

Item 6.2.4 Request for Overnight Travel: Washington Intermediate Springbrook Fieldtrip  
– Principal Barb Sims

**BACKGROUND INFORMATION:** This evening Principal Barb Sims comes before the Board requesting permission for an overnight fieldtrip. Please see the enclosed reference material.

**SUGGESTED BOARD ACTION:** It is recommended the Directors approve the requested overnight fieldtrip experience as outlined to Springbrook, located near Guthrie Center, Iowa.

## Red Oak Community School District

*Washington Intermediate School*

*Barbara Sims, Principal*

*400 West 2<sup>nd</sup> Street*

*Red Oak, IA 51566*

*(712) 623-6630 - phone*

*(712) 623-6634 - fax*



September 11, 2013

To: Red Oak Board of Directors

The 5<sup>th</sup> grade team of teachers, Washington Principal, and students would like to ask for your permission to attend the Springbrook Educational Center in Springbrook State Park, Guthrie Center, Iowa for an overnight learning experience on October 8 and 9, 2013. As you know, this is an opportunity for our students to learn science, social studies, reading, math, language arts, and physical education in the environment and hands-on from the Iowa DNR instructors and our own Deb Karwal from the Montgomery County Conservation Center. The funding for the trip comes from the Montgomery County Soil Commissioners, the Pheasants Forever organization, Red Oak PTO, and if there is anything left to pay for, Mrs. Sims.

I have attached an agenda. This is an overnight trip, and we would like your approval.

Thank You!

Barbara Sims  
Washington Intermediate School Principal  
District Director of Curriculum and Instruction

*we are family*



The Washington Intermediate School's mission is to work as a team of families, students, community and staff, in developing the emotional, social and academic potential of each child.

## 5th Grade Trip to Springbrook Education Center

Oct. 8	Knutson (A)	Swartz (B)	Cockburn (C)	Timmerman (D)
10:00	Arrive, Check in, move into dorms			
10:20	Welcome by Staff			
10:30	Team Building Activities and challenges -4 groups - outside			
11:30	Lunch (Hamburger, French Fries, Cookie)			
12:00	Hike to the Lake			
12:30	Kayaking (Beach)	Fishing (shelter)	Scavenger Hunt	Tree Cycle/Fungus Study
1:30	Fishing (shelter)	Scavenger Hunt	Tree Cycle/Fungus Study	Kayaking (Beach)
2:30	Scavenger Hunt	Tree Cycle/Fungus Study	Kayaking (Beach)	Fishing (shelter)
3:30	Tree Cycle/Fungus Study	Kayaking (Beach)	Fishing (shelter)	Scavenger Hunt
4:30	Walk back from the Lake			
5:00	Supper (Spaghetti, salad, bread stick, cake)			
	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Group 4</b>
5:30	Leaf Printing	Owl Calling/Who Goes There	Owl Pellet Study	Animal Adaptations
6:30	Animal Adaptations	Leaf Printing	Owl Calling/Who Goes There	Owl Pellet Study
7:30	Owl Pellet Study	Animal Adaptations	Leaf Printing	Owl Calling/Who Goes There
8:30	Owl Calling/Who Goes There	Owl Pellet Study	Animal Adaptations	Leaf Printing
9:30	Campfire	Campfire	Campfire	Campfire
10:00	Dorms - to bed!!!			
Oct. 9	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Group 4</b>
6:00	Move belongings out of dorms and to the bus			
6:30	Breakfast (Pancake, Bacon, Juice, Milk)			
7:00	Bird Banding	Journaling	Survival Shelter Building	Archery
8:00	Archery	Bird Banding	Journaling	Survival Shelter Building
9:00	Survival Shelter Building	Archery	Bird Banding	Journaling
10:00	Journaling	Survival Shelter Building	Archery	Bird Banding
11:00	Depart for Red Oak - Journal again on the way home.			

# DAY USE AND/OR LODGING RESERVATION FORM

\*INITIAL RESERVATIONS MUST BE MADE BY PHONE\* 641-747-8383

**PLEASE RETURN THIS FORM AT LEAST TWO WEEKS PRIOR TO YOUR RESERVED DATES TO:**

Springbrook Conservation Education Center \* 2473 - 160th Road \* Guthrie Center, IA 50115

Fax: 641-747-3951 E-Mail: [consed@netins.net](mailto:consed@netins.net)

### CONTACT PERSON:

Name of organization/institution: <b>Red Oak School 5<sup>th</sup> Grade</b>	
Age of the group's majority (please circle one): <u>Elementary</u> Jr. High    Sr. High    College    Adults	
Sponsor or individual representing the organization/contact person: <b>Barbara Sims</b>	
Phone #: ( <u>712</u> ) <u>623-6630</u>	Fax #: ( <u>712</u> ) <u>623-6634</u>
E-Mail: <b><u>simsb@roschools.com</u></b>	
Street Address: <b>400 West 2<sup>nd</sup> Street</b>	
City, State, Zip: <b>Red Oak, Iowa 51566</b>	

### FACILITY RESERVATION DATES/TIMES:

Arrival Date: <b>October 8, 2013</b>	Time: <b>10:00 a.m.</b>	Departure Date: <b>October 9, 2013</b>	Time: <b>11:00 a.m.</b>
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### GROUP SPECIFICS (choose one group and complete the requested information):

