

***Red Oak Community School District***  
***2011 North 8<sup>th</sup> 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, July 23, 2012 – 6:00 pm

**- Agenda -**

- 1.0 Call to Order – Board of Directors President Lee Fellers
- 2.0 Roll Call – Board of Directors Secretary Shirley Maxwell
- 3.0 Approval of the Agenda – President Lee Fellers
- 4.0 Communications *1-2*
  - 4.1 Good News from Red Oak Schools
  - 4.2 Visitors and Presentations
  - 4.3 Affirmations and Commendations
  - 4.4 Correspondence
- 5.0 Consent Agenda *3-4*
  - 5.1 Review and Approval of Minutes from July 9, 2012 *5-6*
  - 5.2 Review and Approval of Monthly Business Reports *7-19*
  - 5.3 Requests for Out-of-District Enrollment – Kindergarten
  - 5.4 Personnel Considerations *20*
  - 5.5 Bid Award: Trash Service for FY 13 *21-22*
- 6.0 General Business for the Board of Directors
  - 6.1 Old Business
    - 6.1.1 Zero Hour Instruction – Adjustment of Contract *23*

Red Oak Community School District Board of Directors Meeting  
7.23.2012

6.1.2 Office Personnel Change in Responsibilities *24*

6.2 New Business

6.2.1 The Cage Project – Review by Engineer Pete Crawford and *25 - 27*  
Members of the Rotary Cage Renovation Committee

6.2.2 Department of Education Equity Compliance Visit Update and Projects *28*  
– Director of Maintenance/Operations Pete Wemhoff and Supt. Terry Schmidt

6.2.3 Board Policy Review and Recommendations *29 - 43*

6.2.4 Closed Session: Supt. of Schools Performance Review and Goals Session *44*

6.2.5 Personnel Considerations: Superintendent's Contract, Status Report for Current  
Vacancies, Recommendations for Employment (if available) *45*

6.2.6 August Meetings for the Board of Directors – Exchange of Planning Ideas *46*

7.0 Reports *47 - 49*

7.1 Administrative

7.2 Future Conferences, Workshops, Seminars

7.3 Other Announcements

8.0 Next Board of Directors Meeting: Monday, August 13, 2012 – 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**

Good news for the school district comes in different ways this time of year.

#### **★ Iowa Remembering Our Fallen Exhibit Red Oak Oct 1-5**

Several weeks ago Terry Schmidt was contacted by Mr. Bill Williams of Omaha, NE seeking to learn of the district's interest for hosting the exhibit called: ***"Remembering Our Fallen"***. Mr. Williams is with the organization, Patriotic Productions. The invitation was readily accepted knowing there was a young man from Emerson, IA who gave his life in Afghanistan – Mr. James Kearney - that would provide relevance and honor in our area. With the recent loss of Mr. Jamie Skalberg, the opportunity to honor both soldiers with a week-long exhibit is very important to this area and to the school community of Red Oak.

***"Remembering Our Fallen"*** was created to honor those who made the ultimate sacrifice in The War on Terror, while wearing the country's uniform. Its legacy will be that these men and women will never be forgotten and that their names will be remembered and spoken.

***"Remembering Our Fallen"*** memorial displays have been created for Nebraska, Iowa, Missouri, Colorado, Arizona and North Dakota. Displays will soon be completed for the states of Kansas, Oklahoma and Wisconsin.

The exhibit will open with an 'unveiling' program on Monday, October 1 at 7 pm in the Red Oak High School Auditorium. The exhibit will then be available for all of the Red Oak Community throughout the week of 10.1 to 10.5.

Special appreciation and recognition is extended to Mr. Larry Barnett for sponsoring this exhibit and assisting with the unveiling program on Monday, October 1st.

### **4.2 Visitors and Presentations**

Please welcome any guests that may be in attendance at tonight's meeting.

### **4.3 Affirmations and Commendations**

This evening the Directors are asked to affirm the work of two district office staffers who are dedicated to the best fiscal responsibility possible for the Red Oak CSD.

#### Item 4.3 – continued

The district was notified just a few days ago that it would be in the first wave of E-Rate program approvals. This work is coordinated by Accounting Clerk Jeanice Lester. With her commitment to getting things “done right”, the first wave of approvals is always an accomplishment. In the new fiscal year, the E-Rate award for communication services will be \$78,867.00 which reflects a 77% discounted amount.

Due diligence by School Business Manager Shirley Maxwell has discovered the school district has not received the federal fuel tax rebate for quite some time. Rules and regulations allow for the district to recoup its rebate for a three-year period. This could amount to as much as \$14,840. Documentation for the rebate has been gathered by Shirley Maxwell and Jeanice Lester.

#### **4.4 Correspondence**

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

## Item 5.0 Consent Agenda

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

Enclosed are reference pages for:

### **5.1 Review and Approval of the Minutes from July 9, 2012**

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

### **5.2 Review and Approval of the Monthly Business Reports**

Payment vouchers are ready for approval. The list of payments for the next few minutes will include end of the fiscal year bills along with new fiscal year payments. Business Manager Shirley Maxwell is available to answer any questions concerning the expenditures.

### **5.3 Request for Out-of-District Enrollment – Kindergarten**

On the board table you will find a request for an open enrollment by parents of a kindergarten student who reside in the East Mills school district. They met the requirement of the September 1 deadline in addition to have previously resided in Red Oak CSD.

It is recommended the Directors approve the request for open enrollment.

### **5.4 Personnel Considerations – Recommendations for Employment, Acceptance of Resignation Letters**

#### **Resignation:**

Enclosed is a letter of resignation from Nate Perrien as Head Softball Coach. Director of Activities Jeff Spotts will initiate a plan to replace Nate that includes both internal and external applications. The Directors are encouraged to approve the resignation letter.

### **5 5 Bid Award: Trash Service for FY 13**

Companies were invited to submit bids for trash service in FY 13. A copy of the invitation letter is enclosed for your review. Please note the requirement found that allows either party to change/terminate the contract with 30 days notice.

Item 5.5 – continued

This is to allow for any possible change in need after the district's recycling program gets underway in October. Only one bid was received – Batten Sanitation. They have proposed to continue the current service at the same fee structure as in FY 12.

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

- Minutes from July 9, 2012
- Monthly business reports as presented
- Resignation letter from Nate Perrien, high school head softball coach
- Approval of a service bid from Batten Sanitation effective with FY 13

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

Meeting Location: Sue Wagaman Board Room, Red Oak CSD Administrative Center  
Red Oak Technology Center-Red Oak High School Campus  
Monday, July 9, 2012

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

**PRESENT:**

**Directors:** Lee Fellers, Warren Hayes, Bill Drey, Elizabeth Dilley, Paul Griffen, Terry Schmidt, Superintendent, & Shirley Maxwell, Board Secretary

**APPROVAL OF AGENDA**

Director Drey moved 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.

**CONSENT AGENDA**

Director Griffen moved with a second by Director Dilley to approve the consent agenda as presented:

- Approval of minutes from June 25 and July 2, 2012
- Approval of monthly business reports as presented
- Approval of vendor bids in FY 13: Fuel: United Farmers Mercantile Company; Pest Control: Sellers Pest Control; Food Service Dairy: Roberts Dairy Escalator; Food Service Bakery: Hostess Brands IBC Wonder Bread
- Approval of education service agreements with Council Bluffs and Fremont-Mills Community School Districts.

The motion carried unanimously.

**HANDBOOK REVISIONS**

Director Hayes moved with a second by Director Dilley to approve the employee manual with the suggested changes. The motion carried unanimously.

Director Griffen moved with a second by Director Drey to approve the high school student handbook. After much discussion it was the decision that the following be added to the handbook: Activities are subject to the same scholarship rule unless governed by other regulations. The motion carried unanimously

**INMAN PRIMARY SCHOOL BOILER**

Director Griffen moved with a second by Director Drey to accept the bid of \$19,672 from Plibrico Company LLC for the purchase and installation of a new boiler heat exchanger at the Inman Primary School. The motion carried unanimously.

**BOARD OF DIRECTORS RESIGNATION**

Director Griffen moved with a second by Director Hayes to accept the resignation of Director Elizabeth Dilley effective at the end of the business meeting on August 27, 2012, with regrets and gratitude for the seven years of board service. The motion carried unanimously. Director Dilley abstained from voting.

