 10th.

Appointing Your Legislative Action Network (LAN) Member: School Boards are asked to appoint their 2017-2018 LAN member at the same meeting the Board votes on their five legislative priorities for 2018. Director Hayward has served as the Board’s Legislative Action Network representative for the past year.

Please review and be prepared to recommend what you believe should be the TOP ‘5’ priorities for IASB during the upcoming legislative year. The Board is also to identify the LAN member!

Recommendation: It is recommended that the Board of Directors discuss and reach consensus regarding the legislative priorities for the 2018 session and appoint the LAN member for the school district.

Motion Needed.

[AI] 5. **REVISION OF BOARD POLICY**

505.7 Grievance Procedures for Discrimination

The policy is being revised to replace Ms. Cindy Wiese as the Compliance Officer with Caleb Bonjour.

Recommendation: It is recommended the Board of Directors approve the policy as presented.

Motion Needed.

B. BUSINESS AFFAIRS

[AI] 1. **REQUEST FOR AUTHORITY TO SIGN CONTRACTS AND AGREEMENTS ON BEHALF OF THE DISTRICT**

Throughout the school year contracts and agreements come to the District for the following services:

- a. Special Education service contracts for resident eligible students served by other Districts and Area Education Agencies.
- b. Special Education service contracts we provide for eligible non-resident students.
- c. Agreements with area colleges/universities for the placement of student teachers in the District.
- d. Agreements with local entities for placing students in Health Science Education Programs to do clinical work and/or job shadowing.

The Special Education contracts are often very specific to the needs of an individual student based on the level of service prescribed in the Individual Education Plan. The Iowa Department of Education requires that contracts be in place whenever students reside in one district but receive services in another district or by another service provider.

The number of agreements with colleges/universities and other local entities can vary from year-to-year and is typically driven by the number of students in each program.

To facilitate and streamline the procedures for these kinds of agreements, the Board may authorize Superintendent Hoover to sign these kinds of contracts on their behalf.

Recommendation: This decision can be made at the Board's discretion.

Motion Needed.

[AI] 2. **CONTRACT WITH LUNCHTIME SOLUTIONS**

On June 5th, 2017 the Board awarded and named Lunchtime Solutions as the provider for food service management services for the Child Nutrition Program beginning in the 2017-18 school year. A contract mutually agreed upon has been submitted and approved by the state agency. The final contract has been attached for your review. This is a one-year contract, and may be renewed up to four additional one year terms if mutually agreed-upon.

Recommendation: It is recommended the board approve the contract as presented with Lunchtime Solutions for fiscal year 2018.

Motion needed.

[AI]

3. ATHLETIC TRAINING

Tom Gruenwald, Activities Director, has received two proposals to provide sports physician coverage for home varsity events (football, wrestling, basketball, soccer, and track).

The Board has two options as presented below:

Option 1: Dr. Pauls provides services for all sports per the proposed cost.

Option 2: Dr. Pauls provides services for football and JCRHC provides services for all other sports. Both services will be provided at no cost.

Proposals have included in the packet for your review.

Recommendation: It is recommended to proceed with Option 2 and re-evaluate prior to next school year.

Motion Needed.

[AI]

4. 28-E AGREEMENT WITH CLINTON COMMUNITY COLLEGE

The enclosed Memorandum of Agreement is presented for the Board's consideration and possible approval for the 2017-2018 school year. This agreement does reflect an increase in the cost of providing concurrent credit and online courses as follows:

EICC's 2017-18 tuition rate is \$155 per credit hour. Fees are set forth as follows:

- Class taught in the high school by a qualified high school faculty member: 25% of tuition per student, per class plus any materials and fees.
- Class taught in the high school by a college faculty member: 25% of tuition per student plus instructor cost, materials and fees.
- Class taught at the community college by a college faculty member: 25% of tuition per student plus instructor cost, books, materials and fees.
- College Connection Individual Registration (CCIR) allows individual students to enroll in on-campus courses if the course is not offered at their high school. It also allows students to enroll in online courses: 60% of EICC's current online tuition and fees per registration plus materials and electronic content.

The partnership that we have developed with Clinton Community College could be considered a model for others to emulate. It has helped many students begin their post-secondary journey or start a vocational career path.

At the same time, these cost increases are significant and the overall cost impact will need to be monitored closely in the future. If costs continue to escalate, it may mean the school district will need to be more selective or perhaps limit opportunities for concurrent credit or on-line classes in the future. It will also be important to maintain open communications with EICC Leaders to explore ways to make sure this partnership is mutually beneficial for all stakeholders.

The concurrent credit and on-line courses are a valuable opportunity for the students and families we serve. For this reason, the best option would be to continue the dialogue and reaffirm our commitment to work with Clinton Community College to provide expanded opportunities for the students in Maquoketa and the surrounding area.

Recommendation: It is recommended that the Board approve the Sharing Agreement with Clinton Community College for Instructional Services for the 2017-2018 school year as presented.

Motion Needed.

VII. LEGISLATIVE UPDATE –

MIKE HAYWARD - LEGISLATIVE ACTION NETWORK REP.

VIII. SUPERINTENDENT’S REPORT

1. PRELIMINARY AUGUST IN-SERVICE SCHEDULE

- A copy of the August In-Service Schedule is enclosed for the Board’s review.

2. REMINDERS

a. PLC Conference July 24-26

b. Registration August 8th from 11:00-7:00. Online Registration opens July 17th

IX. REQUIRED ANNUAL SUPERINTENDENT EVALUATION

The Board will go into closed session in order to evaluate the Superintendent.

{Possible Motion to Go Into Closed Session}

{Possible Motion to Return to Open Session}

Motion Concerning Iowa Code 21.5(1)(i)

X. ADJOURNMENT

The next regularly scheduled meeting of the Board will be held on August 21, 2017 at 5:30 P.M. at the Central Office.

MAQUOKETA COMMUNITY SCHOOLS
BOARD OF EDUCATION
JOINT MEETING WITH DELWOOD SCHOOL BOARD
JUNE 19, 2017

The Delwood Board of Education met for a joint board meeting with the Maquoketa Board of Education on June 19, 2017 in the Maquoketa Central Office Board Room. Maquoketa's Board President David Sybesma called the meeting to order at 5:15 PM. Maquoketa Directors: Lenke Carson, Michael Hayward, Tanya Roeder, David Sybesma and Brian Tabor answered roll call to Board Secretary Kristy Haxmeier. Delwood Directors: Ron Filloon, Carmen Gerlach, Rhonda Denger, Sara Tubbs and Jody Holtz answered roll call to Board Secretary Jane Goodenow. Also present were Superintendents Chris Hoover and Todd Hawley, Board Secretaries Kristy Haxmeier and Jane Goodenow, Middle School Principal Christine Snell and Maquoketa Curriculum Director Jane Schmidt.

MOTION #160-16/17: M/Filloon, 2nd/Hayward to approve the agenda as presented. 10 ayes, motion carried.

President Sybesma welcomed the Delwood Directors of the Board.

MOTION #161-16/17: M/Roeder, 2nd/Denger to approve no changes to the 28E Whole Grade Sharing Agreement. 10 ayes, motion carried.

MOTION #162-16/17: M/Filloon, 2nd/Hayward to approve no changes to the Facility Improvement Agreement. 10 ayes, motion carried.

Superintendents Hawley and Hoover updated the Boards on facility improvement committee meeting. The projects identified by the committee to contribute SAVE dollars include Middle School repair and repainting of halls, repainting and refurbishing all lockers, a remodel of a room, and the fob project. The fob project at the High School was also an identified project to contribute Delwood SAVE dollars towards.

Jane Schmidt updated both Boards about the Career Cruising program that is being used K-12.

At 5:36 PM President Sybesma adjourned the meeting.

David Sybesma, President

Kristy Haxmeier, Secretary

MAQUOKETA COMMUNITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
JUNE 19, 2017

President Sybesma called the regular meeting to order on June 19, 2017 at 6:00 p.m. at the Central Office. Directors Tabor, Sybesma, Roeder, Carson and Hayward were present. Supt. Hoover and Board Secretary Haxmeier were present. J. Schmidt, S. Walker, M. Vervaecke, D. Cogan, M. Wing, C. Snell, K. Bowman, and P. Bollman were present. Kelly Gerlach of Maquoketa Sentinel Press and Theresa Hosch of KMAQ represented the press. Others in attendance: Kristin Deforest, Mary Creegan, Terry Creegan, and Teri Hicks.

MOTION #163-16/17:

M/Tabor, 2nd/Roeder to approve the following consent agenda as amended to include an additional recommendation to hire: 5 ayes, 0 nays motion carried.

Agenda – Approved as amended.

Minutes – Approved the minutes of the regular meeting held on May 15, 2017, the special meetings held on May 30, 2017 and June 5, 2017 as presented.

Financial Reports – The following reports for period ending May 31, 2017 were reviewed: Account Balances, Combined Statement of Revenues and Expenditures, Revenue Report, General Fund Expenditures Report, Activity Fund, and Nutrition Fund Report.

Registrations, Reimbursements & Selected Accounts Payable – Approved as presented, to include an additional invoice listing, totaling \$1,615,802.11.

Resignations– Approved the following resignations:

- Nicole Holder as High School Teacher Associate effective immediately.
- Stephanie Milder as the High School Instructional Coach effective immediately.
- Megan Loes as the Middle School Special Education Teacher effective immediately.
- Gary Bruns as the High School Ag Teacher and FFA Advisor effective June 30, 2017.

Recommendations to Hire (all pending outcome of criminal background check & BOEE licensure)

- Cassie Burns as Middle School TLC Data Coach for the 2017-18 school year at a stipend of \$1,000.
- Wendy Dunne as the Briggs TLC Data Coach for the 2017-18 school year at a stipend of \$1,000.
- Tyler Ernst as the Briggs TLC Data Coach for the 2017-18 school year at a stipend of \$1,000.
- Jenna Olson as Briggs TLC Data Coach for the 2017-18 school year at a stipend of \$1,000.
- April Edwards as the High School TLC Data Coach for the 2017-18 school year at a stipend of \$1,000.
- Sherry Schnoor as the High School TLC Data Coach for the 2017-18 school year at a stipend of \$1,000.
- Cari Klemme as Cardinal TLC Data Coach for the 2017-18 school year at a stipend of \$1,000.
- Ashley Marshall as Middle School TLC Data Coach for the 2017-18 school year at a stipend of \$1,000.
- Brandi Hass for a total of 128 teaching hours @ \$20 per hour and 6 hours planning time @ \$20 per hour from June 5 to June 29, 2017 for Cardinal Summer Adventures Program Instructor.
- Jennifer Gavin for a total of 72 teaching hours @ \$20 per hour and 6 hours planning time @ \$20 per hour from June 5 to June 29, 2017 for Cardinal Summer Adventures Program Instructor.

- Liz Gavin for a total of 128 hours @ \$12 per hour from June 5 to June 29, 2017 for Cardinal Summer Adventures Program Teacher Associate.
- Vicki Bickford for a total of 120 hours @ \$12 per hour from June 5 to June 29, 2017 for Cardinal Summer Adventures Program Teacher Associate.
- Erin Novak for a total of 64 hours @ \$12 per hour from June 5 to June 29, 2017 for Cardinal Summer Adventures Program Teacher Associate.
- Tammi Sagers for a total of 64 hours @ \$12 per hour from June 5 to June 29, 2017 for Cardinal Summer Adventures Program Teacher Associate.
- Arlene Perez as needed @ \$12 per hour from June 5 to June 29, 2017 for Cardinal Summer Adventures Program Teacher Associate Substitute.
- Jenna Olson to serve as Summer School Level III Teacher at \$20.00 per hour for 26 hours.
- Beth Hillebrand to serve as Summer School Level I Teacher at \$20.00 per hour for 26 hours.
- Jenna Olson to serve as Summer School Level I Teacher at \$20.00 per hour for 26 hours.
- Laura Coleman to serve as Summer School Level I Teacher at \$20.00 per hour for 26 hours.
- Elizabeth Gavin as a Volunteer Softball Coach.
- Jillian Rockwell as the Middle School Special Education Teacher for the 2017-18 school year. Ms. Rockwell will be paid at a MA, Step 8; \$46,078.06.
- Spencer Scar as the Middle School BD Special Education Teacher for the 2017-18 school year. Mr. Scar will be paid at a BA, Step 2; \$33,866.56.
- Laura Grotelueschen as the Middle School Math/PLTW Instructor for the 2017-18 school year. Ms. Grotelueschen will be paid at a BA+15, Step 9; \$44,938.32 and will receive a signing stipend of \$1,500.00 for 2017-18, 2018-19, and 2019-20 school years.
- Cindy Althoff as the High School Science Teacher for the 2017-18 school year. Ms. Althoff will be paid at a BA, Step 1; \$32,564.00.
- Samantha Miller as the High School Math Teacher for the 2017-18 school year. Ms. Miller will be paid at a BA, Step 1; \$32,564.00.
- Ashley Marshall as a Middle School TLC Induction Coach for the 2017-18 school year at a stipend of \$250.00.
- Jenny Nabb as TLC Director for the 2017-18 school year at a stipend of \$7,500.
- Jill Bresnan as MS Instructional Coach for the 2017-18 school year at a stipend of \$7,500.
- Beth Hillebrand as Briggs Instructional Coach for the 2017-18 school year at a stipend of \$7,500.
- Sara Bennis as Cardinal Instructional Coach for the 2017-18 school year at a stipend of \$7,500.
- Christina Andresen as High School Instructional Coach for the 2017-18 school year at a stipend of \$7,500.
- Diane Saunders as the Summer Food Service Program Worker. Ms. Saunders will be paid \$11.75 per hour for 3.5 hours per day for 16 operational days; June 5 – 29, 2017 plus 2 additional days for planning and wrap up of the program.
- Teri Hicks as the Summer Food Service Program Manager. Ms. Hicks will be paid \$12.90 per hour for 6.5 hours per day for 16 operational days; June 5 – 29, 2017 plus 5 additional days for planning and wrap up of the program.
- James Doepks as the Varsity Girls Basketball Coach for the 2017-18 season. Mr. Doepke will be paid Level 1; Year 3; \$4,447.04.
- Anita Watters as the Summer School Special Education Bus Aide. Ms. Watters will be paid \$12.70 per hour (2016-17) and \$12.95 (2017-18) Wednesday's only from June 7 – August 3, 2017.

- Dennis Howell as the Summer School Special Education Bus Driver. Mr. Howell will be paid \$17.70 per hour (2016-17) and \$18.65 (2017-18) Tuesday, Wednesday, and Thursday from June 6 – August 3, 2017.
- Paul Brady as the Summer School Route Bus Driver. Mr. Brady will be paid \$18.20 per hour Monday thru Thursday from June 5 – June 29, 2017.
- Kalli Bormann as the Cardinal Special Education ESYS Teacher. Ms. Bormann will be paid \$20 per hour for 18 hours (2 hrs/week for 9 weeks) from June 7 – August 9, 2017.
- Devin Hardin as the Cardinal Special Education ESYS Teacher. Ms. Hardin will be paid \$20 per hour for 9 hours (1 hr/week for 9 weeks) from June 6 – August 11, 2017.
- Vicki Bickford as the Cardinal Special Education ESYS Teacher Associate. Ms. Bickford will be paid \$12 per hour for 18 hours (2 hrs/week for 9 weeks) from June 6 – August 11, 2017.
- Andrea Boeve to the Elementary Guidance Counselor for the 2017-18 school year. Ms. Boeve will be paid at MA Step 4; \$40,053.72.
- Colton Feller as the Weight Room Coordinator for the 2017-18 summer season. Mr. Feller will be paid at Level VI; \$1,666.67 (prorated for July & August).
- Erik Rockwell as Middle School Special Education Teacher for the 2017-18 school year. Mr. Rockwell will be paid at a MA, Step 8; \$46,078.06.

Contract Amendment

- Elizabeth Good be amended to include two additional days due to the addition of librarian duties based on the per diem of \$185.20 per day. The net salary addition is \$370.41.
- Troy Markin soccer coaching contract for the 2016-17 school year be amended to reflect the correct years of experience, Level III, Year 5 with the difference of \$833.82.
- Vanessa Huffman, MS teacher associate to add the BD Stipend of \$.30 to her hourly wage for the 2017-18 school year.
- Sherri Hughes, Cardinal teacher associate to add the BD Stipend of \$.15 to her hourly wage for the 2017-18 school year.

Horizontal Move – Andrea Raker has met the appropriate requirements and provided documents to qualify for a horizontal move on the Salary Schedule C for the 2017-18 school year. Andrea will move from MA+15, Step 10 to MA+30 Step 10.

Reception of Visitors and Informal Comments from the Public – Kristin Deforest, Mary Creegan, and Terry Creegan addressed the Board about concerns with outsourcing the school nutrition program.

Good News Administrative Reports

Good News Administrative Reports were reviewed as presented.

Board Comments: None.

General Business of the Board

MOTION #164-16/17: M/Carson, 2nd/Tabor to approve the Sharing Agreement with Clinton Community College/EICC for Support Services for the 2017-2018 school year are presented. 5 ayes, motion carried.

MOTION #165-16/17: M/Hayward, 2nd/Roeder to approve the 28-E agreement for Shared Art Instructor with the Andrew Community School District for the 2017-18 school year as presented. 5 ayes, motion carried.

- MOTION #166-16/17: M/Carson, 2nd/Roeder to approve the Whole Grade Sharing Agreement with the Andrew Community School District for the 2017-18 and subsequent school years as presented. 5 ayes, motion carried.
- MOTION #167-16/17: M/Tabor, 2nd/Hayward to approve the Facility Improvement Agreement with the Andrew Community School District for the 2017-18 and subsequent school years as presented. 5 ayes, motion carried.
- MOTION #168-16/17: M/Roeder, 2nd/Carson to approve the Whole Grade Sharing Agreement with the Delwood Community School District for the 2017-18 and subsequent school years as presented. 5 ayes, motion carried.
- MOTION #169-16/17: M/Hayward, 2nd/Tabor to approve the Facility Improvement Agreement with the Delwood Community School District for the 2017-18 and subsequent school years as presented. 5 ayes, motion carried.
- MOTION #170-16/17: M/Tabor, 2nd/Roeder to approve the Shared Service Agreement with Hills & Dales for the 2017-18 school year as presented. 5 ayes, motion carried.
- MOTION #171-16/17: M/Hayward, 2nd/Tabor to extend authority to Business Coordinator, Kristy Haxmeier, to pay bills incurred during fiscal year 2017 in accordance with the requirements of GAAP reporting. A listing of all bills will be presented to the Board in the next regular meeting. 5 ayes, motion carried.
- MOTION #172-16/17: M/Carson, 2nd/Roeder to approve the renewal application for the 2017-18 Food and Nutrition Programs establishing reduced breakfast, reduced lunch and reduced snack prices at the maximum amount allowed. 5 ayes, motion carried.
- MOTION #173-16/17: M/Hayward, 2nd/Carson to approve the 28E Sharing Agreement with the Central DeWitt Community School District for the 2017-18 as presented. 5 ayes, motion carried.
- MOTION #174-16/17: M/Roeder, 2nd/Tabor to approve the interfund transfer of expense totaling \$32,335.17 from the General Fund to the PPEL Fund. 5 ayes, motion carried.
- MOTION #175-16/17: M/Carson, 2nd/Tabor to approve the garage sale on June 23 and 24th from 7 am – 12 pm at the bus barn and grant authority to Business Manager, Kristy Haxmeier, to approve the final listing of items to be sold. Noting, no items with appraised value of \$300 or more will be approved. 5 ayes, motion carried.
- MOTION #176-16/17: M/Roeder, 2nd/Tabor to approve the participation in the survey about life skills curriculum, training, and survey with ISU. 5 ayes, motion carried.
- MOTION #177-16/17: M/Roeder, 2nd/Hayward to approve the Resolution authorizing the agreement between Maquoketa Community School District and the Bank of Montreal to secure Procurement Cards for authorized users. 5 ayes, motion carried.

Policy and Instruction

- MOTION #178-16/17: M/Tabor, 2nd/Carson to approve the second and final reading of policy 707.5 Internal Controls and policy 710.4 Meal Charges. 5 ayes, motion carried.

MOTION #179-16/17:

M/Roeder, 2nd/Hayward to approve policy 507.9 Wellness as presented. 5 ayes, motion carried.

Personnel

MOTION #180-16/17:

M/Hayward, 2nd/Carson to approve the payable athletic positions and rates of pay as presented below. 5 ayes, motion carried.

MS Events:

- Ticket Taking and Concessions- \$10.00 per hour
- All event game workers- \$25.00 per night. (Line judges, bench/table works, finish line, etc.)

HS Events:

- Concession prep – \$10.00 per hour
- Ticket Taking – \$10.00 per hour
- All event game workers – \$10.00 per hour. With the exception of wrestling operators for home wrestling meets. They will be paid \$75.00 for the Zimmerman tournament and \$50.00 for a wrestling night as there is required training for these events.
- Announcing - Basketball – \$35.00 per event
- Announcing – Wrestling – \$35.00 per event

Legislative Update: None.

Superintendent's Report: Superintendent Hoover outlined the upcoming PLC Conference that several from the District will be attending. Superintendent Hoover also thanked Walmart for the check that was presented to the District earlier today for \$233.50 related to the POWERADE for Schools Campaign.

MOTION #181-16/17:

M/Tabor, 2nd/Roeder to move into closed session to evaluate the professional competency of the Superintendent, Iowa Code 21.5(1)(i). A roll call vote was taken: Carson – Aye, Hayward – Aye, Sybesma – Aye, Tabor – Aye, Roeder – Aye.

The Board entered closed session at 7.27 p.m.

M/Tabor, 2nd/Carson to move out of closed session and back into open session at 7:43. A roll call vote was taken: Carson – Aye, Hayward – Aye, Sybesma – Aye, Tabor – Aye, Roeder – Aye.

The Board entered back into open session at 7:43 p.m. No further action was taken concerning the closed session.

President Sybesma adjourned the meeting at 7:44 p.m.

David Sybesma, President

Kristy Haxmeier, Secretary

Detail Check Register

Posted; Check Date 7 Records Selected; Processing Month 07/2017, 06/2017

Checking Account: 1

GENERAL CHECKING ACCOUNT

Check Number	Check Type	Check Date	Vendor	Vendor Name	Check Total
92763	Check	06/27/2017	ADVANCEDSY	ADVANCED SYSTEMS INC	10.26
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
544456	05/10/2017		COPIES 4-12/5-11-17	10 3209 1000 100 0000 612	20.72
549209	06/05/2017		COPIES 5-12/6-11-17	10 3209 2410 000 0000 611	32.38
C41970	05/10/2017		CREDIT	10 3209 1000 100 0000 612	(42.84)
92764	Check	06/27/2017	AHLERSCO	AHLERS & COONEY, P.C.	112.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
731614	06/23/2017		LEGAL/EE	10 0000 2310 000 0000 342	112.00
92765	Check	06/27/2017	AMAZONCOM	AMAZON.COM	81.34
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6045787810380150	06/06/2017		UNDERPAID/MEDICAID 33161	10 0000 2134 000 4634 618	10.94
6045787810380150	06/06/2017		MARKERS	10 1909 1000 100 0000 612	12.06
6045787810380150	06/06/2017		POCKET CHART 33161	10 1909 1000 100 0000 612	15.09
6045787810380150	06/06/2017		FRAMES SET 33161	10 1909 1000 100 0000 612	23.38
6045787810380150	06/06/2017		LAMINATING POUCHES 33161	10 1909 1000 100 0000 612	8.99
6045787810380150	06/06/2017		MARKERS 33161	10 1909 1000 100 0000 612	10.88
92766	Check	06/27/2017	ATTAIN	ATTAINMENT COMPANY	218.40
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
278693A	06/05/2017		ART SUPPLIES 34065	10 1918 1000 102 0000 612	218.40
92767	Check	06/27/2017	BELLEV4	BELLEVUE COMMUNITY SCHOOL DISTRICT	385.04
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
576	05/05/2017		FY17 SEM2 CONCURRENT	10 0000 1000 100 0000 567	385.04
92768	Check	06/27/2017	DICKBL	BLICK ART MATERIALS	463.90
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
7803548	06/14/2017		ART SUPPLIES 33176	10 1909 1000 102 0000 612	463.90
92769	Check	06/27/2017	BOWMAN2	BOWMAN OIL COMPANY	1,824.99
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
60356	06/20/2017		510 GAL GAS	10 0000 2700 000 0000 626	1,065.39
60357	06/20/2017		400 GAL DIESEL	10 0000 2700 000 0000 627	759.60
92770	Check	06/27/2017	CAROLI	CAROLINA BIOLOGICAL SUPPLY	784.47
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
49906655	06/12/2017		PLTW SUPPLIES 32422	10 2009 1000 100 1926 618	784.47
92771	Check	06/27/2017	CENTURYLIN	CENTURY LINK QCC CORP	48.20
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
MAY/JUNE 2017	06/15/2017		MAY/JUNE 2017 PHONE EXP	10 0000 2320 000 0000 532	15.63
MAY/JUNE 2017	06/15/2017		MAY/JUNE 2017 PHONE EXP	10 2009 2410 000 0000 532	23.69

Detail Check Register

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Checking Account: 1		GENERAL CHECKING ACCOUNT				
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	Check Total:
MAY/JUNE 2017	06/15/2017		MAY/JUNE 2017 PHONE EXP	10 3209 2410 000 0000 532	8.88	
Check Number: 92772	Check Type: Check	Check Date: 06/27/2017	Vendor: CLARKS2	MICHAEL J CLARK	Check Total:	80.60
118182	06/21/2017		PARTS	10 0000 2600 000 0000 680	80.60	
Check Number: 92773	Check Type: Check	Check Date: 06/27/2017	Vendor: CONNOLLY1	TRICIA CONNOLLY	Check Total:	275.11
CONCERT DRESSES	06/08/2017		CLEAN, ORGANIZE CONCERT DRESSES,BAGS	10 3209 1000 112 0000 618	275.11	
Check Number: 92774	Check Type: Check	Check Date: 06/27/2017	Vendor: DEMCO	DEMCO INC	Check Total:	307.50
6149844	06/07/2017		LIBRARY SUPPLIES 32413	10 2009 2222 000 0000 618	307.50	
Check Number: 92775	Check Type: Check	Check Date: 06/27/2017	Vendor: DONALDSONC	DONALDSON COMPANY INC	Check Total:	878.86
2558495-	06/27/2017		FREIGHT EXPENSE/AIR FILTRATION UNIT	10 3209 1000 100 0000 618	878.86	
Check Number: 92776	Check Type: Check	Check Date: 06/27/2017	Vendor: EASTONVAL1	EASTON VALLEY COMMUNITY SCHOOL DISTRICT	Check Total:	40,548.96
FY17 SEM2 O.E.	06/23/2017		FY17 SEM2 OPEN ENROLL	10 0000 1000 100 0000 567	38,676.00	
FY17 SEM2 O.E.	06/23/2017		FY17 SEM2 OP EN TLC	10 0000 1000 100 3387 567	1,872.96	
Check Number: 92777	Check Type: Check	Check Date: 06/27/2017	Vendor: FOLLETTSCH	FOLLETT SCHOOL SOLUTIONS INC	Check Total:	72.95
623625F-1	06/06/2017		LIBRARY BOOKS 34040	10 1918 2222 000 0000 643	72.95	
Check Number: 92778	Check Type: Check	Check Date: 06/27/2017	Vendor: GOPHER	GOPHER ATHLETIC SUPPLY	Check Total:	96.93
9313001	06/06/2017		PE SUPPLIES 33156	10 1909 1000 108 0000 612	96.93	
Check Number: 92779	Check Type: Check	Check Date: 06/27/2017	Vendor: GRIGGS	GRIGGS MUSIC INC	Check Total:	8.00
41963907	05/31/2017		BAND SUPPLIES 32431	10 2009 1000 112 8900 618	8.00	
Check Number: 92780	Check Type: Check	Check Date: 06/27/2017	Vendor: HAASCOLTD	HAASCO LTD (CORP)	Check Total:	800.00
6-21-17	06/21/2017		HS/ASBESTOS SAMPLINGS	10 0000 2600 000 0000 340	800.00	
Check Number: 92781	Check Type: Check	Check Date: 06/27/2017	Vendor: HDSUPPLYFA	HD SUPPLY FACILITIES MAINTENANCE LTD	Check Total:	172.21
9155021862	06/12/2017		PLMBG PARTS	10 0000 2600 000 0000 680	53.57	
9155057331	06/13/2017		CUSTODIAL SUPPLIES	10 0000 2600 000 0000 680	118.64	
Check Number: 92782	Check Type: Check	Check Date: 06/27/2017	Vendor: IAPUPI	IA PUPIL TRANSPORTATION ASSO.	Check Total:	290.00

Detail Check Register

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Checking Account: 1

GENERAL CHECKING ACCOUNT

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2017 CONF REGIST	06/21/2017		2017 CONF REGIST/ 2 PEO	10 0000 2700 000 0000 618	290.00
Check Number: 92783	Check Type: Check	Check Date: 06/27/2017	Vendor: KUNAU12	KUNAU IMPLEMENT CO	Check Total: 46.89
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
IM00572	06/14/2017		BLADES	10 0000 2600 000 0000 680	46.89
Check Number: 92784	Check Type: Check	Check Date: 06/27/2017	Vendor: LAKESH	LAKE SHORE LEARNING MATERIALS (CORP)	Check Total: 91.99
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
3739630517	05/31/2017		SP NEEDS SUPPLIES 34062	10 1918 1000 217 3303 612	91.99
Check Number: 92785	Check Type: Check	Check Date: 06/27/2017	Vendor: MACGIL	MACGILL & CO	Check Total: 104.28
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
598508	05/30/2017		NURSE SUPPLIES 34066	10 1918 2134 000 0000 611	104.28
Check Number: 92786	Check Type: Check	Check Date: 06/27/2017	Vendor: MACKINEDUC	MACKIN EDUCATIONAL RESOURCES	Check Total: 252.42
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
494817	04/19/2017		LIBRARY BKS 34033	10 1918 2222 000 0000 643	252.42
Check Number: 92787	Check Type: Check	Check Date: 06/27/2017	Vendor: MAQUOK8	MAQUOKETA SENTINEL PRESS (COPR)	Check Total: 297.07
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
MAY 2017 LEGAL	05/24/2017		MAY 2017 MINUTES	10 0000 2520 000 0000 540	297.07
Check Number: 92788	Check Type: Check	Check Date: 06/27/2017	Vendor: MARKER	MARKER BOARD PEOPLE	Check Total: 120.75
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
219489	06/09/2017		SUPPLIES 33167	10 1909 1000 100 0000 612	120.75
Check Number: 92789	Check Type: Check	Check Date: 06/27/2017	Vendor: MIDWES2	MIDWEST BUSINESS PRODUCTS CORP	Check Total: 1,072.67
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
358297	06/15/2017		COPIES	10 1909 1000 100 0000 612	32.77
358298	06/15/2017		COPIES	10 3209 2410 000 0000 611	34.52
358299	06/15/2017		COPIES	10 0000 2320 000 0000 611	99.88
358300	06/15/2017		COPIES	10 3209 2410 000 0000 611	78.35
358301	06/15/2017		COPIES 32436	10 2009 1000 100 0000 611	214.42
358302	06/15/2017		COPIES	10 1909 1000 100 0000 612	235.76
358303	06/15/2017		COPIES	10 3209 2410 000 0000 611	332.33
358304	06/15/2017		COPIES 32436	10 2009 1000 100 0000 611	44.64
Check Number: 92790	Check Type: Check	Check Date: 06/27/2017	Vendor: MUNCIENOVE	MUNCIE NOVELTY CO INC	Check Total: 138.10
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
420648	06/13/2017		TICKETS 33177	10 1909 1000 114 8900 618	138.10
Check Number: 92791	Check Type: Check	Check Date: 06/27/2017	Vendor: NASCO	NASCO	Check Total: 341.29
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>

Detail Check Register

Posted: Check Date 7 Records Selected; Processing Month 07/2017, 06/2017

Checking Account: 1		GENERAL CHECKING ACCOUNT				
444944	06/05/2017		SP NEEDS SUPPLIES 34059	10 1918 1000 214 3302 612	119.29	
452878	06/10/2017		HS HOME EC SUPPLIES 31142	10 3209 1000 355 0000 612	197.77	
455886	06/13/2017		HS HOME EC SUPPLIES 31142	10 3209 1000 355 0000 612	24.23	
Check Number: 92792	Check Type: Check	Check Date: 06/27/2017	Vendor: NORTHSCOTT	NORTH SCOTT CSD	Check Total: 3,535.68	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY17 O.E.TLC	06/20/2017		FY17 OPEN ENROLL TLC	10 0000 1000 100 3387 567	312.68	
FY17 SEM2 O.E.	06/20/2017		FY17 SEM2 OPEN ENROLL	10 0000 1000 100 0000 567	3,223.00	
Check Number: 92793	Check Type: Check	Check Date: 06/27/2017	Vendor: PACESU	PACE SUPPLY	Check Total: 190.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
10009225	06/14/2017		38 BAGS DIAMOND CHALK	10 0000 2600 000 0000 680	190.00	
Check Number: 92794	Check Type: Check	Check Date: 06/27/2017	Vendor: PALOSSPORT	PALOS SPORTS	Check Total: 244.85	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
262756-00	05/26/2017		PE SUPPLIES 34051	10 1918 1000 108 0000 612	244.85	
Check Number: 92795	Check Type: Check	Check Date: 06/27/2017	Vendor: PLANKR	PLANK ROAD PUBLISHING	Check Total: 112.45	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
17-040627	05/31/2017		MUSIC SUBSCRIPTION, CD'S 34053	10 1918 1000 112 0000 612	112.45	
Check Number: 92796	Check Type: Check	Check Date: 06/27/2017	Vendor: POWERGRAPH	CHAD R POWFRS	Check Total: 315.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
374606	06/27/2017		35 PHYSICS DAY TSHIRTS	91 499 000 0000 000	315.00	
Check Number: 92797	Check Type: Check	Check Date: 06/27/2017	Vendor: QUILLC	QUILL CORPORATION	Check Total: 370.13	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
7114845	05/30/2017		CUPS/ NURSE SUPPLIES 34067	10 1918 2134 000 0000 611	38.47	
7354021	06/07/2017		NURSE SUPPLIES 33164	10 1909 2134 000 0000 618	98.79	
7377793	06/08/2017		BANDAGES 33164	10 1909 2134 000 0000 618	31.15	
7417294	06/09/2017		SUPPLIES 33164	10 1909 1000 100 0000 612	19.90	
7466746	06/12/2017		CONSTRUCTION PPR, ETC 33173	10 1909 1000 100 0000 618	58.29	
7466746	06/12/2017		CONSTRUCTION PPR, ETC 33173	10 1909 1000 132 0000 612	123.53	
Check Number: 92798	Check Type: Check	Check Date: 06/27/2017	Vendor: RKDIXO	R.K. DIXON CORP (CORP)	Check Total: 779.76	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1745485	06/16/2017		RISO COPIES 3-22/6-21-17	10 1918 1000 100 0000 618	701.78	
1745485	06/16/2017		RISO COPIES 3-22/6-21-17	10 1918 1000 211 3301 618	46.79	
1745485	06/16/2017		RISO COPIES 3-22/6-21-17	10 1918 1000 214 3302 618	15.60	
1745485	06/16/2017		RISO COPIES 3-22/6-21-17	10 1918 1000 217 3303 618	15.59	
Check Number: 92799	Check Type: Check	Check Date: 06/27/2017	Vendor: RAINBOOILC	RAINBO OIL CO (CORP)	Check Total: 161.50	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
30036854	06/13/2017		DEF ADDITIVE	10 0000 2700 000 0000 618	161.50	

