



Red Oak Community School District

1901 N. Broadway Street, Suite A

Red Oak, Iowa 51566

712.623.6600

www.redoakschooldistrict.com

Regular Board of Directors Meeting

Meeting Location: Red Oak Inman Primary
Red Oak Inman Primary School Campus

Monday, February 25, 2019 – 7:00 pm

- Amended Agenda -

- 1.0 Call to Order – Board of Directors President Mark Johnson
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Mark Johnson
- 4.0 Public Presenters/Guest and Visitors Addressing the Board
- 5.0 Communications
 - 5.1 Good News from Red Oak Schools
 - 5.1.1 Good News from Red Oak State Wrestling that was held on February 14th, 15th and 16th 2019 *pg 1*
 - 5.1.2 Good News from State Business Professionals of America that was held February 16th, 2019 *pg 2*
 - 5.1.3 Good News from SWIBA Jazz Festival that was held on February 18th, 2019
 - 5.1.4 Good News from Red Oak Bowling-Red Oak Boys placed 1st in the class 1A State Bowling Meet and Red Oak girls placed 6th in the class 1A State Bowling Meet that was held on Monday February 18th in Waterloo Iowa *pg 3*
 - 5.1.5 Good News from Red High School musical “Urinetown the Musical” that was performed February 21st-February 24th. *pg 4-5*
 - 5.2 Visitors and Presentations-
 - 5.2.1 January Board Bites from Taher Director Mindy Riibe *pg 6*
 - 5.2.2 Nolte, Cornmann and Johnson to present the 2018 Audit Report
 - 5.3 Affirmations and Commendations
 - 5.4 Correspondence
 - 5.5 Public Comments
- 6.0 Consent Agenda
 - 6.1 Review and Approval of Minutes from February 11, 2019 *pg 7-8*
 - 6.2 Review and Approval of Monthly Business Reports *pg 9-23*
 - 6.3 Open Enrollment Requests Consideration – as needed
- 7.0 General Business for the Board of Directors
 - 7.1 Old Business
 - 7.1.1-None

7.2 New Business

- 7.2.1 Discussion/Approval of Resolution Tentatively Approving the Plans, Specifications, Form of Contract and Estimate of Total Cost for the furnishings package for the Red Oak Community School District High School Construction Project and Setting the Time, Date and Location for a Hearing Thereon *pg 24-28*
- 7.2.2 Discussion/Approval of 7th-12th grade bell schedule *pg 29*
- 7.2.3 Discussion/Approval to Discontinue Weighted Grades *pg 30*
- 7.2.4 Discussion/Approval of changing wellness policy 508.10 *pg 31-42*
- 7.2.5 Discussion/Approval of the 2nd reading of the 800 and 900 series *pg 43-97*
- 7.2.6 Discussion/Approval of changing the bus routes to hard services only when needed due to inclement weather
- 7.2.7 Discussion/Approval of the agreement between Red Oak Community School District and Council Bluffs School District for the 2018-2019 school year *pg 98-99*
- 7.2.8 Discussion/Approval of Cooperative Agreement between Red Oak Community Schools and University of Northern Iowa and Educational Agencies for the 2019-2020 school year *pg 100-101*
- 7.2.9 Discussion of FY20 Budget
- 7.2.10 Discussion/Approval of the renewal notice from Frontline Education for the 2019-2020 school year *pg 102-103*
- 7.2.11 Discussion/Approval of Architectural Agreement for Washington Intermediate School remodeling project
- 7.2.12 Discussion/Approval of Amendment to Course Description Handbook: SWCC Dropped Courses

Personnel Consideration

- 7.2.13 Discussion/Approval of the resignation of Nick Crouse of Physical Education Teacher and coaching/sponsor responsibilities; High School Football Assistant Coach, High School Baseball Assistant Coach, and Weight Training Sponsor effective at the end of the 2018-2019 contractual year. *pg 104*
- 7.2.14 Discussion/Approval of hiring Mark Kells as High School Soccer Coach for the 2018-2019 school year with discussion from Mr. Perrien *pg 105*
- 7.2.15 Discussion/Approval of the hiring of Andrea Spencer as Home School Assistance Program Teacher for the 2018-2019 school year *pg 106*

8.0 Reports

- 8.1 Administrative
- 8.2 Future Conferences, Workshops, Seminars
- 8.3 Other Announcements

9.0 Next Board of Directors Meeting: Monday, March 11, 2019 – 7:00 pm
Red Oak Inman Primary
Red Oak CSD Inman Primary Campus

10.0 Adjournment

Tammi VanMeter

From: Tiegen Podliska
Sent: Tuesday, February 19, 2019 12:40 PM
To: Cory Archer; Harley Schieffer; KCSI FM; Ken Blackman; KMA; Mark Erickson; Nathan Perrien; Nathan Rouse; Nicholas Crouse; Omaha WH; sports@redoakexpress.com; Tom Messinger; Tristin Johnson
Cc: Tammi VanMeter
Subject: Red Oak at State Wrestling Tournament

State Team Score

Red Oak is finished in 14th place with 45.5 points (1st West Delaware 76.5, 2nd Spirit Lake Park 63.5, 3rd Clear Lake 62.5)

Individual Results

113- Johnathon Erp finished 2-3 with 1 fall and a decision placing 8th.

160- Justin McCunn finished 3-1 with 1 fall, 1 major decision, and a decision and is your state runner-up.

195- Thomas Bentley finished 4-2 with 3 falls and a technical fall placing 4th.

