



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

***2011 North 8<sup>th</sup> Street***

***Red Oak, Iowa 51566***

***712.623.6600***

***[www.redoakschooldistrict.com](http://www.redoakschooldistrict.com)***

## **Regular Board of Directors Meeting**

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

Monday, August 8, 2016 – 6:00 pm

### **- Agenda -**

1.0 Call to Order – Board of Directors President Paul Griffen

2.0 Roll Call – Board of Directors Secretary Shirley Maxwell

3.0 Approval of the Agenda – President Paul Griffen

4.0 Communications *Page 1*

4.1 Good News from Red Oak Schools

4.2 Visitors and Presentations

- Jen Bruce, Red Oak PTO Donation

4.3 Affirmations and Commendations

4.4 Correspondence

5.0 Consent Agenda *Page 1*

5.1 Review and Approval of Minutes from July 25 and August 1, 2016

5.2 Review and Approval of Monthly Business Reports

5.3 Open Enrollment Requests Consideration

- Joshua Mace Grade 11 for 2016-2017 from Red Oak CSD to CAM Connection Academy
- Gage Graham Grade 3 for 2016-2017 from Stanton CSD to Red Oak CSD
- Hunter Graham Grade 9 for 2016-2017 from Stanton CSD to Red Oak CSD

## 6.0 General Business for the Board of Directors

### 6.1 Old Business

- 6.1.1 Facilities Master Plan Discussion Update *Page 1*
- 6.1.2 Discussion/Approval of the Change Order Document G701/CMa - 1992 *Page 2*  
Between the Red Oak CSD and O'Neal Electric Company for Softball and  
Baseball Scoreboard Installation and Football Time Clock Installation
- 6.1.3 Discussion/Approval of the Change Order Document G701/CMa - 1992 *Page 2*  
Between the Red Oak CSD and Camblin Mechanical, Inc to Insulate Boiler  
Room Pipe
- 6.1.4 Review/Approval of the Distribution of Funds from the Ruth E. Nelson *Page 2*  
Revocable Trust Donation to Red Oak CSD
- 6.1.5 Review/Approval of the Handbook Changes to the 2016-2017 Red Oak High *Page 2*  
School Student Handbook
- 6.1.6 Review/Approval of the Second Reading of Board Policy Code 906 Unmanned  
Aircrafts - Drones *Page 3*

### 6.2 New Business

- 6.2.1 Discussion/Approval of the 2016-2017 Washington Intermediate Student *Page 3*  
Handbook
- 6.2.2 Discussion/Approval of the First Reading of Board Policy Codes 502.10 *Page 3*  
Use of Motor Vehicles; 601.1 School Calendar; and 601.2 School Day for  
Revision as Recommended by IASB
- 6.2.3 Discussion/Approval of the Addition of Regulation Policy Code 401.7 *Pages 3-4*  
Employee Travel Compensation/Mileage
- 6.2.4 Discussion/Approval of the Legislative Priorities for FY 17 *Page 4*

## 7.0 Reports

### 7.1 Administrative

### 7.2 Future Conferences, Workshops, Seminars

- Gary Sinclair, 5CAST Presentation on Financial Future, August 22, 2016

- IASB Convention, November 16, 17, 18, 2016 in Des Moines

7.3 Other Announcements

- District Registration will be Thursday, August 11, 2016 at the Red Oak High School from 10:00 am to 7:00 pm
- Ambassador Luncheon for ROCSD staff will be Tuesday, August 23, 11:30 am, High School Cafeteria

8.0 Next Board of Directors Meeting:           Monday, August 22, 2016 – 6:00 pm  
Sue Wagaman Board Room  
Red Oak CSD Administrative Center

9.0 Adjournment

**Red Oak Community School District  
Agenda Notes  
8.8.16**

**Item 4.0 Communications**

**4.1 Good News**

**4.2 Visitors and Presentations**

Jen Bruce and the PTO will be coming to the board meeting to present money to IPS and WIS.

**4.3 Affirmations and Commendations**

**4.4 Correspondence**

**Item 5.0 Consent Agenda**

**Background:** Enclosed are the items for the consent agenda:

- Minutes from 7.25.16 and 8.1.16 *p. 1-5*
- Monthly business reports *6-10*
- Open enrollment request for Joshua Mace 11<sup>th</sup> grade student from Red Oak CSD to CAM Connection Academy *at table*
- Open enrollment request for Gage (3<sup>rd</sup> grade) and Hunter Graham (9<sup>th</sup> grade) for continuation in the Red Oak CSD from Stanton CSD after a move to Stanton *at table*

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

**Item 6.0 General Business for the Board of Directors**

**6.1 Old Business**

**6.1.1 Facilities Master Plan Discussion**

**Background:** Daric O'Neal will be here to provide the school board and the public with an "executive summary" of the facilities planning to this point. Roger Carlson will be presenting on behalf of the finance committee, Mark Pfister from Boyd Jones, and folks from Shephard Business furniture will be present at the meeting to talk about the trial period at ROHS. There will be a presentation followed by time set aside for the board to discuss and ask questions. There will be no decisions made about any of the facilities plans or financial arrangements. This will just be a discussion topic.

There will be a timeline discussed about the steps to come along with the different options facing us as we explore next steps.

**Recommendation:** This is only a discussion item

**6.1.2 Discussion / Approval of the Change Order Document G701/CMa-1992 Between the Red Oak CSD and O'Neal Electric Company for Softball and Baseball Scoreboard Installation and Football Time Clock Installation** *p. 11-12*

**Background:** The document is in the board packet. It shows the three tasks to be completed are listed out separately. The cost for the installation (including all steel, concrete, and the mounting) for the baseball field and the softball field are \$6624 each. The cost for the installation of the football field time clocks is \$5946 for both. This is the third change order for the projects. The first one was to add the softball field lights and scoreboard to the base bid. The second was for additional trenching and line that had to be run out to Broadway. The scoreboards and the time clocks have already been purchased and have already arrived.

**Recommendation:** Approve the change order as presented

**6.1.3 Discussion / Approval of the Change Order Document G701/CMa-1992 Between the Red Oak CSD and Camblin Mechanical, Inc. to Insulate Boiler Room Pipe** *p. 13-15*

**Background:** At the start of the boiler project we had to go through asbestos abatement. There was a steam pipe that now has to be insulated. The total cost for this insulation with labor will be \$1539. This is the first change order on the boiler project.

**Recommendation:** Approve the change order as presented

**6.1.4 Review / Approval of the Distribution of funds from the Ruth E. Nelson Revocable Trust Donation to Red Oak CSD**

**Background:** We were given an amount of \$51,422.59 from the Ruth E. Nelson Trust. It is our job to determine how to spend the funds or where we want them allocated. There are several different options: set up a scholarship account, divide them between buildings proportionately by student enrollment or equally, determine a large scale project to dedicate the funds to. Mark Johnson was able to talk with someone close to the situation and was told there were really no strong preferences on our decision.

**Recommendation:** Discuss the different possibilities and determine how to allocate the money.

**6.1.5 Review / Approval of the Handbook Changes to the 2016-2017 Red Oak High School Student Handbook.** *p. 16-21*

**Background:** The major change is the attendance policy in the handbook. Administration and staff worked hard to establish a philosophy on student attendance. The new proposal (Every Day Matters) clearly lays out the steps and consequences. Mr. Spotts and Mr. Bower will be at the meeting to answer questions I was not able to at the last meeting. I believe a policy is only as effective as the ability to implement and enforce it. As a result of the thought and energy that went into this policy it is definitely worth putting in place.

**Recommendation:** Approve the 2016-2017 Student Handbook as presented

**6.1.6 Review / Approval of the Second Reading of Board Policy 906 Unmanned Aircrafts – Drones** *p. 22-23*

**Background:** At the last meeting we had the first reading over this. It is a policy which is being adopted by many schools across the state and beyond. The policy in front of us is the recommended policy by IASB. Due to the fact it is a new policy, we must have two readings and then the final reading. If approved at the meeting on 8.8.16 we will have the final reading on 8.22.16.