<b>School Group</b> (Grade Level: <u>5</u> )	Total Number in Group: <u>86</u>	Youth <u>7</u> + Deb Karwal <u>Adults</u>
Facility Use (check one):		
<input type="checkbox"/> Day Use Only (\$5/person)		
<input checked="" type="checkbox"/> Overnight: (\$10/person) x <u>1</u> nights # males: <u>45</u> # females: <u>48 + Deb</u> (include youth and chaperones/teachers)		
Linens/Towel Service and Classroom Use: <u>Included</u>		FACILITY USE TOTAL: \$ <u>930.00</u>
<b>Conservation Education Group</b> (DNR Groups, Scouts, 4-H, etc) Total Number in Group: _____ (youth/adults)		
Facility Use (check one):		
<input type="checkbox"/> Day Use Only (\$5/person-youth or adult group)		
<input type="checkbox"/> Overnight: (\$5/person-youth/adult group) x _____ nights # males: _____ # females: _____		
<input type="checkbox"/> Overnight: (\$15/person-adult group) x _____ nights # males: _____ # females: _____		
Options: Linens/Towel Service (\$5/person per day): Y ___ N ___		
Classroom Use: Y ___ N ___ # requested (3 avail): _____ # of days _____		
Library Use: Y ___ N ___ # of days _____		FACILITY USE + OPTIONS TOTAL: \$ _____
<b>Non-Conservation Education Group</b> Total Number in Group: _____ (youth/adults)		
Facility Use (check one):		
<input type="checkbox"/> Day Use Only (\$5/person-youth or adult group)		
<input type="checkbox"/> Overnight: (\$5/person-youth/adult group) x _____ nights # males: _____ # females: _____		
<input type="checkbox"/> Overnight: (\$15/person-adult group) x _____ nights # males: _____ # females: _____		
Options: Linens/Towel Service (\$5/person per day): Y ___ N ___		
Classroom Use (\$100/day): Y ___ N ___ # requested (3 avail): _____ # of days _____		
Library Use (\$50/day): Y ___ N ___ # of days _____		
Kitchenette Use (\$30/day): Y ___ N ___ # of days _____		FACILITY USE + OPTIONS TOTAL: \$ _____
<b>Family Reunion</b> Total Number in Group: _____ (youth/adults)		
Facility Use: _____ Overnight: (\$160/per dorm per day) x _____ nights		
Options: Linens/Towel Service (\$160/per dorm per day): Y ___ N ___		
Classroom Use (\$100/day): Y ___ N ___ # requested (3 avail): _____ # of days _____		
Library Use (\$50/day): Y ___ N ___ # of days _____		
Kitchenette Use (\$30/day): Y ___ N ___ # of days _____		FACILITY USE + OPTIONS TOTAL: \$ _____

**FACILITY USE/OPTIONS TOTAL:** \$ 930.00 payable to DNR/CEC upon arrival

**CONCESSIONAIRE MEAL TOTAL:** \$ 1,576.35 payable to IOWA MARKET upon arrival (Meal Form enclosed)

**DAMAGE DEPOSIT** (schools groups exempt): \$ 50.00 payable to DNR/CEC upon arrival under separate pmt

**Sponsor/Organization's Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Facility: Springbrook Conservation Education Center \* 2473 160th Rd \* Guthrie Center, IA 50115 \* 641-747-8383  
 Concessionaire (Meals/Food): Iowa Market \* Paul Belden \* 2473 160th Rd \* Guthrie Center, IA 50115 \* 641-747-2785

Item 6.2.5 Review, Revision, and Direction: Instructional Support Levy

– Presented by School Business Manager Shirley Maxwell

**BACKGROUND INFORMATION:** It is time to renew the current five year instructional support levy authorization. Business Manager Shirley Maxwell will review the need, process, and answer any questions.

From the last board action five years ago, this resolution was used. Shirley will advise on the needed language changes:

**RESOLUTION**

WHEREAS, pursuant to the provisions of the Iowa Code Sections 257.18-257.21 an instructional support program is available to all Iowa school districts, and,

WHEREAS, the Red Oak Community School District Board of Directors believes it is in the best interest of the school district to continue to participate in the instructional support program, and

WHEREAS, the Red Oak Community School District has held a public hearing on the participation of the District in the instructional support program and taken into account public input,

**BE IT THEREFORE RESOLVED AS FOLLOWS:**

1. The Board of Directors of the Red Oak Community School District announces its intent to participate in the instructional support program. The Board also hereby answers the following proposition in the affirmative: Shall the Board of Directors of the Red Oak Community School District in Montgomery, Page and Pottawattamie Counties, State of Iowa, be authorized for a period of five years commencing with the 2014-15 budget year, to levy and impose an instructional support tax in an amount (after taking into consideration instructional support state aid) not to exceed ten (10) percent of the total of regular program district cost for the budget year and monies received under section 257.14 as a budget adjustment for the budget year and be authorized annually in combination to levy an instructional support property tax upon all the taxable property within the school district, commencing with the levy for collection in the fiscal year ending June 30, 2015 and to impose an instructional support income surtax upon the state individual income tax of each individual income taxpayer resident in the school district on December 31 for each calendar year commencing with calendar year 2014 or each year thereafter (the per cent of income surtax not to exceed twenty percent (20%) to be determined by the Board for each fiscal year), to be used for any general fund purpose?