State Recap

Johnathon Erp had a good tournament, he had his opportunities in every match putting all 5 opponents on their back. He was a little timid in his first match but I think he did a great job bouncing back and winning a couple to secure placement. Some really small things are the difference between 8th place and being a finalist for him and we're excited to work on those small things this off-season. Justin McCunn did what he expected to do, some media called it a magical run but to me and him it was hard work paying off in his expectations. He fell a little bit short against a tough opponent in the finals but when the first thing you do after your match is analyze your own performance and the things you need to do to win that match next time great things are bound to happen. He only allowed 3 point before the finals and racked up about 25 including getting a fall, two years ago he didn't qualify for districts. Thomas Bentley fell a little short of his quest for a state title but his legacy will be a lot more than a 3 time state place-winner. He helped build the culture of the wrestling room and inspired some of the younger guys to do what they're doing. He's the first 3 time place-winner in Red Oak history, and this is the first time we've had 3 place-winners in Red Oak History. 14th is also the highest we've ever placed at the State Tournament and we're going to return a good nucleus of these guys for next year. The #TigerJourney will continue throughout the spring and summer and we'll set our expectations firmly at having fun, scoring points, and wrestling to the best of our ability if we can do that great things will continue to happen. #Top4JT

Tiegen Podliska

Middle School Administrative Manager
Head High School Wrestling Coach (@ROTigerWrestlin)
Head Middle School Football Coach

"The Only Thing You Deserve, Is What You Earn" – Tom Brands



Tammi VanMeter

From: Savannah Gohlinghorst
Sent: Friday, February 22, 2019 10:25 AM
To: Tom Messinger; Tammi VanMeter
Subject: Official 1st State BPA Competition Results

This past weekend, Macy Bozwell and Sebastian Vasquez participated in the very first State Business Professionals of America contest attended by Red Oak Schools. Macy competed in Medical Office Procedures, placing 32 out of 74 competitors, and Interview Skills, where she placed 24 out of 58. Sebastian competed in Prepared Speech, where he placed 7 out of 24 (top 6 go to finals! One place away!), and Extemporaneous Speech, placing 10 out of 52. While we are saddened that we didn't make it to Nationals this year, we learned a lot attending state this year. We are looking at recruiting for our team for next year, and hoping to do a few more fun things as well as some fundraising as a chapter to round out the year this year.

Savannah Gohlinghorst
6-12 Business & Computers Teacher
Business Professionals of America Adviser
Red Oak Community School District

SWIBA Jazz Festival

On February 18th, seven bands in our 2A class performed and received feedback from 3 adjudicators at the SWIBA Dick Bauman Jazz Festival. Congratulations to our very own Red Oak Jazz Ensemble that brought home 3rd place!! Both Madison Bruce & Alex Wingert received outstanding soloist awards! Most importantly, all 20 instrumental music students made monumental strides in their understanding of jazz style, improvisation, and culture.

Congratulations to the Middle School Jazz Band for their 5th place performance and Jonah Wemhoff for receiving the outstanding soloist award for the entire 2A class!!

Join both High School jazz bands (Jazz Ensemble & Jazz Juncture), and the Middle School Jazz Band on March 19th at The Wilson Performing Arts Center for our annual Red Oak Jazz Night!

Red Oak High School vocal music students are hard at work with this year's Musical Theater production of "*Urinetown the Musical*". This will be the first time that "*Urinetown*" has been produced at ROHS. The show originally premiered on Broadway in 2001 and won 3 Tony Awards.

"Don't let the title put you off. By the end of this show performers and audiences alike will be laughing so hard they'll... fall off their chairs."

"In all seriousness, "*Urinetown*" is pretty much your typical musical. Boy meets girl, who happens to be big baddie's daughter, they fall in love, lead a revolution against evil oppressors and live happily ever after... oh wait. Wrong show.

"*Urinetown the Musical*" is a satire of most musicals. It parodies the style, structure, and story of a typical Broadway musical. It also jabs at the legal system, capitalism, corrupt corporations, environmental waste, and peoples' sense of entitlements.

"*Urinetown*" takes place in a time of desperation and desolation. A massive water shortage (caused by a twenty-year drought) means that private toilets have been outlawed and the public now must pay "for the privilege to pee". These public amenities, as they're known, are run by the evil Urine Good Company (or UGC) headed up by the villainous Caldwell B. Cladwell. If citizens relieve themselves in public or refuse to pay the fee, they're sent to the infamous Urinetown.

When our hero's, Bobby Strong, father is carted off to Urinetown and never heard from again (except in ghost form) he conspires to lead a revolution against the corruption and oppression. Ultimately, he ends up being taken to Urinetown himself, which as it turns out is not a place.

"*Urinetown*" is filled with great music, larger than life characters, hilarious comedy, and even some sweet and tender moments. While the title may sound a bit crass, the show is quite innocent and would be considered appropriate for family viewing. Make plans to come and see our wonderful cast of students bring this witty and very funny show to life.

Students involved in this year's production are: Ethan Horn, Libby Mensen, Connor Koppa, Eva Sherman, Brandon VanHoose, Madison Bruce, Jenna Klyn, Mason Perkins, Caitlyn Butz, Garrett Hurt, Sam Ross, Madison Hewett, Kadee Gass, Aidan Eubank, Courtnei Lidsay, Halee Myers, Avery Graham, Grayson

Hewett, Rhenn Rolenc, Kate Edie, Aedynn Graham, Mya Southwell, Lindsey Porter, Alissa Rice, Lillian Johnson, and Emily Peterson.

The musical is under the direction of Tim and Terra Marsden with Trinity LaMar as stage manager and Eva Sherman as choreographer..

ROHS will be presenting their production of "*Urinetown the Musical*" on **February 21-24**, with shows at **7:00 PM** on Thursday-Saturday and a **2:00 PM** show on Sunday. Due to construction, performances will be held at the beautiful Wilson Performing Arts Center at 300 Commerce Drive. *For tickets, call the Wilson Box Office at 623-3183.*

Program Updates

✓ 2018/19

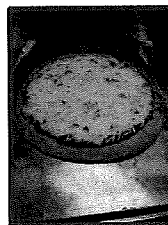
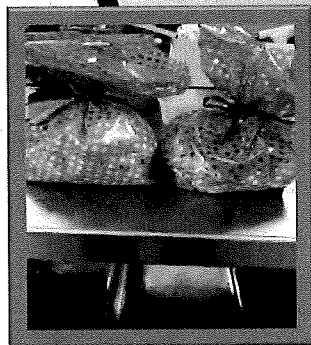
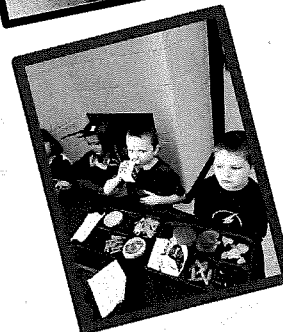
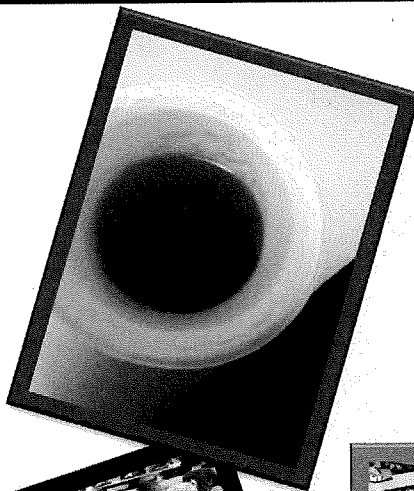
- National Soup Month
- National Milk Day 1-11
- Southern Food Day 1-22

