

## ***Red Oak Community School District***

***2011 North 8<sup>th</sup> Street  
Red Oak, Iowa 51566  
712.623.6600***

***www.redoakschooldistrict.com***

### **Regular Board of Directors Meeting**

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

Monday, September 8, 2014 – 6:00 pm

#### **- Agenda -**

- 1.0 Call to Order – Board of Directors President Lee Fellers
- 2.0 Roll Call – Board of Directors Secretary Shirley Maxwell
- 3.0 Approval of the Agenda – President Lee Fellers
- 4.0 Communications *1-3*
  - 4.1 Good News from Red Oak Schools
    - ★ Middle School Science Teacher Mary Carlson and the Summer Externship
  - 4.2 Visitors and Presentations
  - 4.3 Affirmations and Commendations
  - 4.4 Correspondence
- 5.0 Consent Agenda *4*
  - 5.1 Review and Approval of Minutes from August 25, 2014 *5-7*
  - 5.2 Review and Approval of Monthly Business Reports *8-10*
  - 5.3 Request for Early Graduation *11-13*
- 6.0 General Business for the Board of Directors
  - 6.1 Old Business
  - 6.2 New Business

Red Oak Community School District Board of Directors Meeting  
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- 6.2.1 Presentation by Attorney Greg Barntsen, Smith Peterson Law Firm, LLP  
Concerning Status Before the Iowa Public Information Board 14
- 6.2.2 Report Concerning the Red Oak Middle School Water Damage Restoration Project 15
- 6.2.3 Red Oak Middle School Re-Start and Implementation with a Guided Tour –  
Principal Nate Perrien and Others 16
- 6.2.4 School Business Manager Financial Updates and Request for Modified Allowable  
Growth and Supplemental Aid for the Special Education Deficit of FY 14 17-18
- 6.2.5 Consideration of a Red Oak CSD Voting Delegate for the 2014 Iowa Association of  
School Board Annual Delegate Assembly 19

7.0 Reports 20-23

- 7.1 Administrative
- 7.2 Future Conferences, Workshops, Seminars
- 7.3 Other Announcements

8.0 Next Regular Board of Directors Meeting: Monday, September 8, 2014  
(estimated at 8 pm)  
Sue Wagaman Board Room  
Red Oak CSD Administrative Center

9.0 Adjournment

**- Agenda for the New Board of Directors, FY 15 –  
Monday, September 8, 2014 – Estimated Begin Time of 8 pm**

- 1.0 Call to Order – Past President Lee Fellers (will preside until a new president is elected)
- 2.0 Roll Call – Board of Directors Secretary Shirley Maxwell
- 3.0 Election of Officers – Past President Lee Fellers

**3.1 Election of a president of the board.** The Past President calls for nominations; nominations need not be seconded. The board will then vote on the nominations. Following the election process, the new president will be sworn in.

Board Secretary Shirley Maxwell will administer the oath:

***"Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the office of President in the Red Oak Community School District as now and hereafter required by law?"***

Red Oak Community School District Board of Directors Meeting  
9.8.2014

**3.2 Election of a vice-president of the board.** The New President calls for nominations; nominations need not be seconded. The board will then vote on the nominations. Following the election process, the new vice president will be sworn in.

Board Secretary Shirley Maxwell will administer the oath:

*"Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the office of Vice President in the Red Oak Community School District as now and hereafter required by law?"*

4.0 Ordering and Approval of the Agenda – New Board President Elect

5.0 Consent Agenda – None

6.0 General Business for the Board of Directors

6.1 Old Business – None

6.2 New Business

6.2.1 Organizational Items for FY 15 *24-27*

6.2.2 Consideration of an Employment Contract for the Food Service Department *28-34*

6.2.3 Review and Discussion for a Special Work Session for District Goals and the Annual Performance Review of the Superintendent *35-37*

6.2.4 Review and Discussion for a Special District Finance Workshop and Consideration of the Workshop Facilitator *38*

7.0 Reports – None

8.0 Next Board of Directors Meeting: Regular Meeting:  
Monday, September 22, 2014 – 6 pm  
Sue Wagaman Board Room  
Red Oak CSD Administrative Center

Special Workshop:  
Board Goals Development and Annual  
Superintendent Performance Review  
(Date and time to be announced)

9.0 Adjournment

## Item 4.0 Communications

### **4.1 Good News from Red Oak Schools**

#### **★ Middle School Science Teacher Mary Carlson and the Summer Externship**

One of the exciting things happening for Red Oak teaching faculty is the opportunity to be involved with STEM activities provided throughout the State of Iowa and supported strongly by Governor Brandstad.

Veteran Instructor Mary Carlson had an exciting opportunity this past summer to complete what is called an “externship”. Enclosed is a letter sent to Principal Nate Perrien from the Governor’s STEM advisory council.

### **4.2 Visitors and Presentations**

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

### **4.3 Affirmations and Commendations**

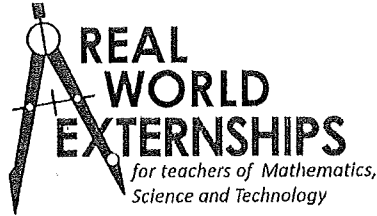
At various times it is important to recognize those who have gone “above and beyond” to assist, help, honor, or to facilitate success for learners. When these events take place it is appropriate to bring attention to the governing body.

### **4.4 Correspondence**

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



A program of the Iowa Governor's  
STEM Advisory Council.



