



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

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

***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

Thursday, July 23, 2015 – 6:00 pm

### **- Amended Agenda –**

- 1.0 Call to Order – Board of Directors President Lee Fellers
- 2.0 Roll Call – Board of Directors Secretary Shirley Maxwell
- 3.0 Approval of the Agenda – President Lee Fellers
- 4.0 Communications
  - 4.1 Good News from Red Oak Schools
  - 4.2 Visitors and Presentations
  - 4.3 Affirmations and Commendations
  - 4.4 Correspondence
- 5.0 Consent Agenda 2
  - 5.1 Review and Approval of Minutes from July 9, 2015 3-5
  - 5.2 Review and Approval of Monthly Business Reports 6-17
  - 5.3 Review and Approval of an Open Enrollment Request
- 6.0 General Business for the Board of Directors
  - 6.1 Old Business
    - 6.1.1 Consideration and Approval of the Final Reading of Policy Code 414.1 Support Staff Employee Vacations – Holidays – Personal Leave 18-20

Red Oak Community School District Board of Directors Regular Meeting

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6.1.2 Consideration and Approval of the Second Reading of Policy Code 604.1 Private Instruction and Policy Code 604.7 Dual Enrollment 21-25

6.2 New Business

6.2.1 Discussion and Probable Action: Guidance Counselor Sharing Agreement with the Stanton Community School District – Presented by Supt. Messinger 26-27

6.2.2 Personnel Considerations: Hiring/Consideration of Employment Contracts for Two Full-time Food Service Positions Pending Background Completion 28-30

6.2.3 Discussion and Probable Action: Reduction of a Secretary Position at the High School in Accordance with the FY 16 Budget Reduction Plan 31

6.2.4 Discussion and Probable Action: In-voluntary Transfer of a Secretary from the High School to the Middle School 32

6.2.5 Discussion and Probable Action: Aesop Subfinder Program 33-35

6.2.6 Discussion and Probable Action: Red Oak Community School Geotechnical Addendum 36-39

7.0 Reports 40

7.1 Administrative

7.2 Future Conferences, Workshops, Seminars

7.3 Other Announcements

#### 4.0 Communications

**Background:** There are no communications received for this board meeting, other items (good news, presentations, and affirmations and commendations) will begin with the August board meetings.

**Recommendation:** no action required.

## 5.0 Consent Agenda

**Background:** Enclosed are reference pages for consideration and approval:

- The minutes from July 9, 2015
- The monthly business reports, Shirley Maxwell can answer questions that you have over the business reports.

At the table please find an application for open enrollment - in to the Red Oak CSD from a parent of a 5<sup>th</sup> grade student. The family currently lives in the Shenandoah school district and wishes to open enroll to Red Oak. They are trying to sell their house in Shenandoah and intend to move to Red Oak after their house is sold.

**Recommendation:** Approve the open consent agenda as presented.

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  
July 9, 2015

This regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Lee Fellers at 6:30 p.m.

**Present:**

Directors: Lee Fellers, Bill Drey, Warren Hayes,  
Absent: Kathy Walker, Paul Griffen  
Shirley Maxwell, Board Secretary, Tom Messinger, Superintendent

**Approval of Agenda**

Motion by Director Drey, second by Director Hayes to approve the agenda as presented with the order of agenda items at the discretion of the board president. Motion carried unanimously.

**Consent Agenda**

Motion by Director Drey, second by Director Hayes to approve the consent agenda as presented. Motion carried unanimously.

Items included in the consent agenda:

- Review and approval of the minutes from June 17, June 22, and July 2, 2015.
- Review and approval of the monthly business reports
- Review and approval of an open enrollment request

**Report Update Concerning the Professional Liability Insurance Requirement for Boyd Jones Construction**

Motion by Director Drey, second by Director Hayes to approve the amendment to AIA C132 agreement with Boyd Jones to provide construction management services for the district's high school additions and renovation project. Motion carried unanimously. This amendment deals with the Professional Liability Insurance requirement for Boyd Jones Construction. This topic will be on an upcoming agenda when the exact cost of the insurance is known. At this time Boyd Jones is still in the application process.

**2016 IASB Legislative Platform and Consideration of Priorities by the Red Oak School Board**

Motion by Director Drey, second by Director Hayes to approve the following as the district's top five priorities, motion carried unanimously:

1. Supports preserving the integrity of the statewide penny sales tax for school infrastructure, including the tax equity provisions of buying down the highest additional levy rates to the state average, and supports the extension of the statewide penny by the repeal of the Dec. 31, 2029 sunset.
2. Supports the inclusion of drop-out prevention and funding for at-risk students in the foundation formula and the inclusion of socio-economic status as a factor in determining a student's at-risk status. Supports increased flexibility in the use of drop-out prevention and at-

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risk funding. Supports allowing districts to apply the rules for “supplemental weighted dollars” to all drop-out prevention program dollars.

3. Supports setting supplemental state aid (replaces the term allowable growth): 400 days (or 14 months) prior to the certification of the school district’s budget; at the rate of 6 percent to encourage continuous school improvement and reflect the actual cost increases experienced by school districts and AEAs.  
Our priority is to increase the state cost per pupil and the spending authority associated with it to build a strong base for future education resources.
4. Supports greater flexibility in the use of the management levy for those services required by law such as inspections and publication costs and legal and auditing services, including internal auditing services and staff.
5. Supports legislation allowing school bond issues to be passed by a simple majority vote and to permit the local school board to levy a combination of property taxes and income surtaxes to pay the indebtedness.

### **Approval of Transfer of Funds from the SAVE Fund to the Debt Service Fund**

Motion by Director Drey, second by Director Hayes to approve the transfer of \$1,607.72 from the SAVE to the Debt Service Fund. Motion carried unanimously. This transfer was done so the Debt Service Fund would not end with a negative balance on June 30, 2015.

### **First Reading Policy Code 604.1 Private Instruction and Code 604.7 Dual Enrollment**

Motion by Director Drey, second by Director Hayes to approve the first reading of Policy Code 604.1 - Private Instruction and Policy Code 604.7 - Dual Enrollment. Motion carried unanimously.

### **First Reading Policy Code 414.6 Support Staff Employee Vacations – Holidays – Personal Leave**

Motion by Director Drey, second by Director Hayes to approve the first reading of Policy Code 414.6 Support Staff Employee Vacations – Holidays – Personal Leave. Motion carried unanimously.

### **Employee Resignations from Support Personnel and an Employment Recommendation for a Volunteer Coach**

Motion by Director Drey, second by Director Hayes to accept the resignation of Monica Murcek from her signed 2015-2016 contract effective June 19, 2015. Motion carried unanimously.

Motion by Director Drey, second by Director Hayes to accept the resignation of Secretary Tammi VanMeter from her contract as middle school secretary effective August 13, 2015. Motion carried unanimously.

Motion by Director Drey, second by Director Hayes to approve Steve Erickson as volunteer high school baseball/football coach for the 2015/2016 season pending all licenses and background checks are submitted to the central office. Motion carried unanimously.

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**Student/Parent Handbook Revisions for Review and Approval in the 2015 – 2016 School Term**

Motion by Director Drey, second by Director Hayes to approve the revisions for the 2015-2016 district section of the Student/Parent Handbook. Motion carried unanimously. These changes included fee and lunch changes, communicable and infectious diseases, teacher qualifications and anti-bullying/harassment Policy Code 104.

**Approval of Competitive Bids for Trash Removal and Pest Control**

Motion by Director Drey, second by Director Hayes to approve Sellers Pest Control for the 2015-2016 school year. Motion carried unanimously.

Motion by Director Drey, second by Director Hayes to approve Batten Sanitation for the 2015-2016 school year. Motion carried unanimously.

**Week One Report from Superintendent Messinger**

Supt. Messinger reported to the directors his first week's activities.

**Adjournment**

Motion by Director Drey, second by Director Hayes to adjourn the meeting at 7:17 p.m. Motion carried unanimously. The date of the next regular meeting will be determined at a later date.

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Lee Fellers, President

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Shirley Maxwell, Board Secretary

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
ART SELLERS - SELLERS PEST CONTROL	21990	130.00
10 0010 2600 000 0000 425	DISTRICT PEST CONTROL	130.00
Vendor Name ART SELLERS - SELLERS PEST CONTROL		<u>130.00</u>
BELT AND SONS, R.K.	R1369	342.21
10 0020 2700 000 0000 430	REPAIR BLOWER MOTOR FOR AIR COND	342.21
BELT AND SONS, R.K.	R71302	687.23
10 0020 2700 000 0000 430	REPAIR REAR LINES #24	687.23
Vendor Name BELT AND SONS, R.K.		<u>1,029.44</u>
CAPITAL SANITARY SUPPLY CO.	0010959	1,542.51
10 0010 2600 000 0000 618	Eco soap	1,542.51
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>1,542.51</u>
CDW GOVERNMENT, INC.	WN12806	39.99
10 0010 2235 000 0000 618	Lenovo Wireless Keyboard/Mouse Bundle	39.99
Vendor Name CDW GOVERNMENT, INC.		<u>39.99</u>
CONTINENTAL RESEARCH CORP	422558-CRC-1	3,246.91
10 0010 2600 000 0000 618	Weed Killer	1,896.00
10 0010 2600 000 0000 618	Patch 365	1,016.00
10 0010 2600 000 0000 618	SHIPPING AND HANDLING	334.91
Vendor Name CONTINENTAL RESEARCH CORP		<u>3,246.91</u>
COUNSEL OFFICE & DOCUMENTS	119257	301.74
10 1902 1000 100 0000 612	TONERS	301.74
COUNSEL OFFICE & DOCUMENTS	119730	34.00
10 0010 1000 860 3117 359	COPIER LEASE	34.00
COUNSEL OFFICE & DOCUMENTS	119731	145.00
10 1901 1000 100 0000 359	COPIER LEASE	145.00
COUNSEL OFFICE & DOCUMENTS	119732	74.00
10 1901 1000 100 0000 359	COPIER LEASE	74.00
Vendor Name COUNSEL OFFICE & DOCUMENTS		<u>554.74</u>
DEMCO	5634077	444.42
10 2020 2222 000 0000 618	MAKE LIFE EASIER READ BOOKMARK 2"HX6"W 4	7.84
10 2020 2222 000 0000 618	SPORTS READ DIE-CUT BOOKMARK 5-3/4"X2-1/	7.84
10 2020 2222 000 0000 618	PIZZA SLICES DIE-BUT BOOKMARK 6"H X 3"W	15.68
10 2020 2222 000 0000 618	DEMCO VINYL-COATED CLOTH TAPE 3" X 15 YA	15.04
10 2020 2222 000 0000 618	SHIPPING	32.92
10 2020 2222 000 0000 618	SCOTCH MAGIC TAPE VALUE 3/4" X 27 YARDS	17.18
10 2020 2222 000 0000 618	REDDI-COVERS BOOK COVERS 5-MIL 8-1/2" X	118.43
10 2020 2222 000 0000 618	REDDI-COVERS BOOK COVERS 5-MIL 9-3/4"H X	49.69
10 2020 2222 000 0000 618	SCOTCH MULTI-PURPOSE SCISSORS 8" STRAIGH	14.58
10 2020 2222 000 0000 618	DEMCO ECONOMY BOOK TAPE 2" X 30 YARDS FO	8.44



Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 2020 2222 000 0000 618	GO WILD FOR BOOKS BOOKMARKS 2"HX6"W FOR	7.84
10 2020 2222 000 0000 618	LAMINATING POUCH 3 MIL 2- SIDED 9" X 11-1	36.32
10 2020 2222 000 0000 618	CLEAR HEAVY-DUTY NON-GLARE LBL PROTECT 1	82.23
10 2020 1000 100 0000 612	DEMCO ECONOMY BOOK TAPE 2" X 30 YARDS FO	12.66
10 2020 2222 000 0000 618	PAPER MATE INKJOY 550 RETRACT PEN 8 PACK	10.86
10 2020 2222 000 0000 618	SHARPIE GRIP PEN MEDIUM BLACK INK FOR MI	6.87
Vendor Name DEMCO		<u>444.42</u>
DICK BLICK	4664866	143.12
10 2020 1000 102 0000 612	SARGENT ART SQUARE CHALK PASTELS - ASSOR	33.96
10 2020 1000 102 0000 612	DELTA SOBO CRAFT AND FABRIC GLUE - 4 OZ,	38.98
10 2020 1000 102 0000 612	PRANG WASHABLE MARKER SET - MASTER PACK,	70.18
Vendor Name DICK BLICK		<u>143.12</u>
DICKEL DUIT OUTDOOR POWER, INC.	11244	140.22
10 0010 2600 000 0000 618	MOWER SUPPLIES	140.22
DICKEL DUIT OUTDOOR POWER, INC.	11580	31.98
10 0010 2600 000 0000 618	MOWER SUPPLIES	31.98
Vendor Name DICKEL DUIT OUTDOOR POWER, INC.		<u>172.20</u>
EAST MILLS COMMUNITY SCHOOLS	06302015	8,949.60
10 0010 1200 211 3301 561	SP ED CHARGES	8,949.60
Vendor Name EAST MILLS COMMUNITY SCHOOLS		<u>8,949.60</u>
EBSCO	07012015	573.24
10 3230 2222 000 0000 644	RENEWALS/MAGAZINES	573.24
EBSCO	1493473	(21.65)
10 1902 2222 000 0000 644	CREDIT	(21.65)
Vendor Name EBSCO		<u>551.59</u>
ECHTERNACT CONSTRUCTION	07062015	2,525.00
10 0010 2600 000 0000 430	CONCRETE SLAB FOR RAMP	2,525.00
Vendor Name ECHTERNACT CONSTRUCTION		<u>2,525.00</u>
EGAN SUPPLY COMPANY	231756	87.10
10 0010 2600 000 0000 618	Black super stripper pad	87.10
Vendor Name EGAN SUPPLY COMPANY		<u>87.10</u>
FARMERS MERCANTILE	0229232	1.49
10 0010 2600 000 0000 618	KEY	1.49
FARMERS MERCANTILE	0229558	4.47
10 0010 2600 000 0000 618	KEYS	4.47
FARMERS MERCANTILE	06302015	4.09
10 0010 2600 000 0000 618	2 CYCLE OIL	4.09
FARMERS MERCANTILE	06302015-1	1,401.28
10 0020 2700 000 0000 628	PROPANE	372.68
10 0020 2700 000 0000 628	PROPANE TAX	98.43

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0020 2700 000 0000 627	DIESEL	116.87
10 0010 2650 000 0000 626	GAS	408.29
10 0020 2700 000 0000 626	GAS	405.01
Vendor Name FARMERS MERCANTILE		<u>1,411.33</u>
FIRST BANKCARD	07012015	252.32
10 0010 2600 000 0000 580	LODGING	252.32
FIRST BANKCARD	07012015-1	339.12
10 1902 1000 100 8002 618	DELL EXTERNAL USB SLIM DVD+/-RW OPTICAL	339.12
FIRST BANKCARD	07062015	45.05
10 0010 2235 000 0000 618	FIBER OPTIC CABLE	45.05
Vendor Name FIRST BANKCARD		<u>636.49</u>
FOLLETT SCHOOL SOLUTIONS INC	707221-4	736.44
10 2020 2222 000 0000 643	BOOKS	736.44
Vendor Name FOLLETT SCHOOL SOLUTIONS INC		<u>736.44</u>
GLENWOOD COMMUNITY SCHOOLS	06302015	4,198.50
10 0010 1200 211 3301 561	SP ED CHARGES	4,198.50
Vendor Name GLENWOOD COMMUNITY SCHOOLS		<u>4,198.50</u>
GREAT LAKE SPORTS	206660-00	1,166.76
10 2020 1000 108 0000 612	SHIPPING, GROUND	39.03
10 2020 1000 108 0000 612	PAPER PIN PLACEMENT SHEETS FOR MIDDLE SC	39.95
10 2020 1000 108 0000 612	BLACK 1" WIDE X 60 YARDS FLOOR TAPE FOR	11.97
10 2020 1000 108 0000 612	CARLTON MEDIUM TOURNAMENT SHUTTLECOCKS F	59.94
10 2020 1000 108 0000 612	DISCOUNT	(125.30)
10 2020 1000 108 0000 612	SHORT FLYTE GOLF BALLS FOR MIDDLE SCHOOL	27.96
10 2020 1000 108 0000 612	HEAVY DUTY DRIVING MAT FOR MIDDLE SCHOOL	59.98
10 2020 1000 108 0000 612	PHYSICAL ACTIVITY BINGO FOR MIDDLE SCHOO	58.99
10 2020 1000 108 0000 612	FUNBIRDS FOR MIDDLE SCHOOL PE CLASSES.	15.98
10 2020 1000 108 0000 612	BASIC FITNESS CIRCUIT #1 PACK FOR MIDDLE	87.99
10 2020 1000 108 0000 612	REPLACEMENT RUBBER TEE FOR MIDDLE SCHOOL	6.00
10 2020 1000 108 0000 612	GIANT JR HITTING NET FOR MIDDLE SCHOOL P	231.98
10 2020 1000 108 0000 612	PUTTING CUP GAME FOR MIDDLE SCHOOL PE CL	28.99
10 2020 1000 108 0000 612	ADVANCED FITNESS CIRCUIT #1 FOR MIDDLE S	29.99
10 2020 1000 108 0000 612	FOAM BOWLING BALLS FOR MIDDLE SCHOOL PE	99.99
10 2020 1000 108 0000 612	PLASTIC BOWLING PINS FOR MIDDLE SCHOOL P	125.97
10 2020 1000 108 0000 612	ORANGE 1" WIDE X 60 YARDS FLOOR TAPE FOR	11.97
10 2020 1000 108 0000 612	3" COATED FOAM DICE - PAIR FOR MIDDLE SC	7.50
10 2020 1000 108 0000 612	PUSH UP MAT FOR MIDDLE SCHOOL PE CLASSES	143.96

