

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, April 24, 2017 – 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 Public Presenters/Guest and Visitors Addressing the Board

5.0 Communications

5.1 Good News from Red Oak Schools

5.2 Visitors and Presentations

Presentation from Washington Leadership Team on School Improvement. Members of the Washington Team include; SueAnn Crouse, Sonia Kunze, Michelle Cockburn, and Barbara Sims

5.3 Affirmations and Commendations

5.4 Correspondence

6.0 Consent Agenda

6.1 Review and Approval of Minutes from April 10, 2017 Pg. 1-2

6.2 Review and Approval of Monthly Business Reports Pg. 3-14

6.3 Open Enrollment Requests Consideration:

6.3.1A-Open Enroll from Stanton CSD to Red Oak CSD for the 2016-2017 school year 5th grader Kaylenn Scriver.

6.3.1B- Open Enroll from Stanton CSD to Red Oak CSD for the 2016-2017 school year 6th grader Jacob Scriver

6.3.1C- Open Enroll from Stanton CSD to Red Oak CSD for the 2016-2017 school year 2nd grader Jared Scriver

6.3.1D-Open Enroll from Griswold CSD to Red Oak CSD for the 2017-2018 school year- 6th grader Gabrielle Ross

6.3.1E-Open Enroll from Griswold CSD to Red Oak CSD for the 2017-2018 school year- Kindergartener Tessa Jones

6.3.1F-Open Enroll out from Red Oak CSD to Stanton CSD for the 2017-2018 school year -Kindergartener Ryan Baber

7.0 General Business for the Board of Directors

7.1 Old Business

7.1.1 Discussion/Approval of changing board policy Code No. 705.1, Purchasing and Bidding, with the addition of Regulations number 705.1R1 Pg 15-20

7.1.2 Discussion/Approval of Special Underwriters Insurance contract - This is the 2017-2018 contract that covers equipment breakdown including the HVAC System.

Pg. 20 - 23

7.2 New Business

7.2.1 Restructuring of the Pre-School program, Gayle Allensworth and Pre-School teachers Pg 24-29

7.2.2 SIAC (School Improvement Advisory Committee) Recommendations

Pg 30-31

7.2.3 Discussion/Approval of the Agreement for Driver Educations Services with Drive Tek, LLC

Pg. 32-38

7.2.4 Presentation of Accreditation Verification from the State of Iowa for Red Oak Community School District for the 2017-2018 school year

Pg. 39

7.2.5 Discussion/Approval – 2017-2018 Sharing Agreement with Stanton CSD
Agriculture Education, Industrial Technology, Virtual Reality, Business
Education, Guidance, Talented and Gifted Education, Business Manager

pg. 40-46

7.2.6 Personnel Considerations

7.2.6A-Reccomendation to hire Grace Freking as High School Math
Teacher effective for the 2017-2018 school year. pg. 47

7.2.6B-Reccomendation to hire Jeremy Adams as High School Para-
Professional effective immediately. pg 48

7.2.6C-Modifications of contract for Barb Sims from Elementary pg 49
Principal/Curriculum Director to full time Middle School Science Teacher
effective for the 2017-2018 school year.

7.2.6D-Resignation of First Grade Teacher and TLC Lead Teacher Jill
Weathers effective at the end of the 2016-2017 school year. pg 50

7.2.6E-Resignation of Middle School Football Coach Dan Pollock pg. 51
effective at the end of the 2016-2017 school year.

8.0 Reports

8.1 Administrative

8.2 Future Conferences, Workshops, Seminars

8.3 Other Announcements

9.0 Next Board of Directors Meeting: Monday, May 8, 2017 – 6:00 pm
Sue Wagaman Board Room
Red Oak CSD Administrative Center

10.0 Adjournment

Special Note: Following the adjournment of the regular board of directors meeting, the board will meet in an exempt session to discuss negotiations strategy for upcoming contract discussions with our support and teacher units per Iowa Code section 20.17(3).

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
April 10, 2017

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

Present:

Directors: Bryce Johnson, Kathy Walker, Paul Griffen, Mark Johnson
Bret Blackman joined the meeting electronically, joined in person at 7:02 p.m.
Supt. Tom Messinger and Business Manager Shirley Maxwell

Approval of Agenda

Motion by Director Mark Johnson, second by Director Walker to approve the agenda with the deletions of 7.2.2 Renewal Proposal with Specialty Underwriters and 7.2.3 Technology Managed Services with the order of agenda items at the discretion of the board president. Motion carried unanimously.

Good News

Mrs. Laura Horn, and speech students Madison Wingfield, Alexis Wingfield and Elijah Rose were recognized by the Board of Directors on their successful season. 42 students have been involved in various speech areas such as Fall Play; 23 students involved, Large Group; 38 involved, Individual Speech; 21 involved, 15 state qualifiers and 2 All State qualifiers.

Visitors and Presentations-Presentations:

Members of the Inman Leadership Team; Stephanie Berglund, Jill Weathers, Beth Rehbein, Kelly Jones, Debbie Graber, Trish Fellers and Principal Gayle Allensworth, gave a presentation on School Improvement activities at the Inman Building.

Consent Agenda

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

- Minutes from March 27, 2017 and April 5, 2017
- Monthly business reports
- Open Enrollment Request from Peyton Gothberg Kindergarten student from Glenwood

Discussion/Approval of the following petition language for the renovation of school facilities as presented from Ahlers Law Firm

Motion by Director Mark Johnson, second by Director Bryce Johnson to approve the following resolution with the correction of HS Building to HS Campus: Shall the Board of Directors of the Red Oak Community School District in the Counties of Montgomery, Page and Pottawattamie, State of Iowa, be authorized to contract indebtedness and issue General Obligation Bonds in an amount not to exceed \$19,990,000 to provide funds to remodel, renovate, improve, refurbish, furnish and equip and to construct, furnish and equip additions to the existing high school campus (including the Tech Center) and the Inman Campus; and to improve the existing high school (including the Tech Center) site; it being the intention of the School District to apply receipts of the school infrastructure, sales, services and use tax to abate and reduce the levy of taxes to pay principal and interest on the Bonds? Motion carried unanimously.

Discussion/Approval of changing board policy Code No. 705.1 and adding Regulations number 705.1R1

Following discussion this item will be on the next agenda.

Review and Approval of the 2017-2018 Renewal Proposal with Specialty Underwriters

This item will be on the next agenda.

Discussion/Approval of Technology Managed Services-Robert Deter

This item will be on the next agenda.

Personnel Considerations:

Motion by Director Blackman, second by Director Bryce Johnson to accept the resignation of Dan Black as high school instrumental music teacher, high school instrumental music sponsor, high school jazz band instructor, and TLC grant program lead teacher at the end of the 2016-2017 school year. Motion carried unanimously.

Motion by Director Mark Johnson, second by Director Bryce Johnson to accept the resignation of Molly Cox, Inman Primary Teacher and High School Assistant Softball Coach effective at the end of the 2016-2017 school year. Motion carried unanimously

Next Regular Board of Director's Meeting:

Regular Board Meeting
Monday, April 24, 2017 – 6:00 p.m.
Sue Wagaman Board Room
Red Oak CSD Administrative Center

Board Adjourns

Motion by Director Walker, second by Director Blackman to adjourn the meeting at 7:52 p.m. Motion carried unanimously.

Paul Griffen, President

Shirley Maxwell, Board Secretary

RED OAK COMMUNITY SCHOOLS

2017 MARCH RECONCILIATION SHEET

	GENERAL FUND	MANAGEMENT	PHYSICAL PLANT AND EQUIPMENT	DEBT SERVICE	SAVE TAXES
Beg. Balance 03-01-2017	\$2,794,332.72	\$2,225,216.78	\$854,071.80	\$328,836.92	\$3,005,091.63
Revenue	\$1,355,209.51	\$15,956.85	\$20,720.67	\$18,916.10	\$77,889.62
Expenditure	\$1,472,890.99	\$12,698.00	\$32,262.92	\$0.00	\$0.00
Balance 03-31-2017	\$2,676,651.24	\$2,228,475.63	\$842,529.55	\$347,753.02	\$3,082,981.25
Balance 03-31-2016	\$3,114,906.69	\$2,102,626.00	\$718,825.15	\$92,033.73	\$3,755,211.14

Checking Account .2%	Checking Account	\$9,220,881.77
	ISJIT	\$101.30
	Outstanding Checks	\$42,592.38
		\$9,178,390.69

	ACTIVITY FUND	NUTRITION FUND
Beg. Balance 03-01-2017	\$201,765.76	\$141,140.09
Revenue	\$10,821.68	\$59,779.68
Expenditure	\$16,267.60	\$60,949.84
Balance 03-31-2017	\$196,319.84	\$139,969.93
Balance 03-31-2016	\$193,735.46	\$136,953.45

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Unposted; Batch Description APRIL 24 BOARD MEETING, 2017-0001

User ID: BLAYM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
BERKEY, CRYSTAL	041317	41.73
10 3230 1000 100 0000 580	AEA TRAINING MILEAGE REIMBURSEMENT	41.73
Vendor Name BERKEY, CRYSTAL		<u>41.73</u>
BRUCE SUPPLIES & CONSTRUCTION INC.	889	20.00
10 0010 2600 000 0000 618	MARCH BUS WASHES	20.00
Vendor Name BRUCE SUPPLIES & CONSTRUCTION INC.		<u>20.00</u>
CAPITAL SANITARY SUPPLY CO.	0022911	37.50
10 0010 2600 000 0000 618	URINAL SCREENS-2 boxes	37.50
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>37.50</u>
CARRIE WESTON - CR GRAPHICS	041917	789.25
10 0010 1000 100 8203 612	T-SHIRTS-PTO CARNIVAL SHIRTS	789.25
Vendor Name CARRIE WESTON - CR GRAPHICS		<u>789.25</u>
CDW GOVERNMENT, INC.	HJF8444	172.52
10 0010 2235 000 0000 618	Ventev Bubble Enclosure for Meraki MR Ac	172.52
Vendor Name CDW GOVERNMENT, INC.		<u>172.52</u>
CENTER FOR THE COLLABORATIVE CLASSROOM	106421	2,040.12
10 0010 1000 100 3342 612	BEGINNING SPELLING /SOUND CARDS/INSTRUCT	1,889.00
10 0010 1000 100 3342 612	SHIPPING	151.12
Vendor Name CENTER FOR THE COLLABORATIVE CLASSROOM		<u>2,040.12</u>
CENTURY LINK	040117	163.60
10 0020 2490 000 0000 530	TRANSMITTER LINES-2 WAY RADIO SERVICE	163.60
Vendor Name CENTURY LINK		<u>163.60</u>
CHEMSEARCH	2673246	278.00
10 0010 2600 000 0000 430	WATER TREATMENT PROGRAM	278.00
Vendor Name CHEMSEARCH		<u>278.00</u>
COUNSEL OFFICE & DOCUMENTS	224556	(743.17)
10 0010 2520 000 0000 618	ADMIN TECH CLICKS	59.29
10 0010 2520 000 0000 618	TECH CENTER LEASE	250.78
10 0010 2520 000 0000 618	ADMIN/TECH CENTER CREDIT	(1,060.13)
10 0010 2235 000 0000 350	TECH SERV/STEADYSERVE	12.99
10 1902 1000 100 0000 359	WASH OFFICE CLICKS	84.95
10 1902 1000 100 0000 359	WASH MEDIA CENTER CLICKS	141.04
10 1902 1000 100 0000 359	WASH MEDIA CENTER LEASE	134.42
10 1902 1000 100 0000 359	WASH OFFICE LEASE	113.98
10 1902 1000 100 0000 359	WASH CREDIT	(143.90)
10 3230 1000 100 0000 359	HS OFFICE CLICKS	109.25
10 3230 1000 100 0000 359	HS MEDIA CENTER CLICKS	214.14
10 3230 1000 100 0000 359	HS OFFICE LEASE	160.48
10 3230 1000 100 0000 359	HS MEDIA CENTER LEASE	134.38
10 3230 1000 100 0000 359	HS CREDIT	(95.95)
10 0020 2700 000 0000 359	TRANS CLICKS	0.75