*Bridging Iowa's business and  
education worlds to  
inspire youth*

August 20, 2014

Mr. Nate Perrien, Principal  
Red Oak Middle School  
308 Corning Street  
Red Oak, IA 51566

Dear Principal Perrien,

This summer, your science teacher, Mary Carlson, invested well over 200 hours of professional growth this summer as a participant in *Real World Externships for teachers of mathematics, science and technology*. Mary spent approximately six weeks full time on site at Iowa DNR contributing authentically to operations and gleaned ideas for classroom applications of both content and 21<sup>st</sup> century skills of the Iowa Core. We were honored to have Mary participate in the program and hope to continue the momentum into the school year. Your awareness and support will be critical to that end.

All business and agency hosts to this summer's 54 Teacher-Externs across Iowa were equally impressed with the professionalism and competence of their teachers. You would be proud to know of the contribution of your teacher and classroom ideas gleaned from the experience. Please see the included Project Based Learning idea Mary created during the Externship.

When teachers emerge from this program, we have found they possess unique insights about teaching when it comes to career awareness, employability skills and modern applications of their content to the workplace in Iowa. **To help spread the impact, we request that you provide a venue such as a faculty meeting or professional development session by which Mary may share the experience with colleagues.**

You may learn more about this inter-connecting program that links Iowa's public and private sectors to education by going to [www.iowaSTEM.gov/Externships](http://www.iowaSTEM.gov/Externships). We welcome your feedback and promotion of the program to your mathematics, science and technology teachers.

Sincerely,

Jeffrey D. Weld, Ph.D.  
Executive Director, Governor's STEM Advisory Council

# Are you sure you want to eat that?



Mary Carlson

Red Oak Middle School

carlsonm@roschools.com

<http://summer14externship.wordpress.com/>

2014 extern at Iowa DNR Fisheries –  
Lewis, Iowa

## Summary:

Students brainstorm and research what affects the safety of the water (water quality, invasive species, aquatic plants, agricultural run-off, pollution). Groups then present their findings to experts from DNR Fisheries.

## Driving/Essential Question(s):

Offer a fish dinner: Are you sure you want to eat that?

What effects the safety of what is in the water? How can we help?

## Targeted Standards and/or Skills:

### Content standards:

- Understand and apply knowledge of the structure and processes of the earth system and the processes that change the earth and its surface.
- Understand and apply knowledge of the water cycle, including consideration of events that impact groundwater quality.

### The 21st Century Skills:

- Communicate and work productively with others, considering different perspectives, and cultural views to increase the quality of work;
- Adapts and adjusts to various roles and responsibilities in an environment of change;
- Demonstrate leadership, integrity, ethical behavior, and social responsibility in all environments;
- Collaborate with peers, experts, and others using interactive technology; Use critical thinking skills to conduct research, solve problems, and make informed decisions using appropriate technological tools and resources;
- Apply critical literacy/thinking skills related to personal, family and community wellness.

## Procedures:

The students will brainstorm reasons that might effect the safety of eating fish. I will break the students into groups to research these areas. The culminating activity would be a Water Quality Day that would have a guest of hosts with different activities that center around the safety of our water. Our water quality day held at Anderson Conservation Area would have a time for the students to present their research to our guest experts from the DNR Fisheries. A rubric will be used to assess their research.

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 August 25, 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 enclosed for review and approval. Last minute bills could be found at the table. 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. Please call ahead of the regular meeting if you need more information.

**5.3 Request for Early Graduation**

Enclosed is a request from Senior Student Chloe Taylor requesting early graduation. As the Directors are familiar with Ms. Taylor's goals and plans, it is suggested the Directors affirm the decision to allow early graduation even though it is past the deadline for the normal approval process.

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

- Minutes from August 25, 2014
- Monthly business reports as presented
- Approval of an early graduation request for Chloe Taylor

**RED OAK COMMUNITY SCHOOL DISTRICT**

**Meeting of the Board of Directors**

Meeting Location: Sue Wagaman Board Room, Red Oak CSD Administrative Center  
Red Oak Technology Center-Red Oak High School Campus  
August 25, 2014

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

**PRESENT:**

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

**APPROVAL OF AGENDA**

Motion was made by Director Drey with a second by Director Griffen to approve the agenda as presented with the exception of Education Service Agreement from Iowa Lakes Community College with the order of agenda items at the discretion of the board president. Motion carried unanimously.

**AFFIRMATIONS AND COMMENDATIONS**

Thank you to: Assistant Principal and Activities Director Barry Bower, Tag-a-Long Organization, Kent Marsden, President, KCSI/KOAK Radio, and the Red Oak Express for making the community pep rally a success.

**GOOD NEWS**

The following students were recognized for their outstanding achievements:

Kate Walker, KMA Female Athlete of the Year, Division I Scholarship at Bucknell University  
Hayden Berry, Red Oak Express Male Athlete of the Year

**CONSENT AGENDA:**

Motion was made by Director Drey with a second by Director Griffen to approve the consent agenda as presented with the exception of item 5.3, Requests for Early Graduation and 5.4, Agreement with Iowa Lakes Community College.

- o Review and Approval of Minutes from August 11, 2014
- o Review and Approval of Monthly Business Reports
- o Education Service Agreement with Woodward-Granger Community School District

Motion carried unanimously.

Motion was made by Director Drey with a second by Director Walker to approve the Requests for Early Graduation as presented. Motion carried unanimously.

**REQUEST FROM WASHINGTON INTERMEDIATE FOR OVERNIGHT TRAVEL TO SPRINGBROOK STATE PARK**

Motion was made by Director Drey with a second by Director Walker to approve the overnight travel request for Washington Intermediate to travel to Springbrook State Park, Guthrie Center, on September 11 and 12, 2014. Motion carried unanimously.

**PERSONNEL: RESIGNATION FROM CHEERLEADER SPONSOR**

Motion by Director Drey with a second by Director Griffen to accept with regrets the resignation of Cheri McFarland as cheerleading sponsor at the end of the 2014 football season. Motion carried unanimously.