**Recommendation:** Approve the second reading of Board Policy 906

**6.2 New Business**

**6.2.1 Discussion / Approval of the 2016-2017 Student Handbook for Washington Intermediate School** *at table*

**Background:** This handbook has been updated with new staff names, room assignments and pictures. There were no other changes placed in this handbook.

**Recommendation:** Approve the handbook for WIS as presented

**6.2.2 Discussion / Approval of the First Reading of Board Policies 502.10 Use of Motor Vehicles; 601.1 School Calendar; and 601.2 School Day for Revision as Recommended by IASB**

**Background:** On policy 502.10 there are two differences with the old policy: 1) a student may attend extracurricular activities at the attendance center of a shared district; and 2) the board may place criteria in the policy to allow for a student to receive a school permit if they live less than one mile away from their attendance center. (my recommendation is to approve it "if the student has extenuating circumstances) *p. 24-25*

On Board Policy 601.1, there are three different places where the policy must clearly identify whether the school is counting days or hours. We had our hearing on the calendar and approved the calendar on June 13 but we have not adopted a board policy which states our calendar being counted in hours. The new policy states we are counting 1080 hours as our school year. It also adds that seniors may be required to be scheduled up to 30 hours less than non-seniors. We have left the wording in the policy for counting days but have placed lines through the words. This allows you to see the comparison. *p. 26-27*

Assuming we approve policy 601.1, we will not need to have a board policy 601.2. This policy defines what a school day is for the purpose of ensuring we have 180 days of attendance. When you switch to counting hours you do not have to worry about days any longer. *p. 28-29*

**Recommendation:** Approve the first reading of 502.10 and 601.1. Have it placed on the next agenda to remove board policy 601.2

**6.2.3 Discussion / Approval of the Addition of Regulation Policy Code 401.7 Employee Travel Compensation / Mileage** *p. 30*

**Background:** We discovered there was no amount established in our board policy for employee travel. Our policy does a good job of establishing guidelines but we need to add a regulation to it to determine the reimbursement rate. The reimbursement rate through the school has not changed in quite some time and is well below the federal reimbursement rate. This regulation

would reimburse the employee the federal rate of \$0.54 if there was no school transportation available. The employee could get reimbursed for the use of their own personal vehicle even if school transportation was available if the superintendent approved and there were special circumstances.

**Recommendation:** Approve the regulation 401.7R1 as presented

**6.2.4 Discussion / Approval of the Legislative Priorities for the FY17**

*p. 31-35*

**Background:** The list of the legislative priorities published by IASB is included in the packet. We are asking that you review the list and submit your top priorities to Shirley Maxwell prior to noon on Monday. She will compile the list and have it available for discussion Monday night.

**Recommendation:** Reach consensus on the top five priorities for the legislative session

Red Oak Community School District  
Meeting of the Board of Directors  
Meeting Location: Sue Wagaman Board Room, Red Oak CSD Administrative Center  
Red Oak Technology Center, Red Oak High School Campus  
July 25, 2016

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

**Present:**

Directors: Bryce Johnson, Kathy Walker, Mark Johnson  
Superintendent Tom Messinger, Board Secretary Shirley Maxwell

**Absent:**

Board President Paul Griffen and Director Bret Blackman

**Approval of Agenda**

Motion by Director Mark Johnson, second by Director Walker 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 removing item 6.1.1, Facilities Master Plan Discussion Update from the agenda. This will be placed on a future agenda.

**Affirmations and Commendations**

- A very generous donation of \$51,422.59 was given to the Red Oak Community School from the Ruth E. Nelson Revocable Trust.

**Consent Agenda**

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

- Review and approval of minutes from July 11, 2016
- Review and approval of monthly business reports
- Open enrollment requests consideration:
  - Jacob Carnes – 4<sup>th</sup> grade for 2016-2017 from Griswold to Red Oak
  - Jesalynn Ridnour – 3<sup>rd</sup> grade for 2016-2017 from Stanton to Red Oak

**Discussion/Approval of the First Amendment to the YES Mentoring Contract**

Motion by Director Walker, second by Director Mark Johnson to approve the first amendment to the YES Mentoring Contract. Motion carried unanimously. This will increase the compensated amount of this contract \$17,000. These dollars are to be used towards the YES Mentoring Program.

**Discussion/Approval of the Superintendent's Contract**

Motion by Director Walker, second by Director Mark Johnson to approve the three year contract for Supt. Messinger as presented. Motion carried unanimously. This is a three year contract with the salary to be paid set by the Board of Education each remaining year.



**Discussion/Approval of Student Handbooks for Inman Primary School, Red Oak Middle School and Student Technology**

Motion by Director Walker, second by Director Mark Johnson to approve the student handbooks for Inman Primary School, Red Oak Middle School and Student Technology as presented.

Motion carried unanimously.

**Approve the Handbook Changes to the Red Oak High School Handbook, Employee Handbook and District Section of the Parent/Student Handbook**

Motion by Director Walker, second by Director Mark Johnson to approve the Employee Handbook and district section of the Parent/Student Handbook as presented. Motion carried unanimously. The Red Oak High School Handbook will be on a future agenda when the high school administration will be present to answer any questions.

**Discussion/Approval of Competitive Bids for Pest Control, Fuel and Trash Removal**

Motion by Director Walker, second by Director Mark Johnson to approve the submitted bids for the 2016-2017 school year. Motion carried unanimously.

- Fuel Bid-United Farmer's Mercantile
- Pest Control-Sellers Pest Control
- Trash Removal-Batten Sanitation

**Discussion/Approval of the First Reading of Policy Code 906 Unmanned Aircrafts – Drones**

Motion by Director Walker, second by Director Mark Johnson to approve the first reading of Board Policy Code 906, Unmanned Aircrafts - Drones. Motion carried unanimously.

**Discussion/Approval of the Distribution of the Ruth E. Nelson Revocable Trust Donation to Red Oak Schools**

Director Mark Johnson will meet with Sharon Solberg for guidance on how this very generous gift will be spent.

**Reports**

Supt. Messinger and Business Manager Maxwell will attend a consortium meeting in Glenwood on Wednesday, July 27<sup>th</sup>.

Supt. Messinger will attend a Vocational Meeting on Thursday, July 28<sup>th</sup>.

Supt. Messinger and other administrative members will attend the SAI Conference Aug 2<sup>nd</sup> through August 4<sup>th</sup>.

Registration will be held on Thursday, August 11<sup>th</sup> in the high school gym.

Gary Sinclair will be in attendance at the August 22<sup>nd</sup> meeting to present a financial update from 5Cast.

**Next Board of Director's Meeting**

Monday, August 8, 2016 – 6:00 p.m., Sue Wagaman Board Room, Red Oak CSD Administrative Center

**Adjournment**

Motion by Director Mark Jackson, second by Director Walker to adjourn the meeting at 7:01 p.m. Motion carried unanimously.

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Bryce Johnson, Vice President

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Shirley Maxwell, Board Secretary

Red Oak Community School District  
Special Meeting of the Board of Directors  
Meeting Location: Sue Wagaman Board Room, Red Oak CSD Administrative Center  
Red Oak Technology Center, Red Oak High School Campus  
August 1, 2016

This special meeting of the Board of Directors of the Red Oak Community School District was called to order by President Paul Griffen at 6:34 p.m.

**Present:**

Directors: Paul Griffen, Bryce Johnson, Mark Johnson,  
Bret Blackman joined the meeting electronically  
Supt. Tom Messinger, Board Secretary Shirley Maxwell

**Absent:** Director Kathy Blackman

**Approval of Agenda**

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

**Affirmations and Commendations**

A letter of appreciation was received from SAI Professional Learning Director, Dana Schon. She expressed her appreciation to Red Oak Schools for sharing the expertise and experience of superintendent, Mr. Tom Messinger. Supt. Messinger served as a discussion panelist at SAI's New Superintendents' Institute.

