



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, June 10, 2013– 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 *- /*

4.1 Good News from Red Oak Schools

- ★ Welcome Mr. Doug Simpson, Red Oak Elks Club, Announcement of a Gift for the Red Oak Middle School Cage Project
- ★ Announcement: State Tennis Champions for Coed Competition: Kate and Pete Walker – Official Recognition on June 24 for ROHS Tennis

4.2 Correspondence

5.0 Consent Agenda *2-4*

5.1 Review and Approval of Minutes from May 28 and 29, 2013 *5-7*

5.2 Review and Approval of Monthly Business Reports *8-28*

5.3 Education Services Agreement *29-30*

5.4 Open Enrollment Request

5.5 School Calendar Waiver Missing Requirement

5.6 Driver's Education Contract Agreement Renewal *31-36*

6.0 General Business for the Board of Directors

6.1 Old Business

6.1.1 BLDD Architects and Estes Construction Update and Future Directions - 37
(Via electronic conference at 6:10 pm)

6.1.2 Policy Update: Good Conduct Policy Revisions and Recommendations - 38-42
– Principal Nate Perrien, et al

6.1.3 Transportation Equipment Acquisition Update - 43
– Terry Schmidt and Shirley Maxwell

6.2 New Business

6.2.1 Student Attendance Policy Concerns and Guidance 44-52
– Michael Moran and Building Principals

6.2.2 Student Handbook Revisions for 2013 – 2014 53-64

6.2.3 Technology Department Handbook Suggested Revisions 65-72
– Bob Deter and Building Principals

6.2.4 Legion Park Facilities and Sports Complex Proposed Agreements 73-90
– Bill Drey, Terry Schmidt

6.2.5 Personnel Considerations: Instructors, Shared Management, Other 91
– Terry Schmidt and Other Leadership Staff

6.2.6 Board Policy Updates and Revisions – Terry Schmidt 92-118

6.2.7 Closed Session per Iowa Code Section 21.5(1) i (personnel) 119

7.0 Reports 120-135

7.1 Administrative

7.1.1 District Leadership End of the Year Reports

7.2 Future Conferences, Workshops, Seminars, Webinars

7.3 School Calendar Topics Affecting the Directors

8.0 Next Board of Directors Meeting: June 24, 2013 – 6:00 pm
Sue Wagaman Board Room
Red Oak CSD Administrative Center

9.0 Adjournment

Item 4.0 Communications

4.1 Good News from Red Oak Schools

★ **Welcome Mr. Doug Simpson, Red Oak Elks Club, Announcement of a Gift for the Red Oak Middle School Cage Project**

ROMS Principal Nate Perrien will introduce Mr. Simpson and provide brief comments.

★ **Announcement: State Tennis Champions for Coed Competition: Kate and Pete Walker – Official Recognition on June 24 for ROHS Tennis**

State Championships are difficult to acquire. Red Oak has experienced in sports a bowler who won state championships, a wrestler who won a state championship, tennis championships (2003 boys' team tennis, 2011 girls' doubles & co-ed team tennis).

Congratulations to recent graduate Pete Walker, (his second co-ed team state championship) and incoming junior Kate Walker for the great accomplishments in tennis. The entire tennis team and coaches will be honored at the June 24 meeting.

4.2 Correspondence

A number of thank you notes, letters, etc can be found for your review at the table.

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 May 28 and 29, 2013

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

Payment vouchers are ready for approval. Final vouchers for the current fiscal year will be presented on June 24. There could be some last minute bills for payment placed at the table prior to the meeting. Accounting Clerk Jeanice Lester (lesterj@roschools.com) is available to answer any questions concerning the expenditures.

5.3 Education Services Agreement

Enclosed is an educational services agreement with the Council Bluff CSD for the school term. This will provide needed special services at Children's Square in Council Bluffs.

5.4 Open Enrollment Request

On the board table this evening you will find an open enrollment request from a family who has moved from Red Oak to Stanton and requests to continue their education in Red Oak. It is recommended approval.

5.5 School Calendar Waiver Missing Requirement

Annually the Red Oak CSD requests a waiver for the school calendar by simply providing a public hearing to hear patron concerns or questions about an early first day of school in August. This year, a new requirement from the Department of Education is to have the Directors approve the following statement.

The Red Oak Board of Directors has determined that a starting date during the week of August 26 to August 30 as specified in Iowa Code section 279.10 subsection 1 will have a significant negative educational impact by creating a

Item 5.0 – continued

school year that starts at least two weeks after students begin extracurricular activities and would not end until after the Memorial Day weekend in 2014.

Iowa Code shows 279.10, Section 1: SCHOOL YEAR -- BEGINNING DATE -- EXCEPTIONS --

1. The school year shall begin on the first day of July and each regularly established elementary and secondary school shall begin no sooner than a day during the calendar week in which the first day of September falls but no later than the first Monday in December. However, if the first day of September falls on a Sunday, school may begin on a day during the calendar week which immediately precedes the first day of September.

It is recommended the Directors endorse the following statement: *The Red Oak Board of Directors has determined that a starting date during the week of August 26 to August 30 as specified in Iowa Code section 279.10 subsection 1 will have a significant negative educational impact by creating a school year that starts at least two weeks after student begin extracurricular activities and would not end until after the Memorial Day weekend in 2014.*

5.6 Driver's Education Contract Agreement Renewal

The Red Oak CSD has enjoyed a very successful business relationship with a private firm providing drivers' education. This arrangement should be continued in the future. Enclosed is a proposed contract allowing the business arrangement to continue. It is recommended for approval.

Drive Tek is a private provider of youth driver education in the State of Iowa. Drive Tek currently is under contract with with the ADM, Ankeny, Ballard, Burlington, Clear Creek Amana, Colo-Nesco, Council Bluffs, Danville, Decorah, Fort Madison, Glenwood, Harmony, Keokuk, Lewis Central, Mason City, Norwalk, Okoboji, Red Oak, Urbandale, Saydel, Sigourney, Sioux Center, Van Meter, and Waterloo school districts. We currently offer private Iowa youth driver education programs in Ames, Boone, Charles City, Des Moines, Iowa City, Nevada and West Des Moines.

Drive Tek is completely certified by the State of Iowa to conduct youth driving programs and uses only state-certified teachers to provide the program. Drive Tek uses Drive Right driver education textbooks for the instruction.

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

Item 5.0 – continued

- Minutes from May 28 and 29, 2013.
- Monthly business reports as presented.
- Approval of an educational services agreement with the Council Bluffs CSD.
- Approval of an open enrollment request as presented.
- Approval of a statement to complete the school calendar waiver process.
- Approval of a new contract with Drive Tek to provide educational services in Red Oak.

**Red Oak Community School District
Special 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
Tuesday, May 28, 2013

This special meeting of the Board of Directors of the Red Oak Community School District was called to order by President Lee Fellers at 6:10 p.m.

PRESENT:

Directors: Lee Fellers, Warren Hayes, Paul Griffen, Bill Drey, Shirley Maxwell,
Board Secretary

Absent: Director Kathy Walker and Superintendent Terry Schmidt

APPROVAL OF AGENDA

Motion by Director Griffen with a second by Director Drey to approve the agenda as presented. The motion carried unanimously.

PUBLIC HEARING FOR AMENDING THE FY 13 GENERAL FUND BUDGET

President Fellers called to order the Public Hearing at 6:15 p.m. Board Secretary Maxwell explained that it was necessary to amend the 2012-2013 Red Oak School Budget in the area of Noninstructional Programs from \$740,000 to \$800,000 due to the increased cost of food, supplies, etc. The public hearing was closed at 6:16 p.m. Motion by Drey, second by Griffen to approve the Red Oak School District Amendment of Current Budget for Fiscal Year 2012-2013. Motion carried unanimously.

ADJOURNMENT

Director Griffen moved with a second by Director Hayes to adjourn the meeting at 6:17 p.m. The next regular board meeting will be held on Wednesday, May 29, 2013 at 5:00 p.m. in the Sue Wagaman Board Room, Administrative Center, Technology Building. The motion carried unanimously.

Lee Fellers, President

Shirley Maxwell, Board Secretary

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
Wednesday, May 29, 2013

This regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Lee Fellers at 5:00 p.m.

PRESENT:

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

APPROVAL OF AGENDA

Motion by Director Drey with a second by Director Griffen to approve the agenda as presented with the order of agenda items at the discretion of the chairman. The motion carried unanimously.

ARCHITECTURE GROUP PRESENTATION & UPDATE

BLDD Architects Randy West and Carrie Wade along with Estes Construction Representative Paul Neuharth joined the Directors' meeting through a webinar approach along with a phone connection. The purpose of the meeting was to receive an analysis of each proposed improvement project seeking to align district needs with cost effective strategies. The next meeting to discuss the facilities study will be held on Monday, June 3 at

CONSENT AGENDA

Director Drey moved with a second by Director Griffen to approve the consent agenda as presented.

- Approval of minutes from May 13, 2013
- Approval of monthly business reports as presented

The motion carried unanimously.

Director Walker left the meeting at 6:55 p.m.

GOOD CONDUCT POLICY REVISIONS

Discussion was held on the Good Conduct Policy revisions and recommendations. This item will be put on the next board agenda.

CURRENT BUDGET REVIEW

Current budget review for the physical plant equipment levy and capital projects fund was presented by Business Manager Shirley Maxwell who presented spreadsheets that showed the district's spending history, revenue history, and estimates for the various fund sources in order to complete all or some of the projects outlined by the technology department, the maintenance and operations department, and the projects proposed by the transportation department.

TRANSPORTATION DEPARTMENT PROPOSALS

Transportation Director Carlos Guerra presented information that would allow for a transition of diesel fueled buses to propane fueled buses. More information will be provided at a future board meeting.

TECHNOLOGY RECOMMENDATIONS & PROPOSALS

Director Griffen moved with a second by Director Drey to authorize the purchase of the following from the prioritized list: one hundred (100) Windows 8 devices @ \$1113.69 each; two (2) external DVD Drives @ \$50.00 each; one (1) iPad Syncing Station @ \$2600.00; ten (10) interactive white boards @ \$1,426.55 each; and installation and cables/connectors to install the whiteboards @ \$400.00 with total expense not to exceed more than \$135,000. Motion carried unanimously. The board directed Technology Director Bob Deter to bring back the list of needed technology purposes to the board in July. Motion carried unanimously.

PERSONNEL CONSIDERATIONS

Director Drey moved with a second by Director Hayes to approve a contract for Matthew Swartz as a grade 5 instructor at Washington Intermediate School for the 2013-2014 school year to be placed on the salary schedule at the BA level, step 0. The motion carried unanimously.

Director Hayes moved with a second by Director Drey to approve the recommendation transfer of 3rd grade instructor Jen Bruce to Title I instructor at Inman Primary and the transfer of Joe Erickson, 1st grade instructor to 3rd grade instructor at Inman Primary for the 2013-2014 school year. The motion carried unanimously.

Director Drey moved with a second by Director Hayes to accept the resignation of Tim Marsden as National Honor Society sponsor at the high school at the end of the 2012-2013 school year with regrets. The motion carried unanimously.

Director Drey moved with a second by Director Hayes to accept the resignation of Matt Carlson, full-time substitute teacher for the district at the end of the 2012-2013 school year with regrets. The motion carried unanimously.

Director Drey moved with a second by Director Hayes to accept the resignation of Lisa Sonntag, middle school mathematics instructor at the end of the 2012-2013 school year with regrets. The motion carried unanimously.

Director Walker rejoined the meeting at 7:15 p.m.

ADJOURNMENT

Director Griffen moved with a second by Director Hayes to adjourn the meeting at 7:18 p.m. The next regular board meeting will be held on Monday, June 10 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
A & M GREEN POWER GROUP LC	491449	7.04
10 0010 2600 000 0000 618	KEY	7.04
Vendor Name A & M GREEN POWER GROUP LC		<u>7.04</u>
ALL AMERICAN TURF BEAUTY INC	111147	381.42
10 0010 2600 000 0000 430	REPAIR WORK	381.42
Vendor Name ALL AMERICAN TURF BEAUTY INC		<u>381.42</u>
AOS	F10000200	5,500.00
10 0010 2235 000 0000 350	External Penetration Test Assessment/Soc	5,500.00
Vendor Name AOS		<u>5,500.00</u>
BATTEN SANITATION SERVICE	05312013	3,592.80
10 0010 2600 000 0000 421	DISTRICT GARBAGE PICK UP	3,592.80
Vendor Name BATTEN SANITATION SERVICE		<u>3,592.80</u>
BLOMSTEDT, ARRYN	05282013	16.05
10 1901 1000 100 8001 612	REIMBURSEMENT	16.05
BLOMSTEDT, ARRYN	05282013-1	31.03
10 1901 1000 100 8001 612	REIMBURSEMENT	31.03
BLOMSTEDT, ARRYN	05282013-2	5.88
10 1901 1000 100 8001 612	REIMBURSEMENT	5.88
BLOMSTEDT, ARRYN	05282013-3	4.06
10 1901 1000 100 8001 612	REIMBURSEMENT	4.06
Vendor Name BLOMSTEDT, ARRYN		<u>57.02</u>
BSN SPORTS	85314707	308.33
10 0010 2600 000 0000 618	Drag forbaseball field	308.33
Vendor Name BSN SPORTS		<u>308.33</u>
BUILDING SYSTEMS SOLUTIONS INC	1950	535.44
10 0010 2600 000 0000 430	REPAIR WORK	535.44
Vendor Name BUILDING SYSTEMS SOLUTIONS INC		<u>535.44</u>
CAPITAL SANITARY SUPPLY CO.	0001426A	50.35
10 0010 2600 000 0000 618	FLOOR PADS	50.35
CAPITAL SANITARY SUPPLY CO.	0001534	373.20
10 0010 2600 000 0000 618	FLOOR PRODUCTS	373.20
CAPITAL SANITARY SUPPLY CO.	0001589	20.06
10 0010 2600 000 0000 618	FLOOR PADS	20.06
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>443.61</u>
CARLSON, DAVID	05242013	9.86
10 2020 1000 100 0000 580	TRAVEL REIMBURSEMENT	4.93
10 3230 1000 100 0000 580	TRAVEL REIMBURSEMENT	4.93
Vendor Name CARLSON, DAVID		<u>9.86</u>
CASEY'S	037451	116.49
10 0020 2700 000 0000 626	GAS	116.49
CASEY'S	132396	37.19
10 0020 2700 000 0000 626	GAS	37.19

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name CASEY'S		153.68
CITY OF RED OAK	05312013	1,215.95
10 0010 2600 000 0000 411	DISTRICT WATER	1,215.95
Vendor Name CITY OF RED OAK		1,215.95
CONTINENTAL RESEARCH CORP	387380-CRC-1	1,780.20
10 0010 2600 000 0000 618	CLEANING SUPPLIES	1,780.20
Vendor Name CONTINENTAL RESEARCH CORP		1,780.20
CORNING RENTAL	22646	90.00
10 0010 2600 000 0000 340	RENTAL GENIE	90.00
Vendor Name CORNING RENTAL		90.00
COUNCIL BLUFFS COMM SCHOOLS	05302013	2,385.64
10 3230 1200 420 1119 561	EDUCATION CHARGES	2,385.64
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		2,385.64
COUNSEL OFFICE & DOCUMENTS	CNIN119911	170.00
10 1901 2410 000 0000 359	Lease Contracts: #3821, 4107, 4568	170.00
COUNSEL OFFICE & DOCUMENTS	CNIN120869	170.00
10 1901 2410 000 0000 359	Lease Contracts: #3821, 4107, 4568	170.00
COUNSEL OFFICE & DOCUMENTS	CNIN121558	207.00
10 0010 2520 000 0000 618	COPIER LEASE	207.00
Vendor Name COUNSEL OFFICE & DOCUMENTS		547.00
DENTLINGER, CONNIE	05282013	175.15
10 1901 1000 100 8001 612	REIMBURSEMENT	175.15
Vendor Name DENTLINGER, CONNIE		175.15
DEPARTMENT OF EDUCATION	54630000-19	448.00
10 0020 2700 000 0000 340	BUS INSPECTION	448.00
Vendor Name DEPARTMENT OF EDUCATION		448.00
DES MOINES REGISTER & TRIBUNE	04222013	26.84
10 3230 2222 000 0000 644	BALANCE FOR SUBSCRIPTION	26.84
Vendor Name DES MOINES REGISTER & TRIBUNE		26.84
DHS CASHIER 1ST FLOOR	10084635	17,866.86
10 0010 4634 219 4634	PROVIDER'S SHARE MAY	17,866.86
Vendor Name DHS CASHIER 1ST FLOOR		17,866.86
DUNN, TERRI	05282013	74.13
10 1901 1000 100 8001 612	REIMBURSEMENT	74.13
DUNN, TERRI	05302013	70.89
10 1901 1000 100 8001 612	REIMBURSEMENT	70.89
Vendor Name DUNN, TERRI		145.02
EASTERN NE. HUMAN SERVICES AGC	12275	2,682.00
10 0010 1200 217 3303 569	SP ED SERVICES	2,682.00
Vendor Name EASTERN NE. HUMAN SERVICES AGC		2,682.00

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
EGAN SUPPLY COMPANY	194134A	195.42	
10 0010 2600 000 0000 618	SUPPLIES		195.42
EGAN SUPPLY COMPANY	194451	57.33	
10 0010 2600 000 0000 618	SUPPLIES		57.33
EGAN SUPPLY COMPANY	194451A	74.97	
10 0010 2600 000 0000 618	PADS/DUST BAGS		74.97
EGAN SUPPLY COMPANY	194636	1,325.62	
10 0010 2600 000 0000 618	FLOOR SUPPLIES		1,325.62
EGAN SUPPLY COMPANY	194799	207.60	
10 0010 2600 000 0000 618	GRIT SCREENS		207.60
Vendor Name EGAN SUPPLY COMPANY			<u>1,860.94</u>
:			
EHMKE, STEPHANIE	06042013	14.04	
10 1902 1920 100 1920 618	REIMBURSEMENT		14.04
Vendor Name EHMKE, STEPHANIE			<u>14.04</u>
ENGEL LAW OFFICE	05312013	1,317.50	
10 0010 2310 000 0000 320	PROFESSIONAL SERVICES MAY		1,317.50
Vendor Name ENGEL LAW OFFICE			<u>1,317.50</u>
ESSEX COMMUNITY SCHOOL DIST.	05302013	7,353.75	
10 0010 1000 100 0000 567	OPEN ENROLLMENT 4TH QTR		7,353.75
Vendor Name ESSEX COMMUNITY SCHOOL DIST.			<u>7,353.75</u>
FAREWAY FOOD STORES	05062013/42	100.20	
10 3230 1300 340 0000 612	groceries		100.20
FAREWAY FOOD STORES	05142013/43	44.60	
10 3230 1300 340 0000 612	groceries		44.60
FAREWAY FOOD STORES	06052013/16	34.92	
10 0010 2310 000 0000 611	SUPPLIES		34.92
Vendor Name FAREWAY FOOD STORES			<u>179.72</u>
FARMERS MERCANTILE	0157667	20.82	
10 2020 1300 350 0000 612	4' X 8', 1 1/4" LUAN PLYWOOD SHEET		17.95
10 2020 1300 350 0000 612	POUND OF 1 1/4" BRADS-FINISH NAILS		2.87
FARMERS MERCANTILE	0157707	2.87	
10 2020 1300 350 0000 612	POUND OF 1 1/4" BRADS-FINISH NAILS		2.87
FARMERS MERCANTILE	0157995	121.37	
10 1900 1000 420 3238 612	BOOKSHELF SUPPLIES		121.37
FARMERS MERCANTILE	0158385	1.68	
10 0010 2600 000 0000 618	SCREEN BEAD		1.68
FARMERS MERCANTILE	0158416	539.88	
10 0010 2600 000 0000 618	TRIMEC CLASSIC		539.88
FARMERS MERCANTILE	0158495	42.11	
10 0010 2600 000 0000 618	SHELVES		42.11
FARMERS MERCANTILE	0158848	28.94	
10 0010 2600 000 0000 618	SUPPLIES		28.94
FARMERS MERCANTILE	0159732	0.84	
10 0010 2600 000 0000 618	WASHERS/SCREWS		0.84
Vendor Name FARMERS MERCANTILE			<u>758.51</u>

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
FIRST BANKCARD	05092013	51.99	
10 3230 1200 420 1119 612	BOOKS		51.99
FIRST BANKCARD	05092013-1	43.99	
10 3230 1200 420 1119 612	BOOKS		43.99
FIRST BANKCARD	05132013	28.71	
10 0010 2321 000 0000 532	CONFERENCING CALLS		28.71
FIRST BANKCARD	06032013	2,213.64	
10 0010 2213 100 3376 580	LODGING		2,213.64
Vendor Name FIRST BANKCARD			<u>2,338.33</u>
GUERRA, LINDA	05232013	33.93	
10 3230 1200 410 1112 580	TRAVEL REIMBURSEMENT		33.93
Vendor Name GUERRA, LINDA			<u>33.93</u>
HALL, HEATHER	05242013	21.17	
10 0010 2134 000 0000 580	TRAVEL REIMBURSEMENT		21.17
Vendor Name HALL, HEATHER			<u>21.17</u>
HAWKEYE FORD MERCURY, INC	43810	81.60	
10 0020 2700 000 0000 430	REPAIR #26		81.60
Vendor Name HAWKEYE FORD MERCURY, INC			<u>81.60</u>
HENRY DOORLY ZOO	3679	939.25	
10 1901 1000 100 8001 612	Kindergarten Field Trip		939.25
HENRY DOORLY ZOO	4057	630.25	
10 1901 1000 100 8001 612	2nd Grade Field Trip to the Zoo		630.25
Vendor Name HENRY DOORLY ZOO			<u>1,569.50</u>
HUBER CHEVROLET CO. INC	CTCS729096	430.45	
10 0020 2700 000 0000 430	REPLACED FRONT WHEEL SENSORS		430.45
Vendor Name HUBER CHEVROLET CO. INC			<u>430.45</u>
HY VEE FOOD STORES	2121480429	31.80	
10 3230 1300 340 0000 612	groceries		31.80
HY VEE FOOD STORES	2121529201	43.27	
10 3230 1300 340 0000 612	groceries		43.27
HY VEE FOOD STORES	2121751324	75.13	
10 3230 1300 340 0000 612	groceries		75.13
HY VEE FOOD STORES	2121801511	45.13	
10 3230 1300 340 0000 612	groceries		45.13
HY VEE FOOD STORES	2121852108	122.42	
10 3230 2410 000 0000 618	Academic breakfast supplies		122.42
HY VEE FOOD STORES	2121852271	1.69	
10 3230 1300 340 0000 612	groceries		1.69
HY VEE FOOD STORES	2121903176	12.42	
10 3230 1300 340 0000 612	groceries		12.42
HY VEE FOOD STORES	2122149381	10.54	
10 3230 1300 340 0000 612	groceries		10.54
HY VEE FOOD STORES	2122198242	30.50	
10 3230 1300 340 0000 612	groceries		30.50
HY VEE FOOD STORES	2122248462	8.67	
10 3230 1300 340 0000 612	groceries		8.67
HY VEE FOOD STORES	5625773874	9.13	

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 3230 1300 340 0000 612	groceries	9.13
HY VEE FOOD STORES	5625774437	4.40
10 3230 1300 340 0000 612	groceries	4.40
HY VEE FOOD STORES	5628085544	2.49
10 3230 1300 340 0000 612	groceries	2.49
HY VEE FOOD STORES	5628575559	30.60
10 3230 1300 340 0000 612	groceries	30.60
Vendor Name HY VEE FOOD STORES		<u>428.19</u>
IAAE	3274	300.00
10 3230 1300 310 0000 320	Registration Fee - Iowa Association of A	175.00
10 3230 1300 310 0000 612	2013 Ag Ed Instructional Materials Packe	125.00
Vendor Name IAAE		<u>300.00</u>
JONES, KELLEY	05302013	74.11
10 1901 1000 100 8001 612	REIMBURSEMENT	74.11
Vendor Name JONES, KELLEY		<u>74.11</u>
JOSLYN ART MUSEUM	25176	340.00
10 1902 1000 100 8002 618	ADMISSION CHARGES	340.00
Vendor Name JOSLYN ART MUSEUM		<u>340.00</u>
K MART	6751	7.18
10 0010 2235 000 0000 618	PLASTIC BAGS	7.18
Vendor Name K MART		<u>7.18</u>
KAISER, BECKI	05292013	75.94
10 0010 1000 470 1118 612	REIMBURSEMENT	75.94
Vendor Name KAISER, BECKI		<u>75.94</u>
LAKESHORE LEARNING CO.	3837630513	247.18
10 1902 1000 100 8002 618	Nonfiction Reading Comprehension Cards	49.99
10 1902 1000 100 8002 618	Giant Magnetic Teaching Manipulative	34.99
10 1902 1000 100 8002 618	Instant Fractions Games Library	49.99
10 1902 1000 100 8002 618	Fraction Skill-Building Folders	39.99
10 1902 1000 100 8002 618	High Interest NonFiction Text Sets-Wild	19.99
10 1902 1000 100 8002 618	High Interest NonFiction Text Sets-Amazi	19.99
10 1902 1000 100 8002 618	Shipping	32.24
LAKESHORE LEARNING CO.	3837650513	109.22
10 1902 1000 100 8002 618	GIANT MAGNETIC TEACHING MANIPULATIVES -	34.99
10 1902 1000 100 8002 618	PLACE VALUE PRACTICE BOARD	19.99
10 1902 1000 100 8002 618	STUDENT PLACE VALUE PRACTICE BOARDS - SE	39.99
10 1902 1000 100 8002 618	SHIPPING & HANDLING	14.25
LAKESHORE LEARNING CO.	3837660513	212.65
10 1902 1000 100 8002 618	COMMON CORE REPORODUCIBLE MATH ACTIVITIE	19.99
10 1902 1000 100 8002 618	COMMON CORE REPRODUCIBLE	19.99