## **8.25.14 Board Minutes Continued**

### **MONTGOMERY COUNTY HAZARD MITIGATION PLAN**

Brian Hamman has been working with Maintenance & Operations Staff Carlos Guerra and Mindy Riibe to develop agreements for a Hazard Mitigation Plan for Montgomery County. Mr. Hamman suggested the school district consider building a "safe room" in future facilities. Motion was made by Director Griffen with a second by Director Drey to approve the Montgomery County Hazard Mitigation Plan as presented. Motion carried unanimously.

### **MAINTENANCE & OPERATIONS DEPARTMENT REVIEW**

Director Guerra and Mindy Riibe presented a review of the work of the department.

### **CONSIDERATION OF BIDS FOR BLEACHER ALTERATIONS FOR AMERICANS WITH DISABILITIES ACT**

Motion was made by Director Drey with a second by Director Griffen to approve the quote from Seating and Athletic Facility Enterprises, LLC for a wheel chair accessible ramp and spaces to be added to the football stadium bleachers at a cost of \$19,768.00. The directors are requesting a U-shaped ramp. The description of the project is 40' of wheel chair ramp (U-shaped) with one 5' landing in the run. Six wheel chair spaces will be located along the front row of the existing grandstand. Motion carried unanimously.

### **PERSONNEL REORGANIZATION FOR THE MAINTENANCE AND TRANSPORTATION DEPARTMENTS**

Motion was made by Director Drey with a second by Director Hayes to approve the personnel reorganization plan for the departments of maintenance and transportation. Motion carried unanimously.

### **CONSIDERATION OF A PERMANENT DIRECTOR POSITION FOR THE COMBINED MAINTENANCE, OPERATIONS, AND TRANSPORTATION DEPARTMENTS AND A RECOMMENDATION FOR EMPLOYMENT CONCERNING A BUS DRIVER VACANCY**

Motion was made by Director Drey with a second by Director Hayes to approve Carlos Guerra as Director of Operations for Maintenance/Transportation with a salary of \$63,419 for one year. Motion carried unanimously.

Motion was made by Director Drey with a second by Director Hayes to approve a 1.0 FTE contract for Mindy Riibe at a wage of \$10.41. Motion carried unanimously.

Motion was made by Director Drey with a second by Director Walker to approve a 1.0 FTE contract for Jerry Miller as bus driver contingent on a successful thirty day probationary period. Motion carried unanimously.

### **OPENING OF SCHOOLS REPORTS FROM SCHOOL ADMINISTRATORS ALLENSWORTH, SIMS, PERRIEN, SPOTTS AND BOWER**

School Administrators Jeff Spotts, Barry Bower, Nate Perrien, Barb Sims and Gayle Allensworth presented a combined power point report on the beginning of school year activities.

### **2014 ACT TEST REPORT, REVIEW AND PRESENTATION PLANNING**

Results of the 2014 ACT test were presented to the directors. Follow up reports will be provided at future meetings.

### **RECOMMENDATIONS FOR VACANCIES: MIDDLE SCHOOL FOOTBALL COACH AND MIDDLE SCHOOL STUDENT COUNCIL SPONSORS**

Motion was made by Director Drey with a second by Director Walker to approve a contract for Dan Pollock as Red Oak Middle School football coach for the 2014 season. Motion carried unanimously.

Motion was made by Director Griffen with a second by Director Drey to approve Kelsey Mangold and Michael Moran as co-sponsors for the Red Oak Middle School student council for the 2014-2015 school year.

Motion carried unanimously.

## 8.25.14 Board Minutes Continued

### **PLANNING UPDATE FOR THE AUGUST 26 COMMUNITY ENGAGEMENT SESSION**

Director Fellers updated the directors on the August 26 Community Engagement Session that will be held at 6:30 p.m. at the Inman Primary gymnasium. The evening will begin at 6:00 p.m. with an ice cream social followed at 6:30 with the engagement session. A presentation will be given showing the work that has been done by the Facilities Team. The public will have the opportunity to give their input and ask questions.

### **FUTURE CONFERENCES**

On Tuesday, September 2<sup>nd</sup>, IASB will hold a question answer session on "How Sunny Is It? An Open Meetings/Public Records Q&A." IASB will be hosting the Employee Relations Conference on September 17, 2014 at The Meadows Conference Center in Altoona. The 69<sup>th</sup> Annual IASB Delegate Assembly & Convention will be held in Des Moines, November 19-21, 2014.

### **ADJOURNMENT**

Motion was made by Director Walker with a second by Director Drey to adjourn the meeting at 9:07 p.m. The next regular board meeting will be held on Monday, September 8, 2014 at 6:00 p.m. in the Sue Wagaman Board Room, Administrative Center in the Technology Building. Motion carried unanimously.