**Discuss/Approve Concrete Work at Early Childhood Center at Inman Primary School**

Motion by Director Mark Johnson, second by Director Bryce Johnson to approve the proposal from Echternach Construction for concrete paving and flatwork at the Inman Early Childhood Playground at the cost of \$5,037.50. Motion carried unanimously.

**Discuss/Approve Chain Link Fencing at the Early Childhood Center at the Inman Primary School**

Motion by Director Bryce Johnson, second by Director Mark Johnson to approve the proposal from Red Oak Do It Center for fencing at the Inman Early Childhood Playground at the cost of \$7,880.00. Motion carried unanimously.

**Discuss/Approve Playground Surface at the Early Childhood Center at the Inman Primary School**

Motion by Director Mark Johnson, second by Director Bryce Johnson to approve the proposal from Outdoor Recreation Products for wood fiber surfacing, installed with a border at the cost of \$4,000 for the Inman Early Childhood Playground. Motion carried unanimously.

**Discuss/Approve Playground Structure at the Early Childhood Center at the Inman Primary School**

Motion by Director Bryce Johnson, second by Director Mark Johnson to approve the proposal from Outdoor Recreation Products for a PlayShaper Structure at the cost of \$19,204 for the Inman Early Childhood Playground. Motion carried unanimously.

**Discuss/Approve Concrete Work at Football/Baseball Field**

Motion by Director Mark Johnson, second by Director Bryce Johnson to approve the proposal from Echternach Construction for removal, replacement, and additional concrete on the north side of the concessions (243 SF) and new concrete out 10 foot from the concession building to the east for the length of the concessions building at a cost of \$4,803.00. Motion carried unanimously.

**Next Board of Director's Meeting**

Monday, August 8, 2016 – 6:00 p.m., Sue Wagaman Board Room, Red Oak CSD Administrative Center

**Adjournment**

Motion by Director Mark Jackson, second by Director Bryce Johnson to adjourn the meeting at 7:16 p.m. Motion carried unanimously.

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Paul Griffen, President

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Shirley Maxwell, Board Secretary

07/26/2016 04:12 PM

Vendor Name

Invoice  
Number

Amount

Account Number

Detail Description

Amount

Checking Account ID 1

Fund Number 10

OPERATING FUND

FAREWAY FOOD STORES

006-00009292

183.60

10 0010 1000 100 8203 612

PTO-CARNIVAL-COTTON CANDY  
BAGS

183.60

Vendor Name FAREWAY FOOD STORES

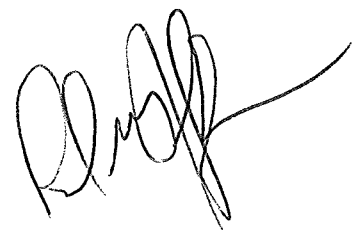
183.60

Fund Number 10

183.60

Checking Account ID 1

183.60



08/04/2016 04:55 PM

User ID: BLAYM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AHLERS & COONEY	715482	208.00
10 0010 2310 000 0000 320	PROFESSIONAL SERVICES	208.00
Vendor Name AHLERS & COONEY		<u>208.00</u>
CENTERPOINT ENERGY SERVICES RETAIL, LLC	150-1606-5990	1,396.79
10 1901 2600 000 0000 621	INMAN-UTILITIES	320.48
10 1902 2600 000 0000 621	WASH-UTILITIES	70.41
10 2020 2600 000 0000 621	MS-UTILITIES	122.20
10 3230 2600 000 0000 621	HS-UTILITIES	883.70
Vendor Name CENTERPOINT ENERGY SERVICES RETAIL, LLC		<u>1,396.79</u>
DES MOINES INDEPENDENT COMM SCHOOL DISTRICT	072716	1,944.58
10 0010 1200 211 3301 567	SPED CHARGES	1,944.58
Vendor Name DES MOINES INDEPENDENT COMM SCHOOL DISTRICT		<u>1,944.58</u>
O'KEEFE ELEVATOR COMPANY	0041817	296.66
10 0010 2600 000 0000 430	ELEVATOR MAINTENANCE	296.66
Vendor Name O'KEEFE ELEVATOR COMPANY		<u>296.66</u>
RED OAK COMMUNITY SCHOOL DIST	063016-1	1,356.40
10 0010 2213 132 3376 580	CRESTON MILEAGE	42.00
10 0010 2213 132 3376 580	ANKENY MILEAGE	113.20
10 0010 2213 132 3376 580	MN MILEAGE	908.00
10 3230 1300 310 0000 580	PIONEER GRANT MILEAGE	293.20
Vendor Name RED OAK COMMUNITY SCHOOL DIST		<u>1,356.40</u>
RED OAK HARDWARE HANK	220703	2.00
10 0010 2600 000 0000 618	KEY	2.00
RED OAK HARDWARE HANK	220705	34.95
10 0010 2600 000 0000 618	TAPE, KEY, BATTERY	34.95
RED OAK HARDWARE HANK	220706	2.39
10 0010 2600 000 0000 618	WRENCH & CATCH CLIP	2.39
RED OAK HARDWARE HANK	220742	10.99
10 0010 2600 000 0000 618	KEY SET	10.99
Vendor Name RED OAK HARDWARE HANK		<u>50.33</u>
TIMBERLINE BILLING SERVICE LLC	9970	51.46
10 0010 2510 217 3303 350	BILLING SERVICES MEDICAID	51.46
Vendor Name TIMBERLINE BILLING SERVICE LLC		<u>51.46</u>
Fund Number 10		<u>5,304.22</u>
Checking Account ID 1	Fund Number 33	CAPITAL PROJECTS - LOST
ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC	16019-4	2,940.00
33 0010 4700 000 0000 450	FIELD LIGHTING PROJECT	2,940.00
ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC	16020-3	2,300.00
33 0010 4700 000 0000 450	HS BOILER PROJECT	2,300.00
Vendor Name ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC		<u>5,240.00</u>

08/04/2016 04:55 PM

User ID: BLAYM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Fund Number 33		5,240.00
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
O'NEAL ELECTRIC CO. CONTRACTOR	5200-5595	16,500.00
36 0010 4700 000 0000 490	TEMP LIGHTING PROJ	16,500.00
Vendor Name O'NEAL ELECTRIC CO. CONTRACTOR		16,500.00
		<hr/>
Fund Number 36		16,500.00
Checking Account ID 1		27,044.22
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
RED OAK COMMUNITY SCHOOL DIST	063016	460.40
21 3230 1400 950 7406 580	AUDUBON MILEAGE	60.40
21 3230 1400 950 7406 580	CEDAR RAPIDS MILEAGE	237.60
21 3230 1400 950 7476 618	CHEER CAMP MILEAGE	162.40
Vendor Name RED OAK COMMUNITY SCHOOL DIST		460.40
		<hr/>
Fund Number 21		460.40
Checking Account ID 3		460.40