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 1902 1000 100 8002 618	MATH ACTIVITIES COMMON CORE REPRODUCIBLE COMPREHENSION A	19.99
10 1902 1000 100 8002 618	CLIMB THE CLIFF FRACTIONS GAME	14.99
10 1902 1000 100 8002 618	MAIN IDEA GAME CD-ROM	14.99
10 1902 1000 100 8002 618	FRACTION CIRCLES AND BARS	34.99
10 1902 1000 100 8002 618	INCREDIBLE PLANTS	19.99
10 1902 1000 100 8002 618	SEQUENCING FOLDERS	19.99
10 1902 1000 100 8002 618	MAIN IDEA FOLDERS	19.99
10 1902 1000 100 8002 618	SHIPPING	27.74
Vendor Name LAKESHORE LEARNING CO.		<u>569.05</u>
LIFETOUCH	13010	25.00
10 1901 1920 100 1920 618	Wooden Montage Frame for 2012-13 IPS com	25.00
LIFETOUCH	I494974	406.83
10 1901 2222 000 0000 618	IPS Yearbook invoice	406.83
Vendor Name LIFETOUCH		<u>431.83</u>
MAIL FINANCE	H4003017	349.38
10 0010 2410 000 0000 531	POSTAGE METER LEASE	349.38
Vendor Name MAIL FINANCE		<u>349.38</u>
MASTER TEACHER	116711036	69.30
10 0010 2310 000 0000 611	YEARS OF SERVICE GIFT	69.30
MASTER TEACHER	116711392	18.00
10 0010 2310 000 0000 611	ENGRAVING	18.00
Vendor Name MASTER TEACHER		<u>87.30</u>
MEDIA COM	13700613	1,575.24
10 0010 2236 000 0000 536	INTERNET/PHONES SERVICES	1,575.24
Vendor Name MEDIA COM		<u>1,575.24</u>
MIDAMERICA BOOKS	263776	205.09
10 1901 2222 000 0000 643	Mid Am. Book order	205.09
Vendor Name MIDAMERICA BOOKS		<u>205.09</u>
MIDWEST TECH PRODUCTS	2047595-00	1,380.00
10 3230 1300 350 0000 739	PowerMatic Combination Belt and Disk San	1,380.00
Vendor Name MIDWEST TECH PRODUCTS		<u>1,380.00</u>
MONTGOMERY CO. MEMORIAL HOSP.	04232013	215.00
10 3230 1000 100 0000 320	CPR Rental Equipment/Seniors	215.00
Vendor Name MONTGOMERY CO. MEMORIAL HOSP.		<u>215.00</u>
MONTGOMERY COUNTY AGRI SOCIETY	575905	200.00
10 0010 2600 000 0000 618	CHAIR RENTAL	200.00
MONTGOMERY COUNTY AGRI SOCIETY	575906	300.00
10 0010 2600 000 0000 340	BUILDING RENT/TABLES	300.00
Vendor Name MONTGOMERY COUNTY AGRI SOCIETY		<u>500.00</u>
MONTGOMERY COUNTY CATTLEMAN'S ASSOC	06012013	100.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 2310 000 0000 320	DONATION FOR END OF YEAR CELEBRATION	100.00
Vendor Name	MONTGOMERY COUNTY CATTLEMAN'S ASSOC	<u>100.00</u>
MONTGOMERY COUNTY SHERIFF'S OFFICE	13-012	17.00
10 3230 1200 420 1119 320	NOTICE OF TRUANCY	17.00
MONTGOMERY COUNTY SHERIFF'S OFFICE	13-013	35.34
10 3230 1200 420 1119 320	NOTICE OF TRUANCY	35.34
MONTGOMERY COUNTY SHERIFF'S OFFICE	13-014	19.00
10 3230 1200 420 1119 320	NOTICE OF TRUANCY	19.00
Vendor Name	MONTGOMERY COUNTY SHERIFF'S OFFICE	<u>71.34</u>
MTE OFFICE SUPPLIES	0157405-001	27.54
10 0010 2235 000 0000 618	Labels	13.77
10 0010 2235 000 0000 618	Labels	13.77
MTE OFFICE SUPPLIES	0158775-001	119.20
10 0010 2520 000 0000 618	COLORED PAPER	119.20
MTE OFFICE SUPPLIES	0158824-001	3.99
10 0010 2310 000 0000 611	OFFICE SUPPLIES	3.99
Vendor Name	MTE OFFICE SUPPLIES	<u>150.73</u>
NISHNA PRODUCTIONS	10918	951.22
10 0010 2600 890 8035 441	BLDG RENT/SORTING/PICK UP	951.22
Vendor Name	NISHNA PRODUCTIONS	<u>951.22</u>
O'KEEFE ELEVATOR COMPANY	00394274	263.74
10 0010 2600 000 0000 340	ELEV MAINTENANCE AGREEMENT	263.74
Vendor Name	O'KEEFE ELEVATOR COMPANY	<u>263.74</u>
OMAHA WORLD HERALD	12781-130531	1,859.60
10 0010 2572 000 0000 540	ADVERTISING CHARGES	1,859.60
Vendor Name	OMAHA WORLD HERALD	<u>1,859.60</u>
OREILLY AUTO PARTS	0298-287166	87.93
10 0020 2700 000 0000 618	LAMPS	87.93
Vendor Name	OREILLY AUTO PARTS	<u>87.93</u>
ORSCHELN	030264	22.98
10 0010 2600 000 0000 618	SAW	22.98
ORSCHELN	05302013	(11.49)
10 0010 2600 000 0000 618	CREDIT	(11.49)
Vendor Name	ORSCHELN	<u>11.49</u>
PEAK INTERESTS	00003	146.00
10 1901 1000 100 8001 612	SUPPLIES	146.00
Vendor Name	PEAK INTERESTS	<u>146.00</u>
PEPPER & SON, INC.	11876548	329.99
10 3230 1000 110 0000 612	We Are Young, by Tom Wallace - Band Scor	60.00
10 3230 1000 110 0000 612	Learn To Fly, by Michael Brown - Band Sc	50.00
10 3230 1000 110 0000 612	Dynamite, by Tom Wallace - Band Score an	60.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 3230 1000 110 0000 612	Alive and Amplified, by Tom Wallace - Ba	60.00
10 3230 1000 110 0000 612	Three Cadences for Developing Drumline,	50.00
10 3230 1000 110 0000 612	Iguana, by Dustin Schletzer	30.00
10 3230 1000 110 0000 612	Shipping and Handling	19.99
Vendor Name	PEPPER & SON, INC.	<u>329.99</u>
REALLY GOOD STUFF	4260732	196.86
10 1902 1000 100 8002 739	Five Up Organizer	59.99
10 1902 1000 100 8002 618	Write Again Dry Erase Marker and Eraser	69.98
10 1902 1000 100 8002 618	Deluxe Plastic Self-Adhesive Desktop Hel	34.50
10 1902 1000 100 8002 618	Ready to Decorate State Reports	9.74
10 1902 1000 100 8002 618	Shipping Cost	22.65
REALLY GOOD STUFF	4260735	254.53
10 1902 1000 100 8002 618	SHIPPING & HANDLING	29.28
10 1902 1000 100 8002 618	DELUXE PRIVACY SHIELDS	167.76
10 1902 1000 100 8002 618	DAILY ASSIGNMENTS POCKET CHART	22.99
10 1902 1000 100 8002 618	D'NEALIAN CURSIVE INTERMEDIATE DELUXE PL	34.50
REALLY GOOD STUFF	4260736	99.67
10 1902 1000 100 8002 618	D'NEALIAN CURSIVE INTERMEDIATE DELUXE PL	34.50
10 1902 1000 100 8002 618	SHIPPING	10.95
10 1902 1000 100 8002 618	READY TO DECORATE STATE REPORTS	9.74
10 1902 1000 100 8002 618	DURABLE BOOK AND BINDER HOLDERS	39.98
10 1902 1000 100 8002 618	MINI HELPING HANDS AROUND THE CLOCK	4.50
REALLY GOOD STUFF	4262266	105.44
10 1902 1000 100 8002 618	D'Nealian cursive intermediate deluxe pl	34.50
10 1902 1000 100 8002 618	Really Good Five-Up Organizer	59.99
10 1902 1000 100 8002 618	Shipping & Handling	10.95
Vendor Name	REALLY GOOD STUFF	<u>656.50</u>
RED OAK CHRYSLER PLYMOUTH	138284	18.00
10 0020 2700 000 0000 430	REPAIR TIRE	18.00
Vendor Name	RED OAK CHRYSLER PLYMOUTH	<u>18.00</u>
RED OAK COMMUNITY SCHOOL DIST	03072013-2	66.40
10 3230 1200 410 1112 580	TRANSP CHARGES	66.40
RED OAK COMMUNITY SCHOOL DIST	06032013-1	46.80
10 0010 1000 470 1118 580	TRANSP CHARGES	46.80
Vendor Name	RED OAK COMMUNITY SCHOOL DIST	<u>113.20</u>
RED OAK FABRICATION INC.	4315	30.00
10 0010 2600 000 0000 430	SHARPEN BLADES	30.00
Vendor Name	RED OAK FABRICATION INC.	<u>30.00</u>
RED OAK HARDWARD HANK	160612	85.76

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 2600 000 0000 618	MISC SUPPLIES	85.76
RED OAK HARDWARD HANK	160613	232.94
10 0010 2600 000 0000 618	LEAF BLOWER/SUPPLIES	232.94
RED OAK HARDWARD HANK	160614	7.38
10 0010 2600 000 0000 618	MISC BOLTS/NUTS	7.38
RED OAK HARDWARD HANK	160615	98.83
10 0010 2600 000 0000 618	MISC SUPPLIES FOR WEBSTER	98.83
RED OAK HARDWARD HANK	160616	7.99
10 0010 2600 000 0000 618	TRIMMER LINE	7.99
RED OAK HARDWARD HANK	160617	17.99
10 0010 2600 000 0000 618	SHOVEL	17.99
Vendor Name RED OAK HARDWARD HANK		<u>450.89</u>
RENANDER PHOTOS	133	50.00
10 0010 2310 000 0000 320	SCHOOL AWARDS PHOTOS	50.00
Vendor Name RENANDER PHOTOS		<u>50.00</u>
SCHMITT MUSIC	767141	98.00
10 2020 2600 910 6220 430	REPAIR WORK SOUSAPHONE	98.00
Vendor Name SCHMITT MUSIC		<u>98.00</u>
SECRETARY OF STATE	06012013	30.00
10 0010 2310 000 0000 320	RENEWAL NOTARY	30.00
Vendor Name SECRETARY OF STATE		<u>30.00</u>
SMALLWOOD LOCK SUPPLY	441774	30.40
10 0010 2600 000 0000 618	CONTROL KEY	30.40
Vendor Name SMALLWOOD LOCK SUPPLY		<u>30.40</u>
SOCS/FES	INV003468	121.18
10 0010 2236 000 0000 536	HOST WEBSITE	121.18
Vendor Name SOCS/FES		<u>121.18</u>
SOLUTION TREE	749542	99.75
10 0010 2321 000 0000 611	BOOKS	99.75
Vendor Name SOLUTION TREE		<u>99.75</u>
SPOTTS, SHELLY	05282013	135.00
10 1900 1200 430 4501 320	REIMBURSE SHELLY SPOTTS FOR REGISTRATION	135.00
Vendor Name SPOTTS, SHELLY		<u>135.00</u>
TELEPHONE CONNECTION INC	40095	737.45
10 0010 2600 000 0000 618	INSTALL CAMERA ON CAGE	737.45
Vendor Name TELEPHONE CONNECTION INC		<u>737.45</u>
THOMAS BUS SALES OF IOWA	105840	35.14
10 0020 2700 000 0000 618	FIXED HINGE	35.14
THOMAS BUS SALES OF IOWA	106033	111.62
10 0020 2700 000 0000 618	WARNING LAMPS	111.62
Vendor Name THOMAS BUS SALES OF IOWA		<u>146.76</u>
TIMBERLINE BILLING SERVICE LLC	2926	2,107.78

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 1200 217 3303 320	BILLING SERVICES	2,107.78
Vendor Name	TIMBERLINE BILLING SERVICE LLC	2,107.78
TOTAL FUNDS BY HASLER 05262013		1,000.00
10 0010 2410 000 0000 531	POSTAGE FILL	1,000.00
Vendor Name	TOTAL FUNDS BY HASLER	1,000.00
TREYNOR COMMUNITY SCHOOL 05282013		1,470.75
10 0010 1000 100 0000 567	OPEN ENROLLMENT 4TH QTR	1,470.75
Vendor Name	TREYNOR COMMUNITY SCHOOL	1,470.75
U.S. GAMES 95363383		223.64
10 1901 1000 100 8001 612	PE SUPPLIES	223.64
Vendor Name	U.S. GAMES	223.64
ULTIMATE NURSING SERVICES INC 05222013		480.00
10 0010 2134 217 3303 347	SKILLED NURSING	480.00
Vendor Name	ULTIMATE NURSING SERVICES INC	480.00
UNITED PARCEL SERVICE 0000537022213		106.86
10 3230 2410 000 0000 531	UPS CHARGES	22.00
10 0010 2321 000 0000 531	UPS CHARGES	18.86
10 1902 2410 000 0000 531	UPS CHARGES	22.00
10 1901 2410 000 0000 531	UPS CHARGES	22.00
10 2020 2410 000 0000 531	UPS CHARGES	22.00
Vendor Name	UNITED PARCEL SERVICE	106.86
VANNAUSDLE, TRACY 06052013		117.69
10 1901 1000 100 8001 612	REIMBURSEMENT	117.69
Vendor Name	VANNAUSDLE, TRACY	117.69
WALFORD, KIMBERLY 05302013		117.76
10 1901 1000 100 8001 612	REIMBURSEMENT	117.76
Vendor Name	WALFORD, KIMBERLY	117.76
Fund Number	10	73,163.26
Checking Account ID	1	Fund Number 36 PHYSICAL PLANT & EQUIPMENT
CORE-ECS	114820	8,036.00
36 0010 2235 000 0000 734	Power Edge R415--Quote 17446	8,036.00
CORE-ECS	115488	1,323.89
36 3900 2235 000 0000 739	PowerEdge R320 (225-2955) Quote 17755	1,323.89
Vendor Name	CORE-ECS	9,359.89
EGAN SUPPLY COMPANY 194117		12,069.23
36 3230 2600 000 0000 739	RIDER SCRUBBER	9,428.23
36 2020 2600 000 0000 739	CARPET EXTRACTOR	2,641.00
Vendor Name	EGAN SUPPLY COMPANY	12,069.23
Fund Number	36	21,429.12
Checking Account ID	1	94,592.38
Checking Account ID	2	Fund Number 61 SCHOOL NUTRITION FUND
EARTHGRAINS BAKING CO. INC.	04006953741	71.65

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
61 1901 3110 000 0000 631	IPS BREAD	71.65
EARTHGRAINS BAKING CO. INC.	04006953742	143.26
61 3230 3110 000 0000 631	HS BREAD	143.26
EARTHGRAINS BAKING CO. INC.	04006953743	84.24
61 2020 3110 000 0000 631	MS BREAD	84.24
EARTHGRAINS BAKING CO. INC.	04006953744	25.28
61 2020 3110 000 0000 631	MS BREAD	25.28
Vendor Name EARTHGRAINS BAKING CO. INC.		<u>324.43</u>
ELLIS, DEANN	05242013	7.83
61 3230 3110 000 0000 580	TRAVEL REIMBURSEMENT	7.83
Vendor Name ELLIS, DEANN		<u>7.83</u>
HY VEE FOOD STORES	5628603176	30.69
61 1901 3110 000 0000 631	FOOD SUPPLIES	30.69
HY VEE FOOD STORES	5629053812	3.87
61 1901 3110 000 0000 631	FOOD SUPPLIES	3.87
Vendor Name HY VEE FOOD STORES		<u>34.56</u>
MARTIN BROS.	4723766	641.04
61 2020 3110 000 0000 631	FOOD SUPPLIES	641.04
Vendor Name MARTIN BROS.		<u>641.04</u>
REINHART FOOD SERVICE LLC	416927	93.65
61 3230 3110 000 0000 618	RINSE	93.65
Vendor Name REINHART FOOD SERVICE LLC		<u>93.65</u>
ROBERTS DAIRY COMPANY	000126971	121.44
61 1901 3110 000 0000 631	IPS MILK	121.44
ROBERTS DAIRY COMPANY	000126972	101.50
61 2020 3110 000 0000 631	MS MILK	101.50
ROBERTS DAIRY COMPANY	000127002	60.42
61 3230 3110 000 0000 631	HS MILK	60.42
ROBERTS DAIRY COMPANY	000127003	20.54
61 1901 3110 000 0000 631	IPS MILK	20.54
ROBERTS DAIRY COMPANY	000127004	151.65
61 2020 3110 000 0000 631	MS MILK	151.65
Vendor Name ROBERTS DAIRY COMPANY		<u>455.55</u>
WILLIAMS, TERESA	05222013	4.35
61 2020 3110 000 0000 580	TRAVEL REIMBURSEMENT	4.35
Vendor Name WILLIAMS, TERESA		<u>4.35</u>
Fund Number 61		<u>1,561.41</u>
Checking Account ID 2		<u>1,561.41</u>
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
ABRAHAM LINCOLN SCHOOL	05282013	130.00
21 0010 1400 920 6835 320	2 DAY TOURNEY ENTRY FEE	130.00
Vendor Name ABRAHAM LINCOLN SCHOOL		<u>130.00</u>
ADVENTURELAND	0064098-IN	1,140.00
21 2020 1400 910 6220 618	ADMISSION TO ADVENTURELAND PARK FOR 7/8	1,140.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name ADVENTURELAND		1,140.00
ALLISON, SHARON	05302013	22.74
21 3230 1400 950 7479 618	REIMBURSEMENT	22.74
Vendor Name ALLISON, SHARON		22.74
ASPI SOLUTIONS, INC	7186	55.00
21 0010 1400 920 6740 320	ONLINE TRACK REGISTRATION	55.00
Vendor Name ASPI SOLUTIONS, INC		55.00
ATLANTIC COMMUNITY SCHOOLS	05282013	75.00
21 0010 1400 920 6730 320	TOURNEY ENTRY FEES	75.00
ATLANTIC COMMUNITY SCHOOLS	06042013	160.00
21 0010 1400 920 6835 320	TOURNEY FEE	85.00
21 0010 1400 920 6730 320	TOURNEY FEE	75.00
Vendor Name ATLANTIC COMMUNITY SCHOOLS		235.00
BERGGREN JEWELERS	4706	194.00
21 0010 1400 920 6710 618	ENGRAVING ON SENIOR PLAQUES	194.00
BERGGREN JEWELERS	4837	232.00
21 0010 1400 920 6600 320	ENGRAVING OF SENIOR ATHLETIC AWARD PLAQU	232.00
BERGGREN JEWELERS	4844	75.00
21 0010 1400 920 6835 618	ALL TOURNAMENT MEDALS & TROPHY	75.00
Vendor Name BERGGREN JEWELERS		501.00
CHAMPIONSHIP PRODUCTIONS INC.	925534	331.62
21 0010 1400 920 6815 618	TRAINING MATERIALS	210.00
21 0010 1400 920 6710 618	TRAINING MATERIALS	121.62
Vendor Name CHAMPIONSHIP PRODUCTIONS INC.		331.62
COUNTRY INN & SUITES	7749/50/51	450.24
21 0010 1400 920 6650 580	LODGING	450.24
Vendor Name COUNTRY INN & SUITES		450.24
COUNTRY INN & SUITES	05312013	1,293.60
21 0010 1400 920 6650 580	LODGING	1,293.60
Vendor Name COUNTRY INN & SUITES		1,293.60
CRESTON COMMUNITY SCHOOLS	06052013	55.00
21 0010 1400 920 6835 320	TOURNEY FEE	55.00
Vendor Name CRESTON COMMUNITY SCHOOLS		55.00
CROUSE, NICK	05302013	195.00
21 0010 1400 920 6730 618	REIMBURSEMENT	195.00
Vendor Name CROUSE, NICK		195.00
FIREHOUSE BREWERY	7234	88.55
21 0010 1400 920 6600 618	HALL OF FAME MEETING	88.55
Vendor Name FIREHOUSE BREWERY		88.55
FIRST BANKCARD	05212013	150.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 0010 1400 920 6710 618	DVD SETS	150.00
FIRST BANKCARD	05212013-1	219.99
21 0010 1400 920 6835 618	BATS	219.99
FIRST BANKCARD	05242013	739.14
21 0010 1400 920 6650 580	ROOMS @ WESTFIELD INN, WATERLOO 5/23-5/2	739.14
Vendor Name	FIRST BANKCARD	<u>1,109.13</u>
GIBSON, DOUG	05282013	235.54
21 2020 1400 910 6220 618	JUDGE STIPEND FOR THE MS RICHARD SIMPSON	170.00
21 2020 1400 910 6220 618	MILEAGE TO JUDGE FOR THE MS RICHARD SIMP	65.54
Vendor Name	GIBSON, DOUG	<u>235.54</u>
GREAT AMERICAN OPPORTUNITIES	99738344	1,199.70
21 3230 1400 950 7459 618	FUNDRAISER SUPPLIES	1,199.70
Vendor Name	GREAT AMERICAN OPPORTUNITIES	<u>1,199.70</u>
HOTEL FORT DES MOINES	05222013	574.40
21 0010 1400 920 6840 580	State Track Room @ Hotel Fort Des Moines	287.20
21 0010 1400 920 6740 580	State Track Room @ Hotel Fort Des Moines	287.20
Vendor Name	HOTEL FORT DES MOINES	<u>574.40</u>
HOWARD'S SPORTING GOODS	03734-01	150.00
21 0010 1400 920 6730 618	BATTING HELMETS	150.00
HOWARD'S SPORTING GOODS	03859-00	564.83
21 0010 1400 920 6835 618	CATCHER'S GEAR	390.00
21 0010 1400 920 6835 618	CATCHER'S MITT	160.00
21 0010 1400 920 6835 618	FREIGHT	14.83
HOWARD'S SPORTING GOODS	3859-01	(80.00)
21 0010 1400 920 6835 618	CATCHER'S MITT	(80.00)
HOWARD'S SPORTING GOODS	3859-01-1	99.95
21 0010 1400 920 6835 618	CATCHER'S GEAR	19.95
21 0010 1400 920 6835 618	CATCHER'S MITT	80.00
HOWARD'S SPORTING GOODS	3915	(80.00)
21 0010 1400 920 6845 618	CREDIT	(80.00)
HOWARD'S SPORTING GOODS	3915-1	358.00
21 0010 1400 920 6845 618	BATS, BAT BAG, & BALLS	358.00
Vendor Name	HOWARD'S SPORTING GOODS	<u>1,012.78</u>
IA GIRLS H.S. ATHLETIC UNION	15146	16.00
21 0010 1400 920 6835 618	SCORE BOOKS & COVERS	16.00
Vendor Name	IA GIRLS H.S. ATHLETIC UNION	<u>16.00</u>
IOWA FFA ASSOCIATION	05282013	29.00
21 3230 1400 950 7407 618	MEMBERSHIP FEE	29.00
Vendor Name	IOWA FFA ASSOCIATION	<u>29.00</u>
IOWA HIGH SCHOOL ATHLETIC ASSO	6973	76.00
21 0010 1400 920 6600 618	LIGHTENING DETECTOR	76.00
Vendor Name	IOWA HIGH SCHOOL ATHLETIC ASSO	<u>76.00</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
KILPATRICK, KEVIN	05172013	244.12
21 2020 1400 910 6110 618	REIMBURSEMENT	244.12
Vendor Name KILPATRICK, KEVIN		<u>244.12</u>
LAWSON, STEVE	05282013	200.74
21 2020 1400 910 6220 618	JUDGE STIPEND FOR THE MS RICHARD SIMPSON	170.00
21 2020 1400 910 6220 618	MILEAGE TO JUDGE FOR THE MS RICHARD SIMP	30.74
Vendor Name LAWSON, STEVE		<u>200.74</u>
MONTGOMERY COUNTY EXT. SERVICE	05212013	58.00
21 3230 1400 950 7407 618	COUNTY FAIR TROPHY SPONSORSHIP	58.00
Vendor Name MONTGOMERY COUNTY EXT. SERVICE		<u>58.00</u>
MOUNT, JEFF	05282013	216.40
21 2020 1400 910 6220 618	JUDGE STIPEND FOR THE MS RICHARD SIMPSON	170.00
21 2020 1400 910 6220 618	MILEAGE TO JUDGE FOR THE MS RICHARD SIMP	46.40
Vendor Name MOUNT, JEFF		<u>216.40</u>
NATIONAL FFA ORGANIZATION	05302013	250.00
21 3230 1400 950 7407 580	NATIONAL FFA CONVENTION HOTEL DEPOSIT	250.00
Vendor Name NATIONAL FFA ORGANIZATION		<u>250.00</u>
PHOENIX PROMOTIONAL PRODUCTS	9027	826.04
21 3230 1400 910 6110 618	SPEECH TEES	826.04
Vendor Name PHOENIX PROMOTIONAL PRODUCTS		<u>826.04</u>
RED OAK COMMUNITY SCHOOL DIST	06042013	22.40
21 3230 1400 950 7408 580	TRANSPORTATION COST FOR TRIP ON 2/6/13 T	22.40
RED OAK COMMUNITY SCHOOL DIST	06052013	27.80
21 0010 1400 920 6600 618	COLORED PAPER	27.80
RED OAK COMMUNITY SCHOOL DIST	06052013-1	213.25
21 3230 1400 910 6110 618	TRANSPORTATION COST TO GLENWOOD FOR LG.	213.25
Vendor Name RED OAK COMMUNITY SCHOOL DIST		<u>263.45</u>
RED OAK HARDWARD HANK	158456-1	59.88
21 2020 1400 910 6110 618	SPRING MUSICAL SUPPLIES	59.88
Vendor Name RED OAK HARDWARD HANK		<u>59.88</u>
SPORT PLAQUES	9133	37.57
21 0010 1400 920 6600 618	SENIOR AWARD PLAQUES	37.57
Vendor Name SPORT PLAQUES		<u>37.57</u>
SW DISTRICT FFA	05282013	70.00
21 3230 1400 950 7407 618	DISTRICT LEADERSHIP CAMP REGISTRATION	70.00
Vendor Name SW DISTRICT FFA		<u>70.00</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
UCA SUMMER CAMPS	547125 INV 002	1,565.00
21 3230 1400 950 7459 618	CHEER CAMP	1,565.00
Vendor Name UCA SUMMER CAMPS		<u>1,565.00</u>
VARSITY	74601023	1,134.10
21 3230 1400 950 7459 618	TANKS, TEES, SHORTS, & CAMPWEAR	1,134.10
Vendor Name VARSITY		<u>1,134.10</u>
Fund Number 21		<u>13,675.60</u>
Checking Account ID 3		<u>13,675.60</u>

Vendor ID:	Vendor Name:	PO Number:	Invoice Number:	Amount:					
AMERITAS	AMERITAS		05012013	124.56					
Description:	SERVICES	Invoice Date:	05/01/2013	Due Date:	05/30/2013	Status:	PP	1099 Amount:	0.00
Sequence:	1	Check Type:	Check	Checking Account ID:	1	Check Number:	164362	Check Date:	05/08/2013
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
10 0010 1000 100 8018 270	INSURANCE		124.56		N	Final			
BOZWELL	BOZWELL, DOROTHY		05072013	135.00					
Description:	SERVICES	Invoice Date:	05/07/2013	Due Date:	05/30/2013	Status:	PP	1099 Amount:	0.00
Sequence:	1	Check Type:	Check	Checking Account ID:	1	Check Number:	164360	Check Date:	05/06/2013
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
10 0010 2310 000 0000 611	SUPPLIES TEACHER APPRECIATION		135.00		N	Final			
ELLIS	ELLIS, DEANN		05092013	30.00					
Description:	REIMBURSEMENT	Invoice Date:	05/09/2013	Due Date:	05/30/2013	Status:	PP	1099 Amount:	0.00
Sequence:	1	Check Type:	Check	Checking Account ID:	2	Check Number:	11959	Check Date:	05/09/2013
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
61 0010 1611 000 0000	REFUND OF SR. CLASS MEAL MONEY		30.00		N	Final			
HAMBRI	HAMBRIGHT, JIM	074669	05132013	96.00					
Description:	REIMBURSEMENT	Invoice Date:	05/13/2013	Due Date:	05/30/2013	Status:	PP	1099 Amount:	0.00
Sequence:	1	Check Type:	Check	Checking Account ID:	3	Check Number:	23682	Check Date:	05/14/2013
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
21 0010 1400 920 6740 580	STATE TRACK MEAL MONEY		96.00		N	Final			
IOWAFBLATR	IOWA FBLA TREASURER		05152013	100.00					
Description:	SERVICES	Invoice Date:	05/15/2013	Due Date:	05/30/2013	Status:	PP	1099 Amount:	0.00
Sequence:	1	Check Type:	Check	Checking Account ID:	3	Check Number:	23665	Check Date:	05/03/2013
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
21 0010 1400 950 7447 580	LODGING DEPOSIT		100.00		N	Final			
LAMMERT	LAMMERT, RACHEL	074668	05132013	198.00					
Description:	REIMBURSEMENT	Invoice Date:	05/13/2013	Due Date:	05/30/2013	Status:	PP	1099 Amount:	0.00
Sequence:	1	Check Type:	Check	Checking Account ID:	3	Check Number:	23683	Check Date:	05/14/2013
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
21 0010 1400 920 6840 580	STATE TRACK MEAL MONEY		198.00		N	Final			
MARTI2	MARTINEZ, DANIEL		05212013	324.00					
Description:	REIMBURSEMENT	Invoice Date:	05/21/2013	Due Date:	05/30/2013	Status:	PP	1099 Amount:	324.00
Sequence:	1	Check Type:	Check	Checking Account ID:	3	Check Number:	23686	Check Date:	05/22/2013
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>			
21 0010 1400 920 6650 580	TENNIS MEAL MONEY		324.00	324.00	N	Final			
MARTI2	MARTINEZ, DANIEL	074678	05222013	216.00					
Description:	REIMBURSEMENT	Invoice Date:	05/22/2013	Due Date:	05/30/2013	Status:	PP	1099 Amount:	216.00
Sequence:	1	Check Type:	Check	Checking Account ID:	3	Check Number:	23687	Check Date:	05/23/2013