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Lee Fellers, Board President

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Shirley Maxwell, Board Secretary

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
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Vendor Name FIRST BANKCARD		<u>34.39</u>
GREEN HILLS AEA	08132014	125.00
10 0010 2310 000 0000 320	SUPT ASSOC. DUES	125.00
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10 3230 2600 000 0000 622	KWH 33900	2,865.50
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10 1911 2600 000 0000 622	KWH 843	98.72
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10 1911 2600 000 0000 622	KWH 463	68.14
10 1912 2600 000 0000 621	THERMS 5	15.53
10 1912 2600 000 0000 622	KWH 1378	147.61
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SOLUTION TREE	802408	629.00

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SOLUTION TREE	802416	629.00
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SOLUTION TREE	802417	629.00
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21 0010 1400 920 6815 340	6 MONTH WEBSITE MEMBERSHIP FEE	99.99
Vendor Name FIRST BANKCARD		<u>589.59</u>
IHSADA	09022014	65.00
21 0010 1400 920 6600 320	YEARLY MEMBERSHIP FEE	65.00
Vendor Name IHSADA		<u>65.00</u>
NORDHUES, TOM	09022014	80.00
21 0010 1400 920 6720 320	OFFICIAL	80.00
Vendor Name NORDHUES, TOM		<u>80.00</u>
WRIGHT, TOM	09022014	80.00
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Checking Account ID 3		<u>1,114.59</u>

**Red Oak Community High School  
Early Graduation Request**

Name Chloe Daylan Year 2014

Date of Parent Meeting With School Counselor: February 2014

**Reason for Request of Early Graduation:**

(Please indicate the specific reason you wish to graduate early and how this will fit in to your college or career plans.)

*This student is requesting early graduation because she will have met all of the requirements for graduation and she will be able to take school courses that would allow her to graduate early. She is planning to attend college and will be able to take courses that would allow her to graduate early.*

Number of credits currently earned: 45.5

Number of credits still needed to meet graduation requirements: 6.5

**Required classes I must complete to graduate:**

1. Gov't / College Gov't
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

*see back*

**List the courses you are planning to take during the school year that you are requesting 1<sup>st</sup> Semester:**

1. College intro to Sociology
  2. College Myth & Biblical Lit.
  3. Studio Art
  4. College Am. gov't
  5. College Statistics
  6. Digital Media Arts
  7. Varsity Choir
  8. College Fundamentals of Oral Commun.
- Food Choices.

Student Signature Chloe Daylan

Parent Signature Denise Daylan

Approved X Disapproved \_\_\_\_\_

Principal Signature Jeff Spotts  
Reason: \_\_\_\_\_

1 I will be majoring in after graduation, so performing well on school is important for my future career.

2 I believe that I will be attending a Christian college, so going on a missions trip will be beneficial as well.

3 I will be going for about 4 years for college, so going across the world for a few months will help me see if I am comfortable doing such things and if I am willing to spend 4 years of time.

## Chloe Taylor Early Graduation Request

### Reason for Request for Early Graduation:

(Please indicate the specific reason you wish to graduate early and how this will fit in to your college or career plans.)

My reason for graduating early is that by then I will have met all of the requirements for graduation and there aren't any other high school classes that would prepare me for my career. Instead, during the second semester I will go on a missions trip which has a performing arts focus. This fits in my college career plans for three reasons.

- 1.) I will be majoring in film production, so performing arts are relevant for my future career.
- 2.) The college that I will be attending is a Christian college so going on a missions trip will be beneficial as well.
- 3.) I will be going far away from home for college, so going across the world for a few months will help me see if I am comfortable being away from home for a long period of time.



Item 6.2.1 Presentation by Attorney Greg Barntsen, Smith Peterson Law Firm, LLP  
Concerning Status Before the Iowa Public Information Board

**Background Information:** This evening Mr. Greg Barntsen of the Smith Peterson Law Firm in Council Bluffs joins the meeting to deliver an update concerning a complaint filed by Margaret Stoldorf of Red Oak to the Iowa Public Information Board. The Smith Peterson Law Firm has been retained by the district's insurance company (EMC) to represent the district in this matter.

The Iowa Public Information Board has chosen to resolve the complaint through the process called "informal resolution". Attorney Barntsen will explain that process. Attorney Barntsen may want to review with the Directors any tentative language that could assist the process of informal resolution.

Please allow Mr. Barntsen the necessary time to review this case; to review the work that has been done; and to provide the Directors any suggested direction that could help the district reach closure.

**Suggested Board Action:** (to be determined)

Item 6.2.2 Report Concerning the Red Oak Middle School Water Damage  
Restoration Project

**Background Information:** A review, discussion, and update is needed this evening concerning the water damage that occurred the weekend of Aug 30 to Sept 1. Not every detail will be reviewed but a general assessment of building damage and the remediation is given. The greatest concern this evening will be information shared by Electrical Contractor Dan Dougherty of O'Neal Electric and Electrical Engineer Kristopher Kunze of KCL Engineering in West Des Moines. Estes Construction Engineer Paul Neuharth will also join the meeting either in person or via conference call to provide additional information.

Maintenance & Operations Director Carlos Guerra with Principal Nate Perrien will review the following efforts:

- Water damage clean up, environmental mitigation by Advanced Services Restoration
- Room damage and fixture damage repairs by Sellers Construction of Red Oak
- Reports and updates for the electrical work

This evening the Directors should use this time to learn as much about all aspects of the remediation work and direct district staff to provide additional information as desired.

Additional information could be provided by any representative of the Employers Mutual Company who may be in attendance.

**Suggested Board Action:** (to be determined)

Item 6.2.3 Red Oak Middle School Re-Start and Implementation with a Guided Tour –  
Principal Nate Perrien and Others

**Background Information:** Nate Perrien and other support colleagues will highlight for the Directors information about:

- ✓ The outcomes of Re-Start Day One – areas of success, areas needing improvement, leadership concerns
- ✓ A review of what changes were made that affect a student's academic day
- ✓ Professional staff concerns, parent concerns, and community needs
- ✓ Effects pro / con for the middle level activities program

At the conclusion of this presentation topic, Principal Perrien along with M & O Director Carlos Guerra will guide the board on a tour of the technology center classrooms and will show as needed those parts of the ROHS building that are now shared.