2. If, within 28 days following the adoption of this Resolution, the Secretary of the Board does not receive a petition seeking an election to approve or disapprove the action of the board containing signatures of eligible electors in a number of not less than 100 or 30% of the number of voters at the last preceding regular school election, whichever is greater, the Board shall immediately certify its action to the Department of Management and the District shall participate in the program.

3. If a petition with the requisite number of signatures as aforementioned is received, the Board shall consider whether to rescind its action or direct the County Commissioner of Elections to submit the question to the registered voters of the school district at the next following regular school election or a special election. At the election, if a majority of those voting on the question favor disapproval, the Board shall not participate in the instructional support program and if a majority of those voting on the question favor approval, the Board shall immediately certify the results of the election to the Department of Management and the District shall participate in the instructional support program.

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Ayes: \_\_\_\_\_

\_\_\_\_\_

Nays: \_\_\_\_\_

This resolution passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
President, Board of Directors

Red Oak Community School District

Attest: \_\_\_\_\_

Secretary, Board of Directors

Red Oak Community School District

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

Item 6.2 6 Presentation of the Certified Annual Report and the Special Education

Supplemental Report - Presented by School Business Manager Shirley Maxwell

**BACKGROUND INFORMATION:** The business manager will review the annual reports required by the Department of Education and others. A slide presentation will be given. Directors were sent this presentation in a separate mailing.

**SUGGESTED BOARD ACTION:** The Directors will need to take formal action on the reports.

Item 7.2.1 Organizational Items for FY 14

**BACKGROUND INFORMATION:** Several annual organizational items are listed below. Terry will briefly review each and then request the Directors to take official action to approval all with one motion.

**Multi-Cultural/Gender Fair Compliance Officer and Equity Officer**

Suggested: Appoint Supt. Terry Schmidt as the MCGFC Officer and Equity Officer with Assistant Officers Gayle Allensworth, Barb Sims, Nate Perrien, and Jedd Sherman.

**District Homeless Liaison Officer**

It is recommended that High School Guidance Officer John Brabec with assistance from support staff Rita Leinen and Crystal Berkey be appointed to do liaison work with the Districts Homeless Liaison for the 2013 – 2014.

**District Truancy Officers**

Suggested: Appoint all building administrators as truancy officers for the 2013 - 2014 school year with assistance from Student Support Coordinator Theo Fundermann.

**Level I and Level II Investigators**

Suggested: Appoint Red Oak Assistant Police Chief Derrick Walter as the Level I Investigator and Red Oak Police Chief Drue Powers as the Level II Investigator.

**District Asbestos Coordinator**

Suggested: Appoint Maintenance Director Pete Wemhoff as the district's asbestos coordinator.

**Board Secretary**

Suggested: Appoint Business Manager Shirley Maxwell as the Board Secretary.

**District Registrar**

Suggested: Appoint Administrative Center Assistant Rita Leinen.



### **Financial Depositories**

Suggested: Approve the following financial institutions as depositories and deposit maximum amounts for FY 14:

Bank Iowa	1805 N. Broadway, Red Oak	\$5,000,000
*Houghton State Bank	116 Coolbaugh St, Red Oak	\$10,000,000
Great Western Bank	2100 Commerce Dr, Red Oak	\$5,000,000
U.S. Bank	323 Reed St, Red Oak	\$5,000,000

\* Houghton State Bank continues as the district primary financial institution

(Terry will update the Directors on the continuation of this appointment which has been in place for five years.)

### **Official School District Newspaper**

Suggested: Name the Red Oak Express as the district's official newspaper for FY 14

### **Board of Directors and Red Oak Community School District Legal Counsel**

Suggested: Appoint the Swanson Law Firm of Red Oak and Rick Engel of Des Moines as legal counsel for FY 14.

### **Board of Directors Meeting Dates for FY 2014**

All meetings would begin at 6 pm unless otherwise noted.

September 23	Annual meeting, Reorganization Meeting, Election of Officers
September 25	Annual Goal Setting Work Session – 7 pm to 9 pm
October 14	Regular meeting
October 28	Regular meeting
November 11	Regular meeting
November 25	Annual School Finance Workshop – 5 pm to 7 pm
December 16	Regular meeting
January 13	Regular meeting

January 27	Regular meeting
February 10	Regular meeting
February 24	Regular meeting
March 10	Regular meeting
March 24	Regular meeting (if needed) (spring break is 3.17 to 3.21)
April 14	Regular meeting and School Budget Hearing
April 28	Regular meeting
May 12	Regular meeting
June 9	Regular meeting
June 23	Regular meeting
July 14	Regular meeting
July 28	Regular meeting (if needed)
August 11	Regular meeting
August 25	Regular meeting

**Board of Directors Committee Assignments and Service (current members are in parentheses)**

**Interest Based Bargaining with the Red Oak Educators Association**

(Paul Griffen and Kathy Walker)

**Interest Based Bargaining with the Red Oak Support Staff Association**

(Lee Fellers and Bill Drey)

**Iowa Association of School Boards Delegate Assembly – Voting Member**

(Lee Fellers)

**School Improvement Advisory Committee Board Representative**

(Kathy Walker?)