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<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0010 1400 920 6650 580	TENNIS MEAL MONEY		216.00	216.00	N	Final
Vendor ID: MARTI2	MARTINEZ, DANIEL	PO Number: 074681	Invoice Number: 05292013		Amount: 486.00	
Description: REIMBURSEMENT		Invoice Date: 05/29/2013	Due Date: 05/31/2013	Status: PP	1099 Amount: 486.00	
Sequence: 1	Check Type: Check	Checking Account ID: 3	Check Number: 23721	Check Date: 05/29/2013		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0010 1400 920 6650 580	STATE MEAL MONEY		486.00	486.00	N	Final
Vendor ID: MERCER	MERCER HEALTH & BENEFITS ADMIN LLC	PO Number:	Invoice Number: 05012013		Amount: 5,154.36	
Description: SERVICES		Invoice Date: 05/01/2013	Due Date: 05/30/2013	Status: PP	1099 Amount: 0.00	
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 164361	Check Date: 05/08/2013		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 0010 1000 100 8018 270	JUNE INSURANCE		5,154.36		N	Final
Vendor ID: PROMOTIONA	PROMOTIONAL CONCEPTS	PO Number: 3231310	Invoice Number: 8961		Amount: 337.42	
Description: SUPPLIES		Invoice Date: 04/16/2013	Due Date: 05/29/2013	Status: PP	1099 Amount: 337.42	
Sequence: 1	Check Type: Check	Checking Account ID: 3	Check Number: 23722	Check Date: 05/29/2013		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 3230 1400 950 7407 618	FFA Tees		337.42	337.42	N	Final
Vendor ID: PROMOTIONA	PROMOTIONAL CONCEPTS	PO Number: 3231321	Invoice Number: 9515		Amount: 691.65	
Description: SUPPLIES		Invoice Date: 05/15/2013	Due Date: 05/29/2013	Status: PP	1099 Amount: 691.50	
Sequence: 1	Check Type: Check	Checking Account ID: 3	Check Number: 23723	Check Date: 05/29/2013		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0010 1400 920 6840 618	TRACK TEES - RESALE		691.65	691.50	N	Final
Vendor ID: SHENAN	SHENANDOAH COMMUNITY SCHOOLS	PO Number: 074666	Invoice Number: 05062013		Amount: 344.00	
Description: SERVICES		Invoice Date: 05/06/2013	Due Date: 05/30/2013	Status: PP	1099 Amount: 0.00	
Sequence: 1	Check Type: Check	Checking Account ID: 3	Check Number: 23666	Check Date: 05/06/2013		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 0010 1400 920 6740 618	HAWKEYE 10 TEES		320.00		N	Final
21 0010 1400 920 6840 618	HAWKEYE 10 TEES		24.00		N	Final
Vendor ID: SPOTTSJEFF	SPOTTS, JEFF	PO Number:	Invoice Number: 05062013		Amount: 27.00	
Description: REIMBURSEMENT		Invoice Date: 05/06/2013	Due Date: 05/30/2013	Status: PP	1099 Amount: 0.00	
Sequence: 1	Check Type: Check	Checking Account ID: 3	Check Number: 23667	Check Date: 05/06/2013		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 3230 1400 950 7418 618	ADDITIONAL WORLDS OF FUN ADMISSION		27.00		N	Final
Vendor ID: SPOTTSJEFF	SPOTTS, JEFF	PO Number:	Invoice Number: 05132013		Amount: 81.00	
Description: REIMBURSEMENT		Invoice Date: 05/13/2013	Due Date: 05/30/2013	Status: PP	1099 Amount: 0.00	
Sequence: 1	Check Type: Check	Checking Account ID: 3	Check Number: 23684	Check Date: 05/14/2013		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
21 3230 1400 950 7418 618	ADDITIONAL SR CLASS TRIP TICKETS		81.00		N	Final

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Invoice Listing Detail
MAY PREPAID CHECK LISTING, 2013

Vendor ID: SPOTTSJEFF SPOTTS, JEFF

PO Number:

Invoice Number: 05142013

Amount: 135.00

Description: REIMBURSEMENT

Invoice Date: 05/14/2013 Due Date: 05/30/2013 Status: PP 1099 Amount: 0.00

Sequence: 1 Check Type: Check

Checking Account ID: 3

Check Number: 23685

Check Date: 05/14/2013

Chart of Account Number

Detail Description

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

In Full

21 3230 1400 950 7418 618

ADDITIONAL SR CLASS TRIP TICKETS

135.00

N

Final

Report 1099 Total: 2,054.92

Report Total: 8,479.99

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PHYSICAL PLANT EQUIPMENT FUND (PEL)
(Cash P...)

PHYSICAL PLANT AND EQUIPMENT LEVY

2009-2010		2010-2011		2011-2012		2012-2013	
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	\$88,523.30	Property Taxes	\$92,884.32	Property Taxes	\$ 96,378.17	Property Taxes	\$100,314.32
Voted PPEL	\$40,590.64	Voted PPEL	\$13,067.02	Voted PPEL	\$ 55,273.30	Voted PPEL	\$66,191.93
Voted PPEL Surtax	\$381,781.00	Voted PPEL Surtax	\$318,857.00	Voted PPEL Surtax	\$ 370,434.96	Voted PPEL Surtax	\$374,264.11
Utility Replacement Tax	\$4,598.17	Utility Replacement Tax	\$4,366.16	Utility Replacement Tax	\$ 4,631.31	Utility Replacement Tax	\$4,608.40
Utility Replacement Tax 8100	\$2,124.37	Utility Replacement Tax 8100	\$614.20	Utility Replacement Tax 8100	\$ 2,583.93	Utility Replacement Tax 8100	\$3,040.34
Mobile Home Tax	\$80.97	Mobile Home Tax	\$82.97	Mobile Home Tax	\$ 63.78	Mobile Home Tax	\$49.72
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 tax	\$32.80
Interest	\$14,413.47	Interest	\$7,672.93	Interest	\$ 1,580.69	Interest	\$236.03
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	\$27,123.17
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				
		<u>Proceed Bus Loan Note</u>	<u>\$295,504.00</u>				
Subtotal	\$585,698.03	Subtotal	\$843,209.42	Subtotal	\$ 612,479.79	Subtotal	\$606,526.12
TOTAL AVAILABLE FUNDS	\$1,781,192.14	TOTAL AVAILABLE FUNDS	\$2,061,849.08	TOTAL AVAILABLE FUNDS	\$ 1,832,878.54	TOTAL AVAILABLE FUNDS	\$1,637,869.77
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	2. 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	3. 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	4. 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	5. Maintenance	\$ 1,025.00	5. Architect Fees (Ag Room)	\$2,599.91
6. Debt Payment	\$376,035.00	6. School Bus Sales	\$73,876.00	6. 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 Gator	\$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	13. 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	14. Basketball Hoops	\$ 2,998.00	14. ID Bar Code/Punch Readers (8)	\$5,200.00
15. MS Gym Floor	\$66,939.00	15. Dryer	\$639.99	15. Digital Balances/HS Science	\$ 1,296.48	15. IPS Hot Water Boiler	\$5,374.03
16. Computer Hardware/License	\$4,186.95	16. New Carpet- HS Office	\$3,589.61	16. Polters Wheel	\$ 1,089.00	16. Phase II Cage Project Payment	\$30,780.00
17. Carpet for Media Center	\$6,343.57	17. Water Fountain	\$1,011.43	17. Wall Mats	\$ 1,451.00	17. Architect Fee-Ag Room	\$891.42
18. Byte Speed/Virtual Image	\$3,109.00	18. Air Conditioner	\$18,990.00	18. Compressor	\$ 10,384.21	18. Oakview DCK, LLC - Ag Room	\$63,641.45
19. Entry Doors	\$5,487.80	19. 2 Edge HD	<u>\$9,020.00</u>	19. Wood Blinds	\$ 1,302.00	19. Server with hard drives (Bankcard)	\$2,936.00
20. SCT Tower	\$525.00			20. Mail Center	\$ 500.00	20. Installation of cameras (HS)	\$4,969.88
21. Laptop	\$915.00	Subtotal	\$841,450.33	21. Office Furniture Units	\$ 14,743.60	21. Camera ACD Server for Webster	\$2,450.00
22. Heating Coil	\$3,600.00			22. Remodel for ADM office	\$ 14,911.68	22. Debt Payment	\$368,065.00
Subtotal	\$562,552.48			23. Panel Divide Wall	\$ 1,131.94	23. Cage Project	\$31,785.10
				24. Tables	\$ 3,528.00	24. Tech Ctr/Renovation/Lock/Labor	\$2,089.00
				25. Carpet for Tech Center	\$ 1,090.43	25. Telephone Connection/Camera Cabeling	\$9,652.51
				26. Bathroom Partitions	\$ 4,427.19	26. JFSCO Engineering	\$10,622.00
				27. Office Unit Completions	\$ 1,095.00	27. Precision Concrete-Final Pymt	\$10,686.90
				28. JESCO Eng. Cage Project	\$ 7,220.50	28. Alley,Poyner,macchietto Arch.	\$630.00
				29. Tech Center Rewiring/Updating	\$ 7,763.54	29. Telephone Connections-Tech Center	
				30. Schoology Inc. Software	\$ 5,300.00	install cameras	\$27,169.32
				31. Serif Inc.	\$ 4,995.00	30. Provantage-Network IP Cameras	\$3,269.98
				32. Northern Tool (Sprayer)	\$ 1,755.68	31. Replace Water Heater	\$1,627.89
				33. TimeManagement System	\$ 7,430.40	32. Cage Projects Tables/Seats	\$7,157.00
				34. Alley, Poyner, Macchietto, Architecture, Inc.	\$ 9,000.41	33. Boiler Replacement-Tech Center	\$46,832.00
						34. A/C unit server room at Tech Ctr	\$6,982.00
						35. Final Pymt FFA room Tech Ctr	\$5,868.00
						36. CORE-ECS Wireless Project	\$7,573.64
						37. Telephone Connections MS Cabeling	\$4,992.85
						38. Plibrico Maintenance Agreement	\$2,050.00
						39. Wenger Corporation	\$3,329.00
						Group of student chairs	
						40. Prison Industries (tables/chairs)	\$5,183.00
						41. Prison Industries (cabinets)	\$992.00
						42. CORE-ECS Access Point	\$920.00
						43. CORE-IPS WAS BB Wireless	\$5,746.25
						44. Estes Construction	\$19,000.00
						45. Debt Payment	\$71,393.00
						Subtotal	\$1,052,176.67
						Fund Balance total	\$585,694.10
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 L / 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	\$719,679
2. Interest	\$ 6,205	2. Interest	\$6,719	2. Interest	\$2,199	2. Interest	\$513
Subtotal	\$ 779,196						
	\$ 1,330,027	Subtotal	\$837,610	Subtotal	\$690,445	Subtotal	\$949,335
			\$1,737,357		\$2,073,946		\$2,526,260
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
Subtotal	\$ 430,280	Subtotal	\$353,856	2. LCD TV	\$1,314	2. Computer Lease pymt #1	\$185,722
Final fund balance 2009-10	<u>\$ 899,747</u>	Final fund balance 2010-2011	<u>\$1,383,501</u>	3. Virtualization Projector	\$4,913	3. Epson Projectors	\$72,000
				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	<u>\$1,826,826</u>	8. Debt Payment	\$374,932.50
				Auditor Adj	\$20,749	Subtotal	\$652,224
					<u>\$1,576,934</u>	Cash Balance	\$1,874,036

RED OAK COMMUNITY SCHOOLS

MAY 2013 RECONCILIATION SHEET

	GENERAL FUND	MANAGEMENT	PHYSICAL PLANT AND EQUIPMENT LEVY	DEBT SERVICE	CAPITAL PROJECTS
Beg. Balance 05-01-2013	\$4,517,372.56	\$782,303.86	\$662,150.24	\$0.00	\$2,127,928.50
Revenue	\$1,101,221.91	\$27,325.30	\$9,815.61	\$375,932.50	\$59,514.70
Expenditure	\$972,966.40	\$2,415.11	\$86,271.75	\$375,932.50	\$313,407.00
Balance 05-31-2013	\$4,645,628.07	\$807,214.05	\$585,694.10	\$0.00	\$1,874,036.20
May 2012 Balance	\$3,722,774.64	\$546,646.29	\$1,017,798.08	0	\$1,543,205.84
Checking Account .01%	Checking Account	\$8,052,619.44			
	Outstanding Checks	\$141,047.02			
		\$7,911,572.42			
	ACTIVITY FUND		NUTRITION FUND		
Beg. Balance 05-01-2013	\$228,593.91		\$252,007.66		
Revenue	\$25,565.25		\$70,377.84		
Expenditure	\$33,765.56		\$67,685.70		
Balance 05-31-2013	\$220,393.60		\$254,699.80		
May 2012 Balance	\$254,075.69		\$356,366.22		
Checking Account .01%	\$240,545.49		\$290,518.95		
ISJIT			\$594.25		
Outstanding cks	\$20,151.89		\$36,413.40		
Book Balance	\$220,393.60		\$254,699.80		

COPY

JUN 04 2013



Council Bluffs
Community School District
...Where Dreams Begin!

Red Oak CSD
Attn: Superintendent
904 Broad St
Red Oak IA 51566

Dear Superintendent:

This is to advise you that the following student is a resident of your school district and, is currently attending the Psychiatric Medical Institute for Children (PMIC) located at Children's Square U.S.A. and receiving educational services through the Council Bluffs Community School District.

Council Bluffs Community School District shall act as the billing agent for Children's Square U.S.A. for the following student from your district:

Please sign the enclosed contract and return to my secretary at the address below:

Council Bluffs Community School District
Attention: Robin
12 Scott St
Council Bluffs IA 51503

If you have questions regarding the contract, I may be reached at 712-328-6423. If you have questions regarding the PMIC program at Children's Square please contact Louise Houle at 712-322-3700.

Sincerely,
Ronald J. Diimig
Ronald J. Diimig
Executive Director of Student & Family Services

RJD/rl



Council Bluffs

Community School District
...Where Dreams Begin!

Council Bluffs Community School District
12 Scott St
Council Bluffs IA 51503
Phone: 712-328-6423

This agreement is entered into by Red Oak Community School District (sending agency) and Council Bluffs Community School District for educational services at the Psychiatric Medical Institute for Children (PMIC) Program at Children's Square U.S.A.

We, the undersigned agencies, for each student being provided educational services or programs by other than the student's agency of residence hereby do consent and agree to the following conditions:

Condition I

- A. The receiving agency shall provide instructional services and programs for the students referred for PMIC Program education classes in accordance with state laws governing such services and the delivery thereof.

Condition II

The cost of the above services shall be paid by the sending agency to the receiving agency and shall be at the per diem 1.0 rate of the sending district. Payment of those actual costs will be determined and paid in the following manner.

- A. The receiving agency shall provide the sending agency with a final statement of the actual cost of services and programs by the end of the student's term or by the end of the current school year. The cost shall be determined by multiplying the number of days enrolled at PMIC by the daily cost of the daily per diem.
- B. All statement/remittance are to be sent to:

Council Bluffs Community Schools
Attention: Ronald J. Diimig
12 Scott St
Council Bluffs IA 51503

Signed: Designee Sending Agency

Date:


Signed: Designee Receiving Agency

19 May 2013

Date:

AGREEMENT FOR Driver Education Services

Drive Tek, LLC, a Limited Liability Company duly incorporated under the laws of the State of Iowa, with corporate offices located at 9120 NW 26th Street, Ankeny, Iowa 50023 ("**Drive Tek**") will provide the driver education program for the **Red Oak Community School District** (the "**School District**"), based upon the following:

1. **Drive Tek** is given the exclusive right to offer all drivers' education programs for the **Red Oak Community School District** for the period, beginning on August 1, 2013, and expiring on July 31, 2015.

2. Program Options

Drive Tek agrees to provide:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Driver Education Vehicle(s) | <input type="checkbox"/> Driver Education Vehicle(s) |
| <input checked="" type="checkbox"/> Vehicle Maintenance/Fuel | <input type="checkbox"/> Vehicle Maintenance/Fuel |
| <input checked="" type="checkbox"/> Automobile Liability Insurance | <input type="checkbox"/> Automobile Liability Insurance |
| <input checked="" type="checkbox"/> Student Textbooks | <input type="checkbox"/> Student textbooks |
| <input checked="" type="checkbox"/> Teachers and compensation | <input type="checkbox"/> Teachers and compensation |

3. **Drive Tek** agrees to conduct such programs in compliance with all applicable driver education requirements as established and mandated pursuant to the Code of Iowa and the Iowa Administrative Code, including, but not limited to, the following:

- (a) Code of Iowa, Sections 714.17-714.23 (right to advertise and sell courses of instruction)
- (b) Code of Iowa Chapter 261B. (Registration as a Secondary Educational Institution)
- (c) Proprietary School Bond in the amount of \$50,000.00
- (d) Code of Iowa Section 321.178(1) (approval to grant driver education certificates)
- (e) 761 Iowa Administrative Code Chapter 634.

4. Instructors

(a) **Drive Tek** agrees to provide a sufficient number of licensed driver education instructors as required by 761 Iowa Administrative Code Chapter 634 to accommodate the needs of all students enrolled in the **School District** program. **Drive Tek** shall notify the **School District** of the names of instructors assigned to each school program. The parties to this agreement agree to mutually cooperate with respect to the evaluation of the work performance of all instructors assigned to the **School District**.

(b) **Drive Tek** shall be the sole employer of the instructors and shall be solely responsible for the hiring, discipline, scheduling, assignment, and discharge of all instructors and for the payment of all salaries, benefits, employment taxes, workers' compensation and all other employment requirements. However, the instructors shall comply with all policies, rules and regulations of the **School District** while performing services under this agreement, including specifically with rules regarding the ban on tobacco products in the automobiles and with rules regarding student discipline and rules of confidentiality of student information.

- (c) **Drive Tek** agrees to conduct a thorough background check on all instructors or other employees that will come into contact with students of the **School District**. The background check will include, but not necessarily be limited to, a criminal background check comparable to the one done by the **School District** for its employees, a check for child and sexual abuse, verification of appropriate licensure and driving records.
- (d) The **School District** agrees to assist in evaluating **Drive Tek** instructors who are on a provisional teacher's license for permanent teacher's license as is required by Iowa law.

5. Registration Activities

- (a) The **School District** agrees to provide to **Drive Tek** complete class lists to include names and addresses of all students eligible for driver education. **School District** will assist **Drive Tek** with enrollment of eligible students in the program by making announcements, posting flyers, allowing pre-registration and registration activities and/or taking any other action reasonably requested by **Drive Tek**. **Drive Tek** shall not distribute any promotional materials to students without first obtaining approval from the **School District** as to the content and method of delivery of promotional materials.
- (b) The **School District** agrees to allow non-district students in the program in the event of insufficient enrollment. **Red Oak Community School District** students will have first priority for enrollment in the driver education program over non-district students until 7 days before the beginning of the next scheduled session.
- (c) **Drive Tek** agrees not to inflate the class size to bring in non-district students.

6. Equipment/Facilities/Text Books

- (a) The **School District** shall make available to **Drive Tek** suitable classrooms and facilities for the conduct of driver education classes which will include, but not be limited to, access to a working TV/VCR, teacher's desk, student desks, blackboard or dry eraser board.
- (b) The **School District** agrees to provide **Drive Tek** instructors with a procedure for receiving mail, telephone access, limited use of copy machine, fax machine and phone message service.
- (c) **Drive Tek** agrees to provide driver training vehicles. The vehicles will be equipped to meet all necessary safety and instructional functions as required by the State of Iowa. All vehicles will be equipped with the following items:
 - (1) Instructor dual brake
 - (2) Inside instructor's rear-view mirror
 - (3) Instructor's check mirror
 - (4) Required driver education signs
 - (5) Outside rear-view mirrors mounted on each side of the vehicle
- (d) **Drive Tek** agrees to provide appropriate driver education textbooks.

7. Program Administration and Support

- (a) **Drive Tek** agrees to be responsible for all the administrative duties of the program including:

- (1) Scheduling, as needed, in cooperation with the school administration
 - (2) Record Keeping
 - (3) Final grade reports which shall be timely submitted to the **School District**
 - (4) Issuance of Course Completion Certificates
- (b) **Drive Tek** agrees to provide a driver education program that meets the requirements of the State of Iowa, including a minimum of 30 hours of classroom instruction and 6 hours of lab time (driving). The program length and time requirements will meet or exceed standards as stated in Iowa Code Section 321.178 and 761 Iowa Administrative Code Chapter 634. **Drive Tek** agrees to provide to the **School District** records demonstrating compliance with requirements for approved drivers' education programs.
- (c) Before and After School Programs (during the regular school year)
- (1) Before or after school programs will be scheduled over a five to twelve week period of time as mutually agreed to between **Drive Tek** and the **School District**. Classroom sessions will meet before school, after school or during the evenings. Driving will be scheduled as needed based upon student/teacher availability, including during study halls, if applicable, during the school day.
- (d) Summer Programs
- (1) Summer programs will be scheduled over a three to six week period of time. Classroom sessions will meet in the morning, afternoon or during the evenings. Driving will be scheduled as needed based upon student/teacher availability.
- (e) **Drive Tek** agrees to offer programs that will provide flexibility to help ensure that the needs of all students within the **School District** are accommodated, but **Drive Tek** reserves the right to schedule classes and instructors that make efficient use of available resources consistent with good business practice and with appropriate student scheduling.
8. Discipline and Supervision
- (a) The **School District** agrees that student supervision is the responsibility of **Drive Tek** and its instructors for the duration of the student participation in the driver education program during the times that the student is participating in either the classroom portion or driving portion of the driver education program. The **School District** shall have responsibility for student supervision at all other times.
 - (b) **Drive Tek** and its instructors agree to follow and require student compliance with the Student Code of Conduct of the **School District**. **Drive Tek** reserves the right to develop and enforce rules that specifically apply to the driver education program. **Drive Tek** will notify the **School District** and the students of such rules. **Drive Tek** will notify the **School District** of any violation of either **School District** rules or **Drive Tek** rules and will cooperate with the **School District** to insure all parties involved receive due process.
 - (c) **Drive Tek** will provide to each student and parent a copy of the **Drive Tek** disciplinary rules and will require the copy to be signed by both parent and student and returned to **Drive Tek** prior to start of the training session.
9. Insurance
- (a) **Drive Tek** agrees to obtain and keep in force during the terms of this Agreement the following minimum insurance coverage:

- (1) Workers' Compensation Insurance covering all employees as required by Iowa law.
 - (2) Comprehensive General Liability Insurance with a minimum limit of:
\$1,000,000 Per Occurrence for Bodily Injury
\$1,000,000 Per Occurrence for Property Damage
or \$1,000,000 Combined Single Limit
 - (3) Automobile Liability Insurance with minimum limits of:
\$1,000,000 Per Person
\$1,000,000 Per Occurrence for Bodily Injury
\$1,000,000 Per Occurrence for Property Damage or
\$1,000,000 Combined Single Limits
 - (4) Umbrella/Excess Liability coverage with minimum of \$2,000,000 limit per occurrence.
- (b) **Drive Tek** will furnish to the **School District** a certificate of said coverage prior to commencing any work under this Agreement and will list the **School District** as an additional insured. **Drive Tek** shall provide renewal certificates prior to expiration or modification of any coverage.
 - (c) **Drive Tek** agrees to protect, to defend, to indemnify and to hold the **School District** harmless from and against all suits, claims and demands, and expenses, including reasonable attorneys fees and expenses, based upon alleged damage to property and any alleged injury to persons (including death) which may occur or be alleged to occur by or on account of any negligent or willful act or omission on the part of **Drive Tek**, its subcontractors, or any of their employees or agents in the fulfillment of the terms of this Agreement or of a non-district student admitted into the program by **Drive Tek**.

10. Costs and Fees

- (a) The **School District** agrees to collect all fees.
- (b) **Drive Tek** will charge a \$35.00 fee for missed drives. Students who do not notify the instructor in advance that they will not be able to make their drive time will be charged a \$35.00 per hour fee. Students will pay **Drive Tek** directly for any missed drives.
- (c) The **School District** agrees to pay Drive Tek in a timely manner. The specific payment date per session will be negotiated upon acceptance of this contract.
- (d) **Drive Tek** will charge a fee of \$350.00 per student.
- (e) **Drive Tek** reserves the right to withhold certificate of completion for driver education course until the entire tuition has been collected. **Drive Tek** may drop a student from enrollment if fees are not timely paid.
- (f) The **School District** and **Drive Tek** mutually agree to re-negotiate the fee as stated in section 10(c), if necessary, if driver education requirements as stated in Iowa Code Section 714.17-714.23 and/or 761 Iowa Administrative Code Chapter 634 are modified or amended by legislative act or administrative law rule making during the effective dates of this Agreement and the changes reflect an increase in instructor contact hours for students.

- (g) In the event that fuel prices reach a predetermined price point and remain at that price point for more than two consecutive weeks, the next 30 hour scheduled class session will be charged an additional \$10.00 per student fuel surcharge. In the event that fuel prices drop below the predetermined price point and remain at that price point for more than two consecutive weeks, the surcharge for that price point will be removed for the next 30 hour scheduled class session. The price point will be determined by the price of fuel within the community in which the **Red Oak High School** resides.

Predetermined price points

\$3.49.9 per gallon

\$4.49.9 per gallon

\$5.49.9 per gallon

\$6.49.9 per gallon

Drive Tek will not be considered in breach of contract if fuel rationing or market shortages occur. **Drive Tek** will make every attempt to complete the training as fuel becomes available.

11. Refund Policy

- (a) All driving programs

(1) Students dropping the program will be charged based on the number of classes and driving sessions attended at a rate of \$35.00 per class hour attended and \$35.00 per hour of drive time. **Drive Tek** will not refund any portion of the fee if the combined sum of the classroom and driving hourly rate exceed the fee as stipulated in contract section 10(d) or 10(e) or 10(g), which ever applies. Written documentation must be submitted with the signature of both student and instructor, verifying attendance of the student.

(b) Students dismissed from the driver education program for a violation of student conduct rules will be reimbursed in accordance to contract section 11(a).

(c) The refund policy shall not apply in the event that a student fails the driver education program. Full tuition shall be required for said student to retake the class.

12. Program Evaluation/Termination.

(a) The services provided by **Drive Tek** hereunder will be evaluated once each year of the term of this Agreement. The **School District** agrees to cooperate in the evaluation of the services.

(b) In the event of any material breach of the obligations of either party to this Agreement, the non-breaching party shall give written notice of such breach to the other party, who shall have thirty (30) days from the date of the notice to cure the breach. In the event the breach is not cured prior to the expiration of the thirty-day period, this Agreement will terminate on the thirtieth day following the notice of breach. This paragraph shall not prohibit the **District** from suspending or terminating this Agreement immediately for safety breaches by **Drive Tek**.

13. Miscellaneous.

(a) This Agreement shall be interpreted and enforced in accordance with the laws of the State of Iowa.

- (b) No amendment to this Agreement shall be valid unless made in writing and signed by both parties.
- (c) The invalidity of any restriction, condition or other provision of this Agreement shall not impair or affect in any way the validity or enforceability of the rest of this Agreement.
- (d) This Agreement contains the entire understanding and agreement of the parties with respect to the subject matter hereof and supersedes any prior representations, understandings or agreements.
- (e) Except as otherwise provided in this Agreement, every covenant, term and provision of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns. Provided, however, that this Agreement may not be assigned by either party without written consent of the other party.