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
CENTURY LINK	072516	411.81
10 0010 2410 000 0000 532	DISTRICT FIRE ALARM LINES	411.81
Vendor Name CENTURY LINK		<u>411.81</u>
CHAT MOBILITY	071516	754.72
10 1901 2410 000 0000 532	INMAN-PHONE	45.00
10 1902 2410 000 0000 532	WASH-PHONE	45.00
10 0010 2321 000 0000 532	NURSE-PHONE	45.00
10 0010 2321 000 0000 532	SUPERINTENDENT-PHONE	79.72
10 2020 2410 000 0000 532	MS-PHONE	45.00
10 3230 2410 000 0000 532	HS-PHONE	45.00
10 0020 2490 000 0000 530	BUS BARN-PHONE	315.00
10 0010 1200 410 1112 530	ESL-PHONE	90.00
10 0010 2410 420 1119 532	AT RISK-PHONE	45.00
Vendor Name CHAT MOBILITY		<u>754.72</u>
CITY OF RED OAK	080316	1,252.15
10 0010 2600 000 0000 411	UTILITIES-JULY	1,252.15
Vendor Name CITY OF RED OAK		<u>1,252.15</u>
HOLIDAY INN DES MOINES AIRPORT	68361	272.16
10 0020 2700 000 0000 580	LODGING	272.16
Vendor Name HOLIDAY INN DES MOINES AIRPORT		<u>272.16</u>
MIDAMERICAN ENERGY	072016	26,220.13
10 0030 2600 000 0000 621	GAS-FB FIELD	10.39
10 0030 2600 000 0000 622	ELECTRIC-FB FIELD	198.69
10 0030 2600 000 0000 622	ELECTRIC-BB FIELD	435.78
10 1911 2600 000 0000 621	GAS-BUS BARN	21.06
10 1911 2600 000 0000 622	ELECTRIC-BUS BARN	250.95
10 1912 2600 000 0000 621	GAS-WEBSTER	10.39
10 1901 2600 000 0000 622	ELECTRIC-INMAN	5,569.46
10 1902 2600 000 0000 622	ELECTRIC-WASH	2,625.64
10 3900 2600 000 0000 621	GAS-TECH	141.94
10 3230 2600 000 0000 622	ELECTRIC-HS	12,297.10
10 2020 2600 000 0000 622	ELECTRIC-TECH	36.37
10 2020 2600 000 0000 622	ELECTRIC-MS	4,622.36
Vendor Name MIDAMERICAN ENERGY		<u>26,220.13</u>
Fund Number 10		<u>28,910.97</u>
Checking Account ID 1		<u>28,910.97</u>
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
GATORADE COMPANY, THE	080316	225.00
21 0010 1400 920 6600 618	SUPPLIES FOR ATHLETICS	225.00
Vendor Name GATORADE COMPANY, THE		<u>225.00</u>
Fund Number 21		<u>225.00</u>
Checking Account ID 3		<u>225.00</u>



Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
TOTAL FUNDS BY HASLER	072716	1,060.57
10 0010 2410 000 0000 531	POSTAGE FILL	<u>1,060.57</u>
Vendor Name TOTAL FUNDS BY HASLER		<u>1,060.57</u>
Fund Number 10		<u>1,060.57</u>
Checking Account ID 1		<u>1,060.57</u>

# AIA® Document G701/CMa™ - 1992

## Change Order - Construction Manager-Adviser Edition

<b>PROJECT (Name and address):</b> Red Oak Community School District	<b>CHANGE ORDER NUMBER:</b> 003 <b>INITIATION DATE:</b> 07/25/2016	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR (Name and address):</b> O'Neal Electric Company 1705 Summit Street Red Oak, IA 51566	<b>PROJECT NUMBERS:</b> / <b>CONTRACT DATE:</b> 4/29/16 <b>CONTRACT FOR:</b> Red Oak Community School District Field Improvements	

### THE CONTRACT IS CHANGED AS FOLLOWS:

Softball score board: Installing per reference 1-71200-36-1, all steel, concrete, and mounting is included. Price of \$6,624.00. Note the placement of new scoreboard will be determined by Red Oak Schools.

Baseball scoreboard: Installing per reference 1-71200-36-1, all steel, concrete, and mounting is included. Price of \$6,624.00. Note the placement of new scoreboard will be determined by Red Oak Schools.

Football time clocks installing per reference 01-0830-11-1, all steel, concrete, and mounting is included. Price total for both time clocks \$5946.00. Note the location has been determined and decided by Red Oak Schools.

The original Contract Sum was	\$ 353,914.00
Net change by previously authorized Change Orders	\$ 83,305.00
The Contract Sum prior to this Change Order was	\$ 437,219.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 19,194.00
The new Contract Sum including this Change Order will be	\$ 456,413.00

The Contract Time will be unchanged by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is August 1, 2016.

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Boyd Jones Construction Company  
**CONSTRUCTION MANAGER (Firm name)**  
 4360 Nicholas Street, Omaha, NE 68131  
**ADDRESS**

*[Signature]*  
 BY (Signature)  
 Dick Streff  
 (Typed name)      DATE: 7/25/16

Alley Poyner Macchietto Architecture, Inc.  
**ARCHITECT (Firm name)**  
 302 Coolbaugh Street, Red Oak, IA 51566  
**ADDRESS**

*[Signature]*  
 BY (Signature)  
 Daric O'Neal  
 (Typed name)      DATE: 7-26-2016/16

O'Neal Electric Company  
**CONTRACTOR (Firm name)**  
 1705 Summit Street, Red Oak, IA 51566  
**ADDRESS**

*[Signature]*  
 BY (Signature)  
 Dan Dougherty  
 (Typed name)      DATE: 7-25-16

Red Oak Community School District  
**OWNER (Firm name)**  
 2011 North 8th Street, Red Oak, IA 51566  
**ADDRESS**

*[Signature]*  
 BY (Signature)  
 Paul Griffen  
 (Typed name)      DATE:



## Change order #2

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<b>Date:</b> 7/25/16	<b>Job Name:</b> Red Oak Field Improvements	<b>Job Location/Address:</b> Red Oak, Iowa
<b>Proposal Submitted To:</b> Dick Streff		<b>Address:</b> 1904 N Broadway Red Oak, IA 51566

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***We hereby submit specifications and change orders for: Baseball, Softball score boards, and time clocks***

The proposal will consist of the following work per: Dick Streff

Labor and material will be provided for the following.

Softball score board: Installing per reference 1-71200-36-1, all steel, concrete, and mounting is included. Price of \$6,624.00. Note the placement of new scoreboard will be determined by Red Oak Schools.

Baseball scoreboard: Installing per reference 1-71200-36-1, all steel, concrete, and mounting is included. Price of \$6,624.00. Note the placement of new scoreboard will be determined by Red Oak Schools.

Football time clocks installing per reference 01-0830-11-1, all steel, concrete, and mounting is included. Price total for both time clocks \$5946.00. Note the location has been determined and decided by Red Oak Schools.

**Total Investment for Red Oak High School ----- (\$19,194.00)**

***Thank you for the opportunity to provide you with this Change order. If I can provide any additional information please contact me at any time. Sign below for acceptance of change order.***

O'Neal Electric Company

Dan Dougherty, President  
712-623-3764

***Quality . . . Our Specialty  
Since 1974***

# **AIA** Document G701/CMa<sup>TM</sup> – 1992

## Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address):  
 Red Oak Community School District -  
 Boiler Replacement

CHANGE ORDER NUMBER: 001  
 INITIATION DATE: 07/07/2016

OWNER:   
 CONSTRUCTION MANAGER:   
 ARCHITECT:   
 CONTRACTOR:   
 FIELD:   
 OTHER:

TO CONTRACTOR (Name and address):  
 Camblin Mechanical, Inc.  
 307 Chestnut Street  
 Atlantic, IA 50022

PROJECT NUMBERS: /  
 CONTRACT DATE: May 13, 2016  
 CONTRACT FOR: General  
 Construction

**THE CONTRACT IS CHANGED AS FOLLOWS:**

Insulate boiler room steam pipe that was abated (price does not include condensate lines).

The original Contract Sum was	\$ 390,000.00
Net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 390,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 1,539.00
The new Contract Sum including this Change Order will be	\$ 391,539.00

The Contract Time will be unchanged by Zero (0) days.  
 The date of Substantial Completion as of the date of this Change Order therefore is August 1, 2016.