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 2020 1000 108 0000 612	SET OF 6 COMPETITION DISCS - 125G FOR MI	41.97
10 2020 1000 108 0000 612	SET OF 25 INFLATING NEEDLES FOR MIDDLE S	9.99
10 2020 1000 108 0000 612	SET OF 6 NEON ORANGE ULTRA SKIN DODGEBAL	65.99
10 2020 1000 108 0000 612	SOFT DOME CONES FOR MIDDLE SCHOOL PE CLA	41.99
10 2020 1000 108 0000 612	CONE COLLARS 1-10 FOR MIDDLE SCHOOL PE C	13.99
10 2020 1000 108 0000 612	BASIC FITNESS CIRCUIT #2 FOR MIDDLE SCHO	29.99
GREAT LAKE SPORTS	206660-01	241.19
10 2020 1000 108 0000 612	SET OF 12 STINGER JUNIOR LACROSSE STICKS	267.99
10 2020 1000 108 0000 612	DISCOUNT	(26.80)
Vendor Name GREAT LAKE SPORTS		<u>1,407.95</u>
GREEN HILLS AEA FIDUCIARY FUND	07082015	100.00
10 0010 2310 000 0000 320	SUPT MEMBERSHIP DUES	100.00
Vendor Name GREEN HILLS AEA FIDUCIARY FUND		<u>100.00</u>
GRISWOLD COMMUNITY SCHOOLS	06302015	2,229.35
10 0010 1200 211 3301 561	SP ED CHARGES	2,229.35
Vendor Name GRISWOLD COMMUNITY SCHOOLS		<u>2,229.35</u>
HY VEE FOOD STORES	4702387509	7.98
10 0010 2310 000 0000 611	MEETING SUPPLIES	7.98
Vendor Name HY VEE FOOD STORES		<u>7.98</u>
INTERSTATE ALL BATTERY CENTER	1924801011960	292.37
10 0010 2600 000 0000 618	Emergency Light Batteries	292.37
Vendor Name INTERSTATE ALL BATTERY CENTER		<u>292.37</u>
IOWA ASSOC. OF SCHOOL BOARDS	872	54.00
10 0010 2310 000 0000 320	BACKGROUND CHECKS JUNE	54.00
Vendor Name IOWA ASSOC. OF SCHOOL BOARDS		<u>54.00</u>
IOWA PRISON INDUSTRIES	936721	63.00
10 0010 2600 000 0000 618	RT 2 magnet	3.00
10 0010 2600 000 0000 618	Red Oak School Dist decal	50.00
10 0010 2600 000 0000 618	Shipping	10.00
Vendor Name IOWA PRISON INDUSTRIES		<u>63.00</u>
KLOCKIT.COM	705341	349.10
10 2020 1300 350 0000 612	QUARTZ MOVEMENT MODULE KITS FOR MIDDLE S	324.35
10 2020 1300 350 0000 612	SHIPPING	24.75
Vendor Name KLOCKIT.COM		<u>349.10</u>
MONTGOMERY CO. MEMORIAL HOSP.	06262015	95.00
10 0020 2700 000 0000 271	PHYSICAL	95.00
Vendor Name MONTGOMERY CO. MEMORIAL HOSP.		<u>95.00</u>
NASSP	07012015	385.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 3230 2410 000 0000 810	chapter renewal	385.00
Vendor Name NASSP		<u>385.00</u>
OREILLY AUTO PARTS	0298-360764	27.98
10 0020 2700 000 0000 618	SUPPLIES	27.98
Vendor Name OREILLY AUTO PARTS		<u>27.98</u>
ORIENTAL TRADING COMPANY	672429580-01	199.82
10 2020 1920 100 8202 612	FUNKY HEART TATTOOS FOR MIDDLE SCHOOL CH	5.00
10 2020 1920 100 8202 612	LIGHTNING BOLT TATTOOS FOR MIDDLE SCHOOL	5.00
10 2020 1920 100 8202 612	ANIMAL PRINT BRACELETS FOR MIDDLE SCHOOL	17.94
10 2020 1920 100 8202 612	MEGA SAYINGS BRACELET ASSORTMENT FOR MID	21.99
10 2020 1920 100 8202 612	SUPER COOL KICK BALL ASSORTMENT FOR MIDD	26.00
10 2020 1920 100 8202 612	MAGNIFYING GLASSES FOR MIDDLE SCHOOL CHA	7.98
10 2020 1920 100 8202 612	SHIPPING	19.99
10 2020 1920 100 8202 612	CREEPY CRAWLY TOY ASSORTMENT FOR MIDDLE	64.98
10 2020 1920 100 8202 612	SPORTS SQUEEZE BALL KEY CHAINS FOR MIDDL	13.98
10 2020 1920 100 8202 612	FLIP FLOP KEY CHAINS FOR MIDDLE SCHOOL C	8.00
10 2020 1920 100 8202 612	DOLPHIN KEY CHAINS FOR MIDDLE SCHOOL CHA	5.00
10 2020 1920 100 8202 612	3D SKULL KEY CHAINS FOR MIDDLE SCHOOL CH	3.96
Vendor Name ORIENTAL TRADING COMPANY		<u>199.82</u>
ORSCHELN	06302015	17.55
10 0010 2600 000 0000 618	SUPPLIES	17.55
Vendor Name ORSCHELN		<u>17.55</u>
PERIPOLE BERGERAULT INC	145554	539.55
10 1902 1000 109 0000 612	SOPRANO RECORDERS	495.00
10 1902 1000 109 0000 612	SHIPPING	44.55
Vendor Name PERIPOLE BERGERAULT INC		<u>539.55</u>
PIONEER	INV559166	580.00
10 0010 2600 000 0000 618	Field Paint- white	570.00
10 0010 2600 000 0000 618	Shipping	10.00
Vendor Name PIONEER		<u>580.00</u>
PLIBRICO COMPANY LLC	91647	438.25
10 0010 2600 000 0000 430	REPAIR HS AIR	438.25
Vendor Name PLIBRICO COMPANY LLC		<u>438.25</u>
PODLISKA, TIEGEN	06302015	176.41
10 0010 2213 100 3376 580	TRAVEL REIMBURSEMENT	176.41
Vendor Name PODLISKA, TIEGEN		<u>176.41</u>
PRAIRIE LAKES AEA	07172015	895.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 2213 100 3376 330	VISITING TEACHER FROM SPAIN PROGRAM	895.00
Vendor Name PRAIRIE LAKES AEA		<u>895.00</u>
QUILL CORP.	5924294	93.06
10 1902 1000 100 0000 612	SPECTRA ARTKRAFT ROLLS, ORANGE	49.01
10 1902 1000 100 0000 612	SPECTRA ARTKRAFT ROLLS, CANARY	44.05
QUILL CORP.	5936763	101.73
10 1902 1000 100 0000 612	TICONDEROGA PENCILS, YELLOW, #2	8.80
10 1902 1000 100 0000 612	SCHOOL PRO ELECTRIC PENCIL SHARPENER	25.75
10 1902 1000 100 0000 612	PILOT G2 RETRACTABLE GEL PENS, RED, 1.0 M	37.78
10 1902 1000 100 0000 612	SHARPIE FLIP CHART MARKERS, 8 COLOR SET	29.40
QUILL CORP.	5936795	135.83
10 1902 1000 100 0000 612	SPECTRA ARTKRAFT ROLLS, WHITE	83.99
10 1902 1000 100 0000 612	SHARPIE PERMANENT MARKERS, FINE, BLACK	25.92
10 1902 1000 100 0000 612	SHARPIE PERMANENT MARKERS, FINE, BLUE	25.92
Vendor Name QUILL CORP.		<u>330.62</u>
R & R PLUMBING	8863	137.57
10 0010 2600 000 0000 430	REPAIR	137.57
Vendor Name R & R PLUMBING		<u>137.57</u>
RED OAK COMMUNITY SCHOOL DIST	06032015	32.00
10 0010 2510 000 0000 580	TRANSP CHARGES	32.00
RED OAK COMMUNITY SCHOOL DIST	06302015	95.20
10 0010 1000 100 3202 580	TRANSP CHARGES	95.20
Vendor Name RED OAK COMMUNITY SCHOOL DIST		<u>127.20</u>
RED OAK DO IT CENTER	091560-1	4.65
10 0010 2235 000 0000 618	SUPPLIES	4.65
Vendor Name RED OAK DO IT CENTER		<u>4.65</u>
RED OAK EXPRESS	06302015	901.63
10 0010 1000 860 3117 612	ADV CHARGES	204.35
10 0010 2572 000 0000 540	ADV/PUBL CHARGES	697.28
Vendor Name RED OAK EXPRESS		<u>901.63</u>
SCHOOL ADMINISTRATORS OF IOWA	20150715-10207	150.00
10 2020 2410 000 0000 320	REG FEE	150.00
SCHOOL ADMINISTRATORS OF IOWA	20150715-4645	300.00
10 1901 2410 000 0000 320	REG FEE	150.00
10 1902 2410 000 0000 320	REG FEE	150.00
Vendor Name SCHOOL ADMINISTRATORS OF IOWA		<u>450.00</u>
SCHOOL SPECIALTY LATTA DIV.	208114539075	254.14
10 2020 1000 102 0000 612	CLAY ART WHITE 50 POUNDS FOR MIDDLE SCHO	116.94