**RED OAK COMMUNITY
SCHOOL DISTRICT**

**DRIVE TEK, LLC dba
DRIVE TEK**

President, Red Oak School Board

Rodney G. Van Wyk

Date: _____

Drive Tek

Date: _____

Attest: _____
Board Secretary

Item 6.1.1 BLDD Architects and Estes Construction Update and Future Directions

(Via electronic conference at 6:10 pm)

BACKGROUND INFORMATION: This evening Architects Randy West and Carrie Wade with Construction Representative Paul Neuharth join the Directors to review and prioritize discussions from Monday, June 3. This session should take about 15 minutes.

SUGGESTED BOARD ACTION: (to be determined)

Item 6.1.2 Policy Update: Good Conduct Policy Revisions and Recommendations

– Principal Nate Perrien, et al

BACKGROUND INFORMATION: Enclosed is the latest and final version of revisions made to the board policy concerning “good conduct”. Policy Committee Chair Nate Perrien will present the latest version and seek first reading approval from the Directors.

SUGGESTED BOARD ACTION: (to be provided)

e. Good Conduct Rule

It is the belief of Red Oak High School that participation in school activities is a privilege. Being a part of something greater than oneself is something all students should have the opportunity to experience. School activities can have a very positive effect in the development of adulthood and citizenship, and all students are encouraged to participate.

Students involved in extracurricular/co-curricular activities represent the school district and are expected to serve as good role models. Students must conduct themselves in an appropriate manner that is in accordance with board policy.

Activities Covered Under the Good Conduct Rule

The following activities are covered by the Good Conduct Rule: athletics, all co-curricular clubs and organizations, all honorary and elected offices, (i.e. Homecoming Court, Prom Royalty), class officer or representative, cheerleading, or any other activity where the student represents the school outside the classroom.

Violations of the Good Conduct Rule

A student participating in activities covered under the Good Conduct Rule shall not engage in the following conduct, in school or out of school, at any time during the calendar year:

- *Possess, use, or purchase tobacco products, regardless of the student's age*
- *Possess, use, or purchase alcoholic beverages as defined by the Iowa Supreme Court – ref. Iowa Codes 123.4*
- *Attending a function or party where the student knows or has reason to believe alcohol or other drugs are being consumed by minors. Students who are faced with this situation have two choices:
 1. *Leave immediately (an intention to leave is not acceptable)*
 2. *Stay and assume the consequences listed in the penalty chart**
- *Possess, use or purchase illegal drugs, drug paraphernalia, or synthetic drugs as defined by the Iowa Supreme Court – ref. Iowa Codes 124.401 & 155A.21*
- *Engage in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s)*

Determination of Violation

If a violation of the Good Conduct Rule is observed by a school employee, a school board member, or member of law enforcement it will be reported to a school administrator.

Anonymous reports will not be accepted. The school administrator will then conduct a meeting with the student to obtain more information before any long term penalty can be assigned. At this meeting the student shall be confronted with the allegation and the basis of the allegation. During this hearing the student will be given an opportunity to give their defense of no wrong doing. If the student is found to have violated the school's Good Conduct Rule they will be disciplined

within the parameters of the Good Conduct Rule. It will be the responsibility of the activities director or his/her designee to keep records of violations of the Good Conduct Rule.

Notice of Violation to Student and Parent

A school administrator or his/her designee, upon making a determination that a student has violated the Good Conduct Rule, shall promptly mail or deliver to the student's parents or guardian a written "Notice of Violation of Good Conduct Rule" containing the following information.

- The student's name and the names and address of the student's parents or guardians
- A statement describing the time, place, and circumstances of the Good Conduct Rule violation
- A statement describing the penalty imposed

Violation Consequences

Violations of the Good Conduct Rule will accumulate over the student's high school career.

*** Athletics/Cheerleading**

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>	<i>4th & Subsequent Offenses</i>
33% Loss of Eligibility	50% Loss of Eligibility	66% Loss of Eligibility & Documentation of substance abuse Evaluation (if applicable) prior to participation	6 months of ineligibility

*** Activities**

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>	<i>4th & Subsequent Offenses</i>
2 Events	4 Events	6 Events & Documentation of substance abuse Evaluation (if applicable) prior to participation	6 months of ineligibility

*** Homecoming/Prom Court**

Students are ineligible to be on court if violation of the good conduct policy occurred within 30 days prior to the nomination ballots of the court.

Ineligibility Guidelines

- A student's ineligibility will be imposed at the highest level of competition as well as at all levels during the ineligibility period. Should the student participate in more than 1 level (Varsity, JV, Freshman) on the same date, they will be ineligible for all levels. Multiple ineligibility penalties cannot be served on the same date.
- Students ineligible for co-curricular activities/performances shall only miss activities that are not required as part of a course grade. Activities that have an impact on a school course will be identified in writing and communicated with the activities director at the start of each school year.
- The period of ineligibility is imposed immediately upon a finding of a violation if the student is eligible for and currently engaged in an extra/co-curricular activity. If a student is not engaged, or if ineligibility is not completed during the current activity, the period of ineligibility will be carried over to the next activity or contest. For their penalty to stand, students are also expected to end their extra/co-curricular activity in good standing if they served a good conduct penalty. Students who do not complete their season in good standing will serve their ineligibility in his/her next season of participation.
- Athletic, activity and homecoming penalties are to be viewed as three separate violations. Penalties will be served in full in each category.
- If the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
- An ineligible student shall attend all practices or rehearsals but may not "suit up" for contests nor perform/participate.
- If a student violates the Good Conduct Rule while already ineligible, the first ineligibility must be served before the next (second/third) penalty is imposed.

Penalty Reduction – Service Contract

Students can receive a penalty reduction of 50% by contracting service hours through the district's Student Support Coordinator. Service Contract forms can be found in the Athletic Director's office. Required hours for reduction in penalty are as follows: (there is NO reduction for a fourth offense OR Homecoming/Prom Court)

<i>1st Offense</i>	<i>2nd Offense</i>	<i>3rd Offense</i>
10 hours	20 hours	40 hours

-The reduction of penalty can only occur if all contracted hours are completed before the entire penalty is fulfilled.

Transfer Student

If a student transfers to Red Oak High School from another school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school district, the student shall serve the penalty in accordance with the Red Oak Good Conduct Rule. If the ROHS administration determines that there is general knowledge of a student's misconduct in a previous district, the activities director or his designee will contact the student's previous school district for confirmation of reported information.

Additional School Consequences

Unless the student violated the Good Conduct Rule on school grounds or at a school event, there will be no additional consequences (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) for the violation.

Appeals

Any student who is found by the administration to have violated the Good Conduct Rule has the right to ask for an appeal in writing to the superintendent within 3 school days of being informed of the penalty for the violation. *If an appeal is made, the suspension shall remain in effect pending the outcome of the appeal process.*

If the student, and/or parent/guardian, wants to appeal the decision of the superintendent, they may seek further review by the school board by filing a written appeal with the board secretary within 3 school days following the decision rendered by the superintendent. The review by the board will be conducted at the next regular or special board meeting. The review will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session.

Item 6.1.3 Transportation Equipment Acquisition Update

– Terry Schmidt and Shirley Maxwell

BACKGROUND INFORMATION: The interest in pursuing an efficient and cost savings new bus (or more than one) powered by propane fuel is quite high. Although Terry did miss the last board meeting where this proposal was given formal consideration, he has been in contact with a second vendor (Thomas Bus) who would like to submit a proposal in a competitive bid format. Given the short amount of time to prepare for this meeting tonight by the vendor and by Terry, it is suggested this item be delayed until Monday, June 24 in order to have competitive bids from two companies and in order for a subcommittee of Business Manager Shirley Maxwell, Board President Lee Fellers, and Supt Terry Schmidt to review financing options (cash, lease, or other). The subcommittee will then review various options on June 24.

SUGGESTED BOARD ACTION: consensus?

Item 6.2.1 Student Attendance Policy Concerns and Guidance

– Michael Moran and Building Principals

BACKGROUND INFORMATION: The district has benefitted immensely from the work of Student Support Coordinator Michael Moran during the 2012 – 2013 school year. This evening Mr. Moran joins us in the board meeting to review new language guidelines as developed by Mr. Moran and the administrative team to improve attendance and unexcused absences from by students.

Please review the enclosed documents that will be reviewed.

SUGGESTED BOARD ACTION: (to be determined)

Current State

- Approximately 56% of our students exhibit satisfactory attendance. Satisfactory attendance is defined as having at least a 95% attendance rate.
- $\frac{3}{4}$ of our district's buildings do not have an average daily attendance of 95%.
- Approximately 29% of our students display warning signs of possibly becoming chronically absent. This is defined as missing > 5% of school but < 10% of school.
- Approximately 14% of the district's students are labeled as chronically absent. Chronically absent is defined as missing more than 10% of school.

Desired State

- Increase the amount of students who exhibit satisfactory attendance to 70%
- All buildings maintain an average daily attendance rate of at least 95%
- Reduce the amount of students who have warning signs of becoming chronically absent by 20%
- Reduce the amount of chronically absent students by 50%.

Driving Forces (Why Change Is Necessary) ----->

The need to educate students and community members regarding the importance of school attendance is imperative

Uniform policies support administrative collaboration and allow for easier building transitions for students

It's well documented and researched that there is a direct correlation between good attendance and high standardized test scores

Better attendance is likely to increase our graduation rate while simultaneously decreasing our dropout rate

Is the attendance battle worth fighting? If so, what will we use for ammo?

<----- Resisting Forces (What's Holding Us Back)

How do you educate students, parents and the community efficiently and effectively?

Administrators have varied educational philosophies and are overloaded with everyday duties. Also, uniform policies are difficult to create.

Poverty and disengagement hinder students from consistently attending school therefore we're fighting a losing battle

An implementation curve may cause the district to lose students & some may dropout because they do not agree with the newly created policies.

Combating Excessive Absenteeism

2013/2014

- Establish common definitions and ensure ALL BUILDING secretaries are coding attendance in the same fashion
- Revamp our current attendance policies to implement new practices/policies that discourage truancy and reward/recognize positive school attendance.
- School Board needs to review the district attendance policy as it's been nearly 6 years since the previous review.
- Building administrators will record a PSA promoting positive school attendance that will be broadcast on KCSI beginning Summer 2013
- Have our Student Council members create school attendance video(s) and speak to students about the importance of regular school attendance
- B/c the student handbook is bulky and can intimidate parents we should distribute a newly created abridged attendance brochure at student registration
- SSC meets with all students who enroll mid-quarter/year and inform the family of attendance expectations
- Survey the school district's parents, teachers, and students on school attendance and use results to improve attendance. I've already created the surveys with the help of our AEA.
- Create a SAT (school attendance team)
- Add and "ER" early release tab to our elementary attendance to better track attendance data.
- Continue to seek community resources

I. Student Attendance

a. The Importance Of Regular School Attendance

EVERY DAY MATTERS - Research supports the theory that students with good class attendance will score better on standardized tests, get higher grades and be less likely to drop out. Although some students may be able to demonstrate sufficient content knowledge, our district's responsibility to educate our students and excel on standardized testing requires that we promote positive school attendance.

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class help students in school as well as preparing students for adulthood.

Parents are expected to telephone the school office to report the student absence in advance of the start of school, if possible, and in all cases by 8:30 A.M. of the day the absence occurs to avoid a call from the automated dialer.

b. Legal Obligation Regarding Attendance Regulation

The school believes the responsibility for attendance rests with the parents and the students. We encourage those responsible to make good sound educational decisions about school attendance, keeping in mind that attendance at school results in greater success. If that responsibility is not assumed by the student and parents, the school will enforce the state of Iowa mandatory attendance laws, and the excessive absence regulation.

Our state legislators have created a very important law (code) that addresses student attendance in schools. Iowa Code 299.1 reads as follows:

The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public school district shall set the number of days of required attendance for the schools under its control.

The board of directors of a public school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.

To support this law, the directors of the Red Oak Board of Education have adopted a number of policies within the 500 Series (Policies Impacting Students) of the Red Oak Board Policy Manual. These policies, along with the rules found in this student handbook, serve to support Iowa Code 299.1. Please take the time to familiarize yourself with the rules found in this handbook. We, the administration and board of directors, have designed these rules so that all students may receive an excellent education.

Attendance Definitions – A student’s absence will be recorded using a combination of the four following codes:

Excused Absence - The following absences will be identified as excused absences, according to our secondary school attendance policy. However other additional circumstances may warrant an absence to be excused. Such circumstances are at the sole discretion of building administrators.

- a. School Suspensions (documented by school disciplinarians)
- b. School-sponsored Field Trips (documented by teachers/sponsors)
- c. Funerals (notification required from parent before the absence occurs)
- d. College Visits (juniors are allowed 1 visit per year, while seniors are allowed 3 visits per year. A student must obtain a signed college visit form, or college letterhead, signed by a college representative)
- e. Doctor Visits (notification from parent and documentation required from doctor’s office signed by a physician)
- f. A religious observance, when requested by a student’s parent(s)
- g. “Planned” Family Vacation (up to three days/school year with prior administrative approval)

Parentally Excused Absences Due To Illness – Our secondary schools will accept a “parentally” excused absence for up to five days during a semester.

- a. Illness absences in excess of the five parentally excused absences will be recorded as “verified unexcused” until a doctor’s note is received. This note must be brought to the office within 2 school days following the student’s return to the high school.
- b. Additionally, if a student has frequent parentally excused absences or prolonged absences, with no doctor’s notices the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.

Verified Unexcused Absence – Any absence that is verified by the parent or guardian, but is not listed in the “Excused” category above would be considered a “Verified Unexcused Absence”. Verified unexcused absences can occur because of personal reasons and may include, but are not limited to:

- a. short notice family trips
- b. birthday parties
- c. non-school related competitions
- d. prom dress shopping
- e. graduations
- f. trips to the airport
- g. car problems
- h. planned family vacations in excess of 3 missed school days

Truancy - Any absence that occurs without notification from the student's parent/guardian will be classified as truant. Schools must be notified on or before the day of the absence in order for the absence not to be classified as truancy.

Tardy – Not being in your assigned classroom when class begins, but present for more than half of the class. If the student misses more than half of the class due to the tardy they must be marked absent.

Absent Days Make-Up Work Policy:

Excused Absence:

- a. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. An exception is that in participation-type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period. A student shall be allowed one make-up day for each day of absence.
- b. If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Verified Unexcused Absence/Truancy Make-up work Policy:

- a. A student's grade shall not be affected if no graded activity is missed during such an absence. Any work due or assigned during a verified unexcused absence or truancy cannot be made up for credit.

Consequences for Failing to Meet Attendance Requirements – It's our legal obligation to work with the County Attorney to uphold Iowa Chapter 299 therefore students of compulsory attendance age who exhibit attendance deficiencies will be required to attend a mandatory mediation session with our local county attorney.

Penalties & Procedures for Verified Unexcused Absences/Truancy

Truancy or Verified Unexcused Absences per Class –

- 1st offense - 30 minute detention to be served within 24 hours
- 2rd offense – 1 hour detention to be served within 24 hours.
- 3rd – 5th offense – One day of ISS. Mandatory meeting with Guidance Counselor or Student Support Coordinator
- 6th - 10th offense – 2 days of ISS. After 7th occurrence mandatory meeting between the student, parents and representatives from the school. At a minimum school representatives should include: one (1) counselor, one (1) student support coordinator, and one (1) administrator.
- Subsequent violations - Please see loss of credit section. In addition to this consequence a single day of OSS will be issued.
 - ❖ *Please note our newly fashioned ISS program will be committed to educational and community service purposes. Half of the day our students will focus on academics, by completing missing or late work. The second half of the day will be community service based, by way of working with our custodial and maintenance staff on the upkeep of our facilities.*
 - ❖ *If a student refuses to accept responsibility for their actions and is not present for the assigned consequence, appropriate administrative action will take place.*

Lost Credit Due To Multiple Verified Unexcused Absences/Truancies

A. Class Absence Limit

1. Daily attendance and active participation in each class are vital to a comprehensive education. Therefore, in any semester, when a student accumulates ten (10) absences due to truancy or verified unexcused absences, the student and parent/guardian will be notified that there has been a loss of credit in that subject.
2. Students not of compulsory attendance age will be dropped from each course they have accumulated at least ten (10) verified unexcused or truancy related absences.
3. Students of compulsory attendance age will remain in the class to allow for continued learning, and their case will be referred to the county attorney.

Student/Parent Notification

- a. Because the full knowledge and cooperation of students and parents are necessary for the success of these policies and procedures numerous interventions with the student and parent/guardian will occur as the student accumulates absences. A

student will not accumulate enough absences to lose credit without any interventions ever taking place. In addition a condensed attendance policy will be available to students and parents upon request.

Partial Day Absence

- a. Students who must leave the school during the school day must check out through the Attendance Office prior to leaving school and parents must providing a note or call. Leaving without signing out will be cause for disciplinary action.

Tardy Regulations

All staff will address tardy students in the following manner:

1. If the student walks into the classroom after the bell, they are considered tardy.
2. The teacher must send the student to the office to receive a pass back into class.
3. Before giving the student a pass to class the attendance secretary must assign the student a 30 minute detention if the tardy is unexcused and is at least a 2nd offense for the class.
4. If the student has missed at least half of the class because of the tardy they must be marked absent.
5. The assigned detention monitor must write a referral to the office if the student does not serve the detention.
6. The high school administration may revoke open lunch should a student be tardy when returning from lunch.

Detention Schedule – Only one member from any of the assigned departments is required to be present. Distribution and assigned monitoring dates will be agreed upon by each department.

Day	Monday	Tuesday	Wednesday	Thursday	Friday
1 st Quarter	Math/Business/Art	Science/FCS	Social Science/Ag./Shop	Language Arts/Foreign Language	Art/Music/PE
2 nd Quarter	Art/Music/PE	Math/Business	Science/FCS	Social Science/Ag./Shop	Language Arts/Foreign Language
3 rd Quarter	Language Arts/Foreign Language	Art/Music/PE	Math/Business	Science/FCS	Social Science/Ag./Shop
4 th Quarter	Social Science/Ag./Shop	Language Arts/Foreign Language	Art/Music/PE	Math/Business	Science/FCS

If we don't like this it can be simplified by utilizing a sign-up sheet requiring each teacher to sign up and monitor detention for two weeks during the year. Each school week will have two teachers on detention duty...first come first serve basis.

Attendance Incentive Program:

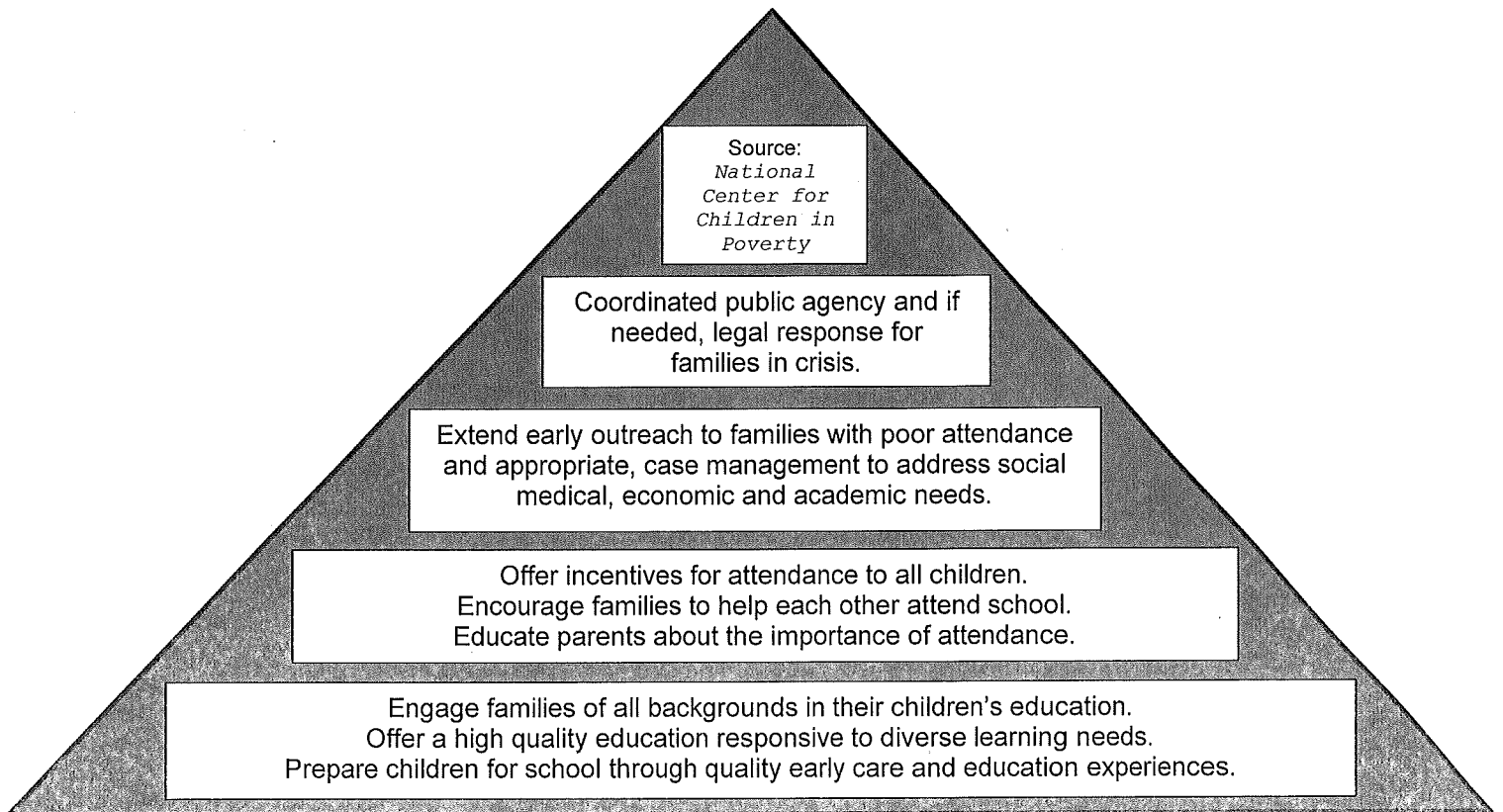
Monthly Positive Support for Attendance

- **Individual Incentives:** At the first of each month students with 98% attendance and zero (0) office discipline referrals for the prior month, will be entered into a drawing for incentive. One student's name from each grade level will be drawn. Prizes include: movie tickets, restaurant gift cards, school apparel, etc.

Semester & Yearly Positive Support for Attendance

- **Individual Incentives:** All students with a combined attendance rate of 98% or better, and a GPA of 2.5 or higher for the year will be rewarded with a Tiger 98 Club T-shirt.
- **Whole Class Incentive:** We will also monitor and post each grade's monthly attendance rate on our prominently displayed Attendance Board. At the end of each semester, the grade with the highest attendance percentage will be rewarded with a special lunch provided by the Red Oak Community School District. All administrators and students from in the entire grade level will be invited to attend.

Dropout Prevention via Promoting Positive School Attendance



Item 6.2.2 Student Handbook Revisions for 2013 – 2014

BACKGROUND INFORMATION: Tonight three schools and one department are ready to review suggested changes in handbooks for the 2013 – 2014 school year. Inman, Washington, and Red Oak Middle along with the technology department would like to review suggested changes and seek your approval. Red Oak High, Student/Staff Activities Handbook, and the District Personnel Manual will be reviewed on June 24.

Enclosed are documents presented by Administrators Allensworth, and Sims. Please allow a few minutes for their presentation.

SUGGESTED BOARD ACTION: If acceptable, the Directors should take formal action to approve the handbooks as presented.

MEMO

To: Mr. Terry Schmidt and Red Oak Community School District Board of Directors

From: Mrs. Gayle Allensworth, Principal, IPS

Re: Inman Primary School Handbook changes for 2013-14 School Year

Date: June 6, 2013

1. Theme: "Camp Learn a Lot: Get hooked on learning at Inman Primary School"
2. Updated staff names, room assignments, phone extensions
3. Attendance Policy

Current:

~~We believe that regular attendance in school accompanied by the responsibility to study and participate in school activities is essential to the learning process.~~

~~When a child is absent from school, the parent/guardian needs to notify the school office as soon as possible for verification purposes. If we do not hear from you by 9:00 A.M., the school will contact the home. Our primary concern is each student's safety and well-being.~~

~~Should a child be absent three consecutive days from school due to illness, we may request verification from your child's doctor.~~

~~If for any reason you wish to pick your child up from school before dismissal, you will need to come to the office in order to have them paged. Parents or guardians will be asked to "sign-out" for their child in a notebook kept in the office.~~

Proposed Changes:

Student Attendance

The Importance of Regular School Attendance

- *The Red Oak Community School District's attendance policy is based on the fact that something important happens in class every day and that the activity or interaction between teacher and student can never be duplicated. In order for our elementary school to do the best job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student to attend regularly, and the staff to be involved at all points in the process. One of the most vital points is that of student attendance.*

Legal Obligation Regarding Attendance Regulation

- *The school believes the responsibility for attendance rests with the parents and the students. We encourage those responsible to make good sound educational decisions about school attendance, keeping in mind that attendance at school results in greater success. If*

that responsibility is not assumed by the student and parents, the school will enforce the state of Iowa mandatory attendance laws, and the excessive absence regulation.

- Our state legislators have created a very important law (code) that addresses student attendance in schools. Iowa Code 299.1 reads as follows:
 - **The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public school district shall set the number of days of required attendance for the schools under its control.**
 - **The board of directors of a public school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.**
- To support this law, the directors of the Red Oak Board of Education have adopted a number of policies within the 500 Series (Policies Impacting Students) of the Red Oak Board Policy Manual. These policies, along with the rules found in this student handbook, serve to support Iowa Code 299.1. Please take the time to familiarize yourself with the rules found in this handbook. We, the administration and board directors, have designed these rules so that all students may receive an excellent education.

Processes and Procedures to Combat Excessive Absences/Tardies

Reporting Student Absences

- When children are sick, they should stay home from school. If your child will be absent or tardy, please call the school before 8:45 A.M. If we do not hear from a parent or guardian by 9:00 A.M., the school will contact the home. Our primary concern is each student's safety and well-being.
- Please make every attempt to have your child at school on time. Inman Primary School begins at 8:25 A.M. This means your child should be in their classroom before that time, not just entering the building. Our day is scheduled and when a child is late, something is missed.

Excessive Absences

- After a student experiences a 4th unexcused absence or 8th total absence a letter of concern is sent to parents. After an 8th unexcused absence, or 12th total absence a second letter is sent and a meeting is convened to determine the causes of the absences. During this meeting an attempt to develop an individual plan to improve attendance will transpire. After a 12th unexcused absence or 20th total absence a third letter will be hand delivered and a mandatory mediation session with the local County Attorney will take place.
- If attendance does not improve, agencies including, but not limited to, the following may be contacted: Department of Human Services, County Attorney, Public Health, family physician, mental health professionals, Area Education Agency, and Juvenile Court Services. Ultimately, retention may be considered if the student, due to poor attendance, is unable to meet academic expectations.

Tardy Consequences

- Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late for elementary school if he or she is not in the classroom when school begins.
- Work and/or instruction missed may be made up at recess and or after school.

- After 8th tardy - Letter home
- After 14th tardy - 2nd letter sent home and conference with the parent, building administrator and student
- After 20th tardy - May result in the child being referred to the Montgomery County Attorney.

Attendance Definitions - A student's absence will be recorded using a combination of the following four codes. These codes in addition to a comment section aid in describing the exact nature of the absence.

Excused Absence - The following absences will be identified as excused absences. However other additional circumstances may warrant an absence to be excused. Such circumstances are at the sole discretion of building administrators.

- a. School Suspensions (documented by school disciplinarians)
- b. School-sponsored Field Trips (documented by teachers/sponsors)
- c. Funerals (notification required from parent before the absence occurs)
- d. Doctor Visits (notification from parent and documentation required from doctor's office signed by office rep/Dr.)
- e. Planned Family Vacation (up to 3 school days and documented by parents at least 1 week ahead of the actual vacation)
- f. **Parentally Excused Absences Due To Illness** - Our elementary schools will accept a "parentally" excused absence for up to five days during a semester.
 - a. A parent must call to report an absence the day of the illness. If no contact is made the day of the illness, the absence will be recorded as truant.
 - b. Illness absences in excess of the five parentally excused absences will be recorded as "unexcused" until a doctor's note is received. This note must be brought to the office within 2 school days following the student's return to school.
 - c. Additionally, if a student has frequent parentally excused absences or prolonged absences, with no doctor's notices the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.