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.**

Boyd Jones Construction Company  
 CONSTRUCTION MANAGER (Firm name)  
 4360 Nicholas Street, Omaha, NE 68131  
 ADDRESS

*[Signature]*  
 BY (Signature)  
 Dick Streff  
 (Typed name)                      DATE: 7/25/16

Alley Poyner Macchietto Architecture, Inc.  
 ARCHITECT (Firm name)  
 302 Coolbaugh Street, Red Oak, IA 51566  
 ADDRESS

*[Signature]*  
 BY (Signature)  
 Dario O'Neal  
 (Typed name)                      DATE: 8/2/2016

Camblin Mechanical, Inc.  
 CONTRACTOR (Firm name)  
 307 Chestnut Street, Atlantic, IA 50022  
 ADDRESS

*[Signature]*  
 BY (Signature)  
 Randy Watts  
 (Typed name)                      DATE: 8-2-16

Red Oak Community School District  
 OWNER (Firm name)  
 2011 North 8<sup>th</sup> Street, Red Oak, IA 51566  
 ADDRESS

*[Signature]*  
 BY (Signature)  
 Paul Griffen, President, Board of Directors  
 (Typed name)                      DATE:

# PROPOSED CHANGE ORDER

## CAMBLIN MECHANICAL, INC.

PO Box 520, 307 Chestnut St.  
Atlantic, IA 50022  
Phone: 712-243-1535  
Fax: 712-243-1578

Number: 1

**TO:** Boyd Jones Construction Co.  
4360 Nicholas  
Omaha, NE 68131  
402-553-1804  
402-561-7705  
Attn: Dick Streff

Phone:	Date: 7/7/2016
Job Name/Location: Red Oak High School Boiler Replacement	
Job Number:	Job Phone:
Existing Contract No.	Date of Existing Contract

We hereby agree to make the change(s) specified below:

Material and Labor to Insulate boiler room steam pipe that was abated  
This price does not include condensate lines.

Note: This change order becomes part of and in conformance with the existing contract.

<b>WE AGREE</b> hereby to make the change(s) specified above at this price :	\$	\$ 1,539.00
Date:	Previous Contract Amount:	\$
Authorized Signature (Contractor)	Revised Contract Total:	\$

**ACCEPTED**---The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

(owner)

CO#1A

ESTIMATE SHEET  
CAMBLIN MECHANICAL, INC.  
307 CHESTNUT ST.  
ATLANTIC, IA 60022  
712-243-1535  
712-243-1578 FAX

Structure ROHS Boiler Replacement  
System Steam Piping Insulation  
Material

Sheet #  
Estimator REW  
Date 7/7/2016

Quantity	Description	Net Total	Labor Total
		\$ -	\$ -
		\$ -	\$ -

Insulator - \$1,466.00  

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\$1,466.00

page totals

Material Total \$ -  
+7% sales tax \$ -  
Sub Total \$ -  
+ Labor \$ -  
Sub Total \$ -  
10% Markup \$ -  
Sub Total \$ -  
Sub Contractor Total \$1,466.00  
Subcontractor MU \$ 73.30  
Total Amount Est. \$ 1,539.30  

---

\$ 1,539.00

To: Red Oak Board of Directors  
From: Jeff Spotts, Red Oak High School Principal  
RE: Red Oak High School Handbook changes for 2016-2017

Food service fees need to be updated

Attendance policy – changed

Faculty listing changed

Bell Schedules changed

Good Conduct policy – under ineligibility guidelines – students may not work off the good conduct in an activity they have not previously gone out for in prior years.

# EVERY DAY MATTERS

## The Importance of Regular School Attendance

Research supports the theory that students with good class attendance will score better on standardized tests, get higher grades, be less likely to drop out, and be more successful in their future workplace.

Students are expected to be in class and to make attendance a top priority. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as preparing students for adulthood.

## Communication is KEY

Parents are expected to telephone the school office to report the student as soon as possible on the day the absence occurs. We care about each child and want to know where they are. When an absence occurs or you foresee a potential absence/tardy, please contact your respective school so we can best support you and your child. We are here to help!

### School Numbers-

**Red Oak High School: 712-623-6610**

**Red Oak Middle School: 712-623-6620**

## What does the LAW say?

The school believes the responsibility for attendance rests with the parents and the students. If that responsibility is not assumed by the student and parents, the school will enforce the state of **Iowa mandatory attendance laws**, and the excessive absence regulation.

Our state legislators have created a very important law (code) that addresses student attendance in schools. Iowa Code 299.1 reads as follows:

*The parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age, shall cause the child to attend school during a school year. The board of directors of a public school district shall set the number of days of required attendance for the schools under its control.*

*The board of directors of a public school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.*

## What Does This Mean?

This means that if your child falls within the compulsory attendance age, detailed below, it is against the law for them not to be in school without a valid excuse.



**Compulsory Attendance Age-** Compulsory attendance age is the age when a child **MUST** attend school. In Iowa, children who are at least six (6) and not yet 16 years of age by September 15 are of compulsory attendance age. Example: A student who does not turn 16 until September 16 or after is still, by law, required to attend school for that complete school year.

**Attendance Definitions** — A student's absence will be recorded using a combination of the five following codes:

***5 Excused Absences Per Semester*** — However, other additional circumstances may warrant an absence to be excused. Such circumstances are at the sole discretion of building administrators.

***Medically Excused Absences Due to Illness*** — Our schools will accept a medically excused absence.

- a. Illness absences in excess of the five parentally excused absences will be recorded as “verified unexcused” until a doctor’s note is received. This note must be brought to the office within 2 school days following the student’s return to the high school.
- b. Additionally, if a student has frequent medically excused absences or prolonged absences (with no doctor’s notices) the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.

***Parentally Excused Absences Due To Illness*** — Our schools will accept a “parentally” excused absence for up to five days during a semester.

- a. Illness absences in excess of the five parentally excused absences will be recorded as “verified unexcused” until a doctor’s note is received. This note must be brought to the office within 2 school days following the student’s return to the high school.
- b. Additionally, if a student has frequent parentally excused absences or prolonged absences, with no doctor’s notices the district is advised to determine whether or not the student has a handicap or disability under the provisions of Section 504 of the Rehabilitation Act of 1973.

***Verified Unexcused Absence*** —Any absence that is verified by the parent or guardian, but is not listed in the “Excused” category above would be considered a “Verified Unexcused Absence”.

**Truancy** - Any absence that occurs without notification from the student's parent/guardian will be classified as truant. Schools must be notified on or before the day of the absence in order for the absence not to be classified as truancy.

**Tardy** – Not being in your assigned classroom when class begins, but present for more than half of the class. **If the student misses more than 20 minutes of the class due to the tardy they must be marked absent.**

**Absent Days Make-Up Work Policy:**

**Excused Absence:**

- a. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. A student shall be allowed one make-up day for each day of absence.
- b. If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical

**Verified Unexcused Absence/Truancy Make-up work Policy:**

A student's grade shall not be affected if no graded activity is missed during such an absence.

**Consequences for Failing to Meet Attendance Requirements** – It's our legal obligation to work with the County Attorney to uphold Iowa Chapter 299; therefore, students of compulsory attendance age who exhibit attendance deficiencies will be required to attend a mandatory mediation session with our local county attorney.

**Penalties & Procedures for Verified Unexcused Absences/Truancy  
*After the 5 Excused Absences have been exhausted.***

Truancy or Verified Unexcused Absences –

- 6<sup>th</sup> Absence will result in:
  - a. Letter home detailing attendance records and attendance procedures.
- 8<sup>th</sup> Absence will result in:
  - a. 2<sup>nd</sup> Letter – detailing attendance records and attendance procedures
  - b. Student will meet with Student Support Coordinator
- 10<sup>th</sup> Absence will result in:
  - a. 3<sup>rd</sup> letter- alerting student and family that they are now in danger of losing credit for courses they are enrolled in.

- b. Family and student will meet with administrator and Student Support Coordinator to discuss current attendance issues and to develop a plan to improve.
  - c. Saturday School – May be required to “buy back” time lost due to excessive absenteeism.
  - d. Parent Partnership Program – May also be used to “buy back” time lost due to excessive absenteeism.
- If a student refuses to accept responsibility for his/her actions and is not present for the assigned consequence, appropriate administrative action will take place. (One or more of the following: loss of credit, placement in alternative school, withdrawal from class, withdrawal from school)
  - *If a student refuses to accept responsibility for their actions and is not present for the assigned consequence, appropriate administrative action will take place.*

### **Lost Credit Due To Multiple Verified Unexcused Absences/Truancies**

Daily attendance and active participation in each class are vital to a comprehensive education. Therefore, in any semester, when a student accumulates ten (10) absences due to truancy or verified unexcused absences, the student and parent/guardian will be notified that there has been a loss of credit in that subject.