4

04/21/2017 02:36 PM

Unposted; Batch Description APRIL 24 BOARD MEETING, 2017-0001

User ID: BLAYM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 2020 1000 100 0000 359	MS MEDIA CENTER CLICKS	83.20
10 2020 1000 100 0000 359	MS OFFICE CLICKS	67.24
10 2020 1000 100 0000 359	MS MEDIA CENTER LEASE	107.69
10 2020 1000 100 0000 359	MS OFFICE LEASE	139.00
10 2020 1000 100 0000 359	MS CREDIT	(143.90)
10 1901 1000 100 0000 359	IPS LOUNGE CLICKS	107.87
10 1901 1000 100 0000 359	IPS OFFICE CLICKS	62.19
10 1901 1000 100 0000 359	IPS MEDIA CENTER CLICKS	482.50
10 1901 1000 100 0000 359	IPS WORKROOM LEASE	107.69
10 1901 1000 100 0000 359	IPS OFFICE LEASE	139.00
10 1901 1000 100 0000 359	IPS MEDIA CENTER LEASE	134.38
10 1901 1000 100 0000 359	IPS CREDIT	(2,146.50)
COUNSEL OFFICE & DOCUMENTS	229673	2,966.01
10 1901 1000 100 0000 359	IPS WORKROOM LEASE	107.69
10 1901 1000 100 0000 359	IPS OFFICE LEASE	139.00
10 1901 1000 100 0000 359	IPS MEDIA CENTER LEASE	134.38
10 1901 1000 100 0000 359	IPS LOUNGE CLICKS	128.12
10 1901 1000 100 0000 359	IPS OFFICE CLICKS	83.58
10 1901 1000 100 0000 359	IPS MEDIA CENTER CLICKS	533.02
10 2020 1000 100 0000 359	MS MEDIA CENTER LEASE	107.69
10 2020 1000 100 0000 359	MS OFFICE LEASE	139.00
10 2020 1000 100 0000 359	MS MEDIA CENTER CLICKS	67.22
10 2020 1000 100 0000 359	MS 3RD FLOOR CLICKS	21.45
10 2020 1000 100 0000 359	MS OFFICE CLICKS	81.66
10 3230 1000 100 0000 359	HS OFFICE LEASE	160.48
10 3230 1000 100 0000 359	HS MEDIA CENTER LEASE	134.38
10 3230 1000 100 0000 359	HS OFFICE CLICKS	55.95
10 3230 1000 100 0000 359	TECH CENTER-HS USE CLICKS	49.47
10 3230 1000 100 0000 359	HS MEDIA CENTER CLICKS	223.96
10 1902 1000 100 0000 359	WASH MEDIA CENTER LEASE	134.42
10 1902 1000 100 0000 359	WASH OFFICE LEASE	113.98
10 1902 1000 100 0000 359	WASH OFFICE CLICKS	81.06
10 1902 1000 100 0000 359	WASH MEDIA CENTER CLICKS	93.87
10 0010 2235 000 0000 350	STEADYSERVE SERVICE 11+MACHINES	12.99
10 0010 2520 000 0000 618	TECH CENTER LEASE	250.78
10 0010 2520 000 0000 618	TECH CENTER OFFICE CLICKS	111.86
Vendor Name	COUNSEL OFFICE & DOCUMENTS	2,222.84
DICKEL DUIT OUTDOOR POWER, INC.	22966	34.70
10 0010 2600 000 0000 618	HUSTLER MOWER PARTS	34.70
DICKEL DUIT OUTDOOR POWER, INC.	23378	14.42
10 0010 2600 000 0000 618	HUSTLER MOWER SUPPLY	14.42
Vendor Name	DICKEL DUIT OUTDOOR POWER, INC.	49.12
EASTERN NE. HUMAN SERVICES AGC	12713	1,749.00
10 0010 1200 214 3302 569	JB-MARCH SPED SERVICESx11 DAYS	1,749.00
Vendor Name	EASTERN NE. HUMAN SERVICES AGC	1,749.00
FAREWAY FOOD STORES	00233865	76.35
10 3230 1300 340 0000 612	groceries	76.35
FAREWAY FOOD STORES	00235199	106.24
10 0010 1000 860 3117 612	SNACKS FOR CLASSROOM	106.24
FAREWAY FOOD STORES	00326655	26.48

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04/21/2017 02:36 PM

Unposted; Batch Description APRIL 24 BOARD MEETING, 2017-0001

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 3230 1300 340 0000 612	groceries	26.48
FAREWAY FOOD STORES	00332521	52.68
10 3230 1300 340 0000 612	groceries	52.68
FAREWAY FOOD STORES	00339380	145.77
10 1900 1000 420 3238 612	SNACKS FOR CLASS	145.77
Vendor Name FAREWAY FOOD STORES		<u>407.52</u>

FARMERS MERCANTILE	0287928	4.96
10 0010 2600 000 0000 618	FAUCET HS & WORK TRUCK KEY	4.96
FARMERS MERCANTILE	0288041	1.49
10 0010 2600 000 0000 618	KEY PADLOCK-BALLFIELD	1.49
FARMERS MERCANTILE	0288264	9.99
10 0010 2600 000 0000 618	HS DISCUS	9.99
FARMERS MERCANTILE	0288716	57.97
10 0010 2600 000 0000 618	SHOTPUTT AND DISCUS FORM MATERIAL	57.97
FARMERS MERCANTILE	0288925	22.17
10 0010 2600 000 0000 618	HS DISCUS RELOCATE	22.17
FARMERS MERCANTILE	0289121	15.17
10 0010 2600 000 0000 618	TOOLS	15.17
FARMERS MERCANTILE	0289687	2.98
10 0010 2600 000 0000 618	TRACK KEYS	2.98
FARMERS MERCANTILE	033117	3,623.89
10 0010 2650 000 0000 626	UTILITIES GAS-MARCH	24.52
10 0020 2700 000 0000 626	GAS MARCH	397.23
10 0020 2700 000 0000 627	DIESEL MARCH	1,206.00
10 0010 2700 217 3303 626	SPED GAS-MARCH	782.16
10 0010 2700 217 3303 627	SPED DIESEL MARCH	71.79
10 0020 2700 000 0000 628	PROPANE MARCH	770.20
10 0020 2700 000 0000 628	PROPANE TAX MARCH	371.99
Vendor Name FARMERS MERCANTILE		<u>3,738.62</u>

FIRST BANKCARD	030817-1	32.07
10 2020 1920 100 8202 612	ORDER FROM DOLLAR TREE ONLINE A CASE OF	32.07
FIRST BANKCARD	030917	94.76
10 0010 2113 420 1119 618	ORDER ONLINE FROM WALMART FOR TRACY VANN	94.76
FIRST BANKCARD	031017	54.77
10 0010 2600 000 0000 618	SOLENOID VALVE-MAIN	54.77
FIRST BANKCARD	031017-1	38.00
10 0010 2600 000 0000 618	WINDOW ARM CASEMENT	38.00
FIRST BANKCARD	032717	60.69
10 0010 2235 000 0000 618	KT 15' SPLINTER GUARD GLOW ROD SET	42.77
10 0010 2235 000 0000 618	IDL 8POS 8 CONTACT RJ45 MOD PLUG 25P	10.68
10 0010 2235 000 0000 618	8" NATURAL DBL LCK CABLE TIE 100PK	7.24
FIRST BANKCARD	032717-2	54.99
10 0010 2113 420 1119 618	ORDER ONLINE FROM AMAZON FOR TRACY VANNA	54.99
FIRST BANKCARD	032917-1	46.86
10 0010 2321 000 0000 611	RECEIPT BOOKSx6	46.86
FIRST BANKCARD	032917-3	416.89
10 0010 2235 000 0000 618	Fluke Networks 10061810 D914S Impact Pun	57.60

6

04/21/2017 02:36 PM

Unposted; Batch Description APRIL 24 BOARD MEETING, 2017-0001

User ID: BLAYM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 2235 000 0000 618	Cat5e Plenum Black Professional UTP Soli	295.52
10 0010 2235 000 0000 618	Klein Tools VDV226-011-SEN Ratcheting Mo	28.72
10 0010 2235 000 0000 618	Tripp Lite 7 Outlet Surge Protector Powe	29.10
10 0010 2235 000 0000 618	Serial Null Modem DB9 Female to Female M	5.95
FIRST BANKCARD	033017	244.16
10 0010 2510 000 0000 580	IASBO SPRING CONF-x2	244.16
FIRST BANKCARD	033017-2	20.80
10 0010 2510 000 0000 580	TRAVEL FOOD	20.80
FIRST BANKCARD	042117	100.00
10 0010 2213 132 3376 320	SCHOOL CLIMATE & STUD DEV-PBIS-MS ENTRY	100.00
FIRST BANKCARD	13655	53.89
10 0010 2600 000 0000 618	BLACK PIPE HS DISCUS-RO FAB	53.89
FIRST BANKCARD	4494	89.99
10 0010 2235 000 0000 618	Lenovo 11E Yoga Chromebook Touch LCD Ass	89.99
Vendor Name FIRST BANKCARD		<u>1,307.87</u>
FOLLETT SCHOOL SOLUTIONS INC	553693F-1	56.40
10 3230 2222 000 0000 643	6 titles of YA books	56.40
FOLLETT SCHOOL SOLUTIONS INC	576927F-3	119.53
10 3230 2222 000 0000 643	12 YA Titles	119.53
Vendor Name FOLLETT SCHOOL SOLUTIONS INC		<u>175.93</u>
GLENWOOD COMMUNITY SCHOOLS	021317	6,018.75
10 0010 1200 217 3303 567	APEX-JANUARY PROGRAM	6,018.75
GLENWOOD COMMUNITY SCHOOLS	040417	3,141.25
10 0010 1200 217 3303 567	APEX PROGRAM-MARCH	3,141.25
Vendor Name GLENWOOD COMMUNITY SCHOOLS		<u>9,160.00</u>
GOLDEN HILLS RC&D	042117	175.00
10 0010 2560 810 8028 540	SW IA ART TOUR-SPONSOR	175.00
Vendor Name GOLDEN HILLS RC&D		<u>175.00</u>
GOODWILL INDUSTRIES, INC.	033117-29	840.00
10 0010 1200 217 3303 320	WORK EXPERIENCE-DM-MARCH BILLING	840.00
Vendor Name GOODWILL INDUSTRIES, INC.		<u>840.00</u>
GREEN HILLS AEA	661	75.00
10 0010 1000 860 3117 320	CLASS, QUALITY LITERACY INSTUCTION IN PR	75.00
Vendor Name GREEN HILLS AEA		<u>75.00</u>
HY VEE FOOD STORES	030917	40.00
10 3230 2410 000 0000 618	FLOWERS	40.00
HY VEE FOOD STORES	043542	13.51
10 3230 1300 310 0000 612	Food Supplies for Class	13.51
HY VEE FOOD STORES	058336	24.27
10 3230 1300 340 0000 612	groceries	24.27
HY VEE FOOD STORES	063631	38.36
10 3230 1300 340 0000 612	groceries	38.36