**Red Oak District Policy Committee**

(Kathy Walker and Warren Hayes)

**Red Oak District Facilities Committee**

(Lee Fellers and Paul Griffen)

**Red Oak District Calendar Committee**

(Bill Drey)

**Red Oak Technology Committee**

(Warren Hayes)

**Red Oak Curriculum Council**

(Kathy Walker)

**Montgomery County Conference Board**

(Lee Fellers?)

**SUGGESTED BOARD ACTION:** It is recommended the Directors approve the organizational items for FY 14 if acceptable as presented.

**SUGGESTED BOARD ACTION:**

Item 7.2.2 Personnel Considerations

**BACKGROUND INFORMATION:** There may be a need for one or more personnel actions this evening. At publication time interviews were underway for various support personnel openings.

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

Item 7.2.3 Network Security Audit from FY 13: Results and Findings

- Presented by Director of Technology Bob Deter

**BACKGROUND INFORMATION:** This evening Director of Technology Bob Deter requests to move into a closed session to address the confidential school security audit completed several months ago.

The following motion could be used:

I move that the Board enters into a closed session to receive the network security report as addressed in Iowa Code 22.7(38)(b) protecting “Records which if disclosed might jeopardize the security of an electronic transaction...”

Those attending the closed session would include the Board of Directors, the Director of Technology and the Superintendent of Schools.

**SUGGESTED BOARD ACTION:** (no formal action following the closed session is anticipated)

Item 7.2.4 The Annual Goal Setting Workshop for the Board of Directors

– Review by Supt. Terry Schmidt

**BACKGROUND INFORMATION:** Wednesday evening (9.25) the Directors will reassemble to discuss goals for the next two year period. The time of this work session will be 7 pm to 9 pm.

As a reference for Wednesday evening, enclosed is a copy of the current two year plan. The Directors have completed a self-evaluation for the current goals plan and this, will be reviewed on Wednesday evening.

**SUGGESTED BOARD ACTION:** (none)

## Red Oak Community School District Goals and Strategies Fiscal Year 13 and Fiscal Year 14

Goals	Strategies	Ownership	Checkpoints
<p><b><u>Teaching and Learning: FY 13 1.0</u></b>  <b>FY 13 1.1 All students will meet test targets set for the Iowa Assessments.</b></p>	Analyze Fall '12 test results and prepare a summative report for the Directors and the Red Oak Community Board of Directors.	School Leadership Teams School faculty	Jan. 2013
	Schools in Need of Assistance (SINA) improvement plans will incorporate fall testing results and reported to the Directors and the Department of Education	SINA teams from Washington Intermediate and Red Oak Middle	Feb. 2013
	SINA schools in Red Oak will share with the Directors the annual report compiled for the Department of Education at a public meeting and with the School Improvement Advisory Council.	SINA teams, Supt.	Dec. 2012
	Each school improvement team will present to the Board of Directors an analysis and findings with recommendations.	Building leadership teams	Nov. & Dec. 2012 Jan. 2013
	Each school improvement team will review its Response to Interventions to ensure targeted areas are addressed and improving.	RTI Teams	Oct. Nov. Dec. 2013
	Communication tools will be developed and shared with the Red Oak community and with students/parents/guardians to ensure shared awareness is achieved.	RTI Teams and Administrative Center staff	Oct. Nov. Dec. 2013

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## Red Oak Community School District Goals and Strategies Fiscal Year 13 and Fiscal Year 14

<p><b>FY 13 1.2 Secondary students will show increased levels of proficiency on the ACT exam and/or the COMPASS exam.</b></p>	<p>Current Comprehensive plan of Assistance developed by the Red Oak High leadership team will be assessed and evaluated by the school superintendent and board of directors.</p>	<p>School Supt. Board of Directors</p>	<p>Dec. 2012 Jan. 2013</p>
	<p>A joint discussion / planning meeting will take place with the administrators of grades six to twelve, school counselors from each site, and the district's curriculum director to develop strategies for shared ownership in the improvement of ACT test scores.</p>	<p>Principals, Supt, Curriculum Director, Counselors</p>	<p>Oct. Nov 2012</p>
	<p>A communication plan for college and occupational preparedness will be implemented by the district's professional staff.</p>	<p>High School administrators and guidance staff</p>	<p>Dec. 2012</p>
	<p>All students in grade ten will complete the ACT practice exam and/or Compass test to better prepare for college or occupational test prior to graduation.</p>	<p>High School administrators, guidance staff, and teachers</p>	<p>Second semester, FY 13</p>
	<p>Historical report provided for the COMPASS test to the Directors and to the School Improvement Advisory Committee</p>	<p>High School guidance staff, SWCC resources staff</p>	<p>Dec. 2013</p>

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## Red Oak Community School District Goals and Strategies Fiscal Year 13 and Fiscal Year 14

