

Red Oak Community School District
2011 North 8th Street
Red Oak, Iowa 51566
www.redoakschooldistrict.com

Regular Board of Directors Meeting

Meeting Location: Sue Wagaman Board Room
Red Oak CSD Administrative Center
The Technology Building – Red Oak High School Campus

Monday, November 12, 2012 – 6:00 pm

- Agenda -

1.0 Call to Order – Board of Directors President Lee Fellers

2.0 Roll Call – Board of Directors Secretary Shirley Maxwell

3.0 Approval of the Agenda – President Lee Fellers

4.0 Communications

1-3

4.1 Celebration of Success

- ★ Kelsey Thoren, State Championship Swimmer
- ★ Josh Sunberg, State Cross Country
- ★ All State Vocal Performers
- ★ All State Band Performers
- ★ Iowa State 3A Volleyball Tournament Team
- ★ Tiger Football – State Qualifier, First in the History of Red Oak High

4.2 Visitors and Presentations

- 4.2.1 School Food Service Programming and the Child Nutrition Act with Implications
Presented by Food Service Director Sharon Foote and Jan Steffen, SW Iowa
Consultant, Nutrition Programs, Department of Education
- 4.2.2 Washington Intermediate School Response to Intervention
– Principal Sims and the WIS Leadership Team
- 4.2.3 Food Bank for the Heartland: The BackPack Program – Update from IPS School
Counselor Stacey Schellhammer and Local Coordinator Kandee Olson

Red Oak Community School District Board of Directors
11.12.2012

4.3 Affirmations and Commendations

4.4 Correspondence

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5.6 Request and Approval for Allowable Growth from the School Budget Review Committee (SBRC) for Open Enrollment Out, and Limited English Proficient Instruction

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7.3 Other Announcements

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8.0 Next **Regular** Board of Directors Meeting: Monday, December 10, 2012 – 6:00 pm
Sue Wagaman Board Room
Red Oak CSD Administrative Center

Next Special Board Work Session:

“Annual School Budget and Fiscal Workshop with Facilitator Bob Longmuir”

Monday, November 19, 2012 – 5 pm
Sue Wagaman Board Room
Red Oak CSD Administrative Center

9.0 Adjournment

Item 4.0 Communications

4.1 Celebration of Success

Numerous student and staff accomplishments are brought before the Directors this evening. School administrators and other staff are present to introduce and greet guests in attendance. Recent accomplishments are:

★ **Kelsey Thoren, State Championship Swimmer**

Kelsey performed at the State Swim Championships in Marshalltown on November 2 and 3. Congratulations are extended to Kelsey for an outstanding season. From Red Oak High School, the following is shared:

Kelsey Thoren's accomplishments at the State Swim Championships included:

- In the 500 Free, she was seeded 22nd, with 5:25.17 and took 7th with a time of 5:15.67. Kelsey just missed placing in the top 6 by .17 of a second.
- In the 100 backstroke she was seeded 14th with 1:01.17 and took 12th place with a time of 1:00.28, which broke the previous back stroke record for the school that she set the previous weekend.
- The 200 Free Relay placed 8th with 1:40.39
- The 400 Free Relay placed 9th with 3:39.88, again breaking a school record

Kelsey has had a great 4 years swimming for Lewis Central, setting records and being a part of this team. She qualified for state every year of her high school career with freshman year being the only qualifier in an individual event, the 400 Free Relay. She was honored as the Outstanding Swimmer both her freshman and her sophomore year. She was rated in Lewis Central's top 10 for each event as 4th in 200 Free, 7th in 200 Individual Medley, 9th in 50 Free, 7th in 100 Free, 1st in 500 Free, 1st in 100 Back, 1st in 200 Free Relay, and 1st in 400 Free Relay.

★ **Josh Sunberg, State Cross Country and Coaches Curt Adams and Sue Ann French**

Congratulations to State Meet Runner Josh Sunberg along with his coaches Curt Adams and Sue Ann French. Josh participated in the State Cross Country Championships on October 27th at Panora. He placed 68th in the championship race.

- ★ **All State Vocal Performers and All State Band Performers**
Four students of Red Oak High School have attained the highest individual honor available to Iowa high school musicians by being selected as members of the 2012 All-State Chorus and Band. Selected for the All-State Chorus were: Brad Black, son of Ted and Brenda Black; Logan LeRette, son of Scott and Teresa LeRette; Geoff Sellers, son of Mike and Glenna Sellers; and Laura Butz on Clarinet, daughter of Bill and Christie Butz.

- ★ **Iowa State 3A Volleyball Tournament Team**
For the 11th time in 18 years, a Tiger Volleyball Team has qualified for the State Volleyball Tournament. Congratulations to Head Coach Angie Montgomery and Assistant Coaches Deb Drey, Sharon Allison, and Darrell Berry. Team members including student managers include Kaitlyn Danick, Micayla Taylor, Blake Bergren, Josie Snyder, Angela Mahoney, Makelti White, Grace Blomstedt, Madison Gilbert, Kate Walker, Courtney Billings, McKenna Mertz, Britany McArdle, Megan Sands, Sabrina Guerra, & Madison Holmgren. Managers: Gil Cooper, Dylin Keat, and Kaitlin Walston.

- ★ **Tiger Football – State Qualifier, First in the History of Red Oak High**
Congratulations to Head Coach Jeff Spotts and Assistants Dave Carlson, Matt Carlson, Bryan White, Juan Batula and Tiegan Podliska. Also recognized tonight are the seniors from the 2012 squad who helped make school history with the state qualifying status. These seniors include: Bailey Akers, Drew Askey, Casey Dykes, Kris Hardy, Mitch Hilder, Tanner Johnson, Dustin Jones, Nick Leinen, Carl Mertz, Jose Perez, Geoff Sellers, Tyler Terry & Michael Williams.

4.2 Visitors and Presentations

Goal Reference: FY 13 2.8 Food service program is targeted for improvement in menu quality, adherence to governmental regulations and customer service.

4.2.1 School Food Service Programming and the Child Nutrition Act with Implications Presented by Food Service Director Sharon Foote and Jan Steffen, SW Iowa Consultant, Nutrition Programs, Department of Education

Please welcome this evening Mrs. Jan Steffen from the Department of Education and Food Service Director Sharon Foote. This evening an overview of this year's changes in child nutrition services will be introduced and explained. Questions and concerns from the Directors are encouraged since this discussion this evening will begin the process of addressing one of the Directors' significant goals. Additional agenda time will be allocated for this topic in future meetings. President Lee Fellers will determine how much time this evening to allocate to this initial discussion.

4.2.2 Washington Intermediate School Response to Intervention – Principal Sims and the WIS Leadership Team

Goal Reference: FY 13 1.1 All students will meet test targets set for the Iowa Assessments.

This evening Principal Barb Sims and several staff are present to share with you the work that is underway to use Response to Intervention. At the conclusion of the presentation, your questions or clarification requests are encouraged.

4.2.3 Food Bank for the Heartland: The Backpack Program – Update from IPS School Counselor Stacey Schellhammer and Local Coordinator Kandee Olson

Please allow a few minutes for district staff member Stacey Schellhammer and guests to give a short update concerning the program from Food Bank for the Heartland called “The Backpack Program”.

4.3 Affirmations and Commendations

At various times it is important to recognize those who have gone “above and beyond” to assist, help, honor, or to facilitate success for learners. When these events take place it is appropriate to bring attention to the governing body.

4.4 Correspondence

Any correspondence received and important to the governing body is shared.

Item 5.0 Consent Agenda

BACKGROUND INFORMATION: The following items are presented for approval in one formal motion. Should any director have a question or would like for an item to be placed on the regular discussion agenda, please notify Board Secretary Shirley Maxwell in advance of the meeting.

Enclosed are reference pages for:

5.1 Review and Approval of the Minutes from October 29, 2012

The minutes are enclosed for your review. Unless there are suggested changes, they are submitted for approval by Board Secretary Shirley Maxwell.

5.2 Review and Approval of the Monthly Business Reports

Numerous payment vouchers are ready for approval. Other important business reports are included for your review and should be referenced in preparation for the November 19 school budget workshop.

5.3 Second and Final Reading of Board Policy Revisions from October 8, 2012

At the last board meeting, inadvertently several policies were left out for a second and final reading. These included:

Policy Code: 506.1 Student Records Access, Code 506.2 Student Directory Information, Code 506.3 Student Photographs, Code 506.4 Student Library Circulation Records

5.4 Second and Final Reading of Board Policy Revisions from October 29, 2012

Shown below are policies that have been reviewed and are ready for final approval:

Policy Code: 507.1 Student Health and Immunization Certificates, Code 507.2 Administration of Medication to Students, Code 507.3 Communicable Diseases – Students, Code 507.4 Student Illness or Injury at School, Code 507.5 Emergency Plans and Drills, Code 507.6 Student Insurance, Code 507.7 Custody and Parental Rights, Code 507.8 Student Special Health Services, Code 508.1 Class or Student Group Gifts

5.5 Request for Band Trip to Omaha, NE Concert

Principal Nate Perrien and Instrumental Instructor John Hewett have submitted a request for a high school and middle school level band trip to Omaha during a selected date from December 5 to 9. The purpose would be to attend a free USAF Heartland of America Band Christmas Concert at the Holland Performing Arts Center. Since it is technically out of state, Board permission is required.

5.6 Request and Approval for Allowable Growth from the School Budget Review Committee (SBRC) for Open Enrollment Out, and Limited English Proficient Instruction

From Business Manager Shirley Maxwell:

Every year a school district has the opportunity to request Allowable Growth from the School Budget Review Committee for Increasing Enrollment, Open Enrollment Out, and Limited English Proficient Instruction beyond four years. You will find the request enclosed that the Red Oak Community School will be submitting following the board's approval. Since our actual enrollment for the fall of 2012 was down there will be no allowable growth granted in this area. We had 13 open enrolled out students for the 2012-2013 school year, which WERE NOT counted for the 2011-2012 school year so we will be able to request modified allowable growth in the amount of \$76,479 for these students. The reason for this request is that the district must pay out these funds even though the students were not on our enrollment count for the 11-12 school year. School funding is always received one year behind the actual date of attendance. The district also has 8 students that have been served over four years in the Limited English Proficient Program. Since you are not allowed to claim this additional cost to get extra funding, it is critical that we apply for the modified allowable growth to be able to spend the extra dollars that it will cost to assist these students. This application will give the district an additional \$87,041 in spending authority. It DOES NOT generate any funds but it does give us the authority to pay these cost that will be accrued by the district during the 2012-2013 school year.

It is important the Directors provide this approval in order to meet the allowable growth provisions provided in Iowa Code.

SUGGESTED BOARD ACTION: It is recommended the board of directors approve the following consent agenda items:

- Minutes from October 29, 2012
- Monthly business reports as presented
- Final approval of October 8, 2012 board policies Policy Code: 506.1 Student Records Access, Code 506.2 Student Directory Information, Code 506.3 Student Photographs, Code 506.4 Student Library Circulation Records
- Final approval of October 29, 2012 board policies Policy Code: 507.1 Student Health and Immunization Certificates, Code 507.2 Administration of Medication to Students, Code 507.3 Communicable Diseases – Students, Code 507.4 Student Illness or Injury at School, Code 507.5 Emergency Plans and Drills, Code 507.6 Student Insurance, Code 507.7 Custody and Parental Rights, Code 507.8 Student Special Health Services, Code 508.1 Class or Student Group Gifts
- Approval of a high school and middle school band trip to Omaha on December 7.
- Approval of the request for allowable budget growth as provided by the Iowa School Budget Review Committee for additional weighting in open enrolled students and for students in English as a Second Language.

Red Oak Community School District
Regular Meeting of the Board of Directors

Meeting Location: Sue Wagaman Board Room, Red Oak CSD Administrative Center
 Red Oak Technology Center-Red Oak High School Campus
 Monday, October 29, 2012

This regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Lee Fellers at 6:00 p.m.

PRESENT:

Directors: Lee Fellers, Warren Hayes, Paul Griffen, Bill Drey, Kathy Walker
 Terry Schmidt, Superintendent, & Shirley Maxwell, Board Secretary

APPROVAL OF AGENDA

Director Griffen moved with a second by Director Drey to approve the agenda at the discretion of the chairman. The motion carried unanimously.

The Board took a short break at 6:25 p.m. so Superintendent Schmidt could welcome those attending the Iowa Association of School Boards meeting in the ICN room at the technology building.

VISITORS AND PRESENTATIONS

The Board opened the meeting by welcoming Principal Barb Sims and a few fifth grade students shared a slide show made by the students that attended the Springbrook fieldtrip. The Directors also welcomed Principal Nate Perrien and the Middle School Leadership Team who gave a brief presentation on the Middle School Response to Intervention.

AFFIRMATIONS AND COMMENDATIONS

Affirmation is extended to Middle School Instructor Janelle Erickson and students who uniquely are using technology access to increase learning.

GOOD NEWS

Congratulations are extended to 10th grade Cross Country Runner Josh Sunberg who participated in the 2012 State Meet at Fort Dodge, IA this past weekend. His coaches are Curt Adams and Sue Ann French. The boys' cross country team finished fourth at the qualifying meet in Panora on October 22.

Congratulation to the following vocal students who were selected to the Iowa All State Chorus: Geoff Sellers, Logan LeRette, and Brad Black. Congratulations to Laura Butz who was selected for the Iowa All State Band. Instructors Tim Marsden and Dan Black are commended for the nineteen ROHS students who auditioned in Harlan on October 20.