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 2020 1000 102 0000 612	CLAY LOWFIRE EARTHENWARE RED 50 POUNDS F	38.20
10 2020 1000 102 0000 612	SHIPPING	99.00
SCHOOL SPECIALTY LATTA DIV.	208114590395	245.95
10 2020 1000 102 0000 612	PAPER WHITE DRAWING 12X18 80# SCHOOL SMA	22.09
10 2020 1000 102 0000 612	PAPER NEWSPRINT WHITE 30 LB 18X24 REAM F	8.15
10 2020 1000 102 0000 612	PAPER ORIGIAMI PAPERWHITE PRACTICE 5-7/8	11.67
10 2020 1000 102 0000 612	CRAYON GRAPHITE WATER-SOUBLE 6B PACK OF	12.14
10 2020 1000 102 0000 612	PENCIL DRAWING SOLID 4B PACK OF 12 FOR M	4.74
10 2020 1000 102 0000 612	PENCIL DRAWING SOLID 2H PACK OF 12 FOR M	4.74
10 2020 1000 102 0000 612	PAPER ORIGAMI FLUORESCENT 6.75 X 6.75, 5	18.02
10 2020 1000 102 0000 612	TISSUE SPECTRA 12X18 STD CLRS FOR MIDDLE	5.08
10 2020 1000 102 0000 612	PAINT WHITE GALLON WASHABLE TEMPERA SCHO	18.96
10 2020 1000 102 0000 612	PENCIL CHARCOAL SCHOOL GRADE KIT SET OF	12.46
10 2020 1000 102 0000 612	PAPER DRAWING 820 CO-MO 80 POUND 18X24 F	43.26
10 2020 1000 102 0000 612	PAPER WHITE DRAWING 9X12 80# SCHOOL SMAR	11.04
10 2020 1000 102 0000 612	PAINT TURQUOISE GALLON WASHABLE TEMPERA	9.48
10 2020 1000 102 0000 612	GLAZE TEACHERS CHOICE TC-1 BLACK GALLON	47.29
10 2020 1000 102 0000 612	KILN WASH 4# FOR MIDDLE SCHOOL ART CLASS	16.83
Vendor Name	SCHOOL SPECIALTY LATTA DIV.	<u>500.09</u>
SHRED IT	9406555589	563.39
10 0010 2310 000 0000 320	DISTRICT WIDE SHREDDING	563.39
Vendor Name	SHRED IT	<u>563.39</u>
SIOUX CITY COMMUNITY SCH DIST	06302015	276.11
10 0010 1200 214 3302 561	SP ED CHARGES	276.11
Vendor Name	SIOUX CITY COMMUNITY SCH DIST	<u>276.11</u>
SMALLWOOD LOCK SUPPLY	452406	305.50
10 2020 1000 100 0000 612	SHIPPING	7.50
10 2020 1000 100 0000 612	LOCKS FOR MIDDLE SCHOOL STUDENT LOCKERS.	298.00
Vendor Name	SMALLWOOD LOCK SUPPLY	<u>305.50</u>
SPECIALTY UNDERWRITERS LLC	31940	100.00
10 0010 2520 000 0000 618	COPIER SUPPLIES	100.00
Vendor Name	SPECIALTY UNDERWRITERS LLC	<u>100.00</u>
STANTON COMMUNITY SCHOOL DIST.	06302015	36,864.73
10 0010 1200 217 3303 270	SP ED CHARGES	28,683.73
10 0010 1200 211 3301 561	SP ED CHARGES	8,181.00
Vendor Name	STANTON COMMUNITY SCHOOL DIST.	<u>36,864.73</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount

STARFALL EDUCATION	S2237890.001	81.13
10 2020 1000 100 0000 612	#2 PENCILS PACK OF 100	73.75
10 2020 1000 100 0000 612	SHIPPING	7.38
Vendor Name STARFALL EDUCATION		<u>81.13</u>

STERLING COMPUTERS	0100593-IN	1,595.96
10 0010 1001 100 1113 739	2 LAPTOPS	1,595.96
Vendor Name STERLING COMPUTERS		<u>1,595.96</u>

U.S. GAMES	97042848	196.58
10 1902 1920 100 1920 618	PE SUPPLIES	196.58
Vendor Name U.S. GAMES		<u>196.58</u>

WESTLAKE ACE HARDWARE	10501370	4.27
10 0010 2600 000 0000 618	FASTENERS	4.27
WESTLAKE ACE HARDWARE	10501374	23.36
10 0020 2700 000 0000 618	WINDSHIELD WASH/MISC	23.36
WESTLAKE ACE HARDWARE	10501424	0.99
10 0010 2600 000 0000 618	SWITCH	0.99
WESTLAKE ACE HARDWARE	10501448	2.59
10 0010 2600 000 0000 618	LIQUID NAILS	2.59
Vendor Name WESTLAKE ACE HARDWARE		<u>31.21</u>

WOODWARD GRANGER COMM. SCHOOLS	06302015	5,350.62
10 0010 1200 211 3301 561	SP ED CHARGES	5,158.92
10 0010 1200 217 3303 561	SP ED CHARGES	191.70
Vendor Name WOODWARD GRANGER COMM. SCHOOLS		<u>5,350.62</u>

Fund Number 10		<u>82,074.68</u>
Checking Account ID 1	Fund Number 22	MANAGEMENT FUND
IOWA WORKFORCE DEVELOPMENT	06302015	4,992.23
22 0010 2310 000 0000 250	UMEMPLOYMENT PAYMENT	4,992.23
Vendor Name IOWA WORKFORCE DEVELOPMENT		<u>4,992.23</u>

UNITED GROUP INC.	241	30.00
22 0010 2700 000 0000 522	INS FOR TRAILER	30.00
Vendor Name UNITED GROUP INC.		<u>30.00</u>

Fund Number 22		<u>5,022.23</u>
Checking Account ID 1	Fund Number 33	CAPITAL PROJECTS - LOST
BLDD ARCHITECTS	145147	91,875.00
33 0010 4700 000 0000 450	PROFESSIONAL SERVICE JUNE	91,875.00
Vendor Name BLDD ARCHITECTS		<u>91,875.00</u>

Fund Number 33		<u>91,875.00</u>
Checking Account ID 1		<u>178,971.91</u>
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
ANDERSON ERICKSON DAIRY CO	5622	84.12
61 0010 3110 000 4556 631	SUMMER MILK	84.12
ANDERSON ERICKSON DAIRY CO	6725	37.23
61 0010 3110 000 4556 631	WASHINGTON MILK	37.23
ANDERSON ERICKSON DAIRY CO	6744	69.25

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
61 0010 3110 000 4556 631	IPS MILK	69.25
ANDERSON ERICKSON DAIRY CO	9384	74.17
61 0010 3110 000 4556 631	WASHINGTON MILK	74.17
ANDERSON ERICKSON DAIRY CO	9403	95.80
61 0010 3110 000 4556 631	IPS MILK	95.80
Vendor Name ANDERSON ERICKSON DAIRY CO		<u>360.57</u>
HY VEE FOOD STORES	4702616751	32.20
61 0010 3110 000 4556 618	FRUIT/DONATED MONEY	32.20
Vendor Name HY VEE FOOD STORES		<u>32.20</u>
KECK, INC.	131913	26.64
61 0010 3110 000 4556 631	FOOD SUPPLIES	26.64
Vendor Name KECK, INC.		<u>26.64</u>
MARTIN BROS.	5744015	687.28
61 0010 3110 000 4556 631	FOOD SUPPLIES	618.10
61 0010 3110 000 4556 618	SUPPLIES	69.18
MARTIN BROS.	5750072	(103.76)
61 2020 3110 000 0000 631	VOLUME CREDIT	(103.76)
MARTIN BROS.	5757720	471.14
61 0010 3110 000 4556 631	FOOD SUPPLIES	471.14
Vendor Name MARTIN BROS.		<u>1,054.66</u>
PAN-O-GOLD BAKING COMPANY	010171519001	25.60
61 0010 3110 000 4556 631	FOOD SUPPLIES	25.60
PAN-O-GOLD BAKING COMPANY	010171519101	60.94
61 0010 3110 000 4556 631	FOOD SUPPLIES	60.94
Vendor Name PAN-O-GOLD BAKING COMPANY		<u>86.54</u>
Fund Number 61		<u>1,560.61</u>
Checking Account ID 2		1,560.61
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
CZERWINSKI, CHRIS	07082015	110.00
21 0010 1400 920 6730 320	OFFICIAL	110.00
Vendor Name CZERWINSKI, CHRIS		<u>110.00</u>
ESSEX COMMUNITY SCHOOL DIST.	06302015	118.00
21 0010 1400 920 6600 320	REIMBURSEMENT FOR GATE OF SB GAME MOVED	118.00
Vendor Name ESSEX COMMUNITY SCHOOL DIST.		<u>118.00</u>
IOWA STATE FAIR	07062015	88.00
21 3230 1400 950 7407 618	PARKING PERMITS FOR STATE FAIR	88.00
Vendor Name IOWA STATE FAIR		<u>88.00</u>
JENSEN, KENT	07082015	110.00
21 0010 1400 920 6730 320	OFFICIAL	110.00
Vendor Name JENSEN, KENT		<u>110.00</u>
MANTELL, NOLAN	07092015	100.00
21 0010 1400 920 6730 320	OFFICIAL	100.00



Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	MANTELL, NOLAN	100.00
SPORT PLAQUES	10283	161.79
21 0010 1400 920 6600 618	SENIOR AWARDS PLAQUES	161.79
Vendor Name	SPORT PLAQUES	161.79
UMPHREYS, AVERY	07092015	100.00
21 0010 1400 920 6730 320	OFFICIAL	100.00
Vendor Name	UMPHREYS, AVERY	100.00
YMCA-MONTGOMERY COUNTY	06032015	105.00
21 0010 1400 920 6600 320	REIMBURSEMENT FOR HOSTING DISTRICT TENNI	105.00
Vendor Name	YMCA-MONTGOMERY COUNTY	105.00
Fund Number	21	892.79
Checking Account ID	3	892.79