Students **not of compulsory attendance age** will be required to meet with an administrator and/or the Student Support Coordinator to discuss the potential loss of credit and what they can do to “buy back” time lost due to excessive absenteeism.

Students of compulsory attendance age will remain in the class to allow for continued learning, but will not earn credit until adequate time is made up at administrator’s discretion. Compulsory attendance age students will be referred to the county attorney.

### **Saturday School**

One day of Saturday School can “buy back” an unexcused absence. Saturday School will run from 8:00 a.m – 12:00 p.m. Parent permission will be required, and students must bring their own work. No electronic devices will be allowed unless they are provided by the school.

### **Parent Partnership Program**

Parent or guardian attends school with student for one day accompanying student to all his/her classes. They will need to check in with the office, and lunch will be provided for them.

### **Partial Day Absence**

Students who must leave the school during the school day must check out through the Attendance Office prior to leaving school and parents must provide a note or call. Leaving without signing out will be cause for disciplinary action.

**MAKE EVERY DAY COUNT!**

## UNMANNED AIRCRAFTS – DRONES

The following policy applies to the extent not preempted by federal or state regulatory jurisdiction regarding unmanned aircrafts. For purposes of this policy, the term “unmanned aircraft” means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

The *Red Oak Community School District* believes in maintaining the safety, security, and privacy of students, employees, and visitors. In keeping with this belief, the use or possession of unmanned aircrafts is prohibited on district property or in the space above the property that reasonably can be considered part of the district property.

The superintendent may make an exception to this policy in specific cases where the circumstances warrant such exception. In such situations and prior to approval, unmanned aircraft operators shall:

- Supply proof of insurance meeting liability limits established by the district;
- Present appropriate registration and authorization issued by the Federal Aviation Administration (FAA);
- Sign an agreement holding the district harmless from any claims of harm to individuals or damage to property; and
- Meet additional requirements as determined appropriate by the district.

If the unmanned aircrafts are operated as part of the district curriculum, prior to adoption into the curriculum, district employees shall work with district administration to ensure the appropriate insurance, registration, and authorizations are in place.

Unmanned aircrafts shall be operated in accordance with Iowa High School Athletic Association and Iowa Girls High School Athletic Union policy.

Failure to abide by this policy may result in local, state, and federal penalties if applicable.

***NOTE: The use of unmanned aircrafts is an unsettled area of the law. There is overlap with federal and state regulations and as such, there is the potential for challenge associated with the enforcement of the policy. Districts should, as with the adoption of any new policy, work with the district’s legal counsel to determine whether, when, and to what extent a policy on unmanned aircraft should be adopted at the local level.***

***NOTE: Districts who wish to approve the use of drones on school property, as part of the curriculum or for other purposes, should consult with the district’s insurance carrier prior to approval and operation. Most general liability policies have an exclusion for aircraft liability and the district would likely need additional liability coverage for the operation of drones. If you are a member of the IASB Safety Group, effective July 1, 2016, your policy with EMC automatically includes liability coverage for bodily injury and property damage caused by drones. However, coverage is not currently available for claims related to violation of privacy.***

***NOTE: Districts should be aware of the FAA unmanned aircraft safety guidelines, which include guidelines such as flying below 400 feet and not flying within 5 miles of an airport unless the airport and control tower have been contacted prior to flying. For a complete list of the guidelines, please visit the “Model Aircraft Operations” section of the FAA website, located at <http://www.faa.gov/uas/modelaircraft/>.***

Legal Reference: FAA Modernization and Reform Act of 2012, P.L. 112-95, Title III, Subtitle B.  
Model Aircraft Operating Standards, FFA AC No. 91-57A (Sept. 2, 2015).  
OFFICE OF CHIEF COUNSEL, FED. AVIATION ADMIN., State and Local  
Regulation of Unmanned Aircraft Systems (UAS) Fact Sheet (Dec. 17, 2015).  
Iowa Code § 279.8.  
IHSAA Drone Policy

Cross Reference: 602.1 Curriculum Development

Approved \_\_\_\_\_ Reviewed July 25, 2016

Revised July 25, 2016

**CURRENT**

USE OF MOTOR VEHICLES

The board recognizes the convenience to families and students of having students drive to and park at their school attendance center. Driving a motor vehicle to and parking it at the student's attendance center is a privilege.

Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center. Students may not loiter around or be in their vehicle during the school day without permission from the principal. Students shall leave their attendance center when there is no longer a legitimate reason for them to be at their attendance center. Students who drive shall enter and leave the parking lot by the routes designated by the principal.

Students who live within one mile of school, and would not otherwise be eligible for a student driving permit, may be eligible for a student driving permit, for driving to and from school and school activities and practices, if the student has a medically verified physical hardship.

Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action including suspension and expulsion.

Legal Reference: Iowa Code §§ 279.8; 321 (2005).

Cross Reference: 502 Student Rights and Responsibilities

Approved July 23, 2012

Reviewed July 23, 2012

Revised

**PROPOSED**

## USE OF MOTOR VEHICLES

The board recognizes the convenience to families and students of having students drive to and park at their school attendance center. Driving a motor vehicle to and parking it at the student's attendance center is a privilege.

Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center **or at either their attendance center or a shared district's attendance center for the purpose of attending extracurricular activities.** Students may not loiter around or be in their vehicle during the school day without permission from the principal. Students shall leave their attendance center when there is no longer a legitimate reason for them to be at their attendance center. Students who drive shall enter and leave the parking lot by the routes designated by the principal.

Students who live within one mile of school, and would not otherwise be eligible for a student driving permit, may be eligible for a student driving permit, for driving to and from school and school activities and practices, if the student has **a special circumstance.**

Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action including suspension and expulsion.

***NOTE: This policy is not mandatory. The underlined language, however, needs to be in board policy with the board adding its own criteria***

Legal Reference: Iowa Code §§ 279.8; 321 (2013).

Cross Reference: 502 Student Rights and Responsibilities

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_



**CURRENT**

SCHOOL CALENDAR

The school calendar will accommodate the education program of the school district. The school calendar is for a minimum of 190 days and includes, but is not limited to, the days for student instruction, staff development, in-service days, and parent-teacher conferences.

The academic school year for students is for a minimum of 180 days in the school calendar, including days for parent-teacher conferences. The academic school year for students may not begin prior to September but may begin in the week in which September 1 falls unless a waiver is obtained from the Iowa Department of Education. Should September 1 fall on a Sunday, school may begin any day during the calendar week that immediately precedes September 1. Employees may be required to report to work at the school district prior to this date.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program.

The board, in its discretion, may excuse graduating seniors from up to five days of instruction after the school district requirements for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements.

It is the responsibility of the superintendent to develop the school calendar for recommendation, approval, and adoption by the board annually.

The board may amend the official school calendar when the board considers the change to be in the best interests of the school district's education program.

Legal Reference: Iowa Code §§ 20.9; 279.10, 280.3 (2011).  
281 I.A.C. 12.2(1).

Cross Reference: 501.3 Compulsory Attendance  
601.2 School Day  
603.3 Special Education

Approved Jan. 14, 2013

Reviewed Dec. 17, 2012

Revised Dec. 17, 2012

**Red Oak Community School District**

**PROPOSED**

SCHOOL CALENDAR

The school calendar will accommodate the education program of the school district. The school calendar is for a minimum of ~~180 days or~~ **1080 hours** and includes, but is not limited to, the days for student instruction, staff development, in-service days and teacher conferences.

The academic school year for students is for a minimum of ~~one hundred and eighty days or~~ **1080 hours** in the school calendar. **The academic school year for students shall begin no sooner than August 23. Employees may be required to report to work at the school district prior to this date.**

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program.