Detail Check Register

Posted: Check Date 7 Records Selected; Processing Month 07/2017, 06/2017

Checking Account: 1

GENERAL CHECKING ACCOUNT

Check Number	Check Type	Check Date	Vendor	Vendor Name	Check Total
92800	Check	06/27/2017	REALITYWOR	REALITYWORKS INC	996.45
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
808	06/13/2017		GERIATRIC SENSORY IMPAIRMENT KIT 31121	10 3209 1000 345 4531 739	996.45
92801	Check	06/27/2017	REALLY	REALLY GOOD STUFF INC	576.28
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5960119	05/25/2017		PENCILS 34052	10 1918 1000 100 0000 612	42.83
5961328	05/30/2017		SP NEEDS SUPPLIES 34058	10 1918 1000 214 3302 612	149.13
5969200	06/06/2017		SUPPLIES 34049	10 1918 1000 100 0000 612	216.64
5970056	06/07/2017		SP NEEDS SUPPLIES 34064	10 1918 1000 217 3303 612	115.43
5970199	06/07/2017		SUPPLIES 33157	10 1909 1000 100 0000 612	40.19
5970199	06/07/2017		SUPPLIES 33157	10 1909 1000 214 3302 612	12.06
92802	Check	06/27/2017	ROEDER	ROEDER BROTHERS INC	41.16
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
21324M	06/20/2017		FITTING	10 0000 2600 000 0000 680	20.58
21328M	06/20/2017		FITTING	10 0000 2600 000 0000 680	20.58
92803	Check	06/27/2017	RONANN	RONANN'S FLORAL SHOPPE	554.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
16482-	06/26/2017		GRADUATION FLOWERS, CORSAGES,	10 3209 2490 000 0000 618	176.00
16483-	06/26/2017		CARD/ GRADUATION/ICE CREAM	10 1109 1000 860 3117 612	54.00
16549	06/15/2017		HS/ PLANT - STARRY MEMORIAL	91 499 000 0000 000	33.50
79065-	06/26/2017		MS/ RETIREMENT GIFTS	91 499 000 0000 000	50.00
79066-	06/26/2017		MS/ GIFTS 32400	91 499 000 0000 000	151.00
79068-	06/26/2017		MS/CORSAGES, FLOWERS-RETIREMENT	91 499 000 0000 000	90.00
92804	Check	06/27/2017	SCHOOL2	SCHOOL BUS SALES	313.80
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
WO41596	06/15/2017		BUS 23/HANDICAP LIFT RPR	10 0000 2700 000 0000 673	313.80
92805	Check	06/27/2017	SCHOOL5	SCHOOL NURSE SUPPLY	1,453.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
636254	06/13/2017		NURSE SUPPLIES 33180	10 1909 2134 000 0000 618	1,453.00
92806	Check	06/27/2017	SCHOOL6	SCHOOL SPECIALTY INC	516.01
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
208118279643	05/24/2017		SUPPLIES 33142	10 1909 1000 100 0000 612	130.51
208118345058	06/09/2017		ART SUPPLIES 31136	10 3209 1000 102 0000 612	385.50
92807	Check	06/27/2017	SHREDIT	SHRED-IT USA LLC	91.87
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
8122473920	05/31/2017		MS/ 5-16-17 DOCUMENT DISPOSAL 32427	10 2009 1000 100 0000 618	91.87
92808	Check	06/27/2017	SKETCHFORS	SKETCHFORSCHOOLS PUBLISHING INC	307.65

Detail Check Register

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Checking Account: 1

GENERAL CHECKING ACCOUNT

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
163661	06/01/2017		105 SKETCHBOOKS 31137	10 3209 1000 102 0000 612	307.65
Check Number: 92809	Check Type: Check	Check Date: 06/27/2017	Vendor: SMALLENGIN	SMALL ENGINE SERVICE	Check Total: 334.50
2233	05/26/2017		REPLACE CYLINDER HEAD ON VACUUM	10 0000 2600 000 0000 430	334.50
Check Number: 92810	Check Type: Check	Check Date: 06/27/2017	Vendor: SPEEDBINDE	SPEEDBINDER INC	Check Total: 1,920.00
21636	05/31/2017		500 MS CUSTOM PRINTED BINDERS 32394	10 2009 2410 000 0000 618	1,920.00
Check Number: 92811	Check Type: Check	Check Date: 06/27/2017	Vendor: STANDARDST	STANDARD STATIONERY SUPPLY CO	Check Total: 25.17
1010294	06/08/2017		SP NEEDS SUPPLIES 34060	10 1918 1000 214 3302 612	25.17
Check Number: 92812	Check Type: Check	Check Date: 06/27/2017	Vendor: STAPLES	STAPLES	Check Total: 66.78
3341625642	05/29/2017		LABELS, ETC 32407	10 2009 1000 100 0000 611	66.78
Check Number: 92813	Check Type: Check	Check Date: 06/27/2017	Vendor: TANDEM	TANDEM TIRE AND AUTO (CORP)	Check Total: 80.00
U61514	06/14/2017		PITCHING MACHINE TIRE	10 0000 2600 000 0000 680	80.00
Check Number: 92814	Check Type: Check	Check Date: 06/27/2017	Vendor: TARA TREAT	TARA'S TREATS	Check Total: 74.25
5-15-17	05/15/2017		COOKIES/ 4YR OLD FAM FUN NIGHT	10 1109 1000 860 3117 618	74.25
Check Number: 92815	Check Type: Check	Check Date: 06/27/2017	Vendor: TEACHERDIR	TEACHER DIRECT	Check Total: 304.22
P465579200022	06/01/2017		SUPPLIES 34050	10 1918 1000 100 0000 612	278.34
P465589100014	05/26/2017		SP NEEDS SUPPLIES 34061	10 1918 1000 214 3302 612	25.88
Check Number: 92816	Check Type: Check	Check Date: 06/27/2017	Vendor: TRENDE	TREND ENTERPRISES	Check Total: 86.15
2015652	06/03/2017		SP NEED SUPPLIES 34063	10 1918 1000 217 3303 612	86.15
Check Number: 92817	Check Type: Check	Check Date: 06/27/2017	Vendor: VERNIERSOF	VERNIER SOFTWARE & TECHNOLOGY	Check Total: 604.97
5257482	06/19/2017		PLTW SUPPLIES 32430	10 2009 1000 100 1926 612	604.97
Check Number: 92818	Check Type: Check	Check Date: 06/27/2017	Vendor: WALMAR	WAL MART COMMUNITY BRC	Check Total: 78.51
3857	06/19/2017		BATTERIES,NAPKINS,ETC	10 0000 2320 000 0000 618	27.31
4074	06/20/2017		SUMMER SCHOOL SUPPLIES	10 1909 1000 100 3227 612	65.90
7399-	06/20/2017		RETURNED ITEMS	10 1909 1000 100 3227 612	(14.70)

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GENERAL CHECKING ACCOUNT

Check Number	Check Type	Check Date	Vendor	Detail Description	Chart of Account Number	Check Total
92819	Check	06/27/2017	WALMAR	WAL MART COMMUNITY BRC		66.39
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
6-13-17	06/27/2017		SUMMER SCHOOL SNACKS	10 1909 1000 100 3227 612	66.39	
92820	Check	06/27/2017	WESTMU	WEST MUSIC COMPANY INC		69.94
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
SI1458092	06/19/2017		BAND MUSIC 32434	10 2009 1000 122 0000 612	50.00	
SI1458094	06/19/2017		TUBA MUSIC 32434	10 2009 1000 122 0000 612	5.95	
SI1458095	06/19/2017		TUBA MUSIC 32434	10 2009 1000 122 0000 612	13.99	
92821	Check	06/27/2017	WINDSTREAM	WINDSTREAM CORP		243.57
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
MAY/JUNE 2017	06/15/2017		MAY/JUNE 2017 PHONE EXP	10 0000 2320 000 0000 532	90.64	
MAY/JUNE 2017	06/15/2017		MAY/JUNE 2017 PHONE EXP	10 0098 2600 000 0000 410	30.48	
MAY/JUNE 2017	06/15/2017		MAY/JUNE 2017 PHONE EXP	10 1909 2410 000 0000 532	30.48	
MAY/JUNE 2017	06/15/2017		MAY/JUNE 2017 PHONE EXP	10 1918 2410 000 0000 532	29.41	
MAY/JUNE 2017	06/15/2017		MAY/JUNE 2017 PHONE EXP	10 2009 2410 000 0000 532	30.49	
MAY/JUNE 2017	06/15/2017		MAY/JUNE 2017 PHONE EXP	10 3209 2410 000 0000 532	32.07	
92822	Check	07/01/2017	COMPUTERIN	COMPUTER INFORMATION CONCEPTS		23,421.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
PSI25604	07/01/2017		FY18/ SOFTWARE SUPPORT	10 0000 1000 100 8755 320	23,421.00	
92823	Check	07/01/2017	HOMEWOODSU	HOMEWOOD SUITES BY HILTON		6,982.66
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
JULY 23-26,2017	07/01/2017		PLC CONF/JUL 23-26 42 TTL RM NIGHTS	10 0000 2213 100 3376 580	6,982.66	
92824	Check	07/01/2017	IAASSO4	IA ASSO OF SCHOOL BOARDS (CORP)		5,953.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
IASBMBR005198	07/01/2017		FY18 IASB MEMBERSHIP DUES	10 0000 2310 000 0000 810	5,203.00	
IASBSUB004383	07/01/2017		FY18 POLICIES ONLINE SUBSCRIPTION	10 0000 2310 000 0000 618	750.00	
92825	Check	07/01/2017	IASCHOOLFI	IA SCHOOL FINANCE INFORMATION SERV,INC		1,942.75
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
16-176	04/01/2017		FY18 DISTRICT SUBSCRIPT FEE	10 0000 2310 000 0000 618	1,942.75	
92826	Check	07/01/2017	PROJECTLE2	PROJECT LEAD THE WAY INC		1,500.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
90557	05/12/2017		FY18 PARTICIPATION FEE/ MIDDLE SCHOOL	10 2009 1000 100 1926 612	750.00	
91471	05/12/2017		FY18 PARTICIPATION/ BRIGGS	10 1918 1000 100 8756 618	750.00	
92827	Check	07/01/2017	SCHOOL	SCHOOL ADMINISTRATORS OF IOWA		3,156.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
FY18 MEMB'S	07/01/2017		FY18 SCHMIDT MEMBERSHIP	10 0000 2211 000 0000 294	539.00	

Detail Check Register

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GENERAL CHECKING ACCOUNT

FY18 MEMB'S	07/01/2017		FY18 HOOVER MEMBERSHIP	10 0000 2320 000 0000 294	1,039.00
FY18 MEMB'S	07/01/2017		FY18 SNELL MEMBERSHIP	10 2009 2410 000 0000 294	789.00
FY18 MEMB'S	07/01/2017		FY18 K BOWMAN MEMBERSHIP	10 3209 2410 000 0000 294	789.00
Check Number: 92828	Check Type: Check	Check Date: 07/01/2017	Vendor: SOFTWA2	SOFTWARE UNLIMITED INC	Check Total: 4,050.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
FY18 SOFTWARE SUPPOR	04/29/2017		FY18 SOFTWARE SUPPORT	10 0000 2510 000 0000 310	4,050.00
Check Number: 92829	Check Type: Check	Check Date: 07/01/2017	Vendor: SOLUTIONTR	SOLUTION TREE	Check Total: 15,387.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
JUL24-26,2017	06/27/2017		23 PLC CONF REGIST'S	10 0000 2213 100 3376 320	15,387.00
Check Number: 92830	Check Type: Check	Check Date: 07/01/2017	Vendor: SUBSCR	SUBSCRIPTION SERVICES OF AMERICA INC	Check Total: 348.72
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
7125040	06/02/2017		MAGAZINE SUBSCRIPTIONS 32339	10 2009 2222 000 0000 644	348.72
Check Number: 92845	Check Type: Check	Check Date: 07/11/2017	Vendor: APPLEINC	APPLE INC	Check Total: 2,296.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
4443833334	06/21/2017		MAQ ED GRANT/ 2 IPADS-MCLAUGHLIN	10 1909 1000 100 1927 739	598.00 *
4444237393	06/23/2017		MAQ ED GRANT/ 2 LAPTOPS-MCLAUGHLIN	10 1909 1000 100 1927 739	1,698.00 *
Check Number: 92846	Check Type: Check	Check Date: 07/11/2017	Vendor: BARRON	BARRON MOTOR SUPPLY (CORP)	Check Total: 18.41
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
355053	06/28/2017		PARTS	10 0000 2600 000 0000 680	18.41 *
Check Number: 92847	Check Type: Check	Check Date: 07/11/2017	Vendor: BERCKEMEYE	BERCKEMEYER CONSULTING GROUP	Check Total: 369.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
NB17-CO-10041	05/23/2017		PAT BOLLMAN REGISTRATION	10 1918 1000 432 4501 320	369.00 *
Check Number: 92848	Check Type: Check	Check Date: 07/11/2017	Vendor: BLACKHILLS	BLACK HILLS UTILITY HOLDINGS INC	Check Total: 472.95
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
MAY/JUNE 2017	06/28/2017		MAY/JUNE 2017 SERVICE	10 0000 2600 000 0000 621	32.79 *
MAY/JUNE 2017	06/28/2017		MAY/JUNE 2017 SERVICE	10 0097 2600 000 0000 621	46.32 *
MAY/JUNE 2017	06/28/2017		MAY/JUNE 2017 SERVICE	10 0098 2600 000 0000 621	30.93 *
MAY/JUNE 2017	06/28/2017		MAY/JUNE 2017 SERVICE	10 1909 2600 000 0000 621	30.93 *
MAY/JUNE 2017	06/28/2017		MAY/JUNE 2017 SERVICE	10 1909 2600 000 0000 621	97.63 *
MAY/JUNE 2017	06/28/2017		MAY/JUNE 2017 SERVICE	10 1918 2600 000 0000 621	124.45 *
MAY/JUNE 2017	06/28/2017		MAY/JUNE 2017 SERVICE	10 3201 2600 000 0000 621	33.21 *
MAY/JUNE 2017	06/28/2017		MAY/JUNE 2017 SERVICE	10 3209 2600 000 0000 621	76.69 *
Check Number: 92849	Check Type: Check	Check Date: 07/11/2017	Vendor: CITYOF3	CITY OF MAQUOKETA	Check Total: 1,726.43
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
MAY/JUNE 2017	06/30/2017		MAY/JUNE 2017 SERVICE	10 0000 2600 000 0000 411	43.06 *

Detail Check Register

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Checking Account: 1		GENERAL CHECKING ACCOUNT				
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 0000 2600 000 0000 421		2.84 *	
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 0000 2600 000 0000 421		2.84 *	
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 0000 2600 000 0000 421		2.84 *	
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 0000 2600 000 0000 421		2.84 *	
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 0000 2600 000 0000 421		2.84 *	
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 0000 2600 000 0000 421		2.84 *	
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 0000 2600 000 0000 421		2.84 *	
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 0000 2600 000 0000 421		2.84 *	
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 0000 2600 000 0000 421		2.84 *	
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 0097 2600 000 0000 411		43.06 *	
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 1909 2600 000 0000 411		113.54 *	
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 1918 2600 000 0000 411		104.69 *	
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 2009 2600 000 0000 411		163.69 *	
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 3201 2600 000 0000 411		65.48 *	
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 3209 2600 000 0000 411		19.97 *	
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 3209 2600 000 0000 411		540.06 *	
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 3209 2600 000 0000 411		43.06 *	
MAY/JUNE 2017	06/30/2017	MAY/JUNE 2017 SERVICE	10 3209 2600 000 0000 411		564.26 *	
Check Number: 92850	Check Type: Check	Check Date: 07/11/2017	Vendor: CITYOF3	CITY OF MAQUOKETA	Check Total: 100.49	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
MAY/JUNE 2017	06/30/2017		MAY/JUNE 2017 SERVICE	10 0000 2600 000 0000 421	2.84 *	
MAY/JUNE 2017	06/30/2017		MAY/JUNE 2017 SERVICE	10 0098 2600 000 0000 411	50.67 *	
MAY/JUNE 2017	06/30/2017		MAY/JUNE 2017 SERVICE	10 3209 2600 000 0000 411	46.98 *	
Check Number: 92851	Check Type: Check	Check Date: 07/11/2017	Vendor: CLARKS2	MICHAEL J CLARK	Check Total: 25.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
118216	06/28/2017		SHARPENING	10 0000 2600 000 0000 680	25.00 *	
Check Number: 92852	Check Type: Check	Check Date: 07/11/2017	Vendor: COMELEC SER	COMELEC SERVICES INC	Check Total: 4,696.50	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
455315	06/14/2017		2 UHF 2WAY RADIOS 31126	10 3209 1000 100 0000 739	2,064.00 *	
455381	06/21/2017		3 PORTABLE RADIOS	10 1909 1000 100 0000 739	1,579.50 *	
455381	06/21/2017		2 PORTABLE RADIOS	10 1918 1000 100 0000 739	1,053.00 *	
Check Number: 92853	Check Type: Check	Check Date: 07/11/2017	Vendor: DUBUQU	DUBUQUE COMMUNITY SCHOOL DISTRICT	Check Total: 33,790.80	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1617510	01/12/2017		FY17 OPEN ENROLL	10 0000 1000 100 0000 567	32,230.00 *	
1617510	01/12/2017		FY17 OPEN ENROLL TLC	10 0000 1000 100 3387 567	1,560.80 *	
Check Number: 92854	Check Type: Check	Check Date: 07/11/2017	Vendor: ELANFINANC	ELAN FINANCIAL SERVICES (CORP)	Check Total: 3,636.84	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
JUNE 2017	06/01/2017		FLUNO/1 RM, 2 PEO, 2 NTS	10 0000 1000 100 3387 580	278.00 *	

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GENERAL CHECKING ACCOUNT

Month	Check Date	Description	Chart of Account Number	Amount
JUNE 2017	06/01/2017	FLUNO/1 RM, 2 PEO, 2 NTS	10 0000 1000 100 3387 580	278.00 *
JUNE 2017	06/01/2017	AMAZON/2D BARCODE SCANNER	10 0000 1000 100 8759 612	109.99 *
JUNE 2017	06/01/2017	AMAZON/BATT PACK RFND	10 0000 1000 100 8759 612	(19.38) *
JUNE 2017	06/01/2017	AMAZON/BATT PACK RFND	10 0000 1000 100 8759 612	(45.51) *
JUNE 2017	06/01/2017	AMAZON/DEFECTIVE WIRELESS UNIT	10 0000 1000 100 8759 612	(61.70) *
JUNE 2017	06/01/2017	AMAZON/DEFECTIVE WIRELESS UNIT	10 0000 1000 100 8759 612	(279.20) *
JUNE 2017	06/01/2017	PINACLE/1:1 BAG NAME TAGS	10 0000 1000 100 8759 612	235.63 *
JUNE 2017	06/01/2017	GO DADDY/1 YR DOMAIN REGIST	10 0000 1000 100 8759 612	60.06 *
JUNE 2017	06/01/2017	WUFOO/DBASE SUBSCRIPT	10 0000 1000 100 8759 618	24.95 *
JUNE 2017	06/01/2017	BARRACUDA/HARD DRIVE - EMAIL	10 0000 1000 100 8759 618	300.00 *
JUNE 2017	06/01/2017	ITUNES/RFND-FRAUDULENT CHARGES	10 0000 1000 100 8759 618	(234.34) *
JUNE 2017	06/01/2017	VOIP/PHONE CREDIT	10 0000 2320 000 0000 532	305.00 *
JUNE 2017	06/01/2017	JUGS/BRACKET ASSEMBLY	10 0000 2600 000 0000 680	94.00 *
JUNE 2017	06/01/2017	VOIP/PHONE CREDIT	10 1918 2410 000 0000 532	205.00 *
JUNE 2017	06/01/2017	OK TECH/10 INDOOR SEC CAMERAS-RPLCMTS	10 2009 1000 100 0000 739	1,079.45 *
JUNE 2017	06/01/2017	OK TECH/ RPLCMT OUTDR SEC CAMERA	10 3209 1000 100 0000 612	119.99 *
JUNE 2017	06/01/2017	OK TECH/10 INDOOR-OD SEC CAMS-RPLCMT	10 3209 1000 100 0000 739	899.50 *
JUNE 2017	06/01/2017	AMAZON/60 MACBETH BKS	10 3209 1000 105 8756 641	287.40 *

Check Number: 92855 Check Type: Check Check Date: 07/11/2017 Vendor: ELANFINANC ELAN FINANCIAL SERVICES (CORP) Check Total: 2,381.08

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
JUNE 2017	06/01/2017		SOLUTION TREE/8 INTERVENTION BKS	10 0000 1000 100 3373 647	315.60 *
JUNE 2017	06/01/2017		AMAZON/MINDSETS BKS	10 0000 1000 100 3387 618	121.65 *
JUNE 2017	06/01/2017		MUSICIAN FRIEND/HDSET WARRANTY	10 0000 1000 470 1118 618	79.99 *
JUNE 2017	06/01/2017		MUSICIAN FRIEND/MIXER WATTANTY	10 0000 1000 470 1118 618	28.99 *
JUNE 2017	06/01/2017		BWW/2 MEALS	10 0000 2574 000 0000 580	21.71 *
JUNE 2017	06/01/2017		TIMBERDOODLE/SUPPLIES	10 1109 1000 860 3117 612	16.44 *
JUNE 2017	06/01/2017		TIMBERDOODLE/SUPPLIES	10 1109 1000 860 3311 612	16.45 *
JUNE 2017	06/01/2017		WALMART/RTRND ITEMS	10 1909 1000 100 0000 612	(26.86) *
JUNE 2017	06/01/2017		WALMART.COM/SUPPLIES	10 1909 1000 100 0000 612	41.65 *
JUNE 2017	06/01/2017		WALMART.COM/SUPPLIES	10 1909 2134 000 0000 618	32.48 *
JUNE 2017	06/01/2017		WALMART/RTRND ITEMS	10 1909 2134 000 0000 618	(9.57) *
JUNE 2017	06/01/2017		AMAZON/MINDSETS BKS	10 1909 2213 000 0000 618	139.90 *
JUNE 2017	06/01/2017		NORTHEAST FOUNDTN/MEETING BKS	10 1909 2213 000 0000 618	151.60 *
JUNE 2017	06/01/2017		ILLINI UNION/ 3 NTS, 1 PERSON	10 2009 1000 100 1926 580	335.61 *
JUNE 2017	06/01/2017		MUSICIAN FRIEND/MAQ ED GRANT - MIXER	10 2009 1000 112 1927 612	179.99 *
JUNE 2017	06/01/2017		AMAZON/WRITING BK 32433	10 2009 2410 000 0000 618	28.85 *
JUNE 2017	06/01/2017		AMAZON/GATSBY, MOCKINGBIRD, MACBETH	10 3209 1000 105 8756 641	906.60 *

Check Number: 92856 Check Type: Check Check Date: 07/11/2017 Vendor: IADEPTOFHU IA DEPT OF HUMAN SERVICES Check Total: 10,428.53

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
10112492	06/30/2017		MEDICAID PAYMENT	10 410 000 3321 219	10,428.53 *

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GENERAL CHECKING ACCOUNT

Check Number: 92857 Check Type: Check Check Date: 07/11/2017 Vendor: MAQUOK7 MAQUOKETA MUNICIPAL ELECTRIC UTILITY Check Total: 13,744.08

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
MAY/JUNE 2017	06/30/2017		MAY/JUNE 2017 SERVICE	10 0000 2600 000 0000 622	146.88 *
MAY/JUNE 2017	06/30/2017		MAY/JUNE 2017 SERVICE	10 0097 2600 000 0000 622	135.84 *
MAY/JUNE 2017	06/30/2017		MAY/JUNE 2017 SERVICE	10 0098 2600 000 0000 622	85.41 *
MAY/JUNE 2017	06/30/2017		MAY/JUNE 2017 SERVICE	10 1909 2600 000 0000 622	2,614.86 *
MAY/JUNE 2017	06/30/2017		MAY/JUNE 2017 SERVICE	10 1918 2600 000 0000 622	48.14 *
MAY/JUNE 2017	06/30/2017		MAY/JUNE 2017 SERVICE	10 1918 2600 000 0000 622	1,929.65 *
MAY/JUNE 2017	06/30/2017		MAY/JUNE 2017 SERVICE	10 2009 2600 000 0000 622	1,499.19 *
MAY/JUNE 2017	06/30/2017		MAY/JUNE 2017 SERVICE	10 3201 2600 000 0000 622	70.21 *
MAY/JUNE 2017	06/30/2017		MAY/JUNE 2017 SERVICE	10 3209 2600 000 0000 622	2,145.60 *
MAY/JUNE 2017	06/30/2017		MAY/JUNE 2017 SERVICE	10 3209 2600 000 0000 622	46.98 *
MAY/JUNE 2017	06/30/2017		MAY/JUNE 2017 SERVICE	10 3209 2600 000 0000 622	4,686.44 *
MAY/JUNE 2017	06/30/2017		MAY/JUNE 2017 SERVICE	10 3209 2600 000 0000 622	197.98 *
MAY/JUNE 2017	06/30/2017		MAY/JUNE 2017 SERVICE	10 3209 2600 000 0000 622	136.90 *

Check Number: 92858 Check Type: Check Check Date: 07/11/2017 Vendor: MEDIACOM MEDIACOM Check Total: 500.00

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
JUNE 2017	05/21/2017		JUNE 2017 DISTRICT DATA SERVICE	10 0000 2236 000 0000 536	500.00 *

Check Number: 92859 Check Type: Check Check Date: 07/11/2017 Vendor: OREILLYAUT O'REILLY AUTO PARTS Check Total: 42.66

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1304-162019	06/28/2017		DISC PAD SET	10 0000 2600 000 0000 680	42.66 *

Check Number: 92860 Check Type: Check Check Date: 07/11/2017 Vendor: ROCHESTER1 ROCHESTER 100 INC Check Total: 125.00

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
P47392	05/19/2017		FOLDERS 33148	10 1109 1000 860 3117 612	62.50 *
P47392	05/19/2017		FOLDERS 33148	10 1109 1000 860 3311 612	62.50 *

Check Number: 92861 Check Type: Check Check Date: 07/11/2017 Vendor: ROTMAN ROTMAN MOTOR CO INC Check Total: 209.68

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
67184	06/27/2017		2007 YUKON A/C RPR	10 0000 2600 000 0000 430	209.68 *

Check Number: 92862 Check Type: Check Check Date: 07/11/2017 Vendor: SCHOLASTI3 SCHOLASTIC INC Check Total: 360.36

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
15249254	06/12/2017		READING BKS 32420	10 2009 1000 107 8756 612	97.45 *
15257170	06/14/2017		READING BKS 32423	10 2009 1000 107 8756 612	262.91 *

Check Number: 92863 Check Type: Check Check Date: 07/11/2017 Vendor: SHERWINWI SHERWIN-WILLIAMS CO Check Total: 196.29

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
4195-8	06/27/2017		PAINT	10 0000 2600 000 0000 680	198.89 *
4233-7	06/28/2017		CREDIT ON RETURN/EXCHANGE	10 0000 2600 000 0000 680	(2.60) *

Detail Check Register

Posted: Check Date 7 Records Selected; Processing Month 07/2017, 06/2017

Checking Account: 1

GENERAL CHECKING ACCOUNT

Check Number	Check Type	Check Date	Vendor	Detail Description	Chart of Account Number	Check Total
92864	Check	07/11/2017	TANDEM	TANDEM TIRE AND AUTO (CORP)		22.99
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
U62159	06/30/2017			REPAIR FLAT	10 0000 2600 000 0000 430	22.99 *
92865	Check	07/11/2017	WINEGA	WINEGAR PLUMBING & HEATING		12.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-23-17	06/23/2017			MAINT SUPPLIES	10 0000 2600 000 0000 680	12.00 *
92905	Check	07/12/2017	BPAMOC	BP/AMOCO		72.54
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
50771934	07/02/2017			JUNE 2017 GAS CHARGES	10 0000 2700 000 0000 626	72.54 *
92906	Check	07/12/2017	CENTERPO1	CENTERPOINT ENERGY SERVICES INC		1,743.68
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
3489972	06/28/2017			APR/MAY 2017 GAS SERVICE	10 2009 2600 000 0000 621	612.31 *
3489972	06/28/2017			APR/MAY 2017 GAS SERVICE	10 3209 2600 000 0000 621	1,131.37 *
92907	Check	07/12/2017	DUBUQUEFIR	DUBUQUE FIRE EQUIPMENT INC		1,342.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
124198	06/22/2017			HS/FIRE EXTINGUISHER SERVICE/REPLACEMENT	10 0000 2600 000 0000 680	877.10 *
124199	06/22/2017			MS/FIRE EXTINGUISHER SERVICE/REPLACEMENT	10 0000 2600 000 0000 680	256.00 *
124200	06/22/2017			BR/FIRE EXTINGUISHER SERVICE/REPLACEMENT	10 0000 2600 000 0000 680	95.85 *
124201	06/22/2017			CA/FIRE EXTINGUISHER SERVICE/REPLACEMENT	10 0000 2600 000 0000 680	113.65 *
92908	Check	07/12/2017	ELANFINANC	ELAN FINANCIAL SERVICES (CORP)		809.46
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-8-17	06/08/2017			IA CRIM/BACKGROUND CK	10 0000 2310 000 0000 618	41.00 *
6-8-17	06/08/2017			SPRINKLER STORE/POP UP ROTOR	10 0000 2600 000 0000 680	224.40 *
6-8-17	06/08/2017			PEARSON/NON PUBL BKS	10 1927 1000 500 3222 641	544.06 *
92909	Check	07/12/2017	GASSER	GASSER TRUE VALUE @ MAQUOKETA		678.58
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
JUNE 2017	06/30/2017			JUNE 2017 MAINT SUPPLIES	10 0000 2600 000 0000 680	702.64 *
JUNE 2017	06/30/2017			JUNE 2017 TRANSP SUPPLIES	10 0000 2700 000 0000 673	58.44 *
JUNE 2017	06/30/2017			MSB DUNK TANK DONATION	10 2009 1000 190 8900 618	(82.50) *
92910	Check	07/12/2017	KEYSTONEAR	KEYSTONE AREA EDUCATION AGENCY		718.77
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>		<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
10600	06/22/2017			REGISTRATIONS	10 1927 2213 500 4643 320	718.77 *
92911	Check	07/12/2017	MAQUOK6	MAQUOKETA LUMBER CO		1,608.39

Detail Check Register

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GENERAL CHECKING ACCOUNT

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1706-655503	06/20/2017		STEEL DOORS	10 0000 2700 000 0000 673	1,536.00 *
1706-655635	06/22/2017		SHIMS, SUPPLIES	10 0000 2700 000 0000 673	46.73 *
1706-655716	06/23/2017		SEALANT	10 0000 2700 000 0000 673	18.17 *
1706-655911	06/28/2017		SUPPLIES	10 0000 2700 000 0000 673	7.49 *
Check Number: 92912	Check Type: Check	Check Date: 07/12/2017	Vendor: MCGRAWHILL	MCGRAW HILL EDUCATION	Check Total: 3,337.39
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
97866393001	06/14/2017		WONDERWORKS READING SUPPLIES 24069	10 1918 1000 431 4501 612	298.74 *
97872342001	06/15/2017		READING SUPPLIES 34068	10 1918 1000 431 4501 612	32.65 *
97872342001	06/15/2017		READING SUPPLIES 34068	10 1918 1000 432 4501 612	3,006.00 *
Check Number: 92913	Check Type: Check	Check Date: 07/12/2017	Vendor: MISSBE2	MISS BEND AREA EDUC AGENCY	Check Total: 130.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
139716	06/28/2017		ASBESTOS REGIST/WING,HANKEN	10 0000 2600 000 0000 618	130.00 *
Check Number: 92914	Check Type: Check	Check Date: 07/12/2017	Vendor: PACESU	PACE SUPPLY	Check Total: 533.10
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
10009343	06/26/2017		HOSE	10 0000 2600 000 0000 680	533.10 *
Check Number: 92915	Check Type: Check	Check Date: 07/12/2017	Vendor: PLUNKETTSP	PLUNKETT'S PEST CONTROL CORP	Check Total: 197.08
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5711175	06/29/2017		PEST SERVICES 6-30-17 BRIGGS	10 0000 2600 000 0000 425	45.00 *
5711187	06/30/2017		PEST SERVICES 6-30-17 M.S.	10 0000 2600 000 0000 425	45.00 *
5711189	06/30/2017		PEST SERVICES 6-30-17 H.S.	10 0000 2600 000 0000 425	62.08 *
5711217	06/29/2017		PEST SERVICES 6-30-17 CARD	10 0000 2600 000 0000 425	45.00 *
Check Number: 92916	Check Type: Check	Check Date: 07/12/2017	Vendor: SCHUMA	SCHUMACHER ELEVATOR (CORP)	Check Total: 3,451.84
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
90413029	06/01/2017		HS ELEVATOR M/A 1 YR	10 0000 2600 000 0000 430	1,569.42 *
90413030	06/01/2017		MS ELEVATOR M/A 1 YR	10 0000 2600 000 0000 430	1,882.42 *
Check Number: 92917	Check Type: Check	Check Date: 07/12/2017	Vendor: TIMBERLIN2	TIMBERLINE BILLING SERVICE LLC	Check Total: 1,094.31
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
12050	06/30/2017		JUNE 2017 MEDICAID BILLING SERVICE	10 0000 2510 214 3302 351	292.59 *
12050	06/30/2017		JUNE 2017 MEDICAID BILLING SERVICE	10 0000 2510 217 3303 351	801.72 *
Check Number: 92919	Check Type: Check	Check Date: 07/14/2017	Vendor: EMCINSURAN	EMC INSURANCE COMPANY	Check Total: 500.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
W/C CLAIM	07/01/2017		Z01287709 / WORK COMP	22 0000 2510 000 0000 260	500.00 *
Check Number: 92920	Check Type: Check	Check Date: 07/14/2017	Vendor: ASSOFO	ASSO FOR SUPERV & CURRIC DEVEL	Check Total: 89.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1718 MEMB	07/12/2017		17-18 MEMBERSHIP/ HOOVER	10 0000 2320 000 0000 810	89.00

