

**Red Oak Community School District**  
2011 North 8<sup>th</sup> Street  
Red Oak, Iowa 51566  
[www.redoakschooldistrict.com](http://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

Tuesday, January 28, 2014 – 5:30 pm

- 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 3
  - 4.1 Good News from Red Oak Schools 3
  - 4.2 Presentations 3
    - 4.2.1 Fiscal Year 13 Audit Review and Approval: Presented by Nolte, Cornman & Johnson, P.C. of Newton, Iowa 4-8
  - 4.3 Affirmations and Commendations 3
  - 4.4 Correspondence 3
- 5.0 Consent Agenda 9
  - 5.1 Review and Approval of Minutes from January 16, 2014 11-12
  - 5.2 Review and Approval of Monthly Business Reports 13-38
  - 5.3 Personnel Considerations (as needed) —
  - 5.4 Education Service Agreement with the Council Bluffs CSD 39-41
  - 5.5 Red Oak Chamber and Industry Association Annual Membership Approval 42-45
  - 5.6 Request for Open Enrollment in 2014 – 2015 on table

Red Oak Community School District Board of Directors Meeting  
1.28.2014

6.0 General Business for the Board of Directors

6.1 Old Business

6.1.1 School Buildings Security Improvements: Facilities Subcommittee of Wemhoff, Fellers, and Griffen 46-47

6.1.2 Transportation Acquisitions Update and Personnel Challenges – Transportation Director Carlos Guerra 48

6.2 New Business

6.2.1 Red Oak Community School District Building Planning and Community Engagement – Update and Approval of the Facilitating Team 49

6.2.2 Personnel Planning and Recruitment: FY 14 and FY 15 50

6.2.3 School Finance Update and Budget Planning Parameters  
– Business Manager Shirley Maxwell 51

6.2.4 Board of Director Policy Review, Revisions, and Presentations 52-104

7.0 Reports 105

7.1 Administrative 105

7.2 Future Conferences, Workshops, Seminars 105

7.3 Other Announcements 105

8.0 Next Board of Directors Meeting: (to be determined)  
(current): Monday, February 10 – 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**

School administrators and department directors will share ‘good news’ with the directors this evening and encourage the governing body to also share positive events happening in the lives of the school community.

### **4.2 Visitors and Presentations**

#### **4.2.1 Fiscal Year 13 Audit Review and Approval: Presented by Nolte, Cornman & Johnson, P.C. of Newton, Iowa**

The FY 13 school audit was completed during the week of August 26, 2013. Enclosed are results of the audit. Directors have also received the whole report. Please allow a few minutes for this presentation.

### **4.3 Affirmations and Commendations**

#### **★ Congratulations Live Well MoCo – Tiger Style**

Red Oak Schools in conjunction with school/business partner Chat Mobility is supporting 124 challengers that comprise 21 teams to take the Live Healthy Iowa initiative – a ten week program. In addition, classroom teachers have organized approximately 407 students to form teams. Thanks organizers and motivators: Barb Sims, Barry Bower, Heather Hall, Jeanne Redel, Karen Subbert, Michael Moran, and Roxanne Lamb.

### **4.4 Correspondence**

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

Item 4.2.1 Fiscal Year 13 Audit Review and Approval:

Presented by Nolte, Cornman & Johnson, P.C. of Newton, Iowa

**BACKGROUND INFORMATION:** This evening please welcome via telephone conference call representatives of the Newton auditing firm, Nolte, Cornman & Johnson, P.C. Business Manger Shirley Maxwell will introduce the guests and ask that the highlights of the FY 13 audit be given. Directors have received the electronic copy of the audit and are encouraged to provide questions, seek clarifications as needed, and then consider acceptance/approval of the annual report.

Enclosed are preliminary information along with a press release provided by the auditing firm.

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

**NOLTE, CORNMAN & JOHNSON P.C.**  
**Certified Public Accountants**  
**(a professional corporation)**  
117 West 3rd Street North, Newton, Iowa 50208-3040  
Telephone (641) 792-1910

NEWS RELEASE

Nolte, Cornman & Johnson P.C. today released an audit report on the Red Oak Community School District in Red Oak, Iowa.

The District's revenues totaled \$16,675,032 for the year ended June 30, 2013, a 0.61 percent decrease from the prior year. Revenues included unrestricted state grants of \$6,325,491, local tax of \$7,343,108, operating grants, contributions, and restricted interest of \$1,875,152, capital grants, contributions, and restricted interest of \$27,234, charges for service of \$915,237, unrestricted interest of \$1,958 and other general revenues of \$186,852.

Expenses for district operations totaled \$15,336,500 a 4.81 percent increase from the prior year. Expenses included \$5,574,116 for regular instruction, \$2,112,849 for other instruction and \$1,610,653 for special instruction.

A copy of the audit report is available for review in the District Secretary's Office, the Office of Auditor of State, and on the Auditor of State's web site at <http://auditor.iowa.gov/reports/index.html>.

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**Certified Public Accountants**  
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Telephone (641) 792-1910

January 10, 2014

To the Board of Education and Administration of  
Red Oak Community School District

We have audited the financial statements of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of the Red Oak Community School District for the year ended June 30, 2013, and have issued our report thereon dated January 10, 2014. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated July 10, 2013, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered Red Oak Community School District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether Red Oak Community School District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to management in our meeting about planning matters on August 27, 2013.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant account policies used by Red Oak Community School District are described in Note 1 to the financial statements.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

### *Disagreements with Management*

For the purpose of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated January 10, 2014.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in normal course of our professional relationship and our responses were not a condition to our retention.

Management comments include:

1) Segregation of Duties indicating instances of incompatible duties being performed by the same individual.\*

Statutory audit findings include:

1) Questionable Disbursements indicating Student Activity Fund money used for scholarships.

2) Certified Enrollment indicating enrollment data certified to the Department of Education was misstated with a net effect of zero students.

3) Board Policies indicating not all board policies are reviewed within five years.

4) Regional/District Event Rent indicating money received for the use of facilities from district and regional events is not receipted to the General Fund.

\* indicating repeat comments from the 2012 audit report

This information is intended solely for the use of the Board of Education and management of Red Oak Community School District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Nolte, Cornmar & Johnson*  
Nolte, Cornmar & Johnson P.C.



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 January 16, 2014**

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. There could be some last minute bills for payment placed at the table prior to the meeting. Accounting Clerk Jeanice Lester ([lesterj@roschools.com](mailto:lesterj@roschools.com)) or Business Manager Shirley Maxwell ([maxwells@roschools.com](mailto:maxwells@roschools.com)) are available to answer any questions concerning the expenditures.

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

*[At publication time there were no personnel considerations.]*

**5.4 Education Service Agreement with the Council Bluffs CSD**

Enclosed is an agreement for your consideration. It is recommended you approve this for special services provided and required outside of Red Oak CSD.

**5.5 Red Oak Chamber and Industry Association Annual Membership  
Approval**

Enclosed is communication from the Association requesting once again the district's participation. Whereas it would be an advantage for the Chamber if the district could move from President's Silver Club level to the next highest, it is best fiscally for Red Oak Schools to remain at the same level given the budget constraints found for the upcoming FY 15.

**5.6 Request for Open Enrollment in the 2014 – 2015 School Year**

At the table the Director will find two requests – both from the same family. This family has been attending Red Oak Schools for quite some time but needs to formally have documents approved by you and then shared with the Essex CSD.

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

- Minutes from January 16, 2014
- Monthly business reports as presented
- Approval of an Educational Services Agreement with the Council Bluffs CSD
- Approval of the membership from Red Oak CSD for the Red Oak Chamber and Industry Association for 2014 in the amount of \$750.
- Approval of open enrollment requests as presented

**Red Oak Community School District  
Board of Directors Meeting Work Session**

**Meeting Location: Sue Wagaman Board Room,  
Red Oak CSD Administrative Center-Red Oak Technology Center-Red Oak High School Campus  
Thursday, January 16, 2014**

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

**APPROVAL OF AGENDA**

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

**GOOD NEWS**

Direct TV is raising funds to be able to purchase the remaining two AED's needed for Washington and Red Oak Early Childhood Center. They are hoping to have the \$3,400 needed to purchase these AED's by spring. The Maintenance and Operations Department and Transportation Department were recognized for their diligence and hard work during the recent cold and severe weather.

**NEGOTIATIONS**

Letters of Interest were exchanged between The Red Oak Education Association and the Red Oak Support Staff Association with the Red Oak Board of Directors.

**CONSENT AGENDA**

Motion made by Director Drey, second by Director Walker to approve the consent agenda as presented with the following changes: Code No. 801.1 –remove the word “and” between building and will, Code No. 802.4R1 remove the NOTE from this policy. Motion carried unanimously.

**DISTRICT FACILITIES STUDY AND AMENDMENT OF CONTRACT**

MOTION was made by Drey, second by Griffen to approve the contract amendment with BLDD Architects to include a partnership with the communications firm, UNICOM of St Louis, Missouri at a cost to not exceed \$25,200. Motion carried unanimously.

**RED OAK CURRICULUM COUNCIL REPORT**

Barbara Sims, Director of Curriculum & Instruction along with Fine Arts Committee Members Dan Black, Curt Adams, Linnea Wemhoff and Kevin Kilpatrick provided an update and a recommendation to the Directors for a revised / updated curriculum in vocal arts, instrumental arts, and visual arts. This process has been approved by the Red Oak Curriculum Council. Motion made by Griffen, second by Drey to approve the updated curriculum for the vocal arts, instrumental arts, and visual arts as presented. Motion carried unanimously.

**IOWA ASSESSMENTS RESULTS FOR RED OAK SCHOOLS 2013**

Principals presented the 2013 Iowa Assessment Results for their buildings. Overall the district showed growth from the 2012 assessment testing. Directors commended the principals and their staff members on the growth in the assessment testing across the district. Directors stated that they are very pleased with the progress that has been made and encourage all to keep up the momentum.

**SCHOOLS IN NEED OF ASSISTANCE STATUS AND UPDATE**

The Iowa Department of Education reports annually the status of all schools concerning the federal initiative called No Child Left Behind. Current standards require that all students must be 100% proficient on state standards. Washington

School is in delayed year two in reading, Red Oak Middle School continues as a School in Need of Assistance for reading / math while Inman Primary School has the first year as a School in Need of Assistance in reading.

**STUDENT SUPPORT COORDINATOR PROGRAM UPDATE AND ATTENDANCE POLICY REVIEW**

Student Support Coordinator Theo Fundermann updated the board on his work with at-risk students and reflected on the first semester. He discussed the new attendance policy in Red Oak and how it has created several improvements for the students' attendance and tardy issues.

**IOWA DEPARTMENT OF EDUCATION ANNUAL DROPOUT REPORT**

Principal Sherman gave a dropout update and report for the first semester. Sherman reported thirteen students as dropouts in the last school year.

**PERSONNEL CONSIDERATIONS AND REQUEST FOR EARLY RETIREMENT BENEFITS**

Motion made by Drey, second by Hayes to approve a paraeducator contract for Sarah Williams waiving the normal 30 day probationary period with compensate set per scale at \$8.75 per hour. Motion carried unanimously.

Motion made by Griffen, second by Walker to accept the early retirement request of Diane Kurtz at the end of the 2013-2014 school year. Motion carried unanimously.

**BOARD POLICY REVIEW SECTION 900 COMMUNITY RELATIONS**

This item will be placed on the January 27, 2013 agenda.

**REPORTS**

The IASB 2014 Legislative Conference will be held Jan. 27, 2014 at Embassy Suites on the River, Des Moines, Iowa. The IASB Director District 7 meeting will be held in Red Oak on Feb. 5<sup>th</sup> at the Red Coach Inn Banquet Center.

**ADJOURNMENT**

Motion made by Griffen, second by Walker to adjourn the meeting at 10:15 p.m. The motion carried unanimously. The next regular board meeting will be held on Monday, January 27, 2014 at 6:00 p.m. in the Sue Wagaman Board Room Red Oak CSD Administrative Center.

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Lee Fellers, President

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Shirley Maxwell, Board Secretary

RED OAK COMMUNITY SCHOOLS

DECEMBER 2013 RECONCILIATION SHEET

	GENERAL FUND	MANAGEMENT	PHYSICAL PLANT AND EQUIPMENT LEVY	DEBT SERVICE	CAPITAL PROJECTS
Beg. Balance 12-01-2013	\$3,714,020.91	\$1,173,206.65	-\$10,946.69	\$0.00	\$2,173,408.76
Revenue	\$1,410,042.45	\$23,239.94	\$218,852.33	\$0.00	\$64,928.76
Expenditure	\$1,026,095.76	\$0.00	\$1,590.00	\$0.00	\$1,074.27
Balance 12-31-2013	\$4,097,967.60	\$1,196,446.59	\$206,315.64	\$0.00	\$2,237,263.25
Balance 12-31-2012	\$3,577,943.42	\$673,744.73	\$610,521.44	\$0.00	\$1,873,329.29