The 2012 Red Oak High Chapter of the National Honor Society inducted new members on October 23, 2012. New members include: Maddie Holmgren, Maggie Bennett, Blake Bergren, Laura Butz, Ellen Fellers, Evan Mellott, and Austin Streicher.

CONSENT AGENDA

Director Drey moved with a second by Director Griffen to approve the consent agenda as presented. The motion carried unanimously. After reviewing, Director Griffen moved with a second by Director Drey to reconsider the consent agenda. The motion carried unanimously.

Director Griffen moved with a second by Director Drey to approve the agenda with the deletion of the Oakview Construction invoice. The motion carried unanimously. Director Griffen moved with a second by Director Drey to approve payment to Oakview Construction after receiving a corrected application and certificate for payment. The motion carried unanimously.

- Approval of minutes from October 8 and October 15, 2012
- Approval of monthly business reports as presented
- Two education service agreements were approved with Stanton Community Schools
- Payment of \$63,641.45 to Oakview dck for the Technology Center Building.

NEW BUSINESS

CERTIFIED ENROLLMENT

Superintendent Schmidt and Business Manager Shirley Maxwell presented the final certified enrollment for the 2012-2013 school year. The district is down 5.99 students from the previous 2011-2012 school year.

HIGH SCHOOL CLASS TRIP

Director Hayes moved with a second by Director Griffen to endorse a trip for the High School French and Spanish Classes for the summer of 2013. The motion carried unanimously. There will be no financial involvement for the school district.

MIDDLE SCHOOL CHOIR TRIP

Director Drey moved with a second by Director Walker to approve the Middle School eighth grade choir trip sponsored by Instructor Kevin Kilpatrick for the Worlds of Fun Music Festival in Kansas City, Missouri, on April 14, 2013. The motion carried unanimously. The students have been busy with fundraising activities for the music department which will be used to help finance the trip along with parent and group donations.

STUDENT COUNCIL ENGAGEMENT

Director Fellers presented a High School Student Council representative request proposal with the Board of Directors meetings. The student who requested this topic on the agenda was ill and not able to attend the meeting. This item will be put on the next agenda.

BOARD POLICY REVIEW

Director Griffen moved with a second by Director Hayes to give tentative approval to the legal reference changes of Board Policy Code No. 507.1 Student Health and Immunization Certification, Code No. 507.2 Administration of Medication to Students (additional work will be done with School RN to establish a consent form (507.2EI) for students to administer their own medication for asthma or other airway constricting disease). Code No. 507.3 Communicable Diseases – Students, Code No. 507.4 Student Illness or Injury at School, Code No. 507.5 Emergency Plans and Drills, Code No. 507.6 Student Insurance, Code No. 507.7 Custody and Parental Rights, Code No. 507.8 Student Special Health Services, Code No. 507.8R1 Special Health Services Regulation, Code No. 508.1 Class or Student Group Gifts. The motion carried unanimously. Code No. 508.2 Open Night was deferred to committee for further study and research.

SHARED SERVICES AGREEMENT FOR TECHNOLOGY

After much discussion, further clarification is needed. No action was taken.

PERSONNEL CONSIDERATIONS

Director Walker moved with a second by Director Drey to accept the resignation of Patty Henke from the 8th grade Girls' Basketball Coaching position effective immediately. The motion carried unanimously.

Director Drey moved with a second by Director Walker to approve the following coaching contracts:

- Patty Henke as Assistant Varsity Girls' Basketball Coach
- Brandon Krause as 8th grade Girls' Basketball Coach
- Sami Jo Moyers as Wrestling Cheerleading Sponsor

The motion carried unanimously.

Director Drey moved with a second by Director Griffen to authorize employment of Karen Dean as Home School Program Coordinator/Consultant/Instructor at a total employee cost not to exceed \$12,000 and it is recommended the directors authorize the employment of Bonnie Viner as a Home School Program Consultant/Instructor at a total employee cost not to exceed \$7,000. The motion carried unanimously.

ADJOURNMENT

Director Drey moved with a second by Director Hayes to adjourn the meeting at 9:07 p.m. The next regular board meeting will be held on Monday, November 12, 2012 at 6:00 p.m. in the Sue Wagaman Board Room, Administrative Center, Technology Building. The motion carried unanimously.

Lee Fellers, President

Shirley Maxwell, Board Secretary

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
CASEY'S	11012012	243.49
10 0020 2700 000 0000 626	TRAVEL FUEL CHARGES OCTOBER	243.49
Vendor Name CASEY'S		<u>243.49</u>
COUNSEL OFFICE & DOCUMENTS	CNN113664	207.00
10 0010 2520 000 0000 618	COPIER LEASE	207.00
Vendor Name COUNSEL OFFICE & DOCUMENTS		<u>207.00</u>
DHS CASHIER 1ST FLOOR	10312012	28,667.14
10 0010 4634 219 4634	PROVIDER'S SHARE	28,667.14
Vendor Name DHS CASHIER 1ST FLOOR		<u>28,667.14</u>
FIRST BANKCARD	10122012	51.25
10 0010 1200 211 3301 611	LANYARDS	51.25
FIRST BANKCARD	10122012-1	(26.47)
10 3230 1000 110 0000 612	RETURNED CABLES	(26.47)
FIRST BANKCARD	10172012	41.94
10 0010 1000 100 0000 641	FAST TRACK PHONICS TEACHERS GUIDE	41.94
FIRST BANKCARD	10182012-1	87.23
10 0010 1000 100 0000 641	EASY TRUE STORIES	14.89
10 0010 1000 100 0000 641	ALL NEW EASY TRUE STORIES	19.99
10 0010 1000 100 0000 641	VERY EASY TRUE STORIES	18.99
10 0010 1000 100 0000 641	ALL NEW VERY EASY TRUE STORIES	19.97
10 0010 1000 100 0000 641	SHIPPING	13.39
FIRST BANKCARD	10232012	50.00
10 0010 1200 219 0000 320	REG FEE	50.00
FIRST BANKCARD	10292012	228.48
10 0010 2510 000 0000 580	LODGING	228.48
FIRST BANKCARD	10312012-1	37.70
10 0010 1000 100 0000 641	GIGGLES IN THE MIDDLE: CAUGHT YA! GRAMMA	37.70
FIRST BANKCARD	10312012-2	129.12
10 1900 1200 430 4501 641	Words Their Way 5th edition	129.12
FIRST BANKCARD	11022012	44.49
10 0010 1200 217 3303 612	Tasks Galore Making Groups	44.49
FIRST BANKCARD	11032012	96.88
10 0010 1200 217 3303 612	Tasks Galore Let's Play	52.95
10 0010 1200 217 3303 612	Tasks Galore for the Real World	35.95
10 0010 1200 217 3303 612	SHIPPING	7.98
Vendor Name FIRST BANKCARD		<u>740.62</u>
HAWKEYE 10 CONFERENCE	10302012	300.00
10 3230 2410 000 0000 810	H-10 membership dues	300.00
Vendor Name HAWKEYE 10 CONFERENCE		<u>300.00</u>
NAEYC REGISTRATION	101147	750.00
10 1900 1000 420 3238 320	PRESCHOOL CANDIDACY FEE	750.00
Vendor Name NAEYC REGISTRATION		<u>750.00</u>
SOCS/FES	INV003093	121.22
10 0010 2236 000 0000 536	WEB HOSTING CHARGES	121.22

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name SOCS/FES		<u>121.22</u>
SUPER SUDS CAR WASH	103012	300.00
10 0020 2700 000 0000 618	Wash Tokens	300.00
Vendor Name SUPER SUDS CAR WASH		<u>300.00</u>
SWIBA	11012012	25.00
10 3230 1000 110 0000 810	MEMBERSHIP DUES	25.00
Vendor Name SWIBA		<u>25.00</u>
TIMBERLINE BILLING SERVICE LLC	1987	3,381.85
10 0010 1200 217 3303 320	BILLING SERVICES	3,381.85
Vendor Name TIMBERLINE BILLING SERVICE LLC		<u>3,381.85</u>
UNITED PARCEL SERVICE	000537022432	138.27
10 0010 2235 000 0000 531	UPS CHARGES	22.37
10 1901 2410 000 0000 531	UPS CHARGES	33.47
10 1902 2410 000 0000 531	UPS CHARGES	25.00
10 2020 2410 000 0000 531	UPS CHARGES	25.00
10 3230 2410 000 0000 531	UPS CHARGES	32.43
Vendor Name UNITED PARCEL SERVICE		<u>138.27</u>
WALFORD, KIMBERLY	10122012	100.00
10 1901 1000 100 8001 612	MONEY FOR MATH CLASS	100.00
Vendor Name WALFORD, KIMBERLY		<u>100.00</u>
Fund Number 10		<u>34,974.59</u>
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
FIRST BANKCARD	10152012	2,936.00
36 0010 2235 000 0000 734	SERVER WITH HARD DRIVES	2,936.00
Vendor Name FIRST BANKCARD		<u>2,936.00</u>
PRECISION CONCRETE SERVICES, INC	2-1	31,785.10
36 2020 4700 000 0000 450	PAYMENT CAGE PROJECT	31,785.10
Vendor Name PRECISION CONCRETE SERVICES, INC		<u>31,785.10</u>
Fund Number 36		<u>34,721.10</u>
Checking Account ID 1		69,695.69
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
FIRST BANKCARD	10182012	32.83
21 2020 1400 950 7421 618	Gear Block for big popcorn popper used f	32.83
FIRST BANKCARD	10272012	162.72
21 0010 1400 920 6645 580	STATE CC LODGING	162.72
Vendor Name FIRST BANKCARD		<u>195.55</u>
IA HIGH SCHOOL SPEECH ASSOC.	11062012	50.00
21 3230 1400 910 6110 618	MEMBERSHIP RENEWAL	50.00
Vendor Name IA HIGH SCHOOL SPEECH ASSOC.		<u>50.00</u>
IOWA FFA ASSOCIATION	10312012	652.50
21 3230 1400 950 7407 618	Iowa FFA Dues	337.50
21 3230 1400 950 7407 618	National FFA Dues	315.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	IOWA FFA ASSOCIATION	<u>652.50</u>
SOUTHWEST IOWA HONOR MARCHING BAND	11102012	1,268.75
21 0010 1400 950 7472 618	SW IA HONOR BAND TRIP	<u>1,268.75</u>
Vendor Name	SOUTHWEST IOWA HONOR MARCHING BAND	<u>1,268.75</u>
SWIBA	11012012-1	85.50
21 3230 1400 910 6220 320	Honor Band Registration	<u>85.50</u>
Vendor Name	SWIBA	<u>85.50</u>
Fund Number	21	<u>2,252.30</u>
Checking Account ID	3	<u>2,252.30</u>

RED OAK COMMUNITY SCHOOLS
October, 2012

	GENERAL FUND	MANAGEMENT	PHYSICAL PLANT AND EQUIPMENT LEVY	DEBT SERVICE	CAPITAL PROJECTS
Beg. Balance	\$1,836,195.07	\$474,499.46	\$776,800.35	\$0.00	\$1,594,473.31
Revenue	\$2,297,864.03	\$161,806.21	\$88,897.40		\$65,584.22
Expenditure	\$956,966.02	\$8,898.41	\$105,886.90		\$0.00
Balance	\$3,177,093.08	\$627,407.26	\$759,810.85	\$0.00	\$1,660,057.53

Checking Account .05%	Checking Account	\$6,422,130.91
	Outstanding Checks	\$197,762.19
		\$6,224,368.72

	ACTIVITY FUND	ENTERPRISE	NUTRITION FUND
Beg. Balance	\$240,577.96	\$11,460.82	\$284,563.05
Revenue	\$52,749.69	\$196.05	\$58,441.95
Expenditure	\$23,179.31	\$295.24	\$69,119.24
Balance	\$270,148.34	\$11,361.63	\$273,885.76

Checking Account .05%	\$297,860.88	\$314,417.46
Outstanding cks	\$16,350.91	\$40,531.70
Book Balance	\$281,509.97	\$273,885.76

PHYSICAL PLANT EQUIPMENT FUND (PPEL)
(Cash Basis)