Detail Check Register

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Checking Account: 1

GENERAL CHECKING ACCOUNT

Check Number	Check Type	Check Date	Vendor	Vendor Name	Check Total
92921	Check	07/14/2017	BARRON	BARRON MOTOR SUPPLY (CORP)	134.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
355486	07/10/2017		DISK BRAKES	10 0000 2600 000 0000 680	61.80
355509	07/11/2017		CALIPER/BRAKE HOSE	10 0000 2600 000 0000 680	129.05
355531	07/11/2017		CORE CREDIT	10 0000 2600 000 0000 680	(56.25)
92922	Check	07/14/2017	BEARCREEKL	BEAR CREEK LODGE CATERING	143.51
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
DEPOSIT 8-16-17	08/16/2017		DEPOSIT/NEW TCHR LUNCH 8-16-17	10 0000 1000 100 3376 580	143.51
92923	Check	07/14/2017	ENGELA	ENGEL AGENCY	237,703.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
17-18 INSURANCE	07/13/2017		17-18 INSURANCE RNWL/ UMBRELLA	22 0000 2310 000 0000 526	4,851.00
17-18 INSURANCE	07/13/2017		17-18 INSURANCE RNWL/ WORK COMP	22 0000 2510 000 0000 260	124,364.00
17-18 INSURANCE	07/13/2017		17-18 INSURANCE RNWL/ CYBER LIABILITY	22 0000 2581 000 0000 529	2,979.50
17-18 INSURANCE	07/13/2017		17-18 INSURANCE RNWL/ COMM PROP	22 0000 2600 000 0000 521	56,750.00
17-18 INSURANCE	07/13/2017		17-18 INSURANCE RNWL/ GENL LIABILITY	22 0000 2600 000 0000 524	9,104.00
17-18 INSURANCE	07/13/2017		17-18 INSURANCE RNWL/ COMM PACKAGE	22 0000 2600 000 0000 529	12,821.00
17-18 INSURANCE	07/13/2017		17-18 INSURANCE RNWL/ BUSINESS AUTO	22 0000 2700 000 0000 522	26,834.00
92924	Check	07/14/2017	HOMEWOODSU	HOMEWOOD SUITES BY HILTON	1,745.66
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
JUL23-26, 2017	07/12/2017		PLC CONF JULY 23-26/ROOMS 20%	10 0000 2213 100 3376 580	1,745.66
92925	Check	07/14/2017	JOHNDEEREF	JOHN DEERE FINANCIAL	121.99
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
3726583	07/05/2017		TIRE	10 0000 2600 000 0000 680	121.99
92926	Check	07/14/2017	KJNAUI2	KUNAU IMPLEMENT CO	96.84
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
IM02236	07/12/2017		PARTS	10 0000 2600 000 0000 680	96.84
92927	Check	07/14/2017	MEDIACOM	MEDIACOM	500.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
JULY 2017	06/21/2017		JULY 2017 DISTRICT DATA SERVICE	10 0000 2236 000 0000 536	500.00
92928	Check	07/14/2017	PAPERCORPO	PAPER CORPORATION	14,917.93
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
117640-00	07/13/2017		FY18 PAPER/ WHITE AND COLORED	10 0000 2520 000 0000 618	14,917.93
92929	Check	07/14/2017	PROJECTLE2	PROJECT LEAD THE WAY INC	5,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
93773	05/12/2017		17-18 ENGINEERING/COMPUTER SCIENCE	10 3209 1000 100 0000 618	5,000.00
92930	Check	07/14/2017	REPUBLICSE	REPUBLIC SERVICES #897 INC	2,363.66

Checking Account: 1

GENERAL CHECKING ACCOUNT

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
897-795152	06/20/2017		JULY 2017 GARBAGE SERVICE	10 0000 2600 000 0000 421	2,363.66
Check Number: 92931	Check Type: Check	Check Date: 07/14/2017	Vendor: SCHOOL	SCHOOL ADMINISTRATORS OF IOWA	Check Total: 789.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
17-18 MEMB VERV	07/12/2017		17-18 MEMBER/ M VERVAECKE	10 3209 2410 000 0000 294	789.00
Check Number: 92932	Check Type: Check	Check Date: 07/14/2017	Vendor: TANDEM	TANDEM TIRE AND AUTO (CORP)	Check Total: 57.49
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
U62335	07/06/2017		TIRE	10 0000 2600 000 0000 680	57.49
Check Number: 92933	Check Type: Check	Check Date: 07/14/2017	Vendor: USCELL	US CELLULAR (CORP)	Check Total: 91.31
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
198395300	06/24/2017		PHONE EXP	10 0098 2600 000 0000 410	91.31
Check Number: 92934	Check Type: Check	Check Date: 07/14/2017	Vendor: WAHLGROUPI	WAHL GROUP INC	Check Total: 15,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
8-22-17 BALANCE	08/22/2017		8-22-17 PRESENTATION/ 1/2 DUE=BALANCE	10 0000 1000 100 3376 320	15,000.00

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 497,308.17

Detail Check Register

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Checking Account: 2

ACTIVITY CHECKING ACCOUNT

Check Number	Check Type	Check Date	Vendor		Check Total
24617	Check	06/21/2017	CLINTO	CLINTON COMM SCH	260.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
TENNIS,TRACK ENTRY	06/21/2017		4-18-17 BTRACK ENTRY	21 3209 1000 920 6740 815	100.00
TENNIS,TRACK ENTRY	06/21/2017		4-28-17 BTENNIS ENTRY	21 3209 1000 920 6750 815	60.00
TENNIS,TRACK ENTRY	06/21/2017		4-11-17 GTRACK ENTRY	21 3209 1000 920 6840 815	100.00
24618	Check	06/21/2017	HORST	JEFF HORST	130.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-15-17	06/15/2017		6-15-17 BB OFFICIAL	21 3209 1000 920 6730 345	130.00
24619	Check	06/21/2017	LORASCOLL2	LORAS COLEGE ATHLETICS DEPARTMENT	800.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
AUG 8, 2016	08/08/2016		BBB CAMP REGIST FEES 31844	21 3209 1000 920 6711 815	800.00
24620	Check	06/21/2017	MATZEN	RICH MATZEN	110.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-15-17	06/15/2017		6-15-17 BB OFFICIAL	21 3209 1000 920 6730 345	110.00
24621	Check	06/21/2017	MOHL	GREGG MOHL	90.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-19-17	06/19/2017		6-19-17 GSB OFFICIAL	21 3209 1000 920 6835 345	90.00
24622	Check	06/21/2017	MURRAY	DAN MURRAY	90.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-19-17	06/19/2017		6-19-17 GSB OFFICIAL	21 3209 1000 920 6835 345	90.00
24623	Check	06/21/2017	NAUMAN	MATT NAUMANN	125.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-14-17	06/14/2017		6-14-17 BB OFFICIAL	21 3209 1000 920 6730 345	125.00
24624	Check	06/21/2017	PIKE	DANIEL PIKE	125.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-1-17	06/01/2017		6-1-17 BB OFFICIAL	21 3209 1000 920 6730 345	125.00
24625	Check	06/27/2017	BADENSPORT	BADEN SPORTS INC	875.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
PSI553039	06/13/2017		BASKETBALL SUPPLIES 31835	21 3209 1000 920 6711 739	875.00
24626	Check	06/27/2017	BUTLER2	STEVE BUTLER	75.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-22-17	06/22/2017		6-22-17 GSB OFFICIAL	21 3209 1000 920 6835 345	75.00
24627	Check	06/27/2017	CALLAHAN1	NICHOLAS CALLAHAN	110.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-14-17	06/14/2017		6-14-17 BB OFFICIAL	21 3209 1000 920 6730 345	110.00

Detail Check Register

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Checking Account: 2

ACTIVITY CHECKING ACCOUNT

Check Number	Check Type	Check Date	Vendor		Check Total
24628	Check	06/27/2017	CAMANC	CAMANCHE COMMUNITY SCHOOL DISTRICT	210.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2017-29	06/23/2017		MS GTRACK ENTRY	21 2009 1000 920 6800 815	35.00
2017-29	06/23/2017		2017 B/G BOWLING	21 3209 1000 920 6685 815	50.00
2017-29	06/23/2017		4-22-17 BTENNIS ENTRY	21 3209 1000 920 6750 815	50.00
2017-29	06/23/2017		4-4-17 GTRACK ENTRY	21 3209 1000 920 6840 815	75.00
24629	Check	06/27/2017	DODGE	JADEN DODGE	307.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5-25-17	05/25/2017		5-25-17 BB OFFICIAL	21 3209 1000 920 6730 345	95.00
6-20-17	06/20/2017		6-20-17 BB OFFICIAL	21 3209 1000 920 6730 345	105.00
6-9-17	06/09/2017		6-9-17 BB OFFICIAL	21 3209 1000 920 6730 345	107.50
24630	Check	06/27/2017	DOSTAL2	MISSY DOSTAL	56.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5-12-17	05/12/2017		7 DZN COOKIES 32437	21 2009 1000 950 7070 618	56.00
24631	Check	06/27/2017	FAREWA	FAREWAY STORES INC	263.07
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-12-17	06/12/2017		SPANISH FUNDR'R ITEMS	21 3209 1000 950 7072 619	13.87
6-15-17	06/15/2017		SPANISH FUNDR'R ITEMS	21 3209 1000 950 7072 619	47.84
6-20-17	06/20/2017		SPANISH FUNDR'R ITEMS	21 3209 1000 950 7072 619	54.07
6-5-17	06/05/2017		SPANISH FUNDR'R ITEMS	21 3209 1000 950 7072 619	100.42
6-6-17	06/06/2017		SPANISH FUNDR'R ITEMS	21 3209 1000 950 7072 619	46.87
24632	Check	06/27/2017	MOHL	GREGG MOHL	90.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-22-17	06/22/2017		6-22-17 GSB OFFICIAL	21 3209 1000 920 6835 345	90.00
24633	Check	06/27/2017	PEDERSEN	LANCE PEDERSEN	100.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5-25-17	05/25/2017		5-25-17 GSB OFFICIAL	21 3209 1000 920 6835 345	100.00
24634	Check	06/27/2017	PORTAPHONE	PORTA PHONE	999.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1312	06/08/2017		WIRELESS HEADSET/SERVICE PLAN 31818	21 3209 1000 920 6721 739	999.00
24635	Check	06/27/2017	UNIVERSI12	UNIV OF DUBUQUE	500.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
62117-2	06/21/2017		BBB ENTRY FEES 31850	21 3209 1000 920 6811 815	500.00
24636	Check	06/27/2017	WALMAR	WAL MART COMMUNITY BRC	55.26
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-13-17	06/27/2017		SPANISH/FUNDR'R ITEMS	21 3209 1000 950 7072 619	55.26

Detail Check Register

Posted; Check Date 7 Records Selected; Processing Month 07/2017, 06/2017

Checking Account: 2

ACTIVITY CHECKING ACCOUNT

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
24637	Check	07/01/2017	CHEERLEADI	CHEERLEADING STUNT ACADEMY	2,210.00
TDGCP2040	08/01/2017		AUG 10-12, 2017 CHEER CAMP	21 3209 1000 920 6695 815	2,210.00
24638	Check	07/01/2017	IACHEERLEA	IA CHEERLEADING COACHES ASSO	45.00
FY18 MEMB	06/27/2017		FY18 EDWARDS MEMB FEE 31837	21 3209 1000 920 6693 810	45.00
24639	Check	07/01/2017	IAHIGH7	IOWA HIGH SCHOOL MUSIC ASSO	25.00
FY18 MEMB	06/27/2017		FY18 MEMBERSHIP FEE 31827	21 3209 1000 910 6210 810	25.00
24640	Check	07/01/2017	RIDDEL	RIDDELL/ALL AMERICAN (CORP)	5,206.95
60317106	07/01/2017		HELMETS, PADS BOOSTERS REIMB'G PARTIAL	21 3209 1000 920 6721 739	5,206.95
24641	Check	07/01/2017	PETTYCASH	PETTY CASH/HIGH SCHOOL ACT-TOM GRUENWALD	300.00
7-1-17 BASEBALL PETT	07/01/2017		7-1-17 BASEBALL PETTYCASH	21 103 000 0000 000	300.00
24642	Check	07/11/2017	Vendor:		Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
24643	Check	07/11/2017	Vendor:		Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
24644	Check	07/11/2017	Vendor:		Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
24645	Check	07/11/2017	Vendor:		Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
24646	Check	07/11/2017	Vendor:		Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
24647	Check	07/11/2017	Vendor:		Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
24649	Check	07/11/2017	ELANFINANC	ELAN FINANCIAL SERVICES (CORP)	3,780.00

Detail Check Register

Posted; Check Date 7 Records Selected; Processing Month 07/2017, 06/2017

Checking Account: 2

ACTIVITY CHECKING ACCOUNT

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
JUNE 2017	06/01/2017		DISNEY/BALANCE- 5 RMS - HOSA	21 3209 1000 950 7032 580	3,780.00 *
Check Number: 24650	Check Type: Check	Check Date: 07/11/2017	Vendor: MAQUOK3	MAQUOKETA COUNTRY CLUB	Check Total: 154.75
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
GOLF	05/30/2017		5-12-17 BGOLF	21 3209 1000 920 6760 618	84.75 *
GOLF	05/30/2017		4-26-17 BGOLF	21 3209 1000 920 6761 618	40.00 *
GOLF	05/30/2017		4-21-17 GGOLF	21 3209 1000 920 6861 618	30.00 *
Check Number: 24651	Check Type: Check	Check Date: 07/11/2017	Vendor: MILLER15	FORREST MILLER	Check Total: 130.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-23-17	06/23/2017		6-23-17 BB OFFICIAL	21 3209 1000 920 6730 345	130.00 *
Check Number: 24652	Check Type: Check	Check Date: 07/11/2017	Vendor: PIKE	DANIEL PIKE	Check Total: 125.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-26-17	06/26/2017		6-26-17 BB OFFICIAL	21 3209 1000 920 6730 345	125.00 *
Check Number: 24653	Check Type: Check	Check Date: 07/11/2017	Vendor: WALMAR	WAL MART COMMUNITY BRC	Check Total: 23.28
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
7431	06/21/2017		SPANISH FUNDR'R ITEMS	21 3209 1000 950 7072 619	23.28 *
Check Number: 24654	Check Type: Check	Check Date: 07/11/2017	Vendor: WALKER2	JOHN WALKER	Check Total: 125.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-23-17	06/23/2017		6-23-17 BB OFFICIAL	21 3209 1000 920 6730 345	125.00 *
Check Number: 24655	Check Type: Check	Check Date: 07/12/2017	Vendor: ANAMOS	ANAMOS COMM SCHOOLS	Check Total: 210.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
4-4-17 BGOLF	04/04/2017		4-4-17 BGOLF ENTRY	21 3209 1000 920 6760 815	60.00 *
4-4-17 BTRACK	04/04/2017		4-4-17 BTRACK ENTRY	21 3209 1000 920 6740 815	90.00 *
4-4-17 GGOLF	04/04/2017		4-4-17 GGOLF ENTRY	21 3209 1000 920 6860 815	60.00 *
Check Number: 24656	Check Type: Check	Check Date: 07/12/2017	Vendor: BECKMA	BECKMAN HIGH SCHOOL	Check Total: 50.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
4-17-17 BGOLF	04/17/2017		4-17-17 BGOLF ENTRY	21 3209 1000 920 6760 815	50.00 *
Check Number: 24657	Check Type: Check	Check Date: 07/12/2017	Vendor: MURRAY	DAN MURRAY	Check Total: 110.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-28-6-30-17	06/28/2017		JUNE 28-30 GSB OFFICIAL	21 3209 1000 920 6835 345	110.00 *
Check Number: 24658	Check Type: Check	Check Date: 07/12/2017	Vendor: NAUMAN2	DANIEL W NAUMAN	Check Total: 110.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-28-6-30-17	06/28/2017		JUNE 28-30 GSB OFFICIAL	21 3209 1000 920 6835 345	110.00 *
Check Number: 24659	Check Type: Check	Check Date: 07/14/2017	Vendor: IAHIGH5	IA HIGH SCHOOL GIRLS ATHLETIC (CORP)	Check Total: 50.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>

Detail Check Register

Posted; Check Date 7 Records Selected; Processing Month 07/2017, 06/2017

Checking Account: 2		ACTIVITY CHECKING ACCOUNT					
17-18 MEMB	07/12/2017	17-18 MEMBERSHIP	21 3209 1000 920 6502 810		50.00		
Check Number: 24660	Check Type: Check	Check Date: 07/14/2017	Vendor: MILLER15	FORREST MILLER	Check Total:	130.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
7-7-17	07/07/2017		7-7-17 BB OFFICIAL	21 3209 1000 920 6730 345	130.00		
Check Number: 24661	Check Type: Check	Check Date: 07/14/2017	Vendor: PIKE	DANIEL PIKE	Check Total:	75.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
7-5-17	07/05/2017		7-5-17 BB OFFICIAL	21 3209 1000 920 6730 345	75.00		
Check Number: 24662	Check Type: Check	Check Date: 07/14/2017	Vendor: WALKER2	JOHN WALKER	Check Total:	125.00	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
7-7-17	07/07/2017		7-7-17 BB OFFICIAL	21 3209 1000 920 6730 345	125.00		

*Denotes Expensed Invoice Item

Checking Account ID: 2

Total without Voids: 18,355.81

Detail Check Register

Posted: Check Date 7 Records Selected; Processing Month 07/2017, 06/2017

Checking Account: 4		SCHOOL HOUSE CHECKING ACCOUNT					Check Total:	
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>			
Check Number: 3972	Check Type: Check	Check Date: 06/27/2017	Vendor: LYON4	LYON		Check Total:	26,332.77	
1987598	06/02/2017		BRIGGS LOCKERS 34034	36 1918 4700 000 0000 739	26,332.77			
Check Number: 3973	Check Type: Check	Check Date: 06/27/2017	Vendor: MENARD	MENARDS-DAVENPORT (CORP)		Check Total:	711.30	
30580	06/20/2017		CEILING TILES	36 2009 4700 000 0000 618	355.65			
30580	06/20/2017		CEILING TILES	36 3209 4700 000 0000 618	355.65			
Check Number: 3974	Check Type: Check	Check Date: 06/27/2017	Vendor: MENARDSDU	MENARDS-DUBUQUE (CORP)		Check Total:	2,629.44	
37278	06/19/2017		CEILING TILES	36 2009 4700 000 0000 618	1,314.72			
37278	06/19/2017		CEILING TILES	36 3209 4700 000 0000 618	1,314.72			
Check Number: 3975	Check Type: Check	Check Date: 06/27/2017	Vendor: MENARDSMOL	MENARDS-MOLINE IL		Check Total:	950.40	
81781	06/20/2017		CEILING TILES	36 0000 4700 000 0000 618	950.40			
Check Number: 3976	Check Type: Check	Check Date: 06/27/2017	Vendor: STORAGEDES	STORAGE & DESIGN GROUP		Check Total:	12,000.00	
11565	06/05/2017		MS LOCKER REPAINT	36 2009 4700 000 0000 618	12,000.00			
Check Number: 3977	Check Type: Check	Check Date: 06/27/2017	Vendor: VANMET	VAN METER INDUSTRIAL INC		Check Total:	3,868.98	
S009793404.001	06/09/2017		LIGHTS FOR BR AND MS	36 1918 4700 000 0000 618	1,149.00			
S009793404.001	06/09/2017		LIGHTS FOR BR AND MS AND HS	36 2009 4700 000 0000 618	2,369.00			
S009793404.001	06/09/2017		LIGHTS FOR BR AND MS AND HS	36 3209 4700 000 0000 618	350.98			
Check Number: 3978	Check Type: Check	Check Date: 07/14/2017	Vendor: MISSBE2	MISS BEND AREA EDUC AGENCY		Check Total:	32,773.02	
139671	06/23/2017		FY17 SEM2/PURCHASED SERVICE PER CONTRACT	33 0000 2585 000 8759 350	32,773.02 *			

*Denotes Expensed Invoice Item

Checking Account ID: 4

Total without Voids: 79,265.91

Detail Check Register

Posted; Check Date 7 Records Selected; Processing Month 07/2017, 06/2017

Checking Account: 5

LUNCH CHECKING ACCOUNT

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
5767	Check	06/27/2017	FAREWA	FAREWAY STORES INC	51.90
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-12-17-	06/12/2017		SUMMER SCH/BANANAS	61 0000 3140 000 4556 631	6.11
6-13-17	06/13/2017		SUMMER SCH/GRAPES,BUNS	61 0000 3140 000 4556 631	10.66
6-17-17	06/17/2017		SUMMER ASCH/BANANAS	61 0000 3140 000 4556 631	6.67
6-20-17-	06/20/2017		SUMMER SCHOOL/BREAD	61 0000 3140 000 4556 631	3.96
SUMMER SCHOOL	06/03/2017		SUMMER SCHOOL SUPPLIES	61 0000 3140 000 4556 631	24.50
5768	Check	06/27/2017	PRAIRIEFAR	PRAIRIE FARM DAIRY INC	193.33
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
JUNE 2017	06/23/2017		JUNE MILK/ SUMMER SCHOOL	61 0000 3140 000 4556 631	193.33
5769	Check	06/27/2017	USFOODSINC	US FOODS INC	586.32
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
JUNE 2017	06/23/2017		JUNE 2017/ SUMMER SCHOOL	61 0000 3140 000 4556 631	586.32
5770	Check	07/01/2017	COMPUTERIN	COMPUTER INFORMATION CONCEPTS	2,962.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
PSJ25604	07/01/2017		FY18/ SOFTWARE SUPPORT	61 0000 2584 000 0000 530	2,962.00
5771	Check	07/11/2017	FAREWA	FAREWAY STORES INC	2.97
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-26-17	06/26/2017		SUMM SCH/BUNS	61 0000 3140 000 4556 631	2.97 *

*Denotes Expensed Invoice Item

Checking Account ID: 5

Total without Voids: 3,796.52

Detail Check Register

Posted; Check Date 7 Records Selected; Processing Month 07/2017, 06/2017

Checking Account: 6

HEALTH CHECKING ACCOUNT

Check Number	Check Type	Check Date	Vendor	Chart of Account Number	Check Total
3141	Check	06/21/2017	BLUECR	WELLMARK INC	40,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-21-17	06/21/2017		WEEKLY DRAW	71 0000 3200 000 0000 279	40,000.00
3142	Check	06/27/2017	KADEPPELLC	DEPPE LLC, KA	140.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
HEINZEL,KUHLMAN	04/11/2017		HEINZEL, KUHLMAN PHYSICALS	71 0000 3200 000 0000 271	140.00
3143	Check	06/28/2017	MAQSCH2	MAQ SCHOOLS/GENERAL FUND	10,317.24
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-1,15,30 2017	06/28/2017		JUNE 1, 15, 30 DENTAL/VISION TRANSFER	71 101 000 0000 000	10,317.24
3144	Check	06/28/2017	BLUECR	WELLMARK INC	40,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6-28-17	06/28/2017		WEEKLY DRAW	71 0000 3200 000 0000 279	40,000.00
3145	Check	07/12/2017	BLUECR	WELLMARK INC	88,000.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
JULY 5 & 12, 2017	07/12/2017		WEEKLY DRAW X 2	71 0000 3200 000 0000 279	88,000.00

*Denotes Expensed Invoice Item

Checking Account ID: 6

Total without Voids: 178,457.24

Registrations, Reimbursements and Accounts Payable for Approval 7-17-17

*** 16-17 Items ***			
21-3209-1000-920-6730-129	Bill Duffy	June 23, 26 BB Official	\$235.00
21-3209-2410-920-6835-156	Bev Gobin	6-26-17 GSB Tickets	\$30.00
21-3209-2410-920-6835-156		6-28-17 GSB Tickets	\$22.50
			\$52.50
21-3209-2410-920-6730-156	Carolyn Laughlin	6-26-17 BB Tickets	\$32.50
21-3209-2410-920-6835-156		6-28-17 GSB Tickets	\$25.00
			\$57.50
21-3209-1000-920-6730-129	Marty Marshall	6-23-17 BB Official	\$95.00
		Sub Total	\$440.00
*** 17-18 Items ***			
21-3209-1000-920-6730-129	Bill Duffy	7-5-17 BB Official	\$75.00
10-103-000-0000-000	Petty Cash-Central Office	17-18 Petty Cash	\$50.00
10-103-000-0000-000	Petty Cash-Central Office	17-18 Registration Petty Cash	\$600.00
10-103-000-0000-000	Petty Cash-Briggs	17-18 Petty Cash	\$50.00
10-103-000-0000-000	Petty Cash-Cardinal	17-18 Petty Cash	\$100.00
10-103-000-0000-000	Petty Cash-HS- General Fund	17-18 Petty Cash	\$200.00
10-103-000-0000-000	Petty Cash-MS- General Fund	17-18 Petty Cash	\$200.00
10-103-000-0000-000	Petty Cash-Preschool	17-18 Petty Cash	\$100.00
21-103-000-0000-000	Petty Cash-HS- Activity Fund	17-18 Petty Cash	\$700.00
61-103-000-0000-000	Petty Cash-HS Lunch Dept	17-18 Petty Cash	\$75.00
		Sub Total	\$2,150.00
		Grand Total	\$2,590.00

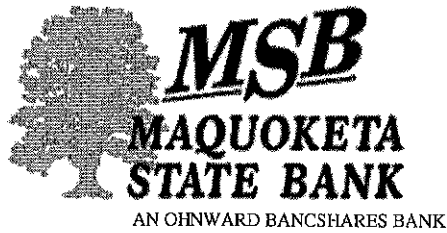
Summer Work Hours 2017

Paid on 8/1/17

7/10/17

CC to PR
Bd Packet
7/11/17

Teacher Last Name	Teacher First Name	Building	Description	Date Work Performed	Hours Worked	Hourly Rate (\$20.00)	Base Total	FICA/IPERS (16.58%)	FICA/IPERS TOTAL	GRAND TOTAL	Project Code (3373-3376)
Brown	Jenna	Briggs	Summer Work	Jun 6, Jun 7	10.00	\$ 20.00	\$ 200.00	0.1658	\$ 33.16	\$ 233.16	10-1918-1000-100-3373-129
Ernst	Tyler	Briggs	Summer Work	Jun 6, Jun 7	10.00	\$ 20.00	\$ 200.00	0.1658	\$ 33.16	\$ 233.16	10-1918-1000-100-3373-129
Olson	Jenna	Briggs	Summer Work	Jun 6, Jun 7	10.00	\$ 20.00	\$ 200.00	0.1658	\$ 33.16	\$ 233.16	10-1918-1000-100-3373-129
Wirth	Mary Kay	Briggs	Summer Work	Jun 6, Jun 7	10.00	\$ 20.00	\$ 200.00	0.1658	\$ 33.16	\$ 233.16	10-1918-1000-100-3373-129
Good	Liz	MS	Summer Work	May 31, Jun 1, Jun 2	10.00	\$ 20.00	\$ 200.00	0.1658	\$ 33.16	\$ 233.16	10-2009-1000-100-3373-129
Marshall	Ashley	MS	Summer Work	Jun. 13	7.00	\$ 20.00	\$ 140.00	0.1658	\$ 23.21	\$ 163.21	10-2009-1000-100-3373-129
Pruess	Carrie	MS	Summer Work	Jun. 13	7.00	\$ 20.00	\$ 140.00	0.1658	\$ 23.21	\$ 163.21	10-2009-1000-100-3373-129
3373 TOTAL							\$ 1,280.00		\$ 212.22	\$ 1,492.22	
Dunne	Wendy	Briggs	Summer Work	Jun. 21	5.00	\$ 20.00	\$ 100.00	0.1658	\$ 16.58	\$ 116.58	10-1918-1000-100-3376-129
Fewell	Molly	Briggs	Summer Work	May 31, Jun 1	10.00	\$ 20.00	\$ 200.00	0.1658	\$ 33.16	\$ 233.16	10-1918-1000-100-3376-129
Johnson	Jaymee	Briggs	Summer Work	Jun 6, Jun 7	10.00	\$ 20.00	\$ 200.00	0.1658	\$ 33.16	\$ 233.16	10-1918-1000-100-3376-129
Johnson	Jaymee	Briggs	Summer Work	Jun. 21	5.00	\$ 20.00	\$ 100.00	0.1658	\$ 16.58	\$ 116.58	10-1918-1000-100-3376-129
Koob	Josh	Briggs	Summer Work	Jun. 21	5.00	\$ 20.00	\$ 100.00	0.1658	\$ 16.58	\$ 116.58	10-1918-1000-100-3376-129
Leytem	Amanda	Briggs	Summer Work	Jun 6, Jun 7	10.00	\$ 20.00	\$ 200.00	0.1658	\$ 33.16	\$ 233.16	10-1918-1000-100-3376-129
Nelson	Sara	Briggs	Summer Work	Jun 6, Jun 7	10.00	\$ 20.00	\$ 200.00	0.1658	\$ 33.16	\$ 233.16	10-1918-1000-100-3376-129
Nelson	Sara	Briggs	Summer Work	Jun. 21	4.60	\$ 20.00	\$ 92.00	0.1658	\$ 15.25	\$ 107.25	10-1918-1000-100-3376-129
Thiel	Mandy	Briggs	Summer Work	Jun. 21	5.00	\$ 20.00	\$ 100.00	0.1658	\$ 16.58	\$ 116.58	10-1918-1000-100-3376-129
Bennis	Sara	CA	Summer Work	Jun. 27	4.00	\$ 20.00	\$ 80.00	0.1658	\$ 13.26	\$ 93.26	10-1909-1000-100-3376-129
Bormann	Kalli	CA	Summer Work	Jun. 27	4.00	\$ 20.00	\$ 80.00	0.1658	\$ 13.26	\$ 93.26	10-1909-1000-100-3376-129
Burmahl	Angie	CA	Summer Work	Jun. 27	4.00	\$ 20.00	\$ 80.00	0.1658	\$ 13.26	\$ 93.26	10-1909-1000-100-3376-129
Gavin	Jennifer	CA	Summer Work	Jun. 27	4.00	\$ 20.00	\$ 80.00	0.1658	\$ 13.26	\$ 93.26	10-1909-1000-100-3376-129
Klemme	Carl	CA	Summer Work	Jun. 27	4.00	\$ 20.00	\$ 80.00	0.1658	\$ 13.26	\$ 93.26	10-1909-1000-100-3376-129
Ackley	Marisa	MS	Summer Work	Jun 6, Jun 22	7.00	\$ 20.00	\$ 140.00	0.1658	\$ 23.21	\$ 163.21	10-2009-1000-100-3376-129
Billups	Kyle	MS	Summer Work	Jun. 2	6.00	\$ 20.00	\$ 120.00	0.1658	\$ 19.90	\$ 139.90	10-2009-1000-100-3376-129
Billups	Kyle	MS	Summer Work	Jun 6, Jun 22	9.00	\$ 20.00	\$ 180.00	0.1658	\$ 29.84	\$ 209.84	10-2009-1000-100-3376-129
Burns	Cassie	MS	Summer Work	Jun 6, Jun 22	8.50	\$ 20.00	\$ 170.00	0.1658	\$ 28.19	\$ 198.19	10-2009-1000-100-3376-129
Good	Liz	MS	Summer Work	May 31, Jun 1, Jun 2	20.00	\$ 20.00	\$ 400.00	0.1658	\$ 66.32	\$ 466.32	10-2009-1000-100-3376-129
Lanham	Michelle	MS	Summer Work	Jun 6, Jun 22	9.00	\$ 20.00	\$ 180.00	0.1658	\$ 29.84	\$ 209.84	10-2009-1000-100-3376-129
Marshall	Ashley	MS	Summer Work	Jun 6, Jun 22	9.00	\$ 20.00	\$ 180.00	0.1658	\$ 29.84	\$ 209.84	10-2009-1000-100-3376-129
Willimack	Jessica	MS	Summer Work	Jun 6, Jun 22	9.00	\$ 20.00	\$ 180.00	0.1658	\$ 29.84	\$ 209.84	10-2009-1000-100-3376-129
3376 TOTAL							\$ 3,242.00		\$ 537.52	\$ 3,779.52	
GRAND TOTAL							\$ 4,522.00		\$ 749.75	\$ 5,271.75	
APPROVED BY: <i>Jana Schmidt</i>											
DATE: <i>7-10-17</i>											



Maquoketa Community School District Account Balance Analysis; June, 2017

Hot Lunch Fund #93971

<i>High Balance</i>	<i>Low Balance</i>	<i>Average Daily Balance</i>
\$114,235	\$69,226	\$79,541

General account #94870

<i>High Balance</i>	<i>Low Balance</i>	<i>Average Daily Balance</i>
\$1,445,009	\$351,323	\$910,170

Schoolhouse Fund account #94897

<i>High Balance</i>	<i>Low Balance</i>	<i>Average Daily Balance</i>
\$1,888,414	\$1,691,890	\$1,765,151

Activity Fund account #96326

<i>High Balance</i>	<i>Low Balance</i>	<i>Average Daily Balance</i>
\$73,310	\$48,892	\$67,921