Checking Account .20%  
Checking Account  
Outstanding Checks

\$7,881,121.60  
\$143,128.52  
\$7,737,993.08

Beg. Balance 12-01-2013  
Revenue  
Expenditure  
Balance 12-31-2013

ACTIVITY FUND  
\$221,812.89  
\$38,544.20  
\$15,822.21  
\$244,534.88

NUTRITION FUND  
\$162,747.52  
\$59,570.11  
\$56,048.54  
\$166,269.09

Balance 12-31-2012

\$225,364.00

\$259,101.59

Checking Account .01%  
ISJIT  
Outstanding cks  
Book Balance

\$245,846.75  
\$1,311.87  
\$244,534.88

\$164,375.11  
\$5,283.19  
\$3,389.21  
\$166,269.09



**PHYSICAL PLANT AND EQUIPMENT LEVY**

Beginning Balance (July 1)	2010-2011	2011-2012	2012-2013	2013-2014
\$1,218,639.66	\$ 1,220,398.75	\$1,031,343.65	\$101,948.72	\$519,942.27
<b>ADD: Revenue</b> Property Taxes \$ 96,378.17 Voted PPEL \$ 55,273.30 Voted PPEL Surtax \$ 370,434.96 Utility Replacement Tax \$ 4,891.31 Utility Replacement Tax \$ 2,653.93 Mobile Home Tax \$ 63.78 Voted PPEL Mobile Home \$ 37.75 Interest \$ 1,580.69 Donations Tiger Decal Cage Project Webster Playground EMC Insurance Reimb. Virtual Computer Microsoft Settlement Proceed Bus Loan Note <b>Subtotal</b>	Property Taxes \$ 96,378.17 Voted PPEL \$ 55,273.30 Voted PPEL Surtax \$ 370,434.96 Utility Replacement Tax \$ 4,891.31 Utility Replacement Tax \$ 2,653.93 Mobile Home Tax \$ 63.78 Voted PPEL Mobile Home \$ 37.75 Interest \$ 1,580.69 Donations Tiger Decal Cage Project Webster Playground EMC Insurance Reimb. Virtual Computer Microsoft Settlement Proceed Bus Loan Note <b>Subtotal</b>	Property Taxes \$ 101,948.72 Voted PPEL \$ 67,270.19 Voted PPEL Surtax \$ 374,264.11 Utility Replacement Tax \$ 4,608.40 Utility Replacement Tax \$ 3,040.34 Mobile Home Tax \$ 55.63 Voted PPEL Mobile Home \$ 36.70 Interest \$ 2,401.73 Donations Tiger Decal Cage Project Webster Playground EMC Insurance Refund of Prior Year Expenditure <b>Subtotal</b>	Property Taxes \$ 101,948.72 Voted PPEL \$ 67,270.19 Voted PPEL Surtax \$ 374,264.11 Utility Replacement Tax \$ 4,608.40 Utility Replacement Tax \$ 3,040.34 Mobile Home Tax \$ 55.63 Voted PPEL Mobile Home \$ 36.70 Interest \$ 2,401.73 Donations Tiger Decal Cage Project Webster Playground EMC Insurance Refund of Prior Year Expenditure <b>Subtotal</b>	Property Taxes \$ 57,324.95 Voted PPEL \$ 39,586.56 Voted PPEL Surtax \$ 214,168.05 Utility Replacement Tax \$ 2,267.89 Utility Replacement Tax \$ 1,566.41 Mobile Home Tax \$ 20.77 Voted PPEL Mobile Home \$ 21.22 Interest \$ 15.20 Donations Tiger Decal Cage Project Webster Playground EMC Insurance Refund of Prior Year Expenditure <b>Subtotal</b>
\$2,051,849.08	\$ 1,832,878.54	\$ 1,640,696.94	\$ 1,640,696.94	\$ 857,126.30
<b>LESS: Expenditures</b> 1. Infinite Campus terminals, etc. \$ 5,286.00 2. Computer \$ 15,100.00 3. School Bus Sales \$ 73,876.00 4. School Bus Sales \$ 73,876.00 5. School Bus Sales \$ 73,876.00 6. School Bus Sales \$ 73,876.00 7. School Bus Sales \$ 73,876.00 8. Sidewalk-Middle School \$ 13,420.00 9. Vacuums \$ 1,770.00 10. Payment on Debt \$ 395,555.00 11. Lawn Mower \$ 8,520.30 12. Tennis Court Renovation \$ 13,872.00 13. Security Camera \$ 1,092.00 14. Security Camera \$ 892.00 15. Dryer \$ 639.99 16. New Carpet- HS Office \$ 3,599.61 17. Water Fountain \$ 1,011.43 18. Air Conditioner \$ 18,890.00 19. 2 Edge HD <b>Subtotal</b>	1. Sidewalk Construction \$ 15,854.00 2. Bus Lease Payment \$ 82,301.99 3. Window Air Conditioners (6) \$ 3,534.94 4. Pottery Wheel \$ 1,197.00 5. Archdioceses (Ag Room) \$ 2,888.91 6. MS Tuckpointing \$ 1,025.00 7. John Deere Gator \$ 31,935.07 8. Bus Lease Payment \$ 82,301.99 9. Heat Exchanger \$ 422,543.00 10. MS Roof \$ 4,800.00 11. Water Cooler \$ 2,465.00 12. New Steam Coil \$ 10,384.21 13. Oakview DCK, LLC - Ag Room \$ 13,852.24 14. ID Bar Code/Punch Readers (1) \$ 95,027.22 15. IPS Hot Water Boiler \$ 2,998.00 16. Phase II Cage Project Payment \$ 1,295.48 17. Architect Fee-Ag Room \$ 1,095.00 18. Oakview DCK, LLC - Ag Room \$ 1,451.00 19. Server with hard drives (Bankcard) \$ 10,894.21 20. Installation of cameras (HS) \$ 1,302.00 21. Camera ACD Server for Webst \$ 500.00 22. Debt Payment \$ 14,743.60 23. Cage Project \$ 14,911.68 24. Tech Ctr/Renovation/Look/Labx \$ 1,131.94 25. Tables \$ 3,528.00 26. Carpet for Tech Center \$ 1,090.43 27. Precision Concrete-Final Pymt \$ 4,427.19 28. Office Unit Completions \$ 1,095.00 29. JESCO Eng. Cage Project \$ 7,220.50 30. Tech Center Rewiring/Updat \$ 7,763.54 31. Schooling Inc. Software \$ 5,300.00 32. Serif Inc. \$ 4,995.00 33. Northern Tool (Sprayer) \$ 1,755.68 34. Tinnemanagement System \$ 7,430.40 35. Alley, Poyner, Macchietto, Architecture, Inc. \$ 9,000.41 <b>Subtotal</b>	1. Sidewalk Construction \$ 15,854.00 2. Bus Lease Payment \$ 82,301.99 3. Window Air Conditioners (6) \$ 3,534.94 4. Pottery Wheel \$ 1,197.00 5. Archdioceses (Ag Room) \$ 2,888.91 6. MS Tuckpointing \$ 1,025.00 7. John Deere Gator \$ 31,935.07 8. Bus Lease Payment \$ 82,301.99 9. Heat Exchanger \$ 422,543.00 10. MS Roof \$ 4,800.00 11. Water Cooler \$ 2,465.00 12. New Steam Coil \$ 10,384.21 13. Oakview DCK, LLC - Ag Room \$ 13,852.24 14. ID Bar Code/Punch Readers (1) \$ 95,027.22 15. IPS Hot Water Boiler \$ 2,998.00 16. Phase II Cage Project Payment \$ 1,295.48 17. Architect Fee-Ag Room \$ 1,095.00 18. Oakview DCK, LLC - Ag Room \$ 1,451.00 19. Server with hard drives (Bankcard) \$ 10,894.21 20. Installation of cameras (HS) \$ 1,302.00 21. Camera ACD Server for Webst \$ 500.00 22. Debt Payment \$ 14,743.60 23. Cage Project \$ 14,911.68 24. Tech Ctr/Renovation/Look/Labx \$ 1,131.94 25. Tables \$ 3,528.00 26. 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Omaha Door/Window HS \$ 2,641.00 15. Fujitsu T732 Lifebooks \$ 2,083.62 16. Bikerack for Trail \$ 1,242.50 17. Tenor Sax \$ 1,360.62 18. Yamaha Drums/Shares \$ 5,950.00 19. Yamaha MQT \$ 9,428.23 20. Air conditioners (2) \$ 2,083.62 21. Piccolo, Sax, French Horn \$ 1,242.50 22. Buffalo Terra Station, 3400 Server \$ 1,360.63 23. Security Cameras (4) \$ 1,323.89 24. Agent FEE \$ 2,089.00 25. Debt Payment \$ 1,100.00 26. Obse \$ 1,124,047.95 27. 2 pin entry ethernet terminals \$ 10,622.00 28. CASH BALANCE AS OF 6-30-13 \$ 10,686.98 29. 2 pin entry ethernet terminals \$ 516,648.98 30. Intergovernmental Receivables \$ 630.00 31. Fund Balance as of 6-30-2013 \$ 519,942.27 <b>Subtotal</b>	1. Bus Lease Payment Pd in full \$ 3,329.00 2. Andrew Tuckpointing MS \$ 5,183.00 3. Barnes Painting-Bleachers \$ 982.00 4. Farmers Merc. Doors Athletic fld \$ 2,380.02 5. Sellers Constr. Ticket booth \$ 920.00 6. GovConnection-Elmo TT-12 (13) \$ 5,748.25 7. Pibrico-New Compressor (IPS) \$ 19,000.00 8. GovConnection-Elmo TT-12 (8) \$ 71,393.00 9. A1Security Cameras/network/3 cam. \$ 8,036.00 10. Omaha Door/Window MS \$ 5,369.67 11. Percussion Source-Frame-Drums \$ 10,000.00 12. USI Inc. Laminator \$ 6,750.00 13. Complete Air Care-Unit (HS) \$ 5,950.00 14. Omaha Door/Window HS \$ 2,641.00 15. Fujitsu T732 Lifebooks \$ 2,083.62 16. Bikerack for Trail \$ 1,242.50 17. Tenor Sax \$ 1,360.62 18. Yamaha Drums/Shares \$ 5,950.00 19. Yamaha MQT \$ 9,428.23 20. Air conditioners (2) \$ 2,083.62 21. Piccolo, Sax, French Horn \$ 1,242.50 22. Buffalo Terra Station, 3400 Server \$ 1,360.63 23. Security Cameras (4) \$ 1,323.89 24. Agent FEE \$ 2,089.00 25. Debt Payment \$ 1,100.00 26. Obse \$ 1,124,047.95 27. 2 pin entry ethernet terminals \$ 10,622.00 28. CASH BALANCE AS OF 6-30-13 \$ 10,686.98 29. 2 pin entry ethernet terminals \$ 516,648.98 30. Intergovernmental Receivables \$ 630.00 31. Fund Balance as of 6-30-2013 \$ 519,942.27 <b>Subtotal</b>
\$1,220,398.75	\$ 1,028,621.60	\$ 1,028,621.60	\$ 1,028,621.60	\$ 206,315.64
<b>Cash Balance as of 6-30-12</b> \$ 1,220,398.75 <b>Intergovernmental Receivables</b> \$ 2,722.05 <b>Fund Balance as of 6-30-2012</b> \$ 1,031,343.65	<b>Cash Balance as of 6-30-12</b> \$ 1,028,621.60 <b>Intergovernmental Receivables</b> \$ 2,722.05 <b>Fund Balance as of 6-30-2012</b> \$ 1,031,343.65	<b>Cash Balance as of 6-30-12</b> \$ 1,028,621.60 <b>Intergovernmental Receivables</b> \$ 2,722.05 <b>Fund Balance as of 6-30-2012</b> \$ 1,031,343.65	<b>Cash Balance as of 6-30-12</b> \$ 1,028,621.60 <b>Intergovernmental Receivables</b> \$ 2,722.05 <b>Fund Balance as of 6-30-2012</b> \$ 1,031,343.65	<b>Cash Balance as of 6-30-12</b> \$ 1,028,621.60 <b>Intergovernmental Receivables</b> \$ 2,722.05 <b>Fund Balance as of 6-30-2012</b> \$ 1,031,343.65

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AEP CONNECTIONS LLC	01072014	1,230.00
10 0010 1200 219 0000 320	REG FEES	1,230.00
Vendor Name AEP CONNECTIONS LLC		<u>1,230.00</u>
ART SELLERS - SELLERS PEST CONTROL	20178	130.00
10 0010 2600 000 0000 425	DISTRICT PEST CONTROL	130.00
Vendor Name ART SELLERS - SELLERS PEST CONTROL		<u>130.00</u>
BATTEN SANITATION SERVICE	12312013	2,922.50
10 0010 2600 000 0000 421	DISTRICT GARBAGE PICK UP	2,922.50
Vendor Name BATTEN SANITATION SERVICE		<u>2,922.50</u>
BI STATE ELECTRONICS	4713	834.86
10 0020 2700 000 0000 618	RADIO/MISC	834.86
Vendor Name BI STATE ELECTRONICS		<u>834.86</u>
BRUCE, JEN	01232014	36.36
10 1901 1000 100 8001 612	REIMBURSEMENT	36.36
Vendor Name BRUCE, JEN		<u>36.36</u>
CAPITAL SANITARY SUPPLY CO.	0003377	720.00
10 0010 2600 000 0000 618	FOAM SOAP	720.00
CAPITAL SANITARY SUPPLY CO.	0003707	45.49
10 0010 2600 000 0000 618	SUPPLIES	45.49
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>765.49</u>
CCS PRESENTATION SYSTEMS	9634	3,592.13
10 0010 2237 000 0000 430	INSTALLATION/SUPPLIES	3,592.13
Vendor Name CCS PRESENTATION SYSTEMS		<u>3,592.13</u>
CDW GOVERNMENT, INC.	HR40568	167.90
10 0010 1200 219 0000 612	LEXMARK TONER BLK	62.10
10 0010 1200 219 0000 612	LEXMARK TONER MAG	52.90
10 0010 1200 219 0000 612	LEXMARK TONER YLW	52.90
CDW GOVERNMENT, INC.	HS12599	52.90
10 0010 1200 219 0000 612	LEXMARK TONER CYAN	52.90
CDW GOVERNMENT, INC.	JB36323	33.85
10 0010 2235 000 0000 618	2-Port USB KVM Switch for servers @ MS	33.85
Vendor Name CDW GOVERNMENT, INC.		<u>254.65</u>
CENGAGE LEARNING	50891964	1,120.08
10 0010 1000 100 0000 641	NATIONAL GEOGRAPHIC INSTR. SUPPLIES	1,120.08
Vendor Name CENGAGE LEARNING		<u>1,120.08</u>
CITY OF RED OAK	12312013	1,066.60
10 0010 2600 000 0000 411	DISTRICT WATER	1,066.60
Vendor Name CITY OF RED OAK		<u>1,066.60</u>
CLARITUS	IN179957	159.14
10 0010 2321 000 0000 531	INK CARTRIDGE POSTAGE MACHINE	159.14



Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name CLARITUS		159.14
COCA-COLA BTLG OF MID-AMERICA	2045240407	240.24
10 1901 3200 000 8901 618	11 cases of product for pop machine in 1	227.04
10 1901 3200 000 8901 618	deposit on product	13.20
Vendor Name COCA-COLA BTLG OF MID-AMERICA		240.24
COUNSEL OFFICE & DOCUMENTS	046697	100.00
10 1901 1000 100 0000 359	COPIER CHARGES	100.00
COUNSEL OFFICE & DOCUMENTS	ARIN068958-1	10.62
10 1901 2410 000 0000 611	SHIPPING CHARGES	10.62
COUNSEL OFFICE & DOCUMENTS	CNIN128854	85.50
10 1902 1000 100 0000 359	COPIER LEASE	85.50
COUNSEL OFFICE & DOCUMENTS	CNIN128855	45.00
10 2020 1000 100 0000 359	LEASE CONTRACT NO. 4608 FOR MIDDLE SCHOO	45.00
COUNSEL OFFICE & DOCUMENTS	CNIN128856	85.50
10 2020 1000 100 0000 359	LEASE CONTRACT NO. 5362 FOR MIDDLE SCHOO	85.50
COUNSEL OFFICE & DOCUMENTS	CNIN128862	145.00
10 1901 1000 100 0000 359	Lease contract #6371 11/15/13 thru 12/24	96.67
10 0010 1200 219 0000 612	Lease contract #6371 11/15/13 thru 12/24	48.33
COUNSEL OFFICE & DOCUMENTS	CNIN128863	74.00
10 1901 1000 100 0000 359	Lease contract # 6492 11/30/13 thru 12/2	74.00
COUNSEL OFFICE & DOCUMENTS	CNIN128864	34.00
10 0010 2520 000 0000 618	COPIER LEASE	34.00
COUNSEL OFFICE & DOCUMENTS	CNIN129614	96.61
10 0000 6222 000 0000 910	PRINTER CHARGES	96.61
COUNSEL OFFICE & DOCUMENTS	CNIN129615	85.50
10 1902 1000 100 0000 359	COPIER LEASE	85.50
COUNSEL OFFICE & DOCUMENTS	CNIN129616	207.00
10 0010 2520 000 0000 618	COPIER LEASE	207.00
COUNSEL OFFICE & DOCUMENTS	IN10317	403.46
10 0010 2520 000 0000 618	TONER	403.46
COUNSEL OFFICE & DOCUMENTS	IN10461	285.80
10 0010 2520 000 0000 618	TONER	285.80
Vendor Name COUNSEL OFFICE & DOCUMENTS		1,657.99
CPI	CUS16038	1,126.50
10 0010 1200 219 0000 320	BLUE CARD PARTICIPANT AND REFRESHER WORK	1,126.50
Vendor Name CPI		1,126.50
CUMMINS CENTRAL POWER LLC	010-50734	312.50
10 0020 2700 000 0000 430	1/2 TOWING CHARGE	312.50
Vendor Name CUMMINS CENTRAL POWER LLC		312.50
DEPARTMENT OF ADMINISTRATIVE SERVICES	DAS2014061638	350.00
10 0010 2310 000 0000 810	TSA ANNUAL ADMIN FEE	350.00
Vendor Name DEPARTMENT OF ADMINISTRATIVE SERVICES		350.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
DETER, BOB	01022014	54.12
10 0010 2235 000 0000 580	TRAVEL REIMBURSEMENT	54.12
Vendor Name DETER, BOB		<u>54.12</u>
DHS CASHIER 1ST FLOOR	10088795	4,863.30
10 0010 4634 219 4634	PROVIDER'S SHARE DECEMBER	4,863.30
Vendor Name DHS CASHIER 1ST FLOOR		<u>4,863.30</u>
DOVEL REFRIGERATION	5699	689.99
10 0010 2600 000 0000 739	WASHER	689.99
DOVEL REFRIGERATION	5986	112.50
10 0010 2600 000 0000 430	CLEAN DRYER VENTS	112.50
Vendor Name DOVEL REFRIGERATION		<u>802.49</u>
DREY, WILLIAM	01162014	60.00
10 0010 2310 000 0000 580	REIMBURSEMENT	60.00
Vendor Name DREY, WILLIAM		<u>60.00</u>
EAST MILLS COMMUNITY SCHOOLS	12192013	15,002.50
10 0010 1000 100 0000 567	OPEN ENROLLMENT 2ND QTR	15,002.50
Vendor Name EAST MILLS COMMUNITY SCHOOLS		<u>15,002.50</u>
EASTERN NE. HUMAN SERVICES AGC	12342	2,250.00
10 0010 1200 217 3303 569	SP ED CHARGES	2,250.00
Vendor Name EASTERN NE. HUMAN SERVICES AGC		<u>2,250.00</u>
ECHO GROUP INC	S5797004.001	331.20
10 0010 2600 000 0000 618	LIGHTS	331.20
Vendor Name ECHO GROUP INC		<u>331.20</u>
EGAN SUPPLY COMPANY	203756	82.41
10 0010 2600 000 0000 618	SUPPLIES	82.41
EGAN SUPPLY COMPANY	204575	2,529.47
10 0010 2600 000 0000 618	CLEANING SUPPLIES/ROLL TOWELS/MISC	2,529.47
Vendor Name EGAN SUPPLY COMPANY		<u>2,611.88</u>
ENGEL LAW OFFICE	12312013	2,343.25
10 0010 2310 000 0000 320	PROF SERVICES	2,343.25
Vendor Name ENGEL LAW OFFICE		<u>2,343.25</u>
EVAN-MOOR EDUCATIONAL SERVICES	INV000178	114.36
10 0010 1200 219 0000 612	SHIPPING	10.40
10 0010 1200 219 0000 612	Take it to your seat: writing center, gr	51.98
10 0010 1200 219 0000 612	Take it to your seat: literacy centers,	51.98
Vendor Name EVAN-MOOR EDUCATIONAL SERVICES		<u>114.36</u>
FAMILY DOLLAR	01022014	20.00
10 0020 2700 000 0000 618	SUPPLIES	20.00
Vendor Name FAMILY DOLLAR		<u>20.00</u>

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
FAREWAY FOOD STORES 10 1900 1000 420 3238 618	01022014/37 snacks for Right Start Preschool	152.94	152.94
FAREWAY FOOD STORES 10 1901 1920 100 1920 618	11202013/1 items for Professional Development	(0.38)	(0.38)
FAREWAY FOOD STORES 10 3230 1300 340 0000 612	12052013/14 groceries	25.35	25.35
FAREWAY FOOD STORES 10 2020 1300 340 0000 612	12052013/38 FOOD SUPPLIES	10.64	10.64
FAREWAY FOOD STORES 10 3230 1300 340 0000 612	12112013/21 groceries	18.66	18.66
FAREWAY FOOD STORES 10 2020 1300 340 0000 612	12112013/23 FOOD SUPPLIES	38.01	38.01
FAREWAY FOOD STORES 10 1901 1920 100 1920 618	12132013/3 3 cases of Lysol Wipes- Kind.	80.28	80.28
Vendor Name FAREWAY FOOD STORES			<u>325.50</u>
FARMERS MERCANTILE 10 2020 1920 100 8202 612	0178782 LUMBER/SUPPLIES	835.42	835.42
FARMERS MERCANTILE 10 0020 2700 000 0000 626	12312013 GAS	4,997.03	379.37
10 0020 2700 000 0000 627	DIESEL		4,617.66
Vendor Name FARMERS MERCANTILE			<u>5,832.45</u>
FASTENAL COMPANY 10 0010 2600 000 0000 618	IARED43533 SUPPLIES	27.65	27.65
Vendor Name FASTENAL COMPANY			<u>27.65</u>
FIRST BANKCARD 10 0010 2321 000 0000 532	01152014 CONFERENCE CALL	9.70	9.70
FIRST BANKCARD 10 0010 1000 100 3373 580	01152014-1 LODGING	567.84	567.84
FIRST BANKCARD 10 0010 2321 000 0000 611	01172014 REPAIR KIT	37.02	37.02
Vendor Name FIRST BANKCARD			<u>614.56</u>
FOLLETT LIBRARY RESOURCES 10 3230 2222 000 0000 652	350206F-4 How Markets Work - e-book	49.88	49.88
Vendor Name FOLLETT LIBRARY RESOURCES			<u>49.88</u>
GOPHER SPORTS EQUIPMENT 10 1901 1920 100 1920 618	8717158 GW71-134 Blue Tachikara Sof-T Tetherball	263.88	43.90
10 1901 1920 100 1920 618	GW71-004 Pink Tachikara Sof-T Tetherball		43.90
10 1901 1920 100 1920 618	GW58-174 Rainbow Ultra Catch		54.95
10 1901 1920 100 1920 618	GW42-048 Blue Phenom Bats		10.95
10 1901 1920 100 1920 618	GW66-781 Whistles w/ Lanyards set of 6		71.85
10 1901 1920 100 1920 618	SHIPPING		38.33
Vendor Name GOPHER SPORTS EQUIPMENT			<u>263.88</u>
GREEN HILLS AEA	OT000230	450.00	