**Suggested Board Action:** (to be determined)

Item 6.2.4 School Business Manager Financial Updates and Request for Modified Allowable Growth and Supplemental Aid for the Special Education Deficit of FY 14

**Background Information:** Shirley Maxwell will review the following items for the Directors:

- The current headcount in all district attendance centers effective this date (enclosed is the report submitted one week ago by the schools)
- Completion of the annual school audit and preliminary findings
- A review of deductible requirements for property insurance policies
- Modified Allowable Growth Approval (due to the special education fund deficit for FY 14)

**Suggested Board Action:** It is recommended the Directors authorize the school business manager to submit a "Request for Modified Allowable Growth and Supplemental Aid" for the special education deficit.

**Suggested Board Action:**

<b>In District Enrollment</b>					
Enrollment Date:	Fiscal year 2013-2014	Aug 18 '14	Aug 25 '14	Sep 2 '14	Sep 8 '14
<b>GRAND TOTAL</b>	<b>1145</b>	<b>1110</b>	<b>1108</b>	<b>1105</b>	<b>0</b>
Preschools					
Preschool-IPS SPED	23	13	13	13	
Right Start	15	15	15	14	
Head Start	20	20	20	20	
Kaleidoscope	39	29	29	30	
TOTAL	97	77	77	77	0
Inman Primary					
Gr. K	89	93	92	93	
Gr. 1	96	71	73	72	
Gr. 2	87	97	97	98	
Gr. 3	81	83	83	82	
TOTAL	353	344	345	345	0
Washington Intermediate					
Gr. 4	87	76	77	77	
Gr. 5	87	84	84	84	
TOTAL	174	160	161	161	0
Middle School					
Gr. 6	85	77	77	77	
Gr. 7	93	85	84	84	
Gr. 8	87	93	93	93	
TOTAL	265	255	254	254	0
High School					
Gr. 9	94	87	86	85	
Gr. 10	80	99	100	100	
Gr. 11	81	85	83	84	
Gr. 12	98	80	79	76	
Alternative School *included above		12	13	15	
TOTAL	353	351	348	345	0
Shared Ed Program					
Ag Ed Classes		23	23	23	
Industrial Tech Classes		10	10	10	
Virtual Technology Classes					
Work Study Program					
TOTAL	0		33	33	0
Total of KDG through Grade 12	1145	1110	1108	1105	0

Item 6.2.5 Consideration of a Red Oak CSD Voting Delegate for the 2014 Iowa Association of School Board's Annual Delegate Assembly

**Background Information:** The Directors should consider the appointment of a voting delegate for the 2014 Iowa Association of School Boards Delegate Assembly. IASB bylaws give each member school board a delegate who casts the district's votes on issues before the Delegate Assembly. By appointing a delegate, the board provides input on IASB's legislative platform and priorities to help influence legislators and the governor.

The Delegate Assembly takes place on Wednesday, November 19 at 9 am.

**Suggested Board Action:** (to be determined)

## Item 7.0 Reports

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

### **7.1 Administrative Reports**

#### **7.1.1 Update from ROHS, Administrators Jeff Spotts and Barry Bower**

Enclosed is an update that Jeff will review with you. Changes were required in the online French II classes. Please allow a few minutes for this update.

#### **7.1.2 Update from Washington Intermediate School – Principal Barb Sims**

Enclosed is the report.

### **7.2 Future Conferences, Workshops, Seminars**

Employee Relations Conference

Sept 17, 2014 at The Meadows Conference Center in Altoona.

Board of Directors Work Session: Wednesday, \*\*\*September 17, 2014 – 6 pm

Re: Goals assessment and superintendent's performance review

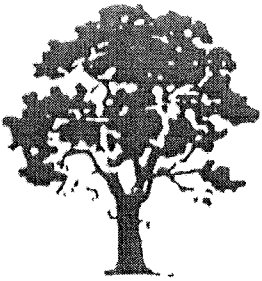
\*\*\* This date needs discussion as it may not work for all Directors, Lee Fellers will advise

69th Annual IASB Delegate Assembly & Convention, Des Moines

Nov. 19-21, 2014

### **7.3 Other Announcements**

(to be provided as needed)



**Red Oak Community School District**

**2011 N. 8<sup>th</sup> Street**

**Red Oak, Iowa 51566**

**(712) 623-6600**

**www.redoakschooldistrict.com**

9.5.2014

To: Board of Directors  
From: Jeff Spotts: High School Principal  
Subject: French II Class Change

\*\*\*\*\*

It is recommended that the Iowa Online course provided for students seeking to meet the minimum requirement of two years of foreign language at the high school level for college entrance be changed to meet the needs of our current students. It was noted by supervising instructor Ms. Gisele Sogas that the current online course was not meeting the needs of the students signed up to take the course and that their current skill level of French was below the standards being used by Iowa Online. It was her expert opinion since she is fluent in French as well as Spanish that her students would benefit more from direct face to face classroom instruction. In speaking with Mr. Schmidt and Mr. Brabec we devised several options that included termination of the class, switching the class to Spanish I or to ask Ms. Sogas if she would be willing to get licensure to teach French. In discussion we determined the best outcome for our students would be to seek licensure for Ms. Sogas. In conversation with Ms. Sogas she concluded that the plan to seek licensure would be in the best interest for her students. Mr. Schmidt has made contact with Dr. Mary Lou Nosco of the Board of Educational Examiners to hold a phone conference on September 5, 2014 to determine what measures need to be taken for Ms. Sogas to get a temporary class B license that would allow her to teach French at the High School level. When the conference is completed and the steps are taken to obtain the license Ms. Sogas will begin teaching French II for the remainder of the 2014-2015 school year. This move will allow our French I students from last year to obtain the minimum two year language requirement for college entrance.