Director Griffen moved with a second by Director Dilley that the directors expeditiously move ahead to fill the vacancy that will result after Ms. Dilley's resignation as outlined in the proposal presented by the superintendent. The motion carried unanimously

#### **PERSONNEL CONSIDERATIONS**

Director Dilley moved with a second by Director Drey to move into closed session at 8:17 p.m. per section 21.5(1)I of the Iowa Code 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. The motion carried unanimously. The board came out of closed session at 8:33 p.m.

Director Hayes moved with a second by Director Dilley to move into closed session at 8:36 p.m. per section 21.5(1)I of the Iowa Code 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. The motion carried unanimously. The board came out of closed session at 9:22 p.m.

#### **ADJOURNMENT**

Director Dilley moved with a second by Director Drey to adjourn at 9:33 p.m. The next regular Board Meeting will be held on Monday, July 23, 2012, in the Sue Wagaman Board Room at the Red Oak Administrative Center, 2011 N 8<sup>th</sup> Street, Red Oak. The motion carried unanimously.

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Lee Fellers, President

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Shirley Maxwell, Board Secretary



Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
ASSETWORKS, INC	66-10088	2,420.00
10 0010 2310 000 0000 320	FIXED ASSET FINAL PYMT	2,420.00
Vendor Name ASSETWORKS, INC		<u>2,420.00</u>
BLOMSTEDT, ARRYN	06302012	166.30
10 0010 2213 100 3376 580	TRAVEL REIMBURSEMENT	166.30
Vendor Name BLOMSTEDT, ARRYN		<u>166.30</u>
CASEY'S	06292012	51.85
10 0020 2700 000 0000 626	GAS	51.85
Vendor Name CASEY'S		<u>51.85</u>
CDW GOVERNMENT, INC.	M497108	7,200.00
10 0010 1200 219 0000 734	EPSON BL	7,200.00
CDW GOVERNMENT, INC.	M550301	474.00
10 0010 2235 000 0000 618	COMPUTER SUPPLIES	474.00
Vendor Name CDW GOVERNMENT, INC.		<u>7,674.00</u>
CORE-ECS	100523	18,400.00
10 0010 2235 000 0000 739	ACCESS POINTS	18,400.00
Vendor Name CORE-ECS		<u>18,400.00</u>
CORNING RENTAL	22718	80.00
10 0010 2600 000 0000 430	RENTAL SCISSOR LIFT	80.00
Vendor Name CORNING RENTAL		<u>80.00</u>
DICKEL DUIT OUTDOOR POWER, INC.	77827	124.95
10 0010 2600 000 0000 618	MOWER SUPPLIES	124.95
Vendor Name DICKEL DUIT OUTDOOR POWER, INC.		<u>124.95</u>
DRIVE TEK	RDK1222	13,600.00
10 3230 1000 121 0000 320	DRIVER'S ED FEES	13,600.00
Vendor Name DRIVE TEK		<u>13,600.00</u>
EGAN SUPPLY COMPANY	180268	50.61
10 0010 2600 000 0000 618	SUPPLIES	50.61
Vendor Name EGAN SUPPLY COMPANY		<u>50.61</u>
FARMERS MERCANTILE	0128495	12.83
10 0010 2600 000 0000 618	SUPPLIES	12.83
FARMERS MERCANTILE	06302012	1,823.16
10 0010 2650 000 0000 626	GAS	69.53
10 0010 2650 000 0000 626	GAS	235.23
10 0010 2650 000 0000 626	GAS	210.08
10 0020 2700 000 0000 627	DIESEL	605.99
10 0020 2700 000 0000 627	CREDIT	(39.09)
10 0020 2700 000 0000 626	GAS	838.89
10 0020 2700 000 0000 626	CREDIT	(97.47)
Vendor Name FARMERS MERCANTILE		<u>1,835.99</u>
FELLERS, PATRICIA	06302012	68.04
10 0010 2213 100 3376 580	TRAVEL REIMBURSEMENT	68.04

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name FELLERS, PATRICIA		<u>68.04</u>
HOEKSEMA, MIRIAM	06212012	50.00
10 0010 2134 000 0000 271	PHYSICAL REIMBURSEMENT	50.00
Vendor Name HOEKSEMA, MIRIAM		<u>50.00</u>
IOWA DIVISION OF LABOR SERVICE	124579	425.00
10 0010 2600 000 0000 430	BOILER INSPECTIONS	425.00
Vendor Name IOWA DIVISION OF LABOR SERVICE		<u>425.00</u>
OMAHA WORLD HERALD	12781-120630	1,673.16
10 0010 2572 000 0000 540	ADV CHARGES	1,673.16
Vendor Name OMAHA WORLD HERALD		<u>1,673.16</u>
OREILLY AUTO PARTS	0298-256375	39.99
10 0020 2700 000 0000 618	SUPPLIES	39.99
OREILLY AUTO PARTS	06302012	(1.00)
10 0020 2700 000 0000 618	CREDIT	(1.00)
Vendor Name OREILLY AUTO PARTS		<u>38.99</u>
PFEIFFER, MARTHA	06302012	154.06
10 0010 2213 100 3376 580	TRAVEL REIMBURSEMENT	154.06
Vendor Name PFEIFFER, MARTHA		<u>154.06</u>
PLIBRICO COMPANY LLC	86836	8,942.00
10 0010 2600 000 0000 739	REPLACE SKIM AND BLOW DOWN PIPING	8,942.00
Vendor Name PLIBRICO COMPANY LLC		<u>8,942.00</u>
PODLISKA, TIEGEN	06302012	78.69
10 0010 2213 100 3376 580	TRAVEL REIMBURSEMENT	78.69
Vendor Name PODLISKA, TIEGEN		<u>78.69</u>
RED COACH INN	25538	178.48
10 0010 2310 000 0000 580	LODGING	178.48
Vendor Name RED COACH INN		<u>178.48</u>
RED OAK EXPRESS	06302012	258.67
10 0010 2572 000 0000 540	PUBLICATION CHARGES	258.67
Vendor Name RED OAK EXPRESS		<u>258.67</u>
RED OAK FABRICATION INC.	2950	35.00
10 0010 2600 000 0000 430	SHARPEN BLADES	35.00
Vendor Name RED OAK FABRICATION INC.		<u>35.00</u>
SAMPERS, CONNIE	06302012	86.60
10 0010 2213 100 3376 580	TRAVEL REIMBURSEMENT	86.60
Vendor Name SAMPERS, CONNIE		<u>86.60</u>
SCHOOL SPECIALTY LATTA DIV.	208108329198	412.53
10 0010 1200 219 0000 612	INSTRUCTIONAL SUPPLIES	412.53
SCHOOL SPECIALTY LATTA DIV.	308101287307	2,926.37

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 1200 219 0000 612	STORAGE CENTERS/TABLES/HELMETS/MISC	2,926.37
Vendor Name SCHOOL SPECIALTY LATTA DIV.		<u>3,338.90</u>
SEMINOLE ENERGY SERVICES, LLC	170-1206-3437	2,697.84
10 1913 2600 000 0000 621	THERMS 550	355.66
10 1914 2600 000 0000 621	THERMS 47	71.18
10 2020 2600 000 0000 621	THERMS 76	125.15
10 3230 2600 000 0000 621	THERMS 4232	2,145.85
Vendor Name SEMINOLE ENERGY SERVICES, LLC		<u>2,697.84</u>
SOUTHWESTERN COMMUNITY COLLEGE	26781	25.00
10 0020 2700 000 0000 340	3 HR TRAINING	25.00
Vendor Name SOUTHWESTERN COMMUNITY COLLEGE		<u>25.00</u>
TIME MANAGEMENT SYSTEMS, INC	INV52696	1,125.00
10 0010 2310 000 0000 350	TIME CLOCK SERVICES/TRAINING	1,125.00
Vendor Name TIME MANAGEMENT SYSTEMS, INC		<u>1,125.00</u>
VALLEY NEWS TODAY	05272012	247.50
10 0010 2560 000 0000 540	RED OAK SCHOOL PROFILE INSERT	247.50
Vendor Name VALLEY NEWS TODAY		<u>247.50</u>
WOODWARD GRANGER COMM. SCHOOLS	06302012	2,217.52
10 0010 1200 211 3301 561	SP ED CHARGES	1,034.11
10 0010 1200 214 3302 561	SP ED CHARGES	1,183.41
Vendor Name WOODWARD GRANGER COMM. SCHOOLS		<u>2,217.52</u>
Fund Number 10		<u>66,044.15</u>
Checking Account ID 1	Fund Number 22	MANAGEMENT FUND
IOWA WORKFORCE DEVELOPMENT	06302012	385.00
22 0010 2310 000 0000 250	UNEMPLOYMENT CHGS	385.00
Vendor Name IOWA WORKFORCE DEVELOPMENT		<u>385.00</u>
Fund Number 22		<u>385.00</u>
Checking Account ID 1		<u>66,429.15</u>
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
REINHART FOOD SERVICE LLC	271084	250.00
61 3230 3110 000 0000 570	DISHWASHER LEASE	250.00
Vendor Name REINHART FOOD SERVICE LLC		<u>250.00</u>
Fund Number 61		<u>250.00</u>
Checking Account ID 2		<u>250.00</u>
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
KUDRON, PHIL	06182012	95.00
21 0010 1400 920 6835 320	OFFICIAL	95.00
Vendor Name KUDRON, PHIL		<u>95.00</u>
RED OAK COMMUNITY SCHOOL DIST	06302012	366.80
21 3230 1400 950 7407 580	TRANSP CHARGES	366.80
Vendor Name RED OAK COMMUNITY SCHOOL DIST		<u>366.80</u>