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 1000 860 3117 320	FALLGH3000; Responding to Young Children	300.00
10 1900 1000 420 3238 320	FALLGH3000 Responding to Young Children	150.00
Vendor Name GREEN HILLS AEA		<u>450.00</u>
GRISWOLD COMMUNITY SCHOOLS	01142014	6,001.00
10 0010 1000 100 0000 567	OPEN ENROLLMENT 2ND QTR	6,001.00
Vendor Name GRISWOLD COMMUNITY SCHOOLS		<u>6,001.00</u>
HALL, HEATHER	12202013	16.53
10 0010 2134 000 0000 580	TRAVEL REIMBURSEMENT	16.53
Vendor Name HALL, HEATHER		<u>16.53</u>
HAWKEYE FORD MERCURY, INC	46286	38.46
10 0020 2700 000 0000 430	REPAIR WORK #27	38.46
Vendor Name HAWKEYE FORD MERCURY, INC		<u>38.46</u>
HY VEE FOOD STORES	2130106132	19.34
10 3230 1300 340 0000 612	groceries	19.34
HY VEE FOOD STORES	2130155499	25.17
10 3230 1300 340 0000 612	groceries	25.17
HY VEE FOOD STORES	2130257844	19.44
10 3230 1300 340 0000 612	groceries	19.44
HY VEE FOOD STORES	2130530090	46.08
10 3230 1300 340 0000 612	groceries	46.08
HY VEE FOOD STORES	2130631904	19.72
10 3230 1300 340 0000 612	groceries	19.72
HY VEE FOOD STORES	2130877052	2.99
10 2020 1300 340 0000 612	PARCHMENT PAPER	2.99
HY VEE FOOD STORES	2130904503	37.52
10 0010 2310 000 0000 611	BD MEETING SUPPLIES	37.52
HY VEE FOOD STORES	2131869891	49.86
10 0010 2310 000 0000 611	SUPPLIES	49.86
HY VEE FOOD STORES	5654539386	38.65
10 0010 2310 000 0000 611	SUPPLIES	38.65
HY VEE FOOD STORES	5655029903	6.39
10 1902 1000 113 0000 612	INSTRUCTIONAL SUPPLIES	6.39
HY VEE FOOD STORES	5658659530	19.86
10 0010 2310 000 0000 611	SUPPLIES	19.86
HY VEE FOOD STORES	5660695578	11.99
10 0010 2600 000 0000 618	LAUNDRY SOAP	11.99
HY VEE FOOD STORES	5661617160	11.97
10 0010 2310 000 0000 611	SUPPLIES	11.97
Vendor Name HY VEE FOOD STORES		<u>308.98</u>
INTERNATIONAL ACADEMY OF SCIENCE	10401	10.00
10 0010 1200 219 0000 612	ACELLUS STUDENT LICENSE	10.00
INTERNATIONAL ACADEMY OF SCIENCE	9922	10.00
10 0010 1200 219 0000 612	ACELLUS STUDENT LICENSE	10.00
Vendor Name INTERNATIONAL ACADEMY OF SCIENCE		<u>20.00</u>
IOWA ASSOC. OF SCHOOL BOARDS	IASBEVT000202	300.00
10 0010 2321 000 0000 320	20 REG FEE	300.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name IOWA ASSOC. OF SCHOOL BOARDS		300.00
IOWA PRISON INDUSTRIES	930645	20.50
10 0020 2700 000 0000 618	DECALS	20.50
Vendor Name IOWA PRISON INDUSTRIES		20.50
JOHN BARONE COMPANY	SV149744	251.00
10 0010 2600 000 0000 430	REPAIR WORK	95.00
10 0010 2600 000 0000 618	REPAIR WORK	156.00
Vendor Name JOHN BARONE COMPANY		251.00
JOHNSON AUTO PARTS	153555	18.57
10 0020 2700 000 0000 618	PLIERS/LENS	18.57
Vendor Name JOHNSON AUTO PARTS		18.57
K MART	1086	125.94
10 0010 2134 000 0000 618	NURSE SUPPLIES	125.94
Vendor Name K MART		125.94
KUNZE, SONIA	01092014	82.80
10 1902 1000 100 8002 618	REIMBURSEMENT	82.80
Vendor Name KUNZE, SONIA		82.80
LEARNING RESOURCES, INC.	1911798	96.93
10 0010 1200 219 0000 612	soft foam story starter cubes	38.97
10 0010 1200 219 0000 612	WRITING PROMPT CUBES	12.99
10 0010 1200 219 0000 612	CREATIVE WRITING FLIP CHART	44.97
Vendor Name LEARNING RESOURCES, INC.		96.93
LIEBOVICH STEEL & ALUM CO	5881382	249.00
10 3230 1300 370 0000 612	Galvanized sheet metal 24 gage 48x96	91.78
10 3230 1300 370 0000 612	1" round hot rolled steel - 20'	77.00
10 3230 1300 370 0000 612	3/4" round hot rolled steel 20'	35.98
10 3230 1300 370 0000 612	3/8" round hot rolled steel - 20'	44.24
Vendor Name LIEBOVICH STEEL & ALUM CO		249.00
LIL TIGERS PRESCHOOL	12312013	300.00
10 0010 1000 100 3311 563	EMPOWERMENT PYMT DEC.	300.00
Vendor Name LIL TIGERS PRESCHOOL		300.00
LOGAN-MAGNOLIA SCHOOLS	01222014	15.00
10 0010 1000 470 1118 320	REG FEE	15.00
Vendor Name LOGAN-MAGNOLIA SCHOOLS		15.00
LONGMUIR, ROBERT	01102014	541.17
10 0010 2310 000 0000 320	BUDGET WORKSHOP	541.17
Vendor Name LONGMUIR, ROBERT		541.17
MACGILL & COMPANY, WILLIAM V.	IN0465211	894.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 2600 000 0000 739	Trimline AED Cabinets	894.00
Vendor Name	MACGILL & COMPANY, WILLIAM V.	894.00
MARATHON SYSTEMS	9730B	465.25
10 0010 2600 000 0000 618	CLEANING SUPPLIES	465.25
Vendor Name	MARATHON SYSTEMS	465.25
MARSDEN, TIM	01132014	98.00
10 3230 1000 110 0000 810	REIMBURSEMENT	98.00
Vendor Name	MARSDEN, TIM	98.00
MATHESON TRI-GAS	08410635	30.15
10 3230 1300 370 0000 612	C25 Welding Gas Refill for Welding Acade	30.15
MATHESON TRI-GAS	08469992	313.81
10 3230 1300 370 0000 612	1/8" 6011 Welding rod.	142.50
10 3230 1300 370 0000 612	1/8" 7018 electrode for welding course.	132.50
10 3230 1300 370 0000 612	3/32" brazing rod	20.48
10 3230 1300 370 0000 612	3/32" mild steel gas welding rod	18.33
Vendor Name	MATHESON TRI-GAS	343.96
MAYES, KATHLEEN	12162013	9.86
10 3230 1000 100 0000 580	TRAVEL REIMBURSEMENT	4.93
10 2020 1000 100 0000 580	TRAVEL REIMBURSEMENT	4.93
Vendor Name	MAYES, KATHLEEN	9.86
MCDONALD PUBLISHING CO.	132581	40.75
10 0010 1200 219 0000 612	CREATIVE THINKING WRITE-ABOUTS 4-8	7.95
10 0010 1200 219 0000 612	MATHEMATICS JOURNAL BOOKLET 4-8	7.95
10 0010 1200 219 0000 612	THINK ABOUT IT JOURNAL BOOKLET 4-8	7.95
10 0010 1200 219 0000 612	LANGUAGE ARTS JOURNAL BOOKLET 4-8	7.95
10 0010 1200 219 0000 612	SHIPPING	8.95
Vendor Name	MCDONALD PUBLISHING CO.	40.75
MONTGOMERY CO. MEMORIAL HOSP.	20140121	145.00
10 3230 1000 100 0000 320	CPR equipment rental for student training	145.00
Vendor Name	MONTGOMERY CO. MEMORIAL HOSP.	145.00
NEVCO SCOREBOARD COMPANY	0000137678	98.40
10 0010 2600 000 0000 618	LAMPS	98.40
Vendor Name	NEVCO SCOREBOARD COMPANY	98.40
NORTHEAST AEA	13628	30.00
10 0010 2310 000 0000 611	MAPS	30.00
Vendor Name	NORTHEAST AEA	30.00
O'NEAL ELECTRIC CO. CONTRACTOR	5200-5128	467.81
10 0010 2600 000 0000 430	INSTALL NEW BALLASTS	467.81

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
O'NEAL ELECTRIC CO. CONTRACTOR	5200-5129	233.90
10 0010 2600 000 0000 430	INSTALL NEW BALLASTS	233.90
O'NEAL ELECTRIC CO. CONTRACTOR	5200-5182	2,082.74
10 0010 2600 000 0000 430	NEW LIGHTING SYSTEM	2,082.74
O'NEAL ELECTRIC CO. CONTRACTOR	5200-5209	164.23
10 0010 2600 000 0000 430	INSTALL BALLASTS	164.23
O'NEAL ELECTRIC CO. CONTRACTOR	5200-5212	1,086.17
10 0010 2600 000 0000 430	INSTALLATION CHARGES	1,086.17
O'NEAL ELECTRIC CO. CONTRACTOR	5200-5235	245.44
10 0010 2600 000 0000 430	INSTALL NEW LIGHTS	245.44
O'NEAL ELECTRIC CO. CONTRACTOR	5200-5251	576.55
10 0010 2600 000 0000 430	MOVE POWER FOR FIBER	576.55
Vendor Name O'NEAL ELECTRIC CO. CONTRACTOR		<u>4,856.84</u>
OREILLY AUTO PARTS	0298-309276	95.92
10 0020 2700 000 0000 618	SUPPLIES	95.92
Vendor Name OREILLY AUTO PARTS		<u>95.92</u>
ORIENTAL TRADING COMPANY	66128447-01	64.49
10 0010 1000 490 8028 612	SUPPLIES	64.49
Vendor Name ORIENTAL TRADING COMPANY		<u>64.49</u>
ORSCHELN	07012013	11.49
10 0010 2600 000 0000 618	SUPPLIES	11.49
Vendor Name ORSCHELN		<u>11.49</u>
PAPER CORPORATION	44780-00	1,128.05
10 0010 2520 000 0000 618	BULK PAPER ORDER	1,128.05
Vendor Name PAPER CORPORATION		<u>1,128.05</u>
PEPPER & SON, INC.	11923625-0001	128.99
10 2020 1000 109 0000 612	FROSTY THE SNOWMAN SAB SHEET MUSIC	57.00
10 2020 1000 109 0000 612	CHRISTMAS JOY SAB SHEET MUSIC	57.00
10 2020 1000 109 0000 612	SHIPPING	13.99
10 2020 1000 109 0000 612	HANDLING	1.00
PEPPER & SON, INC.	11927672	342.00
10 2020 1000 109 0000 612	SHEET MUSIC "FOR GOOD" SAB	87.75
10 2020 1000 109 0000 612	SHEET MUSIC "SONG OF FREEDOM" THREE-PART	83.25
10 2020 1000 109 0000 612	SHEET MUSIC "THERE WILL COME SOFT RAINS"	83.25
10 2020 1000 109 0000 612	SHEET MUSIC "GAUDEAMUS" THREE-PART MIXED	87.75
Vendor Name PEPPER & SON, INC.		<u>470.99</u>
PLIBRICO COMPANY LLC	89205	413.00
10 0010 2600 000 0000 430	REPAIR WORK	413.00
Vendor Name PLIBRICO COMPANY LLC		<u>413.00</u>
PLUMB SUPPLY	2766448	131.35
10 0010 2600 000 0000 618	FLUSH VALVES	131.35
Vendor Name PLUMB SUPPLY		<u>131.35</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
PRECISION DIESEL INJECTION	45424	261.21
10 0020 2700 000 0000 430	OIL CHANGE/REPAIR WORK #1A	261.21
Vendor Name	PRECISION DIESEL INJECTION	<u>261.21</u>
PUBLIC HEALTH NURSING--MONT CO	1076	85.00
10 0010 2134 000 0000 347	FLU SHOT/HEB B SHOT	85.00
Vendor Name	PUBLIC HEALTH NURSING--MONT CO	<u>85.00</u>
PYRAMID EDUCATIONAL CONSULTANTS, INC 00079502		396.94
10 0010 1200 219 0000 612	COMMUNICATION BOOK STRAP/ BLACK	14.00
10 0010 1200 219 0000 612	TABBED:LARGE INSERT PAGES FOR PECS BOOK	128.00
10 0010 1200 219 0000 612	SCHEDULE BOARD KIT	49.95
10 0010 1200 219 0000 612	SHIPPING	36.09
10 0010 1200 219 0000 612	VISUAL STRATEGIES TOOL KIT	54.95
10 0010 1200 219 0000 612	VISUAL STRATEGIES TOOL KIT	21.95
10 0010 1200 219 0000 612	LARGE: PECS COMMUNICATION BOOK/ YELLOW	72.00
10 0010 1200 219 0000 612	LARGE: SENTENCE STRIP FOR PECS COMMUNICA	20.00
Vendor Name	PYRAMID EDUCATIONAL CONSULTANTS, INC	<u>396.94</u>
PYRAMID EDUCATIONAL CONSULTANTS 00080147		180.40
10 0010 1200 219 0000 612	FIND-IT BEANBAG ACTIVITIES SET	96.00
10 0010 1200 219 0000 612	TABBED ACTIVITY BOARDS-SET OF 4 NEW!	68.00
10 0010 1200 219 0000 612	SHIPPING	16.40
Vendor Name	PYRAMID EDUCATIONAL CONSULTANTS	<u>180.40</u>
RAPID REFILL 2872		194.96
10 0010 1000 860 3117 612	CTG6125Y - yellow toner	49.99
10 0010 1000 860 3117 612	CTG6125M magenta toner for Webster	49.99
10 0010 1000 860 3117 612	CTG6125C- toner for Webster	49.99
10 0010 1000 860 3117 612	CTG6125B -toner for Webster	44.99
Vendor Name	RAPID REFILL	<u>194.96</u>
RED OAK CHAMBER & INDUSTRY ASSOC 2639		103.00
10 0010 2110 490 8027 320	MEMBERSHIP	103.00
RED OAK CHAMBER & INDUSTRY ASSOC 2764		60.00
10 0010 2310 000 0000 611	TICKETS ANNUAL MEETING	60.00
Vendor Name	RED OAK CHAMBER & INDUSTRY ASSOC	<u>163.00</u>
RED OAK CHRYSLER PLYMOUTH 142280		28.95
10 0020 2700 000 0000 430	OIL CHANGE #18	28.95
Vendor Name	RED OAK CHRYSLER PLYMOUTH	<u>28.95</u>
RED OAK COMMUNITY SCHOOL DIST 12182013		119.99
10 2020 1000 100 0000 612	PRINTER CARTRIDGE	119.99
RED OAK COMMUNITY SCHOOL DIST 12182013-1		102.80
10 0010 1200 219 0000 580	ANN GIGSTAD SPED ED TRAINING IN COUNCIL	102.80
Vendor Name	RED OAK COMMUNITY SCHOOL DIST	<u>222.79</u>



Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
RED OAK DIESEL CLINIC INC.	4091517202	1,115.70	
10 0020 2700 000 0000 430	REPAIR WORK #8		1,115.70
RED OAK DIESEL CLINIC INC.	4091517203	291.27	
10 0020 2700 000 0000 430	REPAIR WORK #1		291.27
RED OAK DIESEL CLINIC INC.	4091517204	783.27	
10 0020 2700 000 0000 430	REPAIR WORK #14		783.27
RED OAK DIESEL CLINIC INC.	4091517205	796.31	
10 0020 2700 000 0000 430	REPAIR WORK #3		796.31
Vendor Name	RED OAK DIESEL CLINIC INC.		<u>2,986.55</u>
RED OAK DO IT CENTER	088602-1	(9.53)	
10 0010 2600 000 0000 618	CREDIT		(9.53)
RED OAK DO IT CENTER	354726	51.90	
10 0010 2600 000 0000 618	CEILING TILE		51.90
Vendor Name	RED OAK DO IT CENTER		<u>42.37</u>
RED OAK EXPRESS	12312013	457.49	
10 0010 2572 000 0000 540	PUBLICATION/ADV CHARGES		457.49
Vendor Name	RED OAK EXPRESS		<u>457.49</u>
RED OAK GLASS	09686	100.50	
10 0020 2700 000 0000 430	GLASS REPAIR #5A		100.50
Vendor Name	RED OAK GLASS		<u>100.50</u>
RED OAK HARDWARD HANK	172483	95.38	
10 0010 1200 219 0000 612	Task Box Supplies		95.38
RED OAK HARDWARD HANK	173536	13.99	
10 0010 2600 000 0000 618	HS SUPPLIES		13.99
RED OAK HARDWARD HANK	173537	12.88	
10 0010 2600 000 0000 618	HS SUPPLIES		12.88
RED OAK HARDWARD HANK	173538	58.97	
10 0010 2600 000 0000 618	BANCROFT SUPPLIES		58.97
RED OAK HARDWARD HANK	173539	1.99	
10 0010 2600 000 0000 618	WASHINGTON SUPPLIES		1.99
Vendor Name	RED OAK HARDWARD HANK		<u>183.21</u>
RIVERSIDE COMMUNITY SCHOOLS	12192013	3,000.50	
10 0010 1000 100 0000 567	OPEN ENROLLMENT 1ST SEMESTER		3,000.50
Vendor Name	RIVERSIDE COMMUNITY SCHOOLS		<u>3,000.50</u>
ROGERS PLUMBING & HEATING	21979	58.11	
10 0010 2600 000 0000 618	STEMS		58.11
Vendor Name	ROGERS PLUMBING & HEATING		<u>58.11</u>
SAFEGUARD BUSINESS SYSTEMS	029431549	297.75	
10 0010 2310 000 0000 611	CHECKS		297.75
Vendor Name	SAFEGUARD BUSINESS SYSTEMS		<u>297.75</u>
SCAN-TRON CORPORATION	6254336	200.14	
10 3230 1000 100 0000 612	scantron forms		185.00
10 3230 1000 100 0000 612	Shipping		15.14
Vendor Name	SCAN-TRON CORPORATION		<u>200.14</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
SCHMITT MUSIC	783232	125.00
10 2020 2600 910 6220 430	REPAIR BUNDY B FLAT CLARINET NEEDS PART	125.00
Vendor Name SCHMITT MUSIC		<u>125.00</u>
SCHOOL DUDE	S-018099	1,632.67
10 0010 2600 000 0000 350	Maintenance Direct	527.10
10 0010 2600 000 0000 350	Maintenance Direct quick training	755.00
10 0010 2600 000 0000 350	PM Direct	212.50
10 0010 2600 000 0000 350	PM Direct Training	325.00
10 0010 2600 000 0000 350	DISCOUNT	(218.94)
10 0010 2600 000 0000 350	ADMIN FEE	32.01
Vendor Name SCHOOL DUDE		<u>1,632.67</u>
SCHOOL SPECIALTY LATTA DIV.	208111877258	40.06
10 1901 1000 100 8001 612	9-1295561-030 X-ACTO TeacherPro	40.06
SCHOOL SPECIALTY LATTA DIV.	208111893677	68.00
10 0010 1200 219 0000 612	8.9" x 11.8" Board	68.00
SCHOOL SPECIALTY LATTA DIV.	308101850087	85.72
10 0010 1200 219 0000 612	INSTRUCTIONAL SUPPLIES	85.72
Vendor Name SCHOOL SPECIALTY LATTA DIV.		<u>193.78</u>
SCOTT WILSON - THE GREEN TREE COMPANY	2620	100.00
10 0010 2600 000 0000 422	SNOW REMOVAL	100.00
SCOTT WILSON - THE GREEN TREE COMPANY	2646	900.00
10 0010 2600 000 0000 422	SNOW REMOVAL	900.00
Vendor Name SCOTT WILSON - THE GREEN TREE COMPANY		<u>1,000.00</u>
SEMINOLE ENERGY SERVICES, LLC	170-1401-1643	14,185.17
10 1901 2600 000 0000 621	THERMS 4923	3,046.18
10 1902 2600 000 0000 621	THERMS 1996	1,309.43
10 2020 2600 000 0000 621	THERMS 7650	4,686.51
10 3230 2600 000 0000 621	THERMS 8409	5,143.05
Vendor Name SEMINOLE ENERGY SERVICES, LLC		<u>14,185.17</u>
SHAFFER, RALPH	099122	65.00
10 3230 1000 109 0000 612	piano tuning	65.00
SHAFFER, RALPH	650293	65.00
10 2020 2600 910 6210 430	TUNE CHOIR PIANO	60.00
10 2020 2600 910 6210 430	MILEAGE TO TUNE CHOIR PIANO	5.00
SHAFFER, RALPH	650295	70.00
10 2020 2600 910 6220 430	TUNE BAND PIANO	60.00
10 2020 2600 910 6220 430	MILEAGE TO TUNE BAND PIANO	5.00
10 2020 2600 910 6220 430	HAMMER REPAIR	5.00
Vendor Name SHAFFER, RALPH		<u>200.00</u>
SHENANDOAH COMMUNITY SCHOOLS	12312013	6,001.00
10 0010 1000 100 0000 567	OPEN ENROLLMENT 2ND QTR	6,001.00
Vendor Name SHENANDOAH COMMUNITY SCHOOLS		<u>6,001.00</u>
SHOPKO	8161	79.99

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 2600 000 0000 618	MINI FRIDGE FOR MEDS/MISC	79.99
Vendor Name SHOPKO		<u>79.99</u>
SIOUX CITY COMMUNITY SCH DIST	12162013	4,573.91
10 0010 1200 214 3302 561	SP ED CHARGES	4,573.91
Vendor Name SIOUX CITY COMMUNITY SCH DIST		<u>4,573.91</u>
SMITS, MELINDA	01232014	169.73
10 1901 1000 100 8001 612	REIMBURSEMENT	169.73
SMITS, MELINDA	12172013	73.47
10 0010 2213 100 3376 580	TRAVEL REIMBURSEMENT	73.47
Vendor Name SMITS, MELINDA		<u>243.20</u>
SOLT, TOM	01162014	139.00
10 0020 2700 000 0000 271	REIMBURSEMENT	139.00
Vendor Name SOLT, TOM		<u>139.00</u>
SOLUTION TREE	773655	699.00
10 0010 1000 100 3373 320	REG FEE	699.00
Vendor Name SOLUTION TREE		<u>699.00</u>
SOUTHWEST IOWA RECYCLING	12312013	1,000.00
10 0010 2600 000 0000 421	RECYCLING DECEMBER	1,000.00
Vendor Name SOUTHWEST IOWA RECYCLING		<u>1,000.00</u>
SOUTHWESTERN COMMUNITY COLLEGE	28523	325.00
10 0020 2700 000 0000 340	BUS DRIVER TRAINING	325.00
Vendor Name SOUTHWESTERN COMMUNITY COLLEGE		<u>325.00</u>
STANTON COMMUNITY SCHOOL DIST.	01182014	18,813.75
10 0010 1200 211 3301 567	SP ED CHARGES	14,287.14
10 0010 1200 214 3302 567	SP ED CHARGES	4,526.61
Vendor Name STANTON COMMUNITY SCHOOL DIST.		<u>18,813.75</u>
STANTON'S SHEET MUSIC	1596397	64.75
10 2020 1000 110 0000 612	ANGLES IN THE BLEAK MIDWINTER FOR CONCERT	54.00
10 2020 1000 110 0000 612	ESTIMATED SHIPPING	10.75
Vendor Name STANTON'S SHEET MUSIC		<u>64.75</u>
SUPREME SCHOOL SUPPLY	17723	143.65
10 3230 2410 000 0000 618	Tardy Slip pass Books	143.65
Vendor Name SUPREME SCHOOL SUPPLY		<u>143.65</u>
SW IA TIRE & SERVICE	36912	16.75
10 0020 2700 000 0000 430	TIRE REPAIR	16.75
Vendor Name SW IA TIRE & SERVICE		<u>16.75</u>
TEACHER CREATED RESOURCES	5743132	67.94
10 1901 1000 100 8001 612	TCY3976 -Nonfiction/fiction Writing	18.99
10 1901 1000 100 8001 612	TCY7809- Brain Games	16.99
10 1901 1000 100 8001 612	TCY0093- Holiday Graph Art	8.99

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 1901 1000 100 8001 612	TCY0096 - Challenging Graph Art	8.99
10 1901 1000 100 8001 612	TCY20630 -Dice	5.99
10 1901 1000 100 8001 612	SHIPPING	7.99
Vendor Name	TEACHER CREATED RESOURCES	<u>67.94</u>
TELEPHONE CONNECTION INC	40773	581.25
10 0010 2600 000 0000 430	CAMERA WORK	581.25
Vendor Name	TELEPHONE CONNECTION INC	<u>581.25</u>
TIMBERLINE BILLING SERVICE LLC	2871	535.72
10 0010 2510 217 3303 350	MEDICAID BILLING	535.72
Vendor Name	TIMBERLINE BILLING SERVICE LLC	<u>535.72</u>
TIME MANAGEMENT SYSTEMS, INC	INV67109	239.39
10 0010 2310 000 0000 350	TECH CHARGES	239.39
Vendor Name	TIME MANAGEMENT SYSTEMS, INC	<u>239.39</u>
TORCHMATE	AR127434	15,239.73
10 0010 1000 300 4531 733	Torchmate 4x4 Growth Series Tabletop CNC	15,239.73
Vendor Name	TORCHMATE	<u>15,239.73</u>
WATKINS TRUE VALUE	227424	32.97
10 0010 2600 000 0000 618	MISC SUPPLIES	32.97
WATKINS TRUE VALUE	227695	8.19
10 0010 2600 000 0000 618	MISC HARDWARE	8.19
Vendor Name	WATKINS TRUE VALUE	<u>41.16</u>
WHITE, DONNA	01222014	479.00
10 0020 2700 000 0000 516	TRANSP ASSIST REIMBURSEMENT	479.00
Vendor Name	WHITE, DONNA	<u>479.00</u>
Fund Number	10	<u>144,979.97</u>
Checking Account ID	1	Fund Number 22 MANAGEMENT FUND
EMC INSURANCE	01152014	200.00
22 0010 2600 000 0000 260	WORK COMP PYMT	200.00
Vendor Name	EMC INSURANCE	<u>200.00</u>
IOWA WORKFORCE DEVELOPMENT	12312013	5,304.00
22 0010 2310 000 0000 250	UNEMPLOYMENT PYMT	5,304.00
Vendor Name	IOWA WORKFORCE DEVELOPMENT	<u>5,304.00</u>
Fund Number	22	<u>5,504.00</u>
Checking Account ID	1	Fund Number 36 PHYSICAL PLANT & EQUIPMENT
CCS PRESENTATION SYSTEMS	9634	1,189.00
36 3230 2235 000 0000 739	Epson D6155W 3500 Lumen WXGA Projector	1,189.00
Vendor Name	CCS PRESENTATION SYSTEMS	<u>1,189.00</u>
COUNSEL OFFICE & DOCUMENTS	ARIN069194	1,749.00
36 3230 2235 000 0000 739	Lanier LP137cn Color Laser Printer	1,749.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	COUNSEL OFFICE & DOCUMENTS	1,749.00
O'NEAL ELECTRIC CO. CONTRACTOR	10175-A	13,850.00
36 2020 4700 000 0000 450	LIGHTING CAGE PROJECT	13,850.00
Vendor Name	O'NEAL ELECTRIC CO. CONTRACTOR	13,850.00
Fund Number	36	16,788.00
Checking Account ID	1	167,271.97
Checking Account ID	2	Fund Number 61 SCHOOL NUTRITION FUND
BAUMAN, JEANNE	12062013	7.40
61 3230 3110 000 0000 580	TRAVEL REIMBURSEMENT	7.40
BAUMAN, JEANNE	12202013	6.53
61 3230 3110 000 0000 580	TRAVEL REIMBURSEMENT	6.53
Vendor Name	BAUMAN, JEANNE	13.93
DOVEL REFRIGERATION	5811	147.33
61 1901 2600 000 0000 430	REPAIR WORK	147.33
DOVEL REFRIGERATION	5814	194.83
61 3230 2600 000 0000 430	REPAIR SWITCH	194.83
Vendor Name	DOVEL REFRIGERATION	342.16
HILAND DAIRY FOODS COMPANY LLC	128744	214.48
61 3230 3110 000 0000 631	HS MILK	214.48
HILAND DAIRY FOODS COMPANY LLC	128745	342.93
61 1901 3110 000 0000 631	IPS MILK	342.93
HILAND DAIRY FOODS COMPANY LLC	128746	213.67
61 2020 3110 000 0000 631	MS MILK	213.67
HILAND DAIRY FOODS COMPANY LLC	128747	170.45
61 1902 3110 000 0000 631	WASHINGTON MILK	170.45
HILAND DAIRY FOODS COMPANY LLC	128794	96.44
61 3230 3110 000 0000 631	HS MILK	96.44
HILAND DAIRY FOODS COMPANY LLC	128797	128.45
61 2020 3110 000 0000 631	MS MILK	128.45
HILAND DAIRY FOODS COMPANY LLC	128798	127.64
61 1902 3110 000 0000 631	WASHINGTON MILK	127.64
HILAND DAIRY FOODS COMPANY LLC	128904	63.62
61 1912 3110 000 0000 631	WEBSTER MILK	63.62
Vendor Name	HILAND DAIRY FOODS COMPANY LLC	1,357.68
HY VEE FOOD STORES	2129019492	180.00
61 0010 3110 000 4557 631	FOOD SUPPLIES	180.00
HY VEE FOOD STORES	2130326248	118.15
61 3230 3110 000 0000 631	FOOD SUPPLIES	118.15
HY VEE FOOD STORES	2130326327	79.23
61 2020 3110 000 0000 631	FOOD SUPPLIES	79.23
HY VEE FOOD STORES	2130480552	130.66
61 3230 3110 000 0000 631	FOOD SUPPLIES	130.66
HY VEE FOOD STORES	2130480581	88.96
61 2020 3110 000 0000 631	FOOD SUPPLIES	88.96
HY VEE FOOD STORES	2130880538	50.04
61 1901 3110 000 0000 631	FOOD SUPPLIES	50.04
HY VEE FOOD STORES	2130880568	34.75
61 2020 3110 000 0000 631	FOOD SUPPLIES	34.75
HY VEE FOOD STORES	2130930454	7.28

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
61 1901 3110 000 0000 631	FOOD SUPPLIES		7.28
HY VEE FOOD STORES	2130994973	7.40	
61 1901 3110 000 0000 631	FOOD SUPPLIES		7.40
HY VEE FOOD STORES	2131136854	83.20	
61 0010 3110 000 4557 631	FOOD SUPPLIES		83.20
HY VEE FOOD STORES	2131949384	20.46	
61 3230 3110 000 0000 631	FOOD SUPPLIES		20.46
HY VEE FOOD STORES	5654479177	19.93	
61 2020 3110 000 0000 631	FOOD SUPPLIES		19.93
HY VEE FOOD STORES	5655534522	63.94	
61 3230 3110 000 0000 631	FOOD SUPPLIES		63.94
HY VEE FOOD STORES	5657177148	114.35	
61 3230 3110 000 0000 631	FOOD SUPPLIES		114.35
Vendor Name	HY VEE FOOD STORES		<u>998.35</u>
MARTIN BROS.	4969011-1	(0.11)	
61 1901 3110 000 0000 631	CREDIT		(0.11)
MARTIN BROS.	4979217	511.43	
61 0010 3110 000 4557 631	FOOD SUPPLIES		511.43
MARTIN BROS.	4979218	128.40	
61 0010 3110 000 4557 631	FOOD SUPPLIES		128.40
MARTIN BROS.	4984599	1,450.73	
61 3230 3110 000 0000 631	FOOD SUPPLIES		1,332.02
61 3230 3110 000 0000 618	SUPPLIES		118.71
MARTIN BROS.	4984601	814.63	
61 2020 3110 000 0000 618	SUPPLIES		67.00
61 2020 3110 000 0000 631	FOOD SUPPLIES		747.63
MARTIN BROS.	4989778	403.49	
61 1901 3110 000 0000 631	FOOD SUPPLIES		403.49
MARTIN BROS.	4995257	1,340.95	
61 1901 3110 000 0000 631	FOOD SUPPLIES		1,141.97
61 1901 3110 000 0000 618	SUPPLIES		198.98
MARTIN BROS.	4995258	1,051.06	
61 3230 3110 000 0000 618	SUPPLIES		43.68
61 3230 3110 000 0000 631	FOOD SUPPLIES		1,007.38
MARTIN BROS.	4995259	623.45	
61 2020 3110 000 0000 618	SUPPLIES		49.47
61 2020 3110 000 0000 631	FOOD SUPPLIES		573.98
MARTIN BROS.	5015364	628.09	
61 3230 3110 000 0000 632	FOOD SUPPLIES		233.34
61 3230 3110 000 0000 631	FOOD SUPPLIES		394.75
MARTIN BROS.	5015365	405.48	
61 2020 3110 000 0000 631	FOOD SUPPLIES		405.48
MARTIN BROS.	5019481	1,588.05	
61 3230 3110 000 0000 618	SUPPLIES		48.66
61 3230 3110 000 0000 631	FOOD SUPPLIES		1,539.39
MARTIN BROS.	5019482	1,061.39	
61 2020 3110 000 0000 618	SUPPLIES		47.23
61 2020 3110 000 0000 631	FOOD SUPPLIES		1,014.16
Vendor Name	MARTIN BROS.		<u>10,007.04</u>
NELSON, PAMELA	12192013	3.77	
61 1901 3110 000 0000 580	TRAVEL REIMBURSEMENT		3.77
Vendor Name	NELSON, PAMELA		<u>3.77</u>

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
REINHART FOOD SERVICE LLC	491483	1,145.10	
61 3230 3110 000 0000 618	DETERGENT/RINSE MIX		1,145.10
REINHART FOOD SERVICE LLC	4925173	250.00	
61 592 000 0000 000	DISHWASHER LEASE		250.00
Vendor Name REINHART FOOD SERVICE LLC			<u>1,395.10</u>

ROBERTS DAIRY COMPANY	127673	151.71	
61 2020 3110 000 0000 631	MS MILK		151.71
ROBERTS DAIRY COMPANY	128482	155.35	
61 2020 3110 000 0000 631	MS MILK		155.35
ROBERTS DAIRY COMPANY	128552	104.16	
61 3230 3110 000 0000 631	HS MILK		104.16
ROBERTS DAIRY COMPANY	128554	156.24	
61 2020 3110 000 0000 631	MS MILK		156.24
ROBERTS DAIRY COMPANY	128592	124.73	
61 3230 3110 000 0000 631	HS MILK		124.73
ROBERTS DAIRY COMPANY	128594	103.27	
61 2020 3110 000 0000 631	MS MILK		103.27
ROBERTS DAIRY COMPANY	128624	62.14	
61 0010 3110 000 0000 191	HS MILK		62.14
ROBERTS DAIRY COMPANY	128625	282.30	
61 1901 3110 000 0000 631	IPS MILK		282.30
ROBERTS DAIRY COMPANY	128626	125.17	
61 2020 3110 000 0000 631	MS MILK		125.17
ROBERTS DAIRY COMPANY	128627	133.45	
61 1902 3110 000 0000 631	WASHINGTON MILK		133.45
ROBERTS DAIRY COMPANY	128628	51.64	
61 1912 3110 000 0000 631	WEBSTER MILK		51.64
ROBERTS DAIRY COMPANY	128664	52.08	
61 2020 3110 000 0000 631	MS MILK		52.08
ROBERTS DAIRY COMPANY	128665	31.07	
61 1902 3110 000 0000 631	WASHINGTON MILK		31.07
ROBERTS DAIRY COMPANY	128687	(31.55)	
61 1902 3110 000 0000 631	WASHINGTON MILK		(31.55)
Vendor Name ROBERTS DAIRY COMPANY			<u>1,501.76</u>

