



Red Oak Community School District

2011 North 8th 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, July 11, 2016 – 6:00 pm

- Agenda -

1.0 Call to Order – Board of Directors President Paul Griffen

2.0 Roll Call – Board of Directors Secretary Pro Tem Karla Wood

3.0 Approval of the Agenda – President Paul Griffen

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

5.1 Review and Approval of Minutes from June 27, 2016 p. 1-3

5.2 Review and Approval of Monthly Business Reports p. 4-11

5.3 Open Enrollment Requests Consideration – none

5.4 Education Service Agreement with Council Bluffs Community School District p. 12

5.5 Consortium Agreement to Jointly Administer an Instructional Program at Children's Square (Academic Center) and Heartland Family Service (Therapeutic School) Located within the Boundaries of the Council Bluffs Community School District p. 13-34

6.0 General Business for the Board of Directors

6.1 Old Business

6.1.1 Discussion/Approval of the Memorandum of Understanding with iJAG *p.35-41*

6.1.2 Discussion/Approval of School Breakfast/Lunch Prices for FY 17 *p. 42*

6.1.3 Discussion/Approval of the Superintendent's Contract

6.1.4 Discussion/Approval of Two Maintenance Positions

6.1.5 Discussion/Approval of an Agreement with Carlos Guerra to Oversee Maintenance Operations for July and August, 2016

6.2 New Business

6.2.1 Discussion/Approval of the First Amendment to the YES Mentoring Contract *p. 43*

6.2.2 Discussion/Approval of Job Descriptions for the Maintenance Department and for Maintenance Administrative Assistant Mindy Riibe *p. 44-52*

6.2.3 Personnel Considerations for Approval:

1. Recommendation to hire Tom Solt as a bus driver for the transportation department *p. 53*

7.0 Reports

7.1 Administrative

7.2 Future Conferences, Workshops, Seminars

7.3 Other Announcements

8.0 Next Board of Directors Meeting:

Monday, July 25, 2016 – 6:00 pm
Sue Wagaman Board Room
Red Oak CSD Administrative Center

9.0 Adjournment

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
June 27, 2016

This regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Paul Griffen at 6:03 p.m.

Present:

Directors: Bryce Johnson, Paul Griffen, Bret Blackman
Supt. Tom Messinger, Board Secretary Shirley Maxwell

Absent:

Directors: Kathy Walker, Mark Johnson

Approval of Agenda

Motion by Director Bryce Johnson, second by Director Blackman to approve the amended agenda as presented with the order of agenda items at the discretion of the board president. Motion carried unanimously. The agenda was amended by changing item 6.1.2 from a closed session to an open session at the request of Adrian Guerra.

Affirmations and Commendations

The Board of Directors extended a thank you to Scott Allensworth, Ben Peterson and Drew Perrien; Red Oak CSD students Justin McCunn, Zacarias and Carlos Guerra IV, Carter Bruce, Billy Luna, Jake Gutierrez-Echternach, Isaac Bower and Gage Perez; and Red Oak CSD staff who helped the pre-schools move from the Webster Building to Inman Primary School.

Consent Agenda

Motion by Director Blackman, second by Director Bryce Johnson to approve the consent agenda as presented. Motion carried unanimously.

- Review and approval of minutes from June 13, 2016
- Review and approval of monthly business reports
- Review and approval of Agreement to Establish a Consortium to Jointly Administer an Instructional Program with Glenwood Community School District

Discussion/Approval of the Purchase of a Commercial Mower for the Maintenance Department

Motion by Director Blackman, second by Director Bryce Johnson to purchase a John Deere Z950M Commercial Ztrak mower from Agrivision Equipment Group at \$8,250.00. Motion carried unanimously.

Request from Adrian Guerra for an Open Session to Discuss His Employment Status

Adrian Guerra and Jedd Sherman addressed the board concerning the status of Adrian's employment. Adrian's custodian contract was terminated at the board meeting on May 28, 2016. According to information provided to the Directors at the meeting, Adrian stated that following a situation on June 14th, Supt. Messinger took Adrian Guerra's keys, cell phone and badge from

him and told him he was not to be on school premises performing his duties of lead custodian. He would not have to fulfill the rest of his 2015-2016 contract for which he had already been paid. Discussion followed.

School Nutrition Services and Funding for FY 17: Consideration of Fees for School Breakfasts and School Lunches

Information has been obtained by area schools regarding their school lunch prices. According to state regulations Red Oak is required to raise the cost of lunches by \$.09 cents. This item will be on an upcoming agenda for action.

Discussion/Approval of Student Fees for 2016-2017

Motion by Director Blackman, second by Director Bryce Johnson to accept the recommendation of Supt. Messenger to not increase student fees for the 2016-2017 school year. Motion carried unanimously. They will remain at the 2015-2016 rate of grades K-5 \$30.00 and 6-12 \$50.00.

Discussion and Establishment of Salaries for 2016-2017 for Administrators Jeff Spotts, ROHS Principal; Barry Bower, ROHS Assistant Principal/ Activities Director, Nate Perrien, MS Principal; WIS Principal/District Curriculum Director Barb Sims; and Gayle Allensworth, IPS Principal/District Special Education Director

Discussion and Establishment of Salaries for 2016-2017 for Directors Bob Deter, Technology; Carlos Guerra, Transportation; and Shirley Maxwell, School Business Official

Discussion and Establishment of Salaries for 2016-2017 for Heather Hall R.N., School Nurse; Linda Guerra, Interpreter Paraprofessional; Mindy Riibe, Maintenance Administrative Assistant; District Administrative Center Staff Members Karla Wood, Administrative Assistant; Deb Drey, Human Resource, Monica Blay, Accounting Clerk; and Kevin Herrick, Computer Hardware Technician

Discussion and Establishment of Salaries for 2016-2017 for Karen Dean, Home School Assistance Program Coordinator; and Bonnie Viner, Home School Assistance Program Consultant/Instructor

Supt. Messenger presented documentation to the Directors with suggested raises for the above group of employees. These people are staff members who are not covered under the Red Oak Education Association or the Red Oak Support Staff Association Master Contracts. The proposed raises for this group creates a package with a 2.91% increase. All employees will go from a PPO 500 Health Insurance Plan to the PPO 750 Health Insurance Plan.

Motion by Director Bryce Johnson, second by Director Blackman to approve the contracts and salaries as presented by Supt. Messenger for the staff members as presented. Motion carried unanimously.

Discussion/Approval to Hire Two Maintenance Personnel Positions for the 2016-2017 School Year

Members of the Facilities Committee and Mindy Riibe will meet with Supt. Messenger to create job descriptions for these two positions. These job descriptions will then be presented to the board for their approval before hiring for these positions. Since the positions need to be filled in

a timely manner there may be a need for a special board meeting to approve these job descriptions and approve the hiring of these positions.

Termination of Food Service Employment Contracts

Motion by Director Blackman, second by Director Bryce Johnson to approve the termination of food service employment contracts for the following: Shirley Allstadt, Delyne Bartlett, Kathy Bates, Darla Dumler, DeAnn Ellis, Kim Euken, Sharon Foote, Deb LaFollette, Melissa Marshall, Stephane Meyer, Jane Murren, Joy Steyer, Patty Westover and Carol Williams as of June 30, 2016. Motion carried unanimously. The summer food program employees will continue to work during the month of July and will be paid on a per diem basis as determined from their 2015-2016 contract. Food Service Director Sharon Foote will continue to work during the month of July but she stated she would only need 4 hours per day, not 8 hours per day as was in her previous contract.

Resignation from Carrie Shalters for HS Fall Play Assistant Director

Motion by Director Blackman, second by Director Bryce Johnson to accept the letter of resignation from Carrie Shalters as HS Fall Play Assistant Director effective at the end of the 2015-2016 school year. Motion carried unanimously.

Recommendation to Hire Anna Tanner as Kindergarten Teacher at Level BA Step 0

Motion by Director Blackman, second by Director Bryce Johnson to approve a contract for Anna Tanner for the kindergarten teaching position for the 2016-2017 school year at the BA-0 level. Motion carried unanimously.

Board Evaluation of the Superintendent—Closed Session

Motion by Director Blackman, second by Director Bryce Johnson to go into a closed session per Section 21.5(1)(i) of the Iowa Code to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session and per section 21.5(1)(a) of the Iowa Code to review or discuss records which are required or authorized by state or federal law to be kept confidential. Motion carried unanimously. The board went into closed session at 8:06 p.m. The board came out of closed session at 8:47 p.m.

Reports

Registration will be held on Thursday, August 11, 2016.

Next Board of Director's Meeting

Monday, July 11, 2016 – 6:00 p.m., Sue Wagaman Board Room, Red Oak CSD Administrative Center, 2011 N. 8th St., Red Oak Iowa.

Adjournment

Motion by Director Bryce Johnson, second by Director Blackman to adjourn the meeting at 9:01 p.m. Motion carried unanimously.

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AHLERS & COONEY	714189	125.00
10 0010 2310 000 0000 320	PROFESSIONAL SERVICES	125.00
Vendor Name AHLERS & COONEY		<u>125.00</u>
BERGLUND, STEPHANIE	06272016	103.17
10 0010 2213 132 3376 580	REIMBURSEMENT	103.17
Vendor Name BERGLUND, STEPHANIE		<u>103.17</u>
CHAT MOBILITY	06152016	596.84
10 0010 2410 000 0000 532	CELL PHONE CHARGES	596.84
Vendor Name CHAT MOBILITY		<u>596.84</u>
CONFER, KATIE	06292016	101.85
10 0010 2213 132 3376 580	REIMBURSEMENT	101.85
Vendor Name CONFER, KATIE		<u>101.85</u>
COUNCIL BLUFFS COMM SCHOOLS	06272016	176.85
10 0010 1000 420 1119 561	SERVICES	176.85
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		<u>176.85</u>
COUNSEL OFFICE & DOCUMENTS	174413	85.50
10 1902 1000 100 0000 359	COPIER CHARGES	85.50
COUNSEL OFFICE & DOCUMENTS	174414	85.50
10 2020 1000 100 0000 359	COPIER CHARGES	85.50
Vendor Name COUNSEL OFFICE & DOCUMENTS		<u>171.00</u>
DEPARTMENT OF EDUCATION	54630000-30	800.00
10 0020 2700 000 0000 430	BUS INSPECTIONS	800.00
Vendor Name DEPARTMENT OF EDUCATION		<u>800.00</u>
DETER, BOB	06302016	181.25
10 0010 2235 000 0000 580	REIMBURSEMENT	181.25
Vendor Name DETER, BOB		<u>181.25</u>
DHS CASHIER 1ST FLOOR	063016	12,226.10
10 0010 4634 219 4634	PROVIDER'S SHARE--JUNE	12,226.10
Vendor Name DHS CASHIER 1ST FLOOR		<u>12,226.10</u>
DOLLAR GENERAL	1000532169	3.00
10 0010 2600 000 0000 618	SUPPLIES	3.00
Vendor Name DOLLAR GENERAL		<u>3.00</u>
ERICKSON, JANELLE	06292016	77.04
10 0010 2213 132 3376 580	REIMBURSEMENT	77.04
Vendor Name ERICKSON, JANELLE		<u>77.04</u>
GRABER, DEB	06212016	85.85
10 0010 2213 132 3376 580	REIMBURSEMENT	85.85
Vendor Name GRABER, DEB		<u>85.85</u>
HERRICK, KEVIN	06302016	33.64