Vendor ID: AMERITAS	AMERITAS	PO Number:	Invoice Number: 06112015	Amount:	29.84	
Description: SERVICES		Invoice Date: 06/22/2015	Due Date: 06/30/2015	Status: PP	1099 Amount: 0.00	
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 167977	Check Date: 06/22/2015		
Chart of Account Number	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	
10 0010 1000 100 8018 270	INSURANCE		29.84	N	In Full Final	
<b>Vendor ID: BENTSON</b>	<b>BENTSON, JAMES</b>	<b>PO Number:</b>	<b>Invoice Number: 05302015-1</b>	<b>Amount:</b>	<b>10.20</b>	
Description: REIMBURSEMENT		Invoice Date: 05/30/2015	Due Date: 06/30/2015	Status: PP	1099 Amount: 0.00	
Sequence: 1	Check Type: Check	Checking Account ID: 2	Check Number: 12967	Check Date: 06/24/2015		
Chart of Account Number	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	
61 483 000 1611 000	REIMBURSEMENT		10.20	N	In Full Final	
<b>Vendor ID: CDWGOV</b>	<b>CDW GOVERNMENT, INC.</b>	<b>PO Number:</b>	<b>Invoice Number: VF1004</b>	<b>Amount:</b>	<b>326.28</b>	
Description: INSTRUCTIONAL SUPPLIES		Invoice Date: 05/01/2015	Due Date: 06/30/2015	Status: PP	1099 Amount: 0.00	
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 167978	Check Date: 06/24/2015		
Chart of Account Number	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	
10 0010 1000 300 4531 612	IPDA CASES VILLISCA CARL PERKINS		326.28	N	In Full Final	
<b>Vendor ID: CENTURLIN</b>	<b>CENTURY LINK</b>	<b>PO Number:</b>	<b>Invoice Number: 05252015</b>	<b>Amount:</b>	<b>371.41</b>	
Description: SERVICES		Invoice Date: 05/25/2015	Due Date: 06/30/2015	Status: PP	1099 Amount: 0.00	
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 167873	Check Date: 06/08/2015		
Chart of Account Number	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	
10 0010 2410 000 0000 532	DISTRICT WIDE FIRE ALARM LINES		371.41	0.00	N	In Full Final
<b>Vendor ID: GLOBAL</b>	<b>GLOBAL EQUIPMENT COMPANY</b>	<b>PO Number:</b>	<b>Invoice Number: 108199901</b>	<b>Amount:</b>	<b>404.90</b>	
Description: SUPPLIES		Invoice Date: 06/17/2015	Due Date: 06/30/2015	Status: PP	1099 Amount: 0.00	
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 167979	Check Date: 06/25/2015		
Chart of Account Number	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	
10 0010 1000 300 4531 739	T9FB613277 - Dee-Blast Dust Collector 10		404.90	N	In Full Final	
<b>Vendor ID: JEPSON</b>	<b>JEPSON, PAUL</b>	<b>PO Number:</b>	<b>Invoice Number: 06022015-1</b>	<b>Amount:</b>	<b>278.60</b>	
Description: REIMBURSEMENT		Invoice Date: 06/02/2015	Due Date: 06/30/2015	Status: PP	1099 Amount: 0.00	
Sequence: 1	Check Type: Check	Checking Account ID: 3	Check Number: 24928	Check Date: 06/24/2015		
Chart of Account Number	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	
21 2020 1400 910 6220 618	JUDGING STIPEND DURING THE MIDDLE SCHOOL		180.00	N	In Full Final	
21 2020 1400 910 6220 618	MILEAGE FOR JUDGING THE MIDDLE SCHOOL S		98.60	N	In Full Final	
<b>Vendor ID: MARTIZ</b>	<b>MARTINEZ, DANIEL</b>	<b>PO Number:</b>	<b>Invoice Number: 06022015</b>	<b>Amount:</b>	<b>276.00</b>	
Description: REIMBURSEMENT		Invoice Date: 06/02/2015	Due Date: 06/30/2015	Status: PP	1099 Amount: 276.00	
Sequence: 1	Check Type: Check	Checking Account ID: 3	Check Number: 24876	Check Date: 06/02/2015		
Chart of Account Number	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	
21 0010 1400 920 6650 580	STATE MEAL MONEY		276.00	276.00	N	In Full Final
<b>Vendor ID: MERCER</b>	<b>MERCER HEALTH &amp; BENEFITS ADMIN LLC</b>	<b>PO Number:</b>	<b>Invoice Number: 06102015</b>	<b>Amount:</b>	<b>5,482.16</b>	

Posted - All; Batch Description 7 Records Selected; Processing Month 06/2015

Invoice Lis Detail  
 Invoice Date: 06/10/2015 Due Date: 06/30/2015 Status: PP 1099 Amount: 0.00  
 Checking Account ID: 1 Check Number: 167874 Check Date: 06/08/2015  
 Cost Center ID: Detail Amount 1099 Detail Amount Asset/Asset Tag  
 5,482.16 N

**Vendor ID: REGISTRATZ REGISTRATION SERVICES**  
 Description: SERVICES  
 Sequence: 1 Check Type: Check  
Chart of Account Number 100 8018 270 JULY INSURANCE

**PO Number: 06122015 Invoice Number: 06122015 Amount: 85.00**  
 Invoice Date: 06/12/2015 Due Date: 06/30/2015 Status: PP 1099 Amount: 0.00  
 Checking Account ID: 2 Check Number: 12942 Check Date: 06/12/2015  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
 85.00 N

**Vendor ID: REGISTRATZ REGISTRATION SERVICES**  
 Description: SERVICES  
 Sequence: 1 Check Type: Check  
Chart of Account Number 61 1901 3110 000 0000 340 REG FEE

**PO Number: 06122015-1 Invoice Number: 06122015-1 Amount: 85.00**  
 Invoice Date: 06/12/2015 Due Date: 06/30/2015 Status: PP 1099 Amount: 0.00  
 Checking Account ID: 2 Check Number: 12943 Check Date: 06/12/2015  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
 85.00 N

**Vendor ID: ZENORJANET ZENOR, JANET**  
 Description:  
 Sequence: 1 Check Type: Check  
Chart of Account Number 61 483 000 1611 000 REIMBURSEMENT

**PO Number: 05302015-1 Invoice Number: 05302015-1 Amount: 25.00**  
 Invoice Date: 05/30/2015 Due Date: 06/30/2015 Status: PP 1099 Amount: 0.00  
 Checking Account ID: 2 Check Number: 12968 Check Date: 06/24/2015  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
 25.00 N

Report 1099 Total: 276.00 Report Total: 7,374.39

6.1.1 Consideration and Approval of the Final Reading of Policy Code 414.1 Support Staff Employee Vacations – Holidays – Personal Leave

**Background:** Board Policy 414.1: Due to the negotiated contract wording changes in the master contract with the Red Oak Support Staff Association, board policy needs to reflect these changes. Enclosed are the revisions for board policy code 414.1, Support Staff Employee Vacations – Holidays – Personal Leave for your consideration. The first reading for this policy was on July 9, 2015

**Recommendation:** Approve the final reading for Board Policy 414.1

SUPPORT STAFF EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL LEAVE

Vacation. The board will determine the amount of vacation, holidays, and personal leave that will be allowed on an annual basis for support staff employees. Support staff employees contracted to work at least thirty (30) hours per week and at least twelve (12) months per year shall be entitled to twelve (12) days of paid vacation each year. Employees shall be entitled to an additional two (2) paid vacation days for each year beyond ten (10) consecutive years of employment in the District with the total number of paid vacation days not to exceed twenty (20) days per year. Vacation time for employees contracted for less than thirty (30) hours per week for at least twelve (12) months per year shall be prorated. Earned vacation periods shall be determined as of July 1 of each year and shall be used during the ensuing year as set by the immediate supervisor. Vacation time shall not accrue and may not be carried over from one year to the next.

Employees will be compensated for earned vacation days as follows:

- A. They may utilize their vacation days or
- B. The District will pay the employee for up to one half of their earned vacation.
  - 1. In regard to unused vacation days, the employee must notify the District by June 30<sup>th</sup> of how many days they will utilize as vacation days and how many days they will request to be paid.
  - 2. The employee must use their previous year's vacation days by August 30<sup>th</sup>.
  - 3. The District will pay for unused vacation days (as per above restrictions) on the September payroll.
  - 4. Pay for unused vacation days will be computed as follows:

\*regular hours per day (not to exceed 8) x regular daytime hourly rate.

Holidays. Support staff employees, except temporary employees, will be paid for the following holidays that occur during the time they are scheduled to work:

- New Year's Day
- Two (2) days at spring break
- Friday before Easter
- Memorial Day
- Independence Day (12-month employees only)
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve Day
- Christmas Day
- (If spring break falls on the Friday before Easter, Presidents' Day becomes a holiday.)
- (If spring break falls on Good Friday, the Support Staff will receive three (3) Spring Break days paid)

Legal Reference: Iowa Code §§ 1C.1-2; 4.1(34); 20.9 (2003).

Cross Reference: 409.1 Licensed Employee Vacations - Holidays - Personal Leave  
601.1 School Calendar

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised July 9, 2015

SUPPORT STAFF EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL LEAVE

Personal Leave. Employees are allowed up to two (2) days paid leave per year to conduct business that cannot be conducted outside of the normal work day. Except in the case of an emergency, application for personal leave shall be made in writing at least three (3) work days prior to the requested leave date. Personal leave must be taken in one-half or full-day increments. Employees shall receive personal leave days prorated to match the number of hours they work. Employees who are hired after the start of a contract year shall have personal days prorated, rounded to the nearest whole day.

Employees will be compensated for any unused personal days at the end of the year at the rate of fifty dollars (\$50.00) per eight (8) hour day or the actual salary of that employee for a day of employment, whichever is less. Compensation will be based on remaining full days. Employees shall receive payment for personal leave full days prorated to match the number of hours they work.

Accumulated Personal Leave. ~~One (1)~~ Two (2) unused personal leave days may be accumulated from year to year with a maximum of ~~three (3)~~ four (4) days. The employee will not be compensated for the accumulated personal leave day.

The requirements stated in the Master Contract between the Red Oak Support Staff Association and the board regarding the vacations, holidays and personal leave of such employees will be followed.

6.1.2 Consideration and Approval of the Second Reading of Policy Code 604.1 Private Instruction and Policy Code 604.7 Dual Enrollment

**Background:** Board Policy 604.1: Private Instruction has been amended to reflect the options families have for the instructional delivery of private instruction. Due to the many changes the policy has been completely rewritten.

Board Policy 604.7: has also been amended to reflect changes and clarifications due to the updates in 604.1. The new changes in this policy are underlined and the old language struck through.

**Recommendation:** Approve the second reading for Board Policies 604.1 and 604.7.

## PRIVATE INSTRUCTION

The *Red Oak Community School District* recognizes that families with students of compulsory attendance age may select alternative forms of education outside the traditional school setting, including private instruction. The applicable legal requirements for private instruction, including, but not limited to those relating to reporting and evaluations for progress, shall be followed.