SAFEGUARD BUSINESS SYSTEMS	029428316	108.04	
61 0010 3110 000 0000 618	CHECKS		108.04
Vendor Name SAFEGUARD BUSINESS SYSTEMS			<u>108.04</u>

STANEK FIRE PROTECTION	20332	186.00	
61 1901 2600 000 0000 430	FIRE CONTROL SYSTEM SERVICED		186.00
STANEK FIRE PROTECTION	20333	139.00	
61 3230 2600 000 0000 430	FIRE CONTROL SYSTEM SERVICED		139.00
STANEK FIRE PROTECTION	20334	130.50	
61 2020 2600 000 0000 430	FIRE CONTROL SYSTEM SERVICED		130.50
Vendor Name STANEK FIRE PROTECTION			<u>455.50</u>

Fund Number 61			<u>16,183.33</u>
Checking Account ID 2			<u>16,183.33</u>
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND	
ACORN CLOTHING CO	2479	137.02	
21 0010 1400 920 6845 618	NEW UNIFORM		137.02
Vendor Name ACORN CLOTHING CO			<u>137.02</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
ATHLETICA INC. 21 3230 1400 950 7461 618	inv86517 PW ALL AMERICAN SUBLIMATED BOW	69.93 69.93
Vendor Name ATHLETICA INC.		<u>69.93</u>
BAXTER, RANDY 21 0010 1400 920 6710 320	01142014 OFFICIAL	95.00 95.00
Vendor Name BAXTER, RANDY		<u>95.00</u>
BLOMSTEDT, JOHN 21 0010 1400 920 6810 320	01162014 OFFICIAL	85.00 85.00
Vendor Name BLOMSTEDT, JOHN		<u>85.00</u>
CLASSIC SPORTSWEAR AND AWARDS 21 0010 1400 920 6600 618	1954 RED OAK GYM BANNER	160.37 160.37
Vendor Name CLASSIC SPORTSWEAR AND AWARDS		<u>160.37</u>
CLAY EWELL EDUCATIONAL SERVICES 21 3230 1400 950 7407 618	01142014 AET - SUBSCRIPTION	250.00 250.00
Vendor Name CLAY EWELL EDUCATIONAL SERVICES		<u>250.00</u>
CR GRAPHICS 21 2020 1400 950 7421 618	01102014 BLACK DECALS FOR LAPTOPS SOLD TO STUDENT	62.50 32.50
21 2020 1400 950 7421 618	COLOR DECALS FOR LAPTOPS SOLD TO STUDENT	30.00
Vendor Name CR GRAPHICS		<u>62.50</u>
DEMCO 21 3230 1400 950 7415 618	5182249 BOOKMARKS FOR READ ACROSS AMERICA DAY	16.45 16.45
Vendor Name DEMCO		<u>16.45</u>
FAREWAY FOOD STORES 21 3230 1400 950 7407 618	12102013/1 FRUIT AND NUTS FOR FUNDRAISER	6,128.29 6,128.29
Vendor Name FAREWAY FOOD STORES		<u>6,128.29</u>
FOUR SEASONS FUND RAISING 21 3230 1400 950 7407 618	23861 FUNDRAISER SUPPLIES	40.95 40.95
Vendor Name FOUR SEASONS FUND RAISING		<u>40.95</u>
G-SPORTS WRESTLING 21 0010 1400 920 6790 618	51469 PREDICAMENT SCOREBOOKS	43.90 35.90
21 0010 1400 920 6790 618	SHIPPING	8.00
Vendor Name G-SPORTS WRESTLING		<u>43.90</u>
GILLMAN, BILL 21 0010 1400 920 6810 320	01132014 OFFICIAL	95.00 95.00
Vendor Name GILLMAN, BILL		<u>95.00</u>
GRAPHIC EDGE, THE 21 0010 1400 920 6845 618	734600 Tee Shirts- Resale	671.16 671.16



Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
GRAPHIC EDGE, THE	742111	198.58	
21 0010 1400 920 6810 619	TEE SHIRTS		198.58
Vendor Name GRAPHIC EDGE, THE			<u>869.74</u>
HY VEE FOOD STORES	2128315005	75.00	
21 0010 1400 920 6720 618	BALLOONS FOR FB SEND OFF		75.00
HY VEE FOOD STORES	2130641055	27.76	
21 0010 1400 920 6600 618	Coaches Meeting/Lunch		27.76
HY VEE FOOD STORES	2131135252	13.97	
21 2020 1400 950 7421 618	CUPS FOR POPCORN DURING THE MOVIE ON THE		10.98
21 2020 1400 950 7421 618	CUPS FOR POPCORN DURING THE MOVIE ON THE		2.99
HY VEE FOOD STORES	5658720803	22.46	
21 2020 1400 950 7421 618	16 OZ TRANSLUCENT CUPS FOR CHARACTER COU		2.99
21 2020 1400 950 7421 618	LONG GRAIN WHITE RICE FOR CHARACTER COUN		19.47
HY VEE FOOD STORES	5661772278	(6.49)	
21 2020 1400 950 7421 618	CREDIT		(6.49)
Vendor Name HY VEE FOOD STORES			<u>132.70</u>
IOWA FFA ASSOCIATION	3786	15.00	
21 3230 1400 950 7407 618	IFFA - A CDE REGISTRATION		15.00
Vendor Name IOWA FFA ASSOCIATION			<u>15.00</u>
JARRETT, DON	01162014	85.00	
21 0010 1400 920 6810 320	OFFICIAL		85.00
Vendor Name JARRETT, DON			<u>85.00</u>
JOHNSON, BOB	01172014	95.00	
21 0010 1400 920 6710 320	OFFICIAL		95.00
Vendor Name JOHNSON, BOB			<u>95.00</u>
K MART	0874	17.67	
21 2020 1400 950 7421 618	3 X 3 POST-IT NOTES FOR CHARACTER COUNTS		1.29
21 2020 1400 950 7421 618	3 X 3 POST-IT NOTE CUBE FOR CHARACTER CO		16.38
K MART	2198	13.03	
21 2020 1400 950 7421 618	GLASS MARBLES/INDEX CARDS		13.03
Vendor Name K MART			<u>30.70</u>
MADSEN, JOHN	01142014	95.00	
21 0010 1400 920 6710 320	OFFICIAL		95.00
Vendor Name MADSEN, JOHN			<u>95.00</u>
MCCONE FOODS, INC	2500	810.00	
21 3230 1400 950 7407 618	POPCORN FOR FUNDRAISER		810.00
Vendor Name MCCONE FOODS, INC			<u>810.00</u>
MORAN, IAN	01142014	115.00	
21 0010 1400 920 6710 320	OFFICIAL		115.00
Vendor Name MORAN, IAN			<u>115.00</u>

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
NATIONAL FFA ORGANIZATION	OE-707799	67.99	
21 3230 1400 950 7407 618	FFA SUPPLIES		67.99
Vendor Name	NATIONAL FFA ORGANIZATION		67.99
NATIONAL FFA ORGANIZATION	OE-707799	67.99	
21 3230 1400 950 7407 618	HOODIES, SWEATS, ALUMI TEE		67.99
Vendor Name	NATIONAL FFA ORGANIZATION		67.99
PETERSEN, ANN	12182013	72.25	
21 3230 1400 950 7415 618	REIMBURSEMENT		72.25
Vendor Name	PETERSEN, ANN		72.25
PETERSEN, SHAWN	01132014	95.00	
21 0010 1400 920 6810 320	OFFICIAL		95.00
PETERSEN, SHAWN	01172014	95.00	
21 0010 1400 920 6710 320	OFFICIAL		95.00
Vendor Name	PETERSEN, SHAWN		190.00
PIZZA RANCH	1-6	69.98	
21 0010 1400 920 6600 618	Coaches Meeting/Lunch		69.98
Vendor Name	PIZZA RANCH		69.98
PROMOTIONAL CONCEPTS	13852	729.11	
21 3230 1400 950 7407 618	Tee shirts		729.11
PROMOTIONAL CONCEPTS	13964	816.03	
21 3230 1400 950 7407 618	HOODIES FOR RESALE		816.03
Vendor Name	PROMOTIONAL CONCEPTS		1,545.14
RAPID REFILL	2869	219.98	
21 0010 1400 920 6600 618	TONER FOR ATHLETIC DEPARTMENT PRINTER		219.98
Vendor Name	RAPID REFILL		219.98
RECHER, JOHN	01142014	115.00	
21 0010 1400 920 6710 320	OFFICIAL		115.00
Vendor Name	RECHER, JOHN		115.00
RED OAK COMMUNITY SCHOOL DIST	12302013	277.68	
21 3230 1400 950 7407 580	TRIP TO DENISON ON 10/16/13		277.68
RED OAK COMMUNITY SCHOOL DIST	12312013	543.64	
21 0010 1400 920 6710 320	PR REIMBURSEMENT OFFICIALS		543.64
Vendor Name	RED OAK COMMUNITY SCHOOL DIST		821.32
RED OAK GRAND THEATER	59	40.00	
21 2020 1400 950 7421 618	CONCESSION SALES FOR ELF SHOWING		40.00
Vendor Name	RED OAK GRAND THEATER		40.00
ROMINE, RON	01092014	75.00	
21 0010 1400 920 6810 320	OFFICIAL		75.00
ROMINE, RON	01132014	75.00	
21 0010 1400 920 6810 320	OFFICIAL		75.00
ROMINE, RON	01142014	65.00	

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 0010 1400 920 6810 320	OFFICIAL	65.00
ROMINE, RON	01162014	75.00
21 0010 1400 920 6710 320	OFFICIAL	75.00
Vendor Name ROMINE, RON		<u>290.00</u>
ROYER, MARK	01132014	95.00
21 0010 1400 920 6810 320	OFFICIAL	95.00
Vendor Name ROYER, MARK		<u>95.00</u>
SAFEGUARD BUSINESS SYSTEMS	029428316	108.04
21 0010 1400 950 7447 618	CHECKS	108.04
Vendor Name SAFEGUARD BUSINESS SYSTEMS		<u>108.04</u>
SEE THE TRAINER	12365	348.76
21 0010 1400 920 6600 618	Medical Supplies	348.76
Vendor Name SEE THE TRAINER		<u>348.76</u>
SHAFFER, RALPH	650292	60.00
21 2020 1400 910 6110 618	TUNE AUDITORIUM PIANO FOR PLAYS & MUSICA	60.00
Vendor Name SHAFFER, RALPH		<u>60.00</u>
SHANKS, KIP	01142014	95.00
21 0010 1400 920 6710 320	OFFICIAL	95.00
Vendor Name SHANKS, KIP		<u>95.00</u>
SHENANDOAH MEDICAL CENTER	121713-REDOAK	115.00
21 0010 1400 920 6790 320	BODY FAT TESTING	115.00
Vendor Name SHENANDOAH MEDICAL CENTER		<u>115.00</u>
SHERWOOD FOREST FARMS	55967	1,145.46
21 3230 1400 950 7406 618	SUPPLIES FOR CHRISTMAS FUNDRAISER.	1,145.46
Vendor Name SHERWOOD FOREST FARMS		<u>1,145.46</u>
SHOPKO	2929	217.10
21 2020 1400 950 7421 618	SUPPLIES	217.10
Vendor Name SHOPKO		<u>217.10</u>
SORENSEN, JON	01172014	95.00
21 0010 1400 920 6710 320	OFFICIAL	95.00
Vendor Name SORENSEN, JON		<u>95.00</u>
TAKEDOWN SPORTSWEAR	23977	2,069.70
21 0010 1400 920 6790 618	SINGLETS	2,069.70
Vendor Name TAKEDOWN SPORTSWEAR		<u>2,069.70</u>
TROPHIES PLUS	341791	220.88
21 0010 1400 920 6815 618	REGIONAL CHAMPION CHENILLES	220.88
TROPHIES PLUS	341958	67.91
21 0010 1400 920 6845 618	MEDALS FOR BOWLING TOURNEY	45.90
21 0010 1400 920 6845 618	MEDALS FOR BOWLING TOURNEY	11.90
21 0010 1400 920 6845 618	SHIPPING	10.11

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name TROPHIES PLUS		<u>288.79</u>
ULINE	55601762	244.50
21 0010 1400 920 6730 618	PUSH CART FOR BATTING CAGE	244.50
Vendor Name ULINE		<u>244.50</u>
Fund Number 21		<u>17,814.55</u>
Checking Account ID 3		<u>17,814.55</u>

**Vendor ID: AMERITAS**      **AMERITAS**      **PO Number:**      **Invoice Number: 12092013**      **Amount:**  
Description: SERVICES      Invoice Date: 12/09/2013      Due Date: 12/30/2013      Status: PP      1099 Amount: 0.00  
Sequence: 1      Check Type: Check      Check Number: 165483      Check Date: 12/09/2013  
Chart of Account Number      Detail Description      In Full  
10 0010 1000 100 8018 270      INSURANCE      192.44      Final

**Vendor ID: BP1**      **BP BUSINESS SOLUTIONS**      **PO Number:**      **Invoice Number: 12182013**      **Amount:**  
Description: SUPPLIES      Invoice Date: 12/18/2013      Due Date: 12/30/2013      Status: PP      1099 Amount: 0.00  
Sequence: 1      Check Type: Check      Check Number: 165618      Check Date: 12/19/2013  
Chart of Account Number      Detail Description      In Full  
10 0020 2700 000 0000 626      GAS CHARGES      302.83      Final

**Vendor ID: IBCA**      **IBCA**      **PO Number:**      **Invoice Number: 12192013**      **Amount:**  
Description: SERVICES      Invoice Date: 12/19/2013      Due Date: 12/30/2013      Status: PP      1099 Amount: 0.00  
Sequence: 1      Check Type: Check      Check Number: 24065      Check Date: 12/19/2013  
Chart of Account Number      Detail Description      In Full  
21 0010 1400 920 6710 320      IBCA MEMBERSHIP FEE      37.50      Final  
21 0010 1400 920 6810 320      IBCA MEMBERSHIP FEE      37.50      Final

**Vendor ID: MERCER**      **MERCER HEALTH & BENEFITS ADMIN LLC**      **PO Number:**      **Invoice Number: 12102013**      **Amount:**  
Description: SERVICES      Invoice Date: 12/10/2013      Due Date: 12/30/2013      Status: PP      1099 Amount: 0.00  
Sequence: 1      Check Type: Check      Check Number: 165482      Check Date: 12/09/2013  
Chart of Account Number      Detail Description      In Full  
10 0010 1000 100 8018 270      INSURANCE      7,189.58      Final

**Vendor ID: UNITE6**      **UNITED STATES CELLULAR**      **PO Number:**      **Invoice Number: 0017363456**      **Amount:**  
Description: SERVICES      Invoice Date: 11/25/2013      Due Date: 12/30/2013      Status: PP      1099 Amount: 0.00  
Sequence: 1      Check Type: Check      Check Number: 165486      Check Date: 12/09/2013  
Chart of Account Number      Detail Description      In Full  
10 0010 2321 000 0000 532      CELL PHONE CHARGES      993.78      Final  
10 0020 2490 000 0000 530      CELL PHONE CHARGES      54.02      Final  
10 3230 2410 000 0000 532      CELL PHONE CHARGES      77.41      Final  
10 2020 2410 000 0000 532      CELL PHONE CHARGES      40.66      Final  
10 1901 2410 000 0000 532      CELL PHONE CHARGES      53.88      Final  
10 1902 2410 000 0000 532      CELL PHONE CHARGES      31.75      Final

**Vendor ID: UNITE6**      **UNITED STATES CELLULAR**      **PO Number:**      **Invoice Number: 0017402241**      **Amount:**  
Description: SERVICES      Invoice Date: 11/25/2013      Due Date: 12/30/2013      Status: PP      1099 Amount: 0.00  
Sequence: 1      Check Type: Check      Check Number: 165485      Check Date: 12/09/2013  
Chart of Account Number      Detail Description      In Full  
10 0010 2410 000 0000 532      CELL PHONE CHARGES      197.03      Final

**Vendor ID: UNITE6**      **UNITED STATES CELLULAR**      **PO Number:**      **Invoice Number: 0017460839**      **Amount:**  
Description: SERVICES      Invoice Date: 11/25/2013      Due Date: 12/30/2013      Status: PP      1099 Amount: 0.00  
Sequence: 1      Check Type: Check      Check Number: 165484      Check Date: 12/09/2013

Chart of Account Number  
10 0010 2410 000 0000 532  
WIRELESS MODEM CHARGES

Detail Description  
US CELLULAR  
Sequence: 1 Check Type: Check  
Chart of Account Number  
10 0010 2410 000 0000 532  
CELL PHONE CHARGES

Cost Center ID  
Detail Amount  
113.49  
N  
In Full  
Final

Vendor ID: USCELLULAR US CELLULAR  
Description: SERVICES  
Sequence: 1 Check Type: Check  
Chart of Account Number  
10 0010 2410 000 0000 532  
CELL PHONE CHARGES

PO Number:  
Invoice Date: 12/20/2013 Due Date: 12/30/2013 Status: PP 1099 Amount: 0.00  
Check Number: 165620 Check Date: 12/27/2013  
Invoice Number: 0019614737  
Amount: 197.03  
N  
In Full  
Final

Amount: 197.03

Vendor ID: USCELLULAR US CELLULAR  
Description: SERVICES  
Sequence: 1 Check Type: Check  
Chart of Account Number  
10 0010 2321 000 0000 532  
WIRELESS MODEMS

PO Number:  
Invoice Date: 12/20/2013 Due Date: 12/30/2013 Status: PP 1099 Amount: 0.00  
Check Number: 165619 Check Date: 12/27/2013  
Invoice Number: 0019683676  
Amount: 113.49  
N  
In Full  
Final

Amount: 113.49

Vendor ID: USCELLULAR US CELLULAR  
Description: SERVICES  
Sequence: 1 Check Type: Check  
Chart of Account Number  
10 0010 2410 000 0000 532  
DISTRICT CELL PHONE CHARGES

PO Number:  
Invoice Date: 12/20/2013 Due Date: 12/30/2013 Status: PP 1099 Amount: 0.00  
Check Number: 165621 Check Date: 12/27/2013  
Invoice Number: 0019705227  
Amount: 1,139.30  
N  
In Full  
Final

Amount: 1,139.30

Report 1099 Total: 0.00

Report Total: 10,771.69



# Council Bluffs

Community School District

January 16, 2014

RECEIVED  
JAN 21 2014

Superintendent  
Red Oak Community School District  
2011 North 8<sup>th</sup> Street  
Red Oak, IA 51566

Dear Superintendent,

This is to advise you that the following student, \_\_\_\_\_, attended the Acute Psychiatric Facility located at Alegent Mercy Hospital and received educational services through the Council Bluffs Community School District.