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 2235 000 0000 580	REIMBURSEMENT	33.64
Vendor Name HERRICK, KEVIN		<u>33.64</u>
HY VEE FOOD STORES	5705160348	119.21
10 3230 2410 000 0000 618	SUPPLIES	119.21
HY VEE FOOD STORES	5707647582	81.00
10 3230 2410 000 0000 618	GRADUATION SUPPLIES	81.00
Vendor Name HY VEE FOOD STORES		<u>200.21</u>
IA SCHOOL FOR THE DEAF	06232016	2,110.16
10 0010 1200 214 3302 569	SPED AID SALARY	2,110.16
Vendor Name IA SCHOOL FOR THE DEAF		<u>2,110.16</u>
JANSEN, BRANDON	06282016	72.92
10 0010 2213 132 3376 580	REIMBURSEMENT	72.92
Vendor Name JANSEN, BRANDON		<u>72.92</u>
K MART	3243	19.99
10 0010 2235 000 0000 618	TECH SUPPLIES	19.99
Vendor Name K MART		<u>19.99</u>
LONG, MICHAEL	06292015	20.00
10 0010 2213 132 3376 580	REIMBURSEMENT	20.00
Vendor Name LONG, MICHAEL		<u>20.00</u>
MANGOLD, KELSEY	06302016	66.55
10 0010 2213 132 3376 580	REIMBURSEMENT	66.55
Vendor Name MANGOLD, KELSEY		<u>66.55</u>
MIDWEST 3D SOLUTIONS	22887	325.00
10 0010 1000 300 4531 320	TRAINING	325.00
Vendor Name MIDWEST 3D SOLUTIONS		<u>325.00</u>
PEGG, ASHLEY	06302016	71.65
10 0010 2213 132 3376 580	REIMBURSEMENT	71.65
Vendor Name PEGG, ASHLEY		<u>71.65</u>
PODLISKA, TIEGEN	06282016	71.30
10 0010 2213 132 3376 580	REIMBURSEMENT	71.30
Vendor Name PODLISKA, TIEGEN		<u>71.30</u>
PRATT, KIM	06222016	7.04
10 2020 1000 100 0000 580	REIMBURSEMENT	7.04
Vendor Name PRATT, KIM		<u>7.04</u>
RED OAK HARDWARE HANK	224103	92.92
10 0010 2600 000 0000 618	SWIFFER, CEMENT, DOLLY	92.92
RED OAK HARDWARE HANK	224106	21.96
10 0010 2600 000 0000 618	BATTERIES & LIGHTS	21.96
RED OAK HARDWARE HANK	224107	26.15
10 0010 2600 000 0000 618	DUSTER, SCREWS, WRENCH	26.15
Vendor Name RED OAK HARDWARE HANK		<u>141.03</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
REEVE, KIM 10 0010 2213 132 3376 580 Vendor Name REEVE, KIM	6272016 REIMBURSEMENT	65.35 <u>65.35</u> 65.35
SCHON, DANA 10 0010 2213 130 3387 320 Vendor Name SCHON, DANA	051516 TEACHER LEADERSHIP FACILITATION	3,282.96 <u>3,282.96</u> 3,282.96
SIMS, BARBARA 10 0010 2213 132 3376 580 Vendor Name SIMS, BARBARA	06302016 REIMBURSEMENT	60.02 <u>60.02</u> 60.02
SMITS, MELINDA 10 0010 2213 132 3376 580 Vendor Name SMITS, MELINDA	06292016 REIMBURSEMENT	107.66 <u>107.66</u> 107.66
SPOTTS, JEFF 10 0010 2213 132 3376 580 Vendor Name SPOTTS, JEFF	06282016 REIMBURSEMENT	69.87 <u>69.87</u> 69.87
STERLING COMPUTERS 10 0010 2235 000 0000 350 Vendor Name STERLING COMPUTERS	0011401 ENGINEER SERVICES	1,160.00 <u>1,160.00</u> 1,160.00
TIMBERLINE BILLING SERVICE LLC 10 0010 2510 217 3303 350 Vendor Name TIMBERLINE BILLING SERVICE LLC	9628 MEDICAID BILLING	1,191.12 <u>1,191.12</u> 1,191.12
TRUCK CENTER COMPANIES 10 0020 2700 000 0000 430 Vendor Name TRUCK CENTER COMPANIES	404060-1 NE TAX FROM INVOICE	4.60 <u>4.60</u> 4.60
UNITED PARCEL SERVICE 10 1901 2410 000 0000 531 10 1902 2410 000 0000 531 10 2020 2410 000 0000 531 10 3230 2410 000 0000 531 10 0010 2321 000 0000 531 Vendor Name UNITED PARCEL SERVICE	000053702226 6 SHIPPING CHARGES SHIPPING CHARGES SHIPPING CHARGES SHIPPING CHARGES SHIPPING CHARGES	150.75 <u>25.00</u> <u>25.00</u> <u>33.62</u> <u>25.00</u> <u>42.13</u> 150.75
WESTLAKE ACE HARDWARE 10 0010 2600 000 0000 618 WESTLAKE ACE HARDWARE 10 0010 2600 000 0000 618 Vendor Name WESTLAKE ACE HARDWARE	10506579 MAINT SUPPLIES 10506585 MAINT SUPPLIES	2.28 <u>2.28</u> 0.99 <u>0.99</u> 3.27
Fund Number 10		<u>23,883.04</u>
Checking Account ID 1 STERLING COMPUTERS 36 3900 2235 000 0000 739 36 3900 2235 000 0000 739	Fund Number 36 0011335 TECHNOLOGY EQUIPMENT TECHNOLOGY EQUIPMENT	PHYSICAL PLANT & EQUIPMENT 5,397.00 <u>1,799.00</u> <u>3,598.00</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name STERLING COMPUTERS		<u>5,397.00</u>
Fund Number 36		<u>5,397.00</u>
Checking Account ID 1		<u>29,280.04</u>
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
MARTIN BROS.	6257174	480.86
61 0010 3110 000 4556 631	FOOD SUPPLIES	<u>480.86</u>
Vendor Name MARTIN BROS.		480.86
PAN-O-GOLD BAKING COMPANY	010144618005	34.20
61 0010 3110 000 4556 631	SUPPLIES	<u>34.20</u>
Vendor Name PAN-O-GOLD BAKING COMPANY		34.20
STEYER, JOY	06302016	14.88
61 0010 3110 000 4556 580	REIMBURSEMENT	<u>14.88</u>
Vendor Name STEYER, JOY		14.88
Fund Number 61		<u>529.94</u>
Checking Account ID 2		<u>529.94</u>
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
LEWIS CENTRAL COMMUNITY SCHOOL	06292016	80.00
21 0010 1400 920 6660 320	ENTRY FEE GOLF	<u>80.00</u>
Vendor Name LEWIS CENTRAL COMMUNITY SCHOOL		80.00
Fund Number 21		<u>80.00</u>
Checking Account ID 3		<u>80.00</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
BATTEN SANITATION SERVICE	063016	2,257.50
10 0010 2600 000 0000 421	GARBAGE SERVICES	2,257.50
Vendor Name BATTEN SANITATION SERVICE		<u>2,257.50</u>
BP GAS STATION	38620008	69.06
10 0020 2700 000 0000 626	FUEL	69.06
Vendor Name BP GAS STATION		<u>69.06</u>
CASEY'S	063016	418.63
10 0020 2700 000 0000 626	FUEL	418.63
Vendor Name CASEY'S		<u>418.63</u>
CENTURY LINK	062516	457.10
10 0010 2410 000 0000 532	DISTRICT WIDE FIRE ALARAM LINES	457.10
Vendor Name CENTURY LINK		<u>457.10</u>
CITY OF RED OAK	060616	1,222.85
10 0010 2600 000 0000 411	UTILITIES	1,222.85
Vendor Name CITY OF RED OAK		<u>1,222.85</u>
CONTROL MASTERS	3926426	830.42
10 0010 2600 000 0000 430	DOOR MAINTENANCE	830.42
Vendor Name CONTROL MASTERS		<u>830.42</u>
ENGEL LAW OFFICE	062316	1,012.50
10 0010 2310 000 0000 320	PROFESSIONAL SERVICES	1,012.50
Vendor Name ENGEL LAW OFFICE		<u>1,012.50</u>
FREIBERG, MELISSA	063016	47.55
10 0010 2213 132 3376 580	REIMBURSEMENT	47.55
Vendor Name FREIBERG, MELISSA		<u>47.55</u>
GREEN HILLS AEA	343	90.00
10 0010 1200 211 3301 612	BOOKS	90.00
GREEN HILLS AEA	354	100.00
10 0010 1200 214 3302 320	ASSESSMENTS	50.00
10 0010 1200 211 3301 320	ASSESSMENTS	50.00
Vendor Name GREEN HILLS AEA		<u>190.00</u>
MATHESON TRI-GAS	13515608	108.05
10 0010 1000 300 4531 612	WELDING CURTAINS	108.05
Vendor Name MATHESON TRI-GAS		<u>108.05</u>
OREILLY AUTO PARTS	0298-393489	15.60
10 0020 2700 000 0000 618	WIPER BLADES	15.60
OREILLY AUTO PARTS	0298-394819	3.18
10 0020 2700 000 0000 618	REFLECTORS	3.18
Vendor Name OREILLY AUTO PARTS		<u>18.78</u>
R & R PLUMBING	9509	777.50
10 0010 2600 000 0000 430	REPAIR BACK FLOW-BB FIELD	777.50