7

04/21/2017 02:36 PM

Unposted; Batch Description APRIL 24 BOARD MEETING, 2017-0001

User ID: BLAYM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
HY VEE FOOD STORES	064358	83.21
10 3230 1300 340 0000 612	groceries	83.21
HY VEE FOOD STORES	064603	18.70
10 3230 1300 340 0000 612	groceries	18.70
HY VEE FOOD STORES	065173	32.62
10 3230 1300 340 0000 612	groceries	32.62
HY VEE FOOD STORES	065286	31.19
10 1901 1920 100 1920 618	SNACKS FOR 2ND GRADE PARENT NIGHT	31.19
Vendor Name	HY VEE FOOD STORES	<u>281.86</u>
IOWA ASSN OF SCHOOL BOARDS	BKGRD0000024 15	18.00
10 0010 2310 000 0000 320	BACKGROUND CHECKSx2	18.00
Vendor Name	IOWA ASSN OF SCHOOL BOARDS	<u>18.00</u>
JOHNSON AUTO PARTS	263219	12.72
10 0020 2700 000 0000 618	MARKER LAMP	12.72
Vendor Name	JOHNSON AUTO PARTS	<u>12.72</u>
JOHNSTONE SUPPLY	7035199	401.06
10 0010 2600 000 0000 618	MOTOR-WASH-CLASSROOM	401.06
Vendor Name	JOHNSTONE SUPPLY	<u>401.06</u>
JOSTENS	19528644	1,182.56
10 3230 2410 000 0000 618	2017 diplomas & covers	1,182.56
JOSTENS	700469	41.08
10 3230 2410 000 0000 618	Val/Sal Medallions	41.08
Vendor Name	JOSTENS	<u>1,223.64</u>
LEWIS CENTRAL COMMUNITY SCHOOL	H10-2016- 2017	150.00
10 3230 2410 000 0000 618	H-10 Academic Meals	150.00
Vendor Name	LEWIS CENTRAL COMMUNITY SCHOOL	<u>150.00</u>
MACKIN EDUCATIONAL RESOURCES	494298	114.98
10 2020 2222 000 0000 643	SET OF 15 IOWA TEEN AWARD BOOKS FOR THE	58.74
10 2020 2222 000 0000 643	SET OF 12 IOWA HIGH SCHOOL BOOK AWARD BO	56.24
Vendor Name	MACKIN EDUCATIONAL RESOURCES	<u>114.98</u>
MIDAMERICAN ENERGY	041217	109.40
10 1912 2600 000 0000 622	WEBSTER ELECT	109.40
MIDAMERICAN ENERGY	041317	127.47
10 1902 2600 000 0000 622	SPORTS COMPLEX ELECT	127.47
Vendor Name	MIDAMERICAN ENERGY	<u>236.87</u>
OREILLY AUTO PARTS	0298-419700	24.68
10 0020 2700 000 0000 618	WIPER BLADESx2	24.68
Vendor Name	OREILLY AUTO PARTS	<u>24.68</u>
PEPPER & SON, INC.	11C70177	65.99
10 2020 1000 110 0000 612	MUSIC FOR THE MIDDLE SCHOOL BAND SPRING	55.00

8

04/21/2017 02:36 PM

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 2020 1000 110 0000 612	SHIPPING	9.99
10 2020 1000 110 0000 612	HANDLING	1.00
Vendor Name PEPPER & SON, INC.		<u>65.99</u>

PERRIEN, NATE	042017	130.99
10 2020 2410 000 0000 580	MILEAGE REIMBURSEMENT-IOWA DEA	130.99
Vendor Name PERRIEN, NATE		<u>130.99</u>

PRECISION DIESEL INJECTION	57124	2,767.24
10 0020 2700 000 0000 430	#2 BUS PULLEY AND TRANS BOLT REPAIR	2,767.24
PRECISION DIESEL INJECTION	57125	148.83
10 0020 2700 000 0000 430	#9 BUS HEADLIGHT REPAIR	148.83
PRECISION DIESEL INJECTION	57175	86.28
10 0020 2700 000 0000 430	#7 AIR LEAK REPAIR	86.28
PRECISION DIESEL INJECTION	57357	103.61
10 0020 2700 000 0000 430	#3A TRANS LIGHT REPAIR	103.61
Vendor Name PRECISION DIESEL INJECTION		<u>3,105.96</u>

QUILL CORP.	5564414	112.90
10 1902 1000 100 8002 618	Office supplies for remainder of year, i	112.90
QUILL CORP.	5582899	7.50
10 1902 1000 100 8002 618	Office supplies for remainder of year, i	7.50
QUILL CORP.	5626414	9.59
10 1902 1000 100 8002 618	Office supplies for remainder of year, i	9.59
Vendor Name QUILL CORP.		<u>129.99</u>

R & R PLUMBING	10091	727.35
10 0010 2600 000 0000 430	DEWINTERIZED/REPAIRED LEAKS&WATERHEATER	727.35
Vendor Name R & R PLUMBING		<u>727.35</u>

RAY MARTIN COMPANY	7288	1,758.14
10 0010 2600 000 0000 430	MS CONDENSATE REPAIR	1,758.14
RAY MARTIN COMPANY	7289	762.84
10 0010 2600 000 0000 430	IPS BACKFLOW PREVENTER REPAIR	762.84
Vendor Name RAY MARTIN COMPANY		<u>2,520.98</u>

RED OAK CHAMBER & INDUSTRY ASSOC	386	1,250.00
10 0010 2310 000 0000 810	DISTRICT MEMBERSHIP	1,250.00
RED OAK CHAMBER & INDUSTRY ASSOC	518	125.00
10 0010 2110 490 8027 320	YES MENTORING MEMBERSHIP	125.00
Vendor Name RED OAK CHAMBER & INDUSTRY ASSOC		<u>1,375.00</u>

RED OAK CHRYSLER PLYMOUTH	165469	452.90
10 0020 2700 000 0000 618	2 DODGE JOURNEY KEYS	452.90
Vendor Name RED OAK CHRYSLER PLYMOUTH		<u>452.90</u>

RED OAK COMMUNITY SCHOOL DIST	033117	1,110.93
10 0010 1000 470 1118 580	TAG-LEGO ROBOTICS JAN-MARCH	33.20

9

04/21/2017 02:36 PM

Unposted; Batch Description APRIL 24 BOARD MEETING, 2017-0001

User ID: BLAYM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
	MILEAGE	
10 1902 1000 100 8002 618	WASH PTO JAN-MARCH MILEAGE	306.19
10 0010 1000 420 1119 580	IJAG AT RISK JAN-MARCH MILEAGE	523.52
10 0010 1000 860 3117 580	PRESCHOOL JAN-MARCH MILEAGE	66.56
10 0010 2213 100 3342 580	SUCCESSFUL READING GRANT-JAN-MARCH MILEA	142.00
10 1901 1000 100 8001 320	K-2 PTO JAN-MARCH MILEAGE	39.46
RED OAK COMMUNITY SCHOOL DIST	040717	36.80
10 0010 1000 100 8203 612	PTO CARNIVAL POSTAGE	36.80
Vendor Name	RED OAK COMMUNITY SCHOOL DIST	<u>1,147.73</u>

RED OAK EXPRESS	033117	520.83
10 0010 2572 000 0000 540	MARCH BOARD MEETING	520.83
Vendor Name	RED OAK EXPRESS	<u>520.83</u>

RED OAK HARDWARE HANK	2539	0.86
10 0010 2600 000 0000 618	MS BOARD ANCHOR	0.86
RED OAK HARDWARE HANK	2583	4.49
10 0010 2600 000 0000 618	CLEANING OIL	4.49
Vendor Name	RED OAK HARDWARE HANK	<u>5.35</u>

RED OAK INTERNAL MEDICINE	031417	115.00
10 0020 2700 000 0000 271	BUS PHYSICALS-CK	115.00
Vendor Name	RED OAK INTERNAL MEDICINE	<u>115.00</u>

RIEMAN MUSIC, INC.	2511534	24.20
10 2020 1000 110 0000 612	SET OF MARIMBA CORDS FOR MIDDLE SCHOOL B	24.20
Vendor Name	RIEMAN MUSIC, INC.	<u>24.20</u>

SCHMITT MUSIC	1412234	7.99
10 2020 1000 110 0000 612	TUBA INSTRUCTIONAL MUSIC BOOK FOR MIDDLE	7.99
SCHMITT MUSIC	846246	100.00
10 2020 2600 910 6220 430	ESTIMATE TO REPAIR MIDDLE SCHOOL BAND IN	100.00
Vendor Name	SCHMITT MUSIC	<u>107.99</u>

SCHOLASTIC BOOK FAIRS	3626645BF	1,532.75
10 1902 2222 000 0000 618	Scholastic Book Fair Funds for Fair ID	1,532.75
SCHOLASTIC BOOK FAIRS	W3626645BF	827.53
10 0010 1000 100 8203 612	WASH BOOK FAIR	827.53
SCHOLASTIC BOOK FAIRS	W3643062BF	2,167.99
10 2020 2222 950 7415 618	BOOKS SOLD DURING THE MIDDLE SCHOOL BOO	2,167.99
SCHOLASTIC BOOK FAIRS	W3643062BF-1	250.25
10 3230 2222 000 0000 643	27 VARIOUS SCHOLASTIC BOOK FAIR AT MS	250.25
Vendor Name	SCHOLASTIC BOOK FAIRS	<u>4,778.52</u>

SCHOOL SPECIALTY LATTA DIV.	208117997923	129.90
10 0010 2113 420 1119 618	3 RING ZIPPER BINDERS FOR TRACY VANNAUSD	129.90
Vendor Name	SCHOOL SPECIALTY LATTA DIV.	<u>129.90</u>

10

04/21/2017 02:36 PM

Unposted; Batch Description APRIL 24 BOARD MEETING, 2017-0001

User ID: BLAYM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount

SELLERS PEST CONTROL-ART SELLERS	24289	120.00
10 0010 2600 000 0000 425	DISTRICT PEST CONTROL	120.00
Vendor Name	SELLERS PEST CONTROL-ART SELLERS	<u>120.00</u>

SHAFFER, RALPH	052764	190.00
10 3230 1000 109 0000 612	SERVICES	125.00
10 3230 1000 110 0000 612	SERVICES	65.00
Vendor Name	SHAFFER, RALPH	<u>190.00</u>

STERLING COMPUTERS	0021743	5,895.00
10 0010 2235 000 0000 350	ENGINEER &PROJECT MANAGER & TRAVEL-ERATE	5,895.00
Vendor Name	STERLING COMPUTERS	<u>5,895.00</u>

TAHER INC	1011	97.36
10 0010 1000 100 8203 612	CARNIVAL-PTO-TREATS	97.36
Vendor Name	TAHER INC	<u>97.36</u>

TREBRON COMPANY INC	70560	975.00
10 0010 2236 000 0000 350	SOPHOS PROFESSIONAL SERVICES	975.00
Vendor Name	TREBRON COMPANY INC	<u>975.00</u>

Fund Number	10	<u>48,523.47</u>
Checking Account ID	1	Fund Number 22
IOWA WORKFORCE DEVELOPMENT	033117	MANAGEMENT FUND
22 0010 2600 000 0000 520	CUSTODIAN UNEMPLOYMENT	2,754.14
22 0010 3110 000 0000 250	COOKS UNEMPLOYMENT	246.00
Vendor Name	IOWA WORKFORCE DEVELOPMENT	<u>2,508.14</u>

Fund Number	22	<u>2,754.14</u>
Checking Account ID	1	<u>51,277.61</u>
Checking Account ID	2	Fund Number 61
ANDERSON, LAURIE	041817	SCHOOL NUTRITION FUND
61 483 000 0000 000	LUNCH BALANCE REIMBURSEMENT-LP & SP	16.53
Vendor Name	ANDERSON, LAURIE	<u>16.53</u>