Except as otherwise exempted, in the event a child of compulsory attendance age as defined by law does not attend public school or an accredited nonpublic school, the child must receive private instruction. Private instruction means instruction using a plan and a course of study in a setting other than a public or organized accredited nonpublic school.

Private instruction can take the form of competent private instruction and independent private instruction. The Iowa Department of Education recognizes three options for delivery of this form of instruction: two options for delivery of competent private instruction and one option for independent private instruction.

Competent private instruction means private instruction provided on a daily basis for at least one hundred forty-eight days during a school year, to be met by attendance for at least thirty-seven days each school quarter, which results in the student making adequate progress. Competent private instruction is provided by or under the supervision of a licensed practitioner or by other individuals identified in law.

Independent private instruction means instruction that meets the following criteria: (i) is not accredited, (ii) enrolls not more than four unrelated students, (iii) does not charge tuition, fees, or other remuneration for instruction, (iv) provides private or religious-based instruction as its primary purpose, (v) provides enrolled students with instruction in mathematics, reading and language arts, science, and social studies, (vi) provides, upon written request from the superintendent of the school district in which the independent private instruction is provided, or from the director of the department of education, a report identifying the primary instructor, location, name of the authority responsible for the independent private instruction, and the names of the students enrolled, (vii) is not a nonpublic school and does not provide competent private instruction as defined herein, and (viii) is exempt from all state statutes and administrative rules applicable to a school, a school board, or a school district, except as otherwise provided by law.

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

***NOTE: This policy reflects Iowa law on competent private instruction and independent private instruction. For additional information, including applicable forms, please visit the "Options for Educational Choice" section of the Iowa Department of Education's website, located at <https://www.educateiowa.gov/pk-12/options-educational-choice>.***

Legal Reference: Iowa Code §§ 299, 299A.  
281 I.A.C. 31.

Cross Reference: 501 Student Attendance  
502 Student Rights and Responsibilities  
504 Student Activities  
507.1 Student Health and Immunization Certificates  
604.7 Dual Enrollment  
604.9 Home School Assistance Program

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## COMPETENT PRIVATE INSTRUCTION

In the event a child of compulsory attendance age, over age six and under age sixteen, does not attend public school or an accredited nonpublic school the child must receive competent private instruction.

A parent choosing competent private instruction for a student must notify the school district prior to the first day of school on forms provided by the school district. The forms are available in the central administration office. One copy of the completed forms will be kept by the school district and another copy will be forwarded to the area education agency.

The superintendent will determine whether the completed form is in compliance with the law. Specifically, the superintendent will determine whether the individual providing the instruction is either the student's parent, guardian, legal custodian or an Iowa licensed practitioner; whether the licensed practitioner's license is appropriate for the age and grade level of the student; that the student is being instructed a minimum of one hundred forty-eight days per year; that immunization evidence is provided for students placed under competent private instruction for the first time and that the report is timely filed.

The school district will report noncompliance with the reporting, immunization, attendance, instructor qualifications, and assessment requirements of the compulsory attendance law to the county attorney of the county of residence of the student's parent, guardian or custodian.

Students receiving competent private instruction are eligible to request open enrollment to another school district. Prior to the request for open enrollment, the student will request dual enrollment in the resident district. The receiving district will not bill the resident district unless the receiving district complies with the reporting requirements. If the parent, guardian or custodian fails to comply with the compulsory attendance requirements, the receiving district will notify the resident district. The resident district will then report the noncompliance to the county attorney of the county of residence of the parent, guardian or custodian.

Students receiving competent private instruction from a parent, guardian or legal custodian must be evaluated annually by May 1 unless such person is properly licensed. The parent, guardian or legal custodian may choose either a standardized test approved by the Iowa Department of Education or a portfolio evaluation. If the parent, guardian or legal custodian chooses standardized testing and the student is dual enrolled, the school district will pay for the cost of the standardized test and the administration of the standardized test. If the student is not dual enrolled, the parent, guardian or legal custodian will reimburse the school district for the cost of the standardized test and the administration of the standardized test. If a parent, guardian or legal custodian of a student receiving competent private instruction chooses portfolio assessment as the means of annual assessment, the portfolio evaluator must be approved by the superintendent. Portfolio evaluators must hold a valid Iowa practitioner's license or teacher certificate appropriate to the ages and grade levels of the children whose portfolios are being assessed. No annual evaluation is required for students receiving competent private instruction from an appropriately licensed or certified Iowa practitioner.

Approved September 9, 2013

Reviewed August 26, 2013

Revised August 26, 2013

COMPETENT PRIVATE INSTRUCTION

Upon the request of a parent, guardian or legal custodian of a student receiving competent private instruction or upon referral of a licensed practitioner who provides instruction or instructional supervision of a student under competent private instruction, the school district will refer a student who may require special education to the area education agency, Division of Special Education, for evaluation.

Students in competent private instruction must make adequate progress. Adequate progress includes scoring at the thirtieth percentile on a standardized test or a report by the portfolio evaluator indicating adequate progress. Students who fail to make adequate progress under competent private instruction provided by the student's parent, guardian or legal custodian will attend an accredited public or nonpublic school beginning the next school year. The parent, guardian or legal custodian of a student who fails to make adequate progress may apply to the director of the Department of Education for approval of continued competent private instruction under a remediation plan.

The remediation plan is for no more than one year. Before the beginning of the school year, the student may be re-tested and if the student achieves adequate progress the student may remain in competent private instruction.

Legal Reference: Iowa Code §§ 256.11; 279.10, .11; 299.1-6, .11, .15, .24, 299A (2011).  
281 I.A.C. 31.

Cross Reference: 501 Student Attendance  
502 Student Rights and Responsibilities  
504 Student Activities  
507.1 Student Health and Immunization Certificates  
604.7 Dual Enrollment  
604.9 Home School Assistance Program

## DUAL ENROLLMENT

The parent, guardian, or custodian of a student receiving competent private instruction may also enroll the student in the school district in accordance with state law and policy. The student is considered under dual enrollment. The parent, guardian, or custodian requesting dual enrollment for the student should notify the board secretary ~~prior to the third Friday of September each year~~ no later than September 15 of the school year in which dual enrollment is sought on forms provided by the school district. On the form, they will indicate the extracurricular and academic activities in which the student is interested in participating. The forms are available at the central administration office.

A dual enrollment student is eligible to participate in the school district's extracurricular and academic activities in the same manner as other students enrolled in the school district. The policies and administrative rules of the school district will apply to the dual enrollment students in the same manner as the other students enrolled the school district. These policies and administrative rules will include, but not be limited to, athletic eligibility requirements, the good conduct rule, academic eligibility requirements, and payment of the applicable fees required for participation.

A dual enrollment student whose parent, guardian, or custodian has chosen standardized testing as the form of the student's annual assessment will not be responsible for the cost of the test or the administration of the test.

After the student notifies the school district which activities in which they wish to participate, the school district will provide information regarding the specific programs.

The applicable legal requirements for dual enrollment including, but not limited to those related to reporting and eligibility, shall be followed. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

*NOTE: This policy reflects Iowa's dual enrollment law.*

Legal Reference: Iowa Code §§ 279.8, 299A (2013);  
281 I.A.C. 31.

Cross Reference: 502 Student Rights and Responsibilities  
503 Student Discipline  
504 Student Activities  
507 Student Health and Well-Being  
604.1 ~~Competent~~ Private Instruction  
604.9 Home School Assistance Program

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

6.2.1 Discussion and Probable Action: Guidance Counselor Sharing Agreement with the Stanton Community School District – Presented by Supt. Messinger

**Background:** This is the same agreement as entered into last year. The Stanton Community School District will provide a school counselor on a half time basis for Washington Intermediate School. Sheila Mainquist is a resident of Red Oak and has been a long-time counselor for the Stanton Community School District.

Having this person at Washington Intermediate School is necessary to help provide support for Barb Sims who serves as halftime curriculum director in addition to her principal duties. The guidance counselor works to help coordinate and provide support services for our students.

The agreement is included in the board packet.

**Recommendation:** Approve the sharing agreement for counselor (0.5 FTE) with the Stanton Community School District.

**CONTRACT AGREEMENT**  
**Stanton School District and Red Oak School District**  
**Shared Guidance Counselor**  
**2015-2016 School Year**

This contract is entered into between the Board of Education of the Stanton Community School District, State of Iowa, and the Board of Education of Red Oak Community School District, State of Iowa, for the duration of the 2015-2016 school year.

The Red Oak Community School District will reimburse the Stanton Community School District a combined total of the FTE 50% of the total cost of the shared teacher or position which includes salary, benefits, and substitute teacher costs, not to include extended contract days. Travel costs and any other costs related to performance of duties related to the shared agreement will be shared on a 50%-50% basis.

**The Stanton CSD will provide the following teacher services to the Red Oak Community School District:**

Guidance Counselor .5 FTE

The Stanton Community School District will administer the employment contract in accordance with the current agreement with the Stanton Education Association and Stanton School Board Policies.

The Red Oak Community School District will reimburse the Stanton Community School District a combined total of the FTE 50% of the total cost of the shared teacher or position which includes salary, benefits, substitute teacher costs. Travel costs and any other costs related to performance of duties related to the shared agreement will be shared on a 50% - 50% basis.

The Stanton Community School District will bill the Red Oak Community School District after the completion of the first and second semesters for the teacher costs during the 2015-2016 school year.

\_\_\_\_\_  
Date

\_\_\_\_\_  
President or Designee  
Stanton Community School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
President or Designee  
Red Oak Community School District

### 6.2.2 Personnel Considerations: Hiring/Consideration of Employment Contracts for Two Full-time Food Service Positions Pending Background Completion

**Background:** In June there were two 7.5 hour positions posted for Food Service – Cook. Sharon Foote has interviewed people for the positions and has selected two candidates for hire. They are Stephane Meyer, cook/fresh fruit and vegetable prep and Kathy Bates, cook. Their starting pay rate will be \$8.80. Their starting date will be August 17, 2015.