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
Vendor Name R & R PLUMBING			<u>777.50</u>
RIVERSIDE COMMUNITY SCHOOLS	062916	6,366.00	
10 0010 1000 100 0000 567	SECOND SEMESTER OPEN ENROLLMENT		6,366.00
Vendor Name RIVERSIDE COMMUNITY SCHOOLS			<u>6,366.00</u>
SCHOOL BUS SALES	35644	250.00	
10 0020 2700 000 0000 618	#10 ARM KIT		250.00
Vendor Name SCHOOL BUS SALES			<u>250.00</u>
Fund Number 10			<u>14,025.94</u>
Checking Account ID 1	Fund Number 33	CAPITAL PROJECTS - LOST	
IMPACT 7G	8390	6,890.00	
33 0010 4700 000 0000 450	BOILER PROJECT		6,890.00
Vendor Name IMPACT 7G			<u>6,890.00</u>
Fund Number 33			<u>6,890.00</u>
Checking Account ID 1			<u>20,915.94</u>
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND	
ANDERSON ERICKSON DAIRY CO	183704	33.32	
61 0010 3110 000 4556 631	SUMMER MEAL PROGRAM-MILK		33.32
ANDERSON ERICKSON DAIRY CO	183716	61.97	
61 0010 3110 000 4556 631	SUMMER MEAL PROGRAM-MILK		61.97
ANDERSON ERICKSON DAIRY CO	185175	37.99	
61 0010 3110 000 4556 631	SUMMER MEAL PROGRAM-MILK		37.99
ANDERSON ERICKSON DAIRY CO	185189	47.54	
61 0010 3110 000 4556 631	SUMMER MEAL PROGRAM-MILK		47.54
ANDERSON ERICKSON DAIRY CO	187977	76.19	
61 0010 3110 000 4556 631	SUMMER MEAL PROGRAM-MILK		76.19
ANDERSON ERICKSON DAIRY CO	187991	123.94	
61 0010 3110 000 4556 631	SUMMER MEAL PROGRAM-MILK		123.94
ANDERSON ERICKSON DAIRY CO	190707	37.99	
61 0010 3110 000 4556 631	SUMMER MEAL PROGRAM-MILK		37.99
ANDERSON ERICKSON DAIRY CO	190722	76.19	
61 0010 3110 000 4556 631	SUMMER MEAL PROGRAM-MILK		76.19
ANDERSON ERICKSON DAIRY CO	193440	66.64	
61 0010 3110 000 4556 631	SUMMER MEAL PROGRAM-MILK		66.64
ANDERSON ERICKSON DAIRY CO	193455	51.36	
61 0010 3110 000 4556 631	SUMMER MEAL PROGRAM-MILK		51.36
Vendor Name ANDERSON ERICKSON DAIRY CO			<u>613.13</u>
Fund Number 61			<u>613.13</u>
Checking Account ID 2			<u>613.13</u>
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND	
CHRISTENSEN, JIM	062416	145.00	
21 0010 1400 920 6835 320	OFFICIAL		145.00
Vendor Name CHRISTENSEN, JIM			<u>145.00</u>
HOOGCSTRAAT, JD	062716	110.00	
21 0010 1400 920 6835 320	OFFICIAL		110.00
Vendor Name HOOGCSTRAAT, JD			<u>110.00</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
HUFF, DAVE	062416	145.00
21 0010 1400 920 6835 320	OFFICIAL	145.00
Vendor Name HUFF, DAVE		<u>145.00</u>
INTORRE, FRED	062816	125.00
21 0010 1400 920 6730 320	OFFICIAL	125.00
Vendor Name INTORRE, FRED		<u>125.00</u>
JAMES, MIKE	062716	125.00
21 0010 1400 920 6730 320	OFFICIAL	125.00
Vendor Name JAMES, MIKE		<u>125.00</u>
KENENLY, RICHARD	062916	135.00
21 0010 1400 920 6730 320	OFFICIAL	135.00
Vendor Name KENENLY, RICHARD		<u>135.00</u>
ROMINE, RON	062716	110.00
21 0010 1400 920 6835 320	OFFICIAL	110.00
Vendor Name ROMINE, RON		<u>110.00</u>
TAYLOR, DUSTIN	062316	135.00
21 0010 1400 920 6730 320	OFFICIAL	135.00
TAYLOR, DUSTIN	062716	125.00
21 0010 1400 920 6730 320	OFFICIAL	125.00
Vendor Name TAYLOR, DUSTIN		<u>260.00</u>
VOSS, RORY	062316	135.00
21 0010 1400 920 6730 320	OFFICIAL	135.00
VOSS, RORY	062916	135.00
21 0010 1400 920 6730 320	OFFICIAL	135.00
Vendor Name VOSS, RORY		<u>270.00</u>
WOOD, RAY	062816	125.00
21 0010 1400 920 6730 320	OFFICIAL	125.00
Vendor Name WOOD, RAY		<u>125.00</u>
Fund Number 21		<u>1,550.00</u>
Checking Account ID 3		<u>1,550.00</u>

Vendor ID: COUNC4 COUNCIL BLUFFS COMM SCHOOLS PO Number: Invoice Number: 061516 Amount: 40,381.59
Description: SERVICES Invoice Date: 06/30/2016 Due Date: 06/30/2016 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 1 Check Number: 169709 Check Date: 06/30/2016
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
10 0010 1200 217 3303 101 DEC/JAN/FEB SPED 33,620.43 N Final
36 0010 2600 000 0000 441 DEC/JAN/FEB SPED RENT 6,761.16 N Final

Vendor ID: FARMER FARMERS MERCANTILE PO Number: Invoice Number: 061016 Amount: 138.12
Description: SUPPLIES Invoice Date: 06/10/2016 Due Date: 06/30/2016 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 1 Check Number: 169566 Check Date: 06/13/2016
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
10 0020 2700 000 0000 628 PROPANE TAX 138.12 N Final

Vendor ID: FOOTE FOOTE, SHARON PO Number: Invoice Number: 060616 Amount: 50.00
Description: REIMBURSEMENT Invoice Date: 06/06/2016 Due Date: 06/30/2016 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 2 Check Number: 13353 Check Date: 06/06/2016
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
61 0010 3110 000 4556 618 START UP FUNDS IPS-WASH SUMMER FOOD 50.00 N Final

Vendor ID: GLENWOODCO GLENWOOD COMMUNITY SCHOOLS PO Number: Invoice Number: 051116 Amount: 2,702.03
Description: SERVICES Invoice Date: 05/11/2016 Due Date: 06/30/2016 Status: PP 1099 Amount: 0.00
Sequence: 10 Check Type: Check Checking Account ID: 1 Check Number: 169564 Check Date: 06/13/2016
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
10 0010 1200 217 3303 567 SP ED CHARGES 2,702.03 0.00 N Final

Vendor ID: HIWAY242 HI-WAY 242 AUTO BODY PO Number: Invoice Number: 061016 Amount: 3,131.00
Description: SERVICES/SUPPLIES Invoice Date: 06/10/2016 Due Date: 06/30/2016 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 1 Check Number: 169565 Check Date: 06/13/2016
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
10 0020 2700 000 0000 430 TRAILER REPAIR 3,131.00 N Final

Vendor ID: MARTINEZ MARTINEZ, DAN PO Number: 32311479 Invoice Number: 32311479 Amount: 144.00
Description: REIMBURSEMENT Invoice Date: 05/24/2016 Due Date: 06/30/2016 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 3 Check Number: 25446 Check Date: 06/06/2016
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
21 0010 1400 920 6650 618 CO-ED TENNIS MEAL MONEY 144.00 N Final

Vendor ID: MERCER MERCER HEALTH & BENEFITS ADMIN LLC PO Number: Invoice Number: 061316 Amount: 4,541.14
Description: SERVICES Invoice Date: 06/13/2016 Due Date: 06/30/2016 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 1 Check Number: 169567 Check Date: 06/15/2016
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
10 0010 1000 100 8018 270 JULY INSURANCE 4,541.14 N Final

Report 1099 Total: 0.00

Report Total: 51,087.88

11



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

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

Condition I

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

Condition II

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

- A. The receiving agency shall provide the sending agency with a final statement of the actual cost of services and programs by the end of the student's term or by the end of the current school year. The cost shall be determined by multiplying the number of days enrolled at The Acute Psychiatric Facility by the daily per diem rate of \$35.37.
- B. Remittance is to be sent to:

Council Bluffs Community Schools
Attention: Diane Copenhaver
300 West Broadway, Suite 1600
Council Bluffs IA 51503
712-328-6424

Signed: Designee Sending Agency

Date:

Martha Bruckner

06-27-16

Signed: Designee Receiving Agency

Date:

**2016-2017 Consortium Agreement
to Jointly Administer an Instructional Program
at CHILDREN’S SQUARE (Academic Center) and HEARTLAND
FAMILY SERVICE (Therapeutic School)
Located within the boundaries of the COUNCIL BLUFFS Community
School District**

This Agreement between the member school districts whose signatures appear at the end of this document (hereafter “members”), including the COUNCIL BLUFFS Community School District (hereafter “host”), is to establish a jointly administered program for the enrollment of students from the host and members’ school districts in the consortium day programs located at CHILDREN’S SQUARE and HEARTLAND FAMILY SERVICE pursuant to Iowa Code sections 28E.3 and 280.15(1) to provide quality education and activities for students enrolled from each member district, by the most efficient and economically responsible means; and

Whereas, each member wishes to enroll one or more of its students in (the K-12) consortium day programs that are offered and available at the CHILDREN’S SQUARE (Academic Center) and HEARTLAND FAMILY SERVICE (Therapeutic School) sites and that are not otherwise available at each member’s site, and

Whereas, the host is willing to jointly administer the programs and activities at the CHILDREN’S SQUARE and HEARTLAND FAMILY SERVICE sites with the members with the costs determined as stated in this Agreement, and

Whereas, Iowa Code section 28E.3 provides, in part, that the boards of directors of two or more school districts may by agreement jointly administer any power, privilege or authority each member school district is capable of exercising individually, and

Whereas, Iowa Code section 280.15, subsection 1, provides, in part, that the boards of directors of two or more school districts may by agreement jointly share services of school personnel, acquire and share classrooms, facilities, and equipment,

Therefore, the member school districts agree to establish a jointly administered instructional program for each facility in the form of a Consortium as authorized by Iowa Code under the following terms and conditions:

PURPOSE

The COUNCIL BLUFFS Community School District, pursuant to Iowa Code section 274.1, has the exclusive authority and responsibility to provide the instructional programs on the CHILDREN’S SQUARE and HEARTLAND FAMILY SERVICE Campuses. Each member school district, pursuant to Iowa Code, has responsibility for the educational outcomes of its resident students when the districts are jointly administering an instructional program. Members

sending students to the CHILDREN'S SQUARE and HEARTLAND FAMILY SERVICE site programs will become members of the COUNCIL BLUFFS CONSORTIUM. This Agreement describes the arrangement for the provision of instructional service for the CHILDREN'S SQUARE and HEARTLAND FAMILY SERVICE Consortium day programs which are not part of the residential or placed PMIC day programs. This Agreement further describes certain terms and conditions to participate in the consortium day program located at the sites of CHILDREN'S SQUARE and HEARTLAND FAMILY SERVICE within a Consortium arrangement for the students of each member district, including the host district, and other students not residents of any member district. This Agreement provides a means by which the members may jointly and cooperatively provide greater educational opportunities for students through the offering of educational programs and the collective operation of facilities for student use by exercising powers, privileges and authority and proceeding to participate in and help administer the program, pursuant to the joint powers authorized by Iowa Code. Collective operation of facilities is limited to non-placed, non-residential, non-PMIC students.

PROGRAM DESCRIPTION:

Academic Center (Children's Square)

The Academic Center is an educational program providing individual support as directed by the Individual Education Program (IEP) for students with behavioral and emotional needs. The school serves students in grades 1 - 12 who need a specialized program to meet their educational needs. The licensed special education teachers provide instruction in core academic areas as well as problem solving, social skills, life skills, and interpersonal communication.

Therapeutic School (Heartland Family Service)

The Therapeutic School is a program that provides a full day of academic and therapeutic programming for special education students. A full day of academic coursework is provided by special education teachers per the student's IEP. Referrals to the school are made through the student's local school district within Green Hills Area Education Agency.

NAME/ORGANIZATION

To accomplish the purposes stated above and to carry out joint and cooperative activity associated with the program, there is hereby created the COUNCIL BLUFFS DISTRICT Consortium ("hereafter Consortium"). This Consortium shall consist of the original member districts and host district, and can include additional parties from time to time, but said Consortium shall not be considered a separate legal entity for purpose of Iowa Code Chapter 28E.

"Host district" means the district of location.

"Member district" means each public school district whose board has agreed to participate in the Consortium program, including the host district.

“Administrators” mean the superintendents or superintendent designee of each public school district whose board has agreed to participate in the Consortium program, including the host district.

“Fiscal agent” means the district that is established within the terms of this Agreement to provide the administrative business services, including student, staff, and financial accounting/management on behalf of the Consortium.

FISCAL AGENT

The host district will serve as the fiscal agent for purposes of all administrative business services associated with participation in the Consortium pursuant to the terms of this Agreement. The fiscal agent shall receive funds, handle student, staff, and financial accounting, make timely payments, and provide timely itemized billings to member districts as well as to cover incidental administrative costs such as clerical and business services, postage, and telephone. The resident district agrees to enter into the Student Record Information System (SRI) students in programs offered through the CHILDREN’S SQUARE and HEARTLAND FAMILY SERVICE programs, including residential programs and verifying SRI entries by consortium members of their resident students in the consortium programs.

A new fiscal agent may be designated by a majority vote of the administrators.