GOODWIN TUCKER GROUP	1173143	428.30
61 3230 2600 000 0000 430	BOOSTER HEATER REPAIR/NEEDED NEW ONE	428.30
Vendor Name	GOODWIN TUCKER GROUP	<u>428.30</u>

M & M AUTOBODY, INC.	6157	96.25
61 0010 2700 000 0000 430	#26 LUNCH VAN HANDLE REPAIR	96.25
Vendor Name	M & M AUTOBODY, INC.	<u>96.25</u>

RED OAK COMMUNITY SCHOOL DIST	080516	92.46
61 0010 2490 000 0000 530	CHILD NUT REGIST POSTAGE	92.46
Vendor Name	RED OAK COMMUNITY SCHOOL DIST	<u>92.46</u>

Fund Number	61	<u>633.54</u>
Checking Account ID	2	<u>633.54</u>

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04/21/2017 02:36 PM

Unposted; Batch Description APRIL 24 BOARD MEETING, 2017-0001

User ID: BLAYM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
BOULDERS INN & SUITES POLK CITY	031017	390.00
21 3230 1400 910 6110 618	ROOMS FOR STATE SPEECH IN JOHNSTON	390.00
Vendor Name BOULDERS INN & SUITES POLK CITY		<u>390.00</u>
CLARK COMMUNITY SCHOOLS	040717	80.00
21 0010 1400 920 6840 618	TOM MUIR INVITE ENTRY FEE	80.00
Vendor Name CLARK COMMUNITY SCHOOLS		<u>80.00</u>
CRESTON COMMUNITY SCHOOLS	041317	85.00
21 0010 1400 920 6740 320	PANTHER RELAYS ENTRY FEE	85.00
Vendor Name CRESTON COMMUNITY SCHOOLS		<u>85.00</u>
FIRST BANKCARD	032117	116.63
21 3230 1400 950 7413 618	FABRIC FOR DECORATIONS	82.99
21 3230 1400 950 7413 618	SUPPLIES FOR PROM DECORATIONS	33.64
FIRST BANKCARD	032717-1	265.44
21 3230 1400 910 6110 618	ROOMS FOR ALL-STATE PARTICIPATANTS	265.44
FIRST BANKCARD	032917	401.31
21 0010 1400 920 6600 580	ROOMS FOR AD CONVENTION	384.35
21 0010 1400 920 6600 580	PARKING	16.96
FIRST BANKCARD	032917-2	1,763.00
21 3230 1400 950 7407 580	ROOMS FOR NATIONAL FFA CONVENTION	1,596.00
21 3230 1400 950 7407 580	SALES TAX	167.00
FIRST BANKCARD	2360329-00	612.00
21 0010 1400 920 6600 739	VERTEC VERTICAL TESTER	612.00
Vendor Name FIRST BANKCARD		<u>3,158.38</u>
HARTIGAN, TOM	040617	135.00
21 0010 1400 920 6840 340	LADY TIGER RELAYS OFFICIAL	135.00
Vendor Name HARTIGAN, TOM		<u>135.00</u>
HY VEE FOOD STORES	031317	41.77
21 3230 1400 950 7421 618	BULK ITEMS FOR CAFE LOUNGE - CUPS, LIDS,	41.77
HY VEE FOOD STORES	034562	72.31
21 3230 1400 950 7421 618	BULK ITEMS FOR CAFE LOUNGE - CUPS, LIDS,	72.31
HY VEE FOOD STORES	037184	121.52
21 3230 1400 950 7421 618	BULK ITEMS FOR CAFE LOUNGE - CUPS, LIDS,	121.52
HY VEE FOOD STORES	116225	19.30
21 0010 1400 920 6600 618	BALLOONS FOR TRAVELING PEP RALLY	19.30
Vendor Name HY VEE FOOD STORES		<u>254.90</u>
IA HIGH SCHOOL SPEECH ASSOC.	032817	22.00
21 3230 1400 910 6110 618	ENTRY FEE FOR ALL-STATE PARTICIPANTS	22.00
Vendor Name IA HIGH SCHOOL SPEECH ASSOC.		<u>22.00</u>
INSTRUMENTALIST COMPANY, THE	033117	14.50

12

04/21/2017 02:36 PM

Unposted; Batch Description APRIL 24 BOARD MEETING, 2017-0001

User ID: BLAYM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 3230 1400 910 6210 618	CHORAL CERTIFICIATE	12.50
21 3230 1400 910 6210 618	SHIPPING	2.00
Vendor Name INSTRUMENTALIST COMPANY, THE		<u>14.50</u>
IOWA FFA ASSOCIATION	040417	350.00
21 3230 1400 950 7407 320	ADVISOR RECOGNITION	20.00
21 3230 1400 950 7407 320	MEMBER REGISTRATIONS	280.00
21 3230 1400 950 7407 320	GUEST REGISTRATION	5.00
21 3230 1400 950 7407 320	DOUBLE SANDWICH BBQ TICKETS	45.00
Vendor Name IOWA FFA ASSOCIATION		<u>350.00</u>
IOWA HIGH SCHOOL MUSIC ASSOC	1932	110.00
21 3230 1400 910 6220 618	REGISTRATION FEE FOR LARGE GROUP CONTEST	110.00
IOWA HIGH SCHOOL MUSIC ASSOC	1948	85.00
21 3230 1400 910 6210 618	LARGE GROUP DISTRICT CONTEST REGISTRATIO	85.00
Vendor Name IOWA HIGH SCHOOL MUSIC ASSOC		<u>195.00</u>
LEWIS CENTRAL ACTIVITIES	041317	80.00
21 0010 1400 920 6660 618	GOLF TOURNEY ENTRY FEE	80.00
Vendor Name LEWIS CENTRAL ACTIVITIES		<u>80.00</u>
MONTGOMERY COUNTY EXT. SERVICE	042417	180.00
21 3230 1400 950 7407 618	COMMUNITY CLOVER PARTNERS DONATION	150.00
21 3230 1400 950 7407 618	TROPHY SPONSORSHIP	30.00
Vendor Name MONTGOMERY COUNTY EXT. SERVICE		<u>180.00</u>
MOUNT AYR HIGH SCHOOL	042517	100.00
21 0010 1400 920 6740 320	RAIDER RELAYS ENTRY FEE	100.00
Vendor Name MOUNT AYR HIGH SCHOOL		<u>100.00</u>
NATIONAL FFA ORGANIZATION	MDS-85978	521.00
21 3230 1400 950 7407 618	INVOICE MDS-85978 BANQUET AWARDS	521.00
NATIONAL FFA ORGANIZATION	MDS-85979	124.00
21 3230 1400 950 7407 618	INVOICE MDS-85979 FFA SCARVES/TIES	124.00
NATIONAL FFA ORGANIZATION	MDS-86142	150.00
21 3230 1400 950 7407 618	INVOICE MDS-86142 JACKETS	150.00
Vendor Name NATIONAL FFA ORGANIZATION		<u>795.00</u>
PROMOTIONAL CONCEPTS	34820	325.76
21 3230 1400 950 7407 618	STATE QUALIFIER T-SHIRTS	325.76
PROMOTIONAL CONCEPTS	34920	491.13
21 3230 1400 950 7413 618	STEMWARE	491.13
Vendor Name PROMOTIONAL CONCEPTS		<u>816.89</u>
RED OAK COMMUNITY SCHOOL DIST	033117	2,888.34
21 3230 1400 950 7421 618	STUDENT COUNCIL-JAN-MARCH MILEAGE	197.88
21 3230 1400 910 6220 618	HS HONOR MARCHING BAND-JAN-MARCH MILEAGE	88.00
21 3230 1400 910 6220 618	HS JAZZ BAND-JAN-MARCH	559.73

13

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
	MILEAGE	
21 3230 1400 950 7407 580	FFA-JAN-MARCH MILEAGE	389.20
21 2020 1400 910 6220 618	MS HONOR BAND-JAN-MARCH MILEAGE	84.00
21 3230 1400 910 6110 618	SPEECH JAN-MARCH MILEAGE	1,396.73
21 0010 1400 920 6730 580	BASEBALL CAMP-JAN-MARCH MILEAGE	52.80
21 3230 1400 950 7408 580	FCCLA-JAN-MARCH MILEAGE	120.00
Vendor Name RED OAK COMMUNITY SCHOOL DIST		<u>2,888.34</u>
RELAY FOR LIFE, MONTGOMERY COUNTY	20170412	650.00
21 3230 1400 950 7476 618	FUNDS RAISED AT BLACKOUT CANCER AWARENES	650.00
Vendor Name RELAY FOR LIFE, MONTGOMERY COUNTY		<u>650.00</u>
RENANDER PHOTOS	240	300.00
21 0010 1400 920 6790 618	WRESTLING CALENDAR POSTER	300.00
Vendor Name RENANDER PHOTOS		<u>300.00</u>
SCHULTE, CURT	041217	325.00
21 0010 1400 920 6710 618	GLENWOOD VARSITY BASKETBALL LEAGUE	325.00
Vendor Name SCHULTE, CURT		<u>325.00</u>
SHENANDOAH COMMUNITY SCHOOLS	041017	90.00
21 0010 1400 920 6740 618	MUSTANG RELAYS ENTRY FEE	90.00
SHENANDOAH COMMUNITY SCHOOLS	041317	90.00
21 0010 1400 920 6840 618	FILLIE RELAYS ENTRY FEE	90.00
SHENANDOAH COMMUNITY SCHOOLS	041317-1	45.00
21 0010 1400 920 6660 618	FILLIE INVITE GOLF TOURNEY	45.00
Vendor Name SHENANDOAH COMMUNITY SCHOOLS		<u>225.00</u>
TAMS-WITMARK MUSIC LIBRARY INC	040317	60.00
21 3230 1400 910 6210 320	RETURNED BOOKS-ANYTING GOES CHARGE	60.00
Vendor Name TAMS-WITMARK MUSIC LIBRARY INC		<u>60.00</u>
TROPHIES PLUS	354631	95.49
21 0010 1400 920 6650 618	9' x 12' BURST THROUGH PLAQUE	27.99
21 0010 1400 920 6650 618	CUSTOM INKED 1 3/4' MEDALS W/RIBBON	52.50
21 0010 1400 920 6650 618	SHIPPING	15.00
Vendor Name TROPHIES PLUS		<u>95.49</u>
TRUE PITCH, INC.	48368	635.00
21 0010 1400 920 6730 618	WEIGHTED HOME PLATE TARP	650.00
21 0010 1400 920 6730 618	SHIPPING	50.00
21 0010 1400 920 6730 618	10% DISCOUNT	(65.00)
Vendor Name TRUE PITCH, INC.		<u>635.00</u>
Fund Number 21		<u>11,835.50</u>
Checking Account ID 3		<u>11,835.50</u>

14

PURCHASING – BIDDING

The board supports economic development in Iowa. Purchases by the school district will be made in Iowa for Iowa goods and services from a locally-owned business located within the school district or from an Iowa-based company that offers these goods or services if the cost and other considerations are relatively equal and they meet the required specifications.

Prior to August 15 of each year and after analyzing the school district's anticipated procurement level for the current fiscal year, the school board will set a goal of ten percent of the anticipated procurement level to be purchased from certified targeted small businesses. In determining the procurement level, the cost of utilities (heat, electricity, telephone and natural gas) and employees' costs will not be included. After the goal has been established, the superintendent will file the required Targeted Small Business Procurement form with the Department of Education by August 15.

By July 31 of each year, the superintendent will file a report with the Department of Education outlining purchases of goods and services from targeted small businesses for the previous fiscal year.