✓ Promotions

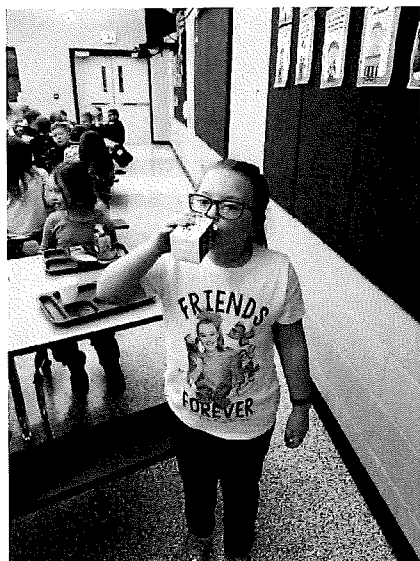
- Ala Carte Items
- Pizza at High School

✓ HOM

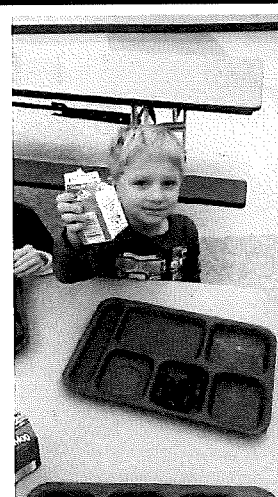
- Grapefruit
- Basil
- Onions



This institution is an equal opportunity provider.



Taher Food Service can provide your catering needs!



Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Red Oak Inman Primary Media Center
Red Oak Inman Primary Campus
February 11, 2019

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Mark Johnson at 7:01 p.m. at the Red Oak Inman Primary Media Center.

Present

Directors: Roger Carlson, Bryce Johnson, Mark Johnson, Kathy Walker, Bret Blackman arrived at 7:23 p.m. due road conditions

Superintendent Tom Messinger, Business Manager Deb Drey

Approval of Agenda

Motion by Director Carlson, second by Director Bryce Johnson to approve the agenda removing item 7.2.2-Discussion/Approval to discontinue weighted grading, with the order of agenda items at the discretion of the meeting chair. Motion carried 4-0.

Good News from Red Oak Schools

High School students participated in State Large Group Speech Contest on February 2, 2019.

Four high school vocal students and four high school band students were selected to participate at the Nebraska Wesleyan Honors Festival.

Three high school wrestlers qualified for the state wrestling tournament.

Visitors and Presentations

Exchange of letters of items of interest for 2019-2020 negotiations with the Red Oak Support Staff Association and the Red Oak Education Association.

Consent Agenda

Motion by Director Walker, second by Director Bryce Johnson to approve the consent agenda including meeting minutes and business reports as presented. Motion approved 4-0.

Director Blackman arrived at the meeting.

Construction Alternates

Motion by Director Carlson, second by Director Walker to proceed with Construction Project Alternates 8 and 9, parking lot and circle drive repairs, and up to \$50,000 in paving repairs at Inman Primary School. Motion approved unanimously.

2019-2020 High School Course Description Book

Motion by Director Bryce Johnson, second by Director Walker to approve the 2019-2020 High School Course Handbook, except the weighted grading section, as presented. Motion approved unanimously.

Secondary Attendance Policy

Motion by Director Blackman, second by Director Walker to approve the secondary attendance policy as presented. Motion approved unanimously.

Board Policy Series 800 and 900

Motion by Director Carlson, second by Director Bryce Johnson to approve the first reading of Board Policy 800 and 900 removing Policy 905.1. Motion approved unanimously.

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Board Policy Rotation

Board Policies will be reviewed on a five-year rotating basis, starting with Series 100 and 200 during the next fiscal year. Exceptions will be made for individual policies if there are changes in the law.

6th Grade Field Trip to Rose Theater

Motion by Director Blackman, second by Director Walker to approve the 6th grade field trip to the Rose Theater on March 6, 2019 to see "The Doll Maker's Gift." Motion approved unanimously.

Personnel Considerations

Motion by Director Walker, second by Director Carlson to accept the resignation of Para Professional Sherry Powers at the end of the 2018-2019 school year. Motion approved unanimously.

Motion by Director Bryce Johnson, second by Director Blackman to hire Douglas Moore as a bus driver for the 2018-2019 school year. Motion approved unanimously.

Motion by Director Blackman, second by Director Carlson to approve Seth Esaias as a volunteer high school wrestling coach for the 2018-2019 school year. Motion approved unanimously.

Adjournment

Motion by Director Blackman, second by Director Bryce Johnson to adjourn the meeting at 8:44 p.m. Motion approved unanimously.

Next Board of Directors Meeting

Monday, February 25, 2019 – 7:00 p.m.
Red Oak Inman Primary Media Center
Red Oak CSD Inman Primary Campus