Council Bluffs Community School District shall act as the billing agent for Alegent Mercy as per Iowa Code:

**282.27 Children living in Psychiatric hospitals or institutions—payment.**

The public school district in which is located a psychiatric unit of a hospital licensed under chapter 135B or a psychiatric medical institution for children licensed under chapter 135H, which is not operated by the state, shall be responsible for the provision of educational services to children residing in the unit or institution. Children residing in the unit or institution shall be included in the basic enrollment of their districts of residence, as defined in section 282.31, subsection 4.

The board of directors of each district of residence shall pay to the school district in which is located such psychiatric unit or institution, for the provision of educational services to the child, a portion of the district of residence's district cost per pupil for each of such children based upon the proportion that the time each child is provided educational services while in such unit or institution is to the total time for which the child is provided educational services a normal school year.

Please sign the enclosed contracts and return one to my secretary at the address below. **The invoice for this student is also enclosed.**

Council Bluffs Community School District  
Attention: Diane Copenhaver  
12 Scott Street  
Council Bluffs, IA 51503

Sincerely,

Becky B. Zorn  
Director of Special Education

BZ/djc

Attachments

*...Where Dreams Begin!*

Educational Service Center  
12 Scott Street ☆ Council Bluffs, IA 51503 ☆ (712) 328-6446 ☆ Fax: (712) 328-6548  
www.cb-schools.org



DOB: 8/2/98

This agreement is entered into by Red Oak Community School District (sending agency) and Council Bluffs Community School District for educational services at the Acute Psychiatric Facility Program at Alegent Mercy Hospital.

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

Condition I

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

Condition II

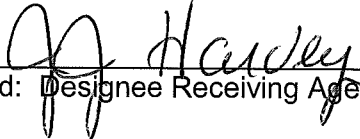
The cost of the above services shall be paid by the sending agency to the receiving agency and shall be at the per diem 1.0 rate of the sending district. Payment of those actual costs will be determined and paid in the following manner:

- A. The receiving agency shall provide the sending agency with a final statement of the actual cost of services and programs by the end of the student's term or by the end of the current school year. The cost shall be determined by multiplying the number of days enrolled at The Acute Psychiatric Facility by the daily per diem rate of \$34.39.
- B. All remittance is to be sent to:

Council Bluffs Community Schools  
Attention: Diane Copenhaver  
12 Scott Street  
Council Bluffs IA 51503  
712-328-6424

Signed: Designee Sending Agency

Date:

Signed:  Designee Receiving Agency

  
Date:

djc





, DOB: 8/2/98

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Condition II


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- A. The receiving agency shall provide the sending agency with a final statement of the actual cost of services and programs by the end of the student's term or by the end of the current school year. The cost shall be determined by multiplying the number of days enrolled at The Acute Psychiatric Facility by the daily per diem rate of \$34.39.
- B. All remittance is to be sent to:

Council Bluffs Community Schools  
Attention: Diane Copenhaver  
12 Scott Street  
Council Bluffs IA 51503  
712-328-6424

Signed: Designee Sending Agency

Date:

Signed:  Designee Receiving Agency

  
Date:

djc

307 East Reed Street  
 Red Oak, Iowa 51566  
 P: (712) 623-4821  
 F: (712) 623-4822  
 info@redoakiowa.com



Paul Griffen  
 Executive Director  
 exedir@redoakiowa.com

Jodie Smith  
 Assistant Director  
 asstdir@redoakiowa.com

Candy Garey  
 Administrative Assistant  
 adminasst@redoakiowa.com



Kristie S. Konz  
 President

Fred Pilecki  
 Vice President

Connie Mellott  
 Treasurer



Board of Directors:

Shirley M. Billings  
 Larry Brandstetter  
 Sherri L. Clark  
 David L. Jennings  
 Chad Johnson  
 Kristie S. Konz  
 Connie Mellott  
 Fred Pilecki  
 Kara Sherman  
 Bruce Streicher

Ex-officio Directors:

Karen Blue  
 Terry Schmidt  
 Brad Wright

November 26, 2013

Terry Schmidt  
 Red Oak Community Schools  
 2011 North 8th Street  
 Red Oak, IA 51566

RE : **Red Oak Chamber and Industry Association**

Dear Terry;

As the newly hired Executive Director of your Red Oak Chamber and Industry Association, I would like to extend my appreciation to you, our President's Club investors. I am excited about the future of Red Oak and the Red Oak business community because of investors like you who have shown resilience through challenging economic climates and have continued to support your ROCIA. Your demonstrated dedication to our Red Oak Community is evident through all you do in the community as well as through your investment level in the Red Oak Chamber and Industry Association. In addition, I would like to extend a personal invitation to you for your continued investment in the ROCIA through the President's Club for 2014.

Our President's Club consists of a prestigious group of businesses that have chosen to support the Red Oak Chamber and Industry Association by contributing at a higher level of investment, reflecting an exemplary commitment to the Association and to our community. The various levels provide for additional benefits above the traditional investment levels.

- Published in our Membership Directory
- Public "Thank you" at the 2014 Award Dinner
- Framed display posted at the Association Office
- Posted on the Association's Web-Site
- Personalized President's Club window/counter decal to display in your business
- Sponsorship(s)
- Admission Ticket(s)
- Advertising Opportunities

**PRESIDENT'S CLUB**

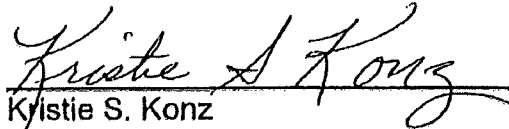
President's Bronze Club.....	\$ 500.00
President's Silver Club.....	\$ 750.00
President's Gold Club.....	\$ 1,000.00
President's Platinum Club.....	\$ 1,500.00
President's Platinum Plus Club.....	\$ 2,500.00

November 26, 2013  
Page Two

Belonging to the Chamber and Industry Association gives the message that you support and care about the community of Red Oak. We are making this personal contact to ask you to reinvest in the community by supporting the Red Oak Chamber and Industry Association in 2014.

Sincerely,


**RED OAK CHAMBER AND  
INDUSTRY ASSOCIATION, INC**



Kristie S. Konz  
President

KSK/PMG/cg

Enclosures

  
\_\_\_\_\_  
Paul M. Griffen  
Executive Director



## **PRESIDENT'S CLUB**

### ALL President's Club Levels Receive:

- Public "Thank You" at the Annual Awards Night
- Bold listing in our Membership Directory
- Bold listing in the Buyer's Guide
- Logo and Company name displayed on digital photo frame in lobby of the Association office
- Listed as a President's Club Investor on our website
- Personalized President's Club window/counter decal to display in your business

### PRESIDENT'S BRONZE CLUB - \$500.00

- Listed as a sponsor on the Keeping Red Oak Beautiful Award certificate (January – December)
- Listed as a sponsor on the Yard of the Month Award certificate (May-October)
- Listed as a sponsor on the Broadway Beautification Award certificate (May-October)
- Announced as a sponsor at the three Legislative Briefings (February, March, April)
- Announced as a sponsor of AG Appreciation Event

### PRESIDENT'S SILVER CLUB - \$750.00

- Announced as a sponsor at the three annual Legislative Briefings (February, March, April)
- Announced as a sponsor of Ag-Appreciation Event
- Listed as a sponsor of Holiday Extravaganza
- Business name listed within "Welcome to Red Oak" packets

### PRESIDENT'S GOLD CLUB - \$1,000.00

- Announced as a sponsor at the three Legislative Briefings (February, March, April)
- Listed as a sponsor of the Southwest Iowa Farm and Home Show
- Listed as a sponsor of Holiday Extravaganza
- Business name listed within 'Welcome to Red Oak' packets

PRESIDENT'S PLATINUM CLUB - \$1,500.00

- Listed as a sponsor of the Southwest Iowa Farm and Home Show
- Listed as a sponsor of Ladies Night Out
- Listed as a sponsor of Holiday Extravaganza
- Box advertisement in our Buyer's Guide
- Box advertisement in our Membership Directory
- (2) 50% off tickets to Annual Awards Night
- (2) 50% off tickets to Ladies Night Out

PRESIDENT'S PLATINUM PLUS CLUB - \$2,500.00

- Listed as Sponsor of the Southwest Iowa Farm and Home Show
- Listed as a sponsor of Ladies Night Out
- Listed as a sponsor of Holiday Extravaganza
- Box advertisement in our Buyer's Guide
- Box advertisement in our Membership Directory
- Listed as sponsor of Red Oak Junction Days (does not include Beer Garden and the All Aboard BBQ Contest)
- (4) Free tickets to Annual Awards Night
- (4) Free tickets to Ladies Night Out

Item 6.1.1 School Buildings Security Improvements:

Facilities Subcommittee of Wemhoff, Fellers, and Griffen

**BACKGROUND INFORMATION:** Closure is nearing on the improved safety and security of Red Oak buildings. Please welcome Director of Maintenance & Operations Pete Wemhoff who will provide the overview of a security design to benefit the district's children and district staff. Subcommittee Members Fellers and Griffen will contribute to this presentation also.

Enclosed is a summary spreadsheet of the competitive bidding process from four (4) vendors. The funding for a project of this magnitude must be targeted from the Physical Plant and Equipment Levy Fund. Any design element of the systems proposed can be without major challenges and be relocated as facility needs evolve.

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

BID SHEET FOR SECURITY SYSTEMS

1/20/2014

COMPANY Business Systems Solution

COMPANY	Control Masters	Johnson Controls	Thorco	Business Systems Solution
Webster	\$11,608.00	\$11,601.00	\$10,259.00	\$14,283.00
Inman Primary School	\$23,092.00	\$28,328.00	\$26,689.00	\$26,670.00
Washington	\$16,383.00	\$15,155.00	\$16,858.00	\$19,743.00
Middle School	\$22,684.00	\$21,048.00	\$28,785.00	\$34,425.00
High School/Tech Building	\$47,204.00	\$49,833.00	\$59,879.00	\$57,535.00
TOTAL	\$120,971.00	\$125,965.00	\$142,470.00	\$152,656.00
Access Card	\$6,100.00	\$18,105.00	\$2,650.00	\$14,237.00
Optional Server	\$1,146.00		\$3,515.00	
TOTAL	\$128,217.00	\$144,070.00	\$148,635.00	\$166,893.00
Deduct Server/store in cloud	\$1,260.00		No Charge	
	\$128,331.00	\$144,070.00	\$145,120.00	\$166,893.00

Item 6.1.2 Transportation Acquisitions Update and Personnel Challenges

– Transportation Director Carlos Guerra

**BACKGROUND INFORMATION:** Please welcome Director Carlos Guerra. He will provide an oral report of five minutes covering these topics:

- Results from ten (10) days of propane powered rides
- Current critical shortage of bus drivers and remedies taken
- Reorganization of routes to reduce one (1) - update and request for a pilot opportunity

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



Item 6.2.1 Red Oak Community School District Building Planning and  
Community Engagement – Update and Approval of the Facilitating Team

**BACKGROUND INFORMATION:** Results of the Directors' efforts to move along the concepts of community engagement for the improvement of district facilities have resulted in a confirmed list of key strategic individuals to facilitate with guidance this significant project.

Confirmed Facilitating Team members from the community include: Julian Vasquez, Clay Ogden, Kandee Olson, Daric O'Neal and Lois Trinity.

Waiting for affirmation are facilitating members' names appointed by the Red Oak Education Association representing each attendance center. At publication time these nominees were not available.

A complete list of the Facilitating Team will be presented to the governing body this evening with a request of affirmation/appointment.

Terry will also provide an update from Consultant Rod Wright and Architect Randy West concerning dates for the first meeting.

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

Item 6.2.2 Personnel Planning and Recruitment: FY 14 and FY 15

**BACKGROUND INFORMATION:** This evening Terry will provide a brief summary of current positions needing recruitment and placement. Just over four weeks have passed since a vacancy occurred in the District Administrative Center. It has provided some time for reflection, review, and projection as efforts get underway to fill the assignment left by Rita Leinen.

Please allow the time necessary for this discussion.

Of great concern to Terry regarding this position and effects on the operations of district include:

- ✓ Managing an accrued sixty days of annual leave time by a very experienced administrative office staff
- ✓ The time commitment to continue the success of the Medicaid Reimbursement Program is a major concern. Since 2008/2009, the district has averaged \$93,958 in net Medicaid reimbursements as compared to Terry's first year where the total net reimbursement was \$1,417. The remarkable effort is due to the commitment made by Human Resources Clerk Deb Drey.
- ✓ The diligence and time commitment to the district's E-rate Discount Program for communication to continue successfully is a concern. The year Terry started, the discount program resulted in a gain of \$5,162 for the district. In the six years hence, this discount return to the district has averaged \$74,269 due to the diligence/care provided by Accounting Clerk Jeanice Lester.
- ✓ The very critical gain by the school district in the Shared Management Program for School Business Manager resulted in a significant part of the huge budget reduction / revenue enhancement program began five years ago. The business management part of this shared program has created in the past four years an average gain for the district of \$101,580 each year. Of course, this has resulted in a less than full-time business management position for the district requiring everyone to assist Shirley when needed. The renewed shared business management program just recently reaffirmed by the Iowa Assembly could result in an average gain for Red Oak CSD of \$135,200 for each of the next five years – assuming funding is provided by the State of Iowa.

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

Item 6.2.3 School Finance Update and Budget Planning Parameters

– Business Manager Shirley Maxwell and Terry Schmidt

**BACKGROUND INFORMATION:** Please provide a few minutes for Shirley and Terry to hit highlights of the last fall’s budget workshop with Bob Longmuir. A review will be made of the very good position the District has encountered the past two or three years and the very treacherous position the district could face in the next two years with its fiscal condition.

Change must be implemented but the questions of “How much?”, “How soon?” and “How deep?” must be discussion starters as the FY 15 budget is prepared. Please allow a few minutes to address these critical ideas this evening.

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

Item 6.2.4 Board of Director Policy Review, Revisions, and Presentations

**BACKGROUND INFORMATION:** The last major section of board policy review occurs this evening with the Series 900: Community Relations. Terry will review each policy and suggested revisions this evening. Enclosed are the current policies and the proposed policy changes.

**Policy Code 900 Principles and Objectives for Community Relations**

No change needed.

Reference date will be updated after final approval.

**Policy Code 901 Public Examination of School District Records**

This policy has current language that included a paragraph deemed unnecessary by IASB.

It is suggested the Directors follow the IASB guideline with the inclusion of office hours shown as 8 am to 4 pm.

All reference dates need to be changed.

**Policy Code 902.1 News Media Relations**

No change needed.

Reference dates will be updated after final approval.

**Policy Code 902.2 News Conferences and Interviews**

No change needed.

Reference dates will be updated after final approval.

**Policy Code 902.3 News Releases**

No change needed.

Reference dates will be updated after final approval.

**Policy Code 902.4 Live Broadcast or Videotaping**

The current policy should stand with only revision dates updated upon final approval.

**Policy Code 903.1 School – Community Groups**

No change needed.

Reference dates will be updated after final approval.

**Policy Code 903.2 Community Resource Persons and Volunteers**

No change needed.

Reference dates will be updated after final approval.

**Policy Code 903.3 Visitors to School District Buildings & Sites**

The current policy should stand with only revision dates added after final approval.

**Policy Code 903.4 Public Conduct on School Premises**

No change needed.

Reference dates will be updated after final approval.

**Policy Code 903.5 Distribution of Materials**

No change needed.

Reference dates will be updated after final approval.

**Policy Code 903.5R1 Distribution of Materials Regulation**

No change needed.

Reference dates will be updated after final approval.

**Policy Code 904.1 Transporting Students in Private Vehicles**

No change needed.

Reference dates will be updated after final approval.

**Policy Code 904.2 Advertising and Promotion**

No change needed.

Reference dates will be updated after final approval.

**Policy Code 905.1 Community Use of School District Facilities: Conditions, Fees**

It is Terry's suggestion this policy be deferred to the administrative / business management level for review and possible amendments.

**Policy Code 905.1R1 ICN Room Use Regulation**

It is Terry's suggestion this policy be deferred to the administrative / business management level for review and possible amendments.

**Policy Code 905.2 Community Use of School Equipment**

No change needed.

Reference dates will be updated after final approval.

**Policy Code 905.2 Tobacco/Nicotine-Free Environment**

The "Current" policy was just revised on October 14, 2013.

There are no changes.

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

**PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS**

Successful education programs require the support of the school district community. The board addresses the importance of the role of the school district community in the school district in this series of the policy manual. The board recognizes this support is dependent on the school district community's understanding of participation in the efforts, goals, problems and programs of the school district.

In this section, the board sets out its policies defining its relationship with the school district community. In striving to obtain the support of the school district community, the board will:

- Provide access to school district records;
- Inform the school district community of the school district's goals, objectives, achievements, and needs;
- Invite the input of the school district community; and,
- Encourage cooperation between the school district and the school district community.

Approved December 19, 2005

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

Successful education programs require the support of the school district community. The board addresses the importance of the role of the school district community in the school district in this series of the policy manual. The board recognizes this support is dependent on the school district community's understanding of participation in the efforts, goals, problems and programs of the school district.

In this section, the board sets out its policies defining its relationship with the school district community. In striving to obtain the support of the school district community, the board will:

- Provide access to school district records;
- Inform the school district community of the school district's goals, objectives, achievements, and needs;
- Invite the input of the school district community; and,
- Encourage cooperation between the school district and the school district community.



PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request <sup>copies</sup> copied of public records by telephone or in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Records defined by law as confidential records are viewed or copied upon receipt of written permission by the board secretary or superintendent from the person or entity whose confidential records are being requested. Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (2007).  
1980 Op. Att'y Gen. 88.  
1972 Op. Att'y Gen. 158.  
1968 Op. Att'y Gen. 656.