The school board and superintendent will encourage targeted small businesses that are not certified with the Department of Inspections and Appeals to become certified targeted small businesses.

It is the responsibility of the superintendent to approve purchases, except those authorized by or requiring direct board action. The superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment, accessories or attachments with an estimated cost of \$50,000 or more.

The superintendent will have the authority to authorize purchases without competitive bids for goods and services costing under \$5,000 without prior board approval. For goods and services costing more than \$5,000 and less than \$25,000, the superintendent will receive quotes of the goods and services to be purchased prior to approval of the board. Competitive sealed bids are required for purchases, other than emergency purchases, for goods and services that cost \$25,000 or more, including construction contracts and school buses.

When using federal Child Nutrition funds to purchase goods and services, dollars spent annually must be estimated. It is acceptable to categorize (e.g. groceries, milk, produce, small equipment, large equipment, supplies, and chemicals). A formal sealed bid procurement process is required when annual spending in the category exceeds \$25,000 annually. An informal process is used for all other purchases under the threshold annually. Documentation of informal procurement activity is kept on file.

The purchase will be made from the lowest responsible bidder based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, the targeted small business procurement goal and other factors deemed relevant by the board.

15
Current

PURCHASING - BIDDING

The board and the superintendent will have the right to reject any or all bids, or any part thereof, and to re-advertise. If it is determined that a targeted small business which bid on the project may be unable to perform the contract, the superintendent will notify the Department of Economic Development. The board will enter into such contract or contracts as the board deems in the best interests of the school district.

Legal Reference: Iowa Code §§ 18.6(9); 23A; 28E.20; 72.3; 73; 73A; 285.10(3); 10(7); 301 (2011).
261 I.A.C. 54.
281 I.A.C. 43.25.
481 I.A.C. 25.
1984 Op. Att'y Gen. 115.
1974 Op. Att'y Gen. 171.

Cross Reference: 705 Expenditures
801.4 Site Acquisition
802 Maintenance, Operation and Management
803 Selling and Leasing

Approved November 11, 2013

Reviewed October 29, 2013

Revised October 29, 2013

16

Proposed

Code No. 705.1

PURCHASING – BIDDING

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PURCHASING - BIDDING

The board and the superintendent will have the right to reject any or all bids, or any part thereof, and to re-advertise. If it is determined that a targeted small business which bid on the project may be unable to perform the contract, the superintendent will notify the Department of Economic Development. The board will enter into such contract or contracts as the board deems in the best interests of the school district.

Policy 705.1R1 Acquisition of Professional Services

“Professional services” are defined as services from persons or firms providing services requiring preparation involving advanced education or expertise. “Professional services” will include but not necessarily be limited to services from attorneys, architects or engineers, accountants or auditors. The Board will further define “professional services” on a case by case basis in applying this policy.

When the Board decides that it needs to acquire “professional services”, the Board will decide whether to establish a process for selection such as whether to establish a RFP process (request for proposals), conduct interviews, etc. The Board may simply proceed to acquire professional services based on administrative recommendation. In making its decisions, the Board will consider criteria it deems relevant including but not necessarily limited to: demonstrated expertise, experience, availability and cost of services. The Board will also consider any applicable preference laws and certified targeted small businesses.

Shirley Maxwell

From: Melissa Kauffman <mkauffman@jesterinsurance.com>
Sent: Thursday, April 20, 2017 8:59 AM
To: Shirley Maxwell
Cc: Debra Pekarek
Subject: Red Oak Equipment Breakdown

Shirley- I have heard from SU that they will keep the blanket premium for 2017-18 year the same as this year at \$ 71,406. They will increase your in-house rate to \$50 per hour. The environmental controls component will be \$64,967. This would make the annual premium \$136,373 paid in quarterly installments. You can add the EC coverage before 7/1, they will endorse the current policy and charge a pro-rata premium.

Let me know if you have any questions. A formal proposal will come next week, but I know you needed the numbers for your meeting tonight.

Thanks!

Melissa Kauffman, CPCU, CIC

Account Executive



303 Watson Powell Jr. Way

Des Moines, IA 50309

Phone: 515-243-2707

Fax: 515-243-6862

Cell: 563-299-3020

www.jesterinsurance.com

20

Equipment Breakdown Checklist

Please indicate which equipment types should be included by placing an "X" to the left of each:

Classroom Equipment QTY

- Driving Simulators
- Electrical & Electronic Auto Shop Equipment
- Electrical & Electronic Fitness Equipment
- Electrical & Electronic Laboratory Equipment
- Electrical & Electronic Sewing Equipment
- Electrical & Electronic Shop Equipment
- Electrical & Electronic Wood Shop Equipment
- Electronic Audio Visual Equipment
(i.e., VCRs, disc players, projection devices, TV's)
- Electronic Whiteboards
- Electronic Band Equipment
- Electronic Photo Shop Equipment
- ICN Including Satellite Dishes
- Student Response Systems

Communications Equipment

- Audio/Visual Systems
- Overhead Paging/Intercom/Clock Systems
- Radios
- Telephone Systems PBX # of Ports
- Telephones, VMS PBX # of Users
- Telephone Systems VOIP # of Users

Computer Equipment

- Controllers # of
- Computer Communications
(i.e., modems, switches, routers, wireless access points)
- Desktop Computers # of 55
- File Servers # of 12
- Laptops *(see attachment A)*
- Laptops 1:1 Mobile *(see attachment A)*
- Tablets *(see attachment A)*
- Tablets 1:1 Mobile *(see attachment A)*
- Printers # of
- Scanners # of

Security Equipment

- Card Access Systems
- CCTV Systems # of Cameras 104
- Electronics on Interior Gates/Int./Ext. Doors
- Electronic Library Security System
- Fire Alarms
- Metal Detectors
- Police Alarms
- Safes, Chests, Vault Doors

Mail Equipment

- Inserters, Labelers, Openers, Stackers
- Mail Machines/Scales *(not system)*

Facilities Equipment

- Auditorium *(i.e., stage motors, lighting/audio boards, microphones, speakers)*
- Auto Light Sensors
- Buildings/Grounds *(i.e., lawn mowers, leaf blowers, weed wackers, pole saws, power tools)*
- Clothes Washers and Dryers
- Concession Stand Equipment & Vending Machines
- Electrical & Electronic Food Preparation Equip.
- Electrical & Electronic Housekeeping Equipment
- Electrical & Electronic Pool Equipment/Whirlpool
- Indoor Electronic Sign/Scoreboard
- Kilns
- Manlifts *(see attachment B)*
- Motors for Bleachers, Basketball Hoops
- Outdoor Electronic Sign/Scoreboard
- Pitching Machines
- Sports Time/Measure/Record System
- Walk-In Coolers/Freezers *(see attachment B)*
- Water Drinking Fountains *(refrigerant/connected plumbing excluded)*

Office Equipment

- Binders
- Bursters
- CAD/CAM Systems
- Card Readers
- Cash Registers
- Check Signers
- Coin Sorters/Packagers
- Copiers *(see attachment C)*
- Currency Counters
- Dictation Equipment
- Electrical & Electronic Office Equipment
(i.e., calculators, typewriters, staplers, hole punchers)
- Electrical & Electronic Print/Press Equipment
(non-production)
- Electric Rotary Files
- Embossers
- Facsimile Machines
- Folders
- ID Card Systems
- Laminators
- Microfilmers, Microfilm Readers/Printers
- Retail Scanners
- Shredders
- Time & Attendance Systems
- Uninterrupted Power Supply
- Transient Voltage Protection Systems *(up to 40 KVA)*

21

Environmental Control Components

ECC may include but is not limited to:

Actuators	Flow Switches
Bearings	Fresh Air Damper
Belts & Pulleys	Gauges
Circuit Boards	Impeller
Compressor	Lubrication Pump
Compressor (Gas)	Motor
Compressor (Liquid)	Positioners
Condenser Fan	Pressure Sensors
Condenser Fan Motor	Purge Unit
Contractors	Relays
Control & Safety	Return & Supply Fan Motors
Control Center	Return Air Damper
Control Panel	Sheaves/Pulleys
Control Valve	Supply Fan
Controllers	Supply Fan Motor
Coupling	Thermal Expansion Value
Dampers	Thermostats & Sensors
Electrical Disconnect	Transmission
Eliminator	Values (control)
Factory Installed Variable Speed Drives (VFDs)	Vanes
Fan	Zone Control Actuators

TELESERVE™ SERVICES & COVERAGE

SERVICES:

WORK ORDER PROCESS	INCLUDED
VENDOR PAY PROCESS FOR COVERED ITEMS ONLY	INCLUDED
MANAGEMENT REPORTING	INCLUDED

COVERAGE:

CORRECTIVE MAINTENANCE

ELECTRICAL BREAKDOWN	INCLUDED
MECHANICAL BREAKDOWN	INCLUDED

PARTS	INCLUDED
-------	----------

LABOR	INCLUDED
-------	----------

TRAVEL	INCLUDED
--------	----------

PREVENTIVE MAINTENANCE	EXCLUDED
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COVERAGE IN EXCESS OR SECONDARY TO ANY OTHER INSURANCE FOR REPAIRS

CAUSED BY:

POWER SURGE	INCLUDED
-------------	----------

HUMAN ERROR	INCLUDED
-------------	----------

AIR CONDITIONING FAILURE	INCLUDED
--------------------------	----------

RENTAL OF SUBSTITUTE EQUIPMENT	INCLUDED
--------------------------------	----------

COPIER DRUMS & PM KITS	INCLUDED
------------------------	----------

OVERTIME, WEEKEND TIME, HOLIDAY TIME	INCLUDED
--------------------------------------	----------

IN-HOUSE REIMBURSEMENTS FOR LOW VOLTAGE EQUIPMENT ONLY @ \$35/HOUR	INCLUDED
--	----------

PHYSICAL PLANT EQUIPMENT, CONSUMABLES, SUPPLIES, PROJECTOR TUBES/LAMPS, COSMETIC RESTORATION, UPGRADES, REFURBISHMENTS, OBSOLESCENCE, WIRING/CABLING, VEHICLES / TRACTORS / HEAVY EQUIPMENT, FURNITURE AND FIXTURES, SOFTWARE	EXCLUDED
---	----------

NON-ELECTRICAL / NON-ELECTRONIC EQUIPMENT	EXCLUDED
---	----------

FIRE, ALL RISK, EC, FLOOD & EARTHQUAKE	EXCLUDED
--	----------

DEDUCTIBLE	\$ 0.00
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STUDENT ENROLLMENT	1,128
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NOTE:

TERRORISM RISK INSURANCE (As Mandated By The Terrorism Act of 2002) Can Be Purchased As An Optional Coverage.

Any and all information shared between the organization listed herein and Specialty Underwriters LLC shall be treated as CONFIDENTIAL and shall not be directly or indirectly disclosed to any third party.