Verified Unexcused Absence - Any absence that is verified by the parent or guardian, but is not listed in the "Excused" category above would be considered a "Verified Unexcused Absence".

Verified unexcused absences can occur because of personal reasons and may include, but are not limited to:

- a. short notice family trips
- b. birthday parties
- c. non-school related competitions
- d. prom dress shopping
- e. graduations
- f. trips to the airport
- g. car problems
- h. planned family vacations in excess of 3 missed school days

Truancy - Any absence that occurs without notification from the student's parent/guardian will be classified as truant. Schools must be notified on, or before the day of the absence in order for the absence not to be classified as truancy.

Tardy - Not being in your assigned classroom when school begins.

Attendance Incentive Program:
Monthly Positive Support for Attendance

- **Individual Incentives:** At the first of each month students with 98% attendance and good student behavior for the prior month, will be entered into a drawing for incentive. One student's name from each grade level will be drawn. Prizes could include: movie tickets, restaurant gift cards, school apparel, etc.

Semester & Yearly Positive Support for Attendance

- **Individual Incentives:** All students with a combined attendance rate of 98% or better, and have achieved satisfactory grades for the year will be rewarded with a Tiger 98 Club Prize.
 - **Whole Class Incentive:** We will also monitor and post each grade's monthly attendance rate on our prominently displayed Attendance Board. At the end of each semester, the grade with the highest attendance percentage will be rewarded with a special lunch provided by the Red Oak Community School District. All administrators and students from in the entire grade level will be invited to attend.
-

4. BIRTHDAYS:

Current:

~~Birthdays are special and we enjoy helping our students celebrate them. We do ask parents to use good judgment in what they send. If your child brings a birthday treat, there must be enough for every child in the classroom. Invitations for birthday parties may not be handed out in school unless all students in the class are invited. Feelings are hurt when not all class members are invited and invitations are distributed in everyone's presence.~~

Proposed Change:

Birthdays and other celebrations are important and will be celebrated through activities that align with our school district's healthy living initiatives. Such celebrations that involve food will be celebrated once a month. The classroom teacher will coordinate with parents to plan the celebration. Birthday treats brought at random without the teacher knowing will not be permitted or passed out to students. If a parent chooses to have a birthday party outside of the school day, the invitations for such a party are to be sent through the U.S. Mail or electronic methods. They are not to be passed out at school unless one is given to everyone in the student's classroom.

5. PARTIES

Current:

~~Parties are planned and organized in conjunction with the principal's office. Room parties are held to celebrate various occasions and also class successes. Arrangements for these parties will be made cooperatively between teacher, parents, and pupils as the situation permits.~~

Proposed Changes:

Parties are planned and organized in conjunction with the principal's office. Room parties are held to celebrate various occasions and also class successes, but no more than one per month in conjunction with the birthday celebration if they involve unhealthy foods. Arrangements for these parties will be made cooperatively between teacher, parents, and pupils as the situation permits.

6. PARENT/TEACHER REQUESTS:

Current:

We understand that every student is unique and special; therefore, every attempt will be made to meet each student's needs. The building principal and elementary teaching staff will take careful consideration in placing each child into a classroom that will best benefit the individual. ~~The following procedures are used at Inman Primary School when parents desire to request a particular teacher for their child.~~

~~All requests are to be in writing and received by the principal no later than the last day of the current school year. Parents must state the reason(s) for the request. At least two names for teachers must be included for consideration.~~

~~The school values parental input but cannot guarantee that all requests will be honored. After the building principal and teaching staff develop and finalize the class lists, no changes will be made unless there are extenuating circumstances.~~

Proposed Changes:

We understand that every child is unique and special; therefore, every attempt will be made to meet each student's individual needs. The building principal and elementary teaching staff will take careful consideration in placing each child into a classroom that will best benefit the individual. Should a parent feel that there is a need to communicate with the principal regarding their child's specific classroom placement, they will need to complete a "Classroom Placement Consideration Form" (available in the Inman Primary School Office) by May 1st of the school year prior to the request. Please make sure that through completion of this form, all requests are educational in nature and reflect specific information regarding a child's learning needs.

Outline of Handbook Changes from Washington Intermediate School for 2013-2014:

1. Just to update names, dates, and grammar errors we found since it was printed.
2. Attendance Policy: This change is something that Mike Moran, Gayle Allensworth, and myself worked on to be together on elementary expectations and focus on positive behavior supports for those students who are doing what we expect with attendance. This also uses the same language with parents, lays out the consequences, and states the law; again with both buildings on the same page and using the same terminology. It is more wordy, but clearly explains what we want, the reasons why, and consequences – both positive and negative.
3. Birthdays: This change is to be compliant with the Blue Zones and basically states we will have one party a month that involves food, and the teacher will coordinate it with parents.
4. Parties: This is also changed to coordinate with the birthday celebrations and the Blue Zone policy. One party per month which involves food prizes. Teachers can still have celebrations and rewards more often if they do not use food as a reward.

Changes to the Washington Intermediate School Handbook:

1. Update names and dates throughout
2. Attendance Policy

Old:

ATTENDANCE POLICY

The Washington Intermediate School attendance policy is based on the fact that something important happens in class every day and that the activity or interaction between teacher and student can never be duplicated. In order for the Washington Intermediate School staff to do the best job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student to attend regularly, and the staff to be involved at all points in the process. One of the most vital points is that of student attendance.

Students arriving late or leaving early are required to sign-in or sign-out at the office.

Every effort should be made to make sure students are at the school on time every day. Students are allowed to enter the building at 7:45 a.m. with instructional time beginning at 8:15a.m. Students will be counted tardy if they are not in their classroom at 8:15a.m. A student's unexcused tardiness may be subject to after school detention. Students riding school buses will not be counted tardy if their bus is late.

Washington Intermediate School awards perfect attendance certificates to students at the end of the school year. Perfect attendance certificates are awarded to those students that have been in attendance all day (8:15a.m. to 3:15 p.m.) for each of the 180 days in the school year. Parents are encouraged to schedule routine appointments for their students outside of normal school hours/days.

Parents that anticipate their students will be absent for extended periods are to call the school and/or send a note to the office as far in advance as possible. The classroom teacher will provide homework assignments and establish a date for completing these assignments. If your child must miss school due to an illness or injury, please call the office at 623-6630 to report the absence. If no call is received, school personnel will attempt to make contact with the parent. The student is responsible for meeting with their teacher and obtaining homework assignments and a date for when missed work is to be completed and given to the teacher. If the student does not complete the work by the due date, the teacher will give the student a zero for each assignment not completed on time. The student may be subject to after school detention.

Parents will be notified of excessive absences (excused and unexcused) in writing as follows:*

- A letter to the parent will be sent after a child misses **5 days in a quarter**.
- A letter to the parent will be sent requesting a conference after a child misses **8 days in a quarter**. If a student is absent three days in a row, a doctor's note is required upon return.
- A letter to the parent and a copy to the Montgomery County Attorney will be sent after a child misses **8 days in a quarter**. The principal and district may pursue truancy action.

New:

Student Attendance

The Importance of Regular School Attendance

- The Red Oak Community School District's attendance policy is based on the fact that something important happens in class every day and that the activity or interaction between teacher and student can never be duplicated. In order for our elementary school to do the best job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student to attend regularly, and the staff to be involved at all points in the process. One of the most vital points is that of student attendance.

Legal Obligation Regarding Attendance Regulation

- The school believes the responsibility for attendance rests with the parents and the students. We encourage those responsible to make good sound educational decisions about school attendance, keeping in mind that attendance at school results in greater success. If that responsibility is not assumed by the student and parents, the school will enforce the state of Iowa mandatory attendance laws, and the excessive absence regulation.
- Our state legislators have created a very important law (code) that addresses student attendance in schools. Iowa Code 299.1 reads as follows:
 - *The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public school district shall set the number of days of required attendance for the schools under its control.*
 - *The board of directors of a public school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.*
- To support this law, the directors of the Red Oak Board of Education have adopted a number of policies within the 500 Series (Policies Impacting Students) of the Red Oak Board Policy Manual. These policies, along with the rules found in this student handbook, serve to support Iowa Code 299.1. Please take the time to familiarize yourself with the rules found in this handbook. We, the administration and board directors, have designed these rules so that all students may receive an excellent education.

Processes and Procedures to Combat Excessive Absences/Tardies

Reporting Student Absences

- When children are sick, they should stay home from school. If your child will be absent or tardy, please call the school before 8:45 A.M. If we do not hear from a parent or guardian by 9:00 A.M., the school will contact the home. Our primary concern is each student's safety and well-being.

- Please make every attempt to have your child at school on time. Inman Primary School begins at 8:25 A.M, whereas 8:15 A.M. is the starting time at Washington Intermediate School. This means your child should be in their classroom before that time, not just entering the building. Our day is scheduled and when a child is late, something is missed.

Excessive Absences

- After a student experiences a 4th unexcused absence or 8th total absence a letter of concern is sent to parents. After an 8th unexcused absence, or 12th total absence a second letter is sent and a meeting is convened to determine the causes of the absences. During this meeting an attempt to develop an individual plan to improve attendance will transpire. After a 12th unexcused absence or 20th total absence a third letter will be hand delivered and a mandatory mediation session with the local County Attorney will take place.
- If attendance does not improve, agencies including, but not limited to, the following may be contacted: Department of Human Services, County Attorney, Public Health, family physician, mental health professionals, Area Education Agency, and Juvenile Court Services. Ultimately, retention may be considered if the student, due to poor attendance, is unable to meet academic expectations.

Tardy Consequences

- Students arriving late to school must report to the main office with a parent and be signed in. A child is considered late for elementary school if he or she is not in the classroom when school begins.
- Work and/or instruction missed may be made up at recess and or after school.
- After 8th tardy – Letter home
- After 14th tardy – 2nd letter sent home and conference with the parent, building administrator and student
- After 20th tardy - May result in the child being referred to the Montgomery County Attorney.

Attendance Definitions – A student’s absence will be recorded using a combination of the following four codes. These codes in addition to a comment section aid in describing the exact nature of the absence.

Excused Absence - The following absences will be identified as excused absences. However other additional circumstances may warrant an absence to be excused. Such circumstances are at the sole discretion of building administrators.

- a. School Suspensions (documented by school disciplinarians)
- b. School-sponsored Field Trips (documented by teachers/sponsors)
- c. Funerals (notification required from parent before the absence occurs)
- d. Doctor Visits (notification from parent and documentation required from doctor’s office signed by office rep/Dr.)

- e. Planned Family Vacation (up to 3 school days and documented by parents at least 1 week ahead of the actual vacation)
- f. **Parentally Excused Absences Due To Illness** – Our elementary schools will accept a “parentally” excused absence for up to five days during a semester.
 - a. A parent must call to report an absence the day of the illness. If no contact is made the day of the illness, the absence will be recorded as truant.
 - b. Illness absences in excess of the five parentally excused absences will be recorded as “unexcused” until a doctor’s note is received. This note must be brought to the office within 2 school days following the student’s return to school.
 - c. Additionally, if a student has frequent parentally excused absences or prolonged absences, with no doctor’s notices the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.

Verified Unexcused Absence – Any absence that is verified by the parent or guardian, but is not listed in the “Excused” category above would be considered a “Verified Unexcused Absence”. Verified unexcused absences can occur because of personal reasons and may include, but are not limited to:

- a. short notice family trips
- b. birthday parties
- c. non-school related competitions
- d. prom dress shopping
- e. graduations
- f. trips to the airport
- g. car problems
- h. planned family vacations in excess of 3 missed school days

Truancy - Any absence that occurs without notification from the student’s parent/guardian will be classified as truant. Schools must be notified on, or before the day of the absence in order for the absence not to be classified as truancy.

Tardy – Not being in your assigned classroom when school begins.

Attendance Incentive Program:

Monthly Positive Support for Attendance

- **Individual Incentives:** At the first of each month students with 98% attendance and good student behavior for the prior month, will be entered into a drawing for incentive. One student’s name from each grade level will be drawn. Prizes could include: movie tickets, restaurant gift cards, school apparel, etc.

Semester & Yearly Positive Support for Attendance

- **Individual Incentives:** All students with a combined attendance rate of 98% or better, and have achieved satisfactory grades for the year will be rewarded with a Tiger 98 Club Prize.

- **Whole Class Incentive:** We will also monitor and post each grade's monthly attendance rate on our prominently displayed Attendance Board. At the end of each semester, the grade with the highest attendance percentage will be rewarded with a special lunch provided by the Red Oak Community School District. All administrators and students from in the entire grade level will be invited to attend.
-

3. BIRTHDAYS

Old:

We welcome a little celebration for a child's birthday. We do ask parents to use good judgment in what they send. If your child brings a birthday treat, there must be enough for every child in the classroom. If a parent chooses to have a birthday party outside of the school day, the invitations for such a party are to be sent through the U.S. Mail, unless one is given to every boy or girl in the classroom.

New:

Birthdays and other celebrations that involve food are only celebrated once a month. The classroom teacher will coordinate with parents to plan the celebration. Birthday treats brought at random without the teacher knowing will not be permitted or passed out to students. If a parent chooses to have a birthday party outside of the school day, the invitations for such a party are to be sent through the U.S. Mail or electronic methods. They are not to be passed out at school unless one is given to everyone in the student's classroom.

4. PARTIES

Old:

Parties are planned and organized in conjunction with the principal's office. Room parties are held to celebrate various occasions and also class successes. Arrangements for these parties will be made cooperatively between teacher, parents, and pupils as the situation permits.

New:

Parties are planned and organized in conjunction with the principal's office. Room parties are held to celebrate various occasions and also class successes, but no more than one per month in conjunction with the birthday celebration if they involve food. Arrangements for these parties will be made cooperatively between teacher, parents, and pupils as the situation permits.

Item 6.2.3 Technology Department Handbook Suggested Revisions

– Bob Deter and Building Principals

BACKGROUND INFORMATION: Technology Director Bob Deter is present this evening to offer suggested changes in the handbook guidelines for the district's one-to-one computer program. Please allow him a few minutes to make his recommendations.

SUGGESTED BOARD ACTION: If acceptable, the Directors should take formal action to approve the handbook as presented by Director Bob Deter.

Red Oak Community Schools

STUDENT/PARENT LAPTOP HANDBOOK

The Red Oak Community School District is pleased to make available a variety of technologies to district students and staff through local and wide area network services. These include, but are not restricted to, laptop computers, software, and wireless internet access. We believe these services will provide exciting learning opportunities and unique resources to our students.

Please read this entire section carefully.

This agreement is made effective upon receipt of laptop, between the Red Oak Community School District (ROCS D), the student receiving a laptop ("student"), and his/her parent(s) or legal guardian ("parent"). The student and parent(s), in consideration of being provided with a laptop computer, software, and related materials (the "laptop") for use while a student is at Red Oak Community School District, hereby agree as follows:

Equipment

Ownership: ROCS D retains sole right of possession of the laptop and grants permission to the student to use the laptop according to the guidelines set forth in this document. Moreover, Red Oak administrative staff retains the right to collect and/or inspect the laptop at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

Equipment Provided: Efforts are made to keep all laptop configurations the same. All laptops include ample RAM and hard-disk space, a protective laptop case, software, and other miscellaneous items. ROCS D will retain records of the serial numbers of provided equipment.

Substitution of Equipment: In the event the laptop is damaged or inoperable, ROCS D has a limited number of spare laptops for use while the laptop is repaired or replaced. The student may NOT opt to keep a broken laptop. However, the district cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. Please note that if the student forgets to bring the laptop or power adapter to school, a substitute will not be provided.

Responsibility for Electronic Data: The student is solely responsible for any data stored on the laptop. It is the sole responsibility of the student to backup such data as necessary. ROCS D provides a means for backup along with directions, but the district does not accept responsibility for any such data. Only student data saved to the district's network folders ("h" drives") will be automatically backed up and saved. Personal data should not be saved on the district network folders.

Printers: Network printers will not be installed on student laptops. Printing stations will be available when needed.

Damage or Loss of Equipment

Insurance and deductible: ROCSD has purchased accidental damage insurance which covers a wide range of perils. This insurance coverage does not cover intentional damages.

Responsibility for Damage: The student is responsible for maintaining a 100% working laptop at all times. The student shall use reasonable care to ensure that the laptop is not damaged. Refer to the *Standards for Proper Laptop Care* section for a description of expected care. The first incident in a school year will not result in a fee unless it is not covered by the accidental damage protection. Students will be charged a fee of \$15 for each additional incident that is covered by the accidental damage insurance. ~~In the event of damage not covered by the accidental damage insurance, the student and parent/guardian will be billed a fee according to the following schedule (This is cumulative over the life of the computer)~~

- First incident – up to \$50
- Second incident – up to \$100
- Third incident – up to full cost of repair or replacement

ROCSD reserves the right to charge the student and parent/guardian the full cost for repair or replacement when damage occurs due to gross negligence as determined by the administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Laptop Care* section for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Laptop Care* section for guidelines of proper use).

Responsibility for Loss: In the event the laptop is lost or stolen, the student and parent/guardian may be billed the full cost of replacement of the laptop and accidental damage insurance. ~~In addition to the laptop itself, student and parent/guardian may be billed for lost or damaged carrying cases, shoulder straps, and AC Adapters. Replacement costs for these are as follows:~~

- Carrying case and shoulder strap - \$30
- Shoulder strap - \$10
- AC adapter - \$60

Actions Required in the Event of Damage or Loss: Report the problem immediately to the Director of Technology. If the laptop is stolen or vandalized while not in a ROCSD building or at a Red Oak sponsored event, the parent/guardian shall file a police report.

Technical Support and Repair: ROCSD does not guarantee that the laptop will be operable, but will make technical support, maintenance and repair available.

Commented [BD1]: Suggested change—there is currently no responsibility for damages not covered by the accidental damage insurance (100% of our repairs have been covered so far). Many of the damages have been by repeat offenders. We hope that a nominal fee will serve as motivation to be more responsible.

Commented [BD2]: Replaces the word “warranty”

Commented [BD3]: Suggested change—clarification

Commented [BD4]: Suggested change—we must purchase accidental damage insurance for a computer that must be replaced

Commented [BD5]: Suggested addition—was not clarified previously

Legal and Ethical Use Policies

Monitoring: ROCSD will monitor laptop use using a variety of methods - including electronic remote access - to assure compliance with ROCSD's Acceptable Use Policy.

Legal and Ethical Use: All aspects of ROCSD Acceptable Use Policy remain in effect, except as mentioned in this section.

Filesharing and Filesharing Programs: The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. Filesharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

Allowable Customizations

- Students *are permitted* to alter or add files to customize the assigned laptop to their own working styles (i.e., background screens, default fonts, and other system enhancements).
- The student *is permitted* to download music to iTunes, but may not download, install, or use any other software without permission from the ROCSD Technology Director. This includes, but is not limited to software added or accessed via USB drives or similar devices.

Commented [BD6]: Suggested change—would cover software added or accessed via USB drives.

STANDARDS FOR PROPER LAPTOP CARE

This document is an important addendum to the *Technology Acceptable Use Police*. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned laptop. Loss or damage resulting in failure to abide by the details below may result in full financial responsibility. Read the electronic manual that comes with the laptop. Following the advice and the standards below will lead to a laptop that will run smoothly and serve as a reliable, useful and enjoyable tool.

Your Responsibilities:

- Treat this equipment with as much care as if it were your own property. Students will be assigned the same laptop year after year.
- Bring the laptop and AC adapter to school each day. Laptops should be fully charged. (Substitutes will NOT be provided if you forget them.) If students leave their laptops at home, academic consequences similar to those applicable to forgotten or incomplete work may be enforced.
- Keep the laptop either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the laptop stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the laptop in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school

- personnel as a protection against theft. Unattended and unlocked equipment, if stolen, even at school, will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave laptops in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the laptop in a car other than in a locked trunk. **Avoid leaving the laptop in environments with excessively hot or cold temperatures.**
 - Do not let anyone use the laptop other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned laptop will be your full responsibility.
 - Adhere to ROCSD School's Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask the District Teacher Librarians, Technology Director or building administrators.
 - Back up your data. Never consider any electronic information safe when stored on only one device.
 - Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the Director of Technology.
- Don't force anything (e.g., connections, popped-off keys). Seek help instead.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the laptop, including the keys, screen cover or plastic casing. Families may be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the laptop.
- Do not do anything to the laptop that will permanently alter it in any way. (You can apply appropriate stickers so long as they are completely removable.)
- Keep the equipment clean. For example, don't eat or drink while using the laptop.

Carrying the Laptop

- Always completely close the lid and wait for the laptop to enter Sleep mode before moving it, even for short distances. Movement while the laptop is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient – there is little reason to actually shut-down the laptop other than on an airplane or during extended days of inactivity.
- Always store the laptop in the laptop case provided. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the laptop other than the laptop itself as this may damage the screen.
- We require that you carry the laptop inside the school-issued laptop carrying case.
- Do not grab and squeeze the laptop, as this can damage the screen and other components.

Screen Care

The laptop screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the laptop screen with anything (e.g., your finger, pen, pencil, etc.) other than approved laptop screen cleaners.

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens. Cleaning supplies are available in the media centers.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are likely to crack the screen when the lid is closed.

DVD/CDRW (Optical Drive)—If applicable

- Never force a disc into the drive.
- Keep discs clean and store them in a cover to prevent dust from entering the laptop.
- Always remove CDs and DVDs when they are not in use.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your laptop charging overnight in a room other than your bedroom.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the laptop when it is not in use, in order to save battery life and protect the screen.

Personal Health and Safety

- Avoid extended use of the laptop resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.
- Read the safety warnings included in the user guide.

LAPTOP USE AND CONDUCT POLICY

The primary goal of ROCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the laptop equipment. The following is a list of rules and guidelines which govern the use of ROCSD laptops and network resources.

Network Resources refers to all aspects of ROCSD's owned or leased equipment, including laptops, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of ROCSD's network resources whether this access occurs while on or off campus.

Students may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit.

- to illegally download copyrighted Internet-based music, video and large image files. Students may be allowed to stream music while working on school work only at the teacher's discretion as long as it does not affect network performance for all users. The school will monitor the network for violations.
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Director of Technology to make special arrangements).
- to alter, add or delete any files that affect the configuration of a school laptop other than the laptop assigned for personal use.
- to conduct any commercial business.
- to conduct any illegal activity (this includes adhering to copyright laws).
- to access the data or account of another user (altering files of another user is considered vandalism).
- to install unauthorized software onto ROCSD laptops; to copy ROCSD school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).
- give password(s) to anyone.
- post anonymous messages.
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

Responsibility for Property

Students are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the laptop is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents/guardians.
- Not using equipment in an unsafe environment.

Students must keep the laptop locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Laptops left in bags or backpacks or in unattended classrooms or busses are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent/guardian signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility.

Discipline

Any student who violates these rules will be subject to disciplinary action according the *Technology Acceptable Use Policy*.

Legal Issues and Jurisdiction

Because the ROCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all facilities are used legally. Hence

any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of ROCSD's network resources is subject to the rules stated in the *Technology Acceptable Use Policy*. School personnel monitor our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, to remotely access, open, examine and/or delete electronic files that violate the Acceptable Use Policy.

Disclaimer

The ROCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Red Oak Community School District. While ROCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At ROCSD, we expect students to obey the Acceptable Use Policy when using the Internet. Students found in violation of the policy will be disciplined.

In addition, ROCSD account holders take full responsibility for their access to ROCSD's network resources and the Internet. Specifically, ROCSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any device or information received by an account holder.
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet.
3. any consequences of service interruptions.

Item 6.2.4 Legion Park Facilities and Sports Complex Proposed Agreements

– Bill Drey, Terry Schmidt

BACKGROUND INFORMATION: This evening the Red Oak Board of Directors received its first look at documents produced by the City Council to update “decades old” agreements to use each other’s facilities for extra-curricular activities and recreation activities. Bill Drey has served on a committee to review and revise the agreements and can lead the discussion/presentation this evening.

Hard copies of the versions along with the “old docs” will be found on the board table this evening. Please allow Bill and Terry to review the items and then be prepared to address your concerns / questions.

SUGGESTED BOARD ACTION: (to be determined)

LEASE
RED OAK SPORTS COMPLEX

THIS LEASE, made and entered into this _____ day of _____, 20_____, by and between the Red Oak Community School District, an Iowa school corporation, whose address for purposes of this agreement shall be Red Oak, Iowa, and which is sometimes hereafter referred to as "School", and the City of Red Oak, Iowa, an Iowa municipal corporation, whose address for purposes of this agreement shall be Red Oak, Iowa, and which is sometimes hereafter referred to as "City";

BACKGROUND FACTS: School owns certain premises used for school purposes within the city of Red Oak, Iowa, and desires to lease a portion of those premises to City for use in connection with city recreational programs. School and City previously entered into a 20-year lease agreement covering the premises which the parties have now reviewed and desire to renew, subject to the provisions contained in this agreement;

WHEREFORE, the parties agree as follows:

1. **PREMISES AND TERM.** School leases to City the following real estate (the "leased premises"), situated in Red Oak, Montgomery County, Iowa;

PARCEL A

A tract of land located in the South Half (S½) of Lot One (1) of the Southeast Quarter of the Northwest Quarter (SE¼ NW¼) of Section Twenty-one (21), Township Seventy-two (72) North, Range Thirty-eight (38) West of the 5th P.M., City of Red Oak, Montgomery County, Iowa, more particularly described as follows:

Beginning at the Southwest Corner of the South Half (S½) of Lot One (1) of the Southeast Quarter (SE¼) of the Northwest Quarter (NW¼) of Section 21-72-38; thence Northerly along the West line of the South Half of Lot One (1) a distance of 675.85 feet; thence Easterly along the North line of the South Half of Lot One (1) a distance of 650.00 feet; thence Southerly a distance of 670.00 feet to a point on the South line of the South Half of Lot One (1); thence West along the South line of the South Half of Lot One (1) a distance of 590.00 feet to the point of beginning, containing 9.45 acres, more or less.

PARCEL B

A tract of land located in Lot One (1) of the Northeast Quarter (NE¼) of the Southwest Quarter (SW¼) of Section Twenty-one (21), Township Seventy-two (72) North, Range Thirty-eight (38) West of the 5th P.M., City of Red Oak, Montgomery County, Iowa, more particularly described as follows:

Commencing at the Northwest Corner of Lot One (1) of the Northeast Quarter (NE¼) of the Southwest Quarter (SW¼) of Section 21-72-38, thence East along the North line of Lot One (1) a distance of 200.00 feet to the point of beginning; thence East along the North line of Lot One (1) a distance of 320.00 feet; thence South a distance of 380.00 feet; thence West a distance of 320.00 feet; thence North a distance of 380.00 feet to the point of beginning, containing 2.79 acres,

with all improvements located thereon and all rights, easements and appurtenances thereto belonging, which more particularly includes the space and premises shown on the photographic representations

attached hereto marked Exhibit A and Exhibit B, for the term of 10 years, beginning at midnight of the date previous to the first day of the leased term which shall be on the 1st day of July, 2013, and ending at midnight on the last day of the leased term, which shall be on the 30th day of June, 2023, upon the condition that City performs as in this lease provided. The parties previously entered into a lease agreement dated September 12, 1989, which provided for a 20-year lease term and annual extensions year-to-year thereafter, which lease agreement shall be terminated effective upon execution of this lease. Additionally, School grants to City a limited license to use the parking lot areas located on School property adjacent to the leased premises for use by the public in attendance at City-related activities on the leased premises during the term of this lease. This is a limited license and in the event of a conflict in scheduling between School events and City events, School events shall control use of the parking areas.