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
URBAN, JIM	06182012	95.00	
21 0010 1400 920 6835 320	OFFICIAL		95.00
Vendor Name URBAN, JIM			<hr/> 95.00
Fund Number 21			<hr/> 556.80
Checking Account ID 3			<hr/> 556.80

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AC SUPPLY	365754	358.78
10 3230 1000 113 0000 612	INSTRUCTIONAL SUPPLIES	358.78
Vendor Name AC SUPPLY		<u>358.78</u>
ADA BADMINTON & TENNIS	F7204-12	244.88
10 2020 1000 108 0000 612	PE SUPPLIES	244.88
Vendor Name ADA BADMINTON & TENNIS		<u>244.88</u>
AMSTERDAM	3227900	484.37
10 1902 1000 100 0000 612	ACADEMIC CALENDARS	152.44
10 1902 1000 100 8002 618	ACADEMIC CALENDARS	331.93
Vendor Name AMSTERDAM		<u>484.37</u>
BLOMSTEDT, DEB	07102012	4.66
10 0010 1000 100 3202 613	REIMBURSEMENT	4.66
Vendor Name BLOMSTEDT, DEB		<u>4.66</u>
BOOKSOURCE, THE	161914	240.00
10 1902 1000 100 0000 612	BOOK BINS	240.00
Vendor Name BOOKSOURCE, THE		<u>240.00</u>
BUILDING SYSTEMS SOLUTIONS INC	1584	605.00
10 0010 2600 000 0000 430	REPAIR IPS CONTROLLER	605.00
Vendor Name BUILDING SYSTEMS SOLUTIONS INC		<u>605.00</u>
CAERT, INC.	2820	1,849.95
10 0010 1000 100 0000 641	ELECTRONIC CURRICULUM SUBSCRIPTIONS	1,849.95
Vendor Name CAERT, INC.		<u>1,849.95</u>
CAPITAL SANITARY SUPPLY CO.	C120157	1,616.38
10 0010 2600 000 0000 618	GYM FLOOR FINISH	1,616.38
CAPITAL SANITARY SUPPLY CO.	C120858	202.92
10 0010 2600 000 0000 618	SURFACE PREP PADS	202.92
CAPITAL SANITARY SUPPLY CO.	C121047	770.00
10 0010 2600 000 0000 618	FLOOR FINISH	770.00
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>2,589.30</u>
CARLSON, DAVID	07142012	35.00
10 0010 2134 000 0000 271	PHYSICAL REIMBURSEMENT	35.00
Vendor Name CARLSON, DAVID		<u>35.00</u>
CDW GOVERNMENT, INC.	M978437	678.02
10 0010 2235 000 0000 734	PRINTER	678.02
Vendor Name CDW GOVERNMENT, INC.		<u>678.02</u>
COLLAGE VIDEO	2973505A	43.96
10 3230 1000 108 0000 612	FITNESS/STRENGTH DVDS	43.96
Vendor Name COLLAGE VIDEO		<u>43.96</u>
COLONIAL RESEARCH	128081	948.16
10 0010 2600 000 0000 618	WEED KILL	948.16

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name COLONIAL RESEARCH		<u>948.16</u>
CONTROL MASTERS	390642	277.18
10 0010 2600 000 0000 618	VALVES	277.18
Vendor Name CONTROL MASTERS		<u>277.18</u>
COUNSEL OFFICE & DOCUMENTS	CNIN109611	34.00
10 0010 2520 000 0000 618	COPIER LEASE	34.00
Vendor Name COUNSEL OFFICE & DOCUMENTS		<u>34.00</u>
DEMCO	4664329	61.04
10 3230 2221 000 0000 618	BOOK TAPE/LABEL POCKETS	61.04
DEMCO	4667742	70.59
10 2020 1000 115 0000 612	GLOBE	70.59
Vendor Name DEMCO		<u>131.63</u>
DICK BLICK	850667	365.95
10 3230 1000 102 0000 612	ART SUPPLIES	365.95
DICK BLICK	852596	223.10
10 3230 1000 102 0000 612	ART SUPPLIES	223.10
DICK BLICK	852901	220.67
10 1902 1000 102 0000 612	ART SUPPLIES	83.60
10 1901 1000 102 0000 612	ART SUPPLIES	137.07
DICK BLICK	855800	4.18
10 1902 1000 102 0000 612	ART SUPPLIES	4.18
Vendor Name DICK BLICK		<u>813.90</u>
DICKEL DUIT OUTDOOR POWER, INC.	78182	626.35
10 0010 2600 000 0000 618	POLE PRUNNER	626.35
Vendor Name DICKEL DUIT OUTDOOR POWER, INC.		<u>626.35</u>
FIRST BANKCARD	07122012	30.33
10 3230 2410 000 0000 618	REFILL PAGES	30.33
Vendor Name FIRST BANKCARD		<u>30.33</u>
FRED PRYOR SEMINARS	07092012	384.00
10 0010 2310 000 0000 320	REG FEES	384.00
Vendor Name FRED PRYOR SEMINARS		<u>384.00</u>
GEYER INSTRUCTIONAL PRODUCTS	07122012	295.25
10 3230 1000 111 0000 612	GRAPH PAPER/COMPASSES/MISC	295.25
Vendor Name GEYER INSTRUCTIONAL PRODUCTS		<u>295.25</u>
GOPHER SPORTS EQUIPMENT	8505647	532.76
10 3230 1000 108 0000 612	INSTRUCTIONAL SUPPLIES	532.76
Vendor Name GOPHER SPORTS EQUIPMENT		<u>532.76</u>
HAMMOND AND STEPHENS CO.	204500243456	130.46
10 1902 1000 100 0000 612	PLANNING BOOKS/GRADE BOOKS	130.46
Vendor Name HAMMOND AND STEPHENS CO.		<u>130.46</u>
HOUGHTON MIFFLIN CO.	948490847	1,639.84
10 0010 1000 100 0000 641	KDG CLASSROOM SETS	1,639.84