PHYSICAL PLANT AND EQUIPMENT LEVY

<u>2009-2010</u>		<u>2010-2011</u>		<u>2011-2012</u>		<u>2012-2013</u>	
Beginning Balance (July 1)	\$1,195,494.11	Beginning Balance (July 1)	\$1,218,639.66	Beginning Balance (July 1)	\$1,220,398.75	Beginning Balance (July 1)	\$1,031,343.65
Add: Revenue		Add: Revenue		Add: Revenue		Add: Revenue	
Property Taxes	\$68,523.30	Property Taxes	\$92,884.32	Property Taxes	\$ 96,378.17	Property Taxes	\$47,644.43
Voted PPEL	\$40,590.64	Voted PPEL	\$13,067.02	Voted PPEL	\$ 55,273.30	Voted PPEL	\$31,428.96
Voted PPEL Surtax	\$381,781.00	Voted PPEL Surtax	\$318,857.00	Voted PPEL Surtax	\$ 370,434.96	Voted PPEL Surtax	
Utility Replacement Tax	\$4,598.17	Utility Replacement Tax	\$4,366.16	Utility Replacement Tax	\$ 4,631.31	Utility Replacement Tax	\$33.60
Utility Replacement Tax 8100	\$2,124.37	Utility Replacement Tax 8100	\$614.20	Utility Replacement Tax 8100	\$ 2,583.93	Utility Replacement Tax 8100	\$22.16
Mobile Home Tax	\$80.97	Mobile Home Tax	\$82.97	Mobile Home Tax	\$ 63.78	Mobile Home Tax	\$12.96
Voted PPEL Mobile Home tax1	\$33.95	Voted PPEL Mobile Home tax1	\$11.69	Voted PPEL Mobile Home tax1	\$ 37.75	Voted PPEL Mobile Home tax1	\$8.54
Income Surtax		Income Surtax		Income Surtax		Income Surtax	
Interest	\$14,413.47	Interest	\$7,672.93	Interest	\$ 1,580.69	Interest	\$164.10
Donations		Donations		Donations		Donations	
Tiger Decal	\$18,552.16	Tiger Decal	-\$1,108.64	Tiger Decal		Tiger Decal	
Cage Project	\$20,000.00	Cage Project	\$25,150.16	Cage Project	\$ 81,490.90	Cage Project	\$6,690.50
MS Gym Floor Reimb EMC	\$15,000.00	Webster Playground	\$557.35	Webster Playground	\$ 5.00	Webster Playground	\$11.25
		Reimb. Virtual Computer	\$2,000.00			EMC Insurance	\$30,654.05
		Microsoft Settlement	\$83,550.26				
		Proceed Bus Loan Note	\$295,504.00				
Subtotal	\$585,698.03	Subtotal	\$843,209.42	Subtotal	\$ 612,479.79	Subtotal	\$116,670.55
TOTAL AVAILABLE FUNDS	\$1,781,192.14	TOTAL AVAILABLE FUNDS	\$2,061,849.08	TOTAL AVAILABLE FUNDS	\$ 1,832,878.54	TOTAL AVAILABLE FUNDS	\$1,148,014.20
LESS: Expenditures		LESS: Expenditures		LESS: Expenditures		LESS: Expenditures	
1. Computers	\$6,851.00	1. Infinite Campus terminals, etc.	\$5,288.00	1. Ethernet Switch	\$ 4,190.02	1. Sidewalk Construction	\$15,834.00
2. Snapshot Module	\$790.00	2. Computer	\$1,510.00	3. Technology Maintenance Supt	\$ 26,472.01	2. Bus Lease Payment	\$82,301.99
3. Infinite Campus Std Information System	\$51,390.00	3. School Bus Sales	\$73,876.00	4. Computer Systems for AC	\$ 2,345.12	3. Window Air Conditioners (6)	\$3,534.94
4. Destiny Resource MNG Solution	\$12,023.26	4. School Bus Sales	\$73,876.00	5. Fire Monitoring	\$ 2,772.00	4. Pottery Wheel	\$1,197.00
5. Walls for office	\$1,800.00	5. School Bus Sales	\$73,876.00	6. Maintenance	\$ 1,025.00	5. Archetect Fees (Ag Room)	\$2,898.91
6. Debt Payment	\$376,035.00	6. School Bus Sales	\$73,876.00	7. New Suburban	\$ 31,935.07	6. MS Tuckpointing	\$20,935.00
7. New Roof Press Box	\$1,800.00	7. School Bus Sales	\$73,876.00	8. Bus Lease Payment	\$ 82,301.99	7. John Deere Galor	\$4,950.00
8. Security Cameras	\$10,847.00	8. Sidewalk-Middle School	\$13,420.00	9. Debt Payment	\$ 422,543.00	8. Heat Exchanger	\$19,672.00
9. New Door	\$786.07	9. Vacuums	\$1,770.00	10. Construction Services/Weston	\$ 4,800.00	9. New Compressor	\$12,232.05
10. Carpet/Right Start Room	\$2,266.56	10. Payment on Debt	\$395,555.00	11. Early Childhood Sign	\$ 2,465.00	10. MS Roof	\$67,727.00
11. Projector	\$839.00	11. Lawn Mower	\$8,520.30	12. Compressor	\$ 10,384.21	11. Water Cooler	\$966.96
12. Soft Water Tank	\$2,863.59	12. Tennis Court Renovation	\$13,872.00	13. MS New Windows	\$ 13,582.24	12. New Steam Coil	\$2,216.05
13. Carpet Extractor	\$888.08	13. Security Camera	\$1,092.00	14. Cage Project Payment	\$ 96,027.22	13. Oakview DCK, LLC-Ag Room	\$47,850.55
14. Installation for Projectors	\$2,266.60	14. Security Camera	\$892.00	15. Digital Balances/HS Science	\$ 1,296.48	14. ID Bar Code/Punch Readers (8)	\$5,200.00
15. MS Gym Floor	\$66,939.00	15. Dryer	\$639.99	16. Potters Wheel	\$ 1,089.00	15. IPS Hot Water Boiler	\$5,374.03
16. Computer Hardware/License	\$4,186.95	16. New Carpet- HS Office	\$3,589.61	17. Wall Mats	\$ 1,451.00	16. Phase II Cage Project Payment	\$30,780.00
17. Carpet for Media Center	\$6,343.57	17. Water Fountain	\$1,011.43	18. Compressor	\$ 10,384.21	17. Archtect Fee-Ag Room	\$891.42
18. Byte Speed/Virtual Image	\$3,109.00	18. Air Conditioner	\$18,890.00	19. Wood Blinds	\$ 1,302.00	18. Oakview DCK, LLC - Ag Room	\$63,641.45
19. Entry Doors	\$5,487.80	19. 2 Edge HD	\$6,020.00	20. Mail Center	\$ 500.00	Subtotal	\$388,203.35
20. SCT Tower	\$525.00	Subtotal	\$841,450.33	21. Office Furniture Units	\$ 14,743.60	Fund Total	\$759,810.85
21. Laptop	\$915.00			22. Remodel for ADM office	\$ 14,911.68		
22. Heating Coil	\$3,600.00			23. Panel Divide Wall	\$ 1,131.94		
Subtotal	\$562,552.48			24. Tables	\$ 3,528.00		
				25. Carpet for Tech Center	\$ 1,090.43		
				26. Bathroom Partitions	\$ 4,427.19		
				27. Office Unit Completions	\$ 1,095.00		
				28. JESCO Eng. Cage Project	\$ 7,220.50		
				29. Tech Center Rewiring/Updating	\$ 7,763.54		
				30. Schoology Inc. Software	\$ 5,300.00		
				31. Serif Inc.	\$ 4,995.00		
				32. Northern Tool (Sprayer)	\$ 1,755.68		
				33. Timemanagement System	\$ 7,430.40		
				34. Ailey, Poyner, Macchietto, Architecture, Inc.	\$ 9,000.41		
				Subtotal	\$ 804,256.94		
ENDING BALANCE 2009-2010	\$1,218,639.66	ENDING BALANCE 2010-2011	\$1,220,398.75	Cash Balance as of 6-30-12	\$ 1,028,621.60		
				Intergovernmental Receivables	\$ 2,722.05		
				Fund Balance as of 6-30-2012	\$ 1,031,343.65		

**SCHOOL INFRASTRUCTURE LOCAL OPTION SALES TAX (SILO)
CAPITAL PROJECTS FUND
(Cash Basis)**

LOCAL OPTION SALES TAX---- ONE CENT SALES TAX--SILO TAX

	<u>2009-10</u>		<u>2010-11</u>		<u>2011-12</u>		<u>2012-13</u>
Beginning Balance (July 1)	\$ 550,831	Beginning Balance (July 1)	\$899,747	Beginning Balance (July 1)	\$1,383,501	Beginning Balance (July 1)	\$1,576,925
Add: Revenue		Add: Revenue		Add: Revenue		Add: Revenue	
1. 1¢ Sales Tax	\$ 772,991	1. 1¢ Sales Tax	\$830,891	1. 1¢ Sales Tax	\$688,246	1. 1¢ Sales Tax	\$131,003
2. Interest	\$ 6,205	2. Interest	\$6,719	2. Interest	\$2,199	2. Interest	\$278
Subtotal	\$ 779,196					Subtotal	
	\$1,330,027	Subtotal	\$837,610	Subtotal	\$690,445	Subtotal	\$360,424
			\$1,737,357		\$2,073,946		\$1,937,349
LESS: Expenditures		LESS: Expenditures		LESS: Expenditures		LESS: Expenditures	
1. Transfer Debt Service	\$ 430,280	1. Transfer Debt Service	\$353,856	1. Computer network system	\$134,002	1. Install projector outlets	\$3,616
				2. LCD TV	\$1,314	2. Computer Lease pymt #1	\$185,722
Subtotal	\$ 430,280	Subtotal	\$353,856	3. Virtualization Projector	\$4,913	3. Epson Projectors	\$72,000
Final fund balance 2009-10	<u>\$ 899,747</u>	Final fund balance 2010-2011	<u>\$1,383,501</u>	4. Debt Payment	\$336,035	4. 16 Bay Chargers (2)	\$4,272
				Subtotal	\$476,264	5. Cell Batteries (32)	\$4,191
				Final Cash Balance 2011-2012	<u>\$1,597,683</u>	6. 90W Slim Adapters	\$5,791
				Intergov't Accounts Receivable	\$229,143	7. USB` Wired Numeric Keypad	\$1,699
				Final Fund Balance	\$1,826,826	Subtotal	\$277,291
				Auditor Adj	\$20,758	Cash Balance	\$1,660,057
					\$1,576,925		

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STUDENT RECORDS ACCESS

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center.

Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use.

A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to them selves, or be informed of the information.

Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.

Approved

Reviewed October 8, 2012

Revised October 8, 2012

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STUDENT RECORDS ACCESS

If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district.

If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parents will also be disclosed.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

- to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to parents of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- consistent with an interagency agreement between the school district and juvenile justice agencies
- in connection with a health or safety emergency; or,
- as directory information.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

STUDENT RECORDS ACCESS

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records.

Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault.

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. In the absence of parents or an eligible student's request to destroy the records, the school district must maintain the records for at least three years after an individual is determined to be no longer eligible for special education.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

STUDENT RECORDS ACCESS

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within 10 business days of the request.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

Legal Reference: No Child Left Behind, Title IX, Sec. 9528, P.L.107-110 (2002).
USA Patriot Act, Sec. 507, P.L. 107-56. (2001).
20 U.S.C. § 1232g, 1415 (2010).
34 C.F.R. Pt. 99, 300.610 *et seq.* (2010).
Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10 (2011).
281 I.A.C. 12.3(4); 41; 610 *et seq.*
1980 Op. Att'y Gen. 720, 825.

Cross Reference: 501 Student Attendance
505 Student Scholastic Achievement
506 Student Records
507 Student Health and Well-Being
603.3 Special Education
708 Care, Maintenance and Disposal of School District Records
901 Public Examination of School District Records

USE OF STUDENT RECORDS REGULATION

Student records are all official records, files, and data directly related to students, including all material incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system specifically including, but not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

The intent of this regulation is to establish procedures for granting requests from parents for access to their child's records, use of the data, and procedures for its transmittal within forty-five calendar days.

A. Access to Records

1. The parent or legal guardian of a student will have access to these records upon written request to the board secretary.

The parent or legal guardian will, upon written request to the board secretary, have the opportunity to receive an interpretation of the records, have the right to question the data, and, if a difference of opinion is noted, is permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.

2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

B. Release of Information Outside the School

1. To release student records to other school(s) in which the student intends to enroll, the parents, legal guardian, or eligible student must be notified of the transfer and the kinds of information being released unless the school district annually notifies parents that the records will be sent automatically.

Approved

Reviewed October 8, 2012

Revised October 8, 2012

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USE OF STUDENT RECORDS REGULATION

2. Student records may be released to official education and other government agencies only if allowed by state or federal law.
3. To release student records to other persons or agencies, written consent is given by the parent, legal guardian, or a student of majority age. This consent form will state which records are released, to whom they are released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested.
4. Before furnishing student records in compliance with judicial orders or pursuant to any lawfully issued subpoena, the school district will make a reasonable attempt to notify the parents, legal guardian, or eligible student are notified in advance.
5. Student records may be shared with juvenile justice agencies with which the school district has an interagency agreement. This information is shared without prior parental consent. The agreement is a public document available for inspection.

Hearing Procedures

1. Upon parental request, the school district will hold a hearing regarding the content of a student's records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
2. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
3. The hearing officer may be an employee of the school district so long as the employee does not have a direct interest in the outcome of the hearing.
4. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
5. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
6. The parents may appeal the hearing officers decision to the superintendent within ten (10) working days if the superintendent does not have a direct interest in the outcome of the hearing.
7. The parents may appeal the superintendent's decision, or the hearing officers decision if the superintendent was unable to hear the appeal, to the board within ten (10) working days. It is within the discretion of the board to hear the appeal.