2. **POSSESSION.** City is entitled to possession of the leased premises at the beginning date of this lease and is entitled to hold possession until the end date of this lease. Provided, School is granted an unlimited license to use certain portions of the leased premises covering the areas locally known and described as the Red Oak High School Softball Field, which is identified as Field 1 on Exhibit A attached hereto, and the "Red Oak High School Practice Football Field", which is identified as Field 5 on Exhibit A attached hereto. With respect to Field 1 and Field 5, School use and scheduling shall be granted priority over City use and scheduling. Additionally, during the term of this lease, School is hereby granted a limited license to use the premises designated on Exhibit A and Exhibit B as Fields 2, 3 and 4 for School use and athletic activity, and shall be consulted by City on the scheduling of use of these portions of the leased premises. However, with respect to use of Fields 2, 3 and 4, City use and scheduling shall take priority over School use.

3. **RENTAL.** This lease agreement is entered into by the parties in consideration of the expenditures and improvements made by City with City funds with respect to the leased premises. It is further contemplated that City will continue to invest City funds into maintenance, repair and improvements to the leased premises, all of which is regarded by the parties as good and valuable consideration for this lease.

4. **USE OF PREMISES.** City covenants and agrees that during the term of this lease it shall use and occupy the leased premises only for city recreational purposes and uses incidental thereto.

5. **QUIET ENJOYMENT.** School covenants that its estate in the leased premises is in fee simple and that the City shall peaceably have, hold and enjoy use of the premises for the entire term of this lease. School shall take no action which shall deprive City of rights contracted by City under this agreement during the term of the lease.

6. **RIGHT TO PRESCRIBE RULES AND REGULATIONS FOR PUBLIC USE OF LEASED PREMISES.** City may prescribe rules and regulations applicable to persons coming upon the leased premises for use of the premises during the term of this lease. Any such rules and regulations shall be discussed with School before implementation and shall be consistent with School policies. School has been advised and understands that City has contracted with the Montgomery County Family YMCA (the "YMCA") to perform scheduling and operation of youth activities for City on the leased premises, and City has agreed to follow and enforce policies and values established by the YMCA for use in City recreational programs. Therefore, City and School agree that during the term of this lease, the following personal guidelines shall be followed:

(a) persons coming upon or using the leased premises shall neither possess nor use alcohol or any alcoholic beverage, beer, wine or alcoholic spirits;

(b) persons coming upon or using the leased premises shall neither smoke, as that term is defined under either state law or city ordinances, nor possess or use tobacco or tobacco products as those terms are defined under City ordinances;

School shall enforce these use restrictions both upon the leased premises and upon all School premises located adjacent to the leased premises during the term of this lease. "School premises located adjacent to the leased premises" shall mean and refer to the Red Oak Community High School campus and all of its facilities located thereon.

City shall post signs on the leased premises providing public notice of the restrictions contained in this section of the lease. School shall post signs on the Red Oak Community High School campus providing notice of the restrictions in this section. Both City and School shall take whatever action is necessary to enforce the restrictions of this section of the lease.

7. MAINTENANCE AND REPAIR. Except as otherwise provided in this section, City shall maintain, repair, replace and improve the leased premises for use as a baseball and softball complex and athletic field, and may contract with third party providers to perform maintenance, repair, replacements or improvements necessary to keep the leased premises in good condition.

Notwithstanding anything to the contrary contained in this section, School shall be solely responsible for all maintenance, repair, replacement and improvement of the both the Red Oak High School Softball Field designated as Field 1 on Exhibit A attached hereto and the Red Oak High School Practice Football Field designated as Exhibit 5 on Exhibit A attached hereto at School expense during the term of this lease.

8. PREMISES IMPROVEMENTS. (a) City owns the building structure located in the center of Fields 1, 2, 3 and 4. This building is currently used for restrooms, concessions and a field announcer's booth. City shall maintain, repair, replace and improve the restroom area of this structure when necessary during the leased term. School shall maintain, repair, replace and improve the concession and the field announcer's booth areas of the structure during the leased term. School shall obtain consent and approval of City to all plans and specifications for all maintenance, repair, replacement and improvement to the concession and field announcer's booth areas before completing any such work.

(b) Fields 1, 2, 3 and 4 are separated by fencing. During the term of this lease, City shall be responsible for furnishing and paying the cost of all maintenance, repair, replacement and improvements to fencing for Fields 2, 3 and 4. During the same term, School shall be responsible for furnishing and payment of all costs for all maintenance, repair, replacement and improvement of fencing for Field 1.

(c) During the term of this lease, City shall furnish and pay for all maintenance, repair, replacement and improvement to all trees or other plantings located upon the leased premises. No replacement or removal of any tree or decorative planting shall be made without School consent.

9. UTILITIES. Utilities used upon the leased premises shall be furnished, replaced and repaired at the cost of City, EXCEPT the cost of utility services furnished to the Red Oak High School Softball Field identified as Field 1 on Exhibit A hereto. With respect to Field 1, School shall be responsible for all maintenance, repair or replacement of all fixtures used thereon, specifically including, but not necessarily limited to all lighting and lighting fixtures, wiring and related appurtenances used thereon or therefore, and the water sprinkler system and all wiring, fixtures and related appurtenances used thereon or therefore, and shall pay the cost of all utilities used upon the Red Oak High School Softball Field identified as Field 1 on Exhibit A hereto.

In the event School desires to revise any current utility design on Field 1 on Exhibit A hereto, request and approval will be made to City acting by and through the Red Oak Park and Tree Board. No change shall be made to the utility design without City approval.

10. INSURANCE.

- (A) Property Insurance. City and School agree to insure their respective real property and personal property located upon the leased premises for its full insurable value. This insurance shall cover losses included in the special form clauses of loss (formerly all risk coverage). To the extent permitted by their policies, City and School waive all rights of subrogation against each other to the extent the loss suffered is fully insured and fully paid for by the insurance provided by each of them, and agree to make no assignment of subrogation rights for any such purpose.
- (B) Liability Insurance. (1) City shall obtain and maintain during the term of this lease a policy furnishing general liability insurance with limits of at least \$ 2,000,000.00 per occurrence and \$ 6,000,000.00 annual aggregate on the leased premises. This policy shall include coverage for liability arising from premises operations, work of independent contractors, personal injury, products and operations hazard and liability assumed under a contract. This policy shall be endorsed to include School as an additional insured. Except for negligence of School, City shall hold harmless, defend and indemnify School from and against all loss, costs and liability resulting from injuries to persons or property happening or done upon the leased premises during this lease term.
- (2) School shall maintain the same liability coverages and limits on School premises located adjacent to the leased premises and upon both the Red Oak High School Softball Field identified as Field 1 on Exhibit A hereto, and the Red Oak High School Practice Football Field identified as Field 5 on Exhibit A hereto, and except for negligence of City, School shall hold harmless, defend and indemnify City from and against all loss, costs and liability to persons or property upon that property during the lease term. School insurance shall be primary as concerns, injuries or damages happening or done upon both Field 1 and Field 5 during the lease term.
- (C) Certificates of Insurance. Before the effective date of this lease, City will provide School with a Certificate of Insurance with the property and liability insurance requirements specified in this section, and School will provide City a Certificate of Insurance with the property and liability insurance requirements specified in this section on the adjacent School property upon which the leased premises is located, specifically including both the Red Oak High School Softball Field identified as Field 1 on Exhibit A hereto and the Red Oak High School Practice Football Field identified as Field 5 on Exhibit A hereto. Each of these policies will include a 30 day advance notice of cancellation both to the School and to the City.
- (D) Approval of Insurance Companies. Both School and City will provide a copy of this lease agreement to their respective insurers and obtain approval to the insurance provisions herein. In the event both such companies refuse to accept the waiver of subrogation rights endorsement provided for in this section, neither School nor City will be bound by that provision.

11. LIABILITY FOR DAMAGE. Each party shall be liable to the other for any damage to the property of the other negligently, recklessly or intentionally caused by that party or that party's agents,

employees or persons using the leased premises at that party's invitation, except to the extent such loss is fully insured and subrogation is waived. It is the intent of this provision that neither party will bring action against the other for any loss to property fully restored by insurance.

12. **INDEMNITY.** Except for loss to person or property negligently, recklessly or intentionally caused by City, or City's employees or agents, School shall protect, defend and indemnify City from and against all loss, costs, damage and expenses occasioned by or arising out of any occurrence causing or inflicting injury or damage to any person or property happening or done upon the leased premises during the term of this lease arising out of School use of the leased premises, specifically including injury or damage happening upon the Red Oak High School Softball Field designated as Field 1 on Exhibit A to this lease, and the Red Oak High School Practice Football Field identified as Field 5 on Exhibit A to this lease.

13. **TERMINATION.** This agreement shall automatically renew at its conclusion for an additional 10 year term unless no more than 180 days and no less than 90 days in advance of the end of the lease term written notice of intent not to renew is given by either party to the other. Upon termination, City will voluntarily remove from the leased premises and relinquish possession to School. The premises will be delivered in good and clean condition, the effects of ordinary wear and tear and depreciation excepted. All improvements installed upon the leased premises by City shall become the property of School upon termination of the lease, unless otherwise provided in this lease agreement, or except those items which School agrees in writing may be removed by City. Any such items agreed for removal must be removed and damages repaired within 180 days of lease termination.

14. **NOTICES AND DEMANDS.** Notices shall be given to School and City at their respective addresses designated on the signature lines of this lease, unless and until either party notifies the other in writing of a different address.

15. **PROVISIONS TO BIND AND BENEFIT SUCCESSORS AND ASSIGNS.** Each provision of this lease agreement shall be binding upon each of the parties hereto, their successors and assigns. 16. **CHANGES TO BE IN WRITING.** No provision of this lease agreement shall be modified or enforced unless in writing and agreed to by each of the parties.

17. **CITY ADMINISTRATIVE BOARD.** City shall be represented in performance of this lease by the Red Oak Park and Tree Board. Matters pertaining to this lease agreement shall be presented to the Red Oak Park and Tree Board. Provided, that in the event any contract related to the leased premises needs to be executed on behalf of the City, such contract will be executed both by the Red Oak Park and Tree Board and approved as to form and content by the Red Oak City Council before becoming effective.

DONE AND ENTERED INTO the date first written above.

RED OAK PARK AND TREE BOARD

By: _____

Chairperson

By: _____

Secretary

CITY OF RED OAK, IOWA

By: _____
Mayor

By: _____
City Clerk

RED OAK COMMUNITY SCHOOL DISTRICT

By: _____
President

By: _____
Secretary

STATE OF IOWA, COUNTY OF MONTGOMERY, ss:

On this _____ day of _____, 20____, before me, a Notary Public in and for the State of Iowa, personally appeared _____ and _____ to me personally known, and who being by me duly sworn or affirmed, did say that they are the Chairperson and Secretary, respectively, of the Red Oak Park and Tree Board; that the Red Oak Park and Tree Board has no separate corporate seal from the seal of the City of Red Oak, Iowa, and that the seal affixed to the foregoing instrument is the corporate seal of the City of Red Oak, Iowa, a municipal corporation, and that the instrument was signed on behalf of the Red Oak Park and Tree Board by authority of the Board, and that _____ and _____ acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the Red Oak Park and Tree Board, by it voluntarily executed.

_____, Notary Public

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STATE OF IOWA, COUNTY OF MONTGOMERY, ss:

On this _____ day of _____, 20_____, before me, a Notary Public in and for the State of Iowa, personally appeared _____ and _____ to me personally known, and, who being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Red Oak, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the Corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, and that _____ and _____ acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the Corporation, by it voluntarily executed.

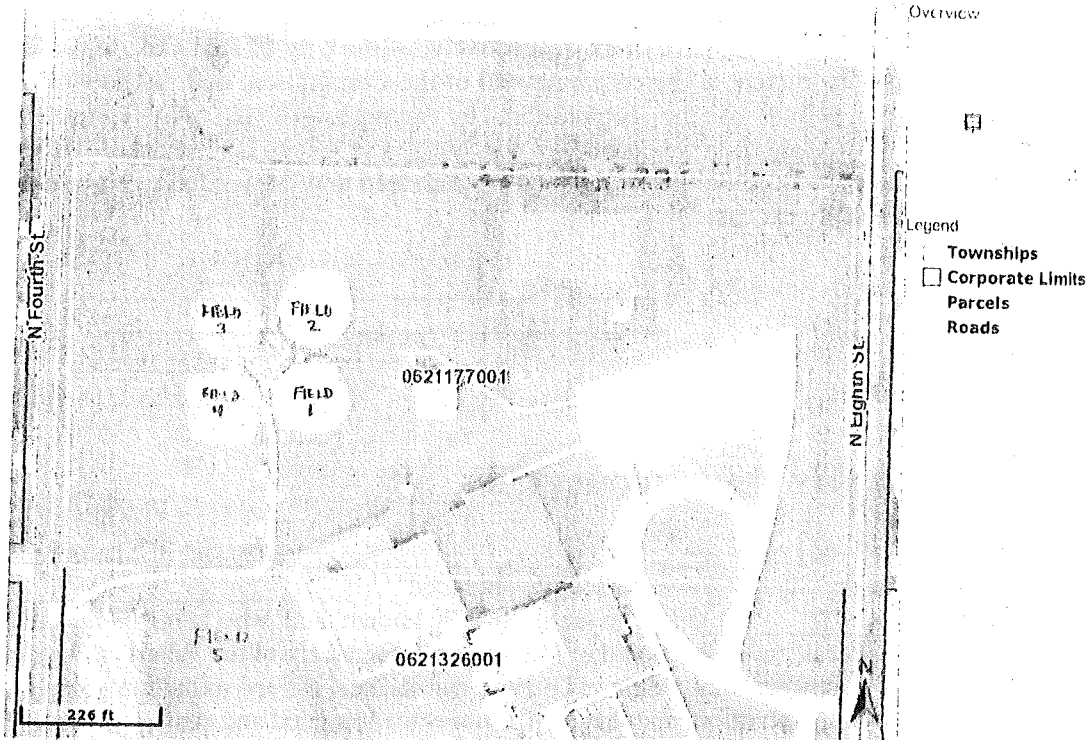
_____, Notary Public

STATE OF IOWA, COUNTY OF MONTGOMERY, ss:

On this _____ day of _____, 20_____, before me, a Notary Public in and for the State of Iowa, personally appeared _____ and _____ to me personally known, and, who being by me duly sworn, did say that they are the President of the Board of Directors and Secretary of the Board of Directors, respectively, of the Red Oak Community School District; that the seal affixed to the foregoing instrument is the corporate seal of the Corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its Board of Directors, and that _____ and _____ acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the Corporation, by it voluntarily executed.

_____, Notary Public

Date Created: 11/16/13



Parcel ID	0621177001	Alternate ID	600621177001000	Owner Address	Red Oak Community School Dist
Sec/Twp/Rng	21-72-38	Class	R		904 Broad Street
Property Address		Acreage	n/a		Red Oak, IA 51566
District	RED OAK CITY				
Brief Tax Description	SE NW S/2 LT 1				

(Note: Parcel ID is based on the last 12 digits of the parcel ID.)

Parcel ID: 0621177001

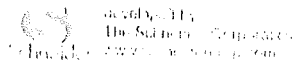
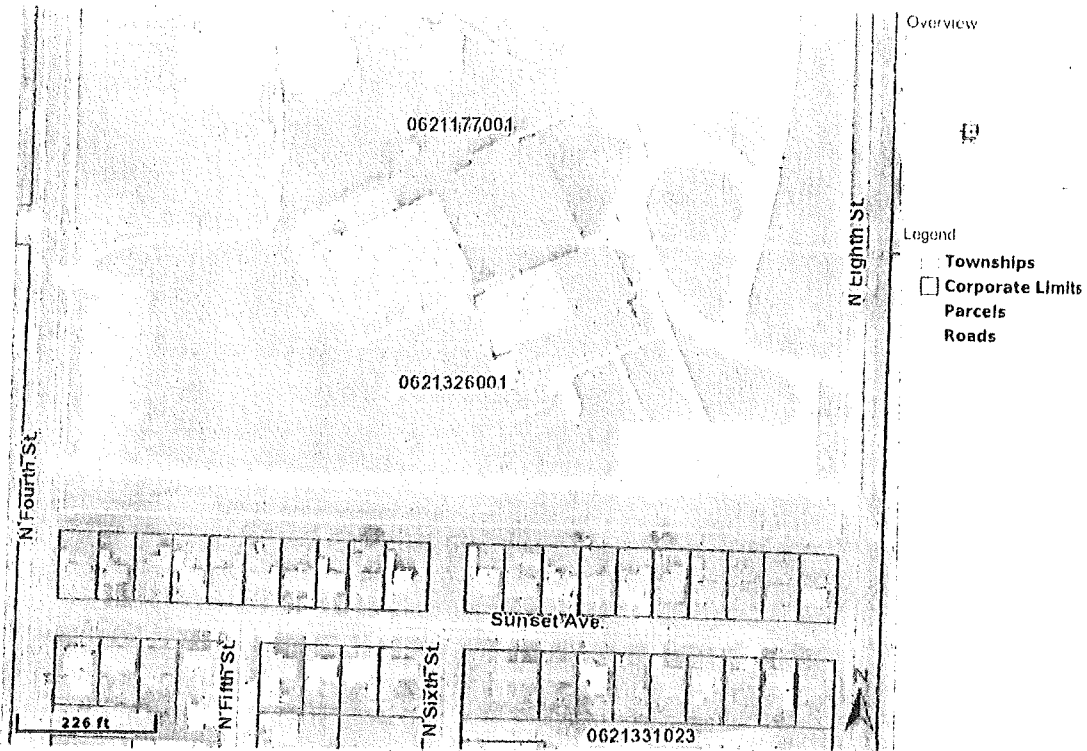


EXHIBIT A

C

81

Date Created: 10/1/2013



Parcel ID 0621326001 Alternate ID 600621326001000 Owner Address Red Oak Community School Dist
 Sec/Twp/Rng 21-72-38 Class R 901 Broad Street
 Property Address RED OAK Acreeage n/a Red Oak, IA 51566

District RED OAK CITY
 Brief Tax Description LOT 1 NE SW
 (This block number is old - unused)

10/1/2013 10:10:13 AM

Developed by
 The Standard Corporation
 10000 W. 100th Street, Suite 100
 Overland Park, KS 66204

EXHIBIT B

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LEASE
LEGION PARK ATHLETIC FACILITIES

THIS LEASE is made and entered into this _____ day of _____, 20____, by and between THE CITY OF RED OAK, IOWA, an Iowa municipal corporation, whose address for purposes of this agreement shall be Red Oak, Iowa, and which is sometimes hereafter referred to as "City", and THE RED OAK COMMUNITY SCHOOL DISTRICT, an Iowa school corporation, whose address for purposes of this agreement shall be Red Oak, Iowa, and which is sometimes hereafter referred to as "School";

BACKGROUND FACTS: City and School for a number of years have maintained a legal relationship under which School has leased from City certain property located in a City-owned facility locally known as "Legion Park", evidenced by a lease agreement dated January 1, 1972. The parties desire to replace and renew the existing lease agreement.

IT IS THEREFORE UNDERSTOOD AND AGREED:

1. **PREMISES.** The City, in consideration of the rents, agreements and conditions herein contained, leases to the School and School leases from City, according to the terms of this lease agreement, the following-described property situated in Red Oak, Montgomery County, Iowa (the "leased premises" or "premises"):

All that area now or hereafter during this lease used and occupied by School for purposes of athletic competitions located within Legion Park, Red Oak, Iowa, and currently or hereafter during this lease contained within fenced enclosure(s) erected by School for purposes of this lease, specifically including that area maintained and used as a football field and stadium area, a baseball field and stadium area, and track and field events areas, and included fencing and structures located therein, including bleachers, lights, press box areas, concession stand and all other buildings or to their structures therein,

along with all rights, easements and appurtenances connected therewith. Either party may request review and modification of the area occupied as the leased premises during this lease. Provided, no change, removal, replacement or alteration of the fence marking the boundaries of the leased premises shall be made without agreement of both parties.

2. **TERMS.** The parties previously entered into a lease agreement dated January 1, 1972, which shall be terminated upon execution of this lease. This lease shall begin at midnight of the date previous to the first day of the lease term which shall be on the 1st day of July, 2013, and shall end at midnight on the last day of the lease term, which shall be on the 30th day of June, 2023, upon the condition that School pays the rent called for and otherwise performs as provided in this agreement. Notwithstanding anything to the contrary contained in this Paragraph, School grants to City a limited license to use the leased premises, excluding the concession stand, without interference from School, from midnight on July 3 of each year to midnight on July 4 of each year, for the city July 4th holiday celebration. Further, in the event for any reason the city July 4th holiday celebration must be re-scheduled from July 4, School grants to City possession of the leased premises during the same hours of the rescheduled celebration date.

3. **RULES FOR USE OF LEASED PREMISES.** School has been advised and understands that City has adopted an ordinance prohibiting smoking and tobacco use within certain city-owned premises. School agrees that during the term of this lease School will prohibit smoking and tobacco use as those terms are defined under Section 40.11, Code of Ordinance, City of Red Oak, or its successor, during the

term of this lease, in addition to any other prohibitions enforced by School with respect to school-related events on School property.

4. **RENTAL.** School agrees to pay to City as rental for the leased premises the sum of One Thousand and no/100ths (\$1,000.00) Dollars per year, in advance, the first rent payment becoming due on July 20, 2013, and subsequent rent payments due the 20th day of each July thereafter during the term of this lease.

In addition to the foregoing, School shall also pay as a part of the rental of the leased premises the cost of all utility services used on or upon the leased premises, specifically including, but not necessarily limited to, the cost for water and sewer, electrical, gas and waste disposal, and trash or garbage removal. Any amount due and owing to City shall be paid to City at City's address as shown in this lease agreement. All other amounts to be paid by School as rental for the leased premises shall be paid directly to the provider before same become delinquent.

5. **POSSESSION.** School shall be entitled to possession on the first day of the term of this lease, and shall yield possession to City at the end of the lease term.

6. **USE OF PREMISES.** School covenants and agrees during the term of this lease to use and occupy the leased premises only for uses related to events sponsored by School, including all interscholastic and intramural athletic contests and events, and all other uses for which the leased premises are suited as may reasonably relate to operation of School's business purposes. School shall not have the right to consent to any use of the leased premises by a third party without first obtaining City's consent and approval in advance.

7. **REPLACEMENT, REPAIR AND MAINTENANCE.** School shall be responsible for repair, replacement and maintenance of all improvements and fixtures installed upon, over, under or within the leased premises, specifically including, but not necessarily limited to:

- | | |
|--|--|
| (a) structural elements of all building structures | (j) concrete floors and walkways |
| (b) sewer | (k) grass |
| (c) plumbing fixtures | (l) track surface |
| (d) pipes | (m) athletic field or performance area surfaces |
| (e) wiring | (n) bleacher seating structures |
| (f) electrical fixtures | (o) water lines and field watering systems |
| (g) heating equipment | (p) electric lines |
| (h) air conditioning equipment | (q) gas lines |
| (i) glass | (r) water hydrants |
| | (s) scoreboards and appurtenances relating to them |

When used in this Paragraph, the term "maintain" means to clean and keep in good condition. "Repair" means to fix and restore to good condition after damage, deterioration or partial destruction. "Replace" means to remove an existing fixture and replace it with a new fixture similar in form and use.

8. **CITY REPAIRS, REPLACEMENT AND MAINTENANCE.** This lease does not include the parking areas located adjacent to the leased premises. These parking areas shall be and remain under City use, possession, ownership and control throughout the term of this lease. Similarly, all other city-owned properties within the area legally described as:

The Subdivision of Lot One (1) and Sub Lot Two (2), except Parcel A, of the West Half of the Southwest Quarter (W $\frac{1}{2}$ SW $\frac{1}{4}$) of Section Twenty-one (21), Township Seventy-two (72) North, Range Thirty-eight (38) West of the 5th P.M., Montgomery County, Iowa,

not contained within the leased premises described in this agreement are excluded from this lease. City shall be entitled to full possession and use of all those premises.

With respect to the parking areas located adjacent to the leased premises, City agrees to maintain, repair and replace said parking areas so as to be useful for parking of vehicles for persons attending events upon the leased premises. City and School shall coordinate the scheduling of events so that whenever possible there is no conflict between events sponsored by School and events of City affecting the leased premises.

When used in this Paragraph, the term "maintain" means to clean and keep in good condition. "Repair" means to fix and restore to good condition after damage, deterioration or partial destruction. "Replace" means to remove an existing fixture and replace it with a new fixture similar in form and use.

9. CONDITION OF PREMISES. School has had an opportunity to investigate and determine the condition of the leased premises and accepts the premises and all improvements as is in their existing condition. School shall relinquish possession of the leased premises and improvements in at least the same condition as at the beginning of this lease, normal wear and tear excepted.

10. INSURANCE. (a) Property Insurance. City and School agree to insure their respective real and personal property located upon the leased premises for their full insurable value. Such insurance shall cover losses included in the special form clauses of loss (formerly all risk coverage). To the extent permitted by their policies, City and School waive all rights of subrogation against each other to the extent the loss suffered is fully insured and paid for by the insurance provided by each of them. (b) Liability Insurance. School shall obtain and maintain general liability insurance in the amounts of not less than \$ 2,000,000.00 per occurrence and \$ 6,000,000.00 annual aggregate on the leased premises. This policy shall include coverage for liability arising from premises operations, independent contractors, personal injury, products and operations and liability assumed under an insured contract. The policy shall be endorsed to include City as an additional insured. School shall hold harmless, defend and indemnify City from and against all loss, costs and liability resulting from injuries to persons or property happening or done upon the leased premises during this lease term. City shall maintain similar liability coverages on the City property adjoining the leased premises and shall hold harmless, defend and indemnify School from and against all loss, costs and liability resulting from injuries to persons or property happening or done upon City property during this lease term. (c) Certificates of Insurance. Before the effective date of this lease, School will provide City with a Certificate of Insurance with these property and liability insurance requirements. Each of these policies will include a 30 day advance notice of cancellation to the other. (d) Approval of Insurance Companies. Both School and City will provide a copy of this lease agreement to their respective insurers and obtain approval to the insurance provisions herein. In the event both such companies refuse to accept the waiver of subrogation rights endorsement provided for in this section, neither School nor City will be bound by that provision.

School will not do or omit doing of any act which would invalidate any insurance or increase the insurance rates enforced on the premises.

11. TERMINATION, SURRENDER OF PREMISES AT END OF TERM AND REMOVAL OF FIXTURES. This agreement shall automatically renew at its conclusion for an additional 10 year term unless no more than 180 days and no less than 90 days in advance of the end of the lease term written notice of intent not to renew is given by either party to the other. Upon termination, School will voluntarily remove from the leased premises and relinquish possession to City. The premises will be delivered in good and clean condition, the effects of ordinary wear and tear and depreciation excepted. All improvements installed upon the leased premises by School shall become the property of City upon termination of the lease, unless otherwise provided in this lease agreement, or except those items which

City agrees in writing may be removed by School. Any such items agreed for removal must be removed and damages repaired within 180 days of lease termination.

12. **ASSIGNMENT AND SUBLETTING OF PREMISES.** Any assignment of this lease either by City or School must first be agreed upon by the other party in writing. School may not sublease the premises without obtaining City's written permission in advance.

13. **REAL ESTATE TAXES.** City shall be responsible for payment of all real estate taxes on the leased premises before same become delinquent.

14. **PERSONAL PROPERTY TAXES.** School agrees to pay all taxes levied against its personal property on the premises during the term of this lease.

15. **LIABILITY FOR DAMAGE.** Each party shall be liable to the other for all damage to the property of the other negligently, recklessly or intentionally caused by that party or the party's agents, employees or persons coming upon the leased premises at the actual or implied invitation of the party, except to the extent the loss is fully insured and subrogation is waived. It is the intent of this provision that neither party will bring action against the other for any loss to property fully restored by insurance.

16. **INDEMNITY.** Except for the negligence of School, City will protect, defend and indemnify School from and against all loss, costs, damage and expenses occasioned by or arising out of, any occurrence, causing or inflicting injury or damage to any person or property happening or done in, upon or about the property of City on which the leased premises are located, or due directly or indirectly to the use or occupancy thereof by City or any person claiming through or under City. In this regard, it is and shall remain the responsibility and duty of School to supervise parking areas used by the public for attendance at School events conducted upon the leased premises to assure good order is maintained thereon. City does not waive the requirement of School supervision of the area by providing police assistance to direct traffic traveling through the leased premises area during School events upon the leased premises.