**Recommendation:** Approve the hiring of Stephane Meyer, cook/fresh fruit and vegetable prep for 7.5 hour/day and Kathy Bates, cook for 7.5 hour/day position.

Red Oak Community School District  
Staff Selection Recommendation

Date: 7/20/15

Building: Admin    HS    MS    WIS    IPS    ECC    Trans  
(Please Circle All That Apply)

Position: COOK / fresh fruit and vegetable prep employee

Name: Stephane Meyer

Certified:

Lane: \_\_\_\_\_

Step: \_\_\_\_\_

Salary: \_\_\_\_\_

Classified:

Hourly Rate: \$8.80

Hours Per Day: 7.5

Sharon K. Ford  
Principal/Director

Please send form to Superintendent for Board Approval

Red Oak Community School District  
Staff Selection Recommendation

Date: 7/20/15

Building: Admin      HS      MS      WIS      IPS      ECC      Trans  
(Please Circle All That Apply)

Position: COOK

Name: Kathy Bates

**Certified:**

Lane: \_\_\_\_\_

Step: \_\_\_\_\_

Salary: \_\_\_\_\_

**Classified:**

Hourly Rate: \$ 8.80

Hours Per Day: 7.5

Sharon K. Fazio  
Principal/Director

Please send form to Superintendent for Board Approval



### 6.2.3 Discussion and Probable Action: Reduction of a Secretary Position at the High School in Accordance with the FY 16 Budget Reduction Plan

**Background:** It is my understanding there is a building secretary position at the Red Oak High School which could be a possible reduction to save money. This position is one which has made phone calls to line up substitute teachers and paraprofessionals along with other duties. As a part of the plan to reduce the position, central office staff obtained information on a system to handle staff attendance and the hiring of substitutes in June, 2015.

The elimination of this position would allow the current person occupying it to be involuntarily transferred into the opening created when Tammi VanMeter resigned (acted on at the July 9, 2015 board meeting). This elimination and transfer (later agenda item) would be a savings of \$28,213 in salary and benefits. There would be a cost in the implementation of an automated system to locate substitutes and track attendance. Even after those costs were taken into consideration there would be a savings of over \$22,000 the first year and over \$25,000 in future years.

**Recommendation:** Reduce a high school building secretary position.

#### 6.2.4 Discussion and Probable Action: In-voluntary Transfer of a Secretary from the High School to the Middle School

**Background:** As a result of the resignation of Tammi VanMeter (accepted at the July 9, 2015 school board meeting) we have an open building secretary position at the Red Oak Middle School.

The reduction of a high school building secretary position was recommended to the board as an earlier item on the July 23, 2015 board meeting. This reduction (if approved) displaced Beth DeBolt from her position.

Putting the two situations together would allow for Beth DeBolt to be involuntarily transferred to the open position created when Tammi VanMeter resigned. Both her current position and the one she would be transferred into have the same job classification under the master agreement.

**Recommendation:** Perform an involuntary transfer of Beth DeBolt to the Red Oak Middle School as the Master Contract with the ROSSA allows for.

## 6.2.5 Discussion and Probable Action: Aesop Subfinder Program

**Background:** If the two previous board agenda items were passed there has been a reduction of a position (high school building secretary) which had lined up teacher and para substitutes for the buildings, among other tasks. The person who had held that position was involuntarily transferred to the opening at the Red Oak Middle School (Red Oak Middle School building secretary).

On June 30, 2015 a customer agreement and price quote was sent to the Red Oak Business Manager as requested. The agreement is for an online program called Aesop which is a system to contact, hire, and place substitutes. It also tracks attendance of staff and is able to provide data to persons with administrative rights as well as link with Software Unlimited. The method of retrieving the data with Aesop is much quicker and more accurate than when done by human hand. It is readily available to principals and secretaries on site.

The setup of this would be a one-time cost. This includes training for staff and the customization of the program to our types of leave and employees. Once set up, we would just pay the annual fee to keep the software up to date and running for our district.

The changes seen by staff members would be minimal on a day to day basis:

- Teachers would request a substitute and self-report their absence through Aesop
- Secretaries would receive their absentee reports online each morning
- Principals would approve absences and monitor attendance reasons to insure proper coding.

Important data would be able to be analyzed simply with the click of a button. Attendance trends and forecasts could be sought. Budgeting in special funding areas could be more easily monitored.

One of the greatest strengths of this program is the substitute fill rates. A person calling substitutes calls one person at a time. This program is able to line up multiple subs at the same time. People are also able to go online and “shop” for sub jobs each day.

This would contribute to the cost savings of over \$22,000 the first year and over \$25,000 in future years.

Business Manager Shirley Maxwell has tried to find other programs or companies offering comparable products and none have turned up to this point.

**Recommendation:** Approve the agreement with Frontline for the Aesop program. This would include the setup fee of \$3000 and the subscription fee of \$3300.



Aesop Customer Agreement

PRPUS2495456136427

06/30/2015

P: 610-722-9745 | F: 888-492-0337

1400 Atwater Drive Malvern, PA 19355

Customer:

Red Oak Cmty School District
904 Broad St
Red Oak IA 51566

Contact: Shirlely Maxwell
Title: Director of Business / Finance
Phone: (712) 623-6600
Email: MAXWELLS@ROSCHOOLS.COM

Agreement Details:

Pricing Expiration: 09/28/2015
Account Manager: Russ Durand

Initial Term: 2015-2016 / 2016-2017
Startup Cost Billing Terms: One-Time, Invoiced after signing
Subscription Start Date: 60 days after signed date
Subscription Billing Terms: Annually, based on 10 Months
Cancellation Terms: 30 Days Written Notice

Pricing Overview:

Startup Cost: One-Time cost due at signing \$3,000.00
Annual Subscription: Recurring cost \$3,300.00

Table with 5 columns: Itemized Description, Unit Price, Qty, Mths, Total. Includes rows for Aesop Subscription (Employees needing/not needing replacement) and Aesop Startup Cost (Implementation & training). Total amount due at signing is \$3,000.00.

BY SIGNING BELOW, CUSTOMER CERTIFIES THAT IT HAS READ AND AGREES WITH THE ADDITIONAL TERMS ATTACHED HERETO AND INCORPORATED HEREIN AND SHALL BE BOUND BY THE SAME. Customer also agrees that the terms and conditions of this Agreement and the Additional Terms are confidential information of Frontline Technologies Group, LLC. ("Frontline") and are not to be shared with any third party without the prior written consent of Frontline.

Customer: Red Oak Cmty School District
Name:
Signature:
Title:
Date:

Frontline Technologies Group, LLC
Name:
Signature:
Title:
Date:

Handwritten note: Work with Software Unlimited & this company -

Handwritten note: 3-5 wks training - train adm. + office - then work less 1/2 hr by video + webinar