STUDENT RECORDS CHECKLIST

	Copy to Parent Upon Request	Parent Sig. Required**	User Must Sub. Written Reg.*	No Parent Sig. Required	Parent Notify in Advance	Parent Notify of Release	Req. Made Part of Stud. Rec.	Sche. Hearing Follow/wrtn. decision t/Par.	
Subpoena or Judicial Order				•	•				Lawfully Issued
Student Financial Aid				•					Written Request
School or Staff in Same School System				•					No Written Request Necessary
Other School System Where Student Plans to Enroll	•		•	•		•	•		506.1E2
United States Comptroller General			•	•			•		506.1E2
Dept. of Health, Education and Welfare Secretary			•	•			•		506.1E2
National Institute of Education			•	•			•		506.1E2
Iowa Dept. of Education Official			•	•			•		506.1E2
Parent Inspection of Student Educational Records	•	•							506.1E5
Parent Request for Hearing to Challenge Record		•						•	506.1E4
Parent Authorization for School to Release Information	•	•							506.1E3
Notification of Transfer of Student Records	•			•					506.1E6

*Such written request is available for inspection by the parent or student and the school official responsible for record maintenance.

**When a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of the rights accorded the parent of the student will thereafter be required of and accorded only to the student.

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF STUDENT RECORDS

The undersigned hereby requests permission to examine the Red Oak Community School District's official student records of:

(Legal Name of Student)

(Date of Birth)

The undersigned requests copies of the following official student records of the above student:

The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll. ()
- (b) An authorized representative of the Comptroller General of the United States. ()
- (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General ()
- (d) An administrative head of an education agency as defined in Section 408 of the Education Amendments of 1974. ()
- (e) An official of the Iowa Department of Education. ()
- (f) A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE.) ()
- (g) A representative of a juvenile justice agency with which the school district has an interagency agreement. ()

The undersigned agrees that the information obtained will only be redisclosed consistent with state or federal law without the written permission of the parents of the student, or the student if the student is of majority age.

(Signature)

(Title)

(Agency)

APPROVED:

Signature: _____
Title: _____
Dated: _____

Date: _____
Address: _____
City: _____
State: _____ ZIP: _____
Phone Number: _____

AUTHORIZATION FOR RELEASE OF STUDENT RECORDS (SAMPLE)

The undersigned hereby authorizes _____

School District to release copies of the following official student records:

concerning _____ (Full Legal Name of Student) _____ (Date of Birth)

_____ from 20 ____ to 20 ____
(Name of Last School Attended) (Year(s) of Attend.)

The reason for this request is: _____

My relationship to the child is: _____

Copies of the records to be released are to be furnished to:

- the undersigned
- the student
- other (please specify) _____

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

REQUEST FOR HEARING ON CORRECTION OF STUDENT RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

I believe certain official student records of my child, _____, (full legal name of student), _____ (school name), are inaccurate, misleading or in violation of privacy rights of my child.

The official education records which I believe are inaccurate, misleading or in violation of the privacy or other rights of my child are:

The reason I believe such records are inaccurate, misleading or in violation of the privacy or other rights of my child is:

My relationship to the child is: _____

I understand that I will be notified in writing of the time and place of the hearing; that I will be notified in writing of the decision; and I have the right to appeal the decision by so notifying the hearing officer in writing within ten days after my receipt of the decision or a right to place a statement in my child's record stating I disagree with the decision and why.

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

REQUEST FOR EXAMINATION OF STUDENT RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

of _____ , _____
(Full Legal Name of Student) (Date of Birth) (Grade)

(Name of School)

My relationship to the student is: _____

(check one)

I do
 I do not

desire a copy of such records. I understand that a reasonable charge may be made for the copies.

(Parent's Signature)

APPROVED:

Signature: _____
Title: _____
Dated: _____

Date: _____
Address: _____
City: _____
State: _____ ZIP _____
Phone Number: _____

NOTIFICATION OF TRANSFER OF STUDENT RECORDS

To: _____ Date: _____
Parent/or Guardian

Street Address: _____
City/State _____ ZIP: _____

Please be notified that copies of the Red Oak Community School District's official student records concerning _____, (full legal name of student) have been transferred to:

School District Name Address

upon the written statement that the student intends to enroll in said school system.

If you desire a copy of such records furnished, please check here _____ and return this form to the undersigned. A reasonable charge will be made for the copies.

If you believe such records transferred are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, you have the right to a hearing to challenge the contents of such records.

(Name)

(Title)

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent):

This letter is to notify you that the Red Oak Community School District has received a
(subpoena or court order) requesting copies of your child's permanent records. The specific records
requested are _____.

The school district has until (date on subpoena or court order) to deliver the documents to
(requesting party on subpoena or court order). If you have any questions, please do not hesitate to contact me
at (phone #).

Sincerely,

(Principal or Superintendent)

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Statement of Purpose: The purpose of this Agreement is to allow for the sharing of information among the School District and the Agencies prior to a student's adjudication in order to promote and collaborate to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

Identification of Agencies: This agreement is between the Red Oak Community School District (hereinafter "School District") and (agencies listed) (hereinafter "Agencies").

Statutory Authority: This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38 (2002).

Parameters of Information Exchange:

1. The School District may share any information with the Agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student.
2. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the Agencies without parental consent or court order.
3. Information contained in a student's permanent record may be disclosed by the School District to the Agencies after adjudication only with parental consent or a court order.
4. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.
5. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.
6. Information obtained by the school from other juvenile justice agencies may not be used as the basis for disciplinary action of the student.
7. This agreement only governs a school district's ability to share information and the purposes for which that information can be used. Other agencies are bound by their own respective confidentiality policies.

Records' Transmission: The individual requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within 10 business days of the request.

Confidentiality: Confidential information shared between the Agencies and the school district will remain confidential and will not be shared with any other person, unless otherwise provided by law. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent. Agencies or individuals violating the terms of this agreement subject their entity represented and themselves personally to legal action pursuant to federal and state law.

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Amendments: This agreement constitutes the entire agreement among the agencies with respect to information sharing. Agencies may be added to this agreement at the discretion of the school district.

Term: This agreement is effective from (September 1, 20 or other date).

Termination: The School District may discontinue information sharing with an Agency if the School District determines that the Agency has violated the intent or letter of this Agreement.

APPROVED:

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

- (4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent.

ANNUAL NOTICE

Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by the first Friday in September to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

As with all directory information, military recruiters and postsecondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employers access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-4605.

The School District may share any information with the Parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the School District to the Parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

ANNUAL NOTICE

La FERPA (Family Educational Rights and Privacy Act), la ley que trata sobre el derecho a la privacidad y los derechos educativos de la familia, le depara a los padres y a los estudiantes mayores de dieciocho años (estudiantes emancipados) ciertos derechos con respecto a los expedientes académicos del estudiante. Estos derechos están a continuación:

- (1) El derecho a inspeccionar y a revisar los expedientes académicos del estudiante dentro de un plazo de 45 días a partir de la fecha en que el distrito reciba una solicitud para obtener acceso a los expedientes.

Los padres o los estudiantes emancipados deben someter una solicitud por escrito al director de la escuela (o al oficial escolar apropiado) identificando el expediente o los expedientes que ellos desean inspeccionar. El director hará arreglos para el acceso a los mismos y le notificará al padre o a la madre o al estudiante emancipado de la hora y el lugar en donde se pueden inspeccionar los expedientes.

- (2) El derecho a solicitar una enmienda de los expedientes académicos del estudiante, los cuales piensan los padres o el estudiante emancipado que están incorrectos, que son engañosos o que quebrantan los derechos del estudiante a su privacidad.

Si los padres o los estudiantes emancipados creen que un expediente está incorrecto o es engañoso, pueden pedirle al distrito escolar que enmiende el expediente. Ellos deben escribirle al director de la escuela, identificando claramente la parte del expediente que ellos desean cambiar y especificando por qué el expediente está incorrecto o es engañoso.

Si el distrito escolar decide no enmendar el expediente, según la solicitud de los padres o de los estudiantes emancipados; el distrito notificará a los padres o al estudiante emancipado de esta decisión y les informará de su derecho a tener una audiencia con relación a la solicitud de enmienda. Cuando se le notifique del derecho a tener una audiencia, el padre, la madre o el estudiante emancipado también recibirá información adicional sobre los procedimientos de la audiencia.

- (3) El derecho al consentimiento de la divulgación de información contenida en el expediente académico del estudiante y que lo identifica personalmente, a la excepción de lo que autoriza FERPA divulgar sin consentimiento.

Una excepción que permite la divulgación de información sin consentimiento es la divulgación de información a los oficiales escolares que tienen intereses educativos legítimos. Un oficial escolar es una persona que es empleado del distrito ya sea como administrador, supervisor, instructor, personal auxiliar (incluyendo el personal médico o de servicios de salud y el personal policial), una persona miembro de la junta escolar, una persona o compañía con quien el distrito ha contratado para realizar una tarea especial (tal como un abogado, interventor de cuentas, empleados del AEA (Agencias de Educación Regionales), asesor médico o terapeuta), o como un padre o estudiante que participa en un comité oficial, tal como un comité disciplinario o de quejas, o un equipo auxiliar de estudiantes, o como una persona que ayuda a otro oficial escolar a realizar sus tareas.

ANNUAL NOTICE

Un oficial escolar tiene un interés escolar legítimo si el oficial necesita revisar un expediente académico a fin de cumplir con su obligación profesional.

[Previa solicitud, el distrito divulgará sin consentimiento los expedientes académicos a los oficiales de otro distrito escolar en el cual el estudiante tiene la intención de matricularse. (Nota: A menos que en su notificación anual haya una declaración indicando que tienen la intención de enviar los expedientes al solicitante cuando éste los solicite. FERPA exige que un distrito escolar haga un intento razonable para notificar al padre o al estudiante emancipado de que han recibido una solicitud para la obtención de los expedientes académicos).

- (4) El derecho de informarle al distrito escolar de que el padre o la madre no quieren que se comunique al público la información contenida en el directorio, tal como se define abajo. Cualquier estudiante mayor de dieciocho años de edad o padre o madre que no quiera que se comunique al público esta información puede hacer una objeción de los escribiéndole al director a más tardar el (date) de (month) de (year). La objeción tiene que ser renovada anualmente.

Nombre, dirección, número de teléfono, fecha y lugar de nacimiento, materia de estudio principal, participación en deportes y en actividades reconocidas oficialmente, peso y estatura de los miembros de los equipos atléticos, fechas de asistencia a la escuela, diplomas y premios recibidos, la escuela o institución docente más reciente a la que asistió el estudiante, fotografía o imagen u otra información parecida.

- (5) El derecho a presentar una queja al U.S. Department of Education (Ministerio de Educación de los Estados Unidos) con respecto a las faltas supuestas del distrito en cumplir con los requisitos de FERPA. A continuación encontrará el nombre y la dirección de la oficina que maneja FERPA:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W.,
Washington, D.C., 20202-4605.

El Distrito Escolar puede intercambiar con cualquiera de las Partes cualquier información contenida en el expediente académico permanente del estudiante. Esta información debe estar relacionada directamente con la capacidad del sistema de justicia de menores para servir efectivamente al estudiante. Antes de la adjudicación, la información contenida en el expediente permanente puede ser divulgado por parte del Distrito Escolar a las Partes sin consentimiento de los padres y sin una orden judicial. Después de la adjudicación, la información contenida en el expediente permanente del estudiante solamente podrá ser divulgada con consentimiento de los padres o por medio de una orden judicial. La información que se intercambie conforme con un acuerdo, será utilizado únicamente para determinar los programas y los servicios apropiados para las necesidades del estudiante o de la familia del estudiante. También se podrá utilizar para coordinar la entrega de los programas y los servicios al

ANNUAL NOTICE

estudiante o a la familia del estudiante. A menos que se obtenga un consentimiento por escrito de parte de los padres de un estudiante, del guardián o del custodio legal o real del estudiante, la información que se intercambie en virtud de un acuerdo, no será admisible en ningún procedimiento judicial que tenga lugar antes de una audiencia de disposición. Este acuerdo solamente rige la capacidad de un distrito escolar para intercambiar información y rige los propósitos para los cuales se puede utilizar esa información.

El propósito para el cual se intercambia la información antes de la adjudicación del estudiante es para mejorar la seguridad del colegio, reducir el uso ilícito de drogas y de alcohol, reducir las inasistencias a clase, reducir las suspensiones en el colegio y fuera del colegio, y para apoyar las alternativas a las suspensiones y expulsiones en el colegio y fuera del colegio. Estas alternativas proporcionan programas educativos estructurados y bien supervisados, suplidos por servicios adecuados y coordinados que están diseñados para corregir comportamientos que causan inasistencias a clase, suspensiones y expulsiones. Estos programas apoyan a los estudiantes en completar exitosamente su educación.

El individuo que solicite la información debe ponerse en contacto con el director del edificio en el cual el estudiante está actualmente matriculado o en el que estuvo matriculado. El director entonces enviará los expedientes dentro de los diez días laborables que le siguen a la fecha en que se recibió la solicitud.

La información confidencial que se intercambie entre las Partes y el distrito escolar permanecerá en confianza y no se intercambiará con ninguna otra persona salvo que esté dispuesto por ley. A menos que se obtenga el consentimiento por escrito de parte del padre o la madre del estudiante del guardián o del custodio real o legal del estudiante, ninguna información intercambiada según el acuerdo será admisible en ningún procedimiento judicial que tenga lugar antes de la audiencia.

STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

Legal Reference: 20 U.S.C. § 1232g (2010).
34 C.F.R. Pt. 99, 300.560 - .574 (2010).
Iowa Code § 22; 622.10 (2011).
281 I.A.C. 12.3(4); 41.123.
1980 Op. Att'y Gen. 720.