ADMINISTRATION

The Consortium shall be governed and administered by the superintendents or superintendent designee of each participating member school district (collectively, “The Administrators”). However, contracts must be approved and signed by the board president and board secretary of the governing boards of member districts rather than the administrators.

The administrators of the districts whom are members of the Consortium shall have all powers, privileges, and authority necessary and incidental to manage the affairs of the Consortium, to exercise any power common to the members, and to work with each other to manage this program. The administrators shall also carry out the intent and purpose of this Agreement not inconsistent with law or this Agreement.

These powers and responsibilities of the administrators shall include general administrative duties which may arise from time to time, including, but not limited to:

- A. Setting policy and directing administrative regulations for the Consortium.
- B. Evaluating and preparing required reports on the effectiveness of the Consortium and the CHILDREN’S SQUARE and HEARTLAND FAMILY SERVICE programs.
- C. Assessing the education needs and interests of the students within their respective district.
- D. Participation numbers will be reviewed with the consortium annually.

- E. Meeting periodically, as needed, to discuss issues associated with the CHILDREN'S SQUARE and HEARTLAND FAMILY SERVICE programs and the Consortium.
- F. Other reasonable and necessary administrative duties.

Votes and approvals by the administrators may be accomplished by a consensus, a vote at a meeting, or by written affirmation by letter or electronic mail.

However, if the fiscal agent is entering into a contract or agreement on behalf of the Consortium, the governing boards of the member districts shall first approve the contract or agreement. The participating member districts may at any time restrict the powers of the fiscal agent of the Consortium.

JOINT MEETINGS

The administrators shall meet at least twice each school year, or more often if necessary, to discuss items of mutual concern.

BOARD APPROVAL

Consortium membership shall be approved by the board of education of each member district. Failure of a board of education to approve the Consortium Agreement shall remove that school district from Consortium membership.

JURISDICTION

The students attending the Consortium program shall be allowed to participate in the student activities in their districts of residence and will be subject to the eligibility rules of their resident districts. Students in the Consortium continue to be enrolled in their resident districts and are subject to the testing requirements, graduation requirements, and disciplinary procedures of their resident districts. The employer of the licensed teachers will administer required assessments and will forward the results of the individual assessments to each resident district. Permanent school records shall be maintained at the student's resident district.

The fiscal agent, through the Consortium, must be actively involved in the management, direction, supervision, and evaluation of the program; evaluation of the students; staff development of teachers; and monitoring adherence to all pertinent state and federal laws, including, but not limited to: testing requirements, IDEA provisions, omni-circular provisions, FERPA provisions, teacher licensure, curriculum development, professional development and expectations, and core curriculum implementation.

Member district students shall be under the jurisdiction of, and be the responsibility of, the host district while in attendance at CHILDREN'S SQUARE and HEARTLAND FAMILY SERVICE, except as set out in this Agreement. Member district students shall be subject to the

same academic, disciplinary, and other additional requirements that apply to host district resident students.

INDEPENDENCE RETAINED

It is expressly understood and agreed to by the member districts that nothing contained in this Agreement shall be construed to create a partnership, association, or other affiliation or like relationship between the member districts, it being specifically agreed that their relationship is and shall remain that of independent parties participating in a cooperative mutual relationship in the Consortium. In no event shall a school district be liable for the debts and obligation of another school district.

NON-DELEGATION

Unless specifically provided in this Consortium Agreement, the Agreement shall not be construed as a delegation of the authority by the boards of education of any member school districts, or the powers or responsibilities conferred upon them by Iowa Code.

DISPUTE RESOLUTION AND ARBITRATION

In the event member districts are unable to agree to the interpretation or operation of this Agreement, a committee made up of five volunteer members of the consortium, one of which is a member of the host district, shall meet to recommend to the full consortium their recommendation.

In the event that the dispute remains unresolved, the dispute shall be referred to a "Conflict Resolution Committee" made up of the president of the board of directors of the host district, the president of a member district [Lewis Central for 15-16 year], and the chief administrator of the area education agency (AEA) in which the Consortium program is located, whose decision is final.

SPECIAL EDUCATION

Each member district shall remain responsible for ensuring the special education instructional and support services offered to its students at the Consortium program provide a free and appropriate public education (FAPE) pursuant to federal and state law.

Each resident district is to maintain a file on each resident student attending the Consortium program. For special education students, this file should contain the student's current IEP and progress reports.

The resident district, working with the host district or agency employing the teacher is responsible for IEP development and review.

STAFFING

Special educational instructional staff will be employees of CHILDREN'S SQUARE or HEARTLAND FAMILY SERVICE and not employees of any member district. The special education director at HEARTLAND FAMILY SERVICES will be a Council Bluffs District employee.

The fiscal agent may employ, on behalf of the Consortium, an appropriately licensed person or assign a portion of an appropriately licensed person's time (with time records to show time exclusively devoted to the Consortium) to perform the duties of special education director. Only the employing member district has the power to terminate the employment of the director.

If the time records support that a specific portion of the time of the special education director was exclusively devoted to special education, the fiscal agent shall provide such records to each member district. The member districts may use this information to request approval of the School Budget Review Committee (SBRC) to treat this cost as a special education cost. Otherwise, without SBRC approval, the cost cannot be expended from special education funding.

TRANSPORTATION

Transportation of member students to and from the CHILDREN'S SQUARE and HEARTLAND FAMILY SERVICE sites will be determined by the resident member district and will not be the responsibility of the host district. Other necessary transportation during the school day shall be provided by the host district and shall be charged to the resident member district for the student as an individualized cost.

The host member district agrees to allow vehicles from member districts to cross its boundaries for purposes of providing such transportation.

PROPERTY

It is not contemplated the Consortium will acquire, hold or dispose of any real property as part of this undertaking. However, the fiscal agent in the Consortium may enter into leases or sublease arrangements for a building to house the program, with approval of the member districts. That lease or sublease arrangements may be payable from the Physical Plant and Equipment Levy Fund or other legally authorized funds.

NON-MEMBER DISTRICTS

Occasionally, a district which is not a member of the Consortium may want to send a student to the CHILDREN'S SQUARE or HEARTLAND FAMILY SERVICE programs. Districts who are not members are required to join the Consortium prior to sending students to either CHILDREN'S SQUARE or HEARTLAND FAMILY SERVICE.

FINANCIAL PROVISIONS

Members agree to pay Consortium costs to the fiscal agent for their students' enrollment in the consortium program located at the sites of CHILDREN'S SQUARE and HEARTLAND FAMILY SERVICE. The costs shall be computed by determining actual costs for providing educational services to each member's students with IEPs as defined in this Agreement. Billing will be done quarterly.

A member district may be involuntarily terminated at the end of a school year by a majority vote of the administrators for failure to pay timely or otherwise not abiding by the terms of this Agreement.

If statutory changes or additions, i.e., state incentives for such sharing, mandate adjustments in the payments required pursuant to this Agreement, addenda shall be executed to bring the Agreement into compliance with statutory requirements.

The fiscal agent member shall provide itemized billings for the costs set out in this Agreement, within thirty (30) days of the end of each month. No billing shall be provided directly to resident districts from a third party contract. Each member shall promptly pay its amount at its next board meeting, but no later than thirty (30) days from receipt of the itemized bill. If any costs were estimated during the fiscal year, the final month's billing shall be adjusted to ensure that the costs are the actual costs for special education for the entire year and the correct share of costs pursuant to this Agreement. "Itemized" billing means a bill in sufficient detail that each member district can meet its legal fiscal responsibilities, including but not limited to, determining performance of the IEP requirements for each of its students, reporting expenditures from the correct funding source in accordance with the permissive uses guidance document issued in December 2013, filing Medicaid claims or special education claims or determining that such claims have been filed and billed costs reduced by that amount, etc.

Each resident district shall be billed for and pay the direct actual costs of the educational program for each of its resident students pursuant to the IEP. "Actual costs" is a term referring to the excess costs of providing instruction for children requiring special education, above the costs of instruction of pupils in a regular curriculum. "Actual costs" should not be confused with the common meaning of actual as 'all costs incurred' which might include non-instructional costs or costs of instruction that are substantially similar to the costs of instruction in regular curriculum. To the extent that the costs are directly related to the provision of special education services pursuant to the IEPs, these costs are special education costs in the member districts. In the case of a Consortium, the general purpose percentage [GPP] would not be billed as a part of the actual costs, because the non-IEP costs are being allocated to member districts otherwise; billing for GPP would result in duplicated billing.

Specialized costs above the costs of providing special education instruction for students may be billed to each resident district. Costs must be exclusively for identified students per their IEPs.

In the case where a lease agreement is approved by the administrators and their respective boards, and the facility being leased is not a school building owned by a member district, the annual cost of the lease may be billed to each member district in the proportion of each member's student enrolled or served days divided by total enrolled or served days for all districts. This must be agreed to by the majority of the administrators. The lease would be paid from either PPEL or SAVE and is not a special education cost. No costs related to debt, facility use charges, or new construction/remodeling may be charged. No costs related to the residential, placed, or PMIC programs may be charged.

Upon request food service will be provided by the host district in the same way that food service is provided to other students attending public school within the district boundaries.

The cost of supplies and equipment that are not included in actual costs of special education, may be billed to each member district in the proportion of enrolled or served days divided by total enrolled or served days for all districts. This must be agreed to by the majority of the administrators. These costs would be general fund, general purpose expenditures. Such inventory and equipment shall be jointly owned by the consortium members.

CONTRACTED SERVICES

Billings from any purchased service provider must be "itemized" in sufficient detail that each member district can meet its legal fiscal responsibilities, including but not limited to, the ability to:

- Determine performance of the IEP requirements for each of its students.
- Report expenditures from the correct funding source in accordance with the permissive uses guidance document issued in December 2013.
- Ensure costs are itemized for the purpose of submitting Medicaid claims or special education claims or determining that such claims have been filed and billed costs reduced by that amount, etc.
- Ensure costs are limited to actual costs of special education as defined by Iowa Code.
- Ensure each item is an item on the student's individual student's IEP so that re-billings are accurate.
- Ensure items such as services of a nurse are identified and are linked only to students with services of a nurse included on the individual student's IEP.
- Ensure each item is paid from the correct fund.
- Ensure each item is paid from the correct funding stream (special education weighted funding, IDEA Part B or Part C, LEP, Title 1, general purpose funding, etc.).
- Ensure any administrative costs are allowable and itemized for the purpose of requesting permission from the SBRC to pay those costs from special education weighted funding rather than general purpose funding.
- Ensure costs that are not included within the definition of actual costs of special education instructional programs are separately identified so that they are not paid from any special

education funding streams. For this purpose, at a minimum, this would require costs itemized to the function level, and sometimes object level, that districts are required to enter on the CAR-COA. There cannot be a single special education cost when that cost includes non-instructional items. Therefore, there would be separate purchased services (even if in the same Agreement) for such things as instruction, support services, administration, operations & maintenance if applicable, etc.

- Ensure no costs were paid from grants or other funding resources the private provider received or was entitled to receive to address the potential for any cost to be paid by the district which was properly paid from a different source. The IDEA provides that education agencies are payors of last resort.
- Ensure any profit built in by a private for-profit service provider is reasonable. The district has a stewardship responsibility to look at those costs to evaluate the cost effectiveness of purchasing services versus providing the services directly as well as to have procedures in place to meet the coming requirements of the omni-circular related to procurement.
- Ensure no costs are “per pupil rates.”
- Ensure no costs are related to purchasing spaces or other phantom student models.
- Ensure time records are maintained when personnel are paid from multiple funding streams and costs are proportionate to time.