Mark Johnson, President

Deb Drey, Board Secretary

02/22/2019 11:52 AM

User ID: HARRISH

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
C.L. BARNHOUSE COMPANY	470940	40.00
10 0209 1000 110 0000 612	SHEET MUSIC, "PARADE OF THE PALOMINOS",	40.00
Vendor Name C.L. BARNHOUSE COMPANY		<u>40.00</u>
CASEY'S	13119CGS	25.05
10 0020 2700 000 0000 626	January 2019 Fuel	25.05
Vendor Name CASEY'S		<u>25.05</u>
CENTURY LINK	02019CL	132.00
10 0020 2490 000 0000 530	Two Way Transmitter	132.00
Vendor Name CENTURY LINK		<u>132.00</u>
CHEMSEARCH	3427577	268.00
10 0010 2600 000 0000 432	Water Treatment Program	268.00
CHEMSEARCH	3427674	671.25
10 0010 2600 000 0000 432	Contract Water Treatment Program	671.25
Vendor Name CHEMSEARCH		<u>939.25</u>
COUNCIL BLUFFS COMM SCHOOLS	2019153CBCSD	13,547.86
10 0010 1200 217 3303 320	Sped Level 3 x 3 - 12/2018	13,547.86
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		<u>13,547.86</u>
COUNSEL OFFICE & DOCUMENTS	34AR371380	1,402.92
10 0010 2520 000 0000 618	Admin Office Clicks - 1/2019	55.92
10 0010 2235 000 0000 350	Steady Serve - 1/2019	12.99
10 0109 1000 100 0000 359	HS Office Clicks - 1/2019	335.39
10 0445 1000 100 0000 359	WIS Media Center Clicks - 1/2019	154.22
10 0109 1000 100 0000 359	HS Media Center Clicks - 1/2019	58.73
10 0209 1000 100 0000 359	MS Media Center Clicks - 1/2019	97.02
10 0209 1000 100 0000 359	MS 3rd Floor Clicks - 1/2019	2.54
10 0209 1000 100 0000 359	MS Office Clicks - 1/2019	101.12
10 0418 1000 100 0000 359	IPS Teacher Workroom Clicks - 1/2019	83.61
10 0418 1000 100 0000 359	IPS Office Clicks - 1/2019	124.45
10 0418 1000 100 0000 359	IPS Media Center Clicks - 1/2019	347.09
10 0445 1000 100 0000 359	WIS Office Clicks - 1/2019	29.84
COUNSEL OFFICE & DOCUMENTS	34AR371380-1	1,421.80
10 0445 1000 100 0000 359	WIS Office Lease	113.98
10 0445 1000 100 0000 359	WIS Media Center Lease	134.42
10 0418 1000 100 0000 359	IPS Office Lease	139.00
10 0418 1000 100 0000 359	IPS Teacher Room Lease	107.69
10 0418 1000 100 0000 359	IPS Media Center Lease	134.38
10 0209 1000 100 0000 359	MS Media Center Lease	107.69
10 0209 1000 100 0000 359	MS Office Lease	139.00
10 0109 1000 100 0000 359	HS Office Lease	160.48
10 0109 1000 100 0000 359	HS Media Center Lease	134.38
10 0010 2520 000 0000 618	Admin Office Lease	250.78
Vendor Name COUNSEL OFFICE & DOCUMENTS		<u>2,824.72</u>

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Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
DEPARTMENT OF ADMINISTRATIVE SERVICES	DAS201907163 8	200.00	
10 0010 2310 000 0000 810	TSA Administrative Fee		200.00
Vendor Name DEPARTMENT OF ADMINISTRATIVE SERVICES			<u>200.00</u>
DICKEL DUIT OUTDOOR POWER, INC.	34583	99.16	
10 0010 2600 000 0000 618	Snowblower Parts		99.16
DICKEL DUIT OUTDOOR POWER, INC.	34585	679.00	
10 0010 2600 000 0000 731	Briggs & Stratton Snow Blower		679.00
Vendor Name DICKEL DUIT OUTDOOR POWER, INC.			<u>778.16</u>
EAST MILLS COMMUNITY SCHOOLS	021519EMCSD	7,622.54	
10 0010 1200 211 3301 567	Sped Level 1 x 2 - 2018-2019		7,622.54
Vendor Name EAST MILLS COMMUNITY SCHOOLS			<u>7,622.54</u>
EAST UNION COMMUNITY SCHOOL	31	3,493.63	
10 0010 1000 100 0000 567	OE 1st Sem 2018- 2019		3,332.00
10 0010 1000 130 3116 567	TLC 1st Sem 2018-2019		161.63
Vendor Name EAST UNION COMMUNITY SCHOOL			<u>3,493.63</u>
FAREWAY FOOD STORES	021819F	166.44	
10 0109 1300 340 0000 612	Groceries for FACS		19.20
10 0109 1300 340 0000 612	Groceries for FACS		108.46
10 0109 1300 340 0000 612	Groceries for FACS		38.78
Vendor Name FAREWAY FOOD STORES			<u>166.44</u>
FASTENAL COMPANY	IARED72301	218.17	
10 0010 2600 000 0000 618	Maintenance Tools		218.17
FASTENAL COMPANY	IARED72370	19.99	
10 0010 2600 000 0000 618	Maintenance Tools		19.99
Vendor Name FASTENAL COMPANY			<u>238.16</u>
FIRST BANKCARD	020719FBC1	44.00	
10 0010 2600 000 0000 618	GE Capacitator for IPS Freezer		44.00
FIRST BANKCARD	020719FBC1-1	36.00	
10 0010 2600 000 0000 618	Coat Hooks for IPS		36.00
FIRST BANKCARD	020719FBC1-2	12.96	
10 0010 2600 000 0000 618	Wash Machine Door Lock Switch		12.96
FIRST BANKCARD	020719FBCHH	75.77	
10 0010 2235 000 0000 618	45W Type-C AC Power Supply Adapter Charg		75.77
FIRST BANKCARD	020719FBCHH-1	81.25	
10 0010 2600 000 0000 618	IPS Freezer Parts		81.25
FIRST BANKCARD	020719FBCHH-2	14.83	
10 0418 1000 100 0000 612	HELP FOR BILLY: A BEYOND CONSEQUENCES AP		14.83
FIRST BANKCARD	020719FBCHH-3	31.98	
10 0445 1000 100 8002 618	Recess Toys (Partial)		31.98
FIRST BANKCARD	020719FBCHH-4	24.95	