Prepared By: Maggie O'Connell-Farrell

Customer Service Representative

Dated: 07/03/2017

203 North Main Street
Maquoketa, Iowa 52060
Phone 563/652-2491
FAX 563/652-2495

112 McKinsey Drive
Maquoketa, Iowa 52060
Phone 563/652-2491
FAX 563/652-0552

16 West Benton Street
Andrew, Iowa 52030
Phone 563/672-3575
FAX 563/672-9606

3 North Elliot Street
Preston, Iowa 52069
Phone 563/689-3535
FAX 563/689-3537

MAQUOKETA COMMUNITY SCHOOL DISTRICT					6/30/2017		Prelim - V1
2016/17 COMBINED STATEMENT OF REVENUES AND EXPENDITURES					Unaudited	Created 7/11/2017	
Includes Intrafund transfers							
FD #	FUND	EST. 7/1/2016 BEGINNING BALANCE (CASH & INVEST.)	EOFY AUDITORS ADJUST. FD BAL June-16	RECEIPTS TO DATE	EXPENDITURES TO DATE	6/30/2017 EST. BALANCE	
10	GENERAL	\$ 3,124,474.41		\$ 16,287,634.43	\$ 16,625,000.45	\$ 2,787,108.39	
21	ACTIVITY	\$ 161,355.21		\$ 365,630.42	\$ 371,247.69	\$ 155,737.94	
22	MANAGEMENT	\$ 1,185,891.19		\$ 400,018.99	\$ 374,818.77	\$ 1,211,091.41	
33	LOCAL OPT SALES	\$ 2,071,516.34		\$ 1,147,499.27	\$ 1,092,184.60	\$ 2,126,831.01	
36	PPEL	\$ 362,395.28		\$ 416,872.56	\$ 376,285.99	\$ 402,981.85	
41	DEBT SVCE REV BO	\$ 74,362.61		\$ 850,355.55	\$ 849,290.02	\$ 75,428.14	
61	NUTRITION	\$ (119,353.50)		\$ 717,293.95	\$ 683,754.18	\$ (85,813.73)	Reporting on GAAP basis; please see Nutrition Report for cash balance
71	HEALTH	\$ 3,878,301.94		\$ 2,458,105.41	\$ 2,358,603.69	\$ 3,977,803.66	
27/81	TRUST FUNDS	\$ 453,168.50		\$ 2,970.98	\$ 9,244.75	\$ 446,894.73	
91	AGENCY	\$ 30,727.04		\$ 10,752.61	\$ 317,505.40	\$ (276,025.75)	
BUDGET RECAP FISCAL YEAR 2016/17							
CATEGORIES-----	YTD INSTRUCTION (1000-1999)	YTD SUPPORT SVCES (2110-2899)	YTD ON INSTR PRO (3100-3499)	YTD OTHER SVCES (3500-5999's)	TOTAL YTD	2016-17 Aprvd Budget 4/16 GAAP	OTHER FIN SVCES Transfers
							Budgeted - \$849,292
Expenditures:							
Total General-10	\$ 11,835,663	\$ 4,194,522		\$ 594,815	\$ 16,625,000	\$ 16,520,661	\$ -
Total Activity Fund-21	\$ 342,893	\$ 28,355			\$ 371,248	\$ 477,000	\$ -
Total Mgmt Fund-22	\$ 74,364	\$ 300,455			\$ 374,819	\$ 468,951	\$ -
Total Special Rev #27 (#81 not budgeted)	\$ 1,970				\$ 1,970	\$ 15,000	
Local Opt S & S Tax-33	\$ 152,517	\$ 23,409		\$ 67,091	\$ 243,017	\$ 425,000	\$ 849,168
Total PPEL Fund-36		\$ 91,921		\$ 284,365	\$ 376,286	\$ 399,254	
Total Debt Svce Fund-40 & 41				\$ 849,290	\$ 849,290	\$ 855,118	
Total Nutrition Fund-61		\$ 15,421	\$ 644,243	\$ 24,090	\$ 683,754	\$ 750,652	
Total	\$ 12,407,406	\$ 4,654,083	\$ 644,243	\$ 1,819,651	\$ 19,525,384	\$ 19,911,642	\$ 849,168
FYI..All Fds YTD Trsnfr Out							
FY'17 EXPENDITURES AS							
APPROVED IN Apr '16	\$13,810,000	\$5,055,500	\$800,000	\$4,090,536	\$ 23,756,036		\$ 849,292
% Spent YTD to Adopted	90%	92%	81%	44%	82%		100%
Budget Amendment	\$14,210,000	\$5,455,500	\$800,000	\$3,290,536			
APPROVED May '17	87%	85%	81%	55%			

Kristy Haxmeier

REVENUE REPORT FOR BOARD		FY17	6/30/2017	Created	7/11/2017
					%
#10 GENERAL FUND	Approp	Prior Mo YTD	Current Month	YTD Total	Of Budget
Taxes	\$3,861,151	\$3,916,114.17	\$55,634.16	\$3,971,748.33	103%
Income Surtaxes	\$577,098	\$704,840.00	\$0.00	\$704,840.00	122%
Tuition/Transp Received	\$1,326,093	\$900,490.41	\$274,637.44	\$1,175,127.85	89%
Earnings on Investments	\$27,000	\$26,919.35	\$5,123.08	\$32,042.43	119%
Student Activities and Sales	\$27,500	\$26,963.84	\$325.15	\$27,288.99	99%
Other Revenues from Local Sou	\$132,905	\$140,679.26	\$4,982.52	\$145,661.78	110%
Revenue from Intermediary Sou	\$5,850	\$5,200.00	\$650.00	\$5,850.00	100%
State Sources	\$9,787,759	\$8,821,307.93	\$896,248.01	\$9,717,555.94	99%
Chapter 1 Grants	\$366,634	\$268,876.00	\$0.00	\$268,876.00	73%
Other Federal Sources	\$320,820	\$223,536.25	\$13,679.33	\$237,215.58	74%
Upward/Downward - Misc - Sale	\$0	\$615.28	\$812.25	\$1,427.53	#DIV/0!
Total General	\$16,432,810	\$15,035,542.49	\$1,252,091.94	\$16,287,634.43	99.1%
#21 ACTIVITY FUND	Approp				
Total Activity	\$450,000.00	\$353,017.44	\$12,612.98	\$365,630.42	81.3%
#22 MGMT FUND	Approp				
Taxes	\$365,002.00	\$367,180.30	\$5,142.25	\$372,322.55	102%
Misc. Income	\$0.00	\$27,696.44	\$0.00	\$27,696.44	#DIV/0!
Upward/Downward Other	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Total Mgmt	\$365,002.00	\$394,876.74	\$5,142.25	\$400,018.99	109.6%
#33 LOCAL OPT. S & S TAX	Approp				
Local Option Sales Tax Proceed	\$1,238,613.88	\$967,934.59	\$107,205.36	\$1,075,139.95	87%
Local Sources (Andrew/Delwood	\$0.00	\$67,090.72	\$0.00	\$67,090.72	#DIV/0!
Interest	\$3,500.00	\$5,268.60	\$0.00	\$5,268.60	151%
State Supp Sources	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Donations/Microsoft	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Total Capital Projects	\$1,242,113.88	\$1,040,293.91	\$107,205.36	\$1,147,499.27	92.4%
#36 SH PPEL FUND	Approp				
Taxes Levied	\$399,615.00	\$401,897.49	\$5,603.01	\$407,500.50	102%
Other Revenue	\$0.00	\$5,000.00	\$0.00	\$5,000.00	#DIV/0!
Earnings on Investments	\$3,000.00	\$3,624.31	\$747.75	\$4,372.06	146%
Upward/Downward Other	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Total SH PPEL	\$402,615.00	\$410,521.80	\$6,350.76	\$416,872.56	103.5%
#40 & #41 DEBT SVCE FUND	Approp				
Taxes Levied	\$0.00	\$0.00	\$0.00	\$0.00	
Int Earned/Other Income	\$200.00	\$965.06	\$222.83	\$1,187.89	594%
Other	\$0.00	\$0.00	\$0.00	\$0.00	
Total SH Debt Service	\$200.00	\$965.06	\$222.83	\$1,187.89	593.9%
#61 NUTRITION FUND	Approp				
Earnings on Investments	\$200.00	\$124.73	\$38.04	\$162.77	81%
Account Deposits/Nut Prog Sale	\$253,500.00	\$213,606.45	(\$244.25)	\$213,362.20	84%
Misc	\$2,500.00	\$158.70	\$0.00	\$158.70	6%
Other Revenues from Local Sou	\$6,700.00	\$4,623.52	\$2,045.17	\$6,668.69	100%
Other Federal Sources	\$515,000.00	\$447,524.84	\$45,274.85	\$492,799.69	96%
Upward/Downward Other	\$0.00	\$4,141.90	\$0.00	\$4,141.90	#DIV/0!
Total Nutrition	\$777,900.00	\$670,180.14	\$47,113.81	\$717,293.95	92.2%
#27 SPECIAL REVENUE FUND	Approp				
Earnings on Investments	\$50.00	\$262.48	\$54.99	\$317.47	635%
Donations/Gifts	\$2,000.00	\$375.00	\$0.00	\$375.00	19%
Total Expend. Trust	\$2,050.00	\$637.48	\$54.99	\$692.47	33.8%

#81 TRUST FUNDS	Approp				
Earnings on Investments	\$0.00	\$1,578.51	\$0.00	\$1,578.51	
Donations/Gifts	\$0.00	\$700.00	\$0.00	\$700.00	
Total Expend. Trust	\$0.00	\$2,278.51	\$0.00	\$2,278.51	
TOTAL	\$19,672,690.91	\$17,908,313.57	\$1,430,794.92	\$19,339,108.49	98%
<u>Oper. Transfers In/F A Dispositi</u>	<u>Appropriated</u>			<u>YTD</u>	
General 10	\$0.00	\$0.00	\$0.00	\$0.00	
Upward adj (pr yr fr #22 to #10)		\$0.00	\$0.00	\$0.00	
Mgmt 22		\$0.00	\$0.00	\$0.00	
Debt Service 40/41	\$849,291.02	\$777,781.33	\$71,386.33	\$849,167.66	
Capital Proj #34		\$0.00	\$0.00	\$0.00	
Local Option Sales Tax 33		\$0.00	\$0.00	\$0.00	
Total	\$849,291.02	\$777,781.33	\$71,386.33	\$849,167.66	
*****NOT BUDGETED FUNDS:					
#71 HEALTH FUND		Prior Month	Current Month	YTD Total	
Other Revenues from Local Sources		\$0.00	\$0.00	\$0.00	
Transfers		\$2,240,152.58	\$217,952.83	\$2,458,105.41	
Total Health		\$2,240,152.58	\$217,952.83	\$2,458,105.41	
<i>Kristy Halmeier</i>					
Business Coordinator					
7/11/2017					

Regular; Beginning Month 07/2016; Processing Month 06/2017; Fund Number 21

Fund: 21 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
21 729 009 6504 920	RESTRICTED DRUG TESTING-ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 729 009 6910 920	RESTRICTED WEIGHT ROOM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 729 009 7001 950	RESTRICTED DIST INTEREST-ACTIVITY	0.00	0.00	878.82	0.00	0.00	(427.96)	450.86
21 729 009 7002 950	RESTRICTED SPEC CKS-ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 729 109 6000 919	RESTRICTED HS ACT TICKETS-ACTIVITY	1,363.40	1,464.96	16,315.00	0.00	0.00	0.00	16,213.44
21 729 109 6006 910	RESTRICTED ACTIVITIES CONTROL-ACTI	641.81	0.00	0.00	0.00	0.00	2,181.02	2,822.83
21 729 109 6120 910	RESTRICTED HS SPEECH-ACTIVITY	0.00	2,351.07	2.00	0.00	0.00	0.00	(2,349.07)
21 729 109 6121 910	RESTRICTED SPEECH FUNDRAISER	4,235.14	3,922.52	3,883.36	0.00	0.00	3,000.00	7,195.98
21 729 109 6210 910	RESTRICTED HS VOCAL MUSIC-ACTIVITY	1,646.78	10,685.68	11,270.50	0.00	0.00	0.00	2,231.60
21 729 109 6211 910	RESTRICTED HARM HLP RS-ACTIVITY	5,951.80	6,440.75	9,453.89	0.00	0.00	0.00	8,964.94
21 729 109 6220 910	RESTRICTED HS BAND-ACTIVITY	0.00	2,796.88	1,377.50	0.00	0.00	0.00	(1,419.38)
21 729 109 6221 910	RESTRICTED HS BAND TOUR-ACTIVITY	251.67	0.00	0.00	0.00	0.00	0.00	251.67
21 729 109 6502 920	RESTRICTED ATHLETIC CONTROL	10,788.86	4,402.94	4,603.01	0.00	0.00	139.48	11,128.41
21 729 109 6503 920	RESTRICTED ATHLETIC PASS	0.00	98.00	845.00	0.00	0.00	0.00	747.00
21 729 109 6504 920	RESERVE DRUG TESTING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 729 109 6505 920	ATHLETIC AWARDS	0.00	650.94	0.00	0.00	0.00	0.00	(650.94)
21 729 109 6645 920	RESTRICTED COED CROSS COUNTRY	0.00	1,317.17	0.00	0.00	0.00	0.00	(1,317.17)
21 729 109 6646 920	RESTRICTED HS CROSS COUNTRY FUNDRAISER	38.31	880.58	1,499.20	0.00	0.00	0.00	656.93
21 729 109 6651 920	RESTRICTED TENNIS FUNDRAI-ACTIVITY	1,105.44	1,761.17	1,618.00	0.00	0.00	375.00	1,337.27
21 729 109 6685 920	BOWLING	0.00	3,711.36	749.00	0.00	0.00	0.00	(2,962.36)
21 729 109 6686 920	RESTRICTED HS BOWLILNG FUNDR'R-ACTIVITY	0.00	1,842.45	2,375.00	0.00	0.00	(97.38)	435.17
21 729 109 6693 920	RESTRICTED CHEERLEADERS	0.00	2,519.94	0.00	0.00	0.00	0.00	(2,519.94)
21 729 109 6694 920	RESTRICTED DANCE TEAM	0.00	858.40	223.00	0.00	0.00	0.00	(635.40)
21 729 109 6695 920	RESTRICTED-CHEERLEADERS FUNDRAISER ACCT	1,058.20	2,069.90	5,917.55	0.00	0.00	0.00	4,905.85
21 729 109 6696 920	RESTRICTED- DANCE TEAM FUNDRAISER ACCT	950.63	4,389.75	4,549.25	0.00	0.00	750.00	1,860.13
21 729 109 6710 920	RESTRICTED HS B BSKTBLL-ACTIVITY	0.00	7,197.20	10,269.92	0.00	0.00	0.00	3,072.72
21 729 109 6711 920	RESTRICTED BBB FUNDRAISR-ACTIVITY	4,551.58	3,731.10	1,796.00	0.00	0.00	0.00	2,616.48
21 729 109 6720 920	RESTRICTED HS FOOTBALL-ACTIVITY	0.00	9,044.35	18,658.55	0.00	0.00	0.00	9,614.20
21 729 109 6721 920	RESTRICTED FTBALL FUNDRAIS-ACTIVITY	15,437.74	17,818.18	21,552.79	0.00	0.00	0.00	19,172.35
21 729 109 6725 920	RESTRICTED HS B SOCCER	0.00	4,607.35	1,802.50	0.00	0.00	0.00	(2,804.85)
21 729 109 6726 920	RESTRICTED HS B SOCCER FUNDRAISER	297.83	1,186.00	1,201.00	0.00	0.00	0.00	312.83
21 729 109 6730 920	RESTRICTED HS BASEBALL-ACTIVITY	0.00	6,837.97	1,626.14	0.00	0.00	0.00	(5,211.83)
21 729 109 6731 920	RESTRICTED BASEBL FUNDRA-ACTIVITY	9,645.60	13,092.52	9,635.32	0.00	0.00	0.00	6,188.40
21 729 109 6740 920	RESTRICTED HS B TRACK-ACTIVITY	0.00	5,900.92	200.00	0.00	0.00	0.00	(5,700.92)
21 729 109 6741 920	RESTRICTED B TRCK FUNDRAI-ACTIVITY	821.04	4,503.75	4,338.22	0.00	0.00	0.00	655.51
21 729 109 6750 920	RESTRICTED B TENNIS-ACTIVITY	0.00	385.26	0.00	0.00	0.00	0.00	(385.26)
21 729 109 6760 920	RESTRICTED HS B GOLF-ACTIVITY	0.00	1,853.08	250.00	0.00	0.00	0.00	(1,603.08)
21 729 109 6761 920	RESTRICTED B GOLF FUNDRAIS-ACTIVITY	491.62	998.00	1,391.00	0.00	0.00	0.00	884.62
21 729 109 6790 920	RESTRICTED HS WRESTL-ACTIVITY	0.00	9,571.60	8,325.00	0.00	0.00	0.00	(1,246.60)

Regular; Beginning Month 07/2016; Processing Month 06/2017; Fund Number 21

Fund: 21 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
21 729 109 7080 950	RESTRICTED HS SADD-ACTIVITY	4,164.83	831.63	0.00	0.00	0.00	6.82	3,340.02
21 729 209 6210 910	RESTRICTED MS CHORUS-ACTIVITY	49.05	734.97	630.00	0.00	0.00	0.79	(55.13)
21 729 209 6220 910	RESTRICTED MS BAND-ACTIVITY	2,636.48	6,040.69	10,159.20	0.00	0.00	13.55	6,768.54
21 729 209 6700 920	RESTRICTED MS B ATHLTCS-ACTIVITY	11,149.16	9,418.37	6,459.60	0.00	0.00	18.72	8,209.11
21 729 209 6791 920	RESTRICTED MS MAT REFUR-ACTIVITY	2,545.30	0.00	0.00	0.00	0.00	5.12	2,550.42
21 729 209 6800 920	RESTRICTED MS G ATHLTCS-ACTIVITY	7,498.44	4,135.17	4,650.50	0.00	0.00	13.91	8,027.68
21 729 209 7049 950	RESTRICTED MS AWARDS-ACTIVITY	716.39	4,915.03	4,553.95	0.00	0.00	0.15	355.46
21 729 209 7070 950	RESTRICTED MS STDT COUNCIL-ACTIVIT	2,119.43	4,219.16	6,467.02	0.00	0.00	6.36	4,373.65
21 729 209 7078 950	RESERV MS CONCESSIONS-ACTIVITY	191.43	0.00	0.00	0.00	0.00	0.36	191.79
21 729 209 7084 950	RESTRICTED MS CARDS CLUB	0.35	0.00	0.00	0.00	0.00	0.00	0.35
21 729 418 7082 950	RESTRICTED BR ELEMENTARY CHORUS	108.06	0.00	0.00	0.00	0.00	0.23	108.29
Fund Total: 21		161,355.21	371,247.69	365,630.42	0.00	0.00	0.00	155,737.94

Kristy Haxmeier

MAQUOKETA COMMUNITY SCHOOLS

NUTRITION FUND REPORT FOR THE MONTH OF:

**Created
June 30, 2017**

July 12, 2017

7/1/2016	Secretary's Beginning Cash Balance	\$70,765.81
	EOFY 6/30/16 GAAP entries (depreciation, OPEB, other deferred revenues)	(\$190,119.31)
	Beginning Balance 7/1/2016	(\$119,353.50)

RECEIPTS:	RECEIPTS:	<i>Current Month</i>	<i>Prior Months</i>	<i>YTD</i>
	Earnings on Invest	\$38.04	\$124.73	\$162.77
	Acct. Deposits	(\$244.25)	\$213,605.45	\$213,361.20
	Misc	\$0.00	\$159.70	\$159.70
	State & Federal Sources	\$47,320.02	\$452,148.36	\$499,468.38
	Sale of Equip/Upward AJE	\$0.00	\$4,141.90	\$4,141.90
				\$717,293.95

DISBURSEMENTS:		<i>Current Month</i>	<i>Prior Months</i>	<i>YTD</i>
	Salaries	\$36,686.31	\$185,316.10	\$222,002.41
	Payroll benefits	\$20,828.45	\$100,647.82	\$121,476.27
	Purch Svce	\$4.09	\$3,227.89	\$3,231.98
	Travel/Communication Services	\$0.00	\$3,078.00	\$3,078.00
	Supplies/Food	\$12,802.49	\$296,112.35	\$308,914.84
	Equipment	\$0.00	\$960.68	\$960.68
	Dues & Fees	\$0.00	\$0.00	\$0.00
	Depreciation (non cash expenditure)	\$0.00	\$0.00	\$0.00
	GASB 68 Pension Expense (non cash expenditure)	\$0.00	\$0.00	\$0.00
	Upward/Downward Adj - OPEB	\$0.00	\$24,090.00	\$24,090.00
				(\$683,754.18)
		6/30/2017	Ending Secretary's Balance (GAAP)	(\$85,813.73)
				PLEASE SEE NOTE BELOW

CASH BALANCE

7/1/2016	Beginning Secretary Cash Balance	\$70,765.81
	Total Receipts YTD	\$717,293.95
	Total Disbursements YTD	(\$683,754.18)
	Net Non Cash Transactions in FY17 (GASB 68 pension exp, depreciation, OPEB, other deferred revenues)	\$19,948.10
6/30/2017	Ending Secretary Cash Balance	<u>\$124,253.68</u>



 Kristy Haxmeier, Business Manager

NOTE TO THE BOARD:

GASB 68- Accounting and Financial Reporting for Pensions

The Nutrition Fund is considered an enterprise fund; therefore it is conducted like a business and operates in accordance with GAAP accounting. With the implementation of GASB 68, the Nutrition Fund is required to show its proportionate share of the IPERS funding deficit as a liability. **This is a non cash transaction and it should be noted that this is a book entry of a negative amount and not an actual deficit of cash.**

These standards have caused many and probably most governments to report significantly higher annual pension expenses than in the past and will place a Net Pension Liability directly in financial statements for the first time – not just as a footnote disclosure in the audit of the funding position of Pension Funds.

The net pension liability is to be measured as the portion of the present value of projected benefits payment to be provided though IPERS to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position. Please see GASB Statement 68 for complete explanation.

MAQUOKETA COMMUNITY SCHOOL DISTRICT
2016/17 INVESTMENTS

6/30/2017

DATE	FINANCIAL INSTITUTION	INTEREST RATE	TERM	PRINCIPAL	ACTIVE INVESTMENTS	MATURITY DATE	DEFINED
FUND:	GENERAL OPERATING FUND (10)						
6/30/2017	ISJIT-Fees	0.630%	AVG MONTHLY		\$20,279.36		
	ISJIT-Health	0.630%	AVG MONTHLY		\$13.07		
	TOTAL INVESTMENTS - OPERATING FUNI				\$20,292.43		
FUND:	ACTIVITY (21)						6/30/2017
6/30/2017	ISJIT	0.630%	AVG MONTHLY		\$4,836.33		
12/4/2016	MSB	0.99%	12 Months	\$90,000.00	\$90,000.00	6/4/2017 12/4/2017	Int earned \$444.28
2/8/2017	Ohnward	0.95%	12 Months	\$25,000.00	\$25,000.00	8/8/2017 2/8/2018	
	TOTAL INVESTMENTS - ACTIVITY FUNI				\$119,836.33		
FUND:	NUTRITION (61)						
6/30/2017	ISJIT	0.630%	AVG MONTHLY		\$66,635.76		PaySchools
	TOTAL INVESTMENTS - NUTRITION FUNI				\$66,635.76		

FUND:		HEALTH FUND (71)				6/30/2017		
4/15/2016	Ohnward	0.795%	12 months	\$700,000.00	\$0.00	10/15/2016 4/15/2017	Int earned \$2,790.12 Int earned \$2,774.87	
6/4/2016	MSB	0.850%	12 months	\$700,000.00	\$0.00	12/4/2016 6/4/2017	Int earned \$2,983.15 Int earned \$2,966.86	
8/23/2016	Ohnward	0.815%	12 months	\$650,000.00	\$650,000.00	2/23/2017 8/23/2017	Int earned \$2,670.52	
9/5/2016	MSB	0.96%	12 months	\$500,000.00	\$500,000.00	3/5/2017 9/5/2017	Int earned \$2,380.28	
11/16/2016	MSB	0.99%	12 months	\$700,000.00	\$700,000.00	5/16/2017 11/16/2017	Int earned \$3,436.52	
1/10/2017	MSB	1.04%	12 months	\$700,000.00	\$700,000.00	7/10/2017 1/10/2018		
4/15/2017	Ohnward	1.305%	12 months	\$700,000.00	\$700,000.00	10/15/2017 4/15/2018		
6/4/2017	MSB	1.060%	12 months	\$700,000.00	\$700,000.00	12/4/2017 6/4/2018		
TOTAL HEALTH FUND INVESTMENT:					<u>\$3,950,000.00</u>			
FUND:		TRUST FUNDS #81 (Scholarships - Reserved & Unreserved)				6/30/2017		
8/23/2016	Ohnward	0.82%	12 months	\$10,000.00 Schuman #8816	\$10,000.00	2/23/2017 8/23/2017	\$41.08 int earned	
9/9/2016	MSB	0.96%	12 months	\$2,300.00 Hute #8818	\$2,300.00	3/9/2017 9/9/2017	\$10.95 int earned	
9/19/2016	Ohnward	0.815%	12 months	\$40,000.00 Marcucci #8809	\$40,000.00	9/19/2017		
11/3/2016	MSB	0.87%	12 months	\$129,803.53	\$129,803.53	5/3/2017	\$510.00 int earned	

				Wendel #8808		11/3/2017	
1/10/2017	MSB	1.04%	12 months	\$130,000.00	\$130,000.00	7/10/2017	
				Shimanek #8820		1/10/2018	
TOTAL TRUST & AGENCY FUNDS:					<u>\$312,103.53</u>		
FUND:	TRUST FUNDS #27 (Donations to MCSD for MCSD expenses) Stoddard, Jan & Pavers						6/30/2017
6/30/2017	ISJIT-Stoddard	0.630%	Avg Monthly		\$105,753.02		
				Stoddard #8801			
TOTAL TRUST & AGENCY FUNDS:					<u>\$105,753.02</u>		
FUNDS:	LOT/SAVE #33; CAP PROJ #34; PPEL #36; DEBT #41						
6/30/2017	ISJIT-Sinking 2012 Series	0.630%	Avg Monthly		\$28,913.17		
				2012 Bonds			
6/30/2017	ISJIT-Sinking 2013 Series	0.006%	Avg Monthly		\$42,910.25		
				2013 Bonds			
5/5/2016	Fidelity	0.85%	12 months	\$200,000.00	\$0.00	11/5/2016	\$856.99 int earned
				Fd #33 LOT		5/5/2017	\$843.01 int earned
10/20/2016	Ohnward	0.87%	12 months	\$600,000.00	\$600,000.00	4/20/2017	\$2602.85 int earned
				Fd #33 LOT		10/20/2017	
11/4/2016	Fidelity	0.90%	12 months	\$100,000.00	\$100,000.00	5/4/2017	\$446.30 int earned
				Fd #36 PPEL		1/4/2017	
5/12/2017	MSB	1.06%	12 months	\$200,000.00	\$200,000.00	11/12/2017	
				Fd #33 LOT		5/12/2018	
TOTAL SH FUNDS					<u>\$971,823.42</u>		

Respectfully submitted by Kristy Haxmeier, Business Coordinator on 7.12.2017

Kristy Haxmeier

**Maquoketa Community Schools
Staff Selection Recommendations**

Date: June 20, 2017

Building: Maquoketa Middle School

Vacancy: MS Vocal

Person being recommended: Julie Weirup

Position on Supplemental Salary Schedule: BA, Step 10

Amount of Contract: \$44,287.04

Extra duties being recommended: MS Vocal Music Level III Year 5+ \$3,335.28

Effective date: August 17, 2017

Number of applicants being screened for position: 8

Screening committee: Christine Snell, MS Principal, Cindy Wiese, MS Director of Student Services, Caleb Bonjour, 17/18 MS Dean of Students, Jill Bresnan, MS Instructional Coach/MS BLT member, Tom Gruenwald, 6-17 Activities Director, Joel Hagen, HS Vocal Teacher

Number of interviewees: 5

Interviewing team and time with each interviewee:

- **Team:** Christine Snell, MS Principal, Cindy Wiese, MS Director of Student Services, Caleb Bonjour, 17/18 MS Dean of Students, Jill Bresnan, MS Instructional Coach/MS BLT member, Tom Gruenwald, 6-17 Activities Director, Joel Hagen, HS Vocal Teacher
- **Time:** 1.5 hours for interview and 20 mins for building tour

Procedures used for checking finalist: Reference Checks

Reasons why this person is being recommended: Ms. Weirup had positive reference checks and a positive interview. She also demonstrated a strong desire to work with MS students and a solid understanding of their needs. She also has ties to the community and has worked with students within the community as well.

Procedures that will be used to ensure sponsor's first year success: Mr. Weirup will receive support from members of the K-12 Vocal Music Department and the 6-12 Activities Director. The MS Instructional Coach and the MS Induction Coach will be used to provide support for success. She will be evaluated by the MS Principal.

Signed:

Christine L. Snell
MMS Principal

Old 7/10/17

JULIE WEIRUP

1541 230th Ave. Delmar, Iowa | julieweirup@yahoo.com | 563-503-9596

OBJECTIVE | To teach music through the framework of the common core in order to help students achieve meaningful levels of skill and understanding of the world they live in.

SKILLS & ABILITIES | Teaching vocal and instrumental music.
Collaborating with other teachers to teach across the curriculum.
Direct musical productions.

EXPERIENCE | **VOCAL AND INSTRUMENTAL MUSIC TEACHER ST. JOSEPH SCHOOL**
FALL 2008-PRESENT
Teach K-8 general, vocal and instrumental music grades 5-8. Supervise student council.

GENERAL MUSIC TEACHER SACRED HEART ELEMENTARY
FALL 2011-SPRING 2014
Taught PK-6 general music.

GENERAL MUSIC TEACHER GRADES 6-8 MIDLAND MIDDLE SCHOOL
FALL 1992-SPRING 1998
Taught vocal and general music to grades 6-8.

GENERAL MUSIC TEACHER GRADES K-6 DELWOOD COMMUNITY SCHOOL
FALL 1998-SPRING 2000
Taught vocal and general music to grades K-6 and instrumental music grades 5-6

EDUCATION | **UNIVERSITY OF IOWA, IOWA CITY, IOWA**
BACHELOR OF ARTS DEGREE
Music Education, Music Therapy and Music Performance major.

CLARKE COLLEGE, DUBUQUE, IOWA
Music Education and Music Therapy major

LEADERSHIP | Co-Directed VBS 1990-present
Superintendent of Music Recital Event at the Jackson County Fair 2011-present
Secretary DeWitt Central FFA Alumni 2009-2015
4H leader 2010-2015

**Maquoketa Community Schools
Staff Selection Recommendations**

Date: June 20, 2017

Building: HS

Vacancy: Weight Room Coordinator

Person being recommended: Colton Feller

Position on Supplemental Salary Schedule: Master Contract Level VI-stipend position

Amount of Contract: Stipend of \$1,500.00 for each of the Fall, Winter and Spring sessions

Effective date: Sept 1, 2017 Fall, Dec. 1 2017 Winter, March 1 2018, Spring

Number of applicants being screened for position: 1

Screening committee: Kevin Bowman, Tom Gruenwald

Number of interviewees: 1


Interviewing team and time with each interviewee: 30 minutes

Procedures used for checking finalist: Previous experience

Reasons why this person is being recommended: Passion for the weight room and seeing Maquoketa students succeed

Procedures that will be used to ensure sponsor's first year success: Continued support from HS Administration.

Signed: Tom Gruenwald


6/20/17

**Maquoketa Community Schools
Staff Selection Recommendations**

Date: June 21, 2017

Building: High School

Vacancy: Ag Instructor

Person being recommended: Matt Lansing

Amount of Contract: BA+15, Step 10 \$46,240.88
40 extra days = \$ 8,952.83

Effective date: July 1, 2017

Extra duties being recommended: FFA Advisor @ Level 1; Yr 5+ \$5,002.92

Number of applicants being screened for position: 9

Screening committee: Mark Vervaecke and Kevin Bowman

Number of interviewees: 4

Interviewing team and time with each interviewee: Mark Vervaecke, Kevin Bowman, Tom Gruenwald and FFA Alumni President

Procedures used for checking finalist: Reference Checks

Reasons why this person is being recommended: strong interview, quality reference checks, experience

Procedures that will be used to ensure sponsor's first year success: On going support from HS Admin team. Follow up meetings to ensure meeting all expectations

Signed: Mark Vervaecke

Cliff Weaver
6/23/17

Matt J. Lansing

Permanent Address
17145 Humke Rd
Dubuque, Iowa 52002

mlansing7836@gmail.com
563-542-1254

Dyersville Beckman High School, Dyersville, Iowa 2003-2009
Head Varsity Wrestling Coach

- ☐ Work closely with Athletic Director to continuously improve the program
- ☐ Organize practice plans for most effect instruction
- ☐ Assess athletes on their technique
- ☐ Work one on one with athletes for quick improvements
- ☐ Assist athletes with mental, physical and emotional issues in different situations

Iowa Association of Agricultural Educators , Iowa 2012-Present
Active and involved member of the professional organization

- ☐ Northeast Iowa Vice President
- ☐ Promote Agricultural Education all across the United States.
- ☐ Work closely with DuPont and National Association of Agricultural Educators developing curriculum and promoting the profession of Agricultural Education.
- ☐ Develop relationships with fellow instructors, business leaders and community members to future develop me as a professional.

Purple Cow Dairy 1996-2003

Farm Hand/ Laborer

- ☐ Assist in all operations of farm.
- ☐ Feed, milk, and day to day operations of 120 head of registered Holstein herd.
- ☐ Complete all tasks for growing corn, soybeans, alfalfa and barley.

Education

Iowa State University, Ames, Iowa
Anticipated Graduation Date: 2017
Masters of Professional Agriculture

University of Dubuque, Dubuque, Iowa
Graduation Date: May 2003
GPA-3.3
Physical Education & Secondary Education

Western Dubuque High School, Epworth, Iowa
GPA 3.1

Activities/Honors **National Association of Agricultural Educators** 2003– Present

- ☐ 2010 Iowa Outstanding Young Member Award winner
- ☐ 2006-07 National Teacher Turn the Key Winner
- ☐ 2005-06 Northeast District Outstanding Young Member

West Dubuque FFA 2003 – Present

- ☐ 2011, 2009, 2007 & 2004 top ten Dairy Cattle Judging teams nationally
- ☐ 2005 had five FFA events finish in the top five at State.
- ☐ Assist graduating seniors receive on average \$10,000 in scholarships.
- ☐ Two State Career and Technical Students of the year (2006 and 2010)

References

Available upon request.