AMENDMENTS

The provisions of this Agreement may be added to, amended or modified by a majority vote of the administrators of all member districts and approved by their respective school boards. Votes must be cast at a duly called meeting by all administrators physically present.

All other Consortium business not pertaining to amending this Agreement shall be decided by a simple majority of the administrators of all member districts.

DURATION

Subject to the rights of amendment, modification, or termination, this Agreement shall be in full force and in effect from the date of execution until June 30, 2017, and renew every July 1 for one-year periods if approved by the district’s board of education, unless participation is terminated by a member by providing written notice to all other members on or before January 1 or terminated by mutual agreement of all of the member districts.

This Agreement will be reviewed annually by the administrators, beginning in January 2017.

CROSS INDEMNIFICATION

If any claim for damage, injury or other loss (hereinafter “loss”) is made by or on behalf of a student, the district transporting or supervising the student at the time of the loss shall be responsible for any payment of claims, damages, or judgments arising out of the loss, and that transporting or supervising district shall indemnify, defend and hold harmless the non-

transporting or non-supervising district if a claim is made against the non-transporting or non-supervising district for a loss which occurred while the student was under the supervision and control of the transporting or supervising district. Both member districts and the host district agree to carry liability insurance or otherwise contract for coverage of claims consistent with this Agreement.

Otherwise, to the extent permitted by law, each of the member districts shall protect, defend, hold harmless, and indemnify the other member districts from and against any and all claims, losses, costs, damages, and expenses including attorneys' fees and expenses, which the other districts may incur by reason of the indemnifying party's negligence, breach of this Agreement, or violation of law or right of a third party, or that of the indemnifying party's officers, employees, or agents.

APPLICATION OF LAWS, RULES AND REGULATIONS

This Agreement and all policies, rules, and regulations adopted by the administrators to govern the operation of the program shall comply with the laws of the state of Iowa, with rules and regulations of the Iowa Department of Education, and with federal laws and regulations. Any provisions of this Agreement in conflict therewith shall be null and void and the remainder of the Agreement shall be binding upon all members.

All member districts shall refrain from any action which would violate any law, rule, policy, or regulation of any governmental body or agency having jurisdiction over this Agreement.

All member districts agree to cooperate as needed to assure that all required services and responsibilities are provided by the members and that the educational programs and activities are operated in compliance with all applicable laws.

BINDING EFFECT

This Agreement shall be binding upon, and inure to the benefit of, the member districts hereto and their successors and assigns.

EXECUTION IN COUNTERPARTS

This Agreement may be simultaneously executed in one or more counterparts, each of which shall be deemed to be an original and all of which together shall constitute one and the same instrument.

SEVERABILITY

If any clause, provision or section of this Agreement shall, for any reason, be held illegal or invalid by a court or state or federal agency, the illegality or invalidity of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections hereof, and this Agreement shall be construed and enforced as if such illegal or invalid clause, provision or section had not be contained herein. In case any agreement or obligation contained in this Agreement is held to be in violation of law, then such agreement or obligation shall be deemed to be the agreement or obligation of the members, to the full extent permitted by law. Failure of a member to enter into this Agreement in accordance with Iowa law or inability of a member to be a party to this Agreement shall not affect the validity or enforceability of this Agreement as to all other members.

In commemoration of this Consortium Agreement, the presidents and secretaries of the respective boards of education sign this Agreement on the dates set below, the Agreement having been passed by a majority roll call vote of each board.

For the Host and Fiscal Agent Member Council Bluffs Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member A-H-S-T-W Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Atlantic Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Boyer Valley Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member CAM Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Clear Creek Amana School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Corning Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Denison Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member East Mills Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Essex Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Glenwood Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Griswold Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Hamburg Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Harlan Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Lewis Central Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____ /

Participating Member Logan-Magnolia Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Missouri Valley Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member MOC-Floyd Valley Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Red Oak Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Riverside Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Sheldon Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Shenandoah Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Sioux City Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Tri-Center Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Treynor Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Underwood Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member West Harrison Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member West Menona Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

Participating Member Woodbine Community School District:

Board President _____ Dated _____

Board Secretary _____ Dated _____

AGREEMENT BETWEEN
COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT
AND CHRISTIAN HOME ASSOCIATION-CHILDREN'S SQUARE USA

This agreement is made this 1st day of July, 2016, by and between Council Bluffs Community School District (CBCSD) and Christian Home Association-Children's Square USA (CHA). For purposes of this agreement, Council Bluffs Community School District's address is 300 West Broadway, Suite 1600, Council Bluffs, IA 51503. For purposes of this agreement, CHA's address is North 6th Street & Avenue E, PO Box 8-C, Council Bluffs, IA 51502.

1. The statutory authority for this agreement is that CBCSD is organized pursuant to Section 274.1 and subsequent chapters of the Iowa Code and may enter into an agreement with a private agency such as CHA for the joint exercise of governmental powers pursuant to Chapter 28E of the Code of Iowa.
2. CHA is a nonprofit corporation organized pursuant to the provisions of the code of Iowa and operating as a licensed provider in the State of Iowa.
3. This agreement shall be effective as of the date of this agreement until June 30, 2017, and shall terminate at that date unless by action of the Board of Directors of CBCSD and CHA and the agreement is extended.
4. CHA operates a behavioral Academic Center for youth. The purpose of the program is to provide for behavioral change and academic growth for students with disabilities and in need of a segregated behavioral setting. If CBCSD and CHA mutually agree in writing, CBCSD students can be admitted to the program at CHA. In the event other school districts desire to enroll a student from their district in the CHA behavioral school, CBCSD will authorize CHA to provide a behavioral program within CBCSD and will, pursuant to a written agreement for each student between the sending school district and CBCSD, collect the tuition from the sending school district and transmit the same to CHA.
 - a. The CBCSD youth enrolled in the CHA's Academic Center provided under this agreement will be persons who are placed in the program by written agreement of CBCSD and only upon a written agreement for each student placed in the program. Students who are in need of special education may be placed in the program but only upon the expressed written permission of CBCSD and the agreement of the IEP Team for students of CBCSD. As to students who are from districts other than CBCSD, the written consent to placement shall be signed by the sending district, CBCSD and CHA. Consent by CBCSD for a nonresident student to attend the program is only the agreement of CBCSD to collect billed tuition from the sending district and remit the same to CHA. In the event the sending district refuses to pay or has a dispute over the fee, CBCSD shall have no responsibility with regard to the disputed tuition payment. Any dispute shall be resolved promptly between the sending district and CHA. When a dispute exists and resolution has been achieved, written notice of the

resolution shall be provided to the business manager of CBCSD, indicating the resolution of the dispute and identifying any sums to be paid to CHA by the sending district.

- b. CHA will provide all teaching staff. The teaching staff and academic administrators will be selected by CHA in collaboration with CBCSD and all teachers must have a Special Education Teaching Certificate, and the administrator must have proper licensure and an Evaluator Approval certificate. CHA will provide the school district with a copy of the teaching/administrative certificates for review and approval for each professional staff person. If CBCSD refuses to approve the offered certification, CHA shall find appropriately certified and properly trained staff. When additional teaching staff is required, CHA will work jointly with CBCSD.
- c. The parties shall meet on or before June 15 of each year and mutually agree upon the content of the educational program for special education students which comply with federal, state and local requirements. CBCSD and Green Hills Area Education Agency or any other area education agency for a district sending a special education student to the program shall also review the content of the educational program and require changes as necessary to meet the individual educational program (IEP) and to comply with federal, state and district requirements.
- d. CHA will provide educational materials and supplies for the program and will provide such furniture and technology as is necessary for the educational program. Developmentally appropriate curriculum will be available to support each student's program. The educational materials provided in the school program will be furnished by CBCSD for CBCSD students and will be retained by the student. Textbooks received by the student at registration and enrollment shall be used and retained by the student for the duration of the school year of issue or the current CHA school year. All textbooks shall be returned to the school of registration upon completion of the year's educational program or when the student returns to the sending school as appropriate or upon termination of the student's participation in the CHA program.
- e. CHA agrees that the educational program and administration thereof for special education students will comply with all applicable federal and state laws and regulations. Each party agrees to indemnify the other party against any damages, claims and liabilities, including attorney fees arising solely out of the intentional misconduct or negligence of the indemnifying party or its employees or agents, **provided**, that this indemnifications shall not apply in any circumstance where the indemnified party would otherwise have insurance coverage for the defense costs and/or liability, but the indemnifying party would be uninsured for the obligations assumed under this indemnification provision. The parents, sending district if a nonresident student, Green Hills Area Education Agency, or an area education agency serving the district who sent the student to the program of CBCSD, shall have the right to monitor the program, as it deems necessary.

- f. CBCSD and any other partner school districts shall pay at a per diem rate for students who are educated through the program (the current amount which is identified in Exhibit A). The reimbursement for services will be paid on a monthly basis. CHA will provide, by district, the direct labor/benefit costs, direct supplies/equipment costs, rental costs at \$15 per square foot. Rental costs are inclusive of utilities, maintaining insurance, taxes, janitorial and other related costs.
- g. CHA staff will participate in Green Hills AEA and CBCSD professional staff development as determined jointly by the agency and CBCSD.
- h. CHA's educational calendar (student contact days) will match the CBCSD calendar.
- i. CBCSD will annually evaluate the special education component of the CHA's Academic Center to insure compliance with the Department of Education standards.
- j. Should any paragraph or provision of this agreement be declared to be unenforceable by any court of competent jurisdiction or an administrative law judge of any agency, then that paragraph shall be deleted from this agreement to the extent that it is unenforceable or violates the law, but all other terms and conditions of the agreement shall remain in full force and effect.

In addition to all rights otherwise provided by law or by this Agreement, this Agreement may be terminated by either party at any time, upon sixty (60) days written notice to the other party.

Council Bluffs Community School District

Christian Home Association-Children's Square USA

By: _____
Superintendent of Schools

By: _____

____ day of _____, 2016

____ day of _____, 2016

AGREEMENT BETWEEN
COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT
AND HEARTLAND FAMILY SERVICE

This agreement is made this 1st day of July, 2016, by and between Council Bluffs Community School District (CBCSD) and Heartland Family Service (HFS). For purposes of this agreement, Council Bluffs Community School District's address is 300 West Broadway, Suite 1600, Council Bluffs, IA 51503. For purposes of this agreement, Heartland Family Service's address is 1515 Avenue J, Council Bluffs, IA 51501.

1. The statutory authority for this agreement is that CBCSD is organized pursuant to Section 274.1 and subsequent chapters of the Iowa Code and may enter into an agreement with a private agency such as HFS for the joint exercise of governmental powers pursuant to Chapter 28E of the Code of Iowa.
2. HFS is a Nebraska nonprofit corporation organized pursuant to the provisions of the code of Nebraska and operating as a licensed provider in the State of Iowa.
3. This agreement shall be effective as of the date of this agreement until June 30, 2017, and shall terminate at that date unless by action of the Board of Directors of CBCSD and HFS and the agreement is extended.
4. HFS operates a Therapeutic School program for youth. The purpose of the program is to provide for behavioral change and academic growth for students with disabilities and in need of a segregated therapeutic setting. If CBCSD and HFS mutually agree in writing, CBCSD students can be admitted to the program at HFS. In the event other school districts desire to enroll a student from their district in the HFS Therapeutic School, CBCSD will authorize HFS to provide a therapeutic school education program within CBCSD and will, pursuant to a written agreement for each student between the sending school district and CBCSD, collect the tuition from the sending school district and transmit the same to HFS.
 - a. The CBCSD youth enrolled in the therapeutic school education program provided under this agreement will be persons who are placed in the program by written agreement of CBCSD and only upon a written agreement for each student placed in the program. Students who are in need of special education may be placed in the program but only upon the expressed written permission of CBCSD and the agreement of the IEP Team for students of CBCSD. As to students who are from districts other than CBCSD, the written consent to placement shall be signed by the sending district, CBCSD and HFS. Consent by CBCSD for a nonresident student to attend the program is only the agreement of CBCSD to collect billed tuition from the sending district and remit the same to HFS. In the event the sending district refuses to pay or has a dispute over the fee, CBCSD shall have no responsibility with regard to the disputed tuition payment. Any dispute shall be resolved promptly between the sending district and HFS. When a dispute exists and resolution has been achieved, written notice of

the resolution shall be provided to the business manager of CBCSD, indicating the resolution of the dispute and identifying any sums to be paid to HFS by the sending district.