<p><b>FY 13 1.3 Establish and practice rigor in the classrooms at all levels.</b></p>	<p>District Instructional Leaders will define rigor in the classroom at all levels and will demonstrate to the Directors and community that rigor is practiced in all classrooms.</p>	<p>School administrators Classroom teachers Red Oak Curriculum Council</p>	<p>Jan. to Mar. FY 13</p>
	<p>Advance placement classes will be increased and more rigorous core classes will be structured in the school schedule to better prepare students for post-secondary learning.</p>	<p>High School administrators, Guidance staff</p>	<p>Second semester, FY 13</p>
	<p>Pathways for continuous learning success will be identified and made available to students.</p>	<p>Response to Intervention Teams Classroom teachers</p>	<p>Oct. 2012 through May, 2014</p>
	<p>Grading practices will be examined at all levels for improvement that could include but not be limited to weighted grades at the high school level, consideration given to standards based grading at levels below high school or other models of improvement in grading.</p>	<p>H.S. Leadership Team M.S. Leadership Team Washington Leadership Team Inman Leadership Team</p>	<p>April, 2013</p>
	<p>A Certificate of Employability Program will be established with criteria established for all students to earn prior to graduation.</p>	<p>High school administrators High school guidance Select high school teachers</p>	<p>Feb. 2013</p>
	<p>Individual Development Plans are in place for each talented and gifted student and progress monitoring is provided</p>	<p>TAG Instructor School counselors</p>	<p>Progress report, Feb. 2013</p>

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## Red Oak Community School District Goals and Strategies Fiscal Year 13 and Fiscal Year 14

<p><b>FY 13 1.4 Engagement and learning improvements using computer technology are assessed and reported.</b></p>	<p>School principals will document classroom engagement with effective instruction measurements emphasizing technology tools.</p> <p>Teachers will demonstrate improved and enhanced skills in the use of computer technology as a result of the one to one initiative.</p> <p>100% of the professional staff will have participated in one or more Technology Learning Teams.</p>	<p>School principals Supt</p> <p>School principals (Summative performance reviews)</p> <p>Teacher Quality Committee</p>	<p>Progress monitoring Nov. 2012 through May, 2013</p> <p>June, 2013</p> <p>May, 2013</p>
<p><b>FY 13 1.5 Technology Integration in the Learning Programs of all Red Oak Schools is provided, measured, and assessed for improvement in learning.</b></p>	<p>Enhancements and improvements are made in technology integration in grades PreK to 5.</p>	<p>District Technology Committee</p>	<p>April, 2013</p>
<p><b>FY 13 1.6 A District Technology Plan will be constructed and implemented that addresses the needs of 21st century learners across all levels of teaching and learning.</b></p>	<p>Plan is written in compliance with 21st Century Learning Skills guidelines</p> <p>Technology plan written to assist with budget development</p>	<p>District Technology Committee</p>	<p>Progress report, Feb. 2013</p>

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## Red Oak Community School District Goals and Strategies Fiscal Year 13 and Fiscal Year 14

<p><b>FY 13 1.7 Professional Learning Communities and Professional Development will demonstrate accountability.</b></p>	<p>Data collection assesses the effects of instructional program change with longitudinal reporting characteristics reported.</p> <p>Results based data collected from the professional staff affected by the PLC model of school improvement will be demonstrated</p> <p>School Leadership Teams from each attendance center provides accountability reports to the Board of Directors on a quarterly basis and will publish the results on the district's website.</p>	<p>School Leadership Team Red Oak Curriculum Council</p> <p>School Leadership Team Red Oak Curriculum Council</p> <p>School Leadership Teams</p>	<p>Progress reports, March, 2013 and March 2014</p> <p>Progress reports, March, 2013 and March 2014</p> <p>Quarterly, 2013 and 2014</p>
<p><b><u>Student Life and the Community: FY 13</u></b> <b><u>2.0</u></b> <b>FY 13 2.1 Parent-teacher conference participation rate will increase to the 75% level during the conferences scheduled for the week of February 4 – 8, 2013</b></p> <p><b>FY 13 2.2 The formal plan for students at risk of dropping out of school is measured and assessed for effectiveness.</b></p>	<p>Development of an action plan</p> <p>Current drop-out prevention plan is reviewed for the Board of Directors assessing successes and failures. The plan is modified to increase effectiveness.</p>	<p>High School professional staff</p> <p>High School Administrators</p>	<p>Jan. 2013</p> <p>Nov. 2012</p>

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## Red Oak Community School District Goals and Strategies Fiscal Year 13 and Fiscal Year 14

<p><b>FY 13 2.3 The number of students who drop out of school will decrease until all students are graduates.</b></p>	<p>Quarterly data is reported to the Directors and to the community through multiple communication tools.</p> <p>The Student Support Coordinator Program is reviewed and progress monitored with a goal for continuation into FY 14 as warranted.</p>	<p>High School administrators and guidance staff</p> <p>District administrators Student Support Coordinator</p>	<p>Quarterly, FY 13 and FY 14</p> <p>Dec. 2012</p>
<p><b>FY 13 2.4 The district's recycling program is fully operational and effectively managed.</b></p> <p>(From SIAC FY 13)</p>	<p>Implementation report 60 day operational report End of the year review</p>	<p>Project ROAR committee</p>	<p>Jan. 2013 March, 2013 June, 2013</p>
<p><b>FY 13 2.5 Establish a plan of action and assign resources to involve parents in the education process of our students.</b></p>	<p><b>This plan is essentially a Communication Plan that would include the following:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate the data that notes how parent involvement contributes to the success of students in school and in life.</li> <li>• Reach out to parents to invite their involvement and navigate the barriers that keep parents from involvement (parents to parents, provide daycare so parents can be involved, make phone calls, using technology such as texts and emails to communicate regularly with parents) to develop a value for education and motivation to do ones best!</li> </ul>	<p>District Administrators School Leadership Team School committees</p>	<p>Ongoing, Nov. 2013 to June, 2014</p>