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
10 0418 1000 100 0000 612	STUDY GUIDE - HELP FOR BILLY		24.95
FIRST BANKCARD	020719FBCHH-5	29.61	
10 0209 2222 000 0000 643	Books for Teaching Curriculum		29.61
FIRST BANKCARD	020719FBCHH-6	69.95	
10 0209 1000 110 0000 612	SHEET MUSIC, "MARCH OF THE FREEDOM FIGHT		69.95
FIRST BANKCARD	020719FBCHH-7	14.94	
10 0010 2321 000 0000 611	Supplies for SIAC Meeting		14.94
Vendor Name FIRST BANKCARD			<u>436.24</u>
GILLESPIE, ARRYN	021119AG	53.33	
10 0418 1000 100 8001 612	REIMBURSEMENT FOR CLASSROOM SUPPLIES		53.33
Vendor Name GILLESPIE, ARRYN			<u>53.33</u>
GLENWOOD COMMUNITY SCHOOLS	22019GCSD	161.64	
10 0010 1000 130 3387 567	TLC 1st Sem x 1 - 2018-2019		161.64
Vendor Name GLENWOOD COMMUNITY SCHOOLS			<u>161.64</u>
GREEN TREE COMPANY, THE	6280	1,800.00	
10 0010 2600 000 0000 424	Snow Removal 2/7/19		1,800.00
GREEN TREE COMPANY, THE	6281	2,500.00	
10 0010 2600 000 0000 424	Snow Removal 2/10/19		2,500.00
GREEN TREE COMPANY, THE	6310	2,100.00	
10 0010 2600 000 0000 424	Snow Removal 2/12/19		2,100.00
GREEN TREE COMPANY, THE	6330	2,400.00	
10 0010 2600 000 0000 424	Snow Removal - 2/18/19		2,400.00
Vendor Name GREEN TREE COMPANY, THE			<u>8,800.00</u>
HY VEE FOOD STORES	21119HV-1	31.47	
10 0209 1000 100 0000 612	MS HALF OF THE COST OF FOOD ETC FOR THE		31.47
HY VEE FOOD STORES	21119HV-2	31.46	
10 0109 1000 100 0000 618	HS PD Supplies		31.46
HY VEE FOOD STORES	21119HV-3	17.00	
10 0109 1300 340 0000 612	Groceries for FACS		7.12
10 0109 1300 340 0000 612	Groceries for FACS		9.88
Vendor Name HY VEE FOOD STORES			<u>79.93</u>
JOHNSON CONTROLS FIRE PROTECTION LP	85614777	525.00	
10 0010 2600 000 0000 432	Fire Alarm Testing IPS		525.00
Vendor Name JOHNSON CONTROLS FIRE PROTECTION LP			<u>525.00</u>
JOSTENS	22358391	24.81	
10 0109 2410 000 0000 618	Graduation Supplies for 18-19		24.81
JOSTENS	22370182	1,053.98	
10 0109 2410 000 0000 618	Graduation Supplies for 18-19		1,053.98
Vendor Name JOSTENS			<u>1,078.79</u>
MEDIACOM	206191289	43.44	

11

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 2236 000 0000 536	PRI Lines - Admin 2/2019	43.44
MEDIACOM	212191339	43.44
10 0010 2236 000 0000 536	PRI Lines - 2/2019	43.44
Vendor Name MEDIACOM		<u>86.88</u>
MIDAMERICAN ENERGY	383734008	18.96
10 1912 2600 000 0000 622	Webster Electricity - 1/2019	18.96
MIDAMERICAN ENERGY	383745334	462.80
10 0030 2600 000 0000 622	Sports Complex Electricity - 1/2019	462.80
MIDAMERICAN ENERGY	383882736	264.99
10 0109 2600 000 0000 622	HS Temp Electricity	264.99
Vendor Name MIDAMERICAN ENERGY		<u>746.75</u>
MONTGOMERY CO. MEMORIAL HOSP.	021519MCMH	215.00
10 0020 2700 000 0000 271	DOT Physicals x 2	175.00
10 0020 2700 000 0000 346	Drug Testing CB	40.00
Vendor Name MONTGOMERY CO. MEMORIAL HOSP.		<u>215.00</u>
PERMA-BOUND	180956-00	65.09
10 0209 2222 000 0000 643	SET OF IOWA TEEN AWARD BOOKS - MS	65.09
Vendor Name PERMA-BOUND		<u>65.09</u>
PRINCIPAL FINANCIAL GROUP	030119PFG	419.82
10 0010 1000 100 8018 270	Retiree Dental Premium 3/2019	419.82
Vendor Name PRINCIPAL FINANCIAL GROUP		<u>419.82</u>
QUILL CORP.	4770002	102.97
10 0445 1000 100 0000 611	Office Supplies	102.97
Vendor Name QUILL CORP.		<u>102.97</u>
RANDY'S BODY SHOP	6760	239.28
10 0020 2700 000 0000 434	F150 Switch Assembly Repair	239.28
Vendor Name RANDY'S BODY SHOP		<u>239.28</u>
RAY MARTIN COMPANY	7763	463.50
10 0010 2600 000 0000 432	Valve Repair at IPS	463.50
Vendor Name RAY MARTIN COMPANY		<u>463.50</u>
RED OAK EXPRESS	21019ROE	114.20
10 0010 2572 000 0000 540	January 2019 Job Postings	114.20
RED OAK EXPRESS	21019ROE-1	238.99
10 0010 2572 000 0000 540	January 2019 Board Meeting Info	238.99
Vendor Name RED OAK EXPRESS		<u>353.19</u>
RED OAK GLASS INC.	14950	276.00
10 0020 2700 000 0000 434	Bus #7 Side Window Replacement	276.00
Vendor Name RED OAK GLASS INC.		<u>276.00</u>
SCHMITT MUSIC	2571059	75.00

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0109 1000 110 0000 612	Selmer Bari Sax Repair	75.00
SCHMITT MUSIC	2571060	108.00
10 0109 1000 110 0000 612	Yamaha Tenor Sax Repair	108.00
Vendor Name SCHMITT MUSIC		<u>183.00</u>
SCHOLASTIC BOOK FAIRS-8	w3919909bf	1,090.46
10 0209 2222 950 7415 618	INVOICE FOR BOOK FAIR SALES AT THE MIDDL	1,090.46
Vendor Name SCHOLASTIC BOOK FAIRS-8		<u>1,090.46</u>
SELLERS PEST CONTROL-ART SELLERS	26762	110.00
10 0010 2600 000 0000 425	Districtwide Pest Control	110.00
Vendor Name SELLERS PEST CONTROL-ART SELLERS		<u>110.00</u>
SOUTHWESTERN COMMUNITY COLLEGE	13119SWCC	100.00
10 0020 2700 000 0000 340	STOP Training CB	100.00
Vendor Name SOUTHWESTERN COMMUNITY COLLEGE		<u>100.00</u>
STANEK FIRE PROTECTION	30283	167.00
10 0010 2600 000 0000 432	Fire Control System Service - MS	167.00
STANEK FIRE PROTECTION	30284	299.00
10 0010 2600 000 0000 432	Fire Control System Service - IPS	299.00
Vendor Name STANEK FIRE PROTECTION		<u>466.00</u>
STERLING COMPUTERS	50750	482.20
10 0010 2235 000 0000 618	Dell Batteries for Dell Latitude 3340	482.20
Vendor Name STERLING COMPUTERS		<u>482.20</u>
UNITED FARMERS COOPERATIVE	020119UFMC	2,912.08
10 0010 2700 217 3303 626	Sped Ethanol - 1/2019	753.03
10 0010 2700 217 3303 627	Sped Diesel - 1/2019	164.61
10 0020 2700 000 0000 628	Propane - 1/2019	1,155.86
10 0020 2700 000 0000 626	Ethanol - 1/2019	591.66
10 0020 2700 000 0000 627	Diesel - 1/2019	246.92
UNITED FARMERS COOPERATIVE	0343358	17.38
10 0109 1300 310 0000 612	Hacksaws	17.38
UNITED FARMERS COOPERATIVE	0343619	24.90
10 0010 2600 000 0000 618	IPS Coat Hook Supplies	24.90
UNITED FARMERS COOPERATIVE	343683	32.23
10 0010 2600 000 0000 618	IPS Coat Hook Supplies	32.23
UNITED FARMERS COOPERATIVE	343814	18.66
10 0010 2600 000 0000 618	Washers/Screws IPS	9.13
10 0010 2600 000 0000 618	Lattice/Spreader	9.53
Vendor Name UNITED FARMERS COOPERATIVE		<u>3,005.25</u>
UNITY POINT CLINIC	020419UP	42.00
10 0020 2700 000 0000 346	Employee Drug Testing	42.00
Vendor Name UNITY POINT CLINIC		<u>42.00</u>
WOODRIVER ENERGY LLC	177342	9,786.30
10 0418 2600 000 0000 621	IPS Natural Gas - 1/2019	4,029.16