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Quoted costs are exclusive of applicable taxes

		EFFECTIVE DATE	_____
SIGNED	<i>Michael H. Polaski</i>	ACCEPTED BY	_____
	Specialty Underwriters LLC	PO #	_____
DATE	March 13, 2017	DATE	_____

OFFER VALID FOR 60 DAYS
 NOT BINDING UNTIL SIGNED ABOVE
 AND MAILED TO AND ACCEPTED BY THE COMPANY

23

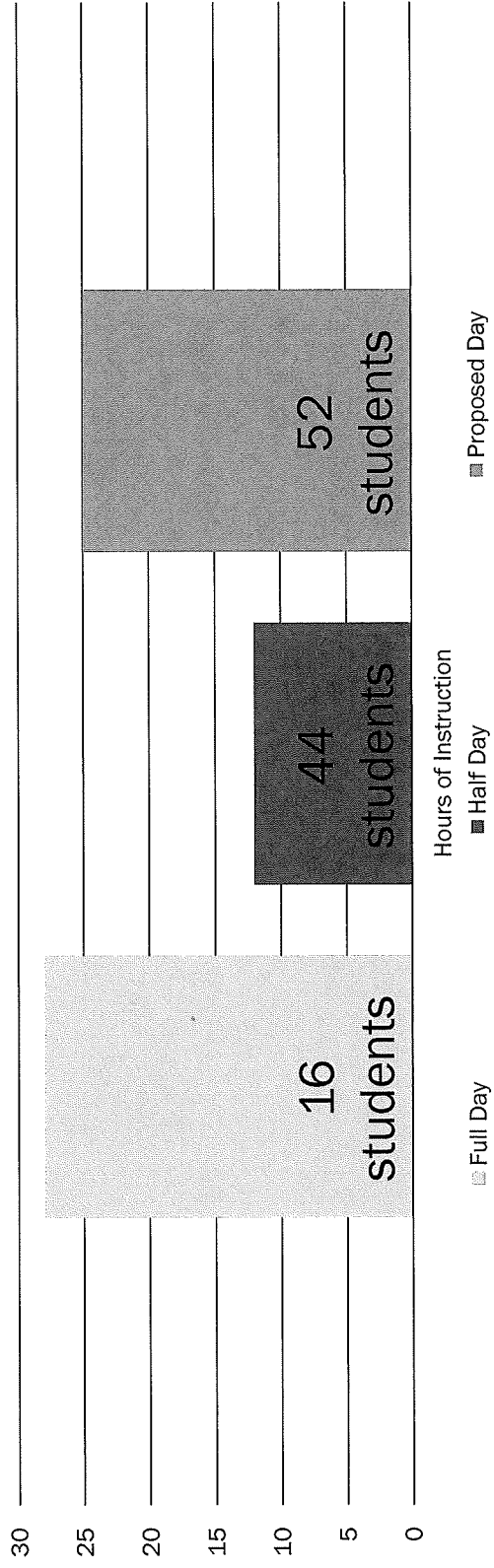
PRESCHOOL

PROPOSED SCHEDULE CHANGE

Current Reality vs. Proposed Change

Full Day	Half Day	Proposed Day
<ul style="list-style-type: none"> ■ Funded through Shared Visions Dollars, Statewide Voluntary and Tuition ■ Full Day 8:15-3:15 ■ M-T-Th-F No class on Wed ■ NAEYC Accredited ■ 16 Four Year Olds served ■ 28 Hours Per Week 	<ul style="list-style-type: none"> ■ Funded through Statewide Voluntary Preschool Grant and Tuition ■ AM Session 8:15-11:15 ■ PM Session 12:20-3:20 ■ M-T-Th-F No class on Wed ■ 44 Four Year Olds served ■ 12 Hours Per Week 	<ul style="list-style-type: none"> ■ Funded through Shared Visions Dollars, Statewide Voluntary Preschool Grant, and Tuition ■ 8:15 – 1:15 ■ Monday – Friday ■ 52 Four Year Olds served ■ 25 Hours Per Week

Learning Time



Benefits

- Increase in instructional time: 12 hours to 25 hours
- Increase opportunities for instruction in literacy in math
- Special education weighted dollars will increase from part time funding, (12hours) to full time funding, (more than 20 hours per week)
- Provides for consistency of preschool academics, routines, and continuity of care.
 - *Meeting 5 days a week in a more consistent schedule for preschoolers and families*
 - *Consistent class times sends a message of unified learning opportunities for all children to the community*
- Opportunity for daily collaboration with PLC group and classroom teaching teams
- With a unified schedule, interventions could be modeled after K-3 WIN
- All classrooms having the same schedule allows for curriculum pacing

Proposed day would allow ALL classrooms to progress through the Building Blocks from the DE

Universal Instruction Facilitation Guide
Building Blocks Leveled Questions

PreK All Leveled Questions

Levels	1. Instructional Time/ Opportunities	2. Curriculum/ Instructional Materials & Environment	3. Literacy Instructional Strategies & Differentiation	4. Play and Literacy	5. Assessment for Learning	6. Collaborative Literacy Support
Level 1	Is there a clear schedule and lesson plans that are connected?	Do you have evidence-based curricula that addresses all of the Iowa Early Learning Standards area of Communication, Language, and Literacy?	Do teaching staff use evidence-based instructional strategies to promote children's growth and development in all of the Iowa Early Learning Standards area of Communication, Language, and Literacy?	Do teaching staff provide opportunities for open-ended, child-initiated, indoor and outdoor play to promote children's growth and development in all of the Iowa Early Learning Standards area of Communication, Language, and Literacy?	Do teaching staff collect daily evidence to determine progressions of children's growth and development based on curriculum goals grounded in the Iowa Early Learning Standards area of Communication, Language, and Literacy?	Are families and other caregivers offered a variety of opportunities - at home, in the classroom, and in the wider community--to be engaged as partners in their child's literacy skill acquisition?
Level 2	Are literacy opportunities planned for at least 60 minutes daily per half day program (90 minutes for a full day program)?	Are all of the classrooms offering a literacy-rich environment that includes instructional materials and activities that promote the language, Communication, and Literacy area of the Iowa Early Learning Standards?	Do teaching staff differentiate by providing flexible, small group literacy instruction to meet the group and individual interests, strengths, and needs focusing on the Iowa Early Learning Standards?	Is there intentional planning for early literacy learning during child-initiated play?	Are the collected data being organized, analyzed and used to make changes in practices at the classroom level that advance children's growth and development?	Does the program have a collaborative team that includes teachers, administrators, families, and other community partners (e.g., librarians, child care providers, etc.) that meets at least monthly and as part of its work promotes individual child literacy outcomes?

Details to be determined

- Transportation
 - Parent pick up
 - Boost For Families
 - SWITA

Group 1

1. More effective parent teacher conferences with teachers being more proactive about getting parents of struggling students - invite the parents to the conferences personal invites
2. After school program with help and after school mentors (Shenandoah)
3. Kid to kid tutor (tutor students who are at lower grade levels or are struggling (boomerang program) - include MOC or ways for students to earn credits

Group 2

1. Mentoring adult to student and student to student
2. Make it easier for community people to use the facilities and make it more inviting to them
3. Expand the career day to allow for job shadowing for students
4. Orientations for different school levels as they transition from one building to the next
5. Community Schools - schools as a community hub, clinics, tutoring, extracurricular and sporting events, thrift shops, get people used to coming into the school setting

Group 3

1. After School program and summer school program (Community Service groups be talked to about helping get funds raised and volunteer for it)
2. PTC - Hand written note sent to the parents to personalize it and make it more inviting
3. Ask one parent a week to come in and be involved in class for a period of time
4. Open house or tour that students can give of the schools and lead it - provide refreshments
5. Get the teachers more involved in the community and have them go out and make themselves seen in the community
6. Fund raising by students to invite in community members
7. SIAC Members take on role of some of the communication (facebook, website, etc.)

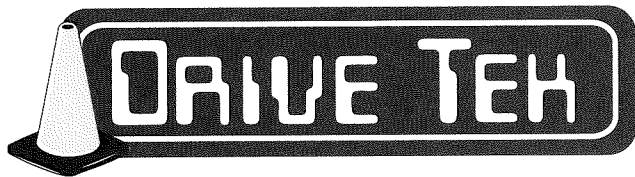
Group 4

1. Public humiliation
2. PTC - begin with teachers who have more time with student than just a classroom teacher
3. Volunteers in the buildings more
4. MOC as a way to get the community more engaged in the schools
5. Make the buildings available to the community - more hours
6. Adult ed
7. Make it possible for teachers to be members of the community service organizations - coverage so they may go

Group Choices

1. After school and summer school programs - investigate, providing total service programs (transportation and food and drink)

2. MOC building relationships between school and business / industries (gets people in the building)
3. Incorporate Community Service into our program
4. Orientations for students as they transition from one building to the next - STUDENT LED
5. Supports for volunteers for the district
6. Make the buildings more convenient and available
7. YES mentoring partnerships with ROCSD to manage student to student mentoring
8. COMMUNICATE VOLUNTEERING OPPORTUNITIES BETTER



April 24, 2017
Board Meeting

CORPORATE OFFICE

9120 NW 26th Street
Ankeny, IA 50023
Phone: 515-327-1500
Fax: 515-965-3271
E-Mail Info@drivetek.com
www.drivetek.com

CORPORATE SPONSORS

Karl Chevrolet
1101 SE Oralabor Rd
Ankeny, IA 50021
515-964-4255
1-800-622-8264

**WORKING WITH
SCHOOL DISTRICTS:**

ADM Community
Ankeny Community
Ballard Community
Boone Community
Burlington Community
Charles City Community
Clear Creek Amana
Council Bluffs Community
Danville Community
Decorah Community
Glenwood Community
Hudson Community
Keokuk Community
Lewis Central High School
Mason City Community
Nevada Community
Norwalk Community
Okoboji Community
Red Oak Community
Saydel Community
Sioux Center Community
South Tama Community
Urbandale Community
Van Meter Community
Waterloo Community

**WITH PRIVATE
PROGRAMS IN:**

Ames
Des Moines
East High School
Lincoln High School
Roosevelt High School
Iowa City Regina
Newton
West Des Moines at
Upper Iowa University

April 4, 2017

Mr. Alan Oakley, Superintendent
Red Oak Community Schools
2011 North 8th Street
Red Oak, IA 51566

Dear Terry:

Thank you for the opportunity to train the students of the Red Oak Community School District. Drive Tek desires to continue the valued relationship we have had with the Red Oak Community School District since 2005. The Drive Tek driver education contract with the Red Oak Community School District ends August 1, 2017. Drive Tek is pleased to provide a new proposal for driver education.

Drive Tek is celebrating its twenty first year of providing quality driver education to the youth and parents in Iowa and plans to continue to provide a quality and cost effective alternative to the districts, parents and students in the state of Iowa.

The proposed costs, fees and collection procedures show a small increase as compared to the costs and fees that we currently charging your school district.

If you have questions, I would be happy to meet with you at your convenience to discuss the proposal. If the proposal is acceptable, please sign and return one copy.

At Drive Tek we take pride in providing a quality program that reflects the values and expectations of your district and the clients you serve.

Thank you for choosing Drive Tek.

Sincerely Yours,

Rodney G. Van Wyk
Drive Tek, LLC

32

AGREEMENT FOR Driver Education Services

Drive Tek, LLC, a Limited Liability Company duly incorporated under the laws of the State of Iowa, with corporate offices located at 9120 NW 26th Street, Ankeny, Iowa 50023 ("**Drive Tek**") will provide the driver education program for the **Red Oak Community School District** (the "**School District**"), based upon the following:

1. **Drive Tek** is given the exclusive right to offer all drivers' education programs for the **Red Oak Community School District** for the period, beginning on August 1, 2017, and expiring on July 31, 2019.

2. Program Options

Drive Tek agrees to provide:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Driver Education Vehicle(s) | <input type="checkbox"/> Driver Education Vehicle(s) |
| <input checked="" type="checkbox"/> Vehicle Maintenance/Fuel | <input type="checkbox"/> Vehicle Maintenance/Fuel |
| <input checked="" type="checkbox"/> Automobile Liability Insurance | <input type="checkbox"/> Automobile Liability Insurance |
| <input checked="" type="checkbox"/> Student Textbooks | <input type="checkbox"/> Student textbooks |
| <input checked="" type="checkbox"/> Teachers and compensation | <input type="checkbox"/> Teachers and compensation |

3. **Drive Tek** agrees to conduct such programs in compliance with all applicable driver education requirements as established and mandated pursuant to the Code of Iowa and the Iowa Administrative Code, including, but not limited to, the following:

- (a) Code of Iowa, Sections 714.17-714.23 (right to advertise and sell courses of instruction)
- (b) Code of Iowa Chapter 261B. (Registration as a Secondary Educational Institution)
- (c) Proprietary School Bond in the amount of \$50,000.00
- (d) Code of Iowa Section 321.178(1) (approval to grant driver education certificates)
- (e) 761 Iowa Administrative Code Chapter 634.