17. **MONTGOMERY COUNTY FAIR BOARD AND COUNTY FAIR PREMISES.** City and School acknowledge and understand that the Montgomery County Fair Board owns real property located immediately east both of the leased premises and the property of City (the "Fair property"). The Fair property is improved by structures and a roadway upon which persons attending City and School events either upon the leased premises or elsewhere within Legion Park may access either the leased premises or other areas of Legion Park. It is not the intent of this lease to prevent either City or School from any rights to claim indemnification or contribution from the Montgomery County Fair Board for loss, costs, damage or expense occasioned by or arising out of any occurrence causing or inflicting injury or damage to persons or property happening or done in, upon or about the premises owned by the Montgomery County Fair Board as a result of which a claim of damage is made against either City or School.

18. **FIRE AND CASUALTY.** In the event of a partial destruction or damage of the leased premises which is a business interference preventing the normal use of the leased premises, or any part thereof by School, which damages are repairable within 180 days after its occurrence, this lease shall not terminate. There shall be no abatement of rent in that event. Provided, this lease may be terminated either by School or City in the event of a total destruction of business use, which is defined as destruction or damage of the leased premises to the extent School is not able to use the leased premises for uses contemplated under this agreement and which damage or destruction cannot be repaired within 180 days. In such event, if School or City terminates the lease, School shall remove from possession of the leased premises within 180 days thereafter and this lease shall terminate. In that event, neither City nor School shall have any obligation to rebuild structural improvements on the leased premises.

19. **CONDEMNATION.** In the event of condemnation of any part of the leased premises resulting in separate awards of damages, each party shall be entitled to retain that award granted to it by the condemning authority. In the event condemnation results in a total destruction of business use of the leased premises as defined herein, School shall remove from possession within 180 days following completion of the condemnation proceeding and neither School nor City shall have a further obligation to perform under this lease.

20. **DEFAULT.** Either party shall be in default upon failure to perform as promised under this lease agreement. In the event of a default, the party damaged shall provide Notice of Default to the other and the other shall have 60 days from the date of notice to remedy the default. Such notice shall be provided in writing by certified mail, return receipt requested or by personal service in the manner of original notices under Iowa law, or by taking the written acknowledgement of the other to hand delivery. In the event the defaulting party fails to remedy the default within 60 days from the date such notice is delivered, this lease may terminate and the damaged party may bring such action as is reasonable to recover damages from the other.

21. **RIGHT OF EITHER PARTY TO MAKE GOOD ANY DEFAULT OF THE OTHER.** Notwithstanding anything to the contrary herein, either party may remedy any default of the other in order to preserve the party's rights under this agreement. In that event, the responsible party shall reimburse the other the expense advanced within 30 days following the date of demand. Failing reimbursement within that time, the responsible party shall pay the other interest on the unpaid amounts at ten percent (10%) per annum from the date of advance until paid.

22. **MECHANIC'S LIENS.** School shall not permit any person or firm to file or place a Mechanic's Lien upon the leased premises, or upon any building or improvement upon the leased premises. In the event such a lien is filed, School shall immediately take such measures as are necessary to procure a bond to release the lien filing. In support of this provision, School shall not complete any work of improvement upon the leased premises or upon any building or structure or other improvement located thereon, without obtaining City consent and approval to the plans and specifications of the work of improvement in advance. Further, in the event of any such improvement, School shall provide City evidence of payment of the cost of improvements as same are installed along with mechanic's lien waivers from each provider.

23. **ENVIRONMENTAL.**

A. City. To the best of City's knowledge to date:

1. Neither City nor City's former or present tenants are subject to any investigation concerning the premises by any governmental authority under any applicable federal, state, or local codes, rules and regulations pertaining to air and water quality, the handling, transportation, storage, treatment, usage, or disposal of toxic or hazardous substances, air emissions, other environmental matters, and all zoning and other land use matters.
2. Any handling, transportation, storage, treatment, or use of toxic or hazardous substances that has occurred on the premises has been in compliance with all applicable federal, state and local codes, rules and regulations.
3. No leak, spill release, discharge, emission or disposal of toxic or hazardous substances has occurred on the premises.

4. The soil, groundwater, and soil vapor on or under the premises is free of toxic or hazardous substances.

5. City shall assume liability and shall indemnify and hold School harmless against all liability or expense arising from any condition which existed, whether known or unknown, at the time of execution of the lease which condition is not a result of actions of the School or which condition arises after date of execution but which is not a result of actions of the School.

B. School. School expressly represents and agrees:

1. During the lease term, School will refrain from use of any hazardous substance as defined at Section 455B.411, Code of Iowa, 2011, and IAC 567-141.2 without first obtaining the written consent of City. School understands and agrees that City's consent is at City's sole option and complete discretion and that such consent may be withheld or may be granted with any conditions or requirements that City deems appropriate.

2. During the lease term, School shall be fully liable for all costs and expenses related to the use, storage, removal and disposal of hazardous substances used or kept on the property by School, and School shall give immediate notice to City of any violation or any potential violation of any environmental regulation, rule, statute or ordinance relating to the use, storage or disposal of any hazardous substance.

3. School, at its sole cost and expense, agrees to remediate, correct or remove from the premises any contamination of the property caused by any hazardous substances which have been used or permitted by School on the premises during any term of this lease. Remediation, correction or removal shall be in a safe and reasonable manner, and in conformance with all applicable laws, rules and regulations. School reserves all rights allowed by law to seek indemnity or contribution from any person, other than City, who is or may be liable for any such cost and expense.

4. School agrees to indemnify and hold City harmless from and against all claims, causes of action, damages, loss, costs, expense, penalties, fines, lawsuits, liabilities, attorney fees, engineering and consulting fees, arising out of or in any manner connected with hazardous substances, which are caused or created by School on or after the date of this lease and during any term of this lease, including, but not limited to, injury or death to persons or damage to property, and including any diminution of the value of any leased premises which may result from the foregoing. This indemnity shall survive the cessation, termination, abandonment or expiration of this lease.

24. NOTICES AND DEMANDS. Notices provided for under this lease shall be given to the respective parties at the addresses shown below the lines for signature at the end of this agreement.

25. PROVISIONS TO BIND AND BENEFIT SUCCESSORS AND ASSIGNS. Each of the provisions of this lease agreement shall be binding upon any successor-in-interest or assign of either of the parties hereto.

26. CHANGES TO BE IN WRITING. Any change to the content of this agreement shall not be enforceable against the party against whom it sought to be enforced unless made in writing and agreed to by the party.

27. **CONSTRUCTION.** Words and phrases herein, including the acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender according to the context.

28. **CERTIFICATION.** School certifies that it is not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control, and it is not engaged in this transaction, directly or indirectly on behalf of, or instigating or facilitating this transaction, directly or indirectly on behalf of any such person, group, entity or nation. School hereby agrees to defend, indemnify and hold harmless City from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to any breach of the foregoing certification.

29. **CITY ADMINISTRATIVE BOARD.** City shall be represented in performance of this lease by the Red Oak Park and Tree Board. Matters pertaining to this lease agreement shall be presented to the Red Oak Park and Tree Board. Provided, that in the event any contract related to the leased premises needs to be executed on behalf of the City, such contract will be executed both by the Red Oak Park and Tree Board and approved as to form and content by the Red Oak City Council before becoming effective.

DONE AND EXECUTED the date first written above.

RED OAK PARK AND TREE BOARD

By: _____
Chairperson

By: _____
Secretary

CITY OF RED OAK, IOWA

By: _____
Mayor

By: _____
City Clerk

RED OAK COMMUNITY SCHOOL DISTRICT

By: _____
President

By: _____
Secretary

STATE OF IOWA, COUNTY OF MONTGOMERY, ss:

On this _____ day of _____, 20____, before me, a Notary Public in and for the State of Iowa, personally appeared _____ and _____ to me personally known, and who being by me duly sworn or affirmed, did say that they are the Chairperson and Secretary, respectively, of the Red Oak Park and Tree Board; that the Red Oak Park and Tree Board has no separate corporate seal from the seal of the City of Red Oak, Iowa, and that the seal affixed to the foregoing instrument is the corporate seal of the City of Red Oak, Iowa, a municipal corporation, and that the instrument was signed on behalf of the Red Oak Park and Tree Board by authority of the Board, and that _____ and _____ acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the Red Oak Park and Tree Board, by it voluntarily executed.

_____, Notary Public

STATE OF IOWA, COUNTY OF MONTGOMERY, ss:

On this _____ day of _____, 20____, before me, a Notary Public in and for the State of Iowa, personally appeared _____ and _____ to me personally known, and, who being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Red Oak, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the Corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, and that _____ and _____ acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the Corporation, by it voluntarily executed.

_____, Notary Public

STATE OF IOWA, COUNTY OF MONTGOMERY, ss:

On this _____ day of _____, 20____, before me, a Notary Public in and for the State of Iowa, personally appeared _____ and _____ to me personally known, and, who being by me duly sworn, did say that they are the President of the Board of Directors and Secretary of the Board of Directors, respectively, of the Red Oak Community School District; that the seal affixed to the foregoing instrument is the corporate seal of the Corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its Board of Directors, and that _____ and _____ acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the Corporation, by it voluntarily executed.

_____, Notary Public

Item 6.2.5 Personnel Considerations: Instructors, Shared Management, Other

– Terry Schmidt and Other Leadership Staff

BACKGROUND INFORMATION: At publication time numerous personnel recruitment and placement activities were underway. A comprehensive document will be presented during this agenda item tonight. Where possible, advance background information affecting newly placed personnel was emailed to the Directors.

SUGGESTED BOARD ACTION: (to be provided)

Item 6.2.6 Board Policy Updates and Revisions – Terry Schmidt

BACKGROUND INFORMATION: The Directors still finds themselves with many policies to review, revise, and update. This evening the following policies are presented for consideration. Terry will explain each; seek Director comment; and then seek suggested tentative approval. Efforts will be made to add several new policies each meeting in order to reach conclusion of this process.

Tonight these are reviewed: (please see the enclosed current policies followed by suggested changes from IASB or Terry)

Policy Code No. 603.1 Basic Instruction Program

Policy Code No. 603.2 Summer School Instruction

Policy Code No. 603.3 Special Education

Policy Code No. 603.4 Multicultural Gender Fair

Policy Code No. 603.5 Health Education

Policy Code No. 603.6 Physical Education

Policy Code No. 603.7 Career Education

Policy Code No. 603.8 Teaching About Religion

Policy Code No. 603.9 Academic Freedom

Policy Code No. 603.10 Global Education

Policy Code No. 603.11 Citizenship

SUGGESTED BOARD ACTION: (to be provided)

CURRENT

Code No. 603.1

BASIC INSTRUCTION PROGRAM

The basic instruction program will include the courses required for each grade level by the State Department of Education. The instructional approach will be nonsexist and multicultural.

The basic instruction program of students enrolled in kindergarten is designed to develop healthy emotional and social habits, language arts and communication skills, the capacity to complete individual tasks, character education and the ability to protect and increase physical well-being with attention given to experiences relating to the development of life skills and human growth and development.

The basic instruction program of students enrolled in grades one through six will include English-language arts, social studies, mathematics, science, health, human growth and development, physical education, traffic safety, music, and visual art.

The basic instruction program of students enrolled in grades seven and eight will include English-language arts, social studies, mathematics, science, health, human growth and development, family and consumer, career, technology education, physical education, music, and visual art.

The basic instruction program of students enrolled in grades nine through twelve will include English-language arts (6 units), social studies (5 units), mathematics (6 units), science (5 units), health (1 unit), physical education (1 unit), fine arts (3 units), foreign language (4 units), and vocational education (12 units).

The board may, in its discretion, offer additional courses in the instruction program for any grade level.

Each instruction program is carefully planned for optimal benefit taking into consideration the financial condition of the school district and other factors deemed relevant by the board or superintendent. Each instruction program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

It is the responsibility of the superintendent to develop administrative regulations stating the required courses and optional courses for kindergarten, grades one through six, grades seven and eight, and grades nine through twelve.

Legal Reference: 20 U.S.C. § 1232h (1994).
34 C.F.R. Pt. 98 (2002).
Iowa Code §§ 216.9; 256.11; 279.8; 280.3-.14 (2005).
281 I.A.C. 12.5.

Cross Reference: 102 Equal Educational Opportunity
103 Long-Range Needs Assessment
505 Student Scholastic Achievement
602 Curriculum Development
603 Instructional Curriculum

Approved October 14, 1996

Reviewed _____

Revised January 23, 2006

IASB - SUGGESTED

Code No. 603.1

BASIC INSTRUCTION PROGRAM

The basic instruction program will include the courses required for each grade level by the State Department of Education. The instructional approach will be gender fair and multicultural.

The basic instruction program of students enrolled in kindergarten is designed to develop healthy emotional and social habits, language arts and communication skills, the capacity to complete individual tasks, character education and the ability to protect and increase physical well-being with attention given to experiences relating to the development of life skills and human growth and development.

The basic instruction program of students enrolled in grades one through six will include English-language arts, social studies, mathematics, science, health, human growth and development, physical education, traffic safety, music, and visual art.

The basic instruction program of students enrolled in grades seven and eight will include English-language arts, social studies, mathematics, science, health, human growth and development, family and consumer, career, technology education, physical education, music, and visual art.

The basic instruction program of students enrolled in grades nine through twelve will include English-language arts (6 units), social studies (5 units), mathematics (6 units), science (5 units), health (1 unit), physical education (1 unit), fine arts (3 units), foreign language (4 units), and vocational education (12 units).

The board may, in its discretion, offer additional courses in the instruction program for any grade level.

Each instruction program is carefully planned for optimal benefit taking into consideration the financial condition of the school district and other factors deemed relevant by the board or superintendent. Each instruction program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

It is the responsibility of the superintendent to develop administrative regulations stating the required courses and optional courses for kindergarten, grades one through six, grades seven and eight, and grades nine through twelve.

NOTE: *This policy reflects the educational standards.*

Legal Reference: 20 U.S.C. § 1232h (2010).
34 C.F.R. Pt. 98 (2010).
Iowa Code §§ 216.9; 256.11; 279.8; 280.3-.14 (2011).
281 I.A.C. 12.5.

Cross Reference: 102 Equal Educational Opportunity
103 Long-Range Needs Assessment
505 Student Scholastic Achievement
602 Curriculum Development
603 Instructional Curriculum

Approved _____

Reviewed _____

Revised _____

CURRENT

Code No. 603.2

SUMMER SCHOOL INSTRUCTION

Generally, only courses through the alternative school will be offered during summer school. However, the board, in its discretion, may offer summer school for one or more courses and student activities for students who need additional help and instruction or for enrichment in those areas. This decision is within the discretion of the board. ~~Students whose IEP indicates the need for Extended School Year Education services will receive instruction according to the IEP.~~

Upon receiving a request for summer school, the board will weigh the benefit to the students and the school district as well as the school district's budget and availability of licensed employees to conduct summer school. ~~The district may charge a fee for enrolling in the summer school program, which may be in a sufficient amount to reimburse the district, as closely as possible, for the costs of the program.~~

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

Legal Reference: Iowa Code §§ 279.8, .11; 280.3, .14; 282.1A, .6 (2005).

Cross Reference: 410.3 Summer School Licensed Employees
603 Instructional Curriculum
711.7 Summer School Transportation

Approved October 14, 1996

Reviewed _____

Revised January 23, 2006

IASB - SUGGESTED

Code No. 603.2

SUMMER SCHOOL INSTRUCTION

Generally, only _____ will be offered during summer school. The board however, in its discretion, may offer summer school for one or more courses and student activities for students who need additional help and instruction or for enrichment in those areas. This decision is within the discretion of the board.

Upon receiving a request for summer school, the board will weigh the benefit to the students and the school district as well as the school district's budget and availability of licensed employees to conduct summer school.

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

Legal Reference: Iowa Code §§ 279.8, .11; 280.3, 282.6 (2011).

Cross Reference: 410.2 Summer School Licensed Employees
603 Instructional Curriculum
711.4 Summer School Transportation

Approved _____

Reviewed _____

Revised _____

CURRENT

Code No. 603.3

SPECIAL EDUCATION

The board recognizes some students have different educational needs than other students. The board will provide a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to maximum age allowable in accordance with the law. Students requiring special education will attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student is written in the student's Individualized Education Program (IEP).

Special education students are required to meet the requirements stated in board policy or in their IEPs for graduation. It is the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services.

Children from birth through age 2 and children age 3 through age 5 are provided comprehensive special education services within the public education system. The school district will work in conjunction with the area education agency to provide services, at the earliest appropriate time, to children with disabilities from birth through age 2. This is done to ensure a smooth transition of children entitled to early childhood special education services.

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.* (1994).
 34 C.F.R. Pt. 300 *et seq.* (1996).
 Iowa Code §§ 256.11(7); 256B; 273.1, .2, .5, .9(2)-(3); 280.8 (2005).
 281 I.A.C. 41.

Cross Reference: 503 Student Discipline
 505.5 Graduation Requirements
 506 Student Records
 507.2 Administration of Medication to Students
 507.8 Student Special Health Services
 601.1 School Calendar
 603 Instructional Curriculum

Approved October 14, 1996

Reviewed _____

Revised January 23, 2006

SPECIAL EDUCATION

The board recognizes some students have different educational needs than other students. The board will provide a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to maximum age allowable in accordance with the law. Students requiring special education will attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student is written in the student's Individualized Education Program (IEP).

Special education students are required to meet the requirements stated in board policy or in their IEPs for graduation. It is the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services.

Children from birth through age 2 and children age 3 through age 5 are provided comprehensive special education services within the public education system. The school district will work in conjunction with the area education agency to provide services, at the earliest appropriate time, to children with disabilities from birth through age 2. This is done to ensure a smooth transition of children entitled to early childhood special education services.

NOTE: This is a mandatory policy and reflects state and federal law. For more detailed discussion of this issue, see IASB's Policy Primers, Vol. 20 #7 – Dec. 4, 2008 and 13 #3- Jan. 22, 2001.

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; 273.1, .2, .5, .9(2)-(3); 280.8 (2011).
281 I.A.C. 41.109

Cross Reference: 503 Student Discipline
505.5 Graduation Requirements
506 Student Records
507.2 Administration of Medication to Students
507.8 Student Special Health Services
601.1 School Calendar
603 Instructional Curriculum

Approved _____

Reviewed _____

Revised _____

CURRENT

Code No. 603.4

MULTICULTURAL AND NONSEXIST EDUCATION/ **GENDER FAIR**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, **creed sexual orientation, gender identity, or disability.**

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian Americans, African Americans, Hispanic Americans, **American Indians, European Americans**, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Legal Reference: Iowa Code §§ 216.9; 256.11 (2007).
281 I.A.C. 12.5(8).

Cross Reference: 102 Equal Educational Opportunity
600 Goals and Objectives of the Education Program

Approved October 14, 1996

Reviewed _____

Revised January 23, 2006
May 29, 2007

Red Oak Community School District

99

IASB - SUGGESTED

Code No. 603.4

MULTICULTURAL/GENDER FAIR EDUCATION

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

NOTE: This is a mandatory policy and reflects the educational standards. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 19 #10- June 8, 2007.

Legal Reference: Iowa Code §§ 216.9; 256.11 (2011).
281 I.A.C. 12.5(8).

Cross Reference: 102 Equal Educational Opportunity
600 Goals and Objectives of the Education Program

Approved _____

Reviewed _____

Revised _____

CURRENT

Code No. 603.5

HEALTH EDUCATION

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

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

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

Legal Reference: Iowa Code §§ 256.11; 279.8; 280.3-.14 (2005).
281 I.A.C. 12.5.

Cross Reference: 502 Student Rights and Responsibilities
603 Instructional Curriculum
607 Instructional Services

Approved October 14, 1996

Reviewed January 23, 2006

Revised _____

IASB - SUGGESTED

Code No. 603.5

HEALTH EDUCATION

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

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

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

Legal Reference: Iowa Code §§ 256.11; 279.8; 280.3-.14 (2011).
281 I.A.C. 12.5.

Cross Reference: 502 Student Rights and Responsibilities
603 Instructional Curriculum
607 Instructional Services

Approved _____

Reviewed _____

Revised _____

CURRENT

Code No. 603.6

PHYSICAL EDUCATION

Students in grades one through twelve are required to participate in physical education courses unless they are excused by the principal of their attendance center.

Students may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or the student has been exempted because of a conflict with the student's religious beliefs.

Students in grades 9-12 may also be excused from physical education courses if:

- the student is enrolled in academic courses not otherwise available, or
- the student has obtained a physical education waiver for a semester because the student is actively involved in an athletic program.

Twelfth grade students may also be excused from physical education courses if the student is enrolled in a cooperative, work-study or other educational program authorized by the school which requires the student's absence from school.

Students who will not participate in physical education must have a written request or statement from their parents.

Legal Reference: Iowa Code § 256.11 (2005).
281 I.A.C. 12.5.

Cross Reference: 504 Student Activities
603 Instructional Curriculum

Approved October 14, 1996

Reviewed October 24, 2000

Revised January 23, 2006

IASB - SUGGESTED

Code No. 603.6

PHYSICAL EDUCATION

Students in grades one through twelve are required to participate in physical education courses unless they are excused by the principal of their attendance center.

Students may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or the student has been exempted because of a conflict with the student's religious beliefs.

Students in grades 9-12 may also be excused from physical education courses if:

- the student is enrolled in academic courses not otherwise available, or
- the student has obtained a physical education waiver for a [*semester or trimester*] because the student is actively involved in an athletic program.

Twelfth grade students may also be excused from physical education courses if the student is enrolled in a cooperative, work study or other educational program authorized by the school which requires the student's absence from school.

Students who will not participate in physical education must have a written request or statement from their parents.

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

Legal Reference: Iowa Code § 256.11 (2011).
281 I.A.C. 12.5.

Cross Reference: 504 Student Activities
603 Instructional Curriculum

Approved _____

Reviewed _____

Revised _____

CURRENT

Code No. 603.7

CAREER EDUCATION

Preparing students for careers is one goal of the education program. Career education will be written into the education program for grades kindergarten through twelve. This education will include, but not be limited to, awareness of self in relation to others and the needs of society, exploration of employment opportunities, experiences in personal decision-making, and experiences of integrating work values and work skills into their lives.

It is the responsibility of the superintendent to assist licensed employees in finding ways to provide career education in the education program. Special attention should be given to courses of vocational education nature. The board, in its review of the curriculum, will review the means in which career education is combined with other instructional programs.

Legal Reference: Iowa Code §§ 256.11, .11A; 280.9 (2005).
281 I.A.C. 12.5(7).

Cross Reference: 603 Instructional Curriculum

Approved October 14, 1996

Reviewed January 23, 2006

Revised _____

IASB - SUGGESTED

Code No. 603.7

CAREER EDUCATION

Preparing students for careers is one goal of the education program. Career education will be written into the education program for grades kindergarten through twelve. This education will include, but not be limited to, awareness of self in relation to others and the needs of society, exploration of employment opportunities, experiences in personal decision-making, and experiences of integrating work values and work skills into their lives.

It is the responsibility of the superintendent to assist licensed employees in finding ways to provide career education in the education program. Special attention should be given to courses of vocational education nature. The board, in its review of the curriculum, will review the means in which career education is combined with other instructional programs.

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

Legal Reference: Iowa Code §§ 256.11, .11A; 280.9 (2011).
281 I.A.C. 12.5(7).

Cross Reference: 603 Instructional Curriculum

Approved _____

Reviewed _____

Revised _____

CURRENT

Code No. 603.8

TEACHING ABOUT RELIGION

The school district is required to keep the practice of religion out of the school curriculum. The board recognizes the key role religion has played in the history of the world and authorizes the study of religious history and traditions as part of the curriculum. Preferential or derogatory treatment of a single religion will not take place.

It is the responsibility of the superintendent to ensure the study of religion in the schools in keeping with the following guidelines:

- the proposed activity must have a secular purpose;
- the primary objective of the activity must not be one that advances or inhibits religion; and
- the activity must not foster excessive governmental entanglement with religion.

Legal Reference: U.S. Const. amend. I.
Lee v. Weisman, 112 S.Ct. 2649 (1992).
Lemon v. Kurtzman, 403 U.S. 602 (1971).
Graham v. Central Community School District of Decatur County, 608 F.Supp. 531 (S.D. Iowa 1985).
Iowa Code §§ 279.8; 280.6 (2005).

Cross Reference: 603 Instructional Curriculum
604.6 Religious-Based Exclusion from a School Program
606.4 School Ceremonies and Observances

Approved October 14, 1996

Reviewed January 23, 2006

Revised _____

IASB - SUGGESTED

Code No. 603.8

TEACHING ABOUT RELIGION

The school district is required to keep the practice of religion out of the school curriculum. The board recognizes the key role religion has played in the history of the world and authorizes the study of religious history and traditions as part of the curriculum. Preferential or derogatory treatment of a single religion will not take place.

It is the responsibility of the superintendent to ensure the study of religion in the schools in keeping with the following guidelines:

- the proposed activity must have a secular purpose;
- the primary objective of the activity must not be one that advances or inhibits religion; and
- the activity must not foster excessive governmental entanglement with religion.

NOTE: This policy and the accompanying regulation reflect the law on teaching religion in the public schools.

Legal Reference: U.S. Const. amend. I.
Lee v. Weisman, 112 S.Ct. 2649 (1992).
Lemon v. Kurtzman, 403 U.S. 602 (1971).
Graham v. Central Community School District of Decatur County, 608 F.Supp. 531 (S.D. Iowa 1985).
Iowa Code §§ 279.8; 280.6 (2011).

Cross Reference: 603 Instructional Curriculum
604.5 Religious-Based Exclusion from a School Program
606.2 School Ceremonies and Observances

Approved _____

Reviewed _____

Revised _____

CURRENT

Code No. 603.8R1

TEACHING ABOUT RELIGION REGULATION - RELIGIOUS HOLIDAYS

The historical and contemporary significance of religious holidays may be included in the education program provided that the instruction is presented in an unbiased and objective manner. The selection of holidays to be studied will take into account major celebrations of several world religions, not just those of a single religion. Holiday-related activities will be educationally sound and sensitive to religious differences and will be selected carefully to avoid the excessive or unproductive use of school time. Teachers will be especially careful in planning activities that are to take place immediately preceding or on a religious holiday.

Music, art, literature and drama having religious themes (including traditional carols, seasonal songs and classical music) will be permitted if presented in an objective manner without sectarian indoctrination. The emphasis on religious themes is only as extensive as necessary for a balanced and comprehensive study or presentation. Religious content included in student performances is selected on the basis of its independent educational merit and will seek to give exposure to a variety of religious customs, beliefs and forms of expression. Holiday programs, parties or performances will not become religious celebrations or be used as a forum for religious worship, such as the devotional reading of sacred writings or the recitations of prayers.

The use of religious symbols (e.g. a cross, menorah, crescent, Star of David, lotus blossom, nativity scene or other symbol that is part of a religious ceremony) is permitted as a teaching aid, but only when such symbols are used temporarily and objectively to give information about a heritage associated with a particular religion. The Christmas tree, Santa Claus, Easter eggs, Easter bunnies and Halloween decorations are secular, seasonal symbols and as such can be displayed in a seasonal context.

Expressions of belief or nonbelief initiated by individual students are permitted in composition, art forms, music, speech and debate. However, teachers may not require projects or activities that indoctrinate or force students to contradict their personal religious beliefs or nonbeliefs.

Approved October 14, 1996

Reviewed January 23, 2006

Revised _____

TEACHING ABOUT RELIGION REGULATION - RELIGIOUS HOLIDAYS

The historical and contemporary significance of religious holidays may be included in the education program provided that the instruction is presented in an unbiased and objective manner. The selection of holidays to be studied will take into account major celebrations of several world religions, not just those of a single religion. Holiday-related activities will be educationally sound and sensitive to religious differences and will be selected carefully to avoid the excessive or unproductive use of school time. Teachers will be especially careful in planning activities that are to take place immediately preceding or on a religious holiday.