Cross Reference: 504 Student Activities
506 Student Records
901 Public Examination of School District Records
902.4 Live Broadcast or videotaping

Approved

Reviewed October 8, 2012

Revised October 8, 2012

USE OF DIRECTORY INFORMATION

The student handbook or similar publication given to each student which contains general information about the school will contain the following statement which is published at least annually in a prominent place or in a newspaper of general circulation in the school district:

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by the first Friday in September to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

DATED _____, 20 ____.

Approved

Reviewed October 8, 2012

Revised October 8, 2012

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The Red Oak Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review in the office of the principal of all of our schools.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information: student's name, address, telephone number, date and place of birth, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than the first Friday of September of this school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

RETURN THIS FORM

Red Oak _____ Community School District Parental Directions to
Withhold Student/Directory Information for Education Purposes, for 20__ - 20__ school year.

Student Name: _____

Date of Birth _____

School: _____

Grade: _____

(Signature of Parent/Legal Guardian/Custodian of Child)

(Date)

This form must be returned to your child's school no later than the first Friday of September.
Additional forms are available at your child's school.

STUDENT PHOTOGRAPHS

The board will permit student "portrait" photographs to be taken on school premises by a commercial photographer as a service to the students and their families.

Parents will be notified prior to the taking of pictures by a commercial photographer for student "portraits." In no case will students be required to have their picture taken or be pressured to purchase pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative rules regarding student photographs.

Legal Reference: Iowa Code § 279.8 (2011).
1980 Op. Att'y Gen. 114.

Cross Reference: 506 Student Records

Approved

Reviewed October 8, 2012

Revised October 8, 2012

STUDENT LIBRARY CIRCULATION RECORDS

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries and media center. As a general rule, student library circulation records are considered confidential records and will not be released without parental consent. Individuals who may access such records include a student's parents, the student, authorized licensed employees, authorized government officials from the U.S. Comptroller General, the Secretary of Education, the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education and State Education Department. Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student's parents. Parents may not access records, without the student's permission, of a student who has reached the age of majority or who is attending a post-secondary educational institution unless the student is considered a dependent for tax purposes.

It is the school librarian's responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students' library circulation records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying is charged.

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

Legal Reference: 20 U.S.C. § 1232g (2010).
34 C.F.R. Pt. 99 (2010).
Iowa Code §§ 22 (2011).
281 I.A.C. 12.3(4), (12)
1980 Op. Att'y Gen. 720, 825.

Cross Reference: 506 Student Records

Approved

Reviewed October 8, 2012

Revised October 8, 2012

STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

Students desiring to participate in athletic activities or enrolling in kindergarten or first grade in the school district will have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district.

A certificate of health stating the results of a physical examination and signed by the physician is on file at the attendance center. Each student will submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

Legal Reference: Iowa Code §§ 139.9; 280.13 (2011).
281 I.A.C. 33.5.
641 I.A.C. 7.

Cross Reference: 402.2 Child Abuse Reporting
501 Student Attendance
507 Student Health and Well-Being

Approved

Reviewed October 29, 2012

Revised October 29, 2012

ADMINISTRATION OF MEDICATION TO STUDENTS

Some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the licensed health personnel with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Persons administering medication shall include the licensed registered nurse, parent, physician, and persons who have successfully completed a medication administration course reviewed by the Board of Pharmacy Examiners. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information.

Legal Reference: Iowa Code §§124.101(1), 147.107, 152.1, 155A.4(2), 280.16, 280.23 (2009)
 Education [281]—§41.12(11) IAC
 Pharmacy [657]—§8.32(124, 155A), IAC
 Nursing Board [655]—§6.2(152), IAC

Cross Reference: 506 Student Records
 507 Student Health and Well-Being
 603.3 Special Education
 607.2 Student Health Services

Approved

Reviewed October 29, 2012

Revised October 29, 2012

AUTHORIZATION ASTHMA OR AIRWAY CONSTRICTING MEDICATION
SELF-ADMINISTRATION CONSENT FORM

_____/_____/_____
Student's Name (Last), (First) (Middle) Birthday School Date

In order for a student to self-administer medication for asthma or any airway constricting disease:

- Parent/guardian provides signed, dated authorization for student medication self-administration.
- Physician (person licensed under chapter 148, 150, or 150A, physician, physician's assistant, advanced registered nurse practitioner, or other person licensed or registered to distribute or dispense a prescription drug or device in the course of professional practice in Iowa in accordance with section 147.107, or a person licensed by another state in a health field in which, under Iowa law, licensees in this state may legally prescribe drugs) provides written authorization containing:
 - purpose of the medication,
 - prescribed dosage,
 - times or;
 - special circumstances under which the medication is to be administered.
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization is renewed annually. If any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

Provided the above requirements are fulfilled, a student with asthma or other airway constricting disease may possess and use the student's medication while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed.

Pursuant to state law, the school district or accredited nonpublic school and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication by the student. The parent or guardian of the student shall sign a statement acknowledging that the school district or nonpublic school is to incur no liability, except for gross negligence, as a result of self-administration of medication by the student as established by *Iowa Code* § 280.16.

Medication	Dosage	Route	Time
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Purpose of Medication & Administration /Instructions

AUTHORIZATION-ASTHMA OR AIRWAY CONSTRICTING MEDICATION
SELF-ADMINISTRATION CONSENT FORM

Special Circumstances

_____/_____/_____
Discontinue/Re-Evaluate/
Follow-up Date

Prescriber's Signature

_____/_____/_____
Date

Prescriber's Address

Emergency Phone

- I request the above named student possess and self-administer asthma or other airway constricting disease medication(s) at school and in school activities according to the authorization and instructions.
- I understand the school district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or for supervising, monitoring, or interfering with a student's self-administration of medication
- I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.
- I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.
- I agree the information is shared with school personnel in accordance with the Family Education Rights and Privacy Act (FERPA).
- I agree to provide the school with back-up medication approved in this form.
- *(Student maintains self-administration record.) (Note: This bullet is recommended but not required.)*

Parent/Guardian Signature
(agreed to above statement)

_____/_____/_____
Date

Parent/Guardian Address

Home Phone

Business Phone

Self-Administration Authorization Additional Information

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENTS

Student's Name (Last), (First), (Middle) / / Birthday School / / Date

School medications and health services are administered following these guidelines:

- Parent has provided a signed, dated authorization to administer medication and/or provide the health service.
• The medication is in the original, labeled container as dispensed or the manufacturer's labeled container.
• The medication label contains the student's name, name of the medication, directions for use, and date.
• Authorization is renewed annually and immediately when the parent notifies the school that changes are necessary.

Medication/Health Care Dosage Route Time at School

Administration instructions

Special Directives, Signs to Observe and Side Effects

/ / Discontinue/Re-Evaluate/Follow-up Date

Prescriber's Signature Date / /

Prescriber's Address Emergency Phone

I request the above named student carry medication at school and school activities, according to the prescription, instructions, and a written record kept. Special considerations are noted above. The information is confidential except as provided to the Family Education Rights and Privacy Act (FERPA). I agree to coordinate and work with school personnel and prescriber when questions arise. I agree to provide safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENTS

Parent's Signature

_____/_____/_____
Date

Parent's Address

Home Phone

Additional Information

Business Phone

Authorization Form

Terry is to visit with Nurse Heather Hall to establish an updated consent form. Per 10.29.12 board meeting.

COMMUNICABLE DISEASES - STUDENTS

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

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

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

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

For more information on communicable disease charts, and reporting forms, go to the Iowa Department of Public Health Web site: <http://www.idph.state.ia.us>

Legal Reference: School Board of Nassau County v. Arline, 480 U.S. 273 (1987).
29 U.S.C. §§ 701 *et seq.* (2010).
45 C.F.R. Pt. 84.3 (2010).
Iowa Code ch. 139 (2011).
641 I.A.C. 1.2-.5, 7.

Cross Reference: 403.3 Communicable Diseases - Employees
506 Student Records
507 Student Health and Well-Being

Approved

Reviewed October 29, 2012

Revised October 29, 2012

COMMUNICABLE DISEASE CHART

CONCISE DESCRIPTIONS AND RECOMMENDATIONS FOR EXCLUSION
OF CASES FROM SCHOOL

DISEASE <i>*Immunization is available</i>	Usual Interval Between Exposure and First Symptoms of Disease	MAIN SYMPTOMS	Minimum Exclusion From School
CHICKENPOX	13 to 17 days	Mild symptoms and fever. Pocks are "blistery." Develop scabs, most on covered parts of body.	7 days from onset of pocks or until pocks become dry
CONJUNCTIVITIS (PINK EYE)	24 to 72 hours	Tearing, redness and puffy lids, eye discharge.	Until treatment begins or physician approves readmission.
ERYTHEMIA INFECTIOSUM (5 TH DISEASE)	4 to 20 days	Usual age 5 to 14 years – unusual in adults. Brief prodrome of low-grade fever followed by Erythemia (slapped cheek) appearance on cheeks, lace-like rash on extremities lasting a few days to 3 weeks. Rash seems to recur.	After diagnosis no exclusion from school.
GERMAN MEASLES* (RUBELLA)	14 to 23 days	Usually mild. Enlarged glands in neck and behind ears. Brief red rash.	7 days from onset of rash. Keep away from pregnant women.
HAEMOPHILUS MENINGITIS	2 to 4 days	Fever, vomiting, lethargy, stiff neck and back.	Until physician permits return.
HEPATITIS A	Variable – 15 to 50 (average 28 to 30 days)	Abdominal pain, nausea, usually fever. Skin and eyes may or may not turn yellow.	14 days from onset of clinical disease and at least 7 days from onset of jaundice.
IMPETIGO	1 to 3 days	Inflamed sores, with puss.	48 hours after antibiotic therapy started or until physician permits return.
MEASLES*	10 days to fever, 14 days to rash	Begins with fever, conjunctivitis, runny nose, cough, then blotchy red rash.	4 days from onset of rash.
MENINGOCOCCAL MENINGITIS	2 to 10 days (commonly 3 to 4 days)	Headache, nausea, stiff neck, fever.	Until physician permits return.
MUMPS*	12 to 25 (commonly 18) days	Fever, swelling and tenderness of glands at angle of jaw.	9 days after onset of swollen glands or until swelling disappears.
PEDICULOSIS (HEAD/BODY LICE)	7 days for eggs to hatch	Lice and nits (eggs) in hair.	24 hours after adequate treatment to kill lice and nits.
RINGWORM OF SCALP	10 to 14 days	Scaly patch, usually ring shaped, on scalp.	No exclusion from school. Exclude from gymnasium, swimming pools, contact sports.
SCABIES	2 to 6 weeks initial exposure; 1 to 4 days reexposure	Tinny burrows in skin caused by mites.	Until 24 hours after treatment.
SCARLET FEVER SCARLATINA STREP THROAT	1 to 3 days	Sudden onset, vomiting, sore throat, fever, later fine rash (not on face). Rash usually with first infection.	24 hours after antibiotics started and no fever.
WHOOPING COUGH* (PERTUSSIS)	7 to 10 days	Head cold, slight fever, cough, characteristic whoop after 2 weeks.	5 days after start of antibiotic treatment.

Readmission to School – It is advisable that school authorities require written permission from the health officer, school physician or attending physician before any pupil is readmitted to class following any disease which requires exclusion, not mere absence, from school.

REPORTABLE INFECTIOUS DISEASES

While the school district is not responsible for reporting, the following infectious diseases are required to be reported to the state and local public health offices:

Acquired Immune Deficiency Syndrome (AIDS)	Leprosy	Rubella (German measles)
Amebiasis	Leptospirosis	Rubeola (measles)
Anthrax	Lyme disease	Salmonellosis
Botulism	Malaria	Shigellosis
Brucellosis	Meningitis (bacterial or viral)	Tetanus
Campylobacteriosis	Mumps	Toxic Shock Syndrome
Chlamydia trachomatis	Parvovirus B 19 infection (fifth disease and other complications)	Trichinosis
Cholera	Pertussis (whooping cough)	Tuberculosis
Diphtheria	Plague	Tularemia
E. Coli 0157:h7	Poliomyelitis	Typhoid fever
Encephalitis	Psittacosis	Typhus fever
Giardiasis	Rabies	Venereal disease
Hepatitis, viral (A,B, Non A-Non-B, Unspecified)	Reye's Syndrome	Chancroid
Histoplasmosis	Rheumatic fever	Gonorrhea
Human Immunodeficiency Virus (HIV) infection other than AIDS	Rocky Mountain spotted fever	Granuloma Inguinale
Influenza	Rubella (congenital syndrome)	Lymphogranuloma Venereum
Legionellosis		Syphilis
		Yellow fever

Any other disease which is unusual in incidence, occurs in unusual numbers of circumstances, or appears to be of public health concern, e.g., epidemic diarrhea, food or waterborne outbreaks, acute respiratory illness.

NOTE: The appropriate copies will be mailed to both the state and local public health offices. School districts must submit a report weekly if there are cases of mumps, chicken pox, erythema infectiosum, gastroenteritis, influenza-like illnesses and if the number is greater than 10 percent of the school district's enrollment.

REPORTING FORM

Source: Iowa Department of Public Health (1997).

REPORT THE FOLLOWING DISEASES IMMEDIATELY BY TELEPHONE (1-800-362-2736)

Botulism
Cholera
Diphtheria
Plague

Poliomyelitis
Rabies (Human)
Rubella
Rubeola (measles)

Yellow Fever
Disease outbreaks of
any public health concern

WEEK ENDING _____

REPORT ALL OTHER DISEASES BELOW.