**Maquoketa Community School
Staff Selection Recommendation**

Date: June 23, 2017

Building: Briggs-Cardinal Elementary Schools

Vacancy: .6 FTE Technology Integration / .4 FTE Elementary Meida

Party Being Recommended: Josie Johnson

Position on Salary Schedule and Recommended Base Amount for Contract:

BA Plus 15 Step 8 = \$43,635.76

Extra Duties Being Recommended: None

Number of Applicants Being Screened for The Position: 4

Screening Committee: Patrick R. Bollman

Number of Interviews: 1 (Note: The only candidate that meets qualifications)

Interviewing Team and Time With Each Interviewee:

Patrick R. Bollman and Sherri Walker
45-Minutes

Procedure Used For Checking Finalist:

1. Teaching Experience
2. Working towards Media Specialist Certification

Reasons Why This Person Recommended Over Other Finalists:

Solid interview
Currently working towards Media Specialist certification
Good working relationship with elementary staff members

Procedures That Will Be Used to Insure Teacher's First Year Success...

Administrative support by building principals
Attending weekly CTT meetings

Patrick R. Bollman (2-23-2017)

PRINCIPAL SIGNATURE

Patrick R. Bollman
2/23/17

**Maquoketa Community School
Staff Selection Recommendation**

Date: June 23, 2017

Building: Briggs Elementary

Vacancy: Special Education Summer School Associate

Party Being Recommended: Tricia Connolly

Position on Salary Schedule and Recommended Base Amount for Contract:

22.5 hours @ \$10.00 per hour = \$225.00

Extra Duties Being Recommended: None

Effective Date: July 18, 2017

Number of Applicants Being Screened for The Position: 1

Screening Committee: Patrick R. Bollman

Number of Interviews: 1

Interviewing Team and Time with Each Interviewee:

Patrick R. Bollman 30 minutes

Procedure Used for Checking Finalist:

Positive Working Experience at Briggs with Level III students

Reasons Why This Person Recommended Over Other Finalists:

1. Past working experiences
2. Has worked with Level III Special Education students
3. Solid interview

Procedures That Will Be Used to Insure Teacher Success

1. Building Principal will check in with the Level III Summer School Program

Patrick R. Bollman (6-23-2017)

PRINCIPAL SIGNATURE

CH 7/10/17

**Maquoketa Community School
Staff Selection Recommendation**

Date: June 23, 2017

Building: Briggs Elementary

Vacancy: Special Education Summer School Associate

Party Being Recommended: Cindy Nienkark

Position on Salary Schedule and Recommended Base Amount for Contract:

22.5 hours @ \$10.00 per hour = \$225.00

Extra Duties Being Recommended: None

Effective Date: July 18, 2017

Number of Applicants Being Screened for The Position: 1

Screening Committee: Patrick R. Bollman

Number of Interviews: 1

Interviewing Team and Time with Each Interviewee:

Patrick R. Bollman 30 minutes

Procedure Used for Checking Finalist:

Positive Working Experience with Level III students

Currently working with a one-on-one student at the High School

Reasons Why This Person Recommended Over Other Finalists:

1. Past working experiences
2. Has worked with Level III Special Education students
3. Solid interview

Procedures That Will Be Used to Insure Teacher Success

1. Building Principal will check in with the Level III Summer School Program

Patrick R. Bollman (6-23-2017)

PRINCIPAL SIGNATURE

CA 7/10/17

**Maquoketa Community Schools
Staff Selection Recommendations**

Date: July 11, 2017

Building: HS

Vacancy: Freshman Girls Basketball coach

Person being recommended: Spencer Scar

Position on Supplemental Salary Schedule: Level 3, year 1

Amount of Contract: \$2,501.46

Effective date: Nov. 2017

Number of applicants being screened for position: 1

Screening committee: Tom Gruenwald

Number of interviewees: 1

Interviewing team and time with each interviewee: *30 minutes*

Procedures used for checking finalist: Previous playing experience³

Reasons why this person is being recommended: Willingness to meet the demands of the schedule

Procedures that will be used to ensure sponsor's first year success: Continued support from HS Administration.

Signed: Tom Gruenwald

**Maquoketa Community Schools
Staff Selection Recommendations**

Date: July 11, 2017

Building: MS

Vacancy: 7TH GRADE FOOTBALL

Person being recommended: Spencer Scar

Position on Supplemental Salary Schedule: Level 4, year 1

Amount of Contract: \$1,945.58

Effective date: Aug. 2017

Number of applicants being screened for position: 1

Screening committee: Tom Gruenwald

Number of interviewees: 1

Interviewing team and time with each interviewee: *30 minutes*

Procedures used for checking finalist: Previous playing experience

Reasons why this person is being recommended: Passion for the game of football,

Procedures that will be used to ensure sponsor's first year success: Continued support from MS Administration.

Signed: Tom Gruenwald

**Maquoketa Community School District
Staff Selection Recommendations**

Date: 7-11-2017

Building: HS

Vacancy: Freshman Girls Volleyball

Party Being Recommended: Samantha Miller

Recommended base amount for contact: Level 3, Yr. 1

Amount of Contract: \$2,501.46

Number of applications being screened for position: 1

Screening committee: Tom Gruenwald/ Luke Bentley

Number of interviewees: 1

Interviewing team and time with each interviewee:

Tom Gruenwald, Luke Bentley

Procedures used for checking finalist:

Previous coaching experience on the club volleyball level. Has played college volleyball

Reasons why this person recommended over other finalists:

Willingness to do the job

Procedures that will be used to insure candidate's first year success:

On going support from the Admin team.

Continued follow up from the AD

__Tom Gruenwald_____
Supervisor's Signature

**Maquoketa Community Schools
Staff Selection Recommendations**

Date: July 12, 2017

Building: Cardinal Elementary

Vacancy: K-2 Special Education Teacher Associate

Person being recommended: Nancy Pawlowski

Position on Supplemental Salary Schedule: Year 1 Support Staff

Amount of Contract: \$9.89/hour for 6.75 hours per day

Effective date: August 17, 2017

Number of applicants being screened for position: 7

Screening committee: Sherri Walker

Number of interviewees: 5

Interviewing team and time with each interviewee: Kalli Bormann, Sherri Walker: 30 minutes

Procedures used for checking finalist: References

Reasons why this person is being recommended: Ms. Pawlowski brings with her a strong understanding of the position, calm demeanor, and flexibility. She has successfully been subbing at Cardinal Elementary for the past two years. She will make a great addition to the Cardinal staff.

Procedures that will be used to ensure sponsor's first year success: Mentoring, coaching, team time/meetings with teachers, and scheduled time for conversations with the principal.

Signed: Sherri Walker
June 12, 2017

**Maquoketa Community Schools
Staff Selection Recommendations**

Date: July 12, 2017

Building: Cardinal Elementary

Vacancy: K-2 Special Education Teacher Associate

Person being recommended: Alicia Stierman

Position on Supplemental Salary Schedule: Year 1 Support Staff

Amount of Contract: \$9.89/hour for 6.75 hours per day

Effective date: August 17, 2017

Number of applicants being screened for position: 7

Screening committee: Sherri Walker

Number of interviewees: 5

Interviewing team and time with each interviewee: 30 minutes, Kalli Bormann, Sherri Walker, Julie Neyens

Procedures used for checking finalist: References

Reasons why this person is being recommended: Ms. Stierman brings with her a strong understanding of the position, calm demeanor, and flexibility. She also has completed 1 class so far for her paraeducator certification, is CPR certified, and has logged experience hours in an elementary building. She will make a great addition to the Cardinal staff.

Procedures that will be used to ensure sponsor's first year success: Mentoring, coaching, team time/meetings with teachers, and scheduled time for conversations with the principal.

Signed: Sherri Walker
June 2, 2017

2017 IASB Legislative Resolutions

STUDENT ACHIEVEMENT AND ACCOUNTABILITY

1. RESEARCH-BASED INITIATIVES

Supports implementation of initiatives in Iowa's K-12 education system that:

- Are research-based;
- Are focused on student achievement, and;
- Do not "re-purpose" existing education funds.

2. STANDARDS AND ACCOUNTABILITY

Supports continued progress in the development of rigorous content standards and benchmarks that reflect the real-world knowledge and skills students need to graduate from high school prepared for college or to enter the workforce, including the following state actions:

- Provide and fund technical assistance to help school districts fully implement the Iowa Core Content Standards which define what students should know and be able to do in math, science, English language arts, social studies, and 21st Century skills in areas such as financial and technological literacy.
- Adopt high-quality summative and formative assessments, aligned to the skills students should know and be able to do to succeed globally and locally.
- Support research-based professional development that provides educators with training, support and time to work together so that they can successfully teach a rigorous curriculum to all students. Ensure that curriculum decisions about how to teach remain in the hands of local schools and teachers.
- Include and fund all the components of successful standards systems: assessments aligned to high expectations, improved and aligned instruction and quality professional development.

IASB supports development of model content standards, recommended assessments and professional development supports in additional content areas but opposes expanding accountability, reporting and accreditation requirements in these areas.

3. PRESCHOOL

Supports an increase in funding from the current weighting of 0.5 to 1.0 full-time equivalent to ensure all 4-year-olds have access to a high quality public school preschool program. Districts should be given maximum flexibility to assign costs to the program.

4. EARLY LITERACY

Supports the continued development of and funding for research on best practices for improving proficiency in early literacy strategies.

Supports continued funding for professional development and classroom intervention strategies focused on implementing best practices for early literacy in grades PK-3.

Supports the continuation of programs currently funded by the early intervention block grant program with flexibility to use those funds for other K-3 literacy programs if approved by the school board.

2017 IASB Legislative Resolutions

5. ENGLISH LEARNERS

Supports sufficient and on-time funding for English- learners (EL) until the students reach proficiency.

6. DROPOUT/AT RISK

Supports the inclusion of dropout prevention and funding for at-risk students in the foundation formula and the inclusion of socio-economic status as a factor in determining a student's at-risk status. Opposes changes to compulsory age of attendance requirements unless sufficient funds and research-based programs are provided.

7. MENTAL HEALTH

Supports increased statewide access to and funding for mental health services for children.

8. SPECIAL EDUCATION -- STATE

Supports predictable and timely state funding to serve students receiving special education services at a level that reflects the actual cost including educational programming and health care costs.

9. SPECIAL EDUCATION – FEDERAL

Supports the federal commitment to fund 40 percent of the cost of educating students receiving special education services, and requests that the federal government fulfill that commitment by increasing funding a minimum of 8 percent per year until the 40 percent figure is achieved.

10. AREA EDUCATION AGENCIES

Supports sufficient financial support of the area education agencies to provide essential services in a cost-effective manner to school districts including:

- special education;
- technology;
- professional development;
- curriculum assessment; and
- student assessment data analysis.

11. SCHOOL CALENDARS

Supports the authority of locally elected school boards to determine the school calendar to best meet student needs, including start dates, year round schools, and other innovations.

2017 IASB Legislative Resolutions

EDUCATOR QUALITY

12. TEACHER LEADERSHIP AND DEVELOPMENT

Supports research-based programs and funding to develop strong instructional leadership including:

- teacher leadership and development
- beginning teacher mentoring programs
- quality professional development programs.

13. MARKET-COMPETITIVE WAGES

Supports providing school districts with incentives and the flexibility to pay market competitive wages for shortage area positions, especially in the areas required to meet graduation and Iowa content standards.

14. BENEFITS

Supports allowing school districts to voluntarily enroll their employees in the state's health, dental and life/long-term disability insurance pools.

15. ALTERNATIVE LICENSURE

Supports the adoption of alternative teacher licensure upon completion of research-based teaching pedagogy training in addition to content knowledge in a curricular area.

16. STAFF REDUCTIONS

Supports giving school districts and AEAs the option to waive the termination requirements in Iowa Code Section 279.13 to reduce staff in response to reductions in funding or to comply with an arbitrator's award.

17. ARBITRATIONS

Supports a requirement that arbitrators, prior to the imposition of an award, must first consider local conditions, ability to pay, and local settlement history. After the arbitrator determines the school district, AEA or community college has the ability to pay, the arbitrator should then consider comparability based upon similar size and geographic region.

18. LABOR/EMPLOYMENT LAWS

Supports labor and employment laws that balance the rights of the employees with the rights of management, with an emphasis on student achievement and student safety.

2017 IASB Legislative Resolutions

FISCAL RESPONSIBILITY AND STEWARDSHIP

19. SCHOOL FUNDING POLICY

Supports a school foundation formula that:

- Provides sufficient and timely funding to meet education goals;
- Equalizes per pupil funding;
- Provides a funding mechanism for transportation costs that reduces the pressure on the general fund and addresses inequities between school districts;
- Includes factors based on changes in demographics including socio-economic status, remedial programming, and enrollment challenges;
- Incorporates categorical funding in the formula within three years; and
- Includes a mix of property taxes and state aid

20. SUPPLEMENTAL STATE AID

Supports setting supplemental state aid:

- For FY 2018, by January 31, 2017;
- For FY 2019 and future budget years, at least 14 months prior to the certification of the school's district budgets; and
- at a rate that sufficiently supports local districts' efforts to plan, create and sustain world-class schools

Supports a formula driven method for establishing the supplemental state aid growth rate if it is not set within the statutory requirements.

21. PROPERTY TAXES

Supports holding school districts harmless in property tax restructuring. Supports efforts to minimize property tax disparities created by the additional levy rate without compromising additional resources to school districts. Supports improved transparency and limits on the use of Tax Increment Financing (TIF) including requirements:

- To include all affected taxing bodies before creation of a TIF district;
- to limit the duration of all TIF districts

22. SPECIAL LEVY FUNDS

Supports flexibility in the use of special levy funds.

23. TAX BASE

Supports an independent, bi-annual cost-benefit analysis of all income, sales or property tax exemptions, credits or deductions. Creation of a new tax credit must undergo an independent cost benefit analysis. The legislature should have sole authority to make revisions to definitions that impact taxes, restrict future tax bases or provide additional tax breaks that decrease revenue to the state and either directly or indirectly impact tax revenue for schools.

24. FRANCHISE FEES

Opposes the imposition of franchise fees on school corporations unless the board of directors agrees to such a fee.

2017 IASB Legislative Resolutions

25. CONSTITUTIONAL TAX LIMITATIONS

Opposes a constitutional amendment or statewide voter referendum that would limit taxes, spending or local control impacting education.

26. UNFUNDED MANDATES

Opposes any new mandate that does not provide sufficient and sustainable funding for successful implementation.

SCHOOL INFRASTRUCTURE

27. SAVE (SECURE AN ADVANCED VISION FOR EDUCATION)

Supports repeal of the December 31, 2029 sunset on the statewide penny sales tax for school infrastructure.

Supports preserving the integrity of the statewide penny sales tax for school infrastructure including the tax equity provisions in the following manner:

- No diversions or expansions of allowable uses prior to the current 2029 sunset date;
- Continued growth in the per pupil amount beyond the 2029 sunset date.

28. BOND ISSUES

Supports allowing school bond issues to be passed by a simple majority vote.

Supports the authority to levy a combination of property taxes and income surtaxes to pay the indebtedness.

Supports legislation to clarify that revenue bonds do not count toward a 5 percent statutory debt limit.

GOVERNANCE

29. CHARTER AND ONLINE SCHOOL AUTHORIZING AND ACCOUNTABILITY

Supports the existing Iowa law establishing local school boards as the sole authority to establish charter and on-line schools. All plans and waivers must be approved by the State Board of Education and subject to all state and federal accountability and reporting standards.

30. SHARING AND REORGANIZATION

Supports continuation of sufficient incentives and assistance to encourage sharing or reorganization between school districts including the establishment of regional schools.

Policy Title: Grievance Procedures for Discrimination

Students, parents of students, employees, patrons, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor or
Personnel Contact Person
(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, creed, age, sexual orientation, gender identity, or disability are encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, religion, creed, marital status, sexual orientation, gender identity, or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three - Superintendent/Administrator

If the complaint is not resolved at level two, the grievant may appeal it to level three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, rather, the parents have a right to an impartial hearing to resolve the issue.

Policy Title: Grievance Procedures for Discrimination, continued

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of

Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Name	<u>Caleb Bonjour</u>
Office Address	<u>Maquoketa Middle School 200 E. Locust St, Maquoketa, IA 52060</u>
Phone Number	<u>563-652-4956</u>
Office Hours	<u>8:30 am – 3:30 pm</u>

Adoption Date	12-15-86
Revision & Adoption	07-20-92
Date of Revision	04-14-03
Reviewed by Policy Committee	03-28-05, 07-16-07, 02-11-08, 10-14-13, 07-17-17

CHILD NUTRITION PROGRAMS

FOOD SERVICE MANAGEMENT COMPANY

MAQUOKETA SCHOOL FOOD AUTHORITY

2018 REQUEST FOR PROPOSAL & FIXED-PRICE CONTRACT

Bureau of Nutrition & Health Services

Bureau of Nutrition & Health Services of the Iowa Department of Education

Grimes State Office Building

400 East 14th Street

Des Moines, IA 50319-0146

Phone (515) 281-5356

Fax (515) 242-5988

Website: <https://www.educateiowa.gov/pk-12/nutrition-programs>

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

It is the policy of the Bureau of Nutrition & Health Services of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7. If you have questions or grievances related to compliance with this policy by (Name of CNP Provider), please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone -281-4121, 800-457-4416; website: <http://www.state.ia.us/government/crc/index.html>."

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I. INTRODUCTION

This document contains a **Request for Proposal** for providing food service management services for Maquoketa School Food Authority's (SFA) participation in the United States Department of Agriculture's (USDA) Child Nutrition Programs (CNP) and sets forth the terms and conditions applicable to the proposed procurement. Upon acceptance, this document shall constitute the contract between the FSMC and the School Food Authority.

The SFA has full responsibility for ensuring that the terms of the contract are fulfilled. The Bureau of Nutrition & Health Services of the Iowa Department of Education (BNHS) is never a party to any contract between a SFA and a food service management company (FSMC). BNHS has no involvement with the enforcement of this contract; however, payment can be denied for all meals received/purchased under an invalid contract.

II. REQUEST FOR PROPOSAL / INSTRUCTIONS

II. A. Legal Notice

Notice is hereby given that Maquoketa School Food Authority, hereinafter referred to as the School Food Authority (SFA), intends to examine alternatives to its present food service program.

No intent should be construed from this legal notice that SFA intends to enter into a contract with any party for alternative food service unless, in the sole opinion of SFA, it is in SFA's best interest to do so.

All costs involved in submitting a response to this Request for Proposal (RFP) shall be borne in full by the interested party.

SFA reserves the right to accept any proposal which it determines most favorable to the interest of SFA and to reject any or all proposals or any portion of any proposal submitted which, in SFA's opinion, is not in the best interest of SFA.

The Offeror to this RFP will be referred to as the FSMC, and any contract that may arise from this Request for Proposal (RFP) will be between the FSMC and the SFA.

II. B. Request for Proposal (allow a minimum of six weeks from advertising to proposal opening)

1. SFA will consider a Fixed-Price Proposal
2. Proposals will be received until 2:30 p.m. on May 12, 2017 for supplying Maquoketa SFA with food service management services during the school year of 2017 – 2018, (SY 2018) with options for renewal of the contract for four additional terms of one year each.
3. Sealed proposals are subject to all the conditions and specifications attached hereto and will be received in the office of Maquoketa Central Office, 612 S Vermont St, Maquoketa, IA 52060 and shall be marked on the envelope "*Food Service Management Proposal, # 2017-1*" with the FSMC's return address marked on the envelope.
4. In accepting proposals, Maquoketa SFA reserves the right to reject any and all proposals and to waive any minor informality in order to take the action which it deems to be in the best interest of SFA.
5. Additional information requested by any FSMC to adequately respond to this Request for Proposal must be submitted in writing to the SFA. Both the question(s) and response(s) will be submitted to all FSMCs that have requested the RFP.
6. FSMCs must submit a complete response to this Request for Proposal (RFP), including all certifications, for consideration as a responsive proposal.

7. Contracts entered into on a basis of submitted proposals are revocable if contrary to law.
8. See Standard Terms and Conditions herein below.

II. C. Procurement Method 7 CFR 210.21

1. Procurement Method will be the Competitive Sealed Proposal for a firm, fixed price contract with price adjustment as indicated in III.J.(6)(b). Competitive Sealed Proposals differ from the traditional sealed bid method in the following ways:
 - a. The BNHS *Fixed Price RFP & Contract* Prototype is required for proposals
 - b. Competitive sealed proposals allow discussions with competing FSMCs and adjustments to the initial proposal.
 - c. Comparative judgmental evaluations may be made when selecting among acceptable proposals for award of contract.
2. Discussions for the purpose of clarification may be conducted with responsible FSMCs who submit proposals determined to be considered for award selection, to assure full understanding of all terms and conditions of the RFP response and Contract requirements following state regulations and SFA policy.
3. In conducting these discussions, there shall be no disclosure of any information derived from proposals submitted by competing FSMCs.
4. All procurement transactions shall be conducted in a manner that provides maximum open and free competition consistent with 7 CFR § 200.319(a).
5. Procurement must be conducted so that there is no apparent or real conflict of interest. Disciplinary actions will apply for violations. 2 CFR 200.318(c)(1-2).

II. D. Pre-Proposal Meeting / Timeline

A meeting with interested FSMCs to review the specifications, to clarify any questions, and for a walkthrough of the facilities with school officials will be at

1. Location, Date, Time: Maquoketa CSD – Administration Office, 612 S Vermont St. Maquoketa, Iowa on April 10, 2017 at 2:30 p.m.
2. Attendance is *required*.
3. Document meeting with sign-in sheet. Summarize all information shared, questions asked, and answers provided. Send the information as a numbered addendum(s) of this RFP to all interested parties. The addendum(s) must be signed by FSMCs and returned as part of the RFP/Contract.
4. Vendor presentations *will* be scheduled at this time.

II. E. Proposal Submission and Award

1. SFA must use this prototype Request for Proposal and Contract. SFAs not complying with required procurement procedures will not be approved for reimbursement of meals for USDA Child Nutrition

programs. The SFA must submit this RFP to at least three of the FSMCs listed in RFP Appendix 6. However, BNHS strongly recommends submitting the RFP to all FSMCs listed plus any other companies the SFA may be aware of to ensure the most competitive procurement process.

2. Ten copies of Competitive Sealed Proposals are to be submitted to:
 - Name of SFA/Contact: Maquoketa CSD – Attention Kristy Haxmeier
 - Mailing Address: 612 S Vermont St, Maquoketa Iowa 52060
 - Physical Maquoketa CSD
 - Address: 612 S Vermont St
 - City: Maquoketa
 - State/Zip: Iowa 52060
3. Proposal deadline is:
 - a. Time 2:30 p.m. Central Time. Proposals will not be accepted after this time.
 - b. Date May 12, 2017
 - c. Location: Maquoketa CSD Central Office, 612 S Vermont St, Maquoketa Iowa 52060
 - d. Sealed Proposal submitted marked “Food Service Management Proposal, # 2017-1.”
4. To be considered, each FSMC must submit a complete response to this solicitation **using the forms provided**.
 - a. No other documents submitted with the RFP and Exhibits will affect the Contract provisions, and **there may be no modifications to the RFP language without BNHS approval**.
 - b. In the event that FSMC modifies, revises, or changes the RFP prototype in any manner, SFA must reject the offer as non-responsive.
 - c. Section P offers SFA the opportunity to include any additional/needed services.
5. Award will be made only to a qualified and responsible FSMC whose proposal is responsive to this solicitation.
 - a. A responsible FSMC is one who’s financial, technical, and other resources indicate an ability to perform the services required.
 - b. FSMC shall submit for consideration such records of work and further evidence as may be required by the SFA’s Board of Trustees.
 - c. Failure to furnish such records and evidence, or the inclusion of any false or misleading information therein shall be sufficient cause for the rejection of the proposal or termination of any subsequent contract.
 - d. The qualification data shall be submitted by each FSMC along with the sealed proposal, and shall include the following:
 - i. A bid bond or certified check in the amount of **\$25,000** to show good faith must be enclosed. Annual reports or financial statements for the past fiscal year, certified by a licensed public accountant, must be included in the pre-qualification data.
 - ii. Information that FSMC is doing business with like school systems and is familiar with the regulations pertaining to operations in such environments, if applicable.
 - iii. Information that FSMC is presently operating a comparable, successful school lunch and breakfast program in a public school setting, if applicable.

6. FSMCs or their authorized representatives must fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so will be at the FSMC's own risk who cannot secure relief on plea of error.
7. The SFA is not liable for any cost incurred by the FSMC in submitting a proposal. **Paying the FSMC from Child Nutrition Program (CNP) funds is prohibited until the Contract is reviewed and accepted by BNHS and signed by the SFA.**
8. If additional information is requested, please contact **Kristy Haxmeier at khaxmeier@maquoketaschools.org**. Any additional information provided to one FSMC will be available to all.
9. Award Criteria: (*see Bid Award Table in RFP Exhibits and Table example in RFP Appendix 5*)
 - a. All proposals are to be safeguarded by the SFA. Each SFA committee member will score the proposals **independently** before the committee identifies the most advantageous response.
 - b. Proposals will be evaluated by the SFA committee based on the offer per meal/meal equivalent and the criteria, categories and assigned weights as stated herein below (to the extent applicable).
 - c. Committee members must consist of SFA employees familiar with the regulations and requirements of the child nutrition programs.
 - d. If a committee member is an agent for, employee of or in any manner associated with a FSMC, that FSMC may not participate in the RFP and subsequent contract.
 - e. Each area of the award criteria must be addressed in detail in the Proposal.
 - f. The FSMCs will be notified **after** all responses have been scored as to the status of their proposals.
 - g. Any request for information from any of the proposals must be evaluated by the SFA for compliance with Freedom of Information requirements. However, no information is released until after the award is made.
10. Weight Criteria: The BNHS provided "Criteria for Award Table" located in RFP Exhibits must be used to evaluate the proposals submitted by FSMCs in order to establish a quantitative score based on the selection criteria in the table. The SFA may make changes to the Award Table and may also add additional evaluative documents. **The completed Criteria for Award Table and any supporting documentation must be submitted to the BNHS before the award is considered final.** The RFP must establish a level playing field for all companies that submit proposals. All possible sources of revenue for the contract period must be included, including extensions of the contract. The RFP is the defining document for the contract that will be prepared once an awardee is identified.
 - a. SFA must determine *in advance of issuing the RFP* what percentage (total of 100 points which equals 100%) each category in the Award Table will be given when comparing proposals. (See example in RFP Appendix 5)
 - b. SFA may amend, delete, or add additional categories subject to BNHS pre-approval.
 - c. SFA may not include as a category: prior experience with the SFA as it would violate USDA's free and open competition regulation for procurement.

- d. The criteria for cost (fixed price amount) must be worth more points than any other single criteria on the Award Table.
- e. Other forms, such as rubrics, may be used in addition to the Award Table. They must be pre-approved by BNHS and included in the RFP solicitation.
- f. A cut-off score must be set by the SFA and included on the Award Table. FSMC proposals that score under the cut-off score will not be considered for a contract and must be notified in writing.

II. F. Late Proposals

Any proposal submitted after the time specified for receipt will not be considered and will be returned unopened.

II. G. Altering, Amending or Withdrawing Proposal

No proposal may be altered, amended or withdrawn after the specified time for opening proposals.

II. H. Calculation of Time

Periods of time, stated as a number of days, shall be calendar days.

II. I. Firm Offer

1. By submitting a response to this Request for Proposal, and if such response is not withdrawn prior to the time for opening proposals arrives, FSMC understands and agrees that they are making a firm offer to enter into a contract, which may be accepted by SFA and which will result in a binding contract.
2. Such proposal is irrevocable for period of ninety (90) days after the time for opening of proposal has passed. DW b/w/f (FSMC must initial and date to show agreement)

II. J. Final Contract

The complete contract includes all documents included by the SFA in the RFP, and all documents submitted by the FSMC that have been mutually agreed upon by both parties (i.e. worksheets, attachments, and operating cost sheets) and identified in Section R, paragraph 4 of the Standard Terms and Conditions.

III. STANDARD TERMS AND CONDITIONS

III. A. Definitions

The following definitions shall apply within this document and its attachments:

1. "Accounting Periods" means *monthly*.
2. Allowable Cost" means costs that are allowable under 2 CFR Part 225, "Cost Principles for States, Local Governments, and Indian Tribes," 2 CFR Part 220, "Cost Principles for Educational Institutions," and 2 CFR Part 230, "Cost Principles for Non-Profit Organizations," as applicable, and their Attachments, and 7 CFR Part 200.317-326, as applicable.
3. "Applicable Credit" " means the meaning established in 2 CFR Part 225, Appendix A, Section C(4), and 2 CFR Part 230, Appendix A, Section A(5), respectively.
4. "Charge" means any charge for an Allowable Cost that is:
 - a. Incurred by FSMC in providing the goods and services that are identified in SFA's Food Service Budget;
 - b. Not provided for in the General and Administrative Expense Fee; and
 - c. Established and reasonably allocated to SFA in accordance with the Methodology for Allocated Costs, which is attached to this Contract as "Exhibit F", and fully incorporated herein by reference.
5. "Contract" means this RFP and Contract, the exhibits attached to this RFP and Contract and FSMC's Proposal.
6. "Cost-reimbursable" contract means a contract that provides for payment of incurred costs to the extent prescribed in the contract, with or without a fixed fee.
7. "BNHS" means the Bureau of Nutrition & Health Services of the Iowa Department of Education.
8. "Direct Cost" means any Allowable Cost that is:
 - a. Incurred by FSMC in providing the goods and services that are identified in SFA's Food Service Budget; and
 - b. Reasonably necessary in order for FSMC to perform the Services hereunder. The term "Direct Cost" does not include any cost allocated to SFA as Charges, the General and Administrative Expense Fee, or any Management Fees.
9. "Effective Date" means **July 1, 2017**. All Iowa FSMC contracts begin July 1.
10. "Fixed Fee" means an agreed upon amount that is fixed at the inception of the Contract. In a cost reimbursable contract, the fixed fee includes the contractor's direct and indirect administrative costs and profit allocable to the Contract.
11. "Fixed-Price" contract means price that is fixed at the inception of a contract and is guaranteed for a specific period of time. A fixed-price contract may also contain an economic cost adjustment provision tied to a standard index.
12. "FSMC's Proposal" means Food Service Management Company's response to the RFP and Contract.
13. "Meal Equivalents" are used to determine payment to the FSMC for non-program food such as adult meals, milk sales, a la carte, catering, etc., as well as other reimbursable (SBP, SFSP, ACS, SMP) meals when a separate price is not proposed for meals other than NSLP. The other

meals and non-program sales are converted into Meal Equivalents using the meal equivalency formula indicated in Financial Terms, III.J.5(g). The meal equivalency factor and meal equivalency formula shall remain fixed for the term of the Contract and all renewals.

14. "Non-profit School Food Service Account" means the restricted account in which all of the revenue from all food service operations conducted by the SFA principally for the benefit of school children is retained and used only for the operation or improvement of the nonprofit school food service.
15. "Program(s)" or "Child Nutrition Program (CNP)" means the USDA Child Nutrition Programs in which SFA participates.
16. "Program Funds" means all funds that are required to be deposited into the Non-profit School Food Service Account.
17. "Proposal" means Food Service Management Company's response to the RFP and Contract.
18. "RFP" means SFA's Request for Proposal and Contract, and all of its attachments.
19. "Services" means the services and responsibilities of FSMC as described in this Contract, including any additional services described in Section P of this Contract.
20. "SFA" or "School Food Authority" as defined in 7CFR § 210.2.
21. "SFA's Food Service Budget" means the Food Service Budget for the Current School Year, which is attached to this Contract as "Exhibit F" and fully incorporated herein.
22. "SFA's Food Service Facilities" means areas, improvements, personal property and facilities made available by SFA to FSMC for the provision of the food services as described herein.
23. "SFA's Food Service Program" means the preparation and service of food to SFA's students, staff, employees and authorized visitors, including the following programs: *National School Lunch Program (NSLP)*, *School Breakfast Program (SBP)*, *After School Care Snack Program (ACSP)*, *Summer Food Service Program (SFSP)*, *Fresh Fruit and Vegetable Program (FFVP)*, and *a la carte food service*.
24. "SFA's Food Service Location(s)" means the schools or other locations where Program meals are served to SFA's schoolchildren.
25. "Summer Food Service Program (SFSP)" means either the Summer Food Service Program or the Seamless Summer Option identified herein, and in which SFA participates.
26. "USDA" means United States Department of Agriculture, Food and Nutrition Service.