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0445 2600 000 0000 621	WIS Natural Gas - 1/2019	1,155.00
10 0209 2600 000 0000 621	MS Natural Gas - 1/2019	4,602.14
Vendor Name	WOODRIVER ENERGY LLC	<u>9,786.30</u>
Fund Number	10	59,376.43
Checking Account ID	1	Fund Number 33
ATLAS STEEL ERECTION, INC.	13119ASHS	CAPITAL PROJECTS - LOST 20,900.00
33 0010 4700 000 0000 450	HS Steelwork - 1/2019	20,900.00
Vendor Name	ATLAS STEEL ERECTION, INC.	<u>20,900.00</u>
BOYD JONES CONSTRUCTION COMPANY	013119BJHS	187,782.59
33 0010 4700 000 0000 450	HS Construction Services - 1/2019	187,782.59
BOYD JONES CONSTRUCTION COMPANY	013119BJIPS	68,992.65
33 0010 4700 000 0000 450	IPS Construction Services - 1/2019	68,992.65
Vendor Name	BOYD JONES CONSTRUCTION COMPANY	<u>256,775.24</u>
BUILDING CRAFTS, INC.	13119BCHS	212,466.58
33 0010 4700 000 0000 450	HS Carpentry/Framing - 1/2019	212,466.58
BUILDING CRAFTS, INC.	13119BCIPS	37,895.50
33 0010 4700 000 0000 450	IPS Carpentry Services- 1/2019	37,895.50
Vendor Name	BUILDING CRAFTS, INC.	<u>250,362.08</u>
CAMBLIN MECHANICAL INC	13119CMHS	538,272.47
33 0010 4700 000 0000 450	HS Labor/Materials - 1/2019	538,272.47
CAMBLIN MECHANICAL INC	13119CMIPS	26,877.60
33 0010 4700 000 0000 450	IPS Labor/Materials - 1/2019	26,877.60
Vendor Name	CAMBLIN MECHANICAL INC	<u>565,150.07</u>
DREES HEATING & PLUMBING, INC.	13119DHPHS	104,282.02
33 0010 4700 000 0000 450	HS Heating/Plumbing - 1/2019	104,282.02
DREES HEATING & PLUMBING, INC.	13119DHPIPS	36,290.80
33 0010 4700 000 0000 450	IPS Plumbing/Heating - 1/2019	36,290.80
Vendor Name	DREES HEATING & PLUMBING, INC.	<u>140,572.82</u>
GALASKA & SONS, INC.	13119GSHS	142,774.55
33 0010 4700 000 0000 450	HS Carpet/Tile Work - 1/2019	142,774.55
Vendor Name	GALASKA & SONS, INC.	<u>142,774.55</u>
HENNINGSEN CONSTRUCTION INC.	13119HCHS	222,029.25
33 0010 4700 000 0000 450	HS Construction Services - 1/2019	222,029.25
Vendor Name	HENNINGSEN CONSTRUCTION INC.	<u>222,029.25</u>
HILSABECK SCHACHT, INC.	13119HSHS	26,962.43
33 0010 4700 000 0000 450	HS Labor/Materials - 1/2019	26,962.43
HILSABECK SCHACHT, INC.	13119HSIPS	13,202.62
33 0010 4700 000 0000 450	IPS Labor/Materials - 1/2019	13,202.62
Vendor Name	HILSABECK SCHACHT, INC.	<u>40,165.05</u>

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
LEICK CONSTRUCTION, INC.	13119LCHS	9,785.00
33 0010 4700 000 0000 450	HS Earthwork/Paving - 9/2018	9,785.00
Vendor Name LEICK CONSTRUCTION, INC.		<u>9,785.00</u>
PRECISION CONCRETE SERVICES, INC	13119PCIPS	6,199.47
33 0010 4700 000 0000 450	IPS Concrete Servcies - 1/2019	6,199.47
PRECISION CONCRETE SERVICES, INC	13119PCSHS	37,968.36
33 0010 4700 000 0000 450	HS Concrete Services - 1/2019	37,968.36
Vendor Name PRECISION CONCRETE SERVICES, INC		<u>44,167.83</u>
SCOTT ENTERPRISES, INC.	13119IPS	855.00
33 0010 4700 000 0000 450	IPS Labor/Materials - 1/2019	855.00
SCOTT ENTERPRISES, INC.	13119SEHS	128,345.00
33 0010 4700 000 0000 450	HS Labor/Materials - 1/2019	128,345.00
Vendor Name SCOTT ENTERPRISES, INC.		<u>129,200.00</u>
SEEDORFF MASONRY, INC.	13119SMHS	23,009.00
33 0010 4700 000 0000 450	HS Masonry Work - 1/2019	23,009.00
Vendor Name SEEDORFF MASONRY, INC.		<u>23,009.00</u>
SENEGAL SPECIALTY CONTRACTORS, LLC	13119SSCHS	23,750.00
33 0010 4700 000 0000 450	HS Painting/Labor/Materials- 1/2019	23,750.00
SENEGAL SPECIALTY CONTRACTORS, LLC	13119SSCIPS	9,500.00
33 0010 4700 000 0000 450	IPS Painting/Labor/Materials- 1/2019	9,500.00
Vendor Name SENEGAL SPECIALTY CONTRACTORS, LLC		<u>33,250.00</u>
SUMMIT FIRE PROTECTION	13119SFPHS	26,932.50
33 0010 4700 000 0000 450	HS Fire Labor/Materials - 1/2019	26,932.50
Vendor Name SUMMIT FIRE PROTECTION		<u>26,932.50</u>
THIELE GEOTECH, INC.	66130	1,655.25
33 0010 4700 000 0000 450	HS Specialized Compression Test-1/2019	1,655.25
Vendor Name THIELE GEOTECH, INC.		<u>1,655.25</u>
WOODRIVER ENERGY LLC	177342HS	12,541.68
33 0010 4700 000 0000 450	HS Natural Gas - 1/2019	12,541.68
Vendor Name WOODRIVER ENERGY LLC		<u>12,541.68</u>
Fund Number 33		<u>1,919,270.32</u>
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
COUNCIL BLUFFS COMM SCHOOLS	2019153CBCSD	1,850.45
36 0010 2600 000 0000 441	December 2018 Rent	1,850.45
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		<u>1,850.45</u>
Fund Number 36		<u>1,850.45</u>
Checking Account ID 1		<u>1,980,497.20</u>
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND