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
Vendor Name HOUGHTON MIFFLIN CO.			<u>1,639.84</u>
HY VEE FOOD STORES	2110735198	11.30	
10 0010 1000 100 3202 613	SUPPLIES		11.30
Vendor Name HY VEE FOOD STORES			<u>11.30</u>
IOWA ASSOC. OF SCHOOL BOARDS	2763	700.00	
10 0010 2321 000 0000 611	ON LINE SUBSCRIPTION		700.00
Vendor Name IOWA ASSOC. OF SCHOOL BOARDS			<u>700.00</u>
K MART	1704	5.58	
10 0010 2235 000 0000 618	BUBBLE WRAP		5.58
Vendor Name K MART			<u>5.58</u>
LAKESHORE LEARNING CO.	2437130712	688.95	
10 1902 1000 100 8002 618	INSTRUCTIONAL SUPPLIES		688.95
LAKESHORE LEARNING CO.	2437240712	431.65	
10 1902 1000 100 8002 618	MISC INSTRUCTIONAL SUPPLIES		431.65
LAKESHORE LEARNING CO.	2437280712	68.83	
10 1902 1000 100 8002 618	MISC INSTRUCTIONAL SUPPLIES		68.83
LAKESHORE LEARNING CO.	2437300712	729.61	
10 1902 1000 100 8002 618	MISC INSTRUCTIONAL SUPPLIES		729.61
LAKESHORE LEARNING CO.	2437340712	472.65	
10 1902 1000 100 8002 618	MISC INSTRUCTIONAL SUPPLIES		472.65
Vendor Name LAKESHORE LEARNING CO.			<u>2,391.69</u>
LEARNING A-Z	RI963755	1,399.50	
10 0010 1200 219 0000 739	SITE LICENSE RENEWALS		874.50
10 0010 1200 219 0000 641	SITE LICENSE RENEWALS		525.00
Vendor Name LEARNING A-Z			<u>1,399.50</u>
MEDICA COM	13700712	1,575.24	
10 0010 2236 000 0000 536	INTERNET/PHONE/SERVICES		1,575.24
Vendor Name MEDICA COM			<u>1,575.24</u>
MTE OFFICE SUPPLIES	0145369-001	25.99	
10 0010 2310 000 0000 611	TABS		25.99
MTE OFFICE SUPPLIES	0145614-001	77.99	
10 0010 2310 000 0000 611	CALCULATOR		77.99
Vendor Name MTE OFFICE SUPPLIES			<u>103.98</u>
NASCO	954200	12.60	
10 3230 1000 108 0000 612	TEAM COLOR BAND SET		12.60
NASCO	959686	71.36	
10 1902 1000 100 0000 612	RULERS/MISC		71.36
Vendor Name NASCO			<u>83.96</u>
NORTHWEST EVALUATION ASSOC	0044260	1,695.00	
10 3230 2235 000 1996 350	MAP LICENSES		1,695.00
Vendor Name NORTHWEST EVALUATION ASSOC			<u>1,695.00</u>
PEAK INTERESTS	21818	10.00	
10 0010 1000 100 3202 613	SUPPLIES		10.00

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
PEAK INTERESTS	21820	32.25	
10 0010 1000 100 3202 613	SUPPLIES		32.25
Vendor Name PEAK INTERESTS			<u>42.25</u>
PROGRESS PUBLICATIONS	512272	124.00	
10 1902 2120 000 0000 611	BULLY ED FOLDERS		124.00
Vendor Name PROGRESS PUBLICATIONS			<u>124.00</u>
QUILL CORP.	4168827	226.98	
10 1901 1000 102 0000 612	ART SUPPLIES		226.98
QUILL CORP.	4172073	426.91	
10 1902 1000 100 0000 612	CONSTR PAPER/OFFICE SUPPLIES/MISC		426.91
QUILL CORP.	4172086	156.03	
10 3230 1200 420 8009 612	MISC INSTRUCTIONAL SUPPLIES		156.03
QUILL CORP.	4172091	286.48	
10 1902 1000 100 0000 612	MISC INSTRUCTIONAL SUPPLIES		66.52
10 1902 1000 100 8002 618	MISC INSTRUCTIONAL SUPPLIES		219.96
QUILL CORP.	4172093	122.89	
10 1902 1000 102 0000 612	ART SUPPLIES		122.89
QUILL CORP.	4196956	34.71	
10 1902 1000 100 0000 612	PAPER		34.71
QUILL CORP.	4209791	12.08	
10 1901 1000 102 0000 612	PAINT		12.08
Vendor Name QUILL CORP.			<u>1,266.08</u>
R.L. CRAFT	9272	151.32	
10 0010 2600 000 0000 430	ROOF REPAIR		151.32
Vendor Name R.L. CRAFT			<u>151.32</u>
REALLY GOOD STUFF	3908552	121.95	
10 1902 1000 100 0000 612	BOOK/BINDER HOLDERS		121.95
REALLY GOOD STUFF	3910008	137.85	
10 1902 1000 100 8002 618	STORAGE CENTER		137.85
Vendor Name REALLY GOOD STUFF			<u>259.80</u>
RED OAK EXPRESS	758-6	20.00	
10 3230 2221 000 0000 644	SUBSCRIPTIONS		20.00
RED OAK EXPRESS	760-6	20.00	
10 3230 2221 000 0000 644	SUBSCRIPTIONS		20.00
Vendor Name RED OAK EXPRESS			<u>40.00</u>
SARGENT-WELCH SCIENTIFIC CO.	48990431	513.75	
10 3230 1000 113 0000 612	SCIENCE SUPPLIES		513.75
SARGENT-WELCH SCIENTIFIC CO.	48990434	172.75	
10 3230 1000 113 0000 612	SCIENCE SUPPLIES		172.75
Vendor Name SARGENT-WELCH SCIENTIFIC CO.			<u>686.50</u>
SCAN-TRON CORPORATION	6201060	174.75	
10 1902 1000 100 0000 612	ANSWER FORMS		174.75
SCAN-TRON CORPORATION	6201061	447.25	
10 3230 1000 100 0000 612	SCANTRON FORMS		447.25
Vendor Name SCAN-TRON CORPORATION			<u>622.00</u>



Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
SCHOOL BUS SALES	IN66928	137.38	
10 0020 2700 000 0000 673	PUMP/MOTOR		137.38
SCHOOL BUS SALES	IN675258	(36.00)	
10 0020 2700 000 0000 673	CREDIT		(36.00)
Vendor Name SCHOOL BUS SALES			<u>101.38</u>
SCHOOL SPECIALTY LATTA DIV.	208108449397	1,210.26	
10 0010 1200 219 0000 612	COLOR WHEELS/DEXTERITY SETS		1,210.26
SCHOOL SPECIALTY LATTA DIV.	208108478068	157.03	
10 0010 1200 217 3303 612	INSTRUCTIONAL SUPPLIES		157.03
SCHOOL SPECIALTY LATTA DIV.	208108478079	57.00	
10 3230 1300 310 0000 612	PAPER/MARKERS/MISC		57.00
SCHOOL SPECIALTY LATTA DIV.	208108478080	98.32	
10 1902 1000 100 8002 618	INSTRUCTIONAL SUPPLIES		98.32
SCHOOL SPECIALTY LATTA DIV.	208108478082	94.68	
10 1902 1000 100 8002 618	INSTRUCTIONAL SUPPLIES		94.68
SCHOOL SPECIALTY LATTA DIV.	208108478083	256.34	
10 1902 1000 100 8002 618	INSTRUCTIONAL SUPPLIES		256.34
SCHOOL SPECIALTY LATTA DIV.	208108478084	33.60	
10 1902 1000 100 0000 612	INSTRUCTIONAL SUPPLIES		33.60
SCHOOL SPECIALTY LATTA DIV.	208108478085	58.00	
10 1901 1000 100 0000 612	BINDINGS		58.00
SCHOOL SPECIALTY LATTA DIV.	208108478087	167.54	
10 0010 1200 217 3303 612	INSTRUCTIONAL SUPPLIES		167.54
SCHOOL SPECIALTY LATTA DIV.	208108478091	71.70	
10 3230 1000 100 0000 612	TARDY SLIP BOOKS		71.70
SCHOOL SPECIALTY LATTA DIV.	208108478092	54.95	
10 3230 1200 420 0000 612	INSTRUCTIONAL SUPPLIES		54.95
SCHOOL SPECIALTY LATTA DIV.	208108492703	66.16	
10 1901 1000 100 0000 612	STRAP CLIPS/WHISTLES		66.16
Vendor Name SCHOOL SPECIALTY LATTA DIV.			<u>2,325.58</u>
SHOUTPOINT, INC	7439	646.75	
10 0010 2236 000 0000 536	VOIP LINES/ADMIN FEES		646.75
Vendor Name SHOUTPOINT, INC			<u>646.75</u>
SOCS/FES	INV002797	121.22	
10 0010 2236 000 0000 536	WEB SITE HOSTING		121.22
Vendor Name SOCS/FES			<u>121.22</u>
SOLUTION TREE	709900	90.00	
10 0010 2321 000 0000 320	REG FEE		90.00
Vendor Name SOLUTION TREE			<u>90.00</u>
TRIARCO	966668	234.61	
10 3230 1000 102 0000 612	ART SUPPLIES		234.61
Vendor Name TRIARCO			<u>234.61</u>
U.S. GAMES	94766323	171.25	
10 1902 1000 108 0000 612	PE SUPPLIES		171.25
Vendor Name U.S. GAMES			<u>171.25</u>
USI INC.	365735101013	146.79	
10 3230 2221 000 0000 618	LAMINATING FILM		146.79