See 507.3E2 for list of reportable infectious diseases.

DISEASE	PATIENT	COUNTY OR CITY	DOB	SEX
	Name _____ Parent (If applicable)			
	Address _____			
	Attending Physician _____			
	Name _____ Parent (If applicable)			
	Address _____			
	Attending Physician _____			
	Name _____ Parent (If applicable)			
	Address _____			
	Attending Physician _____			
	Name _____ Parent (If applicable)			
	Address _____			
	Attending Physician _____			
	Name _____ Parent (If applicable)			
	Address _____			
	Attending Physician _____			

Reporting Physician, Hospital, or Other Authorized Person

Address _____

Remarks: _____

FOR SCHOOLS ONLY: Report over 10% absent only. Total enrollment: _____					
	Monday	Tuesday	Wednesday	Thursday	Friday
No. Absent					
% of Enrollment					
REPORT NUMBER OF CASES ONLY					
_____	Chickenpox	_____	Gastroenteritis		
_____	Erythema infectiosum (5 th Disease)	_____	Influenza-like illness (URI)		

STUDENT ILLNESS OR INJURY AT SCHOOL

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

It is the responsibility of the principal to file an accident report with the superintendent within twenty-four hours after the student is injured.

Annually, parents are required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness.

The superintendent is responsible, in conjunction with the school nurse, to develop rules and regulations governing the procedure in the event a student should become ill or be injured at school.

Legal Reference: Iowa Code § 613.17 (2011).

Cross Reference: 507 Student Health and Well-Being

Approved

Reviewed October 29, 2012

Revised October 29, 2012

EMERGENCY PLANS AND DRILLS

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters are conducted each school year. Fire and tornado drills are each conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1.

Each attendance center will develop and maintain a written plan containing emergency and disaster procedures. The plan will be communicated to and reviewed with employees. Employees will participate in emergency drills. Licensed employees are responsible for instructing the proper techniques to be followed in the drill.

Legal Reference: Iowa Code § 100.31 (2011).
281 I.A.C. 41.25(3).

Cross Reference: 507 Student Health and Well-Being
711.10 School Bus Safety Instruction
804 Safety Program

Approved

Reviewed October 29, 2012

Revised October 29, 2012

STUDENT INSURANCE

Students will have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the health and accident insurance program is borne by the student or the parent/guardian of the student. Participation in the insurance health and accident plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

Students participating in intramural or extracurricular athletics are required to have health and accident insurance. The student will bring written proof of insurance or participate in the health and accident insurance program selected by the school district.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 504 Student Activities
507 Student Health and Well-Being

Approved

Reviewed October 29, 2012

Revised October 29, 2012

CUSTODY AND PARENTAL RIGHTS

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued are followed by the school district. It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

This policy does not prohibit an employee from listening to a student's problems and concerns.

It is the responsibility of the superintendent to ensure employees remain neutral in a disagreement about custody and parental rights.

Legal Reference: Iowa Code §§ 232.67, .70, .73, .75; 235A; 279.8; 710.6 (2011).
441 I.A.C. 9.2; 155; 175.

Cross Reference: 506 Student Records
507 Student Health and Well-Being

Approved

Reviewed October 29, 2012

Revised October 29, 2012

STUDENT SPECIAL HEALTH SERVICES

The board recognizes that some special education students need special health services during the school day. These students will receive special health services in conjunction with their individualized education program.

The superintendent, in conjunction with licensed health personnel, will establish administrative regulations for the implementation of this policy.

Legal Reference: Board of Education v. Rowley, 458 U.S. 176 (1982).
Springdale School District #50 v. Grace, 693 F.2d 41 (8th Cir. 1982).
Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).
20 U.S.C. §§ 1400 *et seq.* (2010).
34 C.F.R. Pt. 300 *et seq.* (2010).
Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8 (2011).
281 I.A.C. 12.3(7), 41.405

Cross Reference: 502 Student Rights and Responsibilities
506 Student Records
603.3 Special Education

Approved

Reviewed October 29, 2012

Revised October 29, 2012

SPECIAL HEALTH SERVICES REGULATION

Some students who require special education need special health services in order to participate in the educational program. These students will receive special health services in accordance with their individualized educational program.

A. Definitions

"Assignment and delegation" - occurs when licensed health personnel, in collaboration with the education team, determine the special health services to be provided and the qualifications of individuals performing the health services. Primary consideration is given to the recommendation of the licensed health personnel. Each designation considers the student's special health service. The rationale for the designation is documented. If the designation decision of the team differs from the licensed health professional, team members may file a dissenting opinion.

"Co-administration" - the eligible student's participation in the planning, management and implementation of the student's special health service and demonstration of proficiency to licensed health personnel.

"Educational program" - includes all school curricular programs and activities both on and off school grounds.

"Education team" - may include the eligible student, the student's parent, administrator, teacher, licensed health personnel, and others involved in the student's educational program.

"Health assessment" - health data collection, observation, analysis, and interpretation relating to the eligible student's educational program.

"Health instruction" - education by licensed health personnel to prepare qualified designated personnel to deliver and perform special health services contained in the eligible student's health plan. Documentation of education and periodic updates are on file at school.

"Individual health plan" - the confidential, written, preplanned and ongoing special health service in the educational program. It includes assessment, planning, implementation, documentation, evaluation and a plan for emergencies. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with the education team.

"Licensed health personnel" - includes licensed registered nurse, licensed physician, and other licensed health personnel legally authorized to provide special health services and medications.

"Prescriber" - licensed health personnel legally authorized to prescribe special health services and medications.

"Qualified designated personnel" - persons instructed, supervised and competent in implementing the eligible student's health plan.

"Special health services" - includes, but is not limited to, services for eligible students whose health status (stable or unstable) requires:

- Interpretation or intervention,
- Administration of health procedures and health care, or
- Use of a health device to compensate for the reduction or loss of a body function.

Approved

Reviewed October 29, 2012

Revised October 29, 2012

Page 1 of 3

SPECIAL HEALTH SERVICES REGULATION

"Supervision" - the assessment, delegation, evaluation and documentation of special health services by licensed health personnel. Levels of supervision include situations in which licensed health personnel are:

- physically present.
- available at the same site.
- available on call.

B. Licensed health personnel will provide special health services under the auspices of the school. Duties of the licensed personnel include the duty to:

- Participate as a member of the education team.
- Provide the health assessment.
- Plan, implement and evaluate the written individual health plan.
- Plan, implement and evaluate special emergency health services.
- Serve as liaison and encourage participation and communication with health service agencies and individuals providing health care.
- Provide health consultation, counseling and instruction with the eligible student, the student's parent and the staff in cooperation and conjunction with the prescriber.
- Maintain a record of special health services. The documentation includes the eligible student's name, special health service, prescriber or person authorizing, date and time, signature and title of the person providing the special health service and any unusual circumstances in the provision of such services.
- Report unusual circumstances to the parent, school administration, and prescriber.
- Assign and delegate to, instruct, provide technical assistance and supervise qualified designated personnel.
- Update knowledge and skills to meet special health service needs.

C. Prior to the provision of special health services the following will be on file:

- Written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated.
- Written statement by the student's parent requesting the provision of the special health service.
- Written report of the preplanning staffing or meeting of the education team.
- Written individual health plan available in the health record and integrated into the IEP or IFSP.

SPECIAL HEALTH SERVICES REGULATION

- D. Licensed health personnel, in collaboration with the education team, will determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale will include the following:
- Analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome and risk of improperly performed service.
 - Determination that the special health service, task, procedure or function is part of the person's job description.
 - Determination of the assignment and delegation based on the student's needs.
 - Review of the designated person's competency.
 - Determination of initial and ongoing level of supervision required to ensure quality services.
- E. Licensed health personnel will supervise the special health services, define the level of supervision and document the supervision.
- F. Licensed health personnel will instruct qualified designated personnel to deliver and perform special health services contained in the eligible individual health plan. Documentation of instruction and periodic updates are on file at school.
- G. Parents will provide the usual equipment, supplies and necessary maintenance for such. The equipment is stored in a secure area. The personnel responsible for the equipment are designated in the individual health plan. The individual health plan will designate the role of the school, parents, and others in the provision, supply, storage and maintenance of necessary equipment.

CLASS OR STUDENT GROUP GIFTS

The board welcomes gifts to the school district from a class or student group. While class gifts to the school district do not require the approval of the superintendent, the board encourages students to consult with the superintendent or other licensed employees prior to selecting a gift for the school district.

Legal Reference: Iowa Code §§ 68B; 722.1, .2 (2011).

Cross Reference: 704.4 Gifts - Grants – Bequests

Approved

Reviewed October 29, 2012

Revised October 29, 2012

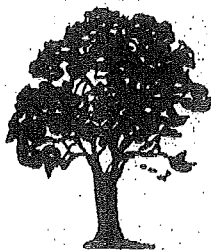
Item 6.1.1 Proposal: Student Council Engagement with Board of Directors' Meetings

BACKGROUND INFORMATION: Due to an unexpected illness on October 29, Student Council President Ashley Petersen was unable to address the Board on the 29th. She is available to address the Board this evening. She is accompanied by Sponsor Anne Harter. Enclosed is a note from Ashley Peterson, President of the Red Oak Student Council to Board President Lee Fellers. The request is to begin a formal acknowledgement of involvement with the Board of Directors in order to provide a perspective from the viewpoint of students.

The Directors are encouraged to consider the request from the Red Oak High Student Council and determine what level of involvement by the Student Council would be most appropriate. Some of the items to consider could be:

- Would this position be advisory and the student representative consulted on all board non-personnel decisions?
- Would the student representative relationship be informal and students called to express opinions or attitudes about select topics?
- What would be the expectations of the students as representatives?

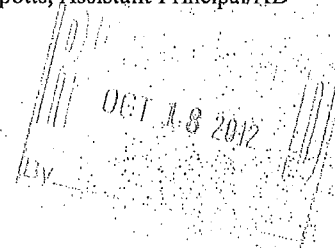
SUGGESTED BOARD ACTION: (to be determined)



RED OAK COMMUNITY HIGH SCHOOL

2011 N. 8th Street
Red Oak, Iowa 51566
Tel: 712-623-6610
Fax: 712-623-6613

Jedd Sherman, Principal
Jeff Spotts, Assistant Principal/AD



Dear Mr. Fellers,

As a senior at Red Oak High School, I am actively serving as both the President of the Student Council and as the Class Secretary for the class of 2013. I love being involved with our high school activities, which includes: pep-band, marching band, concert band, jazz band, International Club, National Honor Society, FBLA, and of course, Student Council. As President, I would like to participate in School Board meetings. Could you please notify me via email if you would permit this? If unable to attend I will arrange for another student council board member to attend in my place. Thank you for taking time to read this. I hope to see you soon at some upcoming school board meetings!

Ashley Peterson
Student Council President
Red Oak High School
peterona@roschools.com

The Red Oak Community School District, in partnership with the community, commits to excellence: and we dedicate ourselves to creatively enhance diverse opportunities for each learner to grow to his or her maximum intellectual and social potential within an ever-changing world.

Item 6.1.2 Shared Services Agreement with the Stanton CSD for Technology Services

Goal Reference: FY 13 3.1 Build on and enhance steps to gain greater financial health in the school district.

BACKGROUND INFORMATION: At the October 29 Directors' meeting, a shared services agreement was provided for approval. The approval was not granted at that meeting pending additional information about the current Red Oak CSD tech staff and implications to make available up to twenty hours per week of consultive services for the Stanton CSD.

The only two board adopted full-time positions for the Red Oak CSD are:

Bob Deter, Directors of Technology, Part-time Instructor – year round contract, salaried. Receives a supplemental teaching contract to work above and beyond the normal work day/week/year.

Henry Devito, Network Manager – year round contract, salaried. Work hours are monitored. (Terry will provide a report of typical work week hours.)

Each of the last five years, Terry has recommended and placed **part-time, temporary workers** for the technology department. Most of these hours were scheduled for the summer months. Occasionally the temporary summer workers were asked to assist Director Deter over the winter holiday break and occasionally during the week of spring break. The assistance has been proven valuable. Current temporary worker Beau Boeye has been available for part-time hours while he completes his last semester at Iowa Western, Council Bluffs. With the advent of the one to one initiative and other needs not completed during the summer months (i.e. additional surveillance cameras, iPad introductions, etc), Terry has authorized continued work up to a maximum of 24 hours per week. Due to Beau Boeye's experience and skills, he has earned \$11 per hour.

Student Class Hours / Student Tech Assistant Hours – The additional help (unpaid) provided by student workers does have a value but difficult to measure.

Total Hours Available: 104 hours per week on the average. More hours are being worked by Mr. Deter and Mr. Devito. Overtime hours are accumulated and given compensatory time for Mr. Devito.

Current Stanton CSD Hours: The temporary agreement caps the hours at 20 (may vary according to the needs there). These hours are billed at \$35 per hour.

Real Cost for Non-Professional Tech Staff:

- **Henry Devito** – approximately \$31 per hour. * Overtime cost: \$46.50 per hour. There continues to be some debate about the status of this position for overtime – exempt or non-exempt? Currently his status is non-exempt. Terry will be able to add to this topic during the presentation.