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Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
BAXTER, RANDY	21119RB	125.00	
21 0010 1400 920 6710 320	VAR BB OFFICIAL		125.00
Vendor Name BAXTER, RANDY			<u>125.00</u>
BUNTROCK, MISSY	0211319MB	60.00	
21 0010 1400 920 6810 320	JV BB OFFICIAL		60.00
BUNTROCK, MISSY	021319MB	60.00	
21 0010 1400 920 6810 320	FR BB OFFICIAL		60.00
BUNTROCK, MISSY	021819MB	90.00	
21 0010 1400 920 6810 320	MS BB OFFICIAL		90.00
Vendor Name BUNTROCK, MISSY			<u>210.00</u>
CARLSON, MARY	012019MC	50.00	
21 0209 1400 950 7421 618	COOKIES MS STUDENT COUNCIL KINDNESS WEEK		50.00
Vendor Name CARLSON, MARY			<u>50.00</u>
COLE, JON	021119jc	125.00	
21 0010 1400 920 6810 320	VAR BB OFFICIAL		125.00
Vendor Name COLE, JON			<u>125.00</u>
DONER, DANIEL	021319DD	125.00	
21 0010 1400 920 6810 320	VAR BB OFFICIAL		125.00
Vendor Name DONER, DANIEL			<u>125.00</u>
ED THOMAS FAMILY FOUNDATION	21419ETFF	140.00	
21 0109 1400 950 7421 618	Leadership Academy		140.00
Vendor Name ED THOMAS FAMILY FOUNDATION			<u>140.00</u>
ERICKSON, MARK	020519ME	44.07	
21 0010 1400 920 6730 580	BB Clinic Travel Reimbursement		44.07
Vendor Name ERICKSON, MARK			<u>44.07</u>
EXCHANGE, THE	13119TE	34.50	
21 0109 1400 950 7407 618	Display for Farm/Toy Show		34.50
Vendor Name EXCHANGE, THE			<u>34.50</u>
FIRST BANKCARD	020719FBC4	115.12	
21 0010 1400 920 6730 320	BASEBALL CLINIC		115.12
Vendor Name FIRST BANKCARD			<u>115.12</u>
FRENCH, DALE	021119DF	60.00	
21 0010 1400 920 6710 320	JV BB OFFICIAL		60.00
FRENCH, DALE	021319DF	60.00	
21 0010 1400 920 6810 320	FR BB OFFICIAL		60.00
FRENCH, DALE	021819DF	90.00	
21 0010 1400 920 6810 320	MS BB OFFICIAL		90.00
Vendor Name FRENCH, DALE			<u>210.00</u>
FRENCH, DUSTIN	021119df	60.00	
21 0010 1400 920 6710 320	JV BB OFFICIAL		60.00
Vendor Name FRENCH, DUSTIN			<u>60.00</u>

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User ID: HARRISH

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
GREBERT, RON	021119	125.00
21 0010 1400 920 6710 320	VAR BB OFFICIAL	125.00
Vendor Name GREBERT, RON		<u>125.00</u>
HOLT, JASON	021319JH	125.00
21 0010 1400 920 6810 320	VAR BB OFFICIAL	125.00
Vendor Name HOLT, JASON		<u>125.00</u>
HY VEE FOOD STORES	21119HV	164.67
21 0109 1400 950 7407 618	FFA Supplies	164.67
Vendor Name HY VEE FOOD STORES		<u>164.67</u>
IA GIRLS H.S. ATHLETIC UNION	021419IGHSAU	744.00
21 0010 1400 920 6845 618	TOURNAMENT BOWLING FINANCIAL STMT	744.00
IA GIRLS H.S. ATHLETIC UNION	21819IGHSAU	1,416.00
21 0010 1400 920 6810 320	3A GIRLS REGIONAL BB TOURN	1,416.00
Vendor Name IA GIRLS H.S. ATHLETIC UNION		<u>2,160.00</u>
IRVIN, MICHAEL	021119MI	90.00
21 0010 1400 920 6790 320	MS WR OFFICIAL	90.00
Vendor Name IRVIN, MICHAEL		<u>90.00</u>
JOHNSON, BOB	021119BJ	125.00
21 0010 1400 920 6810 320	VAR BB OFFICIAL	125.00
Vendor Name JOHNSON, BOB		<u>125.00</u>
JOHNSON, CHRIS	021119CJ	60.00
21 0010 1400 920 6710 320	FR BB OFFICIAL	60.00
Vendor Name JOHNSON, CHRIS		<u>60.00</u>
MACRAE PRODUCTIONS	021119	250.00
21 0109 1400 910 6210 618	Smoke/Haze Machine Rental (Musical)	250.00
Vendor Name MACRAE PRODUCTIONS		<u>250.00</u>
MARTINEZ, DANIEL	0213119DN	60.00
21 0010 1400 920 6810 320	JV BB OFFICIAL	60.00
Vendor Name MARTINEZ, DANIEL		<u>60.00</u>
MATHENY, JOSH	021119JM	90.00
21 0010 1400 920 6790 320	MS WR OFFICIAL	90.00
Vendor Name MATHENY, JOSH		<u>90.00</u>
MCCREADY, BRIEN	021119BMcc	125.00
21 0010 1400 920 6710 320	VAR BB OFFICIAL	125.00
MCCREADY, BRIEN	21119BMcc	125.00
21 0010 1400 920 6710 320	VAR BB OFFICIAL	125.00
Vendor Name MCCREADY, BRIEN		<u>250.00</u>
MILLER, JUSTIN	021119JM	60.00
21 0010 1400 920 6710 320	FR BB OFFICIAL	60.00