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	USI INC.	146.79
WATKINS TRUE VALUE	215481	27.96
10 0010 2600 000 0000 618	PAINT SUPPLIES	27.96
WATKINS TRUE VALUE	215593	99.99
10 0020 2700 000 0000 618	BLOWER/SWEEPER FOR BUSES	99.99
WATKINS TRUE VALUE	215672	26.85
10 0010 2600 000 0000 618	PAINT SUPPLIES	26.85
WATKINS TRUE VALUE	215855	0.01
10 0010 2321 000 0000 532	MODEM CHARGE	0.01
Vendor Name	WATKINS TRUE VALUE	154.81
WEB.COM, INC.	18418484	17.96
10 0010 2236 000 0000 536	DOMAIN NAME	17.96
Vendor Name	WEB.COM, INC.	17.96
WEST MUSIC CO.	S1704778	190.25
10 1902 1000 109 0000 612	MUSIC SUPPLIES	190.25
Vendor Name	WEST MUSIC CO.	190.25
Fund Number 10		28,336.58
Checking Account ID 1	Fund Number 33	CAPITAL PROJECTS - LOST
CDW GOVERNMENT, INC.	M605744	9.00
33 0010 1000 100 5501 734	BELKIN CAT5E PATCH	9.00
CDW GOVERNMENT, INC.	M664048	72,000.00
33 0010 1000 100 5501 734	EPSON BL	72,000.00
Vendor Name	CDW GOVERNMENT, INC.	72,009.00
Fund Number 33		72,009.00
Checking Account ID 1		100,345.58
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
O'NEAL ELECTRIC CO. CONTRACTOR	5200.4732	268.61
61 3230 2600 000 0000 430	PHONE LINE FOR FREEZER	268.61
Vendor Name	O'NEAL ELECTRIC CO. CONTRACTOR	268.61
SAFEGUARD BUSINESS SYSTEMS	028002995	109.90
61 0010 3110 000 0000 618	CHECKS	109.90
Vendor Name	SAFEGUARD BUSINESS SYSTEMS	109.90
Fund Number 61		378.51
Checking Account ID 2		378.51
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
ALL AMERICAN SPORTS CORP./RIDDELL	94165768	1,357.50
21 0010 1400 920 6720 618	HELMETS	1,357.50
ALL AMERICAN SPORTS CORP./RIDDELL	94654040	694.50
21 0010 1400 920 6720 618	HELMETS	694.50
Vendor Name	ALL AMERICAN SPORTS CORP./RIDDELL	2,052.00
CHAMPIONSHIP PRODUCTIONS INC.	871552	45.98
21 0010 1400 920 6815 618	VB TRAINING DVD	45.98
Vendor Name	CHAMPIONSHIP PRODUCTIONS INC.	45.98

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
GOPHER SPORTS EQUIPMENT	8505646	34.98
21 1902 1400 950 7423 618	TETHERBALL SUPPLIES	34.98
Vendor Name GOPHER SPORTS EQUIPMENT		<u>34.98</u>
GRALA, CHRIS	07062012	110.00
21 0010 1400 920 6730 320	OFFICIAL	110.00
Vendor Name GRALA, CHRIS		<u>110.00</u>
GTM SPORTSWEAR	6858004	1,016.00
21 0010 1400 920 6600 618	CHEER UNIFORMS	1,016.00
Vendor Name GTM SPORTSWEAR		<u>1,016.00</u>
STUVA, DOUG	07062012	110.00
21 0010 1400 920 6730 320	OFFICIAL	110.00
Vendor Name STUVA, DOUG		<u>110.00</u>
U.S. GAMES	94766324	142.72
21 2020 1400 950 7405 618	FOOTBALL SET/KICKBALL SET	142.72
Vendor Name U.S. GAMES		<u>142.72</u>
Fund Number 21		<u>3,511.68</u>
Checking Account ID 3		<u>3,511.68</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
DEMCO	4668502	312.12
10 2020 2221 000 0000 618	MEDIA SUPPLIES	312.12
Vendor Name DEMCO		<u>312.12</u>
FAREWAY FOOD STORES	07122012/36	19.30
10 0010 2310 000 0000 611	SUPPLIES	19.30
Vendor Name FAREWAY FOOD STORES		<u>19.30</u>
S&S WORLDWIDE	7408305	2.76
10 1902 1000 100 0000 612	WHISTLES	2.76
Vendor Name S&S WORLDWIDE		<u>2.76</u>
SARGENT-WELCH SCIENTIFIC CO.	48992242	122.95
10 3230 1000 113 0000 612	SCIENCE SUPPLIES	122.95
Vendor Name SARGENT-WELCH SCIENTIFIC CO.		<u>122.95</u>
SCHOOL SPECIALTY LATTA DIV.	208108538704	97.23
10 2020 2221 000 0000 618	MEDIA SUPPLIES	97.23
SCHOOL SPECIALTY LATTA DIV.	208108538705	40.02
10 2020 1000 115 0000 612	SMART SOCKETS	40.02
SCHOOL SPECIALTY LATTA DIV.	208108538707	128.97
10 2020 2221 000 0000 618	MEDIA SUPPLIES	128.97
SCHOOL SPECIALTY LATTA DIV.	208108538708	60.14
10 2020 1000 113 0000 612	SMART SOCKETS	60.14
Vendor Name SCHOOL SPECIALTY LATTA DIV.		<u>326.36</u>
SOFTWARE UNLIMITED	07012012-1	500.00
10 0010 2310 000 0000 350	SOFTWARE MAINTENANCE	500.00
Vendor Name SOFTWARE UNLIMITED		<u>500.00</u>
TEXAS TECH UNIVERSITY	26001	500.00
10 0010 1000 100 0000 641	ON LINE SUBSCRIPTIONS	500.00
Vendor Name TEXAS TECH UNIVERSITY		<u>500.00</u>
Fund Number 10		<u>1,783.49</u>
Checking Account ID 1		1,783.49
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
S&S WORLDWIDE	7405839	105.47
21 1902 1400 950 7423 618	PLAYGROUND SUPPLIES	105.47
Vendor Name S&S WORLDWIDE		<u>105.47</u>
Fund Number 21		<u>105.47</u>
Checking Account ID 3		105.47

JUNE 2012 RECONCILIATIONS RED OAK COMMUNITY SCHOOLS (BEFORE Accruals)

	GENERAL FUND	MANAGEMENT	PHYSICAL PLANT AID	DEBT SERVICE	CAPITAL PROJECTS
Beg. Balance	\$3,722,774.64	\$546,646.29	\$1,017,798.08	\$0.00	\$1,543,205.84
Revenue	\$746,353.32	\$6,626.74	\$27,254.33	\$0.00	\$59,699.75
Expenditure	\$1,481,866.55	\$0.00	\$16,582.98	\$0.00	\$5,222.96
Balance	\$2,987,261.41	\$553,273.03	\$1,028,469.43	\$0.00	\$1,597,682.63

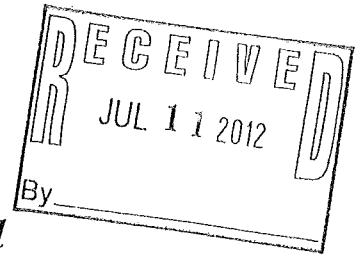
Checking Account .05%	Checking Account	\$6,721,353.22
	Outstanding Checks	\$554,666.72
		\$6,166,686.50

	ACTIVITY FUND	ENTERPRISE	NUTRITION FUND	FLEX FUND
Beg. Balance	\$242,126.61	\$11,949.08	\$356,366.22	\$19,338.33
Revenue	\$10,022.64	\$100.15	\$40,152.52	\$3,716.05
Expenditure	\$31,721.87	\$104.30	\$53,751.99	\$5,313.95
Balance	\$220,427.38	\$11,944.93	\$342,766.75	\$17,740.43

Checking Account .05%	\$244,691.68	\$367,264.88
Outstanding cks	\$12,319.37	\$24,498.13
Book Balance	\$232,372.31	\$342,766.75

Board passed the resolution on 8-29-2011 allowing interfund borrowing up to \$500,000 between funds.  
As of 06-30-2012 there was no interfund borrowing.