### ADDITIONAL TERMS:

1. Subscription. Customer is purchasing a non-exclusive, non-transferable, non-assignable, terminable subscription ("Subscription") for use of Frontline's employee replacement system ("Aesop®") by Customer and those employees Customer registers on Aesop® as "Designated Employees."
2. Term. The Subscription shall begin upon the execution of this Agreement and continue through the Initial Term, set forth on the first page of this Agreement. If neither party has given the other at least thirty (30) days written notice of its intent not to renew prior to the end of the Initial Term or any Renewal Term, the Subscription shall automatically renew for the next year (each, a "Renewal Term").
3. Payment.
  1. The Startup Cost set forth on the first page of this Agreement will be invoiced to Customer by Frontline upon execution of this Agreement, but if Customer terminates this Agreement before completion of the implementation process, Frontline will refund the Startup Cost on a pro-rata basis, based on a six (6) week setup schedule. If for any reason Frontline's personnel travel to Customer's facility, Customer shall be responsible for the reasonable costs of transportation, lodging, meals and the like for Frontline's personnel.
  2. The Subscription set forth on the first page of this Agreement will be invoiced to Customer by Frontline based on the Customer Sign Date plus the number of days stated in the Subscription Start Date. Frontline will render a detailed invoice, showing the Subscription item unit price multiplied by the quantity, as set forth on the first page of this agreement. This will be multiplied by the number of months remaining in Customer's school year, prorating any partial months, to yield the actual annual subscription (the "Actual Annual Subscription"). There will be no charge for summer usage. The quantities of any annual subscription item of this Agreement are merely illustrative and are based on Customer's usage estimates. Should the number of employees change significantly during Startup or during the school year, Frontline will recalculate the Actual Annual Subscription and render an invoice for the difference.
  3. Before the start of the school year, Frontline will calculate the Subscription by multiplying the actual employees entered into Aesop® by the applicable Subscription item unit price, as amended from time to time. This will be multiplied by the ten (10) month school year to yield the Actual Annual Subscription. Should the number of employees on Aesop® change significantly during any school year, Frontline will recalculate the Actual Annual Subscription and render an invoice for the difference.
  4. Frontline reserves the right to increase any of the fees after the Initial Term, by providing at least thirty (30) days prior written notice of same to Customer.
4. Aesop® Assistance. Frontline shall provide Customer with commercially reasonable (a) assistance in the initial installation and setup of Aesop®, and (b) ongoing telephone assistance regarding the use of Aesop® during the Initial Term and any Renewal Term during normal EST business hours Monday through Friday, but (i) all telephone assistance rendered by Frontline shall only be to Customer's Aesop® Administrator, and (ii) Frontline shall not be required to provide "help desk" support for any questions or assistance that is not directly related to Aesop®.
5. Aesop® Operation. Customer acknowledges and agrees that it must properly enter data and information onto Aesop® in order for Aesop® to operate properly. Customer shall be responsible to verify the accuracy of any of Customer's data entered on Aesop®. Frontline makes no representation or warranty of any kind as to the availability, promptness, or reliability of any substitute employee actually contacted by Aesop®.
6. Aesop® Administrator. At all times, Customer must have an employee who has obtained Aesop® administrator certification training from Frontline and who is certified by Frontline as an Aesop® administrator ("Aesop® Administrator"). If the Aesop® Administrator ceases to serve as such, Customer shall promptly and at its expense have a new employee obtain Frontline Aesop® administrator certification and be designated as an Aesop® Administrator.
7. Vacancies. Customer may use Aesop® to obtain temporary employee when there is no absent employee (a "Vacancy"). Filling a Vacancy is treated by Aesop® as if it was a regular replacement for an absent employee and is billed at the Employee Rates.
8. Subscription Restrictions.
  1. Customer shall not assign, transfer, pledge, sub-license or otherwise encumber or dispose of any of Customer's rights or obligations under this Agreement.
  2. The Subscription does not extend to any individual or entity not a party to this Agreement, any employees of Customer who are not either the Designated Employees or the Aesop® Administrator, or any business, school or operation acquired by Customer by merger, consolidation, purchase, operation of law or otherwise, unless Frontline agrees in writing to the extension or assignment of the Subscription. No right is granted for the use or access of Aesop® by any third party. A transfer of control or ownership of Customer shall be considered a prohibited transfer of Customer's Subscription.
  3. Frontline may assign this Agreement to any third party acquiring all or substantially all of Frontline's assets or stock.
  4. Information regarding Customer's employees acquired by Frontline shall be confidential. Aggregated data not relating to individual employees of Customer acquired by Frontline in the course of performing this Agreement will be the sole property of Frontline.
9. Integration. In the event Customer integrates Aesop and a third-party product or service, whether with or without Frontline's Assistance, Customer understands and agrees: (a) that Frontline is authorized to provide Customer data to a specified third party or permit such third party to have access to Customer's data, as required to accomplish the integration services; and (b) Frontline is not responsible for, does not warrant, support, or make any representations regarding: (i) third-party products or services, (ii) Customer's data in the possession of third parties, including, without limitation, a third party's storage, use or misuse of Customer data, or (iii) Customer's uninterrupted access to a third party's services due to circumstances outside of the control of Frontline.
10. Limitation of Liability.
  1. **THE MAXIMUM LIABILITY OF FRONTLINE, ITS EMPLOYEES, AGENTS, REPRESENTATIVES, ATTORNEYS, OFFICERS AND DIRECTORS, FOR ALL DAMAGES, CLAIMS OR LOSSES WHATSOEVER, INCLUDING THOSE RELATING TO ANY ERROR, FAILURE, MALFUNCTION, OR DEFECT OF Aesop®, ANY BREACH OF THIS AGREEMENT AND ANY NEGLIGENCE OR OTHER MALFEASANCE BY FRONTLINE SHALL NOT EXCEED THE AMOUNT OF FEES ACTUALLY PAID BY CUSTOMER TO FRONTLINE DURING THE PAST TWELVE (12) MONTH PERIOD.**
  2. Upon termination of this Agreement for any reason, the provisions of this Section shall survive termination and continue in full force and effect.
11. Termination.
  1. Customer may terminate this Agreement at any time, for any reason or no reason, on thirty (30) days prior written notice to Frontline. In the event Customer terminates this Agreement pursuant to this Section, Frontline shall be entitled to retain all monies received from Customer pursuant to this Agreement, to be paid for fees due up to the termination; and shall be relieved of further obligations to Customer. Frontline shall promptly return to Customer any data, confidential information, materials, records and other information furnished to Frontline by Customer. Frontline shall return to Customer, on a pro-rata basis, any fees paid in advance by Customer that were not earned as of the date of termination.
  2. Frontline may terminate this Agreement for any breach by Customer.
12. Public Disclosure. Customer grants to Frontline the right to publicly disclose the fact that Customer is using Aesop® for Frontline's advertising and other promotional purposes.
13. Copyright and Trademarks. All intellectual property pertaining to Aesop®, including trademarks and copyrights, is and shall remain the sole property of Frontline and its affiliated companies.
14. Entire Agreement. This Agreement states the entire understanding reached between the parties hereto with respect to the subject matter contained herein and supersedes all prior or contemporaneous agreements, understandings, representations and warranties between the parties, and may not be amended except by written instrument executed by the parties hereto.

#### 6.2.6 Discussion and Probable Action: Red Oak Community School Geotechnical Addendum

**Background:** Enclosed in the packet is a request for proposal for geotechnical exploration from TD2 Engineering and Surveying. Mr. Messinger spoke with Kurtis Rohn, P.E. by phone. This proposal is to do test drilling to gather soil samples for testing. This to investigate the soil conditions for the engineers of the construction project. It would either take place the end of this week or the beginning of next week and would take one day to complete. The other details of the work are laid out in the proposal including cost (\$3300) and procedures for the work.

**Recommendation:** Approve the Proposal for Geotechnical Exploration by TD2 Engineering and Surveying.

July 14, 2015

Mr. Lee Fellers, Board President  
Red Oak Community School District  
c/o Mr. Daric O'Neal  
Alley Poyner Macchietto Architecture  
1516 Cuming Street  
Omaha, Nebraska 68102

RE: Proposal for Geotechnical Exploration  
Red Oak High School Building Addition  
2011 North 8<sup>th</sup>  
Red Oak, Iowa  
TD2 Proposal No. M 2015-104.1

Mr. Fellers:

Our understanding of the project is based on a request for proposal from you and a brief discussion with Mr. Trevor Larson of TD2 as the project structural engineer. We understand the project will consist of several new building additions to the existing high school building.

Three building additions will be added. It is expected that two of the additions will be a single story and the third will be two stories in height. The two story addition will also have a partial basement area. The buildings are expected to either steel framed or load bearing masonry construction. The floor in the single story and basement level additions will be slab-on-grade.

#### Scope of Geotechnical Investigation

For this investigation, we propose to advance four (4) soil borings to investigate the soil conditions at the site. The borings are expected to be located within the approximate footprint of the proposed building as best as the current site conditions allow. Individual boring depth is expected to range from 25 to 40 feet below the current site grades. A total estimate of drilling footage for the investigation is 125 linear feet.

The anticipated soil profile at the site is expected to include some man-placed fill consisting of clays overlying natural alluvium consisting of clays and silts overlying non-cohesive alluvium consisting of sands. Limestone bedrock is anticipated at significant depth.

Selected samples will be recovered using thin-walled tube samplers for cohesive materials. Non-cohesive and selected cohesive samples will be recovered with a split barrel sampler while performing the Standard Penetrations test during sampling. Samples will be recovered every 2.5' for the first 10' of drilling then every 5' thereafter. Field boring logs of soil types and characteristics encountered will be prepared. Water levels will be recorded if encountered within the depth of drilling. The borings will be abandoned with cuttings.

The recovered samples will be tested in the laboratory to determine current moisture content, density, and plasticity characteristics, as well as soil classification by Unified Soil Classification System (USCS). One-dimensional consolidation testing may be performed on selected samples as needed for the analysis.

The results of the field and laboratory work will be analyzed to evaluate and provide geotechnical design parameters, including bearing support, lateral pressures, estimated total and differential settlement, site seismic rating, current groundwater level, frost protection, pavement and slab subgrade preparations, preliminary pavement thickness, as well as other geotechnical issues prompted by the encountered conditions regarding site development. If the exploration is carried out prior to building demolition, the report will provide recommendations and guidance of demolition removals and fills. A report summarizing the data obtained and the related recommendations for project development will be prepared.

#### Geotechnical Exploration Work Schedule

TD2 is currently available to begin the field work at this site within 10 working days of authorization. We anticipate 1 working day to complete the field work for the geotechnical scope. Verbal information can be provided as drilling and laboratory testing progress allows. The final written report will be available within 25 working days after drilling.

#### Estimated Costs

Based on our current unit prices and the proposed work outlined above, we estimate the geotechnical exploration work presented in this proposal will cost \$3,300.00 on a lump sum basis. The cost will not be exceeded without written authorization from our client. This cost estimate includes our mobilization, fieldwork to advance and sample the borings, provide laboratory testing, perform geotechnical analyses, and provide a written report of our findings. Any changes in proposed construction from those indicated at the date of this proposal or any necessary actions to enhance site access to the boring locations may affect the final estimated price.

#### Limitations

We have assumed the boring locations to be accessible by the equipment as the current site conditions allow. This cost estimate does not include any special equipment that may be needed to enhance site access. Boring depth may be adjusted as drilling progresses, based on observed conditions. We will request an Iowa utility locate. Privately owned utilities may require location by the owner or the owner's representatives. Please note that adverse weather conditions may delay the field work beyond our control.



Red Oak Community School District  
Red Oak High School Building Addition  
Red Oak, Iowa  
July 14, 2015  
Page 3

One copy of this proposal is being sent. Upon authorization, please execute both and return one copy to us for our files. Authorization of this proposal also grants access to the site by TD2 for the execution of this proposal. Please contact our office if you have any questions.

Respectfully submitted,

THOMPSON, DREESSEN & DORNER, INC.



Kurtis L. Rohn, P.E.  
Geotechnical Engineer

KLR/tjp

This proposal is accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2015 for:

\_\_\_\_\_ Billing Address: \_\_\_\_\_  
Company or Individual

By: \_\_\_\_\_  
(Signature)

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone No. / Facsimile No.

\_\_\_\_\_  
Email Address

## 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 reports were available.

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

### **7.3 Other Announcements**