III. B. Scope and Purpose

1. Duration of Contract. Unless it is terminated in accordance with Section L, this Contract will be in effect for a period of one year **commencing July 1, 2017, and terminating June 30, 2018**, and may be renewed for up to four additional terms of one year each upon mutual agreement between SFA and FSMC. 7 CFR 210.16(d)
2. During the term of this Contract, FSMC shall operate SFA's Food Service Program in conformance with SFA's agreement with the BNHS Office of School Nutrition. 7 CFR 210.16(a)(2)

3. FSMC shall have the exclusive right to operate the programs specified by SFA in Exhibit A: Site Information, which is attached to this Contract and fully incorporated herein.
4. The FSMC shall
 - a. Be an independent contractor and not an employee of the SFA. The employees of the FSMC are not employees of the SFA.
 - b. Implement an accurate point of service count using the counting system provided by SFA in its application to participate in the Child Nutrition Programs and approved by BNHS for the programs listed in Exhibit A: Site Information, herein, as required under USDA regulations. Counting system must eliminate the potential for the overt identification of free and reduced-price eligible students under USDA Regulation 7 CFR §245.8.
 - c. Operate SFA's Food Service Program and shall include performance by FSMC of all the Services, described in this Contract, for the benefit of SFA's students, faculty and staff.
 - d. Maintain all records necessary, in accordance with applicable regulations, for SFA, BNHS and USDA to complete required monitoring activities and must make said records available to SFA, BNHS, and USDA upon request for the purpose of auditing, examination and review. 7 CFR § 210.16(c)(1)
 - e. Cooperate with SFA in promoting nutrition education, health and wellness policies and coordinating SFA's Food Service Program with classroom instruction.
 - f. Comply with applicable federal, state and local laws, rules and regulations, policies, and instructions of BNHS and USDA and any additions or amendments thereto, including USDA Regulation 7 CFR Parts 210, 220, 245, 250, 7 CFR 200.317-200.326; 7 CFR Part 215 (SMP), if applicable; and 7 CFR Part 225 (SFSP), if applicable; 7 CFR Part 226 (CACFP); Section 19 of the NSLP Act (FFVP); and OMB Circulars, and the other laws described in the "Schedule of Applicable Laws," which is attached to this Contract as "RFP Appendix 4" and fully incorporated herein by reference.
 - g. Comply with all SFA building rules and regulations.
 - h. Provide additional food service such as banquets, parties, and refreshments for meetings as requested by SFA as follows:
 - i. SFA or requesting organization will be billed for the actual cost of food, supplies, labor, and FSMC's overhead and administrative expenses if applicable to providing such service.
 - ii. USDA Foods shall not be used for these special functions unless SFA's students will be primary beneficiaries.
5. SFA shall be responsible for:
 - a. Signature authority for the application/contract, free and reduced price policy statement, and Programs indicated in Exhibit A: Site Information, herein, and the monthly claim for reimbursement. 7 CFR §210.9(a) and (b) and 7 CFR §210.16(a)(5)
 - b. Development and distribution of the parent letter and Application for Free and Reduced-Price Meals and/or Free Milk and participating in Direct Certification.
 - c. Implementation of eligibility for free or reduced-price policy for meals and free milk, as applicable, in accordance with 7 CFR Part 245.
 - d. Conducting any hearings related to determinations

- e. Verification of applications for Free and Reduced-Price Meals as required by USDA regulations
 - f. Establishment and maintenance of the free and reduced-price meals' eligibility roster. 7 CFR § 210.7(c), 7 CFR § 210.9(b) (18) and 7 CFR § 245.6(e)
 - g. Ensure the FSMC conducts the SFA's Child Nutrition Programs' operations in accordance with regulations.
 - h. Supervision of the food service operations in such manner as will ensure compliance with all applicable statutes, regulations, rules and policies including regulations, rules, and policies of BNHS and USDA regarding the Child Nutrition Programs.
 - i. Establishing all selling prices, including price adjustments, for all reimbursable and non-reimbursable meals/milk and a la carte (including vending, adult meals, contract meals, and catering) prices. (Exception: Non-pricing programs need not establish a selling price for reimbursable meals/milk.)
 - j. Control of the Non-profit School Food Service Account and overall financial responsibility for SFA's Food Service Program.
 - k. Ensuring the resolution of Program reviews and audit findings. FSMC shall fully cooperate with SFA in resolving review and audit issues. FSMC shall indemnify SFA for any fiscal action, claims, losses or damages, fault, fraud, required repayment or restoration of funds, including reasonable attorney's fees incurred in defending or resolving such issues, that results from FSMC's intentional or negligent acts.
 - l. Monitoring the food service operation of FSMC through periodic on-site visits to ensure that the food service is in conformance with USDA program regulations. 7 CFR § 210.16(a)(3)
 - m. Conducting an on-site review of the counting and claiming system at each SFA Food Service Location no later than February 1 of each year if there is more than one SFA Food Service Location.
 - n. The counting and claiming system. 7 CFR § 210.8(a)(1)
6. SFA and FSMC agree that this Contract is neither a *cost-plus-a-percentage-of-income* nor a *cost-plus-a-percentage-of-cost* contract, and that this contract does not allow income and expenses to accrue to the FSMC. 7 CFR §210.16(c).
7. Payments on any claim shall not preclude SFA from making a claim for adjustment on any item found not to have been in accordance with the provisions of this Contract and bid specifications.
8. SFA may request of FSMC additional food service programs; however, the SFA reserves the right, at its sole discretion, to sell or dispense food or beverages, provided such use does not interfere with the operation of the Child Nutrition Programs. Any food and beverages must meet the USDA 2010 HHFKA Smart Snacks and the Iowa Healthy Kids Act.
9. Any change to the scope of services to be provided by FSMC that is beyond the scope or original intent of this RFP/Contract, including the addition of a program such as breakfast (SBP) or summer food (SFSP), *may* be considered a material change. The SFA must evaluate the total cost and scope of the change to the existing contract and determine if a material change would occur. The SA must be notified of the determination, provided documentation, and give final approval before the change may be implemented. If the change to the contract is considered a material change, the contract must be rebid.

MCS D Professional Learning
First 5 Days Back

August 16- New Teachers

8:00-8:45 Welcome Breakfast at High School Commons

8:45-9:15 Technology Meeting with Dustin Cogan, IT Director

9:30-12:00 Meet with Building Induction Coach and Building Administrator

12:00-12:30 Lunch on your own

12:30-3:45 - MBAEA-Bettendorf for Induction Program (New Teachers year 1 only) New Teachers NOT year 1 work in their building

August 17- All Staff

8:00-11:30 Building Time

11:30-12:30 Lunch on Own Unless New to Maquoketa School District

11:30-1:00 Chamber New Staff Luncheon - 11:30 photo; lunch 12:00 - 1:00

12:30-3:45 Building Time (ALICE Training @ Briggs and High School)

- 1:15 At HS ALICE Training
- 2:15 Briggs ALICE Training

August 18

8:00-3:45 Building Time (8:00 a.m. at HS Tech Room on Follett's with media specialists and designated paras)

August 21

8:00-3:45 Building Time (ALICE Training @ Cardinal and Middle School)

- 12:45 at Cardinal
- 2:00 at Middle School

10:00-12:30 Middle School Camp Cardinal

4:30-5:45 Briggs Back to School

5:00-6:00 Middle School Back to School Night

5:00-6:15 Cardinal Back to School

August 22

7:30-8:00 Rolls, Juice , Coffee @HS

8:05 - 9:05 Presentation

- Erik Wahl "The Spark and the Grind" Presentation beginning at 8:00 a.m. and ending at 9:00 a.m. in the high school new gym. We have several schools and a few businesses joining us: Bellevue, Delwood, Cal-Wheat, Midland, Sacred Heart, Marquette Catholic, MSB, BSB

9:20 - 10:20 Maquoketa CSD All Staff Welcome

- Introduce new staff, MEA, Nurses, Equity Coordinator (Chris will present this)
- TLC/PLC Expectations- Chris

10:30-12:00 Coaches and Sponsors Activity Meeting-Library/Building Time

12:00-1:00 Lunch on Own

1:00-3:45 Building time

6:00 p.m. Freshman Orientation

10. Any changes to the terms or conditions of this Contract, which are required by Federal or State law or rule, or changes to Federal or State laws or rules, are automatically incorporated herein, effective as of the date specified in such law or rule.
11. Gifts from FSMC: The SFA's officers, employees, or agents shall neither solicit nor accept gratuities, favors, nor anything of monetary value from contractors nor potential contractors in accordance with all laws, regulations and policies. (7CFR 200.317-200.326) To the extent permissible under federal, state, or local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.
12. Summer Food Service Program: In the event that the RFP requires FSMC to provide management services for SFA's SFSP or Seamless Summer option (SSO), the parties agree to operate the Program according to federal, state, and local regulations.
13. Fresh Fruit and Vegetable Program (FFVP): In the event that FSMC provides management services for the FFVP at any of SFA's Food Service Locations, SFA and FSMC agree to operate the FFVP in accordance with the requirements of Section 19 of the National School Lunch Act, all applicable regulations and policies, and the FFVP Handbook for Schools. SFA and FSMC further agree that not more than 10% of the total funds awarded to the school and/or schools for operation of the FFVP may be used for administrative expenses.

III. C. Food Service

1. FSMC shall:
 - a. Serve meals on such days and at such times as requested by the SFA.
 - b. Offer free, reduced-price, and full-price reimbursable meals to all eligible children participating in SFA's Food Service Programs indicated herein.
 - c. In order to offer a la carte food service, offer free, reduced-price, and full-price reimbursable meals to all eligible children.
 - d. Promote maximum participation in all Child Nutrition Programs.
 - e. Provide specified types of service in the schools/sites listed in Exhibit A.
 - f. Sell on the premises only those foods and beverages authorized by the SFA and only at the times and places designated by the SFA.
 - g. Support the SFA's compliance with the 2010 Healthy Hunger Free Kids Act Reauthorization (HHFKA) including, but not limited to:
 - i. Provide meals that meet the meal pattern(s) as required by the HHFKA and implementation schedule, including but not limited to requirements for components, whole grains, calories, sodium, trans-fats, saturated fats, and milk fat and variety. (See RFP Appendix 1 and 7 CFR 210.10, 220.8, 250.61-62, 226.17(a))
 - ii. Plan menus and serve meals that meet the required USDA certification for the SFA to receive the additional reimbursement currently set at 6-cents per

- reimbursable lunch.
 - iii. Ensure that potable water is available at no cost or restriction to all students during lunch and breakfast service.
 - iv. The FSMC may not directly or indirectly restrict the sale or marketing of fluid milk at any time or in any place on school premises or at any school-sponsored event. 7 CFR 210.21(e)
 - h. Maintain records to ensure that non-program food revenue is reported in a way that the SFA can identify compliance.
2. SFA shall retain control of the quality, extent, and general nature of the food service. 7 CFR 210.16(a)(4)
3. Special Dietary Needs
- a. FSMC is required to make substitutions in the food components, that may or may not vary from the meal pattern for
 - i. students with disabilities when their disability restricts their diet as stated in the student's Individual Educational Plan (IEP) or 504 Plan and,
 - ii. Students with a severe medical need/disability that requires meal accommodations as certified by a licensed physician and correctly documented on BNHS Special Diets Form.
 - b. FSMC may make substitutions in the food components that may *not* vary from the meal pattern for students with a medical or special dietary need that does not rise to the level of a disability, such as an intolerance or allergy. Correct documentation from a medical authority using the BNHS Special Diets Form must be on file.
 - c. Fluid milk substitutes for disabled and non-disabled students:
 - i. FSMC shall make substitutions for fluid milk for disabled and non-disabled students who cannot consume fluid milk due to medical or special dietary needs. Substitutions shall be made only after a household submits a BNHS Diet Modification Request Form completed by a licensed medical professional
 - ii. Approval for fluid milk substitutions shall remain in effect until the household submits a change to the modification request from a medical authority
 - iii. Creditable fluid milk substitutes must provide nutrients as required by federal and state regulations. (Reference 7 CFR § 210.10(g) and 7 CFR § 220.8) See RFP Appendix 2.
 - iv. There will be no additional charge to the student for such substitutions.
 - v. The FSMC shall make creditable fluid milk substitutions upon written request from a parent or guardian for students with non-medical needs such as personal choice or religious beliefs. *See RFP Appendix 2*
4. USDA Fresh Fruit and Vegetable Program (FFVP)
- FSMC:
- a. Documents and tracks FFVP expenses separately and makes this documentation easily accessible for the SFA to review and submit an accurate claim.

- b. Documentation must clearly show allocation of costs charged to the FFVP, i.e. labor, actual costs of fresh fruits and vegetables, administrative fees that do not exceed 10% of the overall grant.
- c. Follows all FFVP polices and rules to guarantee the program is operated in compliance with FNS standards.
- d. Develops and submits cycle menu based on FNS guidance for FFVP for participating schools. It is recommended that portion sizes are included in the proposed menu cycle.

SFA:

- e. Will regularly monitor FSMC operations to ensure compliance with relevant FFVP requirements and all provisions of the contract.
- f. Monitor all FFVP expense documentation from FSMC for compliance with the contract and regulations, prior to submitting FFVP claim.

III. D. Use of Advisory Group/Menus

1. SFA shall establish and the FSMC shall participate in the formation, establishment, and meetings of SFA advisory board composed of students, teachers, and parents to assist in menu planning. The advisory board will meet at least twice a year. 7 CFR § 210.16(a)(8)
2. SFAs with no capability to prepare a cycle menu may, with BNHS approval, require that each FSMC include a 21-day cycle menu, developed in accordance with the provisions of 7 CFR 210.10, with its proposal. The FSMC must adhere to the cycle for the first 21 days of meal service. Source of cycle menu must be noted on the RFP cycle menu. 7 CFR 210.16(b)(1).
3. SFA shall approve the menus no later than two weeks prior to service. 7 CFR 210.16(b)
4. FSMC:
 - a. Shall serve meals that follow the 21-day menu cycles that meet Child Nutrition Program requirements and food specifications contained in Exhibits B, attached to this Contract.
 - b. Follows approved 21-day menu cycle and Meal Specifications for the NSLP, SBP, After School Care Snack Program, Fresh Fruit and Vegetable Program, the SFSP and a la carte.
 - c. May not change or vary the menus after the first menu cycle for the NSLP, SBP, After School Care Snack Program, SFSP, FFVP or a la carte items without written approval of SFA.
 - d. Shall justify all requests for any changes or variances for substitutions to SFA menu of lower quality food items.
 - e. Maintains documentation for substitutions and justification of lower quality food items for the records retention period applicable to food production records and documentation is available to SFA, BNHS and USDA for review upon request. 7 CFR 210.16(b)(1)
 - f. Complies with SFA's local wellness policy.
 - g. Complies with all state and local laws that affect school meal preparation and/or service.
 - h. Meal Specifications provided shall include:

- i. Standardized Recipes for each menu item that includes total yield, portion size, ingredients and all USDA required nutrient information.
- ii. Copies of these recipes kept on file at SFA.
- iii. Identity of all branded items that may be used in the meal; and
- iv. Grade, style and condition of each food item and other information that indicates the acceptable level of quality for each food item as applicable.

III. E. Purchases

- 1. Whether SFA conducts its own procurement or whether FSMC procures products on behalf of SFA, FSMC may not require any additional liability coverage, regardless of dollar value, beyond that which SFA would require under procurements not involving FSMC.
- 2. FSMC shall document and track all FFVP expenses separately and make this documentation easily accessible for SFA or TDA review.
- 3. SFA must check one of the purchasing options stated herein below [Note: SFA may not change the purchasing option once it has issued its RFP. Any change would be considered material and require SFA to either begin its procurement process again]:

SFA will do all purchasing for Child Nutrition Programs, except for Section P Optional services	
FSMC will buy the beginning inventory, exclusive of commodities, from SFA.	X

- 4. SFA and FSMC acknowledge that, to extent required by 7CFR 210.21(d)/FNS Policy Memo SP 24-2016, SFA must, when possible, purchase only food products that are produced in the United States. This is also known as the “Buy American” provision. (See RFP Appendix 4)
 - a) FSMC must document, and SFA approve, the use of non-domestic food when competition reveals the cost of domestic food is significantly higher than non-domestic food and/or when food is not produced or manufactured in sufficient quantities domestically to be available in satisfactory quantities
- 5. The SFA encourages the FSMC to explore the Iowa Farm to School Program, F2S, and to make an effort to purchase fresh, locally grown food as allowed including the use of Geographic Preference in 7 CFR 210.21(g). The FSMC is encouraged to offer nutrition-based educational opportunities. The FSMC may include information about how the company will approach this program in Exhibit K, Part 3, B.

III. F. USDA Foods 7CFR 250.50 Subpart D, 7CFR 250.51-250.53, plus parts 210, 220, 225 or 226

- 1. SFA shall:
 - a. Retain title to all USDA Foods.
 - b. Ensure that FSMC has credited the SFA for the value of all USDA Foods received for use in SFA’s meal service in the school year. 7 CFR § 250.51(a)

- c. Maintain responsibility for procuring processing agreements, private storage facilities, or any aspect of financial management relating to USDA Foods. 7 CFR 250.15
 - d. Assure that the maximum amount of USDA Foods are received and utilized by FSMC. 7 CFR § 210.9(b)(15)
 - e. Consult with the FSMC in the selection of USDA Foods; however, the final determination as to the acceptance of USDA Foods must be made by the SFA.
2. FSMC:
- a. Will conduct all activities relating to USDA Foods for which it is responsible in accordance with 7 CFR 250.52(a) as applicable.
 - b. Shall accept and use all donated beef and pork products, and all processed end products, in SFA's Food Service Program. Upon termination of this Contract, or if this Contract is not extended or renewed, FSMC must return all unused donated beef, pork, and processed end products to SFA. 7 CFR § 250.51(d)
 - c. Agrees to accept and use all other USDA Foods in SFA's food service.
 - d. May substitute commercially purchased foods of the same generic identity, of U.S. origin, of equal or better quality than USDA Foods, in contract. 7 CFR 250.50(a)
 - e. Is prohibited from entering into processing contracts utilizing USDA Foods on behalf of SFA.
 - i. FSMC agrees that any procurement of end products by FSMC on behalf of SFA will be in compliance with the requirements in subpart C of 7 CFR Part 250 and with the provisions of SFA's processing agreements.
 - ii. FSMC shall credit SFA for the value of USDA Foods contained in the end products at the processing agreement value.
 - iii. All refunds received from processors must be credited to SFA's Nonprofit School Food Service Account. 7 CFR § 250.51(a)
 - f. Shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA Foods.
 - g. Shall credit SFA for the value of all USDA Foods received for the use in SFA's meal service in the school year, including both entitlement and bonus foods, and including the value of USDA Foods contained in processed end products.
 - h. Is prohibited from cashing out USDA Foods and providing a credit to SFA for USDA Foods. (7 CFR § 250.13).
 - i. Will comply with 7CFR 250 concerning storage and inventory management of USDA Foods:
 - i. FSMC will maintain accurate and complete records with respect to the receipt, use/disposition, storage, and inventory of USDA Foods.
 - ii. FSMC shall ensure that its system of inventory management will not result in SFA being charged for USDA Foods.
 - iii. Failure by FSMC to maintain the required records under this Contract shall be considered prima facie evidence of improper distribution or loss of USDA Foods.

- j. Shall allow SFA and/or any state or federal representative/auditor, including the Comptroller General and USDA, or their duly authorized representatives, to perform onsite reviews of FSMC's food service operation, including review of records, to ensure compliance with requirements for management and use of USDA Foods. 7 CFR § 250.53(a)(10)
 - k. Shall maintain records to document its compliance with requirements relating to USDA Foods in accordance with 7 CFR § 250.54(b). 7 CFR § 250.53(a)(11)
3. Shall account for the value of USDA Foods (7CFR § 250.51) in a fixed-meal rate contract by:
 - a. FSMC subtracts the market value of all USDA donated USDA Foods received for use in SFA's food service from SFA's monthly bill/invoice.
 - b. The market value is based on the value in USDA's WBSCM (Web Based Supply Chain Management) at the time the USDA Foods are received by SFA.
 4. The Fixed-Price rate proposed in the RFP must be calculated as if no donated USDA Foods were available.
 5. FSMC acknowledges that renewal of this Contract is contingent upon the fulfillment of all contract provisions herein relating to USDA Foods. 7 CFR § 250.53(a)(12)
 6. Upon termination of this Contract, FSMC must, at SFA's discretion, return other unused USDA Foods to SFA. The value of other unused USDA Foods shall be based on the market value based on the value in USDA's WBSCM (Web Based Supply Chain Management or current system) at the time the USDA Foods are received by SFA. 7 CFR § 250.51(a)

III. G. Employees

1. FSMC shall provide and pay a staff of qualified employees assigned to duty on SFA's premises for efficient operation of the Programs as indicated in Exhibit I.
2. SFA will designate if current SFA employees, including site and area managers as well as any other staff, will be retained by SFA or be subject to employment by the FSMC. Any food service position not identified above shall be an employee of SFA.
 - a. Such employees shall be supervised on SFA's behalf by FSMC management employees; provided, however, that
 - b. SFA shall retain the exclusive right to control the terms and conditions of the employment of such supervisory and non-supervisory employees, including, but not limited to, control over their hiring, firing, promotion, discipline, levels of compensation and work duties.
5. If the program director/Food Service Director is an employee of the FSMC, then the SFA must also designate an employee of the SFA as program director. The SFA program director is responsible for maintaining oversight and responsibility for planning, administering, implementing, monitoring, and evaluating school meal programs. Both the FSMC director and the SFA director must meet hiring standards and training standards as indicated at <http://www.fns.usda.gov/school-meals/professional-standards>. SFAs that are rebidding their contract are grandfathered in and may continue with the current SFA contact person without meeting the hiring standards. Once the contact person is changed, the hiring standards must be met. The 12-hours of annual required training for directors applies to both FSMC director and SFA director or contact person.
4. If provided for in the Proposal, SFA and FSMC may transition SFA's food service employees to FSMC's payroll. If transition occurs:

- a. FSMC shall give first consideration to current employees of SFA or incumbent contractor when hiring employees to provide services pursuant to this Contract, but FSMC shall not be obligated to hire such employees.
 - b. Each position to be transitioned and date of transition shall be identified.
 - c. SFA shall not pay cost of transferring SFA employees to FSMC payroll.
5. If SFA is sharing FSMC employees with other SFA's, SFA shall identify in Exhibit I and fully incorporated herein:
- a. Each SFA with whom the FSMC employee is to be shared and,
 - b. The percentage of time each employee will spend with each SFA.
6. FSMC shall:
- a. Comply with all wage and hours of employment requirements of federal and state laws.
 - b. Be responsible for supervising and training personnel, including SFA-employed staff as required by Professional Standards regulations at <http://www.fns.usda.gov/school-meals/professional-standards>. Supervision activities include employee and labor relations, personnel development, and hiring and termination of FSMC management staff, except for the Food Service Director.
 - c. Be responsible for the hiring and termination of non-management staff who are employees of FSMC. Hiring of the program director must conform to Professional Standards regulations as cited in (b) above.
 - d. Provide Workers' Compensation coverage for its employees, as required by law.
 - e. Instruct its employees to abide by the policies, rules, and regulations with respect to use of SFA's premises as established by SFA and are furnished in writing to FSMC.
 - f. Maintain its own personnel and fringe benefits policies for its employees, subject to review by SFA.
 - g. Assign to duty on SFA's premises only employees acceptable to SFA.
 - h. Cause all of its employees assigned to duty on SFA's premises to submit to health examinations as required by law, and shall submit satisfactory evidence of compliance with all health regulations to SFA upon request.
 - i. Remove any employee who violates health requirements or conducts him/herself in a manner that is detrimental to the well-being of the students, provided such request is not in violation of any federal, state or local employment laws. In the event of the removal or suspension of any such employee, FSMC shall immediately restructure the food service staff to avoid disruption of service.
 - j. Not blacklist or require a letter of relinquishment or publish or cause to be published or blacklisted any employee of FSMC or SFA discharged from or voluntarily leaving the service of FSMC or SFA with intent of and for the purpose of preventing such employee from engaging in or securing similar or other employment from any other corporation, company, or individual.
7. Staffing patterns shall be mutually agreed upon.

8. All SFA and FSMC personnel assigned to the food service operation in each school shall be instructed in the use of all emergency valves, switches, and fire and safety devices in the kitchen and cafeteria areas.

III. H. Use of Facilities, Inventory, Equipment, and Storage

1. SFA will make available, without any cost or charge to FSMC, area(s) of the premises in which FSMC shall render its services.
2. SFA shall have full access to the food service facilities at all times and for any reason, including inspection and audit.
3. FSMC and SFA shall:
 - a. Non-expendable supplies and capital equipment: At the commencement, termination or expiration of this Contract,
 - i. Take a physical inventory of all non-expendable supplies and capital equipment owned by SFA, including, but not limited to, silverware, trays, chinaware, glassware and kitchen utensils and all furniture, fixtures, and dining room equipment utilized in SFA's Food Service Program.
 - ii. Mutually agree on the usability of such supplies and equipment and,
 - iii. At the expiration or termination of this Contract, FSMC shall surrender to SFA all non-expendable supplies and capital equipment in the condition in which it was received except for ordinary wear and tear, damage by the elements and except to the extent that said premises or equipment may have been lost or damaged by vandalism, fire, flood or other acts of God, or theft by persons other than employees of FSMC except through the negligence of FSMC or its employees, or for any other reason beyond the control of FSMC.
 - iv. Sign a summary of the beginning inventory and ending inventory at the expiration or termination of this Contract and keep a copy of each on file with this Contract.
 - b. Food and supplies: At the commencement, expiration or termination of this Contract,
 - i. Jointly undertake a beginning and closing inventory of all food and supplies.
 - ii. Determine whether any portion of the beginning inventory is not suitable for SFA's continued use. Such inventory shall become a part of this Contract by incorporation.
 - iii. Inventory USDA Foods by a separate inventory. The market value is based on the value in USDA's WBSCM (Web Based Supply Chain Management) at the time the USDA Foods are received by SFA. FSMC shall be compensated for any increases in such inventory not accounted for by USDA Foods inventory increases for which FSMC had not previously provided SFA a credit.
 - iv. FSMC shall be responsible for accounting for any difference between the beginning inventory and the ending inventory and shall compensate SFA for any shortfall in inventory not arising from:
 - (1) use of food, USDA Foods and related supplies in SFA's Food Service Program for which SFA had not previously received a credit;
 - (2) normal wear and tear;
 - (3) theft, fire or other casualty loss beyond the control of FSMC and not arising from the negligence of FSMC or its agents.
 - v. Determine the value of the inventories, except for USDA Foods inventories, by invoice cost.
4. FSMC shall:
 - a. Maintain the inventory of silverware, chinaware, kitchen utensils and other operating items necessary for the food service operation and at the inventory level specified by SFA.
 - b. Maintain adequate storage procedures, inventory and control of USDA Foods in conformance with SFA's agreement with BNHS.

- c. Provide SFA with keys for all food service areas secured with locks.
- d. Not remove any SFA owned equipment from SFA's premises.
- e. Comply with all SFA building rules and regulations.
- f. Surrender to SFA all of SFA's equipment and furnishings in good repair and condition, reasonable wear and tear excepted upon termination of this Contract
- g. FSMC shall not use SFA's facilities to produce food, meals or services for third parties without the approval of SFA.
 - v. If such usage is mutually acceptable, there shall be a signed agreement that stipulates the fees to be paid by FSMC to SFA for such facility usage.
 - vi. Such usage may not result in a cost to the Non-profit Food Service Account.

5. SFA shall:

- a. Replace expendable equipment and replace, repair and maintain nonexpendable equipment except when damages result from careless use by the employees of FSMC.
- b. Provide FSMC with local telephone service, water, gas and electric service for the food service program.
- c. Furnish and install any equipment and/or make any structural changes to the facilities needed to comply with federal, state, or local laws, ordinances, rules and regulations.
- d. Be responsible for any losses, including USDA Foods, which may arise due to equipment malfunction or loss of electrical power not within control of FSMC.
- e. Not be responsible for loss or damage to equipment owned by FSMC and located on SFA premises.
- f. Shall retain title to all SFA food and supplies in SFA during the course of this Contract.

III. I. Health Certifications/Food Safety/Sanitation

1. FSMC shall

- a. Maintain, in the storage preparation and service of food, proper sanitation and health standards in conformance with all applicable State and local laws and regulations, and comply with the food safety inspection requirement of § 210.13(b). 7 CFR § 210.9(b)(14)
- b. Maintain all State of Iowa and local health certification for any facility outside the school in which it proposes to prepare meals and shall maintain this health certification for the duration of this Contract. 7 CFR § 210.16(c)(2)
- c. Obtain and post all licenses and permits as required by federal, state, and/or local law.
- d. Comply with all State of Iowa and local and sanitation requirements applicable to the preparation of food. 7 CFR 210.16(a)(7)

- e. Adhere to the food safety program implemented by the SFA for all preparation and service of school meals, using a Hazard Analysis and Critical Control Point (HACCP) system as required by the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265).
 - f. Allow at least two health inspections to be conducted by the Health Department at every site involved in school meal preparation and/or service as required by Healthy Hunger Free Kids Act 2010.
2. SFA shall
- a. Maintain applicable health certification.
 - b. Ensure that FSMC complies with all applicable state and local regulations pertaining to sanitation, preparing or serving meals at a SFA facility. 7 CFR § 210.16(a)(7)
 - c. Provide sanitary toilet and hand washing facilities for the employees of FSMC as required by state and local sanitation requirements.
3. SFA and FSMC will follow the responsibility for tasks as designated in Exhibit G and Exhibit H Division of Program Expenses and Division of Responsibilities.

III. J. Financial Terms

- 1. All income accruing as a result of payments by children and adults, federal and state reimbursements, and all other income from sources such as donations, special functions, catering, à la carte, vending, concessions, contract meals, grants and loans shall be credited to the Non-profit School Food Service Fund on a daily basis.
- 2. Any profit or guaranteed return shall remain in the SFA’s Non-profit School Food Service Account.
- 3. All Financial Terms, as found in 7 CFR 210.14 are in effect, including net cash resources, financial assurances, use of donated foods, pricing paid lunches, revenues from non-program foods, and using revenues received by the nonprofit food service that are only for the operation or improvement of such food service. The SFA with assistance from the FSMC will complete the paid lunch equity tool and document non-program foods revenues and expenditures.
- 4. All facilities, equipment and services to be provided by SFA shall be provided at SFA’s expense.
- 5. Meal Equivalency Rate equals the sum of total federal reimbursement received for a free NSLP (lunch) meal at the previous year’s rate. The equivalency rate will remain fixed for the term of the Contract and all renewals.

Meal Equivalency Rate (AS PROVIDED BY BNHS)

Lunch Meal Equivalency Rate:	
FY2013-14 Federal Free Rate of Reimbursement:	\$ 3.1600
FY2013-14 6-Cent Additional Reimbursement:	\$ 0.0600
FY2013-14 Value of USDA Entitlement USDA Foods:	\$ <u>0.3125</u>
Total Meal Equivalent Rate	\$ <u>3.5325</u>

- 6. Payment Terms/Method: Fixed-Price contract

Fixed Price per Meal Rate Proposal—the FSMC must propose and will be paid at a fixed rate per meal/Meal Equivalent. The proposed amount should be based on the assumption that no donated USDA Foods will be available for use and should also include all expected rebates, discounts and other applicable credits. The method by which FSMC will use and account for USDA Foods shall be in accordance with section F of the Standard Terms and Conditions herein above. A separate price for SBP or other meals may not be proposed by the FSMC unless the SFA requests a separate price in the box below. Proposal of a separate price by the FSMC when not requested will be considered non-responsive.

To be completed by the FSMC as applicable:

Fixed-Price Proposal for NSLP Lunch: \$3.2770

Fixed-Price Proposal for SFSP Lunch: \$3.2770 to \$3.4770 depending on participation less than 45 lunches per day and less than 25 breakfasts per day. (RFP Projections from SFA)

- a. The fixed price per meal may be increased or decreased on an annual basis by the Yearly Percentage Change in the Consumer Price Index for All Urban Consumers, as published by the U.S. Department of Labor, Bureau of Labor Statistics, Food Eaten Away from Home (CPI). The CPI rate will be submitted to the SFA by BNHS annually, and the provided rate must be used.
- b. Such increase or decrease shall be effective annually on the anniversary date of this Contract and will be allowed only if approved by the SFA and FSMC via signed Addendum.
- c. No other cost increases will be allowed.
- d. For the purpose of computing the foregoing meal counts, the number of National School Lunch Program, School Breakfast Program, Afterschool Care Snack Program and Summer Program meals served to children shall be determined by the Meal Equivalency Formula based on actual meal counts.
- f. Any meal not covered by the prices indicated in 'a' above will be determined using the following formula as defined by the Institute for Child Nutrition, (ICN):
 - All student reimbursable lunches and full-paid adult lunches are counted as one meal equivalent for each lunch served. *Number of reimbursable + adult lunches x 1*
 - Full second student lunches can be counted as a la carte income or as an adult lunch served.
 - Lunches eaten by school food service employees at no charge for the meal are considered in-kind and should not be counted as a meal equivalent.
 - Three breakfasts are the equivalent of two lunches.
Breakfast Meal Equivalent = Number of breakfasts served x .66 (conversion factor)
 - Three snacks are the equivalent of one lunch.
Snack Meal Equivalent = Number of snacks served divided by 3
 - All other food sales, a la carte income, catered income and vending income will be divided by the Meal Equivalency Rate, III.J.(4).
Other Meal Equivalent = Dollar amount of a la carte + vending + catered income + other, is divided by Meal Equivalency Rate

Total Meal Equivalents = Lunches + Breakfast Meal Equivalent + Snack Meal Equivalent + Other Meal Equivalent. Total Equivalents are multiplied times the Fixed Price.
- g. No payment will be made to FSMC for meals that (7 CFR 210.10, 210.16, and 220.8):
 - i. are spoiled or unwholesome at the time of delivery;

- ii. do not meet detailed specifications as developed by SFA for each food component in the meal pattern; or
 - iii. Do not otherwise meet the requirements of this Contract.
- 6. Payment Terms/Method: FSMC shall invoice SFA within 13 # of days after the end of each Accounting Period for the total amount of SFA's financial obligation for that Accounting Period.
- 7. No interest or finance charges that may accrue under this Contract may be paid from SFA's Nonprofit School Food Service Account.
- 8. FSMC must:
 - a. Be responsible for paying all applicable taxes and fees, including, but not limited to, excise tax, state and local income tax, payroll and withholding taxes, for FSMC employees.
 - b. Indemnify and hold SFA harmless for all claims arising from payment of such taxes and fees.
- 9. Insert if guaranty included in RFP:
 - a. SFA and FSMC shall cooperate to ensure that SFA's Food Service Program is operated in accordance with SFA's Food Service Budget.
 - b. In the event that FSMC's operation of SFA's Food Service Program results in a deficit greater than the projected deficit stated in SFA's Food Service Budget or a return that is less than the projected return stated in the Food Service Budget, FSMC shall within 30 days pay SFA a guaranty payment as provided for by the "Schedule of Terms for FSMC Guaranty."
 - c. In the event that FSMC pays a guaranty, FSMC may not recover the guaranty from SFA in subsequent Contract years.
- 10. SFA shall not be responsible for any expenditure incurred by FSMC before execution of this Contract and approval by BNHS.

III. K. Records and Documentation

- 1. FSMC shall:
 - a. Maintain records (supported by invoices, receipts, or other evidence) SFA will need to meet monthly reporting responsibilities, support the SFA Claims for Reimbursement, and,
 - i. Shall submit monthly operating statements in a format approved by the SFA no later than the **4th** day of the month determined by SFA & FSMC following the month in which services were rendered.
 - ii. Submit participation records, including claim information by eligibility category, no later than the **4th day of the month determined by the SFA & FSMC** following the month in which services were rendered. SFA will complete edit checks on the submitted participation records prior to preparation and submission of the claim for reimbursement.
 - b. Maintain records at SFA's premises to support all allowable expenses appearing on the monthly operating statement.
 - c. Keep records in an orderly fashion according to expense categories.
 - d. Provide SFA with a year-end statement.
 - e. Provide all documents necessary for the independent auditor to conduct SFA's single audit.