COPY



*Red Oak Community Middle School*  
*308 East Corning Street*  
*Red Oak, Iowa 51566*  
*(712) 623-6620*

July 11, 2012

Red Oak Board of Directors:

Please accept this as my official resignation as Head Softball Coach effective immediately. I really need to spend more time with my family in the summer months and feel as if coaching in the spring takes attention and energy away from huge responsibilities needed by a school administrator at the end of the school year.

The future is bright for Red Oak Softball as there has been a resurgence of energy and enthusiasm within the youth program and there are many returning players next year with varsity experience.

Sincerely,

A handwritten signature in black ink, appearing to read "N. Perrien", with a long horizontal line extending to the right.

Nate Perrien

COPY



**Red Oak Community School District**

2011 N. 8th Street  
Red Oak, Iowa 51566  
(712) 623-6600

*2nd bid  
letter*

July 3, 2012

Ms. Lynette Walker  
Batten Sanitation  
418 E Reed Street  
Red Oak, IA 51566

Dear Ms. Walker:

The Red Oak Community School District is accepting proposals for trash disposal for the 2012-2013 school year. If you are interested in providing the District with a proposal for trash disposal, please do so on the enclosed form. If there are any special conditions that may apply to your proposal, please make sure that they are notated or included on a separate sheet. Please note that the due date for proposals is **noon, July 17, 2012**. This agreement can be terminated by either party by giving thirty days written notice, provided however, this provision shall not in any way affect the right of the District, if it so elects, to terminate this contract immediately for proper cause. Action on proposals will occur at the July 23<sup>rd</sup> board meeting.

Thank you for your consideration of providing us with a proposal, and if you have any questions, please call me at (712) 623-6600.

Sincerely,

*Shirley Maxwell*

Shirley Maxwell  
Business Manager

Enclosure

COPY

TRASH DISPOSAL PROPOSAL FORM

School Year

2012-2013

Please complete the following proposal form and submit to the Red Oak Community School District Central Office no later than noon on Tuesday, June 23, 2010.

Location	Size of Bin(s)	# of Bins	# of Pick-ups/wk.	Cost/Pick-up	Please Specify Schedule
High School	4-Dr. 6.5' x 3.5' x 5' 3yd	1	Daily	\$ 35.00	Tue thru Sat.
High School Tech Center	2-Dr. 5' x 3' x 3' 1.5yd	1	Daily	20.00	"
Middle School	4-Dr. 6.5' x 3.5' x 5' 3yd	1	Daily	35.00	"
Washington	2-Dr. 5' x 3' x 3' 1.5yd	1	Daily	20.00	"
Inman	4-Dr. 6.5' x 3.5' x 5' 3yd	1	Daily	35.00	"
Webster	2-Dr. 5' x 3' x 3' 1.5yd	1	Daily	20.00	"
Bancroft (Bus Off)	2-Dr. 5' x 3' x 3' 1.5yd	1	Weekly	19.00	Weekly Dumpster Rent 15.00 Per Mo.
Legion Field	2-Dr. 5' x 3' x 3' 1.5yd	1	Call As Needed	23.00	on call Dumpster Rent 15.00 Per Mo.

Dumpsters Included

Company Name: Batten Sanitation Service, Inc.

Phone: 712-623-3460

Company Address: P.O. Box 415  
418 E. Reed  
Red Oak, IA 51566

Contact Person: Lynette Bruce/MARY JANE WALKER

Date: 6-27-12

PRICES REMAIN THE SAME AS LAST YEARS SCHOOL YEAR  
Mary Jane Walker 22



Item 6.1.1 Zero Hour Instruction – Adjustment of Contract

**BACKGROUND INFORMATION:** At the July 9 meeting the topic of zero hour based instruction was introduced. At this writing there is at least one class that could benefit from the zero hour assignment – computer technology assistance. There is some exploration happening with other class possibilities with other teachers but nothing firm to report this evening. Compensation for teachers is based on a defined period of instruction factored as a percentage of a full contracted salary. This follows the negotiated agreement in place with the Red Oak Education Association.

Technology Director Bob Deter has graciously (and willingly) taught this class during the normal school day over the past five years. This year's workload does not allow for regularly assigned student class time during the day. A zero hour class allows for many additional 'hands on' activities for students and gives Bob Deter a better daytime of scheduled work. Compensation for Bob Deter would be based on his placement for the teacher salary schedule as though he would still be teaching.

Additional zero class assignments for teachers will be brought forward for approval as they develop.

Terry encourages board member questions and concerns prior to any formal action.

**SUGGESTED BOARD ACTION:** It is recommended this evening the Directors authorize Director of Technology Bob Deter to fulfill a zero based class assignment compensated at the rate of other teachers affected by the master contract with the ROEA (\$8,003)

Item 6.1.2 Office Personnel Change in Responsibilities

**BACKGROUND INFORMATION:** At the July 9 board meeting, Terry introduced the topic of expanding select roles of officer personnel located in the attendance centers to provide for an additional one month of contracted service to fulfill needed jobs/tasks affecting the district throughout.

The tasks most often targeted include Asset Inventory Management, Website Monitoring and Enhancements, and other duties as assigned in the summer months. With board endorsement, this will be publicized to all non-twelve month office personnel. Terry will visit with each interested person and make a recommendation from the pool of available staff.

**SUGGESTED BOARD ACTION:** It is recommended the Directors approve the increase in contract days for a select building level staff person to fulfill district-wide responsibilities as assigned by the superintendent.

Item 6.2.1 The Cage Project – Review by Engineer Pete Crawford and

Members of the Rotary Cage Renovation Committee

**BACKGROUND INFORMATION:** Please welcome members of the Red Oak Rotary Cage Renovation Committee. Committee Member Pete Crawford designed bids and conducted a search of companies to complete the project as proposed. At 7 pm this evening, a public hearing must be conducted to review the bids received. Engineer Pete Crawford will have his review and recommendations ready to present. Other committee members present this evening include Director Paul Griffen, Administrators Nate Perrien and Terry Schmidt, Committee Persons Dave Hammer, Joanne Nathem, Pete Wemhoff and possibly others.

Enclosed are the bid summary sheets along with the engineer's estimate. A financial status sheet is available to show the current cash position of the project. Suggestions and recommendations for the governing body will be forthcoming.

**SUGGESTED BOARD ACTION:** (to be determined)

TABULATION OF BIDS RECEIVED

MIDDLE SCHOOL CAGE RENOVATION PROJECT - PHASE 2 - RED OAK COMMUNITY SCHOOL DISTRICT - RED OAK, IOWA - 2011

BOARD ROOM - WEBSTER SHCOOL - RED OAK, IOWA

12:00 PM

July 9, 2012

Base Bid

	DESCRIPTION	QUANTITY	ENGINEER'S OPINION OF PROBABLE COSTS JFSCO ENGINEERING		Precision Concrete Atlantic, Iowa		Caliber Concrete Adair, Iowa			
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT		
1.	Subbase, 4" th.	60 TN	25.00	\$1,500.00	45.00	\$2,700.00	233.83	\$14,029.80	*	
2.	PC Concrete, 4" th. Furnish & Place	4060 SF	5.00	\$20,300.00	6.80	\$27,608.00	5.67	\$23,020.20	*	
3.	Reinforced Concrete Retaining Wall and Bench	60 CY	525.00	\$31,500.00	600.00	\$36,000.00	525.17	\$31,510.20	*	
4.	Brick Paver	345 SF	11.00	\$3,795.00	14.00	\$4,830.00	23.00	\$7,935.00		
5.	Attached Wood Bench	200 LF	20.00	\$4,000.00	32.00	\$6,400.00	46.00	\$9,200.00		
<b>Total Base Bid</b>				<b>\$61,095.00</b>		<b>\$77,538.00</b>		<b>\$85,695.20</b>	*	

\* Corrected Totals

I hereby certify that this is a true and accurate account of bids received on Monday, July 9, 2012.