Item 6.1.2 – continued

- **Beau Boeye** – approximately \$11.83 per hour. (overtime issues not in play)

It is unknown how long Beau Boeye will be able to work as a temporary worker given his continuing education plans. Naturally, the Department would like to have him as much as possible. Does the board want to formally place him on a working contract or continue to allow Terry to utilize him as a temporary worker?

The Directors should continue to discuss the enclosed share agreement with the Stanton CSD. If the Directors' concerns are 'hours not available for Red Oak CSD', a suggestion would be to scrap the shared services agreement and allow Red Oak technology staff to work out their own agreements with Stanton CSD outside of the time requirements contracted here.

Your discussion is encouraged and welcomed.

SUGGESTED BOARD ACTION:

TECHNOLOGY SERVICES SHARING AGREEMENT

COME NOW the Red Oak Community School District, hereafter "Red Oak" and the Stanton Community School District, hereafter "Stanton" and per Iowa Code Section 280.15 and Chapter 28E agree to the following:

1.Purpose. Stanton is in need of periodic technology services. Red Oak currently employees several technology employees and is willing to provide technology services to Stanton through its technology employees on an as needed basis. Red Oak will remain the sole contracting Employer of such technology employees.

2.Term. This contract is for the period commencing upon the date of second signature by a District party to this agreement and shall extend through June 30, 2013. Each Party shall inform the other of its intent regarding potential renewal of this agreement for the next fiscal year by March 1, 2013. This agreement may also be terminated at any time by mutual agreement of the Parties.

3.Purchased Services. Stanton will request technology services a minimum of 24 hours in advance by notifying the person designated by Red Oak. The 24 hour advance notification requirement can be waived by the Red Oak Superintendent in his discretion. Stanton may request any number of hours weekly but not to exceed fifteen on a weekly basis (absent approval of the Red Oak Superintendent to exceed this maximum). Red Oak will assign one or more of its technology employees to perform requested services for Stanton. It is acknowledged that some services may be able to be provided to Stanton from a remote location, i.e. while remaining in Red Oak. Other requested services may require travel to Stanton.

4.Time and Expense. Red Oak technology employees assigned to perform duties for Stanton will keep time records of such work and Red Oak will bill Stanton monthly by email. Bills are due and payable by Stanton within 30 days of receipt. Time for services will be billed during 2012-13 at the rate of \$35 per hour beginning with commencement of work on Stanton projects whether from a remote location or while at Stanton and ending upon completion of such work on a given day. During 2012-13, Red Oak will not bill additionally for required travel time or travel expense. If, however, Stanton requests technology services that must be performed in Stanton, no less than two hours of work will be billed on a given day per employee as a minimum charge.

IN WITNESS WHEREOF, the Parties sign this agreement on the dates stated.

Date

Bd. Pres., Red Oak CSD

Date

Bd. Pres., Stanton CSD

Item 6.2.1 Board Policy Revision: Code 508.2 Open Night

BACKGROUND INFORMATION: Enclosed is the current Code 508.2 Open Night. The current language does not address the potential scheduling of activities or athletic contests on Wednesday night by the Iowa High School Athletic Association and/or by the Iowa Girls High School Athletic Union. In the current year, the Red Oak football team had their playoff game on a Wednesday night.

It is suggested that Code 508.2 have the following sentence added:

The exception to this policy guideline would be any sanctioned activity scheduled by the Iowa High School Athletic Association, the Iowa Girls High School Athletic Union, or the Hawkeye 10 Conference.

SUGGESTED BOARD ACTION: (to be determined)

OPEN NIGHT

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:30 p.m. whenever possible. It is the responsibility of the principal to oversee the scheduling of school activities for compliance with this policy.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 901.2 Board of Directors and Community Relations

Approved January 23, 2006

Reviewed _____

Revised _____

Item 6.2.2 Red Oak CSD Partnership in the Blue Zones Program

– Community Structure Efforts and Update

BACKGROUND INFORMATION: Since it was announced that the community of Red Oak was selected as a demonstration site for the Blue Zones Program, the Red Oak leadership group has organized with assistance from the Blue Zones Community Health Consultant Aaron Swanson. Terry will briefly update the Directors this evening about the organization's governance structure; the steps identified to reach the "Blue Zones" official certification; and the direct impact planned in the Red Oak Community School District.

SUGGESTED BOARD ACTION: No official action is planned or requested.

Item 6.2.3 School Calendar Update and School Make-Up Day (s)

BACKGROUND INFORMATION: The community of Red Oak was privileged this year to have several student athletes experience post-season success. At publication time, it was known that one school would miss one day. Iowa Code does not allow for a forgiveness of time except under extreme circumstances.

Terry has been asked by numerous individuals if the high school must make-up the day since four other attendance centers were in session. Apparently there have been examples of schools in Iowa that did not make-up their lost days under similar circumstances. It has been Terry's position the district would be accountable for any lost time.

Legal counsel in the Department of Education has provided this guidance:

From: Nicole M. Proesch, Legal Counsel, Office of the Director, Iowa Department of Education –

*Hi Terry,
The short answer is they will have to make it up. See the relevant rule below.
Good luck at STATE! Let me know if you have other questions.*

*Sincerely,
Nicole M. Proesch*

281-12.1(8)-(9)

12.1(8) Day of school. *A day of school is a day during which the school or school district is in session and students are under the guidance and instruction of the instructional professional staff. School shall be considered in session during parent-teacher conferences as well as during activities such as field trips if students are engaged in programs or activities under the guidance and direction of the instructional professional staff. All grade levels of the school or school district must be operated and available for attendance by all students. An exception is if either the elementary or secondary grades are closed and provided that this time missed is made up at some other point during the school calendar so as to meet the minimum of 180 days of instruction for all grades 1 through 12. If a classroom or attendance center is closed for emergency health or safety reasons but the remainder of the school or school district is in operation, the day may be counted as a day of school*

Legal counsel at the Iowa Association of School Boards has said:

Mary Gannon, Attorney, Iowa Association of School Boards

Unfortunately the law doesn't allow for one school to count a day if the others are open unless it's an emergency or a health related reason (closed due to an epidemic, boiler blew, etc.) Sorry! What many do is keep school open and give kids an excused absence. Not the best policy decision but a fairly common one. Have a good one - good luck this week!

Item 6.2.3 – continued

This evening the Board can affirm the plan to make-up the lost time or choose another course.

Discussion is welcomed and encouraged. Enclosed is a one page summary of the 2012 – 2013 school year that shows the first two days used for make-up days. They are Monday, February 11, 2013 and Monday, April 1, 2013.

SUGGESTED BOARD ACTION: (to be determined)

2012-2013 School Calendar

Start –Finish (August 15 - May 21)

Summary of Calendar
 Days in classroom:
 First Semester 89
 Second Semester 91
TOTAL CALENDAR DAYS 180

CALENDAR LEGEND

Start
 Quarter
 Holidays
 Vacation Days

HOLIDAYS:

Labor Day (9/3)
 Thanksgiving Day (11/22)
 Christmas Day (12/25)
 New Year's Day (1/1)
 Spring Holiday (3/29)
 Memorial Day (5/27)

PROFESSIONAL DEVELOPMENT:

(2 HR Early Dismissals)
 August 22, 29
 September 5, 12, 19
 October 3, 10, 17, 24, 31
 November 7, 14, 28
 December 5, 12
 January 9, 16, 23, 30
 February 13, 20, 27
 March 6, 13, 27
 April 3, 10, 17, 24
 May 1, 8, 15

2 HR EARLY DISMISSALS:

September 24, 27
 November 21
 December 21
 February 4, 7
 Last Day of School

August					Student Days
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	3
20	21	22	23	24	8
27	28	29	30	31	13
September					
3	4	5	6	7	17
10	11	12	13	14	22
17	18	19	20	21	27
24	25	26	27	28	32
October					
1	2	3	4	5	36
8	9	10	11	12	41
15	16	17	18	19	46
22	23	24	25	26	51
29	30	31			54
November					
			1	2	56
5	6	7	8	9	61
12	13	14	15	16	66
19	20	21	22	23	69
26	27	28	29	30	74
December					
3	4	5	6	7	79
10	11	12	13	14	84
17	18	19	20	21	89
24	25	26	27	28	
31					
January					
	1	2	3	4	91
7	8	9	10	11	96
14	15	16	17	18	101
21	22	23	24	25	106
28	29	30	31		110
February					
				1	111
4	5	6	7	8	116
11	12	13	14	15	120
18	19	20	21	22	125
25	26	27	28		129
March					
				1	130
4	5	6	7	8	135
11	12	13	14	15	140
18	19	20	21	22	
25	26	27	28	29	144
April					
1	2	3	4	5	148
8	9	10	11	12	153
15	16	17	18	19	158
22	23	24	25	26	163
29	30				165
May					
		1	2	3	168
6	7	8	9	10	173
13	14	15	16	17	178
20	21	22	23	24	180
27	28	29	30	31	
June					
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

180 Day Calendar

Date	Events
Aug 2	Registration
Aug 9,10	New Teacher PD
Aug 13,14	All Teacher PD
Aug 15	Begin 1 st Qtr/1 st Semester
Sept 3	Labor Day (No School)
Sept 24	PT Conf (2 Hr Early Release)
Sept 27	PT Conf (2 Hr Early Release)
Sept 28	No School
Oct 5	No School (Prof Dev)
Oct 18	End 1 st Qtr. (45 days)
Oct 19	Begin 2 nd Qtr
Nov 6	Election Day.
Nov 22-23	Thanksgiving Holiday (No School)
Dec 21	End 2 nd Qtr. (44 days)
Dec 21	End 1 st Semester (89 days)
Dec 24-Jan 1	Winter Break (No School)
Dec 25	Christmas
Jan 1	New Year's Day (No School)
Jan 2	No School (Prof Dev)
Jan 3	Begin 3 rd Qtr/ 2 nd Semester
Feb 4	P/T Conf (2 Hr Early Release)
Feb 7	P/T Conf (2 Hr Early Release)
Feb 8	No School
Feb 11	No School (Snow Make Up Day)
Mar 8	End 3 rd Qtr. (46 days)
Mar 11	Begin 4 th Quarter
Mar 18-22	Spring Break (No School)
Mar 29	Spring Holiday (No School)
Apr 1	No School (Snow Make Up Day)
May 19	Graduation
May 21	End 4 th Qtr. (45 days)
May 21	End 2 nd Semester (91 days)
May 27	Memorial Day

Item 6.2.4 Personnel Considerations (as needed)

BACKGROUND INFORMATION: At publication time there was one personnel recommendation ready to share. Shown below you will find a recommendation from Director of Transportation Carlos Guerra for a substitute bus driver:

To: Mr. Schmidt

Date: November 1, 2012

I would like to recommend Jonathan Certain for a substitute driver. Jonathan comes from a background of driving semi-trucks and tow trucks. Jonathan is currently training to pass his school bus licensing. He is also training to drive any route when needed. Jonathan will also help with any needs in the transportation department.

Director of Transportation

Carlos Guerra

If there are additional personnel items for consideration, each will be placed at the board table.

SUGGESTED BOARD ACTION: It is recommended the Directors approve a substitute bus driver's contract for Mr. Jonathan Certain pending the completion of all employment requirements.

Item 7.0 Reports

Seldom will the information below require formal board of director action. If formal action is needed on any item, a recommendation will be provided.

7.1 Administrative Reports

At publication time, there were no reports available from district administrators or directors. Any available will be placed on the board table for your review.

7.2 Future Conferences, Workshops, Seminars

This week . . .