- b. HFS will provide all teaching and support staff. The teaching staff and other support personnel will be selected by HFS in collaboration with CBCSD and all teachers must have a Special Education Teaching Certificate. HFS will provide the school district with a copy of the teaching certificates for review and approval for each professional staff person. If CBCSD refuses to approve the offered certification, HFS shall find appropriately certified and properly trained staff. When additional teaching or support staff is required, HFS will work jointly with CBCSD.

CBCSD will provide 1 FTE administrator for the Therapeutic School education program provided under this agreement. The administrator will be selected, retained and evaluated by CBCSD and considered the employee of CBCSD.

- c. The parties shall meet on or before June 15 of each year and mutually agree upon the content of the educational program for special education students which comply with federal, state and local requirements. CBCSD and Green Hills Area Education Agency or any other area education agency for a district sending a special education student to the program shall also review the content of the educational program and require changes as necessary to meet the individual educational program (IEP) and to comply with federal, state and district requirements.
- d. HFS will provide educational materials and supplies for the program and will provide such furniture and technology as is necessary for the educational program. Developmentally appropriate curriculum will be available to support each student's program. The educational materials provided in the school program will be furnished by CBCSD for CBCSD students and will be retained by the student. Textbooks received by the student at registration and enrollment shall be used and retained by the student for the duration of the school year of issue or the current HFS school year. All textbooks shall be returned to the school of registration upon completion of the year's educational program or when the student returns to the sending school as appropriate or upon termination of the student's participation in the HFS program.
- e. HFS agrees that the educational program and administration thereof for special education students will comply with all applicable federal and state laws and regulations. Each party agrees to indemnify the other party against any damages, claims and liabilities, including attorney fees arising solely out of the intentional misconduct or negligence of the

indemnifying party or its employees or agents, provided, that this indemnifications shall not apply in any circumstance where the indemnified party would otherwise have insurance coverage for the defense costs and/or liability, but the indemnifying party would be uninsured for the obligations assumed under this indemnification provision. The parents, sending district if a nonresident student, Green Hills Area Education Agency, or an area education agency serving the district who sent the student to the program of CBCSD, shall have the right to monitor the program, as it deems necessary.

- f. CBCSD and any other partner school districts shall pay at a per diem rate for students who are educated through the program (the current amount which is identified in Exhibit A). The reimbursement for services will be paid on a monthly basis. HFS will provide, by district, the direct labor/benefit costs, direct supplies/equipment costs, rental costs at \$14 per square foot. Rental costs are inclusive of utilities, maintaining insurance, taxes, janitorial and other related costs.
- g. HFS staff will participate in Green Hills AEA and CBCSD professional staff development as determined jointly by the agency and CBCSD.
- h. HFS's educational calendar (student contact days) will match the CBCSD calendar.
- i. CBCSD will annually evaluate the special education component of the Therapeutic School to insure compliance with the Department of Education standards.
- j. Should any paragraph or provision of this agreement be declared to be unenforceable by any court of competent jurisdiction or an administrative law judge of any agency, then that paragraph shall be deleted from this agreement to the extent that it is unenforceable or violates the law, but all other terms and conditions of the agreement shall remain in full force and effect.

In addition to all rights otherwise provided by law or by this Agreement, this Agreement may be terminated by either party at any time, upon sixty (60) days written notice to the other party.

Council Bluffs Community School District

Heartland Family Service

By: _____
Superintendent of Schools

By: _____

____ day of _____, 2016

____ day of _____, 2016



Red Oak High School (11-12) and Red Oak Community Schools

WHEREAS, this Memorandum of Understanding, entered into between iJAG, and Red Oak High School (11-12), outlines the elements of a partnership to successfully implement and sustain the Jobs for America's Graduates (JAG) Multi-Year Program as operated and managed by Iowa Jobs for America's Graduates (iJAG).

WHEREAS, iJAG, a non-profit organization, supported by corporate and foundation contributions, public sector grants and participating school funds. iJAG creates business, industry and education partnerships committed to achieving the mission of JAG which is to ensure that at-risk high school students remain in school, attain basic employability skills through classroom and work-based learning experiences during the senior year, are provided with academic support services, graduate and receive twelve (12) months of follow-up services by the iJAG Education Specialist. Follow-up services help assure JAG participants are successfully transitioned into a career and/or pursue a post-secondary education to enhance their career entry and advancement.

WHEREAS, the Multi-Year Program is based on the Jobs for America's Graduates Program Model. The Multi-Year Program serves high school students for up to four (4) years in school and for an additional twelve (12) months of follow-up services.

WHEREAS, the five (5) primary performance goals of the iJAG program are: a 90% graduation/GED rate; an 80% overall success rate at the end of twelve (12) months after graduation, with participants either employed in a job leading to a career, in the military, or enrolled in a postsecondary education or training, or a combination of work and postsecondary education; 60% of graduates are employed; 60% of employed graduates are in full-time jobs leading to careers; and 80% of the graduates are employed full-time and/or are combining work and school. The electronic data management system provides tracking of students served, services delivered, and outcomes achieved. Statewide and school performance outcomes are used in JAG's accreditation process. State and local affiliates must receive standard accreditation to become and remain a member of the JAG National Network.

WHEREAS, the partners are totally committed to providing a world-class multi-year program, a process of continuous improvement will be implemented and maintained throughout the existence of the iJAG/JAG accredited program.

WHEREAS, the responsibilities of iJAG include:

1. Establish a Job for America's Graduates, Inc. (JAG) accredited Multi-Year Program at the school through a mutually beneficial partnership with iJAG.
2. Maintain an active, involved iJAG Board of Directors to provide oversight to the implementation, operation, and continuous improvement of programs in Iowa, which satisfy the accreditation standards of the National JAG Program Model.
3. Employ a full-time, year-round, mutually acceptable individual with requested certification, to fulfill the responsibilities of the iJAG Education Specialist who takes personal responsibility for a minimum of forty-five (45)* students with a goal of fifty (50) students who are at-risk of becoming unemployed and/or leaving school before graduation.

** If the iJAG Specialist is in their first year of working with the program, 35-40 students are required for enrollment, with 45-50 to be on their roster each year following.*

** If the program is in its first year at the school, 30-35 students are required, with 45-50 to be on the roster each year following.*

4. Provide management support to Education Specialist through the leadership of iJAG President/CEO and his/her designated staff.
5. Develop a positive working relationship within local communities, including employers, high schools, postsecondary or technical schools, and community service organizations for the purpose of promoting and establishing local JAG accredited programs in accordance with the National JAG Program Model.
6. Provide technical assistance and training to the iJAG Education Specialist and other key staff of the School on the successful implementation and operation of a JAG accredited program.
7. Provide National JAG Model Books (including a SPECIALIST HANDBOOK, CAREER ASSOCIATION HANDBOOK, and CURRICULUM GUIDE) and other program materials, publications, and national communications to the participating school.
8. Provide staff development experiences for all Education Specialists to assure understanding of the JAG Model Program and the Multi-Year Program, to share best practices through planned local/state staff development activities, and attendance at the annual JAG National Training Seminar held in July.
9. Provide staff support and conduct periodic school quality assurance reviews and consulting visits to give encouragement, support, and feedback as well as a review of documentation which is required of a National JAG accredited program committed to tracking students, services, and outcomes throughout the senior year and 12-month follow-up period. Every 3-4 years, JAG will conduct a site review and prepare an accreditation report for review by the Board of Directors, iJAG Administration, School and Education Specialist.
10. Sponsor the annual iJAG Leadership, Career Development Conference, Legislative Day, and iJAG Nation Leadership Conference utilizing input from students, Education Specialists and members of the Board of Directors.
11. Assure connections are made at the state and local level to existing efforts such as: Comprehensive School Improvement, Career and Technical Education, Drop-Out Prevention, Transition, Career Education Guidance, Workforce Development and Economic Development.
12. iJAG agrees to include Red Oak Community Schools as an additional insured under its Commercial General Liability insurance, on a primary and non-contributory basis.

WHEREAS, the responsibilities of the Red Oak Community Schools and Red Oak High School (11-12), include:

1. House the iJAG Education Specialist and contribute as in-kind services the use of appropriate classroom space, office space for the Education Specialist that provides privacy with students as needed, utilities, telephone, computer, copier, internet access, classroom materials and supplies as other school teachers and staff, etc.
2. Provide the iJAG program in a regularly scheduled class or classes for credit to a minimum of forty-five (45) students with a goal of fifty (50) students for the entire school year.
 - * If the iJAG Specialist is in their first year of working with the program, 35-40 students are required for enrollment, with 45-50 to be on their roster each year following.***
 - *If the program is in its first year at the school, 30-35 students are required, with 45-50 to be on the roster each year following.***
3. Include iJAG in Student Handbook/Class Scheduling book and assure guidance staff assists with student referral and selection. Class sizes should not exceed 15-17 students per class to provide for the smaller learning community that the iJAG curriculum and model requires to be most successful.

4. Support the iJAG Education Specialist in providing JAG services during the school day within and outside the building and into the community as needed.
5. Work with the iJAG Specialist to establish an in-school Advisory Committee to assist the Education Specialist in recruiting, screening and selecting students most in need of services delivered in the Multi-Year Program and provide on-going support for students and the iJAG program. At a minimum, the committee will include one representative from administration, counseling staff, and the faculty, as well as the Education Specialist. The Advisory Committee and Education Specialist are mutually responsible for recruiting, screening, and selecting students who satisfy JAG criteria to receive the in-school and follow-up services of the program. Note: An existing committee may be used if it will also perform the additional functions of the iJAG Advisory Committee.
6. Provide scheduled access for the Education Specialist to students and to student cumulative records including grades, free and reduced lunch status, IEP, parent/guardian contact information, etc., for the purpose of identifying, screening, selecting, and enrolling qualified students in the iJAG accredited program. Provide access to student records that will enable the iJAG specialist in their recruitment efforts of specific populations, including foster care, low income, WIOA eligible, etc.
7. Provide for the scheduling of students and adequate class time and support the continuation of students in iJAG throughout their high school career. Example: If a student comes into iJAG as a junior, they will continue in the program their senior year for credit. JAG tracks retention from year to year, through 12 months of follow up.
8. Provide classroom space and time for Specialist-led competency-based instruction and student-led Career Association activities. The school will also provide a dedicated phone line and the use of other school facilities and equipment necessary to deliver the services of an iJAG accredited program.
9. Provide for the coordination of the iJAG program and Career Association with other school programs and services where appropriate—including student recognition and fundraising.
10. The district will provide, with prior approval, transportation for students to attend statewide events including: Leadership Development Conference, Career Development Conference, Legislative Day events, and iJAG Nation Leadership event. This requires assuring the necessary insurance coverage for students to attend these opportunities as their participation is considered a school sponsored events. When possible, allow other staff to serve as chaperones and activity judges at these events. Schools will also provide, with prior approval, transportation to other iJAG program related activity (Career Association events), such as field trips to employers in the community, college visits and community service activities.
11. Provide academic credit toward graduation to those students who successfully complete the iJAG program, which includes twelve (12) months of follow-up services.
12. Support, iJAG's efforts to involve parents, family, employers, and community to meet the needs of iJAG students which will keep them in school through graduation and ensure full cooperation and participation during the post-graduation follow-up period. This may include support for iJAG's community fund raising efforts for the program.
13. Work with iJAG administration to provide performance evaluations of the Education Specialist and assistance to achieve full compliance to the JAG Program Model standards. Specifically, the Principal or

lead teacher is responsible for evaluating the classroom instruction and management abilities of each iJAG Specialist in their building. Copies of the evaluation are to be provided to the iJAG Administration annually.