I further certify that in addition to myself, Board Secretary Shirley Maxwell was in attendance at the bid opening.

by:   
C. Peter Crawford, P.E.

**Cage Project**

07/18/12

**REVENUE**

\$ 149,781.56	Funds Collected
\$ 1,175.00	GF Account Collected
\$ 12,549.01	Pledges not paid yet
<b>\$163,505.57</b>	<b>Total</b>

**EXPENSES**

\$ 79,324.54	Precision Concrete Services
\$ 16,702.68	Precision Concrete Services
\$ 645.20	Brochures – Red Oak Printing
\$ 22.00	Notice to Bidders – Red Oak Express
\$ 7,220.50	JFSCO Engineering
<b>\$103,914.92</b>	<b>Total</b>
<b>\$ 47,041.64</b>	<b>Actual Cash On-Hand</b>

Item 6.2.2 Department of Education Equity Compliance Visit Update and Projects -  
Director of Maintenance/Operations Pete Wemhoff and Supt. Terry Schmidt

**BACKGROUND INFORMATION:** Meetings are conducted weekly to assess the status of all compliance projects from the Department of Education's accreditation and equity reports. This evening Pete Wemhoff and Terry Schmidt will provide for you an update about the requirements and projects. It is intended to do this report every four to six weeks until all items have been cleared by the Department of Education.

At publication time a summary sheet was unfinished. It will be distributed and reviewed during this agenda topic time.

**SUGGESTED BOARD ACTION:** (none anticipated – report only)

Item 6.2.3 Board Policy Review and Recommendations

**BACKGROUND INFORMATION:** The process of reviewing, revising, and/or developing board policies continues this evening. Section 500 concentrates on student issues and guidance. Three policies are reviewed this evening:

**Code 502.8 Search and Seizure** – basic policy is unchanged but the policy rule has changes to comply with Iowa Code

**Code 502.8R1 and Code 502.8E1 (forms)**

**Code 502.9 Interviews of Students by Outside Agencies** – this is simply a review with updated legal notes

**Code 502.10 Use of Motor Vehicles** – no change – a review by the Directors only

**SUGGESTED BOARD ACTION:** It is recommended the Directors approve a first reading of Code 502.8 Search and Seizure and formally provide a review (with no change) for Code 502.9 Interviews of Students by Outside Agencies and for Code 502.10 Use of Motor Vehicles.

SEARCH AND SEIZURE

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

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

Legal Reference: U.S. Const. amend. IV.  
New Jersey v. T.L.O., 469 U.S. 325 (1985).  
Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), *cert. den.*, 482 U.S. 930 (1987).  
Iowa Code ch. 808A (2005).  
281 I.A.C. 12.3(8).

Cross Reference: 502 Student Rights and Responsibilities  
503 Student Discipline

Approved August 15, 1996

Reviewed \_\_\_\_\_

Revised September 22, 1997,  
January 23, 2006



## SEARCH AND SEIZURE

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

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

***NOTE: This policy reflects the law regarding school district authority for searching students, their possessions and their lockers. Substantive changes were made to 502.8R1.***

Legal Reference: U.S. Const. amend. IV.  
New Jersey v. T.L.O., 469 U.S. 325 (1985).  
Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), *cert. den.*, 482 U.S. 930 (1987).  
 Iowa Code ch. 808A (2011).  
 281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities  
 503 Student Discipline

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

SEARCH AND SEIZURE REGULATION

I. Searches, in general.

- A. Reasonable and Articulate Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- (1) eyewitness observations by employees;
- (2) information received from reliable sources;
- (3) suspicious behavior by the student; or,
- (4) the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- (1) the age of the student;
- (2) the sex of the student;
- (3) the nature of the infraction; and
- (4) the emergency requiring the search without delay.

II. Types of Searches

A. Personal Searches

- 1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
- 2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
  - (a) Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.

Approved August 15, 1996

Reviewed \_\_\_\_\_

Revised September 22, 1997  
January 23, 2006

SEARCH AND SEIZURE REGULATION

- (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

**CURRENT POLICY**

Code No. 502.8E1

**SEARCH AND SEIZURE CHECKLIST**

I. What factors caused you to have a reasonable and articulable suspicion that the search of this student or the student's effects or automobile would turn up evidence that the student has violated or is violating the law, school policy, rules or regulations affecting school order?

A. Eyewitness account.

- 1. By whom: \_\_\_\_\_
- 2. Date/Time: \_\_\_\_\_
- 3. Place: \_\_\_\_\_
- 4. What was seen: \_\_\_\_\_

B. Information from a reliable source.

- 1. From whom: \_\_\_\_\_
- 2. Time received: \_\_\_\_\_
- 3. How information was received: \_\_\_\_\_
- 4. Who received the information: \_\_\_\_\_
- 5. Describe information: \_\_\_\_\_  
\_\_\_\_\_

C. Suspicious behavior? Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Student's past history? Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Time of search: \_\_\_\_\_

F. Location of search: \_\_\_\_\_

G. Student told purpose of search: \_\_\_\_\_

H. Consent of student requested: \_\_\_\_\_

SEARCH AND SEIZURE CHECKLIST

II. Was the search you conducted reasonable in terms of scope and intrusiveness?

- A. What were you searching for: \_\_\_\_\_
- B. Where did you search? \_\_\_\_\_
- C. Sex of the student: \_\_\_\_\_
- D. Age of the student: \_\_\_\_\_
- E. Exigency of the situation: \_\_\_\_\_
- F. What type of search was being conducted: \_\_\_\_\_
- G. Who conducted the search: \_\_\_\_\_  
Position: \_\_\_\_\_ Sex: \_\_\_\_\_
- H. Witness(s): \_\_\_\_\_

III. Explanation of Search.

- A. Describe the time and location of the search: \_\_\_\_\_
- B. Describe exactly what was searched: \_\_\_\_\_
- C. What did the search yield: \_\_\_\_\_
- D. What was seized: \_\_\_\_\_
- E. Were any materials turned over to law enforcement officials?  
\_\_\_\_\_
- F. Were parents notified of the search including the reason for it and the scope:  
\_\_\_\_\_

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  - (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

SEARCH AND SEIZURE REGULATION

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- 5. Describe information: \_\_\_\_\_  
\_\_\_\_\_

C. Suspicious behavior? Explain.

\_\_\_\_\_  
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\_\_\_\_\_

D. Student's past history? Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Time of search: \_\_\_\_\_

F. Location of search: \_\_\_\_\_

G. Student told purpose of search: \_\_\_\_\_

H. Consent of student requested: \_\_\_\_\_



SEARCH AND SEIZURE CHECKLIST

II. Was the search you conducted reasonable in terms of scope and intrusiveness?

A. What were you searching for: \_\_\_\_\_

B. Where did you search? \_\_\_\_\_

C. Sex of the student: \_\_\_\_\_

D. Age of the student: \_\_\_\_\_

E. Exigency of the situation: \_\_\_\_\_

F. What type of search was being conducted: \_\_\_\_\_

G. Who conducted the search: \_\_\_\_\_

Position: \_\_\_\_\_ Sex: \_\_\_\_\_

H. Witness(s):  
\_\_\_\_\_

III. Explanation of Search.

A. Describe the time and location of the search:  
\_\_\_\_\_

B. Describe exactly what was searched:  
\_\_\_\_\_

C. What did the search yield: \_\_\_\_\_

D. What was seized: \_\_\_\_\_

E. Were any materials turned over to law enforcement officials?  
\_\_\_\_\_

F. Were parents notified of the search including the reason for it and the scope:  
\_\_\_\_\_

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant.

Legal Reference: Iowa Code §§ 232; 280.17 (2005).  
281 I.A.C. 102.  
441 I.A.C. 9.2; 155; 175.  
1980 Op. Att'y Gen. 275.

Cross Reference: 402.2 Child Abuse Reporting  
502.10 Search and Seizure  
503 Student Discipline  
902.4 Students and the News Media

Approved August 15, 1996

Reviewed \_\_\_\_\_

Revised January 23, 2006

# IASB SUGGESTED

Code No. 502.9

## INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

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Students will not be taken from school without the consent of the principal and without proper warrant.

***NOTE: Iowa law does not address access to students by law enforcement authorities or other officials. This policy reflects the generally accepted practice of school districts.***

Legal Reference: Iowa Code §§ 232; 280.17 (2011).  
281 I.A.C. 102.  
441 I.A.C. 9.2; 155; 175.  
1980 Op. Att'y Gen. 275.