The board, in its discretion, may excuse graduating seniors from up to ~~five days or~~ **30 hours of** instruction after the school district requirements for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements.

It is the responsibility of the superintendent to develop the school calendar for recommendation, approval, and adoption by the board annually.

The board may amend the official school calendar when the board considers the change to be in the best interests of the school district's education program. **The board shall hold a public hearing on any proposed school calendar prior to adopting the school calendar.**

NOTE: This policy reflects Iowa law.

Legal Reference: Iowa Code §§ 20.9; 279.10, 280.3, 299.1 (2) (2015).  
281 I.A.C. 12.1(7); 41.106.

Cross Reference: 501.3 Compulsory Attendance  
601.2 School Day  
603.3 Special Education

Approved

Reviewed

Revised

**CURRENT**

**SCHOOL DAY**

The student school day for grades one through twelve will consist of a minimum of five and one-half hours, not including the lunch period. The school day consists of the schedule of class instruction and class activities as established and sponsored by the school district. Time during which students are released from school for parent/teacher conferences may be counted as part of the student's instructional time. The minimum school day will meet the requirements as established for the operation of accredited schools.

The board may define the number of days kindergarten will be held and the length of each school day for the students attending kindergarten. The school day will consist of a schedule as recommended by the superintendent and approved by the board.

The school district may also record a day of school with less than the minimum instructional hours if the total hours of instructional time for grades one through twelve in any five consecutive school days equals a minimum of twenty-seven and one-half hours, even though any one day of school is less than the minimum instructional hours because of a staff development opportunity provided for the instructional staff or parent-teacher conferences have been scheduled beyond the regular school day. If the total hours of instructional time for the first four consecutive days equal at least twenty-seven and one-half hours because parent-teacher conferences have been scheduled beyond the regular school day, the school district may record zero hours of instructional time on the fifth consecutive school day as a school day. Schedule revisions and changes in time allotments will be made by the superintendent.

When the school is forced to close due to weather or other emergencies, that part of the day during which school was in session will constitute a school day.

It is the responsibility of the superintendent to inform the board annually of the length of the school day.

Legal Reference: Iowa Code § 279.8 (2005).  
281 I.A.C. 12.2(2), .2(3), .2(6).

Cross Reference: 601.1 School Calendar

Approved January 14, 2013

Reviewed December 17, 2012

Revised December 17, 2012

**PROPOSED**

## SCHOOL DAY

The student school day for grades one through twelve, **in those districts following a 180 day school calendar**, will consist of a minimum of **six** hours, not including the lunch period. The school day consists of the schedule of class instruction and class activities as established and sponsored by the school district. **For a 180 day calendar**, time during which students are released from school for parent/teacher conferences may be counted as part of students' instructional time. The minimum school day will meet the requirements as established for the operation of accredited schools.

The board may define the number of days kindergarten will be held and the length of each school day for the students attending kindergarten. The school day will consist of a schedule as recommended by the superintendent and approved by the board.

**For a 180 day calendar**, the school district may also record a day of school with less than the minimum instructional hours if the total hours of instructional time for grades one through twelve in any five consecutive school days equals a minimum of **thirty** hours, even though any one day of school is less than the minimum instructional hours because of a staff development opportunity provided for the instructional staff or parent-teacher conferences have been scheduled beyond the regular school day. If the total hours of instructional time for the first four consecutive days equal at least **thirty** hours because parent-teacher conferences have been scheduled beyond the regular school day, the school district may record zero hours of instructional time on the fifth consecutive school day as a school day. Schedule revisions and changes in time allotments will be made by the superintendent.

When the school is forced to close due to weather or other emergencies, **the** part of the day during which school was in session will constitute a school day.

It is the responsibility of the superintendent to inform the board annually of the length of the school day.

Legal Reference: Iowa Code § 279.8 (2013).  
281 I.A.C. 12.1(1), .1(7-10).

Cross Reference: 601.1 School Calendar

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

EMPLOYEE TRAVEL COMPENSATION

Pre-approved expenses for transportation within three-hundred miles of the school district administrative office will be by automobile. If a school district vehicle is not available, the employee will be reimbursed \$.54 (federal reimbursement rate as of Aug 4, 2016) per mile. The superintendent may allow an employee to drive their own vehicle and receive reimbursement in certain situations. Pre-approved expenses for transportation outside of three-hundred miles of the school district administrative office may be by public carrier. Reimbursement for air travel will be at the tourist class rates. Should an employee choose to travel by automobile, reimbursement will be limited to the public carrier amount. Pre-approved expenses for transportation in a rental car is limited to the cost of a Class "C" rental car at a medium priced agency unless the number of people traveling on behalf of the school district warrants a larger vehicle.

# 2016 IASB Legislative Priorities

Legislative priorities identify the most critical changes in state policy - and serve as a focal point for grassroots advocacy efforts of Iowa school boards and their association.

## **STANDARDS AND ACCOUNTABILITY**

### **(RESOLUTION 2):**

Supports continued progress in the development of rigorous content standards and benchmarks that reflect the real-world knowledge and skills students need to graduate from high school prepared for college or to enter the workforce, including the following state actions:

- Provide and fund technical assistance to help school districts fully implement the Iowa Core Content Standards which define what students should know and be able to do in math, science, English language arts, social studies, and 21st Century skills in areas such as financial and technological literacy.
- Adopt high-quality summative and formative assessments, aligned to the skills students should know and be able to do to succeed globally and locally.
- Support research based professional development that provides educators with training, support and time to work together so that they can successfully teach a rigorous curriculum to all students. Ensure that curriculum decisions about how to teach remain in the hands of local schools and teachers.
- Include and fund all the components of successful standards systems: assessments aligned to high expectations, improved and aligned instruction and quality professional development.

IASB supports development of model content standards, recommended assessments and professional development supports in additional content areas but opposes expanding accountability, reporting and accreditation requirements in these areas.

## **SCHOOL FUNDING POLICY (RESOLUTION 20):**

Supports a school foundation formula that:

- Provides adequate and timely funding;
- Provides a funding mechanism for transportation costs that reduces the pressure on the general fund and addresses inequities between school districts;
- Includes factors based on changes in demographics including socio-economic status, remedial programming, and enrollment challenges;
- Equalizes per pupil funding;
- Incorporates categorical funding in the formula within three years; and
- Includes a mix of property taxes and state aid

## **SUPPLEMENTAL STATE AID (RESOLUTION 21):**

Supports setting supplemental state aid:

- For FY 2017, by January 29, 2016;
- For FY 2018 and future budget years, within 400 days (or 14 months) prior to the certification of the school's district budget; and
- at a rate that adequately supports local districts' efforts to plan, create and sustain world-class schools

## **STATE PENNY (RESOLUTION 28):**

Supports preserving the integrity of the statewide penny sales tax for school infrastructure, including the tax equity provisions. Supports repeal of the Dec. 31, 2029 sunset.

# 2016 IASB Legislative Resolutions

## STUDENT ACHIEVEMENT AND ACCOUNTABILITY

### 1. RESEARCH-BASED INITIATIVES:

Supports implementation of initiatives in Iowa's K-12 education system that:

- Are research-based;
- Are focused on student achievement;
- And do not "re-purpose" existing education funds

### 2. STANDARDS AND ACCOUNTABILITY:

Supports continued progress in the development of rigorous content standards and benchmarks that reflect the real-world knowledge and skills students need to graduate from high school prepared for college or to enter the workforce, including the following state actions:

- Provide and fund technical assistance to help school districts fully implement the Iowa Core Content Standards which define what students should know and be able to do in math, science, English language arts, social studies, and 21st Century skills in areas such as financial and technological literacy.
- Adopt high-quality summative and formative assessments, aligned to the skills students should know and be able to do to succeed globally and locally.
- Support research based professional development that provides educators with training, support and time to work together so that they can successfully teach a rigorous curriculum to all students. Ensure that curriculum decisions about how to teach remain in the hands of local schools and teachers.
- Include and fund all the components of successful standards systems: assessments aligned to high expectations, improved and aligned instruction and quality professional development.