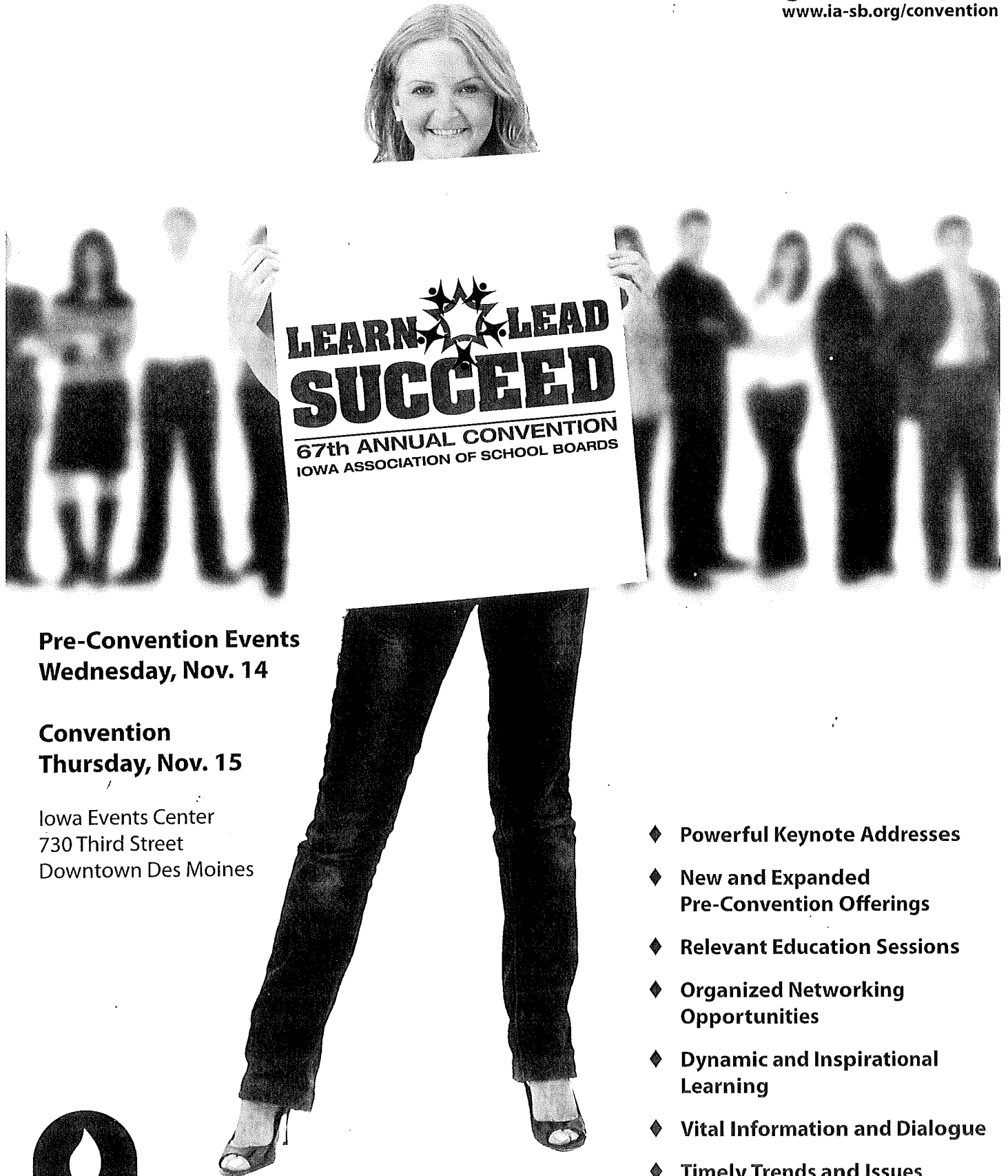
Iowa Association of School Boards State Convention begins on Wednesday, 11.14 with the pre-convention activities – some of you are attending. This evening Shirley will review with you the lodging arrangements for the convention and plans for the group dinner on Wednesday, 11.14 evening will be shared. The opening general session opens at 8:15 am on Thursday, 11.5 with featured speaker Tony Wagner. (A detailed look at convention activities is included with your packet materials.)

Next Monday, November 19 – 5 pm: This is the annual school budget and school finance workshop for the Directors. The workshop is an open meeting and can be observed by district staff or the public. The workshop facilitator is once again Mr. Bob Longmuir, note school finance expert and frequent workshop presenter.

There will be a light meal provided midway through the workshop.

7.3 Other Announcements (to be provided as needed)

Registration Open!
www.ia-sb.org/convention

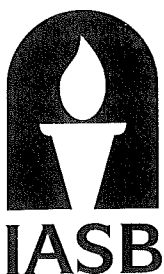


Pre-Convention Events
Wednesday, Nov. 14

Convention
Thursday, Nov. 15

Iowa Events Center
730 Third Street
Downtown Des Moines

- ◆ **Powerful Keynote Addresses**
- ◆ **New and Expanded Pre-Convention Offerings**
- ◆ **Relevant Education Sessions**
- ◆ **Organized Networking Opportunities**
- ◆ **Dynamic and Inspirational Learning**
- ◆ **Vital Information and Dialogue**
- ◆ **Timely Trends and Issues**
- ◆ **Vibrant Exhibit Hall**
- ◆ **Showcased Student Art and Entertainment**



IASB Iowa Association of School Boards
www.ia-sb.org

Wednesday, Nov. 14: Pre-Convention

The popularity of our Early Bird Workshops and our School Finance Boot Camps have resulted in additional offerings for your convenience and learning opportunities. This year's lineup includes a morning Delegate Assembly, repeat sessions of School Finance Boot Camps 101 & 201, and great Early Bird presentations designed to engage you in dynamic learning and give you the tools to help you be the best on your board - regardless of your district's size!

IASB Delegate Assembly

9 a.m. - adjournment

Buffet lunch from 11:30 a.m.- 1 p.m. included

Make your voice heard at a new time and place - Wednesday morning in the beautiful (and comfy!) new Grand Ballroom! The Delegate Assembly will discuss education issues and set the 2013 Legislative Action Priorities, Beliefs and Resolutions. Nominations for seats on the IASB Board of Directors will be generated at caucuses during the Wednesday morning break.



School Finance Boot Camp

Cost per session: \$85 members; \$128 non-members

Buffet lunch from 11:30 a.m.-1 p.m. included

Ensuring the financial health and stability of your district is one of your most important roles and a high priority learning need according to a recent member survey. That's why we continue to expand offerings of our School Finance Boot Camp workshops. Take advantage of our enhanced curriculum and improved schedule with sequential and repeat sessions - allowing you to take a full-day of school finance at the level that meets your needs.

School Finance 101- Basic

9-11:30 a.m. OR 1-3:30 p.m.

If you're a newer board member, you'll value this introduction and overview of basic school finance concepts and terminology. The session will introduce budgeting and funding components in relation to your role on the board. *Facilitators: Patti Schroeder, IASB Finance Support Co-Director and Robert Longmuir, retired superintendent, Clarksville CSD*

Repeat!

School Finance 201 - Intermediate

9-11:30 a.m. OR 1-3:30 p.m.

When the terms "authorized budget" or "unspent balance" come up in a board meeting, you'll know what they mean after attending this intermediate level of Boot Camp. You'll also understand trends using real-world data to help you meet the challenges your district may face. *Facilitator: Gary Sinclair, IASB Finance Support Co-Director*

Repeat!

School Finance 301 - Advanced

1-3:30 p.m.

The new advanced level provides more in-depth analysis of financial oversight and budget planning processes. You'll learn how to use IASB's new financial planning and communication tools to maximize your district's resources and priorities. *Facilitator: Galen Howsare, IASB Chief Financial Officer*

Early Bird Workshops

Cost per session: \$85 members; \$128 non-members

Buffet lunch from 11:30 a.m.- 1 p.m. included

Choose an early bird workshop from the morning, afternoon or both! Our invited presenters bring expertise in focusing on high levels of student achievement even in high-poverty schools, and building capacity from the board room to the classroom to create and sustain real change for improved student learning!

Beating the Odds: Turning High Poverty Schools into High Performing Schools



Featured Facilitator - William Parrett
9-11:30 a.m.

Poverty presents persistent challenges to learning; nonetheless, real schools with students living in poverty do earn high levels of student achievement. Any school can become high-performing if leaders are willing to refocus efforts and resources on effective, research-based strategies. William Parrett, Director of the Center for School Improvement & Policy Studies at Boise State University, will lead an interactive session where he'll share practical advice for reducing achievement gaps and you'll learn effective ideas for building high-performing schools anywhere.

Putting Faces on the Data: What Great Leaders Do!



Featured Facilitator - Lyn Sharratt
1-3:30 p.m.

According to Lyn Sharratt, former superintendent and now professor at the University of Toronto, "instructional leadership is everyone's business." She will explore the four drivers of effective school and system improvement: assessment, instruction, leadership and ownership, and show a case study that discovered how the four drivers can work in your district. Sharratt's research and expertise has led to a book co-written with education guru Michael Fullan, where they personalize data in everyday terms. Sharratt will lead an interactive session you won't want to miss.

Member-Vendor Social

3:30 - 5:50 p.m.

Before you go out to dinner with your board team, come to the Member-Vendor Social in the Exhibit Hall for some networking time and relaxing fun while you check out more than 160 vendors with goods and services your district might need. Enjoy entertainment, free giveaways and delicious refreshments.

Back by Popular Demand!

Thursday, November 15: Convention Highlights

Join us on Convention day for these exciting speakers, networking sessions, education presentations and exhibits by key vendors. Registration, continental breakfast and exhibits open at 7 a.m. Refreshments available all day. **Cost for the entire day: \$175 members; \$263 non-members. Includes sit-down lunch.**

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Opening General Session

8:15 a.m.

Creating Innovators



Featured Speaker - Tony Wagner

How can schools teach students to be more innovative? Offer hands-on classes and don't penalize failure. Tony Wagner has learned that young Americans learn how to innovate most often despite their schooling, not because of it.

"To succeed in the 21st-century economy," he says, "students must learn to analyze and solve problems, collaborate, persevere, take calculated risks and learn from failure." Find out more about what Tony has to say about allowing kids to take risks and learn from their mistakes; about professional development; about a new way of evaluating students; about how parents can encourage innovation in their children. You will NOT want to miss this!

Second General Session

Noon - Sit-down lunch included

Rebooting the Basics : Literacy in the Digital Age



Featured Speaker - David Warlick

It is clear that the future will be a place that is governed by information. Accessing, processing, building with, and communicating that information will be a major part of our daily occupational, professional, and personal work and

play. The concept of literacy — "the basics" — in an information-governed, technology-rich world will be far richer and more comprehensive than the 3Rs that define schooling for many. This enlightening and thought-provoking address will describe how our notions of literacy must expand to harness a rapidly changing information landscape where content and knowledge are increasingly networked, digital, and overwhelming. Join 33-year educator David Warlick as he explores this new landscape.

Closing General Session

3:45 p.m.

What could true innovation look like in schools today?

Featured Speaker - Ben Milne

This local entrepreneur, only 28, is known nationwide for his cash-based payment system which handles over \$1 million in transactions per day. He has been written about in more than 150 publications. Hear what real innovation could look like in education today from someone who knows!

Plus remarks from Gov. Terry Branstad and much more!

Education Sessions

Choose from these and other relevant, 45-minute education sessions. These breakouts address timely concerns impacting K-12, community college and AEA board members and administrators.

- ◆ Session with Keynote Tony Wagner
 - ◆ Sessions with Keynote David Warlick
 - ◆ Will Schofield - Empowering Innovation in Challenging Times
 - ◆ Mesquite, TX: Low Income/High Achievement - How did they do it?
 - ◆ Roles/Responsibilities of the Board
 - ◆ Eliminating the Achievement Gap
 - ◆ Shielding Districts from the Threat of "Trust Deficit"
 - ◆ Dealing With the Media - Tips and Tools
 - ◆ Finance - A New View of Key Indicators and Unspent Authority
 - ◆ Bargaining: Thinking Outside the Box
 - ◆ Standards-Based Reporting/Assessment - 3 Stories
 - ◆ Increased Training and Accountability for SBO's
 - ◆ Increasing Digital Accessibility - Lessons Learned
 - ◆ Making the Numbers Speak Outloud - Budget Questions
 - ◆ Putting the "L" in PLCs (Professional Learning Communities)
 - ◆ One District's Commitment to School Reform
 - ◆ Assessment Reform
 - ◆ Creating a Culture of Collaboration and Success
 - ◆ Competency-Based Education - Increasing Flexibility
 - ◆ Collective Bargaining - Be Prepared
 - ◆ Broader Career Choices - Vocational Programs
 - ◆ District Leadership Best Practices - What Can We Learn?
-

Networking Sessions

11-11:45 a.m. and 1:45-2:30 p.m.

Members say networking is a key benefit to attending Convention. Last year's sessions were so popular, we've again created a time and place for members to network on "hot button" topics and issues. Topic ideas are rolling in - some will be follow-ups to Education Sessions for more Q & A time and personal contact with the speakers. Watch the website for more info as it develops.

Back by Popular Demand!

Exhibit Hall and Refreshments

7 a.m.-2 p.m.

Spend time in the Exhibit Hall visiting vendors and enjoying tasty refreshments throughout the day. Our exhibitors play a significant role in making our annual Convention possible, so please stop by to say hello and see what they have to offer your district.

Be sure to stop by the IASB and ISJIT booths before you visit all the vendor booths, and see what materials might be helpful to you as you navigate the issues at your board table. You might also be treated to one of our warm chocolate chip cookies!



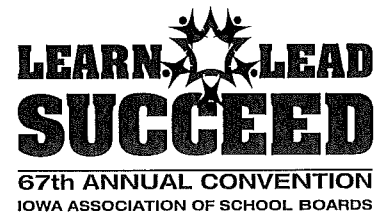
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2012 IASB CONVENTION FACTS



This November, you can join more than 1,200 school, community college and AEA board members, superintendents, administrators and other education leaders in Des Moines for an abundance of learning opportunities. Whether you are a recent board member or a veteran, from a small district or urban, changing expectations, education reform plans, policies and financial outlooks unite us in the need to find the best, most creative and most efficient ways to ensure the success of Iowa students in the classroom and beyond. Mark your calendar now!

LOCATION: Hy-Vee Hall and the new Community Choice Convention Center at Veterans Memorial, 730 Third St., Des Moines. All IASB activities are under one roof in the event space at the Iowa Events Center Complex. The 2010 Best of Des Moines/Business Record named the Iowa Events Center the "Best Place for a Business Conference."

COST: \$175 members; \$263 non-members. Cost includes continental breakfast and other refreshments served throughout the day, all Thursday programs, exhibit hall admission and full sit-down lunch. **PLEASE NOTE:** No-shows and cancellations received after Wednesday, Nov. 7, will be charged a \$50 cancellation fee. For members' spouses and guests, registration is complementary and pre-registration is not necessary; Lunch for spouses or guests is \$25 and must be pre-ordered.

LODGING: IASB has reserved blocks of rooms for Nov. 13-15 at area hotels. Rooms must be reserved by Fri., Oct. 13. More details are available on the IASB website at www.ia-sb.org/convention.

REGISTRATION: Register at www.ia-sb.org/convention for any or all events or call Missy Johnson at 1-800-795-4272 x 268.