Cross Reference: 215 Board of Directors' Records  
401.5 Employee Records  
506 Student Records  
708 Care, Maintenance, and Disposal of School District Records  
902.1 News Media Relations

Approved February 16, 1982

Reviewed \_\_\_\_\_

Revised December 19, 2005  
May 29, 2007

# IASB - SUGGESTED

Code No. 901

Page 1 of 2

## PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copies of public records by telephone or in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

*[List additional items the board wants to ensure are protected.]*

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

***NOTE: This policy is consistent with the Iowa public records law regarding access to, copying of and charging for copies of public records. By law, individuals have a right to access public records during the hours of 9:00 a.m. - 12:00 p.m. and 1:00 p.m.- 4:00 p.m. unless the board sets other hours. IASB recommends that the board establish specific hours in board policy, and blanks are provided in the first paragraph for that purpose.***

***Iowa law requires boards to specify what emergency preparedness items need to be confidential in order to protect the safety of individuals or property. A short list is provided but should be added to by the board, if needed.***

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (2007).  
1980 Op. Att'y Gen. 88.  
1972 Op. Att'y Gen. 158.  
1968 Op. Att'y Gen. 656.

Cross Reference: 215 Board of Directors' Records  
401.5 Employee Records  
506 Student Records  
708 Care, Maintenance, and Disposal of School District Records  
902.1 News Media Relations

NEWS MEDIA RELATIONS

The board recognizes the value of and supports open, fair and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Members of the news media seeking information about the school district will direct their inquiries to the superintendent. The superintendent will accurately and objectively provide the facts and board positions in response to inquiries from the news media about the school district.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2005).

Cross Reference: 902 Press, Radio and Television News Media

Approved February 16, 1982

Reviewed \_\_\_\_\_

Revised December 19, 2005

# IASB - SUGGESTED

Code No. 902.1

## NEWS MEDIA RELATIONS

The board recognizes the value of and supports open, fair and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Members of the news media seeking information about the school district will direct their inquiries to the superintendent. The superintendent will accurately and objectively provide the facts and board positions in response to inquiries from the news media about the school district.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2011).

Cross Reference: 902 Press, Radio and Television News Media

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

**NEWS CONFERENCES AND INTERVIEWS**

The superintendent, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media.

The superintendent will respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.

News conferences and interviews planned or pre-arranged for school district activities will include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It is within the discretion of the superintendent to determine whether a news conference or interview is held to provide an immediate response to an issue.

It is the responsibility of the superintendent to keep the board apprised of news conferences and interviews.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2005).

Cross Reference: 902 Press, Radio and Television News Media

Approved February 16, 1982

Reviewed \_\_\_\_\_

Revised December 19, 2005

# IASB - SUGGESTED

Code No. 902.2

## NEWS CONFERENCES AND INTERVIEWS

The superintendent, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media.

The superintendent will respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.

News conferences and interviews planned or pre-arranged for school district activities will include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It is within the discretion of the superintendent to determine whether a news conference or interview is held to provide an immediate response to an issue.

It is the responsibility of the superintendent to keep the board apprised of news conferences and interviews.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2011).

Cross Reference: 902 Press, Radio and Television News Media

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

NEWS RELEASES

The superintendent will determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent will strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent will strive to create and maintain a positive image for the school district. It is the responsibility of the superintendent to approve news releases originating within the school district prior to their release.

News releases will be prepared and disseminated to news media in the school district community. Questions about news releases will be directed to the superintendent.

Legal Reference: Widmer v. Reitzler, 182 N.W.2d 177 (Iowa 1970).  
Dobrovlny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).  
Iowa Code §§ 21.4; 22.2 (2005).  
1980 Op. Att'y Gen. 73.  
1952 Op. Att'y Gen. 133.

Cross Reference: 902 Press, Radio and Television News Media

Approved February 16, 1982

Reviewed \_\_\_\_\_

Revised December 19, 2005



# IASB - SUGGESTED

Code No. 902.3

## NEWS RELEASES

The superintendent will determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent will strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent will strive to create and maintain a positive image for the school district. It is the responsibility of the superintendent to approve news releases originating within the school district prior to their release.

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Dobrovolny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).  
Iowa Code §§ 21.4; 22.2 (2011).  
1980 Op. Att'y Gen. 73.  
1952 Op. Att'y Gen. 133.

Cross Reference: 902 Press, Radio and Television News Media

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

LIVE BROADCAST OR VIDEOTAPING

Individuals may broadcast or videotape public school district events, including open board meetings, as long as it does not interfere with or disrupt the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request. Broadcasting or videotaping of events also are subject to copyright laws.

It is within the discretion of the superintendent or the superintendent's designee to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the school district event.

Videotaping of classroom activities will be allowed at the discretion of the superintendent or the superintendent's designee. Parents will be notified prior to videotaping of classroom activities if the time frame for videotaping is such that notification is feasible. At the beginning of each school year, parents/guardians will have the opportunity to indicate in writing if they do not want their child(ren) to be included in any videotaping opportunities. The notification regarding videotaping and the deadline for submitting the written request for the child(ren) of parents/guardians will be in the student handbook for each attendance center.

It is the responsibility of the superintendent to develop administrative regulations outlining the procedures for making the request and the rules for operation if the request is granted.

Legal Reference: Iowa Code §§ 21.4, .7; 22; 279.8 (2005).

Cross Reference: 506.2 Student Directory Information  
902.1 News Media Relations  
903.3 Visitors to School District Buildings and Sites

Approved December 19, 2005

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

# IASB - SUGGESTED

Code No. 902.4

## LIVE BROADCAST OR VIDEOTAPING

Individuals may broadcast or videotape public school district events, including open board meetings, as long as it does not interfere with, or disrupt, the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

It is within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the school district event.

Videotaping of classroom activities will be allowed at the discretion of the superintendent. Parents will be notified prior to videotaping of classroom activities.

It is the responsibility of the superintendent to develop administrative regulations outlining the procedures for making the request and the rules for operation if the request is granted.

***NOTE: This policy states that prior to videotaping of classroom activities, parents will be notified but does not require parental permission. Notification is not a legal requirement, but it is recommended. The policy gives the school district the flexibility to have one notice to cover the entire year and can be placed in the student directory info policy, a parent newsletter or handbook.***

Legal Reference: Iowa Code §§ 21.4, .7; 22; 279.8 (2011).

Cross Reference: 506.2 Student Directory Information  
902.1 News Media Relations  
903.3 Visitors to School District Buildings and Sites

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

# CURRENT

Code No. 903.1

## SCHOOL - COMMUNITY GROUPS

The board values the participation and the support of school district-community groups, including, but not limited to, the booster clubs and parent-teacher organizations, which strive for the betterment of the school district and the education program. The board will work closely with these groups.

Prior to any purchase of, or fund raising for, the purchase of goods or services for the school district, the group will confer with the superintendent or superintendent's designee to assist the group in purchasing goods or services to meet the school district's needs.

Funds raised by these groups for the school district may be kept as part of the accounts of the school district.

It is the responsibility of the building principal to be the liaison with the school district-community groups affiliated with the building principal's attendance center.

Legal Reference: Iowa Code §§ 279.8; 291.13 (2005).

Cross Reference: 903 Public Participation in the School District

Approved February 16, 1982

Reviewed \_\_\_\_\_

Revised December 19, 2005

Red Oak Community School District

# IASB - SUGGESTED

Code No. 903.1

## SCHOOL - COMMUNITY GROUPS

The board values the participation and the support of school district-community groups, including, but not limited to, the booster club and parent-teacher organizations, which strive for the betterment of the school district and the education program. The board will work closely with these groups.

Prior to any purchase of, or fund raising for the purchase of goods or services for the school district, the group will confer with the superintendent to assist the group in purchasing goods or services to meet the school district's needs.

Funds raised by these groups for the school district may be kept as part of the accounts of the school district.

It is the responsibility of the building principal to be the liaison with the school district-community groups affiliated with the building principal's attendance center.

***NOTE: Boards may want to personalize this policy to reflect the actual groups, organizations and associations within the school district.***

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

Cross Reference: 903 Public Participation in the School District

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

**COMMUNITY RESOURCE PERSONS AND VOLUNTEERS**

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers is the responsibility of the superintendent.

Legal Reference: Iowa Code §§ 279.8; 670 (2005).

Cross Reference: 603.1 Basic Instruction Program  
903.3 Visitors to School District Buildings and Sites

Approved December 19, 2005 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

# IASB - SUGGESTED

Code No. 903.2

## COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers is the responsibility of the superintendent.

Legal Reference: Iowa Code §§ 279.8; 670 (2011).

Cross Reference: 603.1 Basic Instruction Program  
903.3 Visitors to School District Buildings and Sites

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the inappropriate conduct, which may include contacting law enforcement to remove individuals from school property.

Legal Reference: Iowa Code §§ 279.8; 716.7(2005).

Cross Reference: 902 Press, Radio and Television News Media  
903.2 Community Resource Persons and Volunteers

Approved December 19, 2005 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



# IASB - SUGGESTED

Code No. 903.3

## VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the inappropriate conduct.

Legal Reference: Iowa Code §§ 279.8; 716.7 (2011).

Cross Reference: 902 Press, Radio and Television News Media  
903.2 Community Resource Persons and Volunteers

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

PUBLIC CONDUCT ON SCHOOL PREMISES

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Individuals are permitted to attend school sponsored or approved activities or visit the school building only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with the education program, enjoyment of the students participating, other individuals or with the performance of employees and officials supervising the school sponsored or approved activity. Individuals, like the student participants, are expected to display mature behavior and sportsmanship. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program, or activities without fear of interference, and to permit the employees or sponsors and officials of sponsored or approved activities to perform their duties without interference, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, employees, officials or sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, employees, officials or sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, employees, officials or sponsors participating in an sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the individual from the school buildings or from future sponsored or approved activities. The Hawkeye 10 Athletic Conference has approved this policy for conference-wide implementation.

Upon recommendation of the superintendent, the board will cause a notice of exclusion from the school building or from sponsored or approved activities to be sent to the individual involved. The notice will advise the individual of the school district's right to exclude the individual from school buildings, school district activities and events and the duration of the exclusion. If the individual disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the individual. If an individual has been notified of exclusion and thereafter tries to enter a school building or attends an sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion the school building or from future school sponsored or approved activities.

Legal Reference: Iowa Code §§ 279.8; 716.7(2005).

Cross Reference: 205 Board Member Liability  
 504 Student Activities  
 802.6 Vandalism  
 903 Public Participation in the School District

Approved December 19, 2005

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

**PUBLIC CONDUCT ON SCHOOL PREMISES**

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

PUBLIC CONDUCT ON SCHOOL PREMISES

***NOTE: This policy reflects the Iowa civility and trespass law, and outlines a school district's authority to enforce the law. The first paragraph of the policy addressing civility is mandatory, but the remaining portions are optional. Boards can amend the language as needed to fit their individual needs. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #2- September 13, 2007..***

Legal Reference: Iowa Code §§ 279.8, .66; 716.7 (2009).

Cross Reference: 205 Board Member Liability  
504 Student Activities  
802.6 Vandalism  
903 Public Participation in the School District

DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

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

Legal Reference: U.S. Const. Amend. I.  
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).  
Bethel School District v. Fraser, 478 U.S. 675 (1986).  
New Jersey v. T.L.O., 469 U.S. 325 (1985).  
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).  
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).  
Iowa Code §§ 279.8; 280.22 (2005).

Cross References: 502.3 Freedom of Expression  
503.1 Student Conduct  
504 Student Activities  
603.9 Academic Freedom

Approved December 19, 2005 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

# IASB - SUGGESTED

Code No. 903.5

## DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

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

***NOTE: The regulation accompanying this policy has been approved by the 8th Circuit Court of Appeals in Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987). Amendments to or deviation from this regulation should be addressed to local counsel prior to adoption.***

Legal Reference: U.S. Const. amend. I.  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988).  
*Bethel School District v. Fraser*, 478 U.S. 675 (1986).  
*New Jersey v. T.L.O.*, 469 U.S. 325 (1985).  
*Tinker v. Des Moines Ind. Comm. Sch. Dist.*, 393 U.S. 503 (1969).  
*Bystrom v. Fridley High School*, 822 F.2d 747 (8th Cir. 1987).  
Iowa Code §§ 279.8; 280.22 (2011).

Cross References: 502.3 Freedom of Expression  
503.1 Student Conduct  
504 Student Activities  
603.9 Academic Freedom

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

DISTRIBUTION OF MATERIALS REGULATION

I. Guidelines.

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

Approved December 19, 2005    Reviewed \_\_\_\_\_    Revised \_\_\_\_\_

## DISTRIBUTION OF MATERIALS REGULATION

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either the school district, the board, the administration or the individual reviewing the material submitted.

### III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

### IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
  - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
  - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.



DISTRIBUTION OF MATERIALS REGULATION

3. "Material and substantial disruption" of a normal school activity is defined as follows:
  - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
  - (c) In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

## DISTRIBUTION OF MATERIALS REGULATION

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3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

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If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

DISTRIBUTION OF MATERIALS REGULATION

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either, the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
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  - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
  - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.

## DISTRIBUTION OF MATERIALS REGULATION

3. "Material and substantial disruption" of a normal school activity is defined as follows:
  - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
  - (c) In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

## V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

## VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent or the superintendent's designee to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent or the superintendent's designee. Private vehicles will be used only when proof of insurance has been supplied to the superintendent or the superintendent's designee and when the parents of the students to be transported have given written permission to the superintendent or the superintendent's designee. The school district assumes no responsibility for those students who have not received the approval of the superintendent or the superintendent's designee and who ride in private vehicles for school purposes.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8; 285; 321 (2005).  
281 I.A.C. 43.

Cross Reference: 401.6 Transporting of Students by Employees  
401.7 Employee Travel Compensation  
711 Transportation

Approved December 19, 2005

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

# IASB - SUGGESTED

Code No. 904.1

## TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent. Private vehicles will be used only when proof of insurance has been supplied to the superintendent and when the parents of the students to be transported have given written permission to the superintendent. The school district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for school purposes.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

***NOTE: There is no legal requirement that private drivers have written proof of insurance. The requirement is written into the policy as a protection for the school district. Prior to letting private drivers transport students, a school district may want to check with the school district's insurance carrier to determine its coverage in those instances.***

Legal Reference: Iowa Code §§ 279.8; 285; 321 (2011).  
281 I.A.C. 43.

Cross Reference: 401.6 Transporting of Students by Employees  
401.7 Employee Travel Compensation  
711 Transportation

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

**ADVERTISING AND PROMOTION**

The use of students, the school district name, or its buildings and sites for advertising and promoting products and/or services of entities and organizations operating for a profit is generally disallowed. The Directors may allow an exception when it is deemed in the best interest of the Red Oak Community School District. Nonprofit entities and organizations may be allowed to use students, the school district name, or its buildings and sites if the purpose is educationally related and prior approval has been obtained from the board.

Legal Reference: Iowa Code § 279.8 (2005).

Cross Reference: 504.5 Student Fund Raising  
904 Community Activities Involving Students

Approved December 19, 2005

Reviewed: 6-8-09

Revised: 6-8-09

**Red Oak Community School District**

# IASB - SUGGESTED

Code No. 904.2

## ADVERTISING AND PROMOTION

The use of students, the school district name, or its buildings and sites for advertising and promoting products and/or services of entities and organizations operating for a profit is not allowed except with prior board approval. Nonprofit entities and organizations may be allowed to use students, the school district name, or its buildings and sites if the purpose is educationally related and prior approval has been obtained from the board.

Legal Reference: Iowa Code § 279.8 (2011).

Cross Reference: 504.5 Student Fund Raising  
904 Community Activities Involving Students

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_



COMMUNITY USE OF SCHOOL FACILITIES: CONDITIONS, FEES

The board promotes the concept of school facilities serving as a center for community activities. Therefore, groups or organizations in the community will be allowed to use school facilities when the following conditions are met:

1. The use in no way interferes with the district's educational and activity programs.
2. The use is consistent with state law and conforms to district regulations.
3. The group or organization is responsible and will exercise care in the use of the facilities.
4. The activity is supervised by an adequate number of adult sponsors.
5. No alcoholic beverages or controlled substances are available or used on school grounds.
6. Red Oak Community School District buildings and campus facilities are tobacco free. The use of tobacco products (in any form) is prohibited. *nicotine*
7. The activity is confined to the area designated, and no school equipment or supplies are used except as approved in advance.
8. Any decorations or materials to be applied to the walls or floors must be approved in advance by the building principal.
9. Candles or other flammable materials shall be prohibited.
10. The activity is not a commercial profit-making venture by a taxable entity.
11. The use is not for private purpose or for personal gain.
12. A written application and agreement is executed, and approval is received in advance. A valid certificate of insurance is required.
13. Fees are paid in advance, if requested.
14. The group or organization shall be responsible for paying for any damage or destruction to the school facilities.
15. The group or organization shall indemnify and hold the district harmless from any claims or charges arising from the actions or inactions of the group or organization.

Application and Arrangements. A written application must be filled out by the group or organization and approval received through the business office, or through the athletic director for athletic facilities. The district reserves the right to withdraw approval.

Approved February 16, 1982      Reviewed December 19, 2005      Revised June 11, 1984; October 8, 1984; January 13, 1992; January 14, 1996; October 14, 1996; July 24, 2001, May 29, 2007, January 24, 2011

## COMMUNITY USE OF SCHOOL FACILITIES: CONDITIONS, FEES

Priority. Requests for use of school facilities for activities other than for the educational and activity program of the district (which shall always have precedence) shall receive priority scheduling as follows. Once an activity is scheduled, however, the district need not cancel the activity to make the facility available for a group with a higher priority.

1. **First Priority:** Meetings or activities for students, parents, and/or staff sponsored by recognized tax-exempt organizations which are affiliated with the district programs, such as:
  - Parent-Teacher Organizations
  - Booster Clubs
  - Red Oak Education Association for meetings of the local association only.
  - Red Oak Support Staff Association for meetings of the local association only.
  