4. Instructors

- (a) **Drive Tek** agrees to provide a sufficient number of licensed driver education instructors as required by 761 Iowa Administrative Code Chapter 634 to accommodate the needs of all students enrolled in the **School District** program. **Drive Tek** shall notify the **School District** of the names of instructors assigned to each school program. The parties to this agreement agree to mutually cooperate with respect to the evaluation of the work performance of all instructors assigned to the **School District**.
- (b) **Drive Tek** shall be the sole employer of the instructors and shall be solely responsible for the hiring, discipline, scheduling, assignment, and discharge of all instructors and for the payment of all salaries, benefits, employment taxes, workers' compensation and all other employment requirements. However, the instructors shall comply with all policies, rules and regulations of the **School District** while performing services under this agreement, including specifically with rules regarding the ban on tobacco products in the automobiles and with rules regarding student discipline and rules of confidentiality of student information.

- (c) **Drive Tek** agrees to conduct a thorough background check on all instructors or other employees that will come into contact with students of the **School District**. The background check will include, but not necessarily be limited to, a criminal background check comparable to the one done by the **School District** for its employees, a check for child and sexual abuse, verification of appropriate licensure and driving records.
- (d) The **School District** agrees to assist in evaluating **Drive Tek** instructors who are on a provisional teacher's license for permanent teacher's license as is required by Iowa law.

5. Registration Activities

- (a) The **School District** agrees to provide to **Drive Tek** complete class lists to include names and addresses of all students eligible for driver education. **School District** will assist **Drive Tek** with enrollment of eligible students in the program by making announcements, posting flyers, allowing pre-registration and registration activities and/or taking any other action reasonably requested by **Drive Tek**. **Drive Tek** shall not distribute any promotional materials to students without first obtaining approval from the **School District** as to the content and method of delivery of promotional materials.
- (b) The **School District** agrees to allow non-district students in the program in the event of insufficient enrollment. **Red Oak Community School District** students will have first priority for enrollment in the driver education program over non-district students until 7 days before the beginning of the next scheduled session.
- (c) **Drive Tek** agrees not to inflate the class size to bring in non-district students.

6. Equipment/Facilities/Text Books

- (a) The **School District** shall make available to **Drive Tek** suitable classrooms and facilities for the conduct of driver education classes which will include, but not be limited to, access to a working TV/DVD, teacher's desk, student desks, and dry eraser board.
- (b) The **School District** agrees to provide **Drive Tek** instructors with a procedure for receiving mail, telephone access, limited use of copy machine, fax machine and phone message service.
- (c) **Drive Tek** agrees to provide driver training vehicles. The vehicles will be equipped to meet all necessary safety and instructional functions as required by the State of Iowa. All vehicles will be equipped with the following items:
 - (1) Instructor dual brake
 - (2) Inside instructor's rear-view mirror
 - (3) Instructor's check mirror
 - (4) Required driver education signs
 - (5) Outside rear-view mirrors mounted on each side of the vehicle
- (d) **Drive Tek** agrees to provide appropriate driver education textbooks.

7. Program Administration and Support

- (a) **Drive Tek** agrees to be responsible for all the administrative duties of the program including:

- (1) Scheduling, as needed, in cooperation with the school administration
 - (2) Record Keeping
 - (3) Final grade reports which shall be timely submitted to the **School District**
 - (4) Issuance of Course Completion Certificates
- (b) **Drive Tek** agrees to provide a driver education program that meets the requirements of the State of Iowa, including a minimum of 30 hours of classroom instruction and 6 hours of lab time (driving). The program length and time requirements will meet or exceed standards as stated in Iowa Code Section 321.178 and 761 Iowa Administrative Code Chapter 634. **Drive Tek** agrees to provide to the **School District** records demonstrating compliance with requirements for approved drivers' education programs.
- (c) Before and After School Programs (during the regular school year)
- (1) Before or after school programs will be scheduled over a five to twelve week period of time as mutually agreed to between **Drive Tek** and the **School District**. Classroom sessions will meet before school, after school or during the evenings. Driving will be scheduled as needed based upon student/teacher availability, including during study halls, if applicable, during the school day.
- (d) Summer Programs
- (1) Summer programs will be scheduled over a three to six week period of time. Classroom sessions will meet in the morning, afternoon or during the evenings. Driving will be scheduled as needed based upon student/teacher availability.
- (e) **Drive Tek** agrees to offer programs that will provide flexibility to help ensure that the needs of all students within the **School District** are accommodated, but **Drive Tek** reserves the right to schedule classes and instructors that make efficient use of available resources consistent with good business practice and with appropriate student scheduling.

8. Discipline and Supervision

- (a) The **School District** agrees that student supervision is the responsibility of **Drive Tek** and its instructors for the duration of the student participation in the driver education program during the times that the student is participating in either the classroom portion or driving portion of the driver education program. The **School District** shall have responsibility for student supervision at all other times.
- (b) **Drive Tek** and its instructors agree to follow and require student compliance with the Student Code of Conduct of the **School District**. **Drive Tek** reserves the right to develop and enforce rules that specifically apply to the driver education program. **Drive Tek** will notify the **School District** and the students of such rules. **Drive Tek** will notify the **School District** of any violation of either **School District** rules or **Drive Tek** rules and will cooperate with the **School District** to insure all parties involved receive due process.
- (c) **Drive Tek** will provide to each student and parent a copy of the **Drive Tek** disciplinary rules and will require the copy to be signed by both parent and student and returned to **Drive Tek** prior to start of the training session.

9. Insurance

- (a) **Drive Tek** agrees to obtain and keep in force during the terms of this Agreement the following minimum insurance coverage:

35

- (1) Workers' Compensation Insurance covering all employees as required by Iowa law.
 - (2) Comprehensive General Liability Insurance with a minimum limit of:
\$1,000,000 Per Occurrence for Bodily Injury
\$1,000,000 Per Occurrence for Property Damage
or \$1,000,000 Combined Single Limit
 - (3) Automobile Liability Insurance with minimum limits of:
\$1,000,000 Per Person
\$1,000,000 Per Occurrence for Bodily Injury
\$1,000,000 Per Occurrence for Property Damage or
\$1,000,000 Combined Single Limits
 - (4) Umbrella/Excess Liability coverage with minimum of \$2,000,000 limit per occurrence.
- (b) **Drive Tek** will furnish to the **School District** a certificate of said coverage prior to commencing any work under this Agreement and will list the **School District** as an additional insured. **Drive Tek** shall provide renewal certificates prior to expiration or modification of any coverage.
- (c) **Drive Tek** agrees to protect, to defend, to indemnify and to hold the **School District** harmless from and against all suits, claims and demands, and expenses, including reasonable attorneys fees and expenses, based upon alleged damage to property and any alleged injury to persons (including death) which may occur or be alleged to occur by or on account of any negligent or willful act or omission on the part of **Drive Tek**, its subcontractors, or any of their employees or agents in the fulfillment of the terms of this Agreement or of a non-district student admitted into the program by **Drive Tek**.

10. Costs and Fees

- (a) The **School District** agrees to collect all fees.
- (b) **Drive Tek** will charge a \$35.00 fee for missed drives. Students who do not notify the instructor in advance that they will not be able to make their drive time will be charged a \$35.00 per hour fee. Students will pay **Drive Tek** directly for any missed drives.
- (c) The **School District** agrees to pay Drive Tek in a timely manner. The specific payment date per session will be negotiated upon acceptance of this contract.
- (d) **Drive Tek** will charge a fee of \$370.00 per student.
- (e) **Drive Tek** reserves the right to withhold certificate of completion for driver education course until the entire tuition has been collected. **Drive Tek** may drop a student from enrollment if fees are not timely paid.
- (f) The **School District** and **Drive Tek** mutually agree to re-negotiate the fee as stated in section 10(c), if necessary, if driver education requirements as stated in Iowa Code Section 714.17-714.23 and/or 761 Iowa Administrative Code Chapter 634 are modified or amended by legislative act or administrative law rule making during the effective dates of this Agreement and the changes reflect an increase in instructor contact hours for students.

- (g) In the event that fuel prices reach a predetermined price point and remain at that price point for more than two consecutive weeks, the next 30 hour scheduled class session will be charged an additional \$10.00 per student fuel surcharge. In the event that fuel prices drop below the predetermined price point and remain at that price point for more than two consecutive weeks, the surcharge for that price point will be removed for the next 30 hour scheduled class session. The price point will be determined by the price of fuel within the community in which the **Red Oak High School** resides.

Predetermined price points

\$3.49.9 per gallon
\$4.49.9 per gallon
\$5.49.9 per gallon
\$6.49.9 per gallon

Drive Tek will not be considered in breach of contract if fuel rationing or market shortages occur. **Drive Tek** will make every attempt to complete the training as fuel becomes available.

11. Refund Policy

- (a) Students dropping the program will be charged based on the number of classes and driving sessions attended at a rate of \$35.00 per class hour attended and \$35.00 per hour of drive time. **Drive Tek** will not refund any portion of the fee if the combined sum of the classroom and driving hourly rate exceed the fee as stipulated in contract section 10(d) or 10(f) or 10(g), which ever applies. Written documentation must be submitted with the signature of both student and instructor, verifying attendance of the student.
- (b) Students dismissed from the driver education program for a violation of student conduct rules will be reimbursed in accordance to contract section 11(a).
- (c) The refund policy shall not apply in the event that a student fails the driver education program. Full tuition shall be required for said student to retake the class.

12. Program Evaluation/Termination.

- (a) In the event of any material breach of the obligations of either party to this Agreement, the non-breaching party shall give written notice of such breach to the other party, who shall have thirty (30) days from the date of the notice to cure the breach. In the event the breach is not cured prior to the expiration of the thirty-day period, this Agreement will terminate on the thirtieth day following the notice of breach. This paragraph shall not prohibit the **District** from suspending or terminating this Agreement immediately for safety breaches by **Drive Tek**.

13. Miscellaneous.

- (a) This Agreement shall be interpreted and enforced in accordance with the laws of the State of Iowa.
- (b) No amendment to this Agreement shall be valid unless made in writing and signed by both parties.
- (c) The invalidity of any restriction, condition or other provision of this Agreement shall not impair or affect in any way the validity or enforceability of the rest of this Agreement.

- (d) This Agreement contains the entire understanding and agreement of the parties with respect to the subject matter hereof and supersedes any prior representations, understandings or agreements.
- (e) Except as otherwise provided in this Agreement, every covenant, term and provision of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns. Provided, however, that this Agreement may not be assigned by either party without written consent of the other party.

**RED OAK COMMUNITY
SCHOOL DISTRICT**


**DRIVE TEK, LLC
DRIVE TEK**

President, Red Oak School Board

Date: _____

Attest: _____

Board Secretary



Rodney G. Van Wyk
Drive Tek
Date: 4/5/2017



STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF EDUCATION
RYAN M. WISE, DIRECTOR

April 19, 2017

Tom Messinger, Superintendent
Red Oak CSD
2011 North 8th
Red Oak, IA 51566

Dear Superintendent Messinger:

This letter is official verification that the Red Oak Community School District located at 2011 North 8th, Red Oak, Iowa 51566, is a public school district fully accredited by the Iowa State Board of Education. The Red Oak Community School District's identification number is 69-5463-0000.