14. Provide support for the Education Specialist to perform mandatory off campus employer marketing, job development, and placement responsibilities as per this MOU. Active personal contacts with employers throughout the program year are essential to a successful School-to-Career Program. The school will also support the Specialist's attendance at mandatory iJAG staff meetings and the annual JAG National Training Seminar. (There are approximately three (3) mandatory staff development meetings during the school year.)
15. The district will provide for the cost of substitute teachers for at least 10 school days per iJAG Specialist, as necessary and with prior approval if appropriate. These days will include personal sick days, iJAG training and iJAG sponsored statewide events. All other days that a sub is needed (field trips, college visits, etc...) will be covered, with prior approval, by the school district. Any days outside of those identified here, will be covered by iJAG.
16. Provide adequate regular supervision to ensure that the Education Specialist fulfills the responsibilities of this MOU and achieve the performance standards of the JAG Program Model and requirements of any funding sources. The district may choose to have the supervision provided by a certified teacher or guidance counselor, but must assure that iJAG has the contact information for the supervisor.
17. Provide feedback, and coordinate with iJAG Administration, which will result in the continuous improvement of the program to maintain accreditation.
18. Help assure connections are made in the district to existing efforts such as: Comprehensive School Improvement, Career and Technical Education, Post-secondary Education Learning Supports, Drop-Out Prevention, Alternative Education, Workforce Development Centers and Economic Development.
19. Provide a representative from the school administration (ideally the principal or a vice principal) to attend the annual principal's meetings, coordinated by iJAG Administration.

WHEREAS, the responsibilities of the iJAG Education Specialist include:

1. Recruit and select a minimum of forty-five (45)* and a maximum of fifty (50) qualified students for the program who satisfy the criteria as set out by iJAG/JAG.
 - * If the iJAG Specialist is in their first year of working with the program, 35-40 students are required for enrollment, with 45-50 to be on their roster each year following.*
 - *If the program is in its first year at the school, 30-35 students are required, with 45-50 to be on the roster each year following.*Targeted students for the program include those who are likely to drop out of school prior to graduation or who are not taking advantage of their senior year of high school, most likely to be unemployed after graduation or undecided on a career path with no plans for postsecondary education. Since participation in the iJAG program is limited, students must *need, want, and benefit* from the services available through in-school and follow-up phases of the program.
2. Establish an in-school Advisory Committee to assist the Education Specialist in recruiting, screening and selecting students most in need of services delivered in the Multi-Year Program and provide on-going support for students and the iJAG program. At a minimum, the committee will include one

representative from administration, counseling staff, and the faculty as well as the Education Specialist. The Advisory Committee and Education Specialist are mutually responsible for recruiting, screening, and selecting students who satisfy JAG criteria to receive the in-school and follow-up services of the program.

3. Deliver the Multi-Year Curriculum developed by JAG, which is endorsed and based upon the attainment of a minimum of JAG's thirty-seven (37) core competencies. Through the Multi-Year program, students will receive instruction in a minimum of 37 of the 87 JAG Competencies.
4. Organize the establishment of a highly motivational, career-oriented student-led organization. Each student will be a member of the Career Association for purposes of belonging, creating a sense of ownership, building self-esteem, and developing leadership and teamwork skills. Each student will be required to give a minimum of fifteen (15) annual hours of community service, which can be performed individually or within groups. Community service is incorporated into the program to increase student awareness of the needs of the community and develop leadership and teamwork skills.
5. Work with students and other staff/faculty to provide remediation and/or tutoring required for students to improve their basic education skills and graduate with their class. Provide any necessary services required to help students overcome barriers to staying in school, graduating, becoming employed and/or pursuing a postsecondary education, including follow-up with teachers in classes that students are not passing or falling behind in.
6. Provide career guidance and counseling. Provide counseling and refer to school or community based services as needed to overcome the barriers to graduation, employment, and career entry and advancement.
7. Attend and participate in iJAG staff development experiences, mandatory staff meetings, and student events. Work with iJAG Administration to assist with special events or peer-based training as needed.
8. Develop, in conjunction with the Administration, work-based learning and/or job shadowing experiences linked to iJAG's curriculum to enhance student learning and occupational specific skills in their interests in a career field. Develop jobs, internships or apprenticeship opportunities for iJAG graduates, and provide transportation. This effort will assist the iJAG Administration with fundraising efforts.
9. Coordinate efforts with iJAG Administration to develop and provide work-based learning experiences for students throughout the iJAG enrollment and at a minimum during the 12-month follow-up phase of the program.
10. Contact graduates and non-graduates (at least monthly) and employers (six times) during the 12-month follow-up period with goal of moving them to a GED, continued education, or employment; maintain contact with non-seniors during the summer months to increase the probability of their return to school and graduation. (iJAG recommends face-to-face contact.)
11. Provide personal and confidential information for screening in accordance with local and state laws governing those working directly with students in schools.
12. Complete and regularly maintain all paper and electronic documentation as required by iJAG. Submit properly completed written and electronic documentation as directed by iJAG Administration.

13. Work with iJAG Administration to complete all monitoring and evaluations, agreements and documentation required by funding sources. (Including WIOA, JAG and foundations.)
14. All Education Specialists will be expected to sign this Memorandum of Understanding as part of their contract and evaluation. Participate in a staff evaluation conducted by iJAG Administration twice a year to determine that iJAG and JAG standards are being upheld.
15. Assure connections are developed at the school and district level to existing efforts such as: Iowa Core, Comprehensive School Improvement, Career and Technical Education, Learning Supports, Drop-Out Prevention, Post-Secondary Education, Workforce Development Centers and economic development.
16. Provide quarterly reports on programs, GPA, and attendance with school and iJAG Administration at 3 times per year minimum.
17. Assure students have access and opportunities to participate in dual credit classes during their junior/senior years in conjunction with the local community college.
18. Enroll the required number of Workforce Investment Opportunity Act program (WIOA) eligible students and assure that the required administration and data entry be entered and maintained in the WIOA system. This may be required by iJAG based on funding streams.

WHEREAS, the responsibilities of Jobs for America's Graduates include:

1. Provide on-site assistance for Education Specialists and iJAG Administration upon request.
2. Make available its copyrighted model books and materials, operational guides, administrative manuals, electronic data management system, etc. Network members receive a full set of the JAG Model Books for all iJAG staff members.
3. Provide Education Specialists with the opportunity to attend the annual JAG National Training Seminar.
4. Assist iJAG with the full implementation of JAG's electronic data management system designed to track students, services, and outcomes for the purpose of determining the effectiveness of the program based on specific performance standards. State affiliates have access to the National Data Base, which produces management information for decision-making and program/staff evaluation purposes.
5. Conduct accreditation of the iJAG program to ensure conformity with the standards as promulgated by JAG.
6. Make available the protected trademark, "Jobs for America's Graduates," and associated emblem and copyrighted materials directly related to and limited to the periods in which the program is delivered in a manner consistent with the mission and goals of the JAG Program Model and terms of this Memorandum of Understanding.

PARTNERSHIP COMMITMENT

This Memorandum of Understanding is for the 2016-2017 school year.

The partners mutually agree that the iJAG program will operate within the principles, policies, procedures and JAG standards as outlined in this document and agreed to by the participating school, iJAG, and Jobs for America's Graduates.

It is a mutually agreed that efforts will be made to continue the iJAG/JAG accredited program in the school the next school year based on the availability of funding, an adequate number of students to make the program cost effective, and mutual satisfaction with the program based on this Memorandum of Understanding.

Should areas of non-compliance with the JAG Model arise, and all efforts to reach agreement have failed, either party reserves the right to terminate this contract with thirty (30) days written notice.

In agreement with the provisions of the Memorandum of Understanding, the partners affix their signatures in the spaces provided.



Laurie Phelan, iJAG CEO/President

5/4/16
Date

iJAG Education Specialist, Red Oak High School (11-12)

Date

Superintendent, Red Oak Community Schools

Date

Child Nutrition Pricing Options for 2016-2017

2015-2016 prices for school breakfast and lunch:

<u>Breakfast</u>	K-12 \$1.50	Adult \$1.80	
<u>Lunch</u>	K-3 \$2.35	4-12 \$2.50	Adult \$3.50
<u>PK-12 Extra Milk</u>	\$.45		

2016-2017 with increase in price:

10 cent increase:

<u>Breakfast</u>	K-12 \$1.60	Adult \$1.90	
<u>Lunch</u>	K-3 \$2.45	4-12 \$2.60	Adult remains \$3.50

15 cent increase:

<u>Breakfast</u>	K-12 \$1.65	Adult \$1.95	
<u>Lunch</u>	K-3 \$2.50	4-12 \$2.65	Adult remains \$3.50

20 cent increase:

<u>Breakfast</u>	K-12 \$1.70	Adult \$2.00	
<u>Lunch</u>	K-3 \$2.55	4-12 \$2.70	Adult remains \$3.50

25 cent increase:

<u>Breakfast</u>	K-12 \$1.75	Adult \$2.05	
<u>Lunch</u>	K-3 \$2.60	4-12 \$2.75	Adult remains \$3.50

The suggested minimum price by the government for 2016-2017 school lunches is \$2.78

First Amendment to the YES mentoring Contract

This Amendment to Contract Number DCAT1-16-072 is effective as of July 1, 2016, between the Iowa Department of Human Services (Agency) and Red Oak Community School District (Contractor).

Section 1: Amendment to Contract Language

The Contract is amended as follows:

Revision 1. Contract Duration. The Contract is hereby extended from July 1, 2016, through June 30, 2017.

Revision 2. Section 1.3.4.1, Pricing. The maximum amount the Contractor will be compensated is hereby amended to \$17,000.00 for the entire term of the Contract.

Revision 3. Section 1.3.4.1, Payment Table. Contract payments are amended as follows:

<u>Payment Table</u>	
<u>Contract Duration</u>	<u>Amount Not to Exceed</u>
07/01/16 - 06/30/17	\$3,000.00
07/01/17 - 06/30/18	\$3,000.00
07/01/18 - 06/30/19	\$3,000.00

Note: continued payment for any contract extension years is contingent upon extension of the Contract.

Section 2: Ratification & Authorization

Except as expressly amended and supplemented herein, the Contract shall remain in full force and effect, and the parties hereby ratify and confirm the terms and conditions thereof. Each party to this Amendment represents and warrants to the other that it has the right, power, and authority to enter into and perform its obligations under this Amendment, and it has taken all requisite actions (corporate, statutory, or otherwise) to approve execution, delivery and performance of this Amendment, and that this Amendment constitutes a legal, valid, and binding obligation.

Section 3: Execution

IN WITNESS WHEREOF, in consideration of the mutual covenants set forth above and for other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties have entered into the above Amendment and have caused their duly authorized representatives to execute this Amendment.