- f. Make its documentation and records pertaining to the Contract available, upon demand, in an easily accessible manner for a period of three years after the final claim for reimbursement for the fiscal year to which they pertain.
 - g. Make the documentation and records available for audit, examination, excerpts, and transcriptions by SFA and/or any state or federal representatives and auditors.
 - h. Retain records beyond the three-year period if audit findings regarding FSMC's records have not been resolved within the three-year record retention period, for as long as required for the resolution of the issues raised by the audit. 7 CFR §210.9(b)(17), 7 CFR §200.317-200.326 Appendix II of Part 200
 - i. Authorized representatives of SFA, BNHS, USDA and USDA's Office of the Inspector General (OIG) shall have the right to conduct on-site administrative reviews of the food service operation.
2. FSMC shall not remove federally required records from SFA premises upon the expiration or termination of this Contract.

III. L. Term and Termination

1. If, at any time, SFA shall make a reasonable decision that adequate funding from federal, state or local sources shall not be available to enable SFA to carry out its financial obligation to FSMC, then SFA shall have the option to terminate this Contract by giving 10 days written notice to FSMC.
2. In the event either party commits material breach of this Contract, the non-breaching party shall give the breaching party written notice specifying the default, and the breaching party shall have 30 days within which to cure the default.
 - a. If the default is not cured within that time, the non-breaching party shall have the right to terminate this Contract for cause by giving 30 days written notice to the breaching party.
 - b. If the breach is remedied prior to the proposed termination date, the non-breaching party may elect to continue this Contract.
 - c. Notwithstanding the foregoing termination clause, in the event that the breach concerns sanitation problems, the failure to maintain insurance coverage as required by this Contract, failure to provide required periodic information or statements or failure to maintain quality of service at a level satisfactory to SFA, SFA may terminate this Contract immediately.
3. Either party may terminate this Contract for cause by providing sixty (60) days prior written notice to the other party. 7 CFR 210.16(d)
4. In the event that either party is prevented from performing its obligations under this Contract by war, acts of public enemies, fire, flood or acts of God (individually each known as a "Force Majeure Event"), that party shall be excused from performance for the period of such Force Majeure Event exists.
5. In the event of FSMC's nonperformance under this Contract or the violation or breach of the terms of this Contract, SFA shall have the right to pursue any and all available administrative, contractual and legal remedies against FSMC. 7 CFR 210.16(b)(1)
6. FSMC shall promptly pay SFA the full amount of any meal overclaims, disallowed costs or other or fiscal actions which are attributable to FSMC's actions hereunder, including those over claims

based on review or audit findings that occurred during the Effective Dates of original and renewal contracts.

7. SFA is the responsible authority without recourse to USDA or BNHS for the settlement and satisfaction of all contractual and administrative issues arising in any way from this Contract. Such authority includes, but is not limited to, source evaluation, protests, disputes, claims or other matters of a contractual nature.

III. M. Insurance

1. FSMC shall maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the state of Iowa. A Certificate of Insurance of FSMC's insurance coverage indicating these amounts must be submitted at the time of award.
2. The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims set forth below which may arise out of, or result from the Contractor's operations under the contract, whether such operation be by the Contractor or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The insurance to be maintained by the Contractor shall be written as follows:

1. Workers' Compensation and Employers Liability Insurance as prescribed by Iowa law or the minimum limits shown below;

- a. Iowa Benefits – Statutory
- b. Employers Liability

Bodily Injury by Accident - \$500,000 Each Accident

Bodily Injury by Disease - \$500,000 Each Accident

Bodily Injury by Disease - \$500,000 Each Employee

The Workers' Compensation policy shall include a waiver of subrogation clause in favor of the owner.

2. Commercial General Liability Insurance combined single limits shown below covering Bodily Injury, Property Damage and Personal Injury:

General Aggregate Limit	\$2,000,000
Products-Completed Operations Aggregate Limit	\$2,000,000
Personal & Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Fire Damage Limit (for any one fire)	\$ 100,000
Medical Damage Limit (any one person)	\$ 5,000

This insurance must include the following features:

- a. Coverage for all premises and operations. The policy shall be endorsed to provide the aggregate Per Project Endorsement.
- b. Personal and Advertising Injury
- c. Operations by independent contractors.
- d. Contractual Liability coverage
- e. Coverage for property damage underground or damage by explosion or collapse (XCU).

3. Automobile Liability Insurance covering all owned, non-owned, hired and leased vehicles with a minimum combined single limit for Bodily Injury and Property Damage of \$1,000,000 per accident. Insurance must include Contractual Liability.
4. Umbrella/Excess Liability Insurance at Contractor's option, the limits specified may be satisfied with a combination of Primary and Umbrella/Excess Insurance.
5. Additional Insured The Contractor will include the School as additional Insured on all policies except Workers' Compensation as respects all work performed.
6. Insurance Certificates Each policy noted above shall be issued by an insurance company authorized to write such insurance in the State of Iowa and shall be reasonably acceptable to the School. These insurance policies shall not be cancelled without at least 30 days prior written notice to the School. A properly executed Certificate of Insurance showing evidence of these insurance requirements shall be delivered to the School prior to the commencement of this lease.
7. Government Immunity The following clauses will be added to all liability coverages:
 - a. The company and the insured expressly agree and state that the purchase of this policy of insurance by the insured does not waive any of the defenses of governmental immunity available to the insured under Iowa Code Section 670.4 as it now exists and as it may be amended from time to time.
 - b. The company and the insured further agree that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under Iowa Code Section 670.4 as it now exists and as it may be amended from time to time.
8. Subrogation, To the extent that such insurance is in force and collectible and to the extent permitted by law, the School and Contractor each hereby releases and waives all right of recovery against the other or anyone claiming through or under each of them by way of subrogation or otherwise. The forgoing release and waiver shall apply to damage to contractor's equipment, tools and other personal property as well as automobiles.
3. SFA shall be included as additional insured on General Liability, Automobile, and Excess Umbrella policies.
4. The contract of insurance shall provide for notice to SFA of cancellation of insurance policies 30 days before such cancellation is to take effect.
5. Notwithstanding any other provision of this Contract, SFA shall not be liable to FSMC for any indemnity.

III. N. Trade Secrets and Proprietary Information

1. During the term of this Contract, FSMC may grant to SFA a nonexclusive right to access certain proprietary materials of FSMC, including menus, recipes, signage, food service surveys and studies, management guidelines and procedures, operating manuals, software (both owned by and licensed by FSMC) and similar compilations regularly used in FSMC business operations ("Trade Secrets").
 - a. SFA shall not disclose any of FSMC's Trade Secrets or other confidential information, directly or indirectly, during or after the term of this Contract.
 - b. SFA shall not photocopy or otherwise duplicate any such material without the prior written consent of FSMC.

- c. All trade secrets and other confidential information shall remain the exclusive property of FSMC and shall be returned to FSMC immediately upon termination of this Contract.
 - d. SFA shall not use any confusingly similar names, marks, systems, insignia, symbols, procedures and methods.
 - e. Without limiting the foregoing and except for software provided by SFA, SFA specifically agrees that all software associated with the operation of the food service, including without limitation, menu systems, food production systems, accounting systems and other software, are owned by or licensed to FSMC and not SFA.
 - f. Furthermore, SFA's access or use of such software shall not create any right, title interest or copyright in such software and SFA shall not retain such software beyond the termination of this Contract.
 - g. In the event of any breach of this provision, FSMC shall be entitled to equitable relief, including an injunction or specific performance, in addition to all other remedies otherwise available.
 - h. All of SFA's obligations under this section are subject to SFA's obligations under Iowa Statute and any other law that may require SFA to use, reproduce or disclose FSMC confidential information.
 - i. This provision shall survive termination of this Contract.
2. Any discovery, invention, software or program, the development of which is paid for by SFA, shall be the property of SFA to which BNHS and USDA shall have unrestricted rights.
 3. During the term of this Contract, FSMC may have access to SFA confidential information ("SFA Confidential Information"), including student identifiable confidential information that is protected from disclosure by federal law 42 U.S.C. §1758(b)(6)
 - a. FSMC agrees to hold any SFA Confidential Information in confidence during the term of this Contract and thereafter.
 - b. FSMC further agrees that FSMC has no independent rights to this information and will not make any SFA Confidential Information available in any form to any third party or use Confidential Information for any purpose other than the performance of FSMC's obligations under this Contract.
 - c. FSMC will use reasonable security measures to protect SFA's Confidential Information from unauthorized access, use or disclosure and ensure that SFA's Confidential Information is not disclosed or distributed in violation of the terms of this Contract.
 - d. Immediately upon the termination or expiration of this Contract, FSMC shall return to SFA any copies of SFA's Confidential Information provided to FSMC by SFA, and FSMC will destroy all other copies of SFA's Confidential Information in all forms, partial and complete, in all types of media and computer memory, and whether or not modified or merged into other materials.

III. O. Summer Food Service Program

Maquoketa Community School District does not currently participate in SFSP, but the district is anticipating implementing the program in SY 2017. The number of meals and sites indicated in Exhibit A are an estimate. Fixed Price Bids for SFSP for lunch & breakfast are to be included in the proposal."

Sponsors may not contract out the following management responsibilities of the Program 7 CFR 225.15(a)(3). The SFA is responsible for full compliance with rules and regulations relating to implementation of the SFSP. 7CFR 225.15(3)

1. The following administrative responsibilities must remain with an employee of the SFA, as the SFSP Sponsor, and may not be delegated to a FSMC employee. The SFA is responsible to:
 - a. Meal orders
 - i. Inform the FSMC of the approved food service sites and the approved level at each site for which the FSMC will provide meals.
 - ii. Plan for and prepare or order meals on the basis of participation trends with the objective of providing only one meal per child at each meal service.
 - b. Records and claims
 - i. Maintain accurate records which justify all costs and meals claimed, including meal count information to substantiate claims. 7 CFR 210.10
 - ii. Submit claims for reimbursement in accordance with 7 CFR 225.15.
 - c. Training and monitoring
 - i. Hold Program training sessions for its administrative and site personnel and,
 - ii. Not allow a site to operate until personnel attend at least one of the trainings.
 - iii. Visit and review food service operations at each SFSP site as required by BNHS agreement.
 - iv. Maintain a reasonable level of site monitoring.
 - v. Document required SFSP site visits of all sites.
 - d. Determination / Processing of Free and Reduced Price applications
 - i. Coordination of printing of materials.
 - ii. Approving Official, Hearing Official, or contact person for questions.
 - iii. Development of materials for distribution from prototypes provided by BNHS, including Letter to Parents, Application, Public Release, etc.
 - iv. Distribution of materials to parents/guardians.
 - v. Collection of submitted applications.
 - vi. Processing of applications, including approval/denial and follow-up to obtain complete information.
 - vii. Inputting data into computer if applications approved manually.
 - viii. Inputting data into computer if computer system automatically determines eligibility.
 - ix. Final approval and signature of approving official.
 - x. Notification of approval and status to parent/guardian.
 - e. Submission of Media Release
 - f. Completion of Summer Food Service Program Sponsor and Site Application
 - g. Preparation and submission of claim for reimbursement

- i. Compiling daily site counts at the school and SFA level, and maintaining records.
 - ii. Signing the claim for reimbursement.
- 2. FSMC may complete the following duties in the SFSP for the SFA
 - a. Meal preparation. Preparation of food according to the menu planning option.
 - b. Meal delivery.
 - c. Meal service. Meals served within the designated time period.
 - d. Procurement of food, supplies, goods, and other services in compliance with procurement standards prescribed in USDA Uniform Federal Assistance Regulations, 7 CFR Part 200.317-200.326 for public sponsors, and 7 CFR Part 225 SFSP regulations.
- 3. The FSMC or SFA may ensure that in storing, preparing, and serving food, proper sanitation and health standards are met. SFA shall immediately correct any problems found as a result of a health inspection and shall submit written documentation of the corrective action implemented within two weeks of the citation.
- 4. SFA shall be responsible for determining eligibility of all SFSP sites
- 5. Bonding requirements
 - a. Bid guarantee (when the SFSP portion of the proposal exceeds \$150,000):
 - i. FSMC shall submit with his or her proposal a bid guarantee in the amount of \$ 0 not less than 5 percent or more than 10 percent of total bid price.
 - ii. Shall be in the form of a firm commitment such as bid bond, postal money order, certified check, cashier's check, or irrevocable letter of credit.
 - iii. Bid guarantees other than bid bonds will be returned:
 - a. to unsuccessful FSMCs as soon as practicable after the opening of proposals and,
 - b. to the successful FSMC upon execution of such further contractual documents (i.e., insurance coverage) and bonds as may be required by the bid.
- 6. FSMC must comply with the 21-day menu cycle approved by SFA for the SFSP
 - a. SFA shall approve any changes in the menus no later than two weeks prior to service after the initial cycle has been used.
 - b. Documentation of SFA approval must be kept of any changes to menus by the FSMC.
 - c. Portion sizes shall be documented on menus if production records are not maintained by the site.
- 7. SFA will make final determination of the opening and closing dates of all SFSP sites
- 8. FSMC may use USDA Foods to conduct SFSP in accordance with Section F of the Standard Terms and Conditions herein above and 7 CFR 225, 7 CFR 200.317-326
- 9. The FSMC entering into a contract with the SFA under SFSP shall not subcontract for the total meal, with or without milk, or for assembly of the meal. 7 CFR 225.6(h)(2)(ii) and 226.21(e)

III. P. Optional Services to Be Included

1. The scope of this Contract may include additional services as noted before the RFP is issued. Note: if SFA is seeking improvements to its food service equipment, SFA must state amount.

2. SFA and FSMC will not be able to incorporate into their agreement by any method, including an additional exhibit or guaranty terms that FSMC will provide items without SFA stating such options in the RFP prior to issuance. **Including additional items or terms in the response that are not requested in the RFP, such as offering new equipment, may lead to the response being rejected as non-responsive.**
3. Financing of Certain Equipment
 - a. SFAs and FSMCs must not incorporate into their contract, by any method, terms that the FSMC will provide equipment/items without the SFA stating what they are seeking in the RFP.
 - b. FSMCs may finance equipment for SFA's Food Service Program in an amount not to exceed \$__ To be Determined_[choose one: per year or over the potential of four optional renewal years]. *This amount may not be increased after RFP is submitted.*
 - i. SFA/FSMC must conduct procurement procedures in compliance with Federal, State, and local requirements and for any transaction that is financed by the FSMC.
 - ii. FSMC cannot be the vendor for any procurement that it finances for SFA.
 - iii. SFA shall repay any financing provided by FSMC at the rate specified when the equipment was purchased, which sum shall be charged to SFA as a Direct Cost to the food service program.
 - iv. Ownership of the equipment shall at all times remain with SFA regardless of the procuring entity.
 - v. Any equipment costing \$5,000 or more must be approved in advance by BNHS or be on the State list of capital equipment pre-approved for purchase.

If the Contract expires or is terminated prior to the complete repayment of the investment, SFA shall, on the expiration date, or within five days after receipt by either party of any notice of termination under this Contract, either <i>the SFA will</i>	
x	Retain the property and reimburse the FSMC the remaining unpaid portion of the investment, OR
	Deliver the equipment items funded by the investment to the FSMC in full release of the unpaid balance, OR
	Retain the property and continue making payments in accordance with the amortization schedule.

2. Information Technology Systems

- a. FSMC shall provide, install, deploy into production, operate and maintain and support an information technology system (the "IT System") (which may include, but not be limited to, hardware, owned and licensed software and systems support) necessary for the operation of SFA's Food Service Programs.
- b. SFA shall receive a Charge for the use of the IT System.
- c. The cost methodology utilized in determining such Charge shall be kept on file by SFA on SFA's premises.

- d. SFA shall provide, at its expense, a suitable environment, including such heat, air conditioning, phone and utility service as may be reasonably required for the installation, implementation, operation and maintenance of the IT System.
 - e. FSMC's IT System shall provide additional services that SFA specifies in the RFP when issued and FSMC acknowledges in their response that their IT System will perform these services.
3. Any other options must be identified here and included in RFP by SFA before issuing RFP
 4. Provide access to a fruit and vegetable bar throughout lunch meal service at all sites.
 5. Provide 5 main entrée options for the high school and middle school buildings and 3 entrée options for elementary school buildings as outlined in Exhibit B.

III. Q. Certifications

1. FSMC shall execute and comply with the following Certifications which are attached to this Contract as Exhibits and fully incorporated herein:
 - a. Debarment Certification
 - b. Anti-collusion Affidavit
 - c. Certification Regarding Lobbying
 - d. Standard Form-LLL, Disclosure Form to Report Lobbying, when applicable

III. R. Miscellaneous

1. Emergency Notifications:

- a. SFA shall notify FSMC personnel of any interruption in utility service of which it has knowledge. Notification will be provided to:
 Name: TAM Edgar Title: Area Director
 Telephone number: 605-212-5403 Alternate telephone number: 605-235-0939
- b. SFA shall notify FSMC personnel of any delay in the school day start or the closing of school(s) due to snow or other emergency situations. Notification will be provided to:
 Name: TAM Edgar Title: 605-235-0932
 Telephone number: 605-212-5403 Alternate telephone number: Area Director

2. Governing Law: This Contract is governed by and shall be construed in accordance with Iowa law.
3. Headings: All headings and formatting contained in this Contract are for convenience of reference only, do not form a part of this Contract, and shall not affect in any way the meaning or interpretation of this Contract.
4. Incorporation/Amendments:
 - a. This Contract, which includes the attached Exhibits A-K, Price Proposal/Award Table and RFP Appendixes 1-6, any attachments indicated in the Exhibits, Program Regulations, and SFA's RFP/Contract (collectively the "Contract Documents"), contain the entire agreement between the parties with relation to the transaction contemplated hereby, and there have been and are no covenants, agreements, representations, warranties or restrictions between the parties with regard thereto other than those specifically set forth in this Contract.

- b. In the event of a conflict between or among any of the terms of the Contract Documents, such conflicts shall be resolved by referring to the Contract Documents in the following order of priority:
 - i. SFA's RFP solicitation
 - ii. FSMC proposal documents; and
 - iii. SFA/FSMC final RFP/contract
- c. The SFA alone must be responsible, in accordance with good administrative practice and sound business judgment for the settlement of all contractual and administrative issues arising out of procurements. 2 CFR 200.318(k)
- d. No modification or amendment to this Contract shall become valid unless made in writing, signed by the parties, and approved by BNHS.

5. Indemnity:

- a. Except as otherwise expressly provided in this Contract, FSMC will defend, indemnify, and hold SFA harmless from and against all claims, liability, loss and expense, including reasonable collection expenses, attorneys' fees and court costs that may rise because of the actions of FSMC, its agents or employees in the performance of its obligations under this Contract, except to the extent any such claims or actions result from the negligence of SFA, its employees or agents.
- b. This clause shall survive termination of this Contract.

6. Nondiscrimination: In the operation of Child Nutrition Programs, no child shall be denied benefits or be otherwise discriminated against because of race, color, national origin, age, sex, or disability. State agencies and school food authorities shall comply with the requirements of: Title VI of the Civil Rights Act of 1964; title IX of the Education Amendments of 1972; section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Department of Agriculture regulations on nondiscrimination (7 CFR parts 15, 15a, and 15b); and FNS Instruction 113-1.

- a) The USDA and Iowa nondiscrimination statements must be printed on all material describing child nutrition programs such as handbooks, letters and pamphlets, and on websites. The most current nondiscrimination statements can be obtained from BNHS.

7. Notices:

- a. All notices, consents, waivers or other communications which are required or permitted hereunder, except those required under Emergency Notification herein above, shall be sufficient if given in writing and delivered personally, or by sending a copy thereof by first class or express mail, postage prepaid, courier service, charges prepaid or by facsimile transmission (followed by the original) to the address (or to the facsimile or telephone number), as follows (or to such other addressee or address as shall be set forth in a notice given in the same manner):

To SFA: Maquoketa CSD, 612 S Vermont St. --- Attention Business Office

To FSMC: Deni Winter PO Box 2022 N. Sioux City SD 57049

Copy to: Bureau of Nutrition & Health Services

- b. If such notice is as above, it shall be deemed to have been given to the person entitled thereto when deposited in the United States mail or courier service for delivery to that person or, in the case of facsimile transmission, when received.

8. Severability: If one or more provisions of this Contract, or the application of any provision to either party or circumstance is held invalid, unenforceable or illegal in any respect, the remainder of this Contract and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.
9. Silence, absence or omission: Any silence, absence, or omission from the Contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials (e.g., food, supplies, etc.) and workmanship of a quality that would normally be specified by SFA are to be used.
10. Subcontract/Assignment: No provision of this Contract shall be assigned or subcontracted without prior written consent of SFA, except that FSMC may, after notice to SFA, assign this Contract in its entirety to an affiliated company or wholly owned subsidiary without prior written consent and without being released from any of its responsibilities hereunder.
11. Waiver: The failure of FSMC or SFA to exercise any right or remedy available under this Contract upon the other party's breach of the terms, covenants or conditions of this Contract or the failure to demand prompt performance of any obligation under this Contract shall not be deemed a waiver of such right or remedy; of the requirement of punctual performance; or of any subsequent breach or default on the part of the other party.
12. BNHS Review: This Contract is not effective until it is approved, in writing, by BNHS.

III. R: Miscellaneous (Continued)

13. Fee Structure:

- a. The fee structure shall be as set forth in the Lunchtime Solutions response to the SFA's request from proposal documents regarding pricing. Any part of the fee structure not specifically covered in the RFP documents is covered below.

14. Catering Events Billed by the FSMC: Catering events for the SFA will be quoted on an event by event basis, and SFA retains the right to contract with other catering providers at their discretion. Catering costs and fees will be segregated from other foodservice costs, and billed separately on an event by event basis.

15. Kitchens Use from Outside Organizations: Require advance notice to and approval by the SFA. The Food Premises shall not be used by others without prior discussion with the FSMC. During any such use, the user of the premises shall return the facilities and equipment to FSMC in clean and orderly condition after each use. If an issue arises with the level of cleanliness or safety for the kitchen staff due to the use of facilities by outside groups, the SFA and the FSMC shall communicate and if necessary come to an agreement to cover the cost of the actual labor, chemical and other costs associated with bringing the premises to a clean and orderly condition.

16. Agreement Not to Hire:

- a. SFA shall not, without the FSMC's written consent, make any agreement with, or permit the employment in any SFA operation providing Food Service, any person, who is a Food Service Director or higher level, within two (2) years after said employee terminates employment with the FSMC or within two (2) years after termination of this Contract.
- b. SFA agrees with the FSMC that the Food Service Director has acquired special knowledge, information, skills and contacts as a result of being employed with and trained by the FSMC.
- c. The FSMC will notify the SFA in writing the name of any such employee at the time of the contract termination.
- d. If SFA hires, makes any agreement with or permits employment of any such employee, in any operation providing food service within the restricted period, it is agreed by SFA that the FSMC shall suffer damages and SFA shall pay the FSMC as liquidated damages an amount equal to two (2) times the manager's annual salary. This sum has been determined to be reasonable by both parties after due consideration of all relevant circumstances and cannot be paid out of the Child Nutrition Fund/Account.
- e. This paragraph shall survive termination of the Contract.
- f. This paragraph shall become null and void should FSMC terminate the contract without cause, not renew the contract, or not respond to an RFP.

- g. The FSMC may enter into specific non-compete agreements with key management FSMC personnel that are outside of this contract.
17. Inventories of Commodities Purchased Food, Beverages, Supplies, and Chemicals: Prior to the commencement of operations under this Contract, the FSMC and SFA shall jointly inventory all purchased items, supplies and chemicals from FSMC's current suppliers. The value of the beginning and closing inventories shall be determined by current invoice prices. At the end of the Contract or upon termination, the FSMC and SFA shall jointly take a closing inventory of all purchased items. The value of the opening inventory shall be offset against the value of the closing inventories. In the event the opening inventory is greater than the closing inventory, the difference shall be credited against amounts due the FSMC on the FSMC's final billing to SFA. In the event the closing inventory is greater than the opening inventory, the difference shall be added to amounts owed the FSMC on the FSMC's final billing to SFA and shall be paid by SFA. The opening inventory value has been mutually agreed by the parties, to be an amount equal to \$1,000 of purchased items, supplies and chemicals, and \$1,000 of commodities.
18. Storage Facilities: SFA is responsible for providing and maintaining all foodservice storage facilities.
- a. Storage facilities, dry, refrigerated, and frozen, are to be maintained per health department regulations at the district's expense.
 - b. Damage and loss to commodities and purchased food, beverages, supplies or chemicals resulting from equipment or facility failure is the district's expense.
 - c. Damage and loss to commodities or purchased food, beverages, supplies or chemicals due to negligence of district employees or vandalism is the district's expense.
 - d. The FSMC shall have and preserve the right to assert claims against the SFA for such damages or improper use.
19. Office Facilities: SFA, at SFA's expense, shall provide to the FSMC office facilities and internet services, for the Food Service Director. The FSMC shall take care of the office facilities and return them to SFA upon termination of the Contract in good condition, ordinary wear and tear excepted.
12. Sanitation: The FSMC and SFA shall be responsible for cleaning and sanitation of the premises.
- a. The FSMC shall be responsible for housekeeping and sanitation in food preparation, storage, and serving area and shall clean and sanitize dishes, pots, pans, utensils, equipment and similar items. FSMC shall clean the kitchen floors at the end of the serving day.
 - b. SFA shall be responsible for cleaning and sanitation of dining area tables between serving periods and dining area floors at the end of the serving day.
 - c. Yearly Heavy Cleaning: SFA will perform yearly heavy cleaning of kitchen floors and walls, ceilings, ceiling fixtures, air ducts, hood vent systems (as per local ordinance) all windows and restrooms, and shall provide and maintain adequate fire extinguishing.

20. Cashiering and Point of Sale (POS)

- a. Cashiering responsibility by serving site location is detailed below
 - i. All locations FSMC
- b. The annual set-up the POS system before school starts (i.e., graduating students to next grade, classroom assignments, new ALC items and new pricing, etc...) shall be the responsibility of the SFA
- c. The SFA shall be responsible for collecting daily lunch deposits from students and entering them into the POS system.
- d. The SFA shall be responsible for reconciling the daily POS deposits to the bank deposit, and depositing all funds into the SFA's bank account.
- e. The SFA shall be responsible for notifying families of account balances.

21. Payments to the FSMC:

- a. The FSMC shall invoice the SFA once each Accounting Period for meal charges, A La Carte, and Credit for USDA Donated Foods.
- b. The Credit to the SFA for USDA donated foods, received by the SFA during the Accounting Period, will be included on the invoice.
- c. The SFA shall pay the FSMC, by electronic transfer to the FSMC's bank account, within three business days after the first regular School Board Meeting of the month.
- d. A late payment Charge of \$75.00 will be assessed if the invoice is unpaid as of the fourth day following the first School Board Meeting of each month, and added to the invoice for the subsequent month.
- e. If contested charges result in a court judgment in favor of the FSMC, the SFA is responsible for the attorney fees of the FSMC. If the court judgment is in favor of the SFA, then the FSMC is responsible for attorney fees of the SFA.
- f. Per USDA regulation, any charges regarding (d) and (e) may not be paid out of the nonprofit food service fund.

22. Claim Liability:

- a. The FSMC accepts liability caused by the FSMC's negligence, for claims assessed as a result of Federal/State audits, corresponding with the SFA's period of liability.
- b. SFA accepts liability caused by the SFA's negligence, for claims assessed as a result of Federal/State audits, corresponding with the SFA's period of liability.
- c. If the SFA is operating the POS cashiering system in the location of the claim liability:
 - 1) FSMC is not liable for any claims assessed by audits against the number of meals submitted for reimbursement.
 - 2) FSMC accepts no liability for the accuracy of student status as to paid, free or reduced.
 - 3) FSMC is not responsible for providing claim information to the district

23. Commodities and Purchased Foods.

- a. The FSMC accepts liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA donated foods or purchased foods.
- b. SFA accepts liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA donated foods or purchased foods. The FSMC shall have and preserve the right to assert claims against the SFA for such damages or improper use.

24. Guarantees. The SFA and FSMC shall work together to ensure a financially sound operation.

- a. FSMC guarantees that the SFA shall have a surplus of \$84,371.00 for the 2017-2018 school year (see Projected Operating Statement and Guarantee in the Proposal) before the district food service expenses of commodities used in food production as cost of goods sold, equipment purchases, depreciation, district administrative personnel allocated to the food service fund, POS software licenses, maintenance or other SFA expenses as detailed in the Division of Responsibilities for Food Service Program
- b. The guarantee is based on the assumptions detailed in the following section titled Assumptions. Reimbursements due pursuant to this Section shall be made within sixty (60) days of the last day of school. If the contract is terminated by either party prior to the end of the school year, then paragraph (a) above, is void.
- c. The guarantee will be calculated using SFA claimed participation, SFA pricing, a la carte sales, and reimbursement, less charges from FSMC and credits for USDA donated foods.

25. Assumptions. Financial terms and the guarantee of the Contract are based upon the following assumptions in addition to the SFA assumptions in the RFP; the financial terms of the Contract shall be adjusted to compensate for such change by mutual agreement of the parties.

- a. The student enrollment for the term of the contract period shall be no less than 1,400 students. Enrollment excludes CACFP or Head Start.
- b. The number of operating days for the school year shall be no less than 175 days in both elementary and secondary schools.
- c. The proposed student meal prices are approved by the board and are in effect for 175 serving days
- d. Service hours, offer vs. serve locations, or number of facilities selling food and/or beverages on SFA's Premises, or other conditions that affect revenues shall remain consistent for the term of the contract.
- e. Reimbursement rates for federal Child Nutrition Programs meals shall not be less than the rates in effect for the prior school year and are equal to or greater than those assumed and projected in the proposed "Pricing Schedule and Reimbursements" document in the proposal including the \$.06 reimbursement.
- f. There is no material shift in families qualifying for free or reduced meals to paid meals.
- g. The value of USDA Foods shall not be less than the value of USDA Foods received during the prior school year and are equal to or greater than those assumed and

projected in the proposed "Pricing Schedule and Reimbursements" document in the proposal.

- h. Commodities, of adequate quality, variety and value required by the FSMC's menu cycle, shall remain consistent throughout the year in quantities sufficient to meet the SFA's entitlement.
- i. Commodities ordered in the previous year for delivery to the SFA in the first year of the new FSMC contract equal full entitlement value, and are useable in the new program menus.
- j. The SFA does not discontinue any of the programs the SFA operates as identified in the SFA's RFP.
- k. Service will not be interrupted as a result of fire, work stoppage, strike, or school closing.
- l. Vending machines will be turned off one hour before and after lunch serving times.
- m. The SFA food transport methods and schedules remain constant for the duration of the contract
- n. The SFA makes no substantial changes to school operations that adversely affect breakfast and lunch participation, such as changes to bus schedules, changes to open campus policies, changes to the a la carte offerings, changes to the serving times during breakfast and lunch.
- o. Extra entrees and the proposed a la carte will be offered in the serving line during the meal service, and can be charged to the students' lunch account.
- p. Any meals provided to SFA employees or SFA adult guests at no charge will be billed to the SFA as a la carte adult meal sales.
- q. The expense for the billed LEA meals referenced in (p) will not be included as a cost from the FSMC in the districts lunch fund. The guarantee assumes the cost of these meals is being allocated to a fund separate from the lunch fund.
- r. Legislation, regulations, and state requirements that create changes in the school lunch program remain consistent throughout the term of the contract and any renewals.
- s. That the Designation of Program Expenses for Food Service Program remains consistent from year to year.
- t. Secure storage facilities for food and food supplies shall remain available throughout the year at the SFA's Premises.
- u. The district wellness policy remains consistent and any changes have no impact on the sales of extra entrees, extra foods, or other a la carte items.
- v. That foodservice licenses and permits requirements and/or exemptions by state or local agencies will remain constant.
- w. Current government mandated programs or regulations that effect food service costs remain the same from year to year and there are no new mandated programs. One example is the Federal minimum wage.
- x. In the event any of the foregoing conditions are not met during the school year, FSMC guaranteed obligation shall be reduced by an amount equivalent to any decreased receipts which are attributable to the changes in such conditions as mutually agreed upon by the FSMC and SFA.

26. Taxes: SFA shall be responsible for collection and remittance of all sales taxes assessed on the Food Service operation. SFA shall indemnify the FSMC against any liability or assessment, including related interest and penalties arising from such tax assessment and shall pay reasonable expenses, attorney's fees and court costs incurred in enforcement of the indemnity. This provision shall survive the termination of the Contract.
22. Waiver of Recovery: Except as otherwise provided herein, each party hereto waives its rights, and the rights of its subsidiaries and affiliates, to recover from the other party hereto and its subsidiaries and affiliates for loss or damage to such party's building, equipment, improvements and other property of every kind and description resulting from fire, explosion or other cause normally covered in standard broad form property insurance policies only to the extent such losses are actually paid by such insurance. Notwithstanding any other provision of this agreement, neither party waives its ability to recover from the other party for damages caused by the reckless or intentional; misconduct of the employees for which recovery can be had.
27. Indemnity: Except as provided in Section Waiver of Recovery, the SFA and FSMC shall defend, indemnify and hold each other harmless from and against all claims, liability, loss and expense, including reasonable collection expenses, attorney's fees and court costs which may arise because of the negligence, misconduct, or other fault of the FSMC, its agents or employees in the performance of its obligations under the Contract. Except to the extent any such claims or actions result from the negligence of SFA, its employees or agents. Notwithstanding any other provision of this agreement, neither party waives its ability to recover from the other party for damages caused by negligent conduct of the employees or agents of the other party not covered by any insurance policy of the aggrieved party. This clause shall survive the termination of the Contract.

IV. AGREEMENT

FSMC certifies that the FSMC shall operate in accordance with all applicable state and federal regulations.

FSMC certifies that all terms and conditions within the Proposal shall be considered a part of this Contract as if incorporated therein.

This Contract shall be in effect for one year and may be renewed by mutual agreement for up to four additional one-year periods.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed by their duly authorized representatives.