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## Red Oak Community School District Goals and Strategies Fiscal Year 13 and Fiscal Year 14

<p><b>FY 13 2.6 Establish a “Plan of Action” and assign resources to prepare students for career and college</b></p>	<ul style="list-style-type: none"> <li>• Solicit community involvement (ROICA, YMCA, YES Mentoring, City of Red Oak and Wilson PAC).</li> <li>• Career Guidance for students as they select paths to Trade, University or other career decisions (non-college bound students.)</li> <li>• Career connections to employers in Red Oak sharing what work is available.</li> <li>• College Prep and Test Prep.</li> <li>• Using technology as a tool (we have this available on our web site).</li> </ul>	<p>High School and Middle School guidance staff Career technical instructors SWCC</p>	<p>Nov. 2013 – overview Dec. 2012-June, 2013, monitoring reports</p>
<p><b>FY 13 2.7 SIAC to develop a plan to implement actions towards greater parent and community involvement.</b></p>	<p>The SIAC will learn about, consider local needs, and implement a Parent Mentoring Program.</p> <p>The SIAC will examine all school / business partnerships to ensure viability and effectiveness. Recommendations for improvements could be expected.</p>	<p>SIAC membership</p> <p>SIAC membership</p>	<p>Begin, Dec. 2012</p> <p>Feb. 2013-begin</p>
<p><b>FY 13 2.8 Food service program is targeted for improvement in menu quality, adherence to governmental regulations and customer service.</b></p>	<p>An assessment is made to determine the success of the food service program and to determine strategies for improvement as needed. Tools considered for this process should include but not be limited to resource personnel, a food service advisory group, student/parent input surveys, and monitoring activities for State/Federal compliance.</p>	<p>Food service staff School health educators Select administrators Outside resource personnel Community professionals</p>	<p>Nov. 2012-organize, assign task</p> <p>April, 2013 – report to the Directors</p>

## Red Oak Community School District Goals and Strategies Fiscal Year 13 and Fiscal Year 14

<p><b>FY 13 2.9 School community service should be explored and possibly implemented within school organizations and behavior management.</b></p>	<p>Community service should be explored for students across all grade levels and should be explored as a possible alternative to current student discipline strategies and consequences.</p>	<p>School Leadership Teams</p>	<p>Progress reports, April, 2013</p>
<p><b><u>Fiscal Health: FY 13 3.0</u></b>  <b>FY 13 3.1 Build on and enhance steps to gain greater financial health in the school district.</b></p>	<p>Comprehensive monthly reports are provided</p> <p>Public sharing of fiscal health completed</p> <p>Budget forecasting tools are improved and utilized on a quarterly (monthly?) basis.</p>	<p>School business manager</p> <p>School business manager School superintendent Board of Directors</p>	<p>On-going and continuous</p> <p>***School Audit Report, TBD</p>
<p><b>FY 13 3.2 The loss of the budget guarantee in 2014 should be addressed and contingency plans formed.</b></p>	<p>Following the annual Fiscal Review and Budgeting Work Session, the Directors, School Business Manager, and Superintendent will develop financial contingency plans to address the impending loss of state</p>	<p>School Business Manager School Superintendent School Finance Consultant</p>	<p>Begin – Jan. 2013</p>

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## Red Oak Community School District Goals and Strategies Fiscal Year 13 and Fiscal Year 14

<p><b><u>Physical Plant – Red Oak CSD Facilities:</u></b> <b><u>FY 13 4.0</u></b> <b>FY 13 4.1 The Board of Directors will complete a comprehensive analysis (with recommendation) of all district facilities with an emphasis on program needs, economies of operations, and adherence to all equity issues in order to meet the needs of 21<sup>st</sup> century learners.</b></p> <p><b>FY 13 4.2 Summer maintenance and physical plant improvement projects are planned and implemented on an accelerated basis.</b></p>	<p>Proposals are received to complete a professional review of district facilities</p> <p>District facilities are studied for compliance issues and remedies</p> <p>Comprehensive short term and long term plan formulated to address school facilities needs and improvement needs</p> <p>Funding priorities are established for the study of facilities; for equity issues; and for the long range plan to meet the needs (curricular and co-curricular) of learners</p> <p>Develop a plan for consideration and action by the Directors not later than March 1 of each year.</p>	<p>Board Subcommittee Board of Directors Supt. Director of Maintenance &amp; Operations</p> <p>Consultant</p> <p>Consultant District Staff Board of Directors</p> <p>Consultant District Staff Board of Directors</p> <p>The Director of Maintenance &amp; Operations, the School Superintendent, and the Directors Committee for Facilities &amp; Operations</p>	<p>Initial update, Oct. 22, 2012</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>Not later than March 1 of each year.</p>
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**Red Oak Community School District Goals and Strategies  
Fiscal Year 13 and Fiscal Year 14**

<p><b><u>Human Resources:</u></b> <b><u>FY 13 5.0</u></b> <b>FY 13 5.1 Wages for non-bargaining employees are tied to performance and the measurement of annual goals completed.</b></p> <p><b>FY 13 5.2 Pay structures for all hourly employees should reflect real-time work.</b></p>	<p>Discussion of measurable goals Monitoring of goals Salary change considerations</p> <p>Interest Based Bargaining</p>	<p>Board of Directors School Superintendent</p> <p>Teams</p>	<p>Initial update not later than Dec. 2012 meeting</p> <p>TBD</p>

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Item 7.2.5 Proposed Working Agreement with the BLDD Architecture Company

**BACKGROUND INFORMATION:** Enclosed is a working agreement from the architecture firm of BLDD to undertake the planning and concept work for the Directors.