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Expressions of belief or nonbelief initiated by individual students is permitted in composition, art forms, music, speech and debate. However, teachers may not require projects or activities which are indoctrinate or force students to contradict their personal religious beliefs or nonbeliefs.

CURRENT

Code No. 603.9

ACADEMIC FREEDOM

The board believes students should have an opportunity to reach their own decisions and beliefs about conflicting points of view. Academic freedom is the opportunity of licensed employees and students to study, investigate, present, interpret, and discuss facts and ideas relevant to the subject matter of the classroom and appropriate to and in good taste with the maturity and intellectual and emotional capacities of the students.

It is the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or biased positions in the classroom or through teaching methods. Teachers are not discouraged from expressing personal opinions as long as students are aware it is a personal opinion, and students are allowed to reach their own conclusions independently.

It is the responsibility of the principal to ensure academic freedom is allowed but not abused in the classroom.

Legal Reference: Iowa Code §§ 279.8; 280.3, .6 (2005).

Cross Reference: 502 Student Rights and Responsibilities
603 Instructional Curriculum
904.5 Distribution of Materials

Approved January 23, 2006

Reviewed _____

Revised _____

IASB - SUGGESTED

Code No. 603.9

ACADEMIC FREEDOM

The board believes students should have an opportunity to reach their own decisions and beliefs about conflicting points of view. Academic freedom is the opportunity of licensed employees and students to study, investigate, present, interpret, and discuss facts and ideas relevant to the subject matter of the classroom and appropriate to and in good taste with the maturity and intellectual and emotional capacities of the students.

It is the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or biased positions in the classroom or through teaching methods. Teachers are not discouraged from expressing personal opinions as long as students are aware it is a personal opinion and students are allowed to reach their own conclusions independently.

It is the responsibility of the principal to ensure academic freedom is allowed but not abused in the classroom.

NOTE: This is not a mandatory policy, but it is strongly recommended. The policy and accompanying regulation reflect current law on the subject.

Legal Reference: Iowa Code §§ 279.8; 280.3, .6 (2011).

Cross Reference: 502 Student Rights and Responsibilities
603 Instructional Curriculum
903.5 Distribution of Materials

Approved _____

Reviewed _____

Revised _____

CURRENT

Code No. 603.9R1

TEACHING CONTROVERSIAL ISSUES

A "controversial issue" is a topic of significant academic inquiry about which substantial groups of citizens of this community, this state or this nation hold sincere, conflicting points of view.

It is the belief of the board that controversial issues should be fairly presented in a spirit of honest academic freedom so that students may recognize the validity of other points of view but can also learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the facts related to the controversy.

It is the responsibility of the instructor to present full and fair opportunity and means for students to study, consider and discuss all sides of controversial issues including, but not limited to, political philosophies.

It is the responsibility of the instructor to protect the right of the student to study pertinent controversial issues within the limits of good taste and to allow the student to express personal opinions without jeopardizing the student's relationship with the teacher.

It is the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or selfish propaganda of any kind through any classroom or school device; however, an instructor will not be prohibited from expressing a personal opinion as long as students are encouraged to reach their own decisions independently.

The board encourages full discussion of controversial issues in a spirit of academic freedom that shows students that they have the right to disagree with the opinions of others but that they also have the responsibility to base the disagreement on facts and to respect the right of others to hold conflicting opinions.

Approved October 14, 1996

Reviewed _____

Revised January 23, 2006

TEACHING CONTROVERSIAL ISSUES

A "controversial issue" is a topic of significant academic inquiry about which substantial groups of citizens of this community, this state or this nation hold sincere, conflicting points of view.

It is the belief of the board that controversial issues should be fairly presented in a spirit of honest academic freedom so that students may recognize the validity of other points of view but can also learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the facts related to the controversy.

It is the responsibility of the instructor to present full and fair opportunity and means for students to study, consider and discuss all sides of controversial issues including, but not limited to, political philosophies.

It is the responsibility of the instructor to protect the right of the student to study pertinent controversial issues within the limits of good taste and to allow the student to express personal opinions without jeopardizing the student's relationship with the teacher.

It is the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or selfish propaganda of any kind through any classroom or school device; however, an instructor will not be prohibited from expressing a personal opinion as long as students are encouraged to reach their own decisions independently.

The board encourages full discussion of controversial issues in a spirit of academic freedom that shows students that they have the right to disagree with the opinions of others but that they also have the responsibility to base the disagreement on facts and to respect the right of others to hold conflicting opinions.

CURRENT

Code No. 603.10

GLOBAL EDUCATION

Because of our growing interdependence with other nations in the world, global education is incorporated into the education program for grades kindergarten through twelve so that students have the opportunity to acquire a perspective on world issues, problems, and prospects for an awareness of the relationship between an individual's self-interest and the concerns of people elsewhere in the world.

Legal Reference: Iowa Code §§ 256.11, .11A (2005).
281 I.A.C. 12.5(11).

Cross Reference: 602 Curriculum Development
603 Instructional Curriculum

Approved October 14, 1996

Reviewed _____

Revised January 23, 2006

IASB - SUGGESTED

Code No. 603.10

GLOBAL EDUCATION

Because of our growing interdependence with other nations in the world, global education is incorporated into the education program for grades kindergarten through twelve so that students have the opportunity to acquire a perspective on world issues, problems, and prospects for an awareness of the relationship between an individual's self-interest and the concerns of people elsewhere in the world.

Legal Reference: Iowa Code §§ 256.11, .11A (2011).
281 I.A.C. 12.5(11).

Cross Reference: 602 Curriculum Development
603 Instructional Curriculum

Approved _____

Reviewed _____

Revised _____

CURRENT

Code No. 603.11

CITIZENSHIP

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students will have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

Legal Reference: Iowa Code §§ 256.11, .11A (2005).
281 I.A.C. 12.3(6).

Cross Reference: 101 Educational Philosophy of the School District
502 Student Rights and Responsibilities
503 Student Discipline

Approved October 14, 1996

Reviewed January 23, 2006

Revised _____

IASB - SUGGESTED

Code No. 603.11

CITIZENSHIP

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students will have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

Legal Reference: Iowa Code §§ 256.11, .11A (2011).
281 I.A.C. 12.3(6).

Cross Reference: 101 Educational Philosophy of the School District
502 Student Rights and Responsibilities
503 Student Discipline

Approved _____

Reviewed _____

Revised _____

Item 6.2.7 Closed Session per Iowa Code Section 21.5(1) i (personnel)

BACKGROUND INFORMATION: A district employee has requested a closed session this evening to address a specific need/concern. The closed session can be conducted in the superintendent's office.

This evening the Directors are asked to move into a closed session for the purposes as identified in Iowa Code Section 21.5(1) i (personnel).

The suggested motion could be as follows:

"I move to enter a closed session at _____ p.m. per section 21.5(1)i [To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.].

SUGGESTED BOARD ACTION: Following the closed session, the Directors may or may not want to take any formal action.

Item 7.0 Reports

Each board meeting may have one or more reports from district staff; announcements of future meetings; or general announcements from organizations. Seldom will the information require formal board of director action. If formal action is needed on any item, a recommendation will be provided.

7.1 Administrative Reports

7.1.1 District Leadership End of the Year Reports

Beginning this evening and continuing on June 24 will be reports submitted by various members of the administrative team. Even though these reports are provided near the end of the meeting, each is certainly important and deserves follow-up discussion as requested by Directors.

This evening's reports are provided by:

Gayle Allensworth, Inman Principal and Director of Special Education

Sharon Foote, Director of Food Service

Carlos Guerra, Director of Transportation

Pete Wemhoff, Director of Maintenance/Operations

Reports planned for June 24 include:

Red Oak Middle

Washington Intermediate

Red Oak High

*since technology department has been presenting and making recommendations no report will be forthcoming from Bob Deter.

7.2 Webinar and a One Day Conference

Two important learning opportunities are available in the days ahead. If any Director is interested in one or more, please advise tonight.

Thursday, June 20: ISFIS Conference, West Des Moines

The 3rd annual ISFIS Conference is a short two weeks away - Thursday, June 20, 2013 at the West Des Moines Marriott (1250 Jordan Creek Parkway, West Des Moines IA 50266). The day's schedule has been set and is below. If you have not registered and plan to attend, [you may click here to register](#) . With three general sessions and twelve break out sessions, there is something for everyone!

Item 7.2 – continued

8:00 - 9:00 Registration and Refreshments

9:00 – 9:40 AM General Session: Financial and Policy Implications of the 2013 Legislative Session. Presenters: Dr. Ryan Wise, Iowa Department of Education; Margaret Buckton and Larry Sigel, ISFIS

9:50 – 10:30 AM Break Out Sessions

- School Finance Basics - Larry Sigel, ISFIS
- Serving Two Masters: Using Assessment to Efficiently and Effectively Meet Compliance in School Improvement Demands – Margaret Buckton and Susie Olesen, ISFIS
- When Employees & Students Behave Badly: Technology Polices and Computer Forensics - Brett Nitzschke, Lynch Dallas, P.C.
- Natural Gas 101: Winter Price Outlooks and Vehicle Technology Update - Wade Wiken, Seminole Retail Energy Services, LLC and James Huyser, NatGas Services, L.C.

10:40 – 11:20 AM Break Out Sessions

- Conducting a Successful Bond Issue, PPEL, ISL, RPS or Re-Org Election: Grassroots, Social Networking and the Changing Landscape of Voting in Iowa – Darwin Lehman, Forest City CSD and Larry Sigel, ISFIS
- Resources and Training for New Board Members – Margaret Buckton, ISFIS
- The Pillars of Ed Reform: Teacher Leaders and Peer Review – Dr. Ryan Wise, Iowa DOE and Susie Olesen, ISFIS
- Performance Indicators for Operational Functions and Energy Efficiency - Bill Good, Chief Operations Officer, Des Moines Public Schools

11:20 - 12:00 PM Meet with Exhibitors and Networking

12:00 - 12:50 PM Lunch

1:00 - 1:50 PM General Session: Health Care Reform. Presenters: Tom Murphy and Stephanie Eifler, Attorneys, Hopkins & Huebner, P.C.

2:00 – 2:40 PM Break Out Sessions

- Changing the Way We Look at Information: Using Data Represented in Time and Space to Better Understand Your District - Larry Sigel, ISFIS
- New Operational Sharing Incentive Opportunities - Margaret Buckton, ISFIS
- Board Policies, Competitive Quotes/Bids and Transparency: Best Practices in the Fish Bowl - Brett Nitzschke, Lynch Dallas, P.C.
- Improving Your Academic Results This Year- John Baylor, John Baylor Test Prep and Darwin Lehman, Forest City CSD

2:50 - 3:50 PM General Session: Crisis and Emergency Preparedness: The Four Phases of Emergency Management. Presenter: Bret Voorhees, Emergency/Crisis Consultant

If you have any questions about any of these sessions, please let me know. We look forward to seeing you there!

Thanks!

Traci Giles
Iowa School Finance Information Services

Item 7.2 – continued

IASB and SAI Sponsored Webinar - Thursday, June 13., Noon to 1 pm

FREE webinar explains “Ed Reform” and “Property Tax Reform” legislation

- What impact will property tax reform have on your district’s revenue?
- What do you have to do this coming year for the ed reform rollout?
- What’s the long-term impact of ed reform on your district?

These questions and much more will be addressed in a post-legislative webinar co-sponsored by IASB and SAI. The time is set for noon-1 p.m. on Thursday, June 13. IASB lobbyist Emily Piper, SAI government relations director Tom Narak and IASB attorney Mary Gannon will host the webinar to explain the legislation and answer your questions.

The webinar will be recorded and available on both the IASB and SAI websites. **Send your questions** to [Mary Gannon](#) as soon as possible so the hosts can be sure to address them during the session. You will also have the opportunity to submit questions during the webinar.

REGISTER HERE. There is **NO CHARGE** for the webinar, but we do need for you to register so we can send you log-in information. Watch your e-mail inbox two days prior to the event for log-in and viewing instructions.

7.3 School Calendar Topics Affecting the Directors

Soon, Deb Drey who coordinates the district’s school calendar, will go to press with the district’s vendor. Although the Board of Directors will not reorganize the business operations of the school district until after the September elections, it would be helpful to gain Director input tonight for certain important date entrees.

Questions:

1. Will the Directors continue to support two meetings per month – the second and fourth Mondays of the month? Will the Board continue to desire a 6 pm start time or something different?
2. Will the Directors continue to support an end of the year Employee Family Picnic activity or is there an interest in providing an end of the year All Employee Recognition Breakfast?
3. The District Administrative Center staff volunteer their gifts of food, time, and decorations to provide a Holiday Open House. This is done on school contract time. Do the Directors continue to support this effort?

Memo

To: Mr. Schmidt and Board of Directors
From: Mrs. Gayle Allensworth, pK-3rd Principal/District Special Education Director
CC: Mrs. Rita Leinen
Date: 6/6/2013
Re: Summative Report - Academic Year 2012-13



Information in this summative report includes the following:

- Inman Primary School
 - Professional Development Plan aligned with district's student achievement goals
 - Parent Partnership Committee
- Special Education
 - Special Education Core Team
 - Medicaid/IEP compliance
- Red Oak Early Childhood Center
 - NAEYC Accreditation
- Student Achievement Data from 2012-2013 school year related to RTI implementation
- Actions for Next Year

Inman Primary School/ROECC/District Special Education Plan 2012-13 Professional Development Map

1. IPS: Implement a system of interventions for students who are not meeting expected targets that is included in master schedule.
2. IPS: Study and implement deeper collaboration of multiple teams.
3. IPS: Create and Implement Parent Partnership Committee
4. ROECC: Successfully Complete NAEYC Accreditation Process
5. District Special Education: Special Education Core Team

Goal	Action/Activity	Person Responsible for Facilitation	Timelines/Dates for Review	Dates Completed	Progress Indicator
1. IPS: Implement a system of interventions for students who are not meeting expected targets that is included in master schedule.					
	Collaborate with IPS PD lead team to create a master schedule that includes building-wide intervention for students who need supplemental instruction.	Mrs. Allensworth, IPS Lead Team	June 2012	August 2012	Completed Data Protocols; Review of Master Schedule, Board Presentations, AEA Superintendent's meeting, (Re)defining Excellence nomination material; IPS Summative Protocol Data (reading and math)
	Collaborate with IPS PD lead team to select and implement the use of a data analysis and intervention protocol that include four main questions of PLC framework.	Mrs. Allensworth, IPS Lead Team	June 2012	August 2012 and May 2013	Review each grade level's completed data protocols; end of year data in reading and math (k-3)
	Conduct vertical team study of content related (math, reading core, reading intervention, behavior)	Lead Team, v-team	January 2013	June 2013	Minutes from V-team meetings; embedded content in 13-14 Action Plan
2. IPS: Study and implement deeper collaboration at multiple teams levels.					
	Collaborate with IPS PD lead team to select and implement the use of a data analysis and intervention protocol that include four main questions of PLC framework.	Mrs. Allensworth, Lead Team	June 2012	August 2012 and May 2013	Review each grade level's completed data protocols; end of year data in reading and math (k-3)
	Collect Data related to PLC Implementation Continuum	Mrs. Allensworth	June 2013	June 2013	Review of final continuum survey

3. IPS: Create and Implement Parent Partnership Committee					
	Create an PPC action team in partnership with parents from last year's core team.	Mrs. Allensworth, Dr. Eduard Grass Julian Vasquez	Fall 2012	August 2013	<ol style="list-style-type: none"> 1. Dates and times of meetings published/sign-in sheets 2. Action team members invited/ copy of letter, ppts, etc. 3. Family Center created at IPS focusing on one academic support area this year. 4. Family involvement activity
4. ROECC: Successfully Complete NAEYC Accreditation Process					
	Complete NAEYC program and classroom portfolios	Mrs. Allensworth Mrs. Arlene Smith	First Semester 2012	May 2013	<ol style="list-style-type: none"> 1. Successful exit meeting at the conclusion of visit 2. Documentation from NAEYC stating accredited status.
5. District Special Education: Create and Implement Special Education Core Team					
	Develop district level team for specialization in programs for students with Autism/ASD	Mrs. Allensworth	Fall 2012	July 2013	Team (special education and one general education) identified, team attend AEA Autism institute training, special education teachers conduct needs assessments for working with kids with Autism.
	Research about the most effective use of paras by elementary special education staff began this year. The need for district specific training for our paras exists and will be developed during the 2012-2013 school year following a needs assessment.	Special Education Core Team	Spring 2013	Fall 2013	Para evaluation system; para handbook; para training

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Inman Primary School: 2012-2013 Summative Student Achievement Data (RTI)

	Total # of Students	# of Students At or Above Target	# of Students Below Target	Total # of Students w/o IEPs	# of Students At or Above Grade Level w/o IEPs	# of Students Below Target w/o IEPs
K - Reading	96	89	7	96	89	7
% on Target Rdg	93%		7%	93%		7%
K - Math	95	87	8	95	87	8
% on Target Math	92%		8%	92%		8%
1 st - Reading	87	71	16	83	71	12
% on Target Rdg	82%		18%	86%		14%
1 st - Math	87	68	19	83	67	16
% on Target Math	78%		22%	81%		19%
2 nd Reading	85	73	12	79	73	6
% on Target Rdg	86%		14%	92%		8%
2 nd Math	84	76	8	79	74	5
% on Target Math	90%		10%	94%		6%
3 rd Reading	83	60	23	80	60	20
% on Target Rdg	72%		27%	75%		25%
3 rd Math	82	54	28	79	54	25
% on Target Math	66%		34%	68%		32%

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Actions for 2013-14 School Year:

Inman Primary School:

1. Review RTI initiative and analyze assessment/intervention alignment
2. Implement research based interventions
3. Continue deeper collaboration of teams through protocol and norms
4. Use Instructional Planner and Curriculum Mapper to continue work in essential outcomes and collaboration
5. Continue development of PPC through action plan (WATCH DOGS, One School/One Book, resource center)

ROECC:

1. Develop professional development action plan related to Gold Assessment and PLC framework
2. Create opportunities for collaboration to ensure seamlessness of programs

Special Education K-12:

1. Continue study of most effective use of para-professionals
2. Implement para-professional training handbook/program
3. Continue to complete Medicaid and IEP paperwork in timely and compliant manner
4. Complete IEP quality analysis for pre accreditation visit
5. Research effective models of Specially Designed Instruction (SDI)

TO: Red Oak Community School District
Board of Directors
FROM: Sharon Foote, Food Service Director
DATE:
RE: End of the Year Report

The 2012-2013 school year has been very busy for me with the following changes:

- .06 cent certification
- making sure that we were supplying 5 vegetable food items at each school
- making sure that we had the right calorie count for each school
- making sure that we had fresh fruit and vegetable program in place at Inman and Washington

.06 Cent Certification

The .06cent certification started in June and was submitted in January of 2013. This process was very time consuming. Notification was received that the certification was approved without need of correction on April 11, 2013 by the Department of Education Bureau of Nutrition. We will receive .06 cents for each child starting January, 2013.

The following calorie count changes for each school are as follows:

- Inman 550 calories to 650 calories
- Middle School/Washington 600 calories to 700 calories
- High School 750 calories to 850 calories

5 Vegetable Food Items

In June, 2013 I attended classes in Ames, Iowa to learn how to incorporate 5 vegetable food items to students. This was another challenge for the food service department. The following are the 5 different vegetables options that were provided to students: dark green vegetables, starchy vegetables, red/orange vegetables, beans and peas, and other vegetables.

Fresh Fruit and Vegetable Grant

The fresh fruit and vegetable grant was submitted in April 2013. We have been able to give Inman and Washington fresh fruits and vegetable this year. On May 2, Inman was approved for the grant for the 2013-2014 school year. We currently have 66.84% of the students at Inman that receive free or reduced benefits therefore Inman will be receive the grant. However, Washington is currently 58.86% of the students receiving free or reduced benefits. Therefore, Washington Intermediate will not be receiving the grant for the 2013-2014 school year. For the 2013-2014 school year the Stephanie Dross, Iowa Department of Education Bureau of Nutrition Consultant, shared that 40 additional applications were received compared to the year prior the decision was made to accept only those district buildings with 61.59% and greater for the 2013-2014 school year.

Lastly, we will be having the summer program starting June 3, 2013 to August 2, 2013. All children from Montgomery County are free and adults are welcome to each for a fee of \$3.10. There will not be lunch served on July 4 and July 5 due to the Fourth of July holiday.

During the 2013-14 school year I will be hiring a 7.5 hour person to fill in for a one of my staff that has retired.



STATE OF IOWA

TERRY BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF EDUCATION
JASON E. GLASS, DIRECTOR

SFA Name: Red Oak CSD

Agreement Number: 54630000

Date: 4/11/2013

Congratulations! Based on the information submitted, your application has been certified for the additional 6-Cents for each reimbursable lunch served/claimed starting January 1, 2013. The approved certified documents may be viewed via the CNP2000. Please remember that all planned menus must continue to meet the new meal pattern criteria. All certified SFAs are eligible for a validation review. At least twenty-five percent (25%) of all certified SFAs will be chosen at random for a validation on-site review. SFAs will be notified if they are chosen for a validation review.

The following action has been taken on the SFA's claim(s)

- X 1. The claim(s) submitted for January 2013, February 2013 and March 2013 were re-submitted and the additional 6 cents reimbursement has been added to the lunches served. The claim will be processed during the next payment cycle.
2. The claim(s) have not been submitted by the SFA for the "certified" month. When the SFA enters the claim the additional 6 cents reimbursement will be added to the original claim.

Question and comments concerning claim processing and payment of the additional 6 cent reimbursement may be directed to Patti Harding, Administrative Consultant, at patti.harding@iowa.gov or 515-281-4754.

Again, congratulations on becoming certified. Thank you for your hard work in demonstrating compliance with the new meal patterns.

Sincerely,

Angela Mitchell
Consultant, School Meals Program
Iowa Department of Education
Bureau of Nutrition and Health Services
Office Phone: 515-725-2626

Amanda Miller
Consultant, School Meals Program
Iowa Department of Education
Bureau of Nutrition and Health Services
Office Phone: 515-725-2627



TERRY BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF EDUCATION
JASON E. GLASS, DIRECTOR

Date: May 1, 2013
To: Red Oak Community School District
From: Ann Feilmann, Chief
Bureau of Nutrition and Health Services
Subject: 2013-2014 USDA Fresh Fruit and Vegetable Program

Congratulations on being selected as a Fresh Fruit and Vegetable Program (FFVP) school! The FFVP provides all children in participating schools with a variety of fresh fruits and vegetables throughout the school day. These fresh fruits and vegetables can be provided only during the school day and must be served separate from breakfast and lunch.

Below is the 2013-14 FFVP allocation for school(s) within your district. Your allocation was determined based on the number of days snacks are planned each week as well as on your previous utilization of the grant. Your grant was awarded at \$56.25 per student for the entire school year.

SFA	School	Total Allocation	1 st Allocation
Red Oak	Inman Primary School	\$21,712.50	\$3,462.42

Please closely monitor expenditures to maximize, but not exceed the funds allocated. Schools that are under spent in their grant mid way through the school year may be asked to relinquish a portion of their grant. A budget tool will be provided to you to assist with the monitoring of your grant utilization.

The first allocation of funds is to be spent between July 1 and September 30, 2013, with unspent funds not eligible to be rolled over into the second allocation of funds. This 1st allocation was determined based on the number of days reported on your application that snacks would be served. If you have concerns with the level of the 1st allocation, please let us know so that the allocation amount can be adjusted before the start of the 2013-2014 school year.

A required webinar will be held on Tuesday, May 21st from 2-3:30pm. You will receive an e-mail with a link to the webinar as the date gets closer.

The FFVP claim is located under the claim section of the CNP 2000 system. Claims are due by the 15th of each month at 3:00 PM. Original claims must be filed within 60 days of the claim month.

If you have general questions on the FFVP please contact Stephanie Dross at stephanie.dross@iowa.gov or 515-281-4760. Good luck with your program!

State of Iowa
DEPARTMENT OF EDUCATION
Bureau of Nutrition and Health Services
Grimes State Office Building - 400 East 14th Street
Des Moines, Iowa 50319-0146

COPY

**Addendum to State Agency – School Food Authority Agreement
Fresh Fruit and Vegetable Program Agreement**

This agreement is between the Iowa Department of Education and The Red Oak Community Schools (School Food Authority) and covers the period from July 1, 2013, to June 30, 2014.

The undersigned has the authority to enter this Agreement to participate in the Fresh Fruit and Vegetable Program (FFVP) as authorized by Section 19 of the National School Lunch Act (NSLA) Part of law (P.L. 110-234). Section 4304 of P.L. 110-234 amends the Richard B. Russell National School Lunch Act.

A. It is mutually agreed between the State Agency and School Food Authority that:

1. The School Food Authority agrees that the funds will only be used for the purposes authorized by Section 19 of the National School Lunch Act (NSLA) (Public Law 110-234).
2. The School Food Authority agrees to abide by all of the requirements for administering the Program as stated in Section 19 of the National School Lunch Act (NSLA) (Public Law 110-234) guidance, regulations and memoranda provided by USDA/FNS/DE, and any subsequent laws pertaining to the FFVP.
3. The School Food Authority agrees to use funds for purchase and service of approved fresh fruits and fresh vegetables in accordance with local, State, and Federal regulations and requirements for the approved school(s), namely, The Red Oak Community School District.
4. The School Food Authority agrees that the schools identified in section 3 of this paragraph will implement the program in accordance with the plan outlined in the signed School Profile for the Fresh Fruit and Vegetable Program (FFVP).
5. The School Food Authority agrees to submit reports as required by USDA/FNS and/or DE related to the FFVP.
6. The School Food Authority agrees to follow USDA procurement rules for FFVP, just as other School Nutrition programs, whether purchasing cooperatively or buying everything as an individual SFA.

B. General Conditions

1. This Agreement is non-transferable and is subject to availability of funding from USDA.
2. Neither the State Agency nor the School Food Authority has an obligation to renew this agreement.

Signatures

State Agency

School Food Authority

Title

Title

Date

Date

THIS ARRANGEMENT does not constitute the entire agreement between the parties with respect to subject matter thereof.

Transportation Year-end report 2012-2013

From: Carlos Guerra

Routes

- ~ Losing (ISD) Iowa School for Deaf and Nebraska Vision Impaired
- ~ Continuing with 6 Yellow school bus routes plus Bancroft/YMCA bus
- ~ Continuing with Clarinda Academy, Heartland Therapeutic and Alpha School in Omaha

Personnel

- ~ With all the end of year trips and activities we only had one hour of overtime.
- ~ We plan to not use a monitor on the Alpha route if IEP allows.
- ~ We will be looking for substitute drivers.

Fleet

- ~ In the Process of increasing our fleet by one yellow school bus.
- ~ Hopeful to be running propane buses by Christmas break
- ~ Suburban # 25 still needs to be replaced 240,000 miles
- ~ Cargo van #15 needs to be replaced (used locally only)
- ~ The department could still use a car for trips

School Maintenance Department Report

- Summer projects:
 - Clean all of the schools.
 - Clean all of the carpets.
 - Install 3M product on the trazel floors at Inman, Washington, and Tech Center.
 - The floor will keep its shine longer
 - Cost and time needed to refinish the floor will be reduced next summer.
 - Paint at the Tech Center, Middle School and High School
 - Mow the hill by Inman.
 - Continue work on new play area across from the MS
 - Get dirt in place
 - Place new trash receptacles by July
 - Refinish gym floors at HS and IPS
 - Begin removal of chimney at MS
 - Work on visitors bleachers at football field.

- New staff members
 - Shelly Stevens--IPS (started April 2013)
 - Steven Murcek—HS (started April 2013)

- Goals for the Maintenance Department:
 - Maintain buildings without the use of overtime
 - Install new sign at entrance of high school.
 - Continue to work on “curb appeal” at all buildings.

Thank you for your continued support in our effort to maintain all of the facilities.