Contractor, Red Oak Community School District		Agency, Iowa Department of Human Services	
Signature of Authorized Representative:	Date: 7/11/2016	Signature of Authorized Representative:	Date:
Printed Name: Paul Griffen		Printed Name: Tom Bouska	
Title: School Board President		Title: SAM	

Job Description – Red Oak Community Schools

JOB TITLE: Lead Maintenance Technician

REPORTS TO: Superintendent

FLSA STATUS: Full Time Part Time
 Hourly Salary

DATE REVISED: June 2016

BASIC FUNCTION: The job of “Lead Maintenance Technician” is for the purpose of providing maintenance to indoor and outdoor facilities and grounds at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Red Oak Community Schools. Incumbent may be required to assist other crafts as requested

ESSENTIAL FUNCTIONS:

- Consult with building principals regarding the establishment of regular preventive maintenance and repair of the following systems to insure their operating in an efficient manner: plumbing, electrical, refrigeration, sewage, and drainage.
- Report any maintenance or operation problems promptly to Superintendent.
- Handle light construction, remodeling, and repairs to any building damage.
- Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
- Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.).
- Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
- Reconfigures, installs, positions, and remounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
- Prepares the surfaces and paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.)
- Responsible for scheduling summer maintenance work and assigning all maintenance personnel.
- Responsible for keeping heating plants operational in all district buildings
 1. Ascertains that building custodians have cleaned and maintained boilers and all boilers pass annual insurance inspections.
 2. Performs minor repairs on boilers when necessary within limitations of ability.
 3. Works with Maintenance Administrative Assistant to make arrangements for major boiler repairs with boiler companies.
- Assists with snow removal and grass mowing at all district owned properties.
 1. All walks; drive and playgrounds are cleared of snow as soon as possible after snow stops.
 2. All grass is mowed during the growing season in a timely manner, so that aesthetic appeal of sites is maintained.
 3. Mowers and snow blowers are maintained for use when needed.
 4. Mowers, snow blowers and fuel are stored safely away from students.
 5. No incidents of endangering students or staff occur in regard to maintaining sites.
- Assist with preparation of annual budget.

- Recruit, screen, recommend for hiring, and train all workers necessary to the maintenance program.
- Must be able to work flexible hours.
- Other duties as may be assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Education:** Post High School training, degree, or related experience.
- **Experience:** Two-year experience in related field.
- **Skills:** Ability to read, writes, speaks, and understands English fluently, strong communication and interpersonal skills.
- **Knowledge:** Thorough knowledge of HVAC, electrical, mechanical, plumbing, fire panels, and other building systems.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively with students, staff, faculty and the public, work independently with minimal supervision and with frequent interruptions, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. With the ability to work outdoors in harsh weather.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver’s License, Acquire and maintain; Boiler Repair, Asbestos Removal and Pesticides.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgement in decision making and have a desire to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
2. Employee may use hands for repetitive: Single Grasping Pushing & Pulling
 Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls:
 Yes No
4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
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- | | | | |
|-----------------|--|---------------------------------------|-------------------------------------|
| b. Squat | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking

Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.

Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with Occasional sitting and frequent standing/walking.

Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

May be exposed to sun, rain, wind, snow

May be exposed to extreme heat or cold

May be exposed to confined spaces

May be exposed to heights of more than 6 feet

May be exposed to dust & dirt

May be exposed to chemically treated fluids

WORKING CONDITIONS:

1. Include extremes of temperature and humidity.
2. Hazards include stairs and communicable diseases.

TERMS OF EMPLOYMENT: Salary established in the collective bargaining agreement with the Red Oak Support Staff Association; work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the collective bargaining agreement with the Red Oak Support Staff Association. The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

I have received, read and understand the above job description and my responsibilities as an employee of the Red Oak Community School District.

Signature of Employee: _____ **Date:** _____

The Red Oak Community School District is an Equal Opportunity/Affirmative Action Employer. It is the policy of the Red Oak Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, age, socio economic status or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code.

Job Description – Red Oak Community Schools

JOB TITLE: Assistant Maintenance Technician/Grounds

REPORTS TO: Lead Maintenance Technician

FLSA STATUS: Full Time Part Time

Hourly Salary

DATE REVISED: June 2016

BASIC FUNCTIONS: The job of “Assistant Maintenance Technician/Grounds” is for the purpose of providing maintenance to indoor and outdoor facilities and grounds at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Red Oak Community Schools. Incumbent may be required to assist other crafts as requested

ESSENTIAL FUNCTIONS:

- Assist with regular preventive maintenance and repair of the following systems to insure their operating in an efficient manner: plumbing, electrical, refrigeration, sewage, and drainage.
- Report any maintenance or operation problems promptly to Lead Maintenance Technician.
- Assist with minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
- Assist with minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.).
- Assist with minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
- Assist with reconfigures, installs, positions, and remounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
- Assist with preparing the surfaces and painting various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.)
- Responsible for snow removal and grass mowing at all district owned properties.
 1. All walks; drive and playgrounds are cleared of snow as soon as possible after snow stops.
 2. All grass is mowed during the growing season in a timely manner, so that aesthetic appeal of sites is maintained.
 3. Mowers and snow blowers are maintained for use when needed.
 4. Mowers, snow blowers and fuel are stored safely away from students.
 5. No incidents of endangering students or staff occur in regard to maintaining sites.
 6. Athletic grounds must be maintained in a presentable fashion.
 7. Prepare fields for athletic events.
 8. Clean fields following athletic events.
- Must be able to work flexible hours.
- Other duties as may be assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and experience in related field.
- **Skills:** Ability to read, writes, speaks, and understands English fluently, strong communication and interpersonal skills.
- **Knowledge:** Familiarity and/or knowledge of HVAC, electrical, mechanical, plumbing, fire panels, and other building systems.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively with students, staff, faculty and the public, work independently with minimal supervision and with frequent interruptions, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. With the ability to work outdoors in harsh weather.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver’s License, acquire and maintain pesticides.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgement in decision making and have a desire to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
2. Employee may use hands for repetitive: Single Grasping Pushing & Pulling
 Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls:
 Yes No
4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
5. Lifting:

Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and

occasional standing/walking

{ } Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.

{ } Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with Occasional sitting and frequent standing/walking.

{ } Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

{X} Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

{X} May be exposed to sun, rain, wind, snow

{X} May be exposed to extreme heat or cold

{X} May be exposed to confined spaces

{X} May be exposed to heights of more than 6 feet

{X} May be exposed to dust & dirt

{X} May be exposed to chemically treated fluids

WORKING CONDITIONS:

1. Include extremes of temperature and humidity.
2. Hazards include stairs and communicable diseases.

TERMS OF EMPLOYMENT: Salary established in the collective bargaining agreement with the Red Oak Support Staff Association; work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the collective bargaining agreement with the Red Oak Support Staff Association.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

I have received, read and understand the above job description and my responsibilities as an employee of the Red Oak Community School District.

Signature of Employee: _____ **Date:** _____

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Job Description – Red Oak Community Schools

JOB TITLE: Maintenance Administrative Assistant

REPORTS TO: Lead Maintenance Technician

FLSA STATUS: Full Time Part Time

Hourly Salary

DATE REVISED: June 2016

BASIC FUNCTION: The job of “Maintenance Administrative Assistant” is for the purpose of performing varied administrative duties. Responsible for the coordination and organization of office duties for the Maintenance Division at the Red Oak Community School District. Incumbent may be required to assist other crafts as requested

ESSENTIAL FUNCTIONS:

- Conducts self in an appropriate manner as a representative of ROCSD, working effectively in a diverse work environment.
- Responsible for supervision of all maintenance staff employees.
 1. Interview and recommend for hire applicants for maintenance staff positions.
 2. Evaluate and recommend for retention or release from contract all maintenance employees.
 3. Provide necessary support services and supplies to individual buildings in district.
 4. Verify all time cards and submit to business office no later than the 1st of each month.
- Responsible for ordering and maintaining current inventory of custodial supplies.
 1. Purchase orders, completely filled out, verify all orders for custodial supplies.
 2. Approval for large purchases is secured before purchase orders are written.
 3. Maintains appropriately clean and efficiently organized central warehouse.
 4. Supplies and equipment are ordered in a timely fashion so district building and grounds are able to be kept neat and clean.
- Responsible for all purchase orders for maintenance supplies and equipment.
 1. Writes purchase orders for verification of all purchases.
 2. Purchase orders are completely filled out for clarification of billings.
 3. Purchase orders are turned in to the business manager in timely fashion for prompt payment of bills.
- Answers phones and directs callers to appropriate personnel.
- Type correspondence letters, memos, forms, employee requisitions, etc.
- Composes correspondence based on oral or brief written notes and available data.
- Generates confidential correspondence.
- Schedules appointments and meetings and maintains calendar for the Lead Maintenance Technician.
- Serves as contact person for maintenance division.
- Responsible for maintaining the computer system Maintenance Direct.
- File and maintain all proper paperwork.
- Maintain all documents and keep confidentiality.
- Obtain all bids/quotes for major projects
- Must be able to work flexible hours.
- Other duties as may be assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED). Progressively responsible secretarial/administrative experience supporting senior management level personnel.
- **Skills:** Ability to read, writes, speaks, and understands English fluently, strong communication and interpersonal skills.
- **Knowledge:** Thorough knowledge of office equipment (e.g. calculators, typewriters, computers, FAX machines, copiers, etc.). PC proficiency in word processing and spreadsheet applications; includes typing with speed and accuracy.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively with students, staff, faculty and the public, work independently with minimal supervision and with frequent interruptions, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. With the ability to work outdoors in harsh weather. Demonstrated ability to plan and organize multiple tasks, determining reasonable priorities for deadline-driven completion. Demonstrates ability to make decisions independently, using good judgement. Ability to maintain confidentiality and discern sensitive issues.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgement in decision making and have a desire to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:
 - a. Stand/Walk {} None {} 1-4 hrs {} 4-6 hrs {X} 6-8 hrs
 - b. Sit {} None {} 1-3 hrs {} 3-5 hrs {X} 5-8 hrs
 - c. Drive {} None {X} 1-3 hrs {} 3-5 hrs {} 5-8 hrs
2. Employee may use hands for repetitive: {X} Single Grasping {X} Pushing & Pulling
{X} Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls:
{X} Yes {} No
4. Employee may need to:
 - a. Bend {X} Frequently {} Occasionally {} Not at all

- | | | | |
|-----------------|--|---------------------------------------|-------------------------------------|
| b. Squat | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking
- Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with Occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

- May be exposed to sun, rain, wind, snow
- May be exposed to extreme heat or cold
- May be exposed to confined spaces
- May be exposed to heights of more than 6 feet
- May be exposed to dust & dirt
- May be exposed to chemically treated fluids

WORKING CONDITIONS:

1. Include extremes of temperature and humidity.
2. Hazards include stairs and communicable diseases.

TERMS OF EMPLOYMENT: Salary established in the collective bargaining agreement with the Red Oak Support Staff Association; work year to be established by the Board.

Signature of Supervisor: _____ **Date:** _____

I have received, read and understand the above job description and my responsibilities as an employee of the Red Oak Community School District.

Signature of Employee: _____ **Date:** _____

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Red Oak Community School District
Staff Selection Recommendation

Date: 7/1/16

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

Trans

Position: Driver

Name: Tom Solt

Certified:

Lane: _____

Step: _____

Salary: _____

Classified:

Hourly Rate: \$10.75

Hours Per Day: 4



Principal/Director

Please send form to Superintendent for Board Approval