SCHOOL FOOD AUTHORITY:

Name of SFA _____

Signature of Authorized SFA Representative _____

Printed Name of Authorized SFA Representative _____

Title _____

Date Signed _____

FOOD SERVICE MANAGEMENT COMPANY:

Name of FSMC _____

Signature of Authorized FSMC Representative _____

Printed Name of Authorized FSMC Representative _____

Title _____

Date Signed _____

BUREAU OF NUTRITION & HEALTH SERVICES:

Signature of BNHS Consultant _____

Printed Name of BNHS Consultant _____ Cheryl Benson _____

Date of RFP Approval _____

Date Final RFP/Contract Received & Accepted _____

RFP EXHIBITS & APPENDIXES

See Excel Workbook titled “RFB Exhibits” for:

- Price Proposal & Award Table, first tab in RFP Exhibits
- Exhibit A: SFA Profile
- Exhibit B: Required 21-Day Menus *(and attached forms)*
- Exhibit C: Participation
- Exhibit D: Meal Prices
- Exhibit E: Revenue
- Exhibit F: Expenses
- Exhibit G: Division of Costs *(only required for Cost Reimbursable)*
- Exhibit H: Division of Responsibilities
- Exhibit I: Labor: Personnel and Staffing
- Exhibit J: SFA Policies Impacting Food Service Programs
- Exhibit K: FSMC Profile and Plans to Increase Participation/Improve Program

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RFP Appendix 1—HHFKA Nutrition Guidelines

Nutrition Standards in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) – New Meal Pattern Chart (Amount of Food ^b Per Week (Minimum Per Day))						
Meal Pattern	Breakfast Meal Pattern (Required SY 2013–2014)			Lunch Meal Pattern (Required SY 2012–2013)		
	Grades K–5 ^a	Grades 6–8 ^a	Grades 9–12 ^a	Grades K–5	Grades 6–8	Grades 9–12
Fruits (cups) ^{c,d}	5 (1) ^e	5 (1) ^e	5 (1) ^e	2 ½ (½)	2 ½ (½)	5 (1)
Vegetables (cups) ^{c,d}	0	0	0	3 ¾ (¾)	3 ¾ (¾)	5 (1)
Dark Green ^f	0	0	0	½	½	½
Red/Orange ^g	0	0	0	¾	¾	1 ½
Beans/Peas (Legumes) ^f	0	0	0	½	½	½
Starchy ^f	0	0	0	½	½	½
Other ^{h,k}	0	0	0	½	½	¾
Additional Vegetable to Reach Total ^h	0	0	0	1	1	1 ½
Grains (oz. eq.) ^l	7–10 (1)	8–10 (1)	9–10 (1)	8–9 (1)	8–10 (1)	10–12 (2)
Meat/meat alternates (oz. eq.)	0 ^m	0 ^m	0 ^m	8–10 (1)	9–10 (1)	10–12 (2)
Fluid Milk (cups) ^l	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Nutrient Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-Max Calories (kcal) ^{m,n,o}	350–500	400–550	450–600	550–650	600–700	750–850
Saturated Fat (% of total calories) ⁿ	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) ^{n,p}	≤ 430	≤ 470	≤ 500	≤ 640	≤ 710	≤ 740
Trans Fat ^{n,o}	Nutrition label or manufacturer specification must indicate zero grams of trans fat per serving.					
<p>In the SBP, the above age/grade groups are required beginning July 1, 2013 (SY 2013–2014).</p> <p>^b Food items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ¼ cup.</p> <p>^c One quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than one half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.</p> <p>^d For breakfast, vegetables may be substituted for fruits, but the first two cups per week of any such substitutions must be from the dark green, red/orange, beans and peas (legumes) or “Other vegetables” subgroups.</p> <p>^e The fruit quantity requirement for the SBP (5 cups/week and a minimum of 1 cup/day) is effective July 1, 2014 (SY 2014–2015).</p> <p>^f Larger amounts of these vegetables may be served.</p> <p>^g This category consists of “Other Vegetables” as defined in regulations. The “Other Vegetable” requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups.</p> <p>^h Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.</p> <p>ⁱ At least half of the grains offered must be whole grain-rich in the NSLP beginning July 1, 2012 (SY 2012–2013) and in the SBP beginning July 1, 2013 (SY 2013–2014). All whole grains must be whole grain-rich in both the NSLP and SBP beginning July 1, 2014 (SY 2014–2015).</p> <p>^l In the SBP, the grain ranges must be offered beginning July 1, 2013 (SY 2013–2014).</p> <p>^m There is no separate meat/meat alternate component in the SBP. Beginning July 1, 2013 (SY 2013–2014), schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met.</p> <p>ⁿ Fluid milk must be low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored).</p> <p>^o The average daily amount of calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).</p> <p>^p Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.</p> <p>^q In the SBP, calories and trans fat specifications take effect beginning July 1, 2013 (SY 2013–2014).</p> <p>^r Final sodium specifications are to be reached by SY 2022–2023 or July 1, 2022. Intermediate sodium specifications are established for SY 2014–2015 and 2017–2018.</p>						

(NOTE: The Nutrition Standards in the National School Lunch Program (NSLP) and School Breakfast

RFP Appendix 2 - Purchasing Specification

A. Meat, Poultry and Fish

1. Beef: All beef cuts will be U.S.D.A. Choice from steers and heifers only. Primal cuts that will be purchased will include round, loin, flank, rib and chuck. No plate or shank cuts will be used. All ground beef will meet the IMPS. 136 standard.
2. Pork: U.S.D.A. No. 1, cured, smoked and fresh.
3. Poultry: U.S. Grade A and appropriate standard of identity
4. Fish: Fresh and frozen, U.S. Grade A where grade exists.
5. Prepared Meat Products: Meet above specification for meat component and include Child Nutrition Label or Product Analysis

B. Dairy (Minimum Standards)

1. Milk: Grade "A" under 30,000 bacterial counts per c.c., flavored or unflavored skim, and/or unflavored 1% (*must offer at least two types*)
2. Eggs: U.S.D.A. Grade "A", Fresh Fancy, no storage eggs to be used.
3. Ice Cream: appropriate standard of identity
4. Cheese: U.S. Grade AA and appropriate standard of identity for type of cheese
5. Milk substitute minimum requirement per cup:

Calcium	276 mg-27.6%
Protein	8 grams
Vitamin A	500 IU-10%
Vitamin D	100 IU-25%
Magnesium	24 mg-6%
Phosphorus	222 mg-22.2%
Potassium	349 mg-9.7%
Riboflavin	.44 mg-25.9%
Vitamin B12	1.1 mcg-18.3%

C. Canned Fruits and Vegetables: First quality fancy vegetables and choice fruits.

D. Fresh and Frozen Fruits and Vegetables: US Grade A or US Fancy as appropriate.

E. Condiments: As appropriate for the condiment

F. Miscellaneous Groceries: As appropriate for the product and standard of identity for the product.

G. Juice: 100 percent juice

H. All products with a standard of identity should meet the appropriate standard of identity

I. Trans-fat: Except for naturally occurring trans-fat in meat products, all foods served in schools must contain zero grams of trans-fat (less than 0.5 grams on label) per serving.

J. Whole grain rich: SY 2015 and beyond, all grains served for NSLP and SBP must be whole grain rich.

RFP Appendix 3 – Information Required on Invoice

The following information should be for the month and YTD

Reimbursable Breakfasts served

Reimbursable Lunches Served

Reimbursable ACSP Served

Total Meal Equivalents served

Revenues

1. Federal reimbursement
2. State Reimbursement
3. Student lunch sales
4. Breakfast Lunch sales
5. Adult meal sales
6. A la carte sales
7. Catering sales
8. Vending sales
9. Other sales
10. Interest

Expenditures

1. Purchased food—may choose to break down into Groceries, Dairy, Bread, Beverages, Frozen foods, Meats and other potential categories.
2. Food production supplies
3. General operating supplies
4. Labor—If both District and FSMC Labor is involved—Please separate by District and FSMC
 - a. Salaries
 - b. Benefits
 - c. Payroll Taxes
 - d. Staff development
 - e. Conference Travel
5. Purchased services
6. Property Operations

7. Equipment
8. Miscellaneous

Value of Commodities Received

Profit or Loss for the program

RFP Appendix 4-- SCHEDULE OF APPLICABLE LAWS

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR

Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and sub-grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) It is FNS policy to award a fair share of contracts to small and minority business firms. State agencies must take affirmative steps to assure that small and minority businesses are utilized when possible as sources of supplies, equipment, construction and services. It is FNS policy to award a fair share of contracts to small and minority business firms. State agencies must take affirmative steps to assure that small and minority businesses are utilized when possible as sources of supplies, equipment, construction and services. 7 CFR 227.14(e)

RFP APPENDIX 5-AWARD EXAMPLE: FIXED-PRICE CONTRACT

The BNHS provided “Criteria for Award Table” must be used to evaluate the proposals submitted by FSMCs in order to establish a quantitative score based on the selection criteria as indicated in the RFP/contract. A cut-off score must be set. Only FSMCs that meet or exceed the cut-off score will enter into negotiations for a contract. The RFP must establish a level playing field for all companies that submit proposals.

Calculating points for Price/Cost: *(When possible, calculate the percentage difference between cost proposals using the Fixed Price Estimate table in RFP Exhibits, line 29, Column E, Total Fixed Cost Estimate.)* The FSMC with the lowest proposal would get all of the points under the cost criteria. The remaining FSMCs would be awarded fewer than the total points based on a percentage of increase from the lowest price proposal. **Example:** *FSMC 1 cost estimate is \$250,000 and FSMC 2 cost estimate is \$210,000. FSMC 2 would get all 50 points. FSMC 2 is 16% more, so they would get 84% of the 50 points or 42 points.)*

Other areas may be more subjective and therefore more difficult to assign points. The SFA might create a rubric for some or all criteria so that the points assigned by the team for that criteria are as objective as possible. *For example, what qualifications and experience are you looking for? The company that comes closest would get five points. On the example below, two FSMCs met the qualifications/experience that the SFA wanted, so they both received all five points.* (There are many free rubric websites such as <http://rubistar.4teachers.org/>.)

If the SFA decides to other materials or forms, such as rubrics, to determine the award, those materials/forms must be included in the RFP, otherwise they cannot be used. The completed Award Table and any documentation or materials/forms used in the award decision must be submitted to cheryl.benson@iowa.gov to validate which FSMCs meet or exceed the cut-off score. The RFP must establish a level playing field for all companies that submit proposals.

CRITERIA FOR AWARD TABLE, EXAMPLE

Exhibit	Criteria	FSMC 1	FSMC 2	FSMC 3	%/pts
Page 18	FSMC Price Cost Proposal	42	50	46	50
Exhibit L	Anticipated operation costs, financial condition, company stability, business practices	10	7	8	10
Exhibit K	Qualification/Experience	5	5	4	5
Page 25	Optional Services, Miscellaneous	5	4	4	5
Exhibit N	Personnel management and staffing	15	8	10	15
Exhibit O	Increase participation and Program Innovation	5	7	10	10
	Experience/References from other schools	3	5	3	5
Total		76	86	85	100

The cut-off score for proposals is 85, so negotiations would be entered into with FSMCs 2 and 3.

RFP Appendix 6--FSMC CONTACT INFORMATION

*Currently Serving Iowa Schools, *listed alphabetically*:

A'viands, LLC, Address: 1751 County Road B West, Suite 300, Roseville, MN 55113, 612-790-3260, ajanke@aviands.com, Andrea Janke

CBM Managed Services, Address: 500 E 52nd Street N, Sioux Falls, SD 57104, Naomi McLaughlin, Director of Sales & Marketing, 605-335-0825, Ext. 5071, naomi.mclaughlin@CBMManagedServices.com

Chartwells, Compass Group North America, Address: 615 Bucher Ave., Shoreview, MN., 55126. Sales: Tim Leary 612-202-6407 tim.leary@compass-usa.com , Operations: Kathleen Bazzett, 262-880-9641 kathleen.Bazzett@compass-usa.com

Lunchtime Solutions, Inc. Address: 717 N. Derby Lane, Suite C; PO Box 2022, North Sioux City, SD 57049 Deni Winter, 712-251-0427, deni@lunchtimesolutions.com.

SODEXO, Address: 1130 W Farwell Avenue, Chicago, IL 60626; Doris Timmen, 312-802-3731, doris.timmen@sodexo.com

Taher Inc., Address: 5570 Smetana Drive, Minnetonka, MN 55343, Judy Cameron, 952-945-0505, J.cameron@taher.com

***Prospective Companies**, *listed alphabetically*:

Aramark Educational Services, LLC. Address: 1101 Market Street, 24th Floor, Philadelphia, PA, 19107. Jason Weeden, 215-406-7993, fax 215-790-2968, Education-ge@aramark.com

Arbor Management, Inc. Address: 917 W. Hawthorn Ave., Itasca, IL., 60143. Jeff Krause, VP Sales, 630-620-5005, jeff.krause@arbormgt.com

Opaa! Food Management, Inc. Address: 100 Chesterfield Business Parkway, Suite 310, Chesterfield, MO 63005. Sheila Frost, VP-CN and Outreach, sfrost@opaafood.com, 573-473-0329 and Greg Frost, VP-Business Development, gfrost@opaafood.com, 816-210-9359.

**This list represents companies that currently serve Iowa schools and companies that have contacted the State Agency interested in serving Iowa schools. The contact information is supplied for convenience to the SFA and no endorsement is implied.*

SUSPENSION AND DEBARMENT CERTIFICATION

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.


(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name Lunchtime Solutions Inc.

PR/Award # or Name _____

Authorized Representative Deni Winter

Title Director of Business Development

Signature  _____

Date 5-12-17

Instructions for Suspension And Debarment Certification

- 1.** By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the form in accordance with these instructions.
- 2.** The certification in this clause is a material representation of fact upon which reliance was placed when the transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- 3.** The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 4.** The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tiered covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded" as used in this clause, have the meanings set out in the definitions and coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- 5.** The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- 6.** The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Certificate of Independent Price Determination

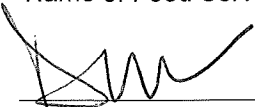
Both the SFA and CONTRACTOR (i.e. the "offerer") shall execute this Certificate of Independent Price Determination.

- A. By submission of their offer, the offeror certifies and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:
1. The prices in this offer have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other offerer or with any competitor;
 2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement, or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and
 3. No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit an offer for the purpose of restricting competition.
- B. Each person signing this offer on behalf of the Food Service Management Company certifies that:
1. He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A.1. through A.3. above; or
 2. He or she is not the person in the offeror's organization responsible with the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to A.1. through A.3. above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to A.1. through A.3. above.

To the best of my knowledge, this food service management company, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described on the attached sheet (if applicable):

Lunchtime Solutions Inc.

Name of Food Service Management Company



Signature of Food Service Management Company's Authorized Representative

Director of Business Devl. 5-12-17

Title

Date

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action which may have jeopardized the independence of the offer referred to above.

Name of SFA

Signature of SFA's Authorized Representative

Title

Date

PROCUREMENT: CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Lunchtime Solutions Inc.
391 W. Steamboat Dr.
Nakota Dunes, SD 57049

Name/Address of Organization (FSMC)

Dani Winter - Director of Business Development

Name/Title of Submitting Official


Signature

5-12-17
Date

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

PROCUREMENT

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities (if applicable)

The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action.

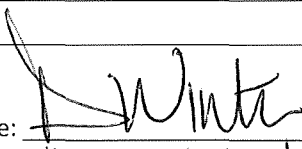
This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal Action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal Action.
2. Identify the status of the covered Federal Action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal Action.
4. Enter the full name, address, city, state and zip code of reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, subgrants, & contract awards under grants.
5. If the organization filing the report in item 4 checks "sub-awardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal Agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal Action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal Action identified in item 1 (e.g., **Request for Proposal** (RFP) number; Invitation For Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal Action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a.) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal Action. (b.) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter last name, first name, and middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A continuation sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1362

0348-0046

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract</p> <p><input type="checkbox"/> b. grant</p> <p><input type="checkbox"/> c. cooperative agreement</p> <p><input type="checkbox"/> d. loan</p> <p><input type="checkbox"/> e. loan guarantee</p> <p><input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application</p> <p><input type="checkbox"/> b. initial award</p> <p><input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial offering</p> <p><input type="checkbox"/> b. material change</p> <p>For Material Change Only:</p> <p>Year _____ Quarter _____</p> <p>Date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:</p> <p>Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Sub-awardee, Enter Name & Address Of Prime: Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p>	
<p>10. a. Name and Address of Lobbying Entity</p> <p>(If individual, last name, first name, MI):</p> <p>(Attach continuation sheet(s) if necessary)</p>	<p>b. Individuals Performing Services (Incl. Address if different from No. 10a) (last name, first name, MI):</p>	
<p>11. Amount of Payment (check all that apply):</p>	<p>13. Type of Payment (check all that apply):</p> <p><input type="checkbox"/> a. retainer</p> <p><input type="checkbox"/> b. one-time fee</p> <p><input type="checkbox"/> c. commission</p> <p><input type="checkbox"/> d. contingent fee</p> <p><input type="checkbox"/> e. deferred</p>	
<p>12. Form of Payment (check all that apply):</p> <p><input type="checkbox"/> a. cash</p> <p><input type="checkbox"/> b. in-kind; specify: nature _____</p>		
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted for Payment Indicated in Item 11:</p> <p>(Attach continuation sheet(s) if necessary)</p>		
<p>15. Continuation Sheet(s) attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>16. Information requested through this form is authorized by article 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: <u></u></p> <p>Print Name: <u>Deni Winter</u></p> <p>Title: <u>Director of Business Development</u></p> <p>Telephone No: <u>605-235-0939</u> Date: <u>5-12-17</u></p>	
<p>Federal Use Only:</p> <p>Reproduction of: Standard Form – LLL</p>		<p align="right">Authorized for Local</p>

Mr. Chris Hoover, Superintendent
Maquoketa Community Schools Board of Directors

Dear Mr. Hoover and Board Members,

I am pleased to provide the following revisions and clarifications to our Athletic Training proposal of May 10, 2017.

Athletic Training

With respect to athletic training coverage, the exclusivity arrangement applies only to those sports which we mutually agree to have covered by a JCRHC trainer. Not all sports. In other words it is not an "all or nothing" proposal. We would welcome the opportunity to provide coverage for sports other than football on a mutually agreed basis.

Concussion screening

JCRHC would provide these services as outlined in our proposal. Please keep in mind that any athletes who go through our computerized screening would need to return to JCRHC for follow up evaluation in the event of an injury as the software program we utilize is proprietary.

Patient Referrals

For clarification, any athlete requiring the care of a physician would be referred to the provider of their choice. Most often this would be their family physician or other provider they may already have a relationship with. There are no mandatory requirements for referral as this is not permissible by law. Notwithstanding, patients insurance plan may determine provider coverage options. Patients should consult with their insurance carrier.

We are pleased to have the opportunity to clarify these key points and hope that you find the proposal more suited to your needs and that of your students.

Please feel free to contact me with any questions.

Sincerely,



Curt M. Coleman
President



JCRHC Proposal to Provide Athletic Training coverage to Maquoketa Community High School

July 13, 2017

Jackson County Regional Health Center proposes to provide the following services to Maquoketa Community High School:

1. Concussion Screening
 - a. JCRHC will provide initial concussion screening FREE for athletes in all sports as determined by the MCHS Athletic Director.
 - i. Initial screening would be available prior to each sports season.
 - ii. JCRHC would secure the computerized concussion screening evaluation program.
 - iii. JCRHC would have trained staff available to administer the evaluation.
 - b. Athletes who receive a potential head injury would have to return to JCRHC for follow-up screening. This requirement extends only to concussion related injuries not all injuries.
 - c. Any follow-up treatment needed would be billed to student's insurance.
2. JCRHC will provide an athletic trainer at agreed upon home sports events free of charge.
 - a. This would be an exclusive agreement with JCRHC for those sports as mutually agreed to by Maquoketa Community High School and JCRHC.
3. JCRHC will provide Physical Therapy services to the school 1-2 days per week during each sports season.
 - a. Coaches would provide Athletic Director with list of athletes to be seen.
 - b. AD or Designee would notify JCRHC Physical Therapy department a list of students to be seen at the school.
 - c. Maquoketa Community High school would provide space for Physical Therapists to see students.
4. Optional Services that could be provided to coaches/ student athletes:
 - a. Clinics on injury prevention specific to each sport.
 - b. Clinics to student athletes on mechanics, injury prevention.
 - c. Education to parents on Concussion symptoms, importance of treatment.
 - d. Expanding into the Junior High levels.
5. JCRHC and MCHS will evaluate effectiveness of the program and services within the first 6 months and no less than annually thereafter.
6. This proposal is subject to execution of a written agreement. This shall be a one year agreement.

Proposal as requested by Activities Director:

I was approached by the AD to provide a proposal for coverage of Varsity sporting events for the Maquoketa High School.

Below is several options for review, each based on different hours dedicated and time committed per week and per season.

Option 1: Approximately 54 events and 2 visits per week at the high school visits.

Varsity Home game coverage (football away also)

Approximately 54 home events including, Football, Wrestling, Basketball (girls / boys) Volleyball, Soccer (girls / boys) and Track. Which is Fall, Winter, and Spring seasons. Included two "1/2 to 3/4" hour sessions at the high school training room to evaluate any injuries acute and chronic. This does not include major treatment, care, etc. It would only be for quick first aide and advice to proceed with other care, if needed. Ankle taping, etc would be included. Any type of quick stretch and or quick treatment could be provided and or education on a injury.

Visits at twice a week - \$50 per week based on 16 week semester. Additional \$800 per semester.

Total Cost for services: \$5950 per year.

Dr. Pauls original proposal for all sports.

Option 2: Approximately 54 events + 1 night after school at high school for assessment and quick care of athletes.

Varsity Home game coverage (football away also)

Approximately 54 home events including, Football, Wrestling, Basketball (girls / boys) Volleyball, Soccer (girls / boys) and Track. Which is Fall, Winter, and Spring seasons. Included ONE "1/2 to 3/4" hour sessions at the high school training room to evaluate any injuries acute and chronic. This does not include major treatment, care, etc. It would only be for quick first aide and advice to proceed with other care, if needed. Ankle taping, etc would be included. Any type of quick stretch and or quick treatment could be provided.

Visits at ONCE a week - \$25 per week based on 16 week semester. Additional \$400 per semester.

Total Cost per service per year: \$5150 per calendar year.



Memorandum of Agreement for College Credit Courses for High School Students

Statement of Agreement

The purpose of this agreement is to provide college credit courses to eligible high school students at high schools within the boundaries of the Eastern Iowa Community Colleges (Scott, Clinton, and Muscatine).

Concurrent Enrollment Program

The concurrent enrollment program promotes rigorous academic or career and technical pursuits by providing opportunities for high school students to enroll part-time in eligible community college courses.

Responsibilities of College

Eastern Iowa Community Colleges will:

- Insure instructors for concurrent courses offered meet accreditation standards set for faculty.
- Provide the course development model and curriculum.
- Provide a college faculty liaison to assist high school faculty who are teaching concurrent enrollment courses in the high school.
- Serve as the registrar to establish and maintain student college credit records and transcripts.
- Make required textbooks and supplies available for purchase through the college bookstore.
- Provide orientation information for the students and parents of those enrolled.
- Ensure adherence to National Accreditation for Concurrent Enrollment Partnerships (NACEP) standards for academic quality and rigor.
- Abide by the Principles of Best Practice for Concurrent Enrollment outlined in Appendix A of this agreement.
- Will provide billing for each term.
- The college will provide appropriate orientation and training (e.g. curriculum, learning outcomes, assessment, college and department policies and procedures) to teach in the college department.

Responsibilities of School District

The School District will:

- Limit enrollment of students attending the course to students enrolled in the class for college credit.
- Comply with EICC's course withdrawal policy.
- Assure all students enrolled have completed an EICC application, a college assessment as appropriate and registration materials.
- Follow the EICC Student Handbook to establish expectations for student conduct and to provide policies and procedures for due process and disciplinary action.
- Provide liability insurance with respect to the conduct of this educational program.

- Abide by the Principles of Best Practice for Concurrent Enrollment outlined in Appendix A of this agreement.
- School District must complete background checks for new concurrent instructors per Senior Year Plus.
- School District will be responsible for providing textbooks for each student enrolled.

Financial Responsibilities

The School District accepts full financial responsibility for their students who are enrolled in concurrent enrollment courses seven days after the start of the course. For students that withdraw during the first 7 days there will be no charge. EICC's 2017-18 tuition rate is \$155 per credit hour. Fees are set forth as follows:

- Class taught in the high school by a qualified high school faculty member: 25% of tuition per student, per class plus any materials and fees.
- Class taught in the high school by a college faculty member: 25% of tuition per student plus instructor cost, materials and fees.
- Class taught at the community college by a college faculty member: 25% of tuition per student plus instructor cost, books, materials and fees.
- Class taught at the Blong Technology Center: 25% of tuition per student plus direct costs, books, materials and fees.
- Career Academy courses taught on the college campus or center location: full program tuition per student plus books and supplies.

College Connection Individual Registration (CCIR) Program

The program is intended to promote rigorous academic pursuits and provide a wider variety of options to high school students. CCIR allows individual students to enroll in on-campus courses if the course is not offered at their high school. It also allows students to enroll in online courses and programs offered by EICC via the Iowa Community College Online Consortium (ICCO), which grants college credit to students. All CCIR students must satisfy the following requirements:

- Has satisfied all of the course prerequisites.
- Has a college application on file.
- Has an appropriate assessment score on file (ALEKS, ACT) and meets program admission standards.

Students may not register for an online or on-campus course after the class has begun (no late registration). Summer session online courses or on-campus courses are not included in this agreement.

Financial Responsibilities

The School District accepts full financial responsibility for their students who are enrolled in CCIR courses seven days after the start of the course. The school district will be billed 60% of EICC's current online tuition and fees per registration plus materials and electronic content. EICC's 2017-18 online tuition rate is \$177 per credit hour plus fees. All CCIR books will be purchased by the school or student. It is the responsibility of the school to make the determination as to how the books are purchased.

The following EICC programs are excluded from eligibility for CCIR Program: CNC Machining, Emergency Medical Technician, Engineering Technology, Logistics, Mechanical Design, Truck Driving, and Welding.

Terms

This agreement is effective for the 2017-18 academic year. The course schedule will normally follow the same calendar as the participating high school.

The agreement will be reviewed, at a minimum, on a yearly basis and formally renewed at that time.

Either party may terminate this contract with 30 days written notice.

Signatures

Eastern Iowa Community Colleges

Date

Bellevue Community School District

Date

Bettendorf Community School District

Date

Calamus-Wheatland School District

Date

Camanche Community School District

Date

Central Community School District (DeWitt)

Date

Clinton Community Schools

Date

Columbus Community School District

Date

Davenport Community School District

Date

Durant Community School District

Date

Easton Valley Community School District

Date

Louisa-Muscatine Community School District

Date

Maquoketa Community School District

Date

Muscatine Community School District

Date

North Scott Community School District

Date

Northeast Community School District

Date

Pleasant Valley Community School District

Date

West Liberty Community School District

Date

Wilton Community School District

Date

Appendix A – Principles of Best Practice for Concurrent Enrollment

Principles of Best Practice

Both the College and the School District agree to follow the principles of best practice for concurrent enrollment programming.

Students

- Eligibility is determined by participating high school and college officials. Students must meet course prerequisites or demonstrate the ability to achieve success, and must take required academic assessments.
- Students are admitted and registered with approval of the local high school and the college. All students enrolled in a concurrent enrollment course are registered for college credit.
- Concurrently enrolled students receive appropriate college orientation materials that cover college policies and procedures, including how to establish a permanent transcript, course withdrawal procedures, and have access to a college student handbook.
- Students receive information clearly describing student responsibilities and institutional procedures for academic credit transfer.
- Students have access to college student support services (tutoring, advising, library, writing and math labs, computer labs, etc.) and student activities (athletic events, performing arts, etc.).
- Parents/guardians receive appropriate information regarding college policies and procedures, including how to establish a permanent transcript, course withdrawal procedures, and procedures for academic credit transfer.

Faculty teaching college credit courses for high school students

- Faculty teaching in the high school meet the same standards and requirements as other college faculty teaching within an academic department and are approved by appropriate college personnel.
- These teachers receive appropriate orientation and training (e.g. curriculum, learning outcomes, assessment, college and department policies and procedures) to teach in the college department.
- Concurrent enrollment faculty collaborate with other college faculty within the academic department and are required to participate in faculty development activities that can include related to curriculum, pedagogy, assessment, college policies, technology, and discipline-specific issues.
- Faculty receive on-going communication, have access to instructional resources, are invited to participate in department initiatives and receive department support.

Curriculum

- Concurrent enrollment courses reflect the highest quality and are intended to challenge eligible students. These courses provide college rigor and learning experiences.
- Courses achieve the same learning outcomes as traditional college courses by using an approved course syllabus, the same instructional materials, resources, and equipment. Textbooks are of the same quality and approved by the college.
- Course delivery is evaluated through strategies such as classroom observations and student evaluations.
- Courses are aligned to Career Pathways where possible.

Assessment

- Assessment policies, procedures, and instruments are consistent with college practice.
- Valid assessment measures are used to assure academic course rigor for which college credit will be awarded.

Evaluation/Research

- The college reviews each course/program on an annual basis for continuous improvement.
- Colleges are encouraged to conduct research regarding the performance of high school students in comparison to traditional college students and to report their findings.
- Colleges are encouraged to follow up on students and their continued success at the college after high school graduation and report their findings.
- Data sharing with participating high schools is consistent with the policies of the college.

Books

- All concurrent and CCIR courses should utilize the appropriate subject matter book as assigned by the college department coordinator in that subject. All CCIR books will be purchased by the school or student. It is the responsibility of the school to make the determination as to how the books are purchased.

Technical Requirements

- Please make sure student computers meet all the requirements for their online classes. Please go to http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/ to verify your computer meets the minimum requirements for your online class.

Unauthorized Collaboration

- "Unauthorized Collaboration" means working with others without the specific permission of the instructor on assignments that will be submitted for a grade. This rule applies to online classes utilizing take-home tests, papers, labs, or homework assignments. Students may not collaborate without faculty authorization. This is a form of plagiarism.

COLLEGE CONNECTION

 EASTERN IOWA COMMUNITY COLLEGES

Memorandum of Agreement for College Credit Courses for High School Students

Statement of Agreement

The purpose of this agreement is to provide college credit courses to eligible high school students at high schools within the boundaries of the Eastern Iowa Community Colleges (Scott, Clinton, and Muscatine).

Concurrent Enrollment Course Agreement 2017-2018

Maquoketa High School is approved to teach the following concurrent courses:

ACC-111	Intro to Accounting	3	MQHS	Jennifer Buckwalter
AGS-119	Advanced Animal Science	2	MQHS	Gary R Bruns
CIS-450	PLTW-Computer Science & Softw	3	MQHS	Justin Hoffman
EGT-400	PLTW - Intro to Engrng Design	3	MQHS	Hannah M Koerperich
EGT-410	PLTW - Prin of Engineering	3	MQHS	Robert L Roe
EGT-460	PLTW-Civil Engineering & Arch	3	MQHS	MacKenzie Grace Kelley
ENG-105	Composition I	3	MQHS	
ENG-106	Composition II	3	MQHS	
LIT-101	Intro to Literature	3	MQHS	
MAT-121	College Algebra	4	MQHS	Maureen P. Stoss
MAT-128	PreCalculus	4	MQHS	Maureen P. Stoss
MAT-156	Statistics	3	MQHS	Maureen P. Stoss
MAT-210	Calculus I	4	MQHS	Maureen P. Stoss
MAT-216	Calculus II	4	MQHS	Maureen P. Stoss
MAT-743	Technical Math	3	MQHS	Robert L Roe
MAT-748	Technical Math II	3	MQHS	Robert L Roe
MFG-186	Plant Safety	1	MQHS	Craig W Burken
MFG-192	Blueprint Reading	3	MQHS	Craig W Burken
MUS-100	Music Appreciation	3	MQHS	
POL-111	American National Government	3	MQHS	Tod R Bowman
PSY-111	Introduction to Psychology	3	MQHS	Tod R Bowman
SPC-112	Public Speaking	3	MQHS	
WEL-123	Welding Symbols	1	MQHS	Craig W Burken
WEL-256	Gas Metal Arc Welding-Basic	4.5	MQHS	Craig W Burken
WEL-257	Flux Core Arc Welding	2.5	MQHS	Craig W Burken
WEL-259	Oxy-Acetylene Arc Welding	1	MQHS	Craig W Burken
WEL-416	Gas Metal Arc Weld-Adv I	2	MQHS	Craig W Burken

MCS D Professional Learning
First 5 Days Back

August 16- New Teachers

8:00-8:45 Welcome Breakfast at High School Commons

8:45-9:15 Technology Meeting with Dustin Cogan, IT Director

9:30-12:00 Meet with Building Induction Coach and Building Administrator

12:00-12:30 Lunch on your own

12:30-3:45 - MBAEA-Bettendorf for Induction Program (New Teachers year 1 only) New Teachers NOT year 1 work in their building

August 17- All Staff

8:00-11:30 Building Time

11:30-12:30 Lunch on Own Unless New to Maquoketa School District

11:30-1:00 Chamber New Staff Luncheon - 11:30 photo; lunch 12:00 - 1:00

12:30-3:45 Building Time (ALICE Training @ Briggs and High School)

- 1:15 At HS ALICE Training
- 2:15 Briggs ALICE Training

August 18

8:00-3:45 Building Time (8:00 a.m. at HS Tech Room on Follett's with media specialists and designated paras)

August 21

8:00-3:45 Building Time (ALICE Training @ Cardinal and Middle School)

- 12:45 at Cardinal
- 2:00 at Middle School

10:00-12:30 Middle School Camp Cardinal

4:30-5:45 Briggs Back to School

5:00-6:00 Middle School Back to School Night

5:00-6:15 Cardinal Back to School

August 22

7:30-8:00 Rolls, Juice , Coffee @HS

8:05 - 9:05 Presentation

- Erik Wahl "The Spark and the Grind" Presentation beginning at 8:00 a.m. and ending at 9:00 a.m. in the high school new gym. We have several schools and a few businesses joining us: Bellevue, Delwood, Cal-Wheat, Midland, Sacred Heart, Marquette Catholic, MSB, BSB

9:20 - 10:20 Maquoketa CSD All Staff Welcome

- Introduce new staff, MEA, Nurses, Equity Coordinator (Chris will present this)
- TLC/PLC Expectations- Chris

10:30-12:00 Coaches and Sponsors Activity Meeting-Library/Building Time

12:00-1:00 Lunch on Own

1:00-3:45 Building time

6:00 p.m. Freshman Orientation