Cross Reference: 402.2 Child Abuse Reporting  
502.10 Search and Seizure  
503 Student Discipline  
902.2 News Conferences and Interviews

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

# CURRENT POLICY

Code No. 502.10

## USE OF MOTOR VEHICLES

The board recognizes the convenience to families and students of having students drive to and park at their school attendance center. Driving a motor vehicle to and parking it at the student's attendance center is a privilege.

Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center. Students may not loiter around or be in their vehicle during the school day without permission from the principal. Students shall leave their attendance center when there is no longer a legitimate reason for them to be at their attendance center. Students who drive shall enter and leave the parking lot by the routes designated by the principal.

Students who live within one mile of school, and would not otherwise be eligible for a student driving permit, may be eligible for a student driving permit, for driving to and from school and school activities and practices, if the student has a medically verified physical hardship.

Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action including suspension and expulsion.

Legal Reference: Iowa Code §§ 279.8; 321 (2005).

Cross Reference: 502 Student Rights and Responsibilities

Approved August 15, 1996 Reviewed \_\_\_\_\_ Revised January 23, 2006

**Red Oak Community School District**

# IASB SUGGESTED

Code No. 502.10

## USE OF MOTOR VEHICLES

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Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center. Students may not loiter around or be in their vehicle during the school day without permission from the principal. Students shall leave their attendance center when there is no longer a legitimate reason for them to be at their attendance center. Students who drive shall enter and leave the parking lot by the routes designated by the principal.

Students who live within one mile of school, and would not otherwise be eligible for a student driving permit, may be eligible for a student driving permit, for driving to and from school and school activities and practices, if the student (insert criteria here).

Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action including suspension and expulsion.

***NOTE: This policy is not mandatory. The underlined language, however, needs to be in board policy with the board adding its own criteria***

Legal Reference: Iowa Code §§ 279.8; 321 (2011).

Cross Reference: 502 Student Rights and Responsibilities

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

Item 6.2.4 Closed Session: Supt. of Schools Performance Review and Goals Session

**BACKGROUND INFORMATION:** This evening the Directors are asked to meet with Terry Schmidt in closed session to review performance goals and consider any continuation or extension of his employment contract.

The following motion could be used:

“I move to enter a closed session at \_\_\_\_\_ p.m. per section 21.5(1)I of the Iowa Code [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:** (to be determined)

Item 6.2.5 Personnel Considerations: Superintendent's Contract, Status Report for Current Vacancies, Recommendations for Employment (if available)

**BACKGROUND INFORMATION:** Following the closed session by the Directors and Terry Schmidt, discussion should take place concerning any contractual changes. Consideration could be given to any contract extension and/or any change in contracted salary.

At publication time, there were no additional personnel items to consider. Considerations and interviews are still underway for Head Girls Basketball Coach, media center paraprofessional assignments, and a paraprofessional assignment for middle level at risk students.

**SUGGESTED BOARD ACTION:** (to be determined)





## Item 7.0 Reports

### 7.1 Administrative Reports

**A pre-construction meeting** was held at the Technology Center Building on Tuesday, July 17 coordinated by Architect Daric O'Neal. The general contractor and subcontractors were present to review timelines, construction guidelines, and address concerns/questions. Enclosed is a timeline of activities for the renovation of two classrooms for the agriculture education program. Please note construction will not get started until August 6. Alternative space has been secured for the classrooms of Alan Spencer. Completion will be 60 days after the project gets underway.

**Head Injuries in the High School Athlete** – enclosed is a flier concerning a workshop planned at the Red Oak High School auditorium on July 31. This activity is coordinated by Red Oak High Coach / Instructor Juan Batula. A similar workshop was initially conducted last summer with very good attendance. Directors are encouraged and welcome to attend.

### 7.2 Future Conferences, Workshops, Seminars, Activities

#### **Computer One to One Rollout Nights:**

The Red Oak Technology Department is busy preparing to distribute 775 laptop computers for the Fall Semester. All students in grades 6 through 12 will receive a laptop for school use. One-to-One Laptop rollout nights will be held August 7, 8, 9 from 7:00 p.m. to 8:30 p.m. at Red Oak Community High School. There are a few requirements. First of all, students must be registered to attend Red Oak Community Schools for the 2012-2013 school year. At registration, parents/guardians will receive a copy of the Student Laptop Handbook and the Acceptable Use Policy. They will be asked to complete related forms and bring them to the rollout night. Finally, parents/guardians must attend one of these sessions in order for their student(s) to receive a laptop. Laptops will be distributed alphabetically according to the parent/guardian last name:

Parent/Guardian last name A-G Tuesday, August 7  
Parent/Guardian last name H-P Wednesday, August 8  
Parent/Guardian last name Q-Z Thursday, August 9

#### **Red Oak Community School District New Staff Orientation – Friday, August 10, 2012, 10 am to 4 pm – Red Coach Restaurant -**

Directors are encouraged to attend all or part of this opening activity for new employees. Given the busy schedules of all Directors, those who can make it for lunch are certainly welcome – approximately 12 pm on 8.10.

### 7.3 Other Announcements – (to be determined)

# Red Oak Tech Center Remodel

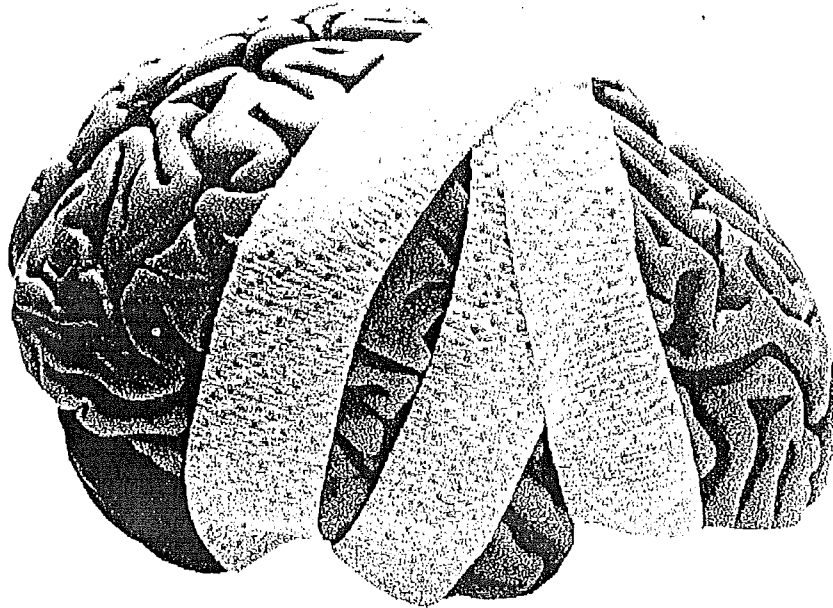
Critical Dates

Start Date - August 6<sup>th</sup> 2012

<u>Activity</u> <u>Date</u>	<u>Scheduled Dates</u>	<u>Completed</u>
Procure Long Lead Items	7/16 to 8-3	
Move In and Layout	8-6 to 8-8	
Demolition	8-7 to 8-10	
Frame Walls	8-9 to 8-17	
Electrical Rough In	8-20 to 8-24	
Plumbing/Mechanical Rough In	8-20 to 8-31	
Hang/Finish Drywall	8-20 to 9-7	
Set Hollow Metal Frames	8-27 to 8-29	
Move Counter and Patch Walls	9-10 to 9-12	
Paint	9-13 to 9-26	
Acoustic Ceilings	9-24 to 9-28	
Plumbing/Mechanical Finish	9-24 to 9-28	
Electrical Finish	9-24 to 9-28	
Casework/Stainless Wall Panels	9-20 to 10-3	
Cleanup/Punch List	10-3 to 10-5	
<u>State Inspection ?</u>	10-8	

Paul Stein  
Project Manager  
Oakview dck, LLC

# Head Injuries in the High School Athlete



## The Severity of Concussions

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Tuesday July 31, 2012 7:00 pm

Red Oak High School Auditorium

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Please join us for this **FREE** presentation designed for all athletes, coaches and parents.  
For more information, please call MCMH at 712-623-7163 or Juan Batula at 641-831-3190.