IASB supports development of model content standards, recommended assessments and professional development supports in additional content areas but

opposes expanding accountability, reporting and accreditation requirements in these areas.

### 3. PRESCHOOL:

Supports an increase in funding to ensure all 4-year-olds have access to a high quality public school preschool program. Districts should be given maximum flexibility to assign costs to the program.

### 4. EARLY LITERACY:

- Supports the continued development of and funding for research on best practices for improving proficiency in early literacy strategies.
- Supports continued funding for professional development and classroom intervention strategies focused on implementing best practices for early literacy in grades PK-3.
- Supports the continuation of programs currently funded by the early intervention block grant program with flexibility to use those funds for other K-3 literacy programs if approved by the school board.

### 5. ELL:

Supports adequate and on-time funding for English-language learner (ELL) students until the students reach proficiency.

### 6. DROPOUT/AT RISK:

Supports the inclusion of drop-out prevention and funding for at-risk students in the foundation formula and the inclusion of socio-economic status as a factor in determining a student's at-risk status. Opposes changes to compulsory age of attendance requirements unless sufficient funds and research-based programs are provided.

### 7. FOREIGN LANGUAGE:

Supports adequate and on-time funding for a comprehensive foreign language curriculum to promote lifelong learners in a global community.

# 2016 IASB Legislative Resolutions

## **8. MENTAL HEALTH:**

Supports increased statewide access to and funding for mental health services for children.

## **9. SPECIAL EDUCATION – STATE:**

Supports predictable and timely state funding to serve students receiving special education services at a level that reflects the actual cost including educational programming and health care costs.

## **10. SPECIAL EDUCATION – FEDERAL:**

Supports the federal commitment to fund 40 percent of the cost of educating students receiving special education services and requests that the federal government fulfill that commitment by increasing funding a minimum of 8 percent per year until the 40 percent figure is achieved.

## **11. AREA EDUCATION AGENCIES:**

Supports adequate financial support of the area education agencies to provide essential services in a cost effective manner to school districts including:

- special education;
- technology;
- professional development;
- curriculum assessment; and
- student assessment data analysis.

## **12. SCHOOL CALENDARS:**

Supports the authority of locally-elected school boards to determine the school calendar to best meet student needs, including start dates, year round schools, and other innovations.

## **EDUCATOR QUALITY**

### **13. TEACHER LEADERSHIP AND DEVELOPMENT:**

Supports research-based programs and funding to develop strong instructional leadership including:

- teacher leadership and development
- beginning teacher mentoring programs
- quality professional development programs.

## **14. MARKET-COMPETITIVE WAGES:**

Supports providing school districts with incentives and the flexibility to pay market competitive wages for shortage area positions, especially in the areas required to meet graduation and Iowa content standards.

## **15. BENEFITS:**

Supports allowing school districts to voluntarily enroll their employees in the state's health, dental and life/long-term disability insurance pools.

## **16. ALTERNATIVE LICENSURE:**

Supports the adoption of alternative teacher licensure upon completion of research-based teaching pedagogy training in addition to content knowledge in a curricular area.

## **17. STAFF REDUCTIONS:**

Supports giving school districts and AEAs the option to waive the termination requirements in Iowa Code Section 279.13 to reduce staff in response to reductions in funding or to comply with an arbitrator's award.

## **18. ARBITRATIONS:**

Supports a requirement that arbitrators, prior to the imposition of an award must first consider local conditions, ability to pay, and local settlement history. After the arbitrator determines the school district, AEA or community college has the ability to pay, the arbitrator should then consider comparability based upon similar size and geographic region.

## **19. LABOR/EMPLOYMENT LAWS:**

Supports labor and employment laws that balance the rights of the employees with the rights of management and considers student achievement and student safety.



# 2016 IASB Legislative Resolutions

## FISCAL RESPONSIBILITY AND STEWARDSHIP

### 20. SCHOOL FUNDING POLICY:

Supports a school foundation formula that:

- Provides adequate and timely funding;
- Provides a funding mechanism for transportation costs that reduces the pressure on the general fund and addresses inequities between school districts;
- Includes factors based on changes in demographics including socio-economic status, remedial programming, and enrollment challenges;
- Equalizes per pupil funding;
- Incorporates categorical funding in the formula within three years; and
- Includes a mix of property taxes and state aid

### 21. SUPPLEMENTAL STATE AID:

Supports setting supplemental state aid:

- For FY 2017, by January 29, 2016;
- For FY 2018 and future budget years, within 400 days (or 14 months) prior to the certification of the school's district budget; and
- at a rate that adequately supports local districts' efforts to plan, create and sustain world-class schools

### 22. PROPERTY TAXES:

- Supports holding school districts harmless in property tax restructuring.
- Supports efforts to minimize property tax disparities created by the additional levy rate.
- Supports improved transparency and limits on the use of Tax Increment Financing (TIF) including requirements:
  - To include all affected taxing bodies before creation of a TIF district;
  - to limit the duration of all TIF districts

### 23. SPECIAL LEVY FUNDS:

Supports flexibility in the use of special levy funds.

### 24. TAX BASE:

Supports an independent, bi-annual cost- benefit analysis of all income, sales or property tax exemptions, credits or deductions. Creation of a new tax credit must undergo an independent cost benefit analysis. The legislature should have sole authority to make revisions to definitions that impact taxes, restrict future tax bases or provide additional tax breaks that decrease revenue to the state and either directly or indirectly impact tax revenue for schools.

### 25. FRANCHISE FEES:

Opposes the imposition of franchise fees on school corporations unless the board of directors agrees to such a fee.

### 26. CONSTITUTIONAL TAX LIMITATIONS:

Opposes a constitutional amendment or statewide voter referendum that would limit taxes, spending or local control impacting education.

### 27. UNFUNDED MANDATES:

Opposes any new mandate that does not provide sufficient and sustainable funding for successful implementation.

## SCHOOL INFRASTRUCTURE

### 28. STATE PENNY:

Supports preserving the integrity of the statewide penny sales tax for school infrastructure, including the tax equity provisions. Supports repeal of the Dec. 31, 2029 sunset.

# 2016 IASB Legislative Resolutions

## **29. BOND ISSUES:**

Supports allowing school bond issues to be passed by a simple majority vote.

Supports the authority to levy a combination of property taxes and income surtaxes to pay the indebtedness.

## **GOVERNANCE**

### **30. SCHOOL BOARD TERMS:**

Supports returning to three-year school board member terms with less than a majority of the school board elected in any one year.

### **31. HOME RULE:**

Supports legislation that provides school boards greater flexibility including adoption of Home Rule.

### **32. CHARTER AND ONLINE SCHOOL AUTHORIZING AND ACCOUNTABILITY:**

Supports the existing Iowa law establishing local school boards as the sole authority to establish charter and on-line schools. All plans and waivers must be approved by the state Board of Education and subject to all state accountability and reporting standards. After approval of a charter or on-line school by a local school district, charter or on-line school plans and waivers must be approved by the State Board of Education and subject to all state accountability and reporting standards.

### **33. SHARING AND REORGANIZATION:**

Supports continuation of sufficient incentives and assistance to encourage sharing or reorganization between school districts including the establishment of regional schools.

*After you have reviewed and made not of any issues or edits that are of interest to your district, please discuss at your May, June or July board meeting. Designate one person to then go to the IASB Call for Legislative Priorities page on [www.ia-sb.org](http://www.ia-sb.org), to submit your district's top four priorities, amended or new resolutions.*

*If you have questions about this process, please call Jessica Hulen, IASB Government Relations Assistant at (515) 247-7055 or email [jhulen@ia-sb.org](mailto:jhulen@ia-sb.org).*

Thank you for your participation in this important grassroots process!