Sincerely,

Jeff Spotts



# Memo

**To:** Board of Directors  
**From:** Barbara Sims  
**cc:** Superintendent of Schools, Terry Schmidt  
**Date:** September 4, 2014  
**Re:** Monthly Update

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## **Academic Progress toward Our Goals:**

Students have been working hard in classrooms with math and reading assessments. We have purchased the program AIMSweb for use as a universal screener, and Mrs. Deter and Mr. Hardy have been to one day of training through the AEA to help us learn the program to use with our students, and also learn interventions to use that work the best in literacy. They have reported that it was an excellent day spent learning. Students have also been getting used to having math work to take home each night and getting used to being back in school and focusing their attention for longer periods of time. The first month in math has mostly been reviewing and remembering.

Test Prep: We did spend part of our PD time looking at the math standards that are tested on ACT. We were surprised to see that the lower leveled questions on the test were actually skills learned in 4<sup>th</sup> – 5<sup>th</sup> grades and below. We agreed this is a district issue and not the High School's alone. We are also building stamina practice packets for our students to build their ability to work and concentrate for a full 30 minutes on reading and answering questions. We are working with reading texts from a program we subscribe to called Reading A-Z, and materials purchased to practice for testing.

Springbrook – we have spent some time preparing students in 5<sup>th</sup> grade for the big adventure to Springbrook. It really helps to “upload” the students with expectations and some general knowledge and what to look for and learn before they go. Typically, Red Oak has a great reputation for well behaved, polite, and knowledgeable students. They make us all proud. We can't wait to come back and have them tell you what they did while they were there.

## **Building Climate and At-Risk:**

The counselor has been working to get to know our students and start Character Building in our school. We have one student who is collecting used bags to give to the homeless in the Omaha area with her grandparents. We have three more young students who came to me and want to organize a No Bullying campaign on Oct. 9<sup>th</sup> - wear Orange for Bully Free – and they are putting together a bulletin board for us in the hallway.

We are also working with Mr. Funderman on attendance. We are challenging each other as a class with the highest accumulative attendance rate. Mr. Haufle is winning so far with 99% with Mrs. Cockburn on his heels with 98%. We are also starting a program of monthly "dog tags" for perfect attendance for the month for those students who reach that goal – thanks to Mr. Funderman and the donations he has received to help with motivating students to come to school.

The students have been keeping track of the garden. They have picked the cauliflower and ate it one day at lunch. They have picked the cherry tomatoes twice and one green pepper for lunch. We are getting ready to plant more for a fall garden of a variety of lettuce.

### **Technology:**

This has been the smoothest start to any year with technology being used by students. Teachers helped to come up with a plan to improve our Clarity scores, and have students using technology in the classrooms. Mrs. Petersen has been in the classrooms working with students, and the AEA has been in the building working with Mrs. Deter using the robots with her students. Technology is a great motivator for our students!

Item 6.2.1 Organizational Items for FY 15

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

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

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

**District Homeless Liaison Officer**

It is recommended that High School Guidance Officer John Brabec with assistance from support staff Karla Wood and Crystal Berkey be appointed to do liaison work with the district's Homeless Liaison for the 2014 – 2015 organizational year.

**District Truancy Officers**

Suggested: Appoint all building administrators as truancy officers for the 2014 - 2015 school year with assistance from Student Support Coordinator Theo Fundermann.

**Level I and Level II Investigators**

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

**District Asbestos Coordinator**

Suggested: Appoint Maintenance Director Carlos Guerra as the district's asbestos coordinator.

**Board Secretary**

Suggested: Appoint Business Manager Shirley Maxwell as the Board Secretary and Assistant Board Secretaries Karla Wood and Jeanice Lester.

**District Registrar**

Suggested: Appoint Administrative Center Assistant Karla Wood.

**Financial Depositories**

Suggested: Approve the following financial institutions as depositories and deposit maximum amounts for FY 15:

Bank Iowa	1805 N. Broadway, Red Oak	\$5,000,000
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Item 6.2.1 – continued

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

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

### **Official School District Newspaper**

Suggested: Name the Red Oak Express as the district's official newspaper for FY 15

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

Suggested: Appoint the Swanson Law Firm of Red Oak and Rick Engel of Des Moines as legal counsel for FY 15.

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

All meetings would begin at 6 pm unless otherwise noted.

September 8 Annual meeting, Reorganization Meeting, Election of Officers

September \*17 Annual Goal Setting Work Session – time to be announced

\* Date may be changed

September 22 Regular meeting

October 13 Regular meeting

October 27 Regular meeting

November 10 Regular meeting

November 24 Annual School Finance Workshop – \*5 pm to 7 pm

\*time considered tentative

December 15 Regular meeting

January 12 Regular meeting

January 26 Regular meeting

February 9 Regular meeting

February 23 Regular meeting

March 9 Regular meeting

March 23 Regular meeting (if needed) (spring break is 3.16 to 3.20)

April 13 Regular meeting and School Budget Hearing

Item 6.2.1 – continued

April 27	Regular meeting
May 11	Regular meeting
June 8	Regular meeting
June 22	Regular meeting
July 13	Regular meeting
July 27	Regular meeting (if needed)
August 10	Regular meeting
August 24	Regular meeting

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

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

(Paul Griffen and Kathy Walker)

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

(Lee Fellers and Bill Drey)

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

(Lee Fellers)

**School Improvement Advisory Committee Board Representative**

(Kathy Walker)

**Red Oak District Policy Committee**

(Kathy Walker and Warren Hayes)

**Red Oak District Facilities Committee**

(Lee Fellers and Paul Griffen)

**Red Oak District Calendar Committee**

(Bill Drey)

**Red Oak Technology Committee**

(Warren Hayes)

Item 6.2.1 – continued

**Red Oak Curriculum Council**

(Kathy Walker)

**Montgomery County Conference Board**

(Lee Fellers)

**SUGGESTED BOARD ACTION:** It is recommended the Directors approve the organizational items for FY 15 if acceptable as presented.