Please review it prior to the discussion time this evening.

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

3 September 2013

**COPY** RECEIVED  
SEP 06 2013  
BY: \_\_\_\_\_

Terry L. Schmidy, Superintendent of Schools  
Red Oak Community School District  
2011 North 8th Street  
Red Oak, IA 51566

Re: **Concept Development - Red Oak Community School District Master Plan**  
**BLDD Project No.: 135EX10.200**

Terry:

It has been a pleasure working with your district's board, staff, and community to develop a master plan. We are pleased to submit a fee proposal to provide additional services to assist your board as they further develop the community's concept. We believe that our dedication, commitment, personal involvement, and extensive experience with school planning will lead to a successful project for your community.

We understand that you are interested in developing the community's concept presented at the August 29<sup>th</sup> Board meeting. This concept consists of:

- Building a new High School on existing High School Site
- Moving the Middle School to existing High School
- Realigning grade levels at Inman and Washington
- Relocating Red Oak bus facility if possible

Our deliverables for this additional service will include:

- Program of Spaces - identifying functional/spatial needs of the spaces
- Development of a schematic floor plans of the concepts.
- Rendered Images of the proposed designs.
- Preliminary Project Budget – (with Estes Construction)
- Project Schedule (with Estes Construction)

We estimate the work required to meet these goals are as follows.

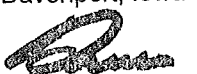
- Board/Faculty/Staff programming sessions to define scope.
- Three (3) additional on site meetings with board/committees.
- Concept development of renderings, drawings, and budgets.
- Travel to and from our Davenport Office

We propose to provide this work on an hourly rate basis, not to exceed **\$12,500**, plus reimbursable expenses. *The work provided for these additional services would typically occur in the first ten percent (10%) of Schematic Design Phase and will be credited to that portion of future professional fees should the board contract BLDD Architect to provide A/E Services for subsequent projects resulting from this work.*

If you are in agreement, please sign and return one copy of the attached 2-page Owner-Architect Agreement. Once again, thank you very much for your consideration! We look forward to the continued opportunity to provide our services to the Red Oak Community Schools. We will work hard to earn your trust, and as your partner, I am confident that you will find our team worthy of the task of designing a facility that provides the greatest value for your community!

Sincerely,

BLDD ARCHITECTS, INC.  
Davenport, Iowa

  
Randall L. West, AIA  
Principal

Enclosure

cc: Finance  
H:\DAV\135EX10.200 Red Oak Community Concept Master Plan\Contracts\135EX10.200-Red Oak Proposal Letter.doc

OVER 80 YEARS OF ARCHITECTURE

people creating places for people to gather, collaborate, think, learn & play



Principals  
Steven T. Oliver, AIA  
Randall L. West, AIA  
Samuel J. Johnson, AIA  
Scott M. Likins, AIA  
Bruce L. Maxey, AIA  
Timothy J. McGrath, AIA  
Barbara Meek, AIA  
Mark A. Ritz, AIA  
R. Carson Durham, AIA  
John S. Whitlock, AIA

Senior Associate  
Todd D. Cyrulik, AIA

Associate  
Duane L. Allen

100 merchant street  
decatur, illinois 62523  
phone 217 429-5105  
fax 217 429-5167

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champaign, illinois 61820  
phone 217 356-9606  
fax 217 356-8861

201 e. grove, suite 300  
bloomington, illinois 6170  
phone 309 828-5025  
fax 309 828-5127

833 w. jackson , suite 100  
chicago, illinois 60607  
phone 312 829-1987  
fax 312 666-8967

5183 utica ridge road  
davenport, iowa 52807  
phone 563 359-5777



# AGREEMENT FOR PROFESSIONAL SERVICES

made as of the 3<sup>rd</sup> day of September in the year of 2013.

**BETWEEN the Client:** Red Oak Community School District  
2011 North 8<sup>th</sup> Street  
Red Oak, Iowa 51560  
Attn. Terry Schmidy, Superintendent

and the **Architect:** BLDD Architects, Inc.  
5183 Utica Ridge Rd.  
Davenport, IA 52807

For the following **Project:** Community Concept Development - Red Oak Schools Master Plan

BLDD Project No.: 135EX10.200

Description of the services to be provided: We understand that you are interested in developing the community's concept presented at the August 26<sup>th</sup> Board meeting. This concept consists of:

- Building a new High School on existing High School Site
- Moving the Middle School to existing High School
- Realigning grade levels at Inman and Washington
- Relocating Red Oak bus facility if possible

Our deliverables for this additional service will include: Program of Spaces - identifying functional/spatial needs of the spaces, Development of schematic floor plans of the concepts, Rendered images of the proposed designs, Preliminary Project Budget - detailing all costs associated with the concept, and a Project Schedule.