2. **Second Priority:** Adult education programs and other programs or training activities sponsored by tax-supported organizations, such as:
  - Community College adult education classes
  - University/college educational programs
  - Green Valley Area Education Agency staff development activities
  - Law Enforcement Programs or Training sponsored at the City, County, or State Patrol levels, with a designated law enforcement official responsible for supervision
  - Armed Forces programs, other than recruitment or fundraising programs, that are open to the public and for which there is no admission charge
  
3. **Third Priority\*:** Educational and recreational programs which are sponsored by tax-exempt organizations, such as:
  - Staff recreational programs
  - City recreational programs
  - Church programs
  - Red Cross programs
  - Boy Scouts, Girl Scouts, Campfire Girls
  - Junior Achievement
  - Rotary
  - Jaycees
  - Meetings sponsored by governmental agencies to which the public is invited
  - Nonpublic schools for special purposes
  - Political meetings
  
4. **Fourth Priority:** Fund-raising activities and nonprofit making meetings and activities sponsored by commercial groups and parent-study groups sponsored by non-tax-exempt organizations.

Fees. Groups specified in the first priority are exempt from all rental and personnel fees. Groups specified in the second priority are exempt from all rental fees but will be charged for necessary personnel fees. Groups specified in the third and fourth priorities will be charged rental fees as set forth below and shall be charged for necessary personnel fees. Personnel fees include fees for the custodian(s), for food service workers if the kitchen is used, and for persons to operate public address systems, lighting, and special stage equipment. The rate shall be based on actual time required at that person's overtime rate.

## COMMUNITY USE OF SCHOOL FACILITIES: CONDITIONS, FEES

Rental Fees.

		Second Priority	Third Priority	Fourth Priority
a.	Junior High Auditorium		\$25.00	\$100.00
b.	Senior High Auditorium		\$25.00	\$100.00
c.	Elem./Junior High Gymnasium		\$25.00	\$100.00
d.	Senior High Gymnasium		\$25.00	\$100.00
e.	Media Center		\$25.00	\$100.00
f.	Elem./Junior High Cafeteria (including kitchen)		\$15.00 \$25.00	\$60.00 \$100.00
g.	Senior High Cafeteria		\$25.00	\$100.00
h.	Washington Intermediate Multi-Purpose Room		\$15.00	\$60.00
i.	General classrooms (all buildings)		\$5.00	\$20.00

\*No fees will be charged for use of classrooms for after-school use (Monday-Friday from 3:15 p.m. to 4:45 p.m., during the school year), by Third Priority Groups which provide adult supervised activities for Red Oak Community School students. These groups will be charged a custodial fee if clean-up is required or if a custodian must stay beyond normally scheduled hours.

Third Priority Groups shall be eligible for a reduced-rate for multiple use requests. These rates shall be determined by the administration.

Football Stadium/Track Use.

A. Groups shall be charged the following rental fees for use of limited facilities at the football stadium:

- Third Priority - \$25.00
- Fourth Priority - \$100.00

The following facilities are included in the above user fee as needed:

- Stadium parking facilities
- Parking lots
- Ticket stations
- Players' benches
- Restrooms

COMMUNITY USE OF SCHOOL FACILITIES: CONDITIONS, FEES

B. Groups shall be charged the following rental fees for use of extended facilities at the football stadium:

- Third Priority - \$50.00
- Fourth Priority - \$100.00

The following additional facilities are included in the above use fee as needed:

- Athletic field and track
- Sound system
- Locker & shower rooms
- Press box
- Lights

The following conditions shall apply in addition to the general conditions outlined in this policy:

1. Any use of the track or football field must be approved in advance.
2. All concession rights and privileges are reserved by the district.
3. If designated by the district, the organization shall insure that police protection is provided and shall pay all such costs.
4. If rehearsals are necessary, arrangements shall be determined by the athletic director.
5. If any platforms, stages, chairs or additional stage equipment are needed, they shall be provided by the organization. Installation must be approved by the athletic director.
6. The organization shall be required to provide public liability insurance naming the Red Oak Community School District as an "additional insured" through a company approved by the district with a minimum of \$50,000 property coverage.

The school district will sponsor education related organizations' use of the ICN upon approval of the superintendent or the superintendent's designee. Sponsored ICN user's mission must be consistent with the mission of the school district. Costs associated with the use of the ICN will be passed on by the school district to the sponsored user.

Authorized users of the ICN will ensure their use of the ICN is consistent with their written mission. The ICN will not be used for profit making ventures. Authorized users may not resell time on the ICN. Entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming must follow the state scheduling requirements. It is recommended that entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming, contact the school district's ICN scheduler's office to inform them of their needs.

COMMUNITY USE OF SCHOOL FACILITIES: CONDITIONS, FEES

It is the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The school district assumes no responsibility or liability for entities using the ICN classroom in violation of the law, the authorized user's mission or school district policy and its supporting administrative regulations. The school district reserves the right to charge all costs, including attorney fees, that may arise to the entity for the entity's failure to comply with the law or school district policy and its supporting administrative regulations.

Legal Reference: Iowa Code §§ 8D; 276; 278.1(4); 279.8; 288; 297.9-.11 (2005).  
~~751 I.A.C. 14.~~  
1982 Op. Att'y Gen. 561.  
1940 Op. Att'y Gen. 232.  
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

# IASB - SUGGESTED

Code No. 905.1

Page 1 of 2

## COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

School district facilities and equipment will be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" will include organizations, groups and individuals and their agents. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district facilities and equipment. The board reserves the right to deny use of the facilities and equipment to an entity. It is within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays.

Entities that wish to use school district facilities or equipment must apply at \_\_\_\_\_.  
It is the responsibility of the board secretary or superintendent to determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It is the responsibility of the superintendent and board secretary to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment.

Use of school district facilities and equipment by entities will be supervised by a school district employee unless special prior arrangements are made with the superintendent. The school district employee will not accept a fee from the entity using school district facilities and equipment. If appropriate, the school district employee may be paid by the school district.

Entities that use school district buildings, or equipment, or sites must leave the building or site in the same condition it was in prior to its use. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities or equipment in the future.

(The school district will sponsor education related organizations' use of the ICN upon approval of the superintendent.) Sponsored ICN user's mission must be consistent with the mission of the school district. Costs associated with the use of the ICN will be passed on by the school district to the sponsored user.

Authorized users of the ICN will ensure their use of the ICN is consistent with their written mission. The ICN will not be used for profit making ventures. Authorized users may not resell time on the ICN. Entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming must follow the state scheduling requirements. It is recommended that entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming, contact the school district's ICN scheduler's office to inform them of their needs.

It is the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The school district assumes no responsibility or liability for entities using the ICN classroom in violation of the law, the authorized user's mission or school district policy and its supporting administrative regulations. The school district reserves the right to charge all costs, including attorney fees, that may arise to the entity for the entity's failure to comply with the law or school district policy and its supporting administrative regulations.

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## COMMUNITY USE OF SCHOOL DISTRICT FACILITIES &amp; EQUIPMENT

The board may allow entities, such as the Boy and Girl Scouts and 4-H, to use the school district facilities and equipment without charge. While such entities may use the facilities and equipment without charge, they may be required to pay a custodial fee.

It is the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

*NOTE: This policy requires that all users of school district facilities provide proof of insurance. This is not a legal requirement. It is there for the protection of the school district. Prior to waiving insurance requirements for groups, a school district should check with its insurance carrier to clarify coverage.*

*This policy also addresses use of the school district's ICN classroom. The language the fifth paragraph addresses the school district's sponsorship of outside groups use of the ICN. Boards can limit their sponsorship if they choose. The language in the policy in parentheses is written to limit sponsorship to education-related groups but should be stricken and replaced with the appropriate language. The policy is also written to pass on the ICN costs to the sponsored group.*

*The language in the sixth paragraph represents mandatory policy language. The seventh paragraph is language that is recommended but is not mandatory. The supporting administrative regulations address matters specific to ICN classroom use for the board's consideration. The new ICN regulation is at 905.1R2.*

Legal Reference: Iowa Code §§ 8D; 123.46; 276; 278.1(4); 279.8; 297.9-.11 (2007).  
1982 Op. Att'y Gen. 561.  
1940 Op. Att'y Gen. 232.  
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

ICN ROOM USE REGULATION

The ICN is a statewide telecommunications network designed primarily to enhance learning opportunities for students, employees and board members. The school district recognizes that it is not the only authorized user of the ICN and other users will frequently be using the school district's ICN facilities. Sponsored and authorized users of the ICN must comply with state and federal law in using the ICN.

The ICN scheduler is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for the educational program are filed with ICN scheduler.

It is the responsibility of the entity using the ICN classroom to comply with the requirements of the law and school district policy and its supporting administrative regulations.

1. The ICN is a limited access network and sponsored or authorized users cannot use the system for profit making ventures.
2. The use must be consistent with the mission of the sponsored or authorized user.
3. Users cannot resell time on the ICN.
4. Sponsored and authorized users are responsible for compliance with the Americans with Disabilities Act and Iowa Civil Rights Act. Sponsored and authorized users are responsible for making the necessary accommodations and are responsible for obtaining and paying for needed interpreters or interpretive equipment.
5. Sponsored and authorized users are required to stay within the ICN classroom and use the most direct route to the ICN classroom. Other school district facilities, sites, areas in a the school district building or equipment are off limits to the authorized users.\*
6. The charge for use of the ICN room is \$12.50.
7. The ICN will be available Monday through Friday, 7:00 a.m. to 10:30 p.m. and Saturday, 8:00 a.m. to 4:00 p.m.
8. The sponsored or authorized user is responsible for all site and site usage charges.
9. A school district employee will be present in the school district facility while the ICN is in use outside of regular school hours.
10. Food and drink may be restricted in the ICN room.
11. First time use of the ICN will require prior training and should be organized through the school district ICN scheduler.

Approved December 19, 2005

Reviewed May 29, 2007

Revised \_\_\_\_\_



# IASB - SUGGESTED

Code No. 905.1R1

## COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT REGULATION

1. Alcoholic beverages will not be brought to or consumed on school grounds.
2. Smoking is prohibited in school district facilities and on school district grounds, including in private vehicles.
3. A school district employee must be present while the school district facility or equipment is being used by an entity.
4. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment to the condition it was in prior to its use, will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility, site, or equipment will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site, or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
6. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time will be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.

ICN ROOM USE REGULATION

12. Use or transmission of copyrighted material, without prior approval of the copyright holder, is strictly prohibited. Appropriate use of the copyrighted material is the responsibility of the sponsored or authorized user, not the school district.
13. The school district reserves the right to amend these rules as necessary to reflect the ICN's usage and changes at the state or federal level.
14. The school district reserves the right to charge all costs, including attorneys' fees, that may arise to the authorized user for the sponsored or authorized user's failure to comply with the law, board policy and administrative regulations.

# IASB - SUGGESTED

Code No. 905.1R2

Page 1 of 3

## COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT FEES SCHEDULE

### Rates for Use of Buildings and Sites

Elementary school gym (first two hours)	_____
Elementary school gym with kitchen (first two hours)	_____
Middle school gym (first two hours)	_____
Middle school kitchen and lunch room (two hours)	_____
High school gym (two hours)	_____
High school auditorium	_____
High school lunch room	_____
<i>[Add other items]</i>	_____

### Add to above:

For each additional hour or fraction thereof	_____
For providing chairs and/or tables for meetings	_____
Custodial charges	_____
<i>[Add other items]</i>	_____

ICN classroom per hour (maximum \$12.50 per hour)	_____
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In addition to paying the above fees, other than entities using the ICN classroom, each entity must make arrangements with the school district to have adequate custodial and supervisory services. Buildings will not be available unless a contract is signed by the entity and the school district well in advance of scheduled usage.

### Rates for Use of Equipment

VCR (one-half day)	_____
Overhead projector (one-half day)	_____
<i>[Add other items]</i>	_____

### Add to above:

For each additional hour or fraction thereof	_____
<i>[Add other items]</i>	_____

## ICN ROOM USE REGULATION

The ICN is a statewide telecommunications network designed primarily to enhance learning opportunities for students, employees and board members. The school district recognizes that it is not the only authorized user of the ICN and other users will frequently be using the school district's ICN facilities. Sponsored and authorized users of the ICN must comply with state and federal law in using the ICN.

(\_\_\_\_\_ title \_\_\_\_\_) is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for the educational program are filed with (\_\_\_\_\_ title \_\_\_\_\_).

It is the responsibility of the entity using the ICN classroom to comply with the requirements of the law and school district policy and its supporting administrative regulations.

1. The ICN is a limited access network and sponsored or authorized users cannot use the system for profit making ventures.
2. The use must be consistent with the mission of the sponsored or authorized user.
3. Users cannot resell time on the ICN.
4. Sponsored and authorized users are responsible for compliance with the Americans with Disabilities Act and Iowa Civil Rights Act. Sponsored and authorized users are responsible for making the necessary accommodations and are responsible for obtaining and paying for needed interpreters or interpretive equipment.
5. Sponsored and authorized users are required to stay within the ICN classroom and use the most direct route to the ICN classroom. Other school district facilities, sites, areas in the school district building or equipment are off limits to the authorized users.\*
6. The charge for use of the ICN room is \_\_\_\_\_. **(The maximum hourly rate school districts can charge for use of the facilities is \$12.50 per hour. This is for use of the room, not the ICN. This cost reimburses the school district for its administrative, custodial, etc. costs for the room's usage.)**
7. The ICN will be available \_\_\_\_\_. **(The minimum hours the facility must be available is Monday through Friday, 7:00 a.m. to 10:30 p.m. and Saturday, 8:00 a.m. to 4:00 p.m.)**
8. The sponsored or authorized user is responsible for all site and site usage charges.
9. A school district employee will be present in the school district facility while the ICN is in use.\*
10. Food and drink are not permitted in the ICN room.\*
11. First time use of the ICN will require prior training and should be organized through the school district ICN scheduler at \_\_\_\_\_.\*

### ICN ROOM USE REGULATION

12. Use or transmission of copyrighted material, without prior approval of the copyright holder, is strictly prohibited. Appropriate use of the copyrighted material is the responsibility of the sponsored or authorized user, not the school district.\*
13. The school district reserves the right to amend these rules as necessary to reflect the ICN's usage and changes at the state or federal level.\*
14. The school district reserves the right to charge all costs, including attorneys' fees, that may arise to the authorized user for the sponsored or authorized user's failure to comply with the law, board policy and administrative regulations.\*

\*Items with an asterisk are not legal requirements but are items that should be considered when writing an ICN room usage regulation.

# CURRENT

~~Code No. 905.2~~

## COMMUNITY USE OF SCHOOL EQUIPMENT

District equipment may be temporarily loaned to community groups under the following conditions:

- a. The use in no way interferes with the district's educational and activity program.
- b. The use is consistent with state law and conforms to district regulations.
- c. The use is consistent with the conditions or purposes for which the equipment was originally intended. For example, equipment designed for interior use will not be used in outdoor settings.
- d. Electrical equipment must be used in settings with adequate, appropriate, and properly installed electrical access.
- e. The group or organization is responsible and will exercise care in the use of the equipment.
- f. Properly trained individuals must operate equipment.
- g. The activity is supervised by an adequate number of adult sponsors.
- h. The activity is not a commercial profit-making venture by a taxable entity.
- i. The use is not for a private purpose or for personal gain.
- j. A written application and agreement is executed and approval is received in advance through the appropriate administrator.
- k. The group or organization shall be responsible for paying for any damage or destruction to the school equipment, up to and including replacement of equipment lost or damaged beyond repair.
- l. If it is determined that the use of school equipment by community groups or organizations could result in increased and unnecessary liability exposure for the district, the request will be denied.

Legal Reference: Iowa Code §§ 8D; 276; 278.1(4); 279.8; 288; 297.9-.11 (2005).  
751 I.A.C. 14.  
1982 Op. Att'y Gen. 561.  
1940 Op. Att'y Gen. 232.  
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

Approved February 16, 1982

Reviewed December 19, 2005

Revised June 11, 1984;  
January 13, 1992, May 29, 2007

## TOBACCO/NICOTINE-FREE ENVIRONMENT

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).

House File 2212, Iowa General Assembly (2008)  
Iowa Code §§ 142D; 279.8, .9; 297 (2011).

Cross Reference: 903.4 Public Conduct on School Premises  
905.1 Community Use of School District Buildings & Sites & Equipment

Approved October 29, 2013

Reviewed October 14, 2013

Revised October 14, 2013

# IASB - SUGGESTED

Code No. 905.2

## TOBACCO/NICOTINE-FREE ENVIRONMENT

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

*NOTE: According to Iowa law, all school grounds are smoke free. Boards have the authority to expand the policy to make the school facilities and grounds tobacco or nicotine free as well. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 22 #6-June 19, 2013 and Vol. 20 #5-July 28, 2008.*

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).  
House File 2212, Iowa General Assembly (2008)  
Iowa Code §§ 142D; 279.8, .9; 297 (2011).

Cross Reference: 903.4 Public Conduct on School Premises  
905.1 Community Use of School District Buildings & Sites & Equipment

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_



## Item 7.0 Reports

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

### 7.1 Administrative Reports

At publication time, no written reports or meeting summaries were ready to share with you.

### 7.2 Future Conferences, Workshops, Seminars

**The Red Oak Directors will host this meeting on Wednesday, February 5. Please advise if you can attend this function.**

#### **IASB 2014 District Meetings:**

##### **Coming Soon to a Town Near You**

**Come join us for an IASB District Meeting. We've changed the scheduling and the format to better focus on legislative issues during the legislative session and budgetary issues while you are planning your budgets.**

- **Hear from IASB's lobbyist who will join us via Skype from the Capitol. She'll share what issues are being discussed on the floor and what we can do to influence the outcome.**
  - **Learn what financial information you need to provide to your legislators and legislative leadership to help them make informed decisions about education funding.**
  - **Hear IASB school finance experts talk about how to plan for FY 2015 and FY 2016, as well as timely information on other school finance issues percolating at the Capitol.**
  - **Discover what you can do in your own community to connect with local legislators and become someone they rely on for information related to key education issues.**
  - **Gain insight about developing coalitions around your education issues – how to involve parents, business leaders, etc. in advocating for public education.**
- All meetings will run from 6-8:30 p.m. with registration beginning at 5:30 p.m. A light meal will be served.**

**District 7 – Feb. 5 – Red Oak**

### 7.3 Other Announcements – (to be reviewed as needed)