Item 6.2.2 Consideration of an Employment Contract for the Food Service Department

**Background Information:** Due to the resignation of Pam Nelson from the Food Service Department, Director Sharon Foote recruited applicants and has provided a recommendation (enclosed) to employ Amor Ramirez as a replacement.

Enclosed is the employment application for Amor Ramirez.

**Suggested Board Action:** It is recommended the Directors approve an employment contract for Amor Ramirez to be compensated at \$8.60 per hour as per the wage scale guidelines found in the master contract.

RECEIVED  
AUG 22 2014

BY:.....

TO: ROCSD Board of Directors  
Terry Schmidt, Superintendent  
FROM: Sharon Foote, Food Service Director  
DATE: Aug 22 2014  
RE: Cafeteria Position for the 2014-2015 School Year

Since the resignation of Pam Nelson, I would like to recommend to the Board that Amor Ramirez be assigned to the Inman Cafeteria Staff, as cook; with the responsibilities is cook/server for the 2014-15 school years. Amor would be required to work 7 hours/day. She has already been a sub for us 2013-2014 school years

Sharon Foote  
Food Service Director



**Red Oak Community Schools**  
 2011 N 8th Street  
 Red Oak IA 51566  
**Application for Employment**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(Please Print)

Position(s) Applied For <u>Kitchen</u>	Date of Application <u>12-4-13</u>
How did you learn about us?	
Advertisement	<input checked="" type="radio"/> Friend
Employment Agency	<input type="radio"/> Walk-in
	<input type="radio"/> Relative
	Other _____

Last Name <u>Ibarra</u>	First Name <u>Amor</u>	Middle Name
Address <u>510 N 5th St.</u>		City/State/Zip Code <u>Red Oak, IA 51566</u>
Telephone Number <u>(712-370-2307)</u>		

- If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes  No
- Have you ever filed an application with us before? Yes  No
- Have you ever been employed by us before? Yes  No
- Are you currently employed? Yes  No
- May we contact your present employer?  Yes  No
- Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
*Proof of citizenship or immigration status will be required upon employment.* Yes  No
- On what date would you be available for work? anytime
- Are you available to work:  Full Time  Part Time  Shift Work  Temporary
- Are you currently on "lay-off" status and subject to recall? Yes  No
- Can you travel if a job requires it? Yes  No
- Have you been convicted of a felony within the last 7 years?  
*Conviction will not necessarily disqualify an applicant for employment.* Yes  No

If yes, please explain

## Education

	Name and address Of School	Course of Study	Years Completed	Diploma Received
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read, and/or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.

Describe any job-related training received in the United States military.

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1

Employer	Dates From	Employed To	Work Performed
Hog Haven	2009	2013	
Address			
Telephone Number(s)			
Job Title	Supervisor	Salary Starting	Salary Final
Reason for Leaving	work was done		

2

Employer	Dates From	Employed To	Work Performed
Address			
Telephone Number(s)			
Job Title	Supervisor	Salary Starting	Salary Final
Reason for Leaving			

3

Employer	Dates From	Employed To	Work Performed
Address			
Telephone Number(s)			
Job Title	Supervisor	Salary Starting	Salary Final
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.  
 You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

# Additional Information

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

### Specialized Skills

Check Skills/Equipment Operated

Computer

Typewriter

Other Skills/Equipment Operated

Copy Machine

Microsoft Word

Fax Machine

Microsoft Excel

Calculator

Microsoft Power Point

State any additional information you feel may be helpful to us in considering your application.

**Note to Applicant: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING:**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?

Yes

No

## References

1.	Name	Phone #
	Address	
2.	Name	Phone #
	Address	
3.	Name	Phone #
	Address	

## Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In even of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Ma Amor Tbarra R.  
Signature of Applicant

\_\_\_\_\_  
Date

### FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview      Yes      No

Remarks

Employed      Yes      No      Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/  
Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_  
Name and Title

Notes

Item 6.2.3 Review and Discussion for a Special Work Session for District Goals and the Annual Performance Review of the Superintendent

**Background Information:** The Directors have tentatively set Wednesday, September 17 as the special work session date. On this date at least two and maybe three Directors are attending the annual Employee Relations Conference in Altoona plus one Director has a personal date conflict and cannot attend on the 17<sup>th</sup>.

Enclosed in this study packet are calendar sheets for September and October. Perhaps another date would work best for everyone?