We estimate the work required to meet these goals are as follows: Board/Faculty/Staff programming sessions to define scope, three (3) additional on-site meetings with board/committees, concept development of renderings, drawings, and budgets, as well as travel to and from our Davenport Office.

Professional Fee: Compensation shall be provided on an hourly basis, not to exceed **\$12,500.00**, plus reimbursable expenses. This fee will be credited towards the subsequent professional fee to complete the design for the project should the District decide to proceed.

**The Terms and Conditions attached hereto are incorporated and made a part of this Agreement.**

**Offered by:**

BLDD Architects, Inc.

  
(signature)

Randall L. West, Principal  
printed name/title

**Accepted by:**

Red Oak Community School District

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
printed name/title

## TERMS AND CONDITIONS

**Performance of Services:** The Architect shall perform the services outlined in this Agreement in consideration of the stated fee and payment terms.

**Standard of Care:** Services provided by the Architect under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

**Additional Services:** For additional services not included above, the Architect shall be compensated as follows: On an hourly rate basis in accordance with the Architect's Schedule of Standard Hourly Rates, unless mutually agreed otherwise.

**Access to Site:** Unless otherwise stated, the Architect will have access to the site for activities necessary for the performance of the services. The Architect will take reasonable precautions to minimize damage due to these activities, but has not included in the fee the cost for restoration of any resulting damage and will not be responsible for such costs.

**Billing/Payment:** The Client agrees to pay the Architect for all services performed and all costs incurred. Invoices for the Architect's services shall be submitted, at the Architect's option, either upon completion of such services or on a monthly basis. Invoices shall be due and payable upon receipt. If any invoice is not paid within 30 days, the Architect may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, suspend or terminate the performance of services. Payment of invoices is in no case subject to unilateral discounting or set-offs by the Client, and payment is due regardless of suspension or termination of this Agreement by either party. Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event any portion of an account remains unpaid 120 days after the billing, the Architect may institute collection action and the Client shall pay all costs of collection, including reasonable attorney's fees.

**Indemnification:** The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Architect, its officers, directors, employees, agents and consultants from and against all damage, liability and cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Architect.

**Waiver:** In addition, the Client agrees, to the maximum extent permitted by law, to waive any claims against the Architect arising out of the performance of these services, except for the sole negligence or willful misconduct of the Architect.

**Information for the Sole Use and Benefit of the Client:** All options and conclusions of the Architect, whether written or oral, and any plans, specifications or other documents and services provided by the Architect are for the sole use and benefit of the Client and are not to be provided to any other person or entity without the prior written consent of the Architect. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party against either the Architect or the Client. All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the Architect as instruments of service shall remain the property of the Architect. The Architect shall retain all common law, statutory and other reserved rights, including the copyright thereto.

**Certifications, Guarantees and Warranties:** The Architect shall not be required to execute any document that would result in the Architect certifying, guaranteeing or warranting the existence of any conditions.

**Limitation of Liability:** In recognition of the relative risks, rewards and benefits of the project to both the Client and the Architect, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Architect's total liability to the Client for any and all injuries, damages, claims, losses, expenses or claim expenses arising out of this Agreement from any cause or causes, shall not exceed the fee received. Such causes included, but are not limited to, the Architect's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

**Dispute Resolution:** Any claims or disputes between the Client and the Architect arising out to the services to be provided by the Architect or out of this Agreement shall be submitted to non-binding mediation. The Client and the Architect agree to include a similar mediation agreement with all contractors, subconsultants, subcontractors, suppliers and fabricators, providing for mediation as the primary method of dispute resolution among all parties. The laws of the State of Illinois will govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.

**Termination of Services:** This Agreement may be terminated at any time by either party should the other party fail to perform its obligations hereunder. In the event of termination for any reason whatsoever, the Client shall pay the Architect for all services rendered to the date of termination, and all reimbursable expenses incurred prior to termination and reasonable termination expenses incurred as the result of termination.

**Assignment:** Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including, but not limited to, monies that are due or monies that may be due) without the prior written consent of the other party.

**Without Site Observation:** It is understood and agreed that the Design Professional's Basic Services under this Agreement do not include project observation or review of the Contractor's performance or any other construction phase services

**Standard Hourly Billing Rates**  
(effective January 1, 2013 through December 31, 2013)

Principal	\$165.00 per hour
Senior Associate	\$135.00 per hour
Associate	\$120.00 per hour
Structural Engineer	\$120.00 per hour
Architect III	\$95.00 per hour
Architect II	\$90.00 per hour
Architect I	\$85.00 per hour
Architectural Intern III	\$80.00 per hour
Architectural Intern II	\$75.00 per hour
Architectural Intern I	\$70.00 per hour
Interior Designer III	\$80.00 per hour
Interior Designer II	\$70.00 per hour
Interior Designer I	\$60.00 per hour
Architectural Tech III	\$80.00 per hour
Architectural Tech II	\$70.00 per hour
Architectural Tech I	\$60.00 per hour
Administrative Assistant	\$60.00 per hour
Site Representative	\$90.00 per hour

BLDD Architects, Inc. reassesses hourly billing rates annually based on current payroll rates and overhead factors. BLDD Architects, Inc. reserves the right to increase each classification by increments of \$5 per hour after January 1, 2014. Consultant services will be billed at 1.1 times amount of invoice to BLDD. Reimbursable expenses will be billed at 1.1 times the cost to BLDD.