Schools (and their identification numbers) within the district include:

School	Identification Number	Grades
Red Oak High School 2011 North 8 th St, Red Oak, 51566	69-5463-0109	09-12
Red Oak Middle School 308 Corning St, Red Oak, 51566	69-5463-0209	06-08
Inman Primary School 900 Inman Drive, Red Oak, 51566	69-5463-0418	Pk-03
Washington Intermediate School 400 W. 2 nd St, Red Oak, 51566	69-5463-0445	04-05

This accreditation meets the requirements set forth in Iowa Code 256.11 and 281-IAC Chapter 12. The Iowa Department of Education does not issue certificates of accreditation to schools. If you need further information, please contact me at (515) 339-4122 or amy.williamson@iowa.gov.

Sincerely,

Amy J. Williamson
Chief, Bureau of School Improvement
Iowa Department of Education
Des Moines, IA 50319
515.339.4122 (office and cell)

39

Inter-District Agreement for Agriculture/FFA, Industrial Technology and Virtual Reality

Pursuant to the provisions of Chapter 28E and Section 280.15 of the Code of Iowa, this agreement is entered into between the Red Oak Community School District and the Stanton Community School District.

In consideration of the mutual obligations expressed below, the parties agree as follows:

1. Red Oak Community School District agrees to provide the opportunity for interested students from the Stanton Community School District to participate in the Agriculture Education Program, Industrial Technology Program and Virtual Reality.
 - a. The expense of salary, FICA, IPERS, and insurance benefits will be calculated on a per pupil program cost as determined by the Business Managers of Red Community School District and Stanton Community School District.
 - b. In consideration for the above services, the Stanton Community School District agrees to pay Red Oak Community School District one time each semester the shared program is in effect. The student census shall be taken the 1st day of October for first semester and the 1st day of February for the second semester. Payments from the Stanton CSD to Red Oak Community School District
 - c. The Vocational Education Instructor will serve as both Red Oak Community School District and Stanton Community School District Chapter Advisor beginning July 1, 2017.

The terms of this contract are for one year commencing July 1, 2017 and terminating on June 30, 2018. The agreement can be terminated at the end of each semester given the Stanton Community School District provides a 30 day written notice.

President, Red Oak CSD Board of Directors

President, Stanton CSD Board of Directors

Superintendent, Red Oak CSD

Superintendent, Stanton CSD

Date

Date

Inter-District Agreement for Shared Business Instructor

Pursuant to the provisions of Chapter 28E and Section 280.15 of the Code of Iowa, this agreement is entered into between the Red Oak Community School District and the Stanton Community School District.

In consideration of the mutual obligations expressed below, the parties agree as follows:

1. Stanton Community School District agrees to provide the opportunity for interested students from the Red Oak Community School District to participate in the Business Classes.
 - a. The expense of salary, FICA, IPER, and insurance benefits will be calculated on a per pupil program cost as determined by the Business Managers of Red Community School District and Stanton Community School District.
 - b. In consideration for the above services, the Red Oak Community School District agrees to pay Stanton Community School District one time each semester the shared program is in effect. The student census shall be taken the 1st day of October for first semester and the 1st day of February for the second semester. Payments from the Red Oak Community School District to Stanton Community School District will be made at the end of each semester.

The terms of this contract are for one year commencing July 1, 2017 and terminating on June 30, 2018. The agreement can be terminated at the end of each semester given the Stanton Community School District provides a 30 day written notice.

President, Red Oak CSD	Date
------------------------	------

President, Stanton CSD	Date
------------------------	------

CONTRACT AGREEMENT
Stanton School District and Red Oak School District
Shared Guidance Counselor
2017-2018 School Year

This contract is entered into between the Board of Education of the Stanton Community School District, State of Iowa, and the Board of Education of Red Oak Community School District, State of Iowa, for the duration of the 2017-2018 school year.

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

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

Guidance Counselor .5 FTE

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

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

The Stanton Community School District will bill the Red Oak Community School District after the completion of the first and second semesters for the teacher costs during the 2017-2018 school year.

Date

President or Designee
Stanton Community School District

Date

President or Designee
Red Oak Community School District

CONTRACT AGREEMENT

Stanton School District and Red Oak School District

Shared Talented and Gifted Instructor

2017-2018 School Year

This contract is entered into between the Board of Education of the Stanton Community School District, State of Iowa, and the Board of Education of Red Oak Community School District, State of Iowa, for the duration of the 2017-2018 school year.

The Stanton Community School District will reimburse the Red Oak Community School District a combined total of the FTE .25% of the total cost of the shared teacher or position which includes salary, benefits, and substitute teacher costs, not to include extended contract days. Travel costs and any other costs related to performance of duties related to the shared agreement will be shared on a .25%-.75% basis.

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

Talented and Gifted Instructor .25 FTE

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

Date

President or Designee
Stanton Community School District

Date

President or Designee
Red Oak Community School District

44

Shared Personnel Agreement
With the
Red Oak Community School District and the Stanton Community School District

This Agreement made and entered into the 1ST day of July, 2017, by and between the Red Oak Community School District (Red Oak) and the Stanton Community School District (Stanton).

WHEREAS, Red Oak and Stanton seek a cooperative arrangement to share the services of a School Business Manager; and

WHEREAS, Red Oak and Stanton are public school districts organized and existing under laws of the State of Iowa; and

WHEREAS, two or more public school districts may jointly employ and share the services of school personnel pursuant to Iowa Code section 280.15; and

WHEREAS, Red Oak and Stanton believe that an agreement pursuant to Iowa Code section 280.15 should be entered into with regard to the sharing of a School Business Manager position when such agreement will be to their mutual advantage.

NOW, THEREFORE, Red Oak's Board of Directors and Stanton's Board of Directors agree as follows:

1. Red Oak shall issue the School Business Manager an employment contract, and shall be deemed the employer for purposes of rights and obligations under Iowa law, and for purposes of compliance with federal and state laws relating to employment and employment benefits, subject to contributions by Stanton pursuant to this Agreement. The employment arrangement shall be governed by the policies, rules, regulations, and job descriptions of Red Oak.
2. The services as a School Business Manager will be shared by Red Oak with Stanton. The details of the assignment between Red Oak and Stanton will be determined jointly by Red Oak and Stanton. The duties and responsibilities in each school district will be determined and assigned by the superintendents of Red Oak and Stanton. The responsibility for the evaluation of this employee's performance shall remain with Red Oak, pursuant to its established procedures. Red Oak's personnel policies and practices shall apply to and govern the School Business Manager's conduct and performance.
3. The Stanton Community School District agrees to pay the Red Oak Community School District the sum of \$7,000 annually for the shared School Business Manager position.
4. Red Oak and Stanton each agree to indemnify and hold harmless the other from and against all liability, damages, loss, costs, and reasonable attorney fees which arise out of any claims, suits, actions or other proceedings asserted against the party indemnified based upon any acts or omissions of the indemnifying party.

45

5. If at any time the school business manager's employment with Red Oak is terminated, Stanton shall not be obligated to pay any more than the agreed amount of employee costs, listed in Paragraph 3, for those actual days of service performed by the employee. This amount shall be prorated to consider actual hours worked.
6. This Agreement shall automatically terminate on June 30, 2018 or upon mutual agreement by both parties. Each party shall notify the other of its intent to continue this Agreement by April 30, 2017, and if the parties mutually agree to continue this Agreement for another school year, a new agreement will be developed for the 2017-2018 school year consistent with the intent and agreement of the parties.
7. This agreement contains the entire understanding between Red Oak and Stanton and cannot be changed or terminated orally but only by an agreement in writing signed by Red Oak and Stanton.
8. Should any paragraph or provision of this agreement be declared illegal by a court or agency of competent jurisdiction, then that paragraph or provision shall be deleted from this agreement to the extent it violates the law. Such deletion shall not affect any other paragraph or provisions of this agreement. Should the parties deem it advisable, they may mutually agree to enter into negotiations to replace the invalid provision.

IN WITNESS WHEREOF, this instrument is executed by Red Oak's and Stanton's respective officers on the dates as hereinafter stated.

President, Board of Directors
Red Oak Community School District

Date

President, Board of Directors
Stanton Community School District

Date

440

Red Oak Community School District
Staff Selection Recommendation

RECEIVED
APR 12 2017
JV

Date: April 12, 2017

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

Position: High School Math

Name: Grace Freking

Certified:

Lane: BA

Step: 0

Salary: 33,250.00 2016-2017 Base

Classified:

Hourly Rate: _____

Hours Per Day: _____


Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only

Background Check: _____

Red Oak Community School District
Staff Selection Recommendation

Date: 4-18-17

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

Position: Para

Name: Jeremy Adams

Certified:
Lane: _____
Step: _____
Salary: _____

Classified:
Hourly Rate: \$19.35
Hours Per Day: 7.50

Jeff Spotts
Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only
Background Check: _____

48

AGREEMENT TO MODIFY EMPLOYEE'S CONTRACT

WHEREAS, the Red Oak Community School District ("the District") currently employs Barbara Sims as an elementary Principal/Curriculum Director, and

WHEREAS, the District and the Employee can agree to modify the Employee's contractual employment by mutual agreement.

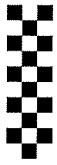
Be it therefore agreed, that the Parties agree to modify the Employee's contract with the District for 2017-18 from Elementary Principal/Curriculum Director to "full time Teacher" with an assignment for 2017-18 to teach middle school science. Thereby, Sims voluntarily agrees to relinquish her Principal/Curriculum Director contract effective at the end of her 2016-17 work year as Principal/Curriculum Director. The District agrees to approve Sims' relinquishment of duties as Principal/Curriculum Director after this year and that Sims will be offered a full time teaching contract when contracts issue to all teachers later this spring.

Barbara Sims
Employee, Barbara Sims

April 20, 2017
Date

President, Board of Directors
Red Oak CSD

Date



Jill Weathers
713 Glass St.
Oakland, IA 51560

Red Oak Community School District
Inman Primary
Mrs. Allensworth
900 Inman Dr.
Red Oak, IA 51566

RECEIVED
APR 21 2017

BY: _____

Dear Mrs. Gayle Allensworth and Red Oak Community School District,

This letter is to inform you of my resignation as a first grade teacher and TLC lead teacher effective at the end of the 2016-2017 contracted year. Over the last five years, I have been fortunate enough to work for the Red Oak Community School District as a developmental kindergarten, kindergarten, and first grade teacher. This past year I was given the opportunity to serve as a lead teacher through the TLC program. This has been some of the most rewarding work I have done in my time here. I truly appreciate the district for their support of the TLC program.

I have accepted a position at Riverside Elementary for the 2017-2018 school year, which is much closer to home. This was not an easy decision due to all the support and guidance the teachers at Inman Primary have offered me over the last five years.

Best wishes to the district and its amazing teachers in the coming years. Thank you for allowing me to begin my teaching career here.

Sincerely,

Jill Weathers

First Grade Teacher

Inman Primary

RECEIVED
APR 21 2017
BY: *JW*

4/21/2017

To Whom It May Concern:

I would like to inform you that I resigning the position of Middle School Football Coach effective at the end of the 2016/17 school year. I have enjoyed my time with the football program. The athletes and other coaches have been great to work with and overall it has been an enjoyable experience. At this time, however, I feel I need to reduce my fall workload in order to focus on other responsibilities. It is my hope that I have left the program in a better position than it was in when I started.

Sincerely,

Dan Pollock

Pollock
4-21-17

51