**Suggested Board Action:** (to be determined)

# September 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 No School-Labor Day	2 FB JV Clarinda Here 6:00 p.m.	3 2 Hour Early Release Prof Dev	4 VB HS Kuemper Here 5:45/7:30 p.m.	5 FB V Riverside Here 7:00 p.m.	6 VB JV @ Shenandoah Tournament 8:30 a.m. CC @ Abe Lincoln 9:00 a.m.
7	8 FB JV Lewis Central Here 4:30 p.m. School Board Meeting 6:00 p.m. Music Boosters Meeting 7:00 p.m. HS Band Room	9 VB MS Clarinda Here 4:00 p.m. CC MS/HS @ Clarinda 4:30 p.m. VB @ Glenwood 5:45/7:30 p.m. PTO Meeting 5:15 p.m. IPS	10 2 Hour Early Release Prof Dev PTO Trash Bag Sales Begin	11 WIS 5th Grade Springbrook Field Trip VB MS Southwest Valley 7th here/8th there 4:00 p.m. VB JV @ Atlantic Tournament 5:00 p.m.	12 WIS 5th Grade Springbrook Field Trip FB V @ Shenandoah 7:00 p.m.	13 VB 9th @ Clarinda Tourna- ment 8:30 a.m. VB V @ Griswold Tourna- ment 9:00 a.m. Pre All State Choir Camp
14	15 CC MS/HS Here 4:30/5:00 p.m. FB JV Shenandoah here 6:00 p.m.	16 MS VB @ Clarinda 4:00 p.m. VB @ Lewis Central 5:45/7:30 p.m.	17 2 Hour Early Release Prof Dev Tag A Long Booster Meeting 6:00 p.m. HS MC	18 FB MS Creston 7th There/8th Here 4:00 p.m. CC MS/HS @ Southwest Valley 4:00/5:00 p.m.	19 PTO Trash Bag Sales End FB V West Central Valley Here 7:00 p.m.	20 VB V Red Oak Tour- nament 9:00 a.m.
21	22 VB MS Glenwood Here 4:00 p.m. FB JV @ Clarinda Acade- my 6:00 p.m. School Board Meeting 6:00 p.m.	23 2 Hour Early Release for P/T Conferences 4:00-8:00 p.m. CC MS/HS @ Creston 4:30 p.m.	24	25 2 Hour Early Release for P/T Conferences 4:00-8:00 p.m. VB 9 @ Harlan Tournament 4:30 p.m. FB MS Clarinda Here 4:00/5:30 p.m.	26 No School FB V @ Kuemper 7:00 p.m.	27 VB 9/JV @ Creston Tour- nament 8:30 a.m. CC MS/HS @ Harlan 9:30 a.m.
28	29 FB JV @ Southwest Valley 6:00 p.m.	30 VB HS @ Harlan 5:45/7:30 p.m.				

# October

				1 FB MS @ Shenandoah 4:00/5:30 p.m. VB MS @ Glenwood 4:00 p.m. CC MS/HS @ Shenandoah 4:00/4:30 p.m. VB HS Denison Here 5:45/7:30 p.m.	2 MS/HS Band Rehearsal 7:30 a.m. Football Field Homecoming Parade & Coronation FB V Treynor Here 7:00 p.m.	3 VB V @ TriCenter Tournament 9:00 a.m. SW Iowa Band Jamboree @ Clarinda	4
5 VB MS @ Shenandoah 4:00 p.m. FB MS Southwest Valley Here 4:00/5:30 p.m. FB JV @ St. Albert 6:30 p.m. Music Boosters Meeting 7:00 p.m. HS Band Room	6 VB HS @ Clarinda 5:45/7:30 p.m.	7	8 2 Hour Early Release Prof Dev	9 CC MS/HS @ Atlantic 4:00/4:30 p.m. FB MS Atlantic 7(T)/8(H) 4:00 p.m. VB HS @ St. Albert 5:45/7:30 p.m.	10 FB V Prairie Valley Here 7:00 p.m.	11 VB 9 Red Oak Tournament 9:00 a.m. HS Marching Band @ Glenwood	
12 VB MS Atlantic Here 4:00 p.m. VB 9 @ Glenwood Tournament 4:30 p.m. VB JV Shenandoah/Atlantic @ Shenandoah 5:45 p.m. School Board Meeting 6:00 p.m. Columbus Day	13 VB MS @ Creston 4:00 p.m. VB 9 Atlantic/Shenanodah Here @ MS Gym 5:30 p.m. VB V Atlantic/Shenandoah Here @ HS Gym 5:30 p.m. PTO Meeting 5:15 p.m. WIS	14 2 Hour Early Release Prof Dev	15 Begin 2nd Qtr FB MS Glenwood 7(H)/8(T) 4:00 p.m. VB MS Shenandoah Here 4:00 p.m. CC MS/HS H10 @ Lewis Central 4:00 p.m.	16 Boss's Day	17 PTO Trash Bag Pick Up FB V @ Clarinda 7:00 p.m.	18 PTO Trash Bag Pick Up VB V @ Lewis Central Tournament 9:00 a.m. State Marching Band Festival: South	
19	20 FB JV @ Bedford 6:00 p.m.	21 VB HS Creston Here 5:45/7:30 p.m.	22 2 Hour Early Release Prof Dev	23 CC V State Qualifying Meet TBA 4:00 p.m. MS Vocal Concert 7:00 p.m. HS Auditorium	24 FB V East Sac County Here 7:00 p.m.	25 All State Music Auditions	
26 VB 3A Regional Tournament School Board Meeting 6:00 p.m.	27	28 HS Vocal Festival 7:00 p.m.	29 2 Hour Early Release Prof Dev FB 1st Round Playoffs	30 VB 3A Regional Tournament	31 Halloween		

# 2014

	<p><b>“Country Sunshine Radio”</b>  <b>KCSI 95.3 FM</b>  <b>KOAK 1080 AM</b></p>	<p>Visit us at <a href="http://www.kcsifm.com">www.kcsifm.com</a> or listen online  <b>Online Community Calendar &amp; LOTS MORE!!!</b>  <b>“Voice of the Tigers”</b></p>
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Item 6.2.4 Review and Discussion for a Special District Finance Workshop and  
Consideration of the Workshop Facilitator

**Background Information:** A preliminary date for the annual finance workshop would be Monday, November 24 just following the annual IASB conference and just before the Thanksgiving break. Does this date still work for everyone?

What about the time of the workshop? Last year's began at five pm and lasted for about two hours. Retired Supt. Bob Longmuir has facilitated the workshops for the past several years. Terry will update you this evening as to his availability. If unable to do it, there are qualified school finance experts located at both IASB and the Iowa School Finance Information Services organization. Thoughts?

**Suggested Board Action:** (to be determined)