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name MILLER, JUSTIN		60.00
NAHNSEN, JOHN	021119JN	125.00
21 0010 1400 920 6810 320	VAR BB OFFICIAL	125.00
Vendor Name NAHNSEN, JOHN		125.00
NATIONAL FFA ORGANIZATION	MDS-159068	36.00
21 0109 1400 950 7407 618	Award Supplies	36.00
Vendor Name NATIONAL FFA ORGANIZATION		36.00
PERRIEN, NATE	021919NP	134.26
21 0010 1400 920 6600 580	AD State Wrestling Travel	134.26
Vendor Name PERRIEN, NATE		134.26
PROMOTIONAL CONCEPTS	70582	213.00
21 0109 1400 910 6210 618	Water Bottles	185.00
21 0109 1400 910 6210 618	Shipping & Handling	28.00
Vendor Name PROMOTIONAL CONCEPTS		213.00
REA, MATT	021119MR	125.00
21 0010 1400 920 6710 320	VAR BB OFFICIAL	125.00
Vendor Name REA, MATT		125.00
RENANDER PHOTOS	42	125.00
21 0010 1400 920 6600 618	FALL POCKET SCHEDULES	125.00
Vendor Name RENANDER PHOTOS		125.00
SCHRAM, ROB	021119RS	125.00
21 0010 1400 920 6710 320	VAR BB OFFICIAL	125.00
Vendor Name SCHRAM, ROB		125.00
TAKEDOWN SPORTSWEAR	71673	730.00
21 0010 1400 920 6810 320	MS Wrestling Uniforms	730.00
Vendor Name TAKEDOWN SPORTSWEAR		730.00
WENSTRAND, NICOLE	021319NW	125.00
21 0010 1400 920 6810 320	VAR BB OFFICIAL	125.00
Vendor Name WENSTRAND, NICOLE		125.00
Fund Number 21		6,536.62
Checking Account ID 3		6,536.62

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Project Red Oak Imman Elementary
 Address 900 Imman Drive
 City/State Red Oak, IA
 Job # 18-009

Application Number 9
 Application Date 2/6/2019
 Period To: 1/31/2019

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Item #	Description of Work	Original Value	Change Orders	Allowance Adjustment	Current Value	Work Completed From Prev	THIS APPLICATION			Total Completed & Stored	% Complete	Balance to Finish	5% Retainage	Due This Period
							This Period	Materials	Stored					
1	Leick	58,200.00	3,600.00		61,800.00	55,980.00			55,980.00	0.91	5,820.00	2,799.00	-	
1A	Leick Allowance	5,000.00			5,000.00				5,000.00	0.00	0.00	0.00	-	
2	Crain	39,000.00			39,000.00	39,000.00			39,000.00	1.00	0.00	1,950.00	-	
2A	Crain Allowance	2,000.00			2,000.00				2,000.00	0.00	0.00	0.00	-	
3	Building Crafts	339,000.00			339,000.00	290,227.00			330,117.00	0.97	8,883.00	16,595.85	37,895.50	
3A	Building Crafts Allowance	15,000.00			15,000.00				15,000.00	0.00	0.00	0.00	-	
4	Precision Concrete	201,000.00	29,701.74	(8,396.74)	230,701.74	230,701.74			237,227.74	1.03	-6,526.00	11,861.39	6,199.70	
4A	Precision Concrete Allowance	12,000.00			3,603.26				29,660.00	0.73	10,840.00	1,483.00	9,500.00	
5	Senegal	40,500.00			40,500.00	19,860.00			226,000.00	0.00	3,000.00	0.00	-	
5A	Senegal Allowance	3,000.00			3,000.00				226,000.00	1.00	88.00	11,300.00	-	
6	Smith Brothers Masonry	226,088.00			226,088.00	226,000.00			36,500.00	1.00	10,000.00	0.00	-	
6A	Smith Brothers Masonry Allowance	10,000.00			10,000.00				2,000.00	0.00	2,000.00	1,825.00	855.00	
9	Scott Enterprises	36,500.00			36,500.00	35,600.00			59,337.50	0.00	128,000.00	0.00	-	
9A	Scott Enterprises Allowance	2,000.00			2,000.00				3,000.00	0.00	5,000.00	0.00	-	
10	Red Oak Glass	128,000.00			128,000.00				5,375.50	0.00	5,000.00	2,966.88	-	
10A	Red Oak Glass Allowance	5,000.00			5,000.00				3,000.00	0.00	1,500.00	0.00	-	
11	Hilsabeck Schachtl	63,970.00	743.00		64,713.00	45,440.00			12,200.00	0.92	5,463.00	6,10.00	13,202.63	
11A	Hilsabeck Schachtl Allowance	3,000.00		(743.00)	1,500.00				130,569.00	0.00	10,000.00	0.00	-	
13	Commercial Flooring	17,663.00			17,663.00	12,200.00			12,200.00	0.69	5,463.00	0.00	-	
13A	Commercial Flooring Allowance	1,500.00			1,500.00				1,500.00	0.00	1,500.00	0.00	-	
14	Ahern	130,569.00			130,569.00	130,569.00			180,497.72	1.01	-743.00	6,528.45	-	
14A	Ahern Allowance	10,000.00			10,000.00				19,402.28	0.00	10,000.00	9,024.89	26,877.60	
15	Cambin Mechanical	199,900.00			199,900.00	152,205.51			10,000.00	0.90	10,000.00	0.00	-	
15A	Cambin Mechanical Allowance	10,000.00			10,000.00				902.41	0.99	7,399.11	5,484.92	36,290.79	
16	Dress Electric	110,000.00	600.89	(600.89)	110,000.00	71,497.65			109,698.48	0.00	14,600.50	0.00	-	
16A	Dress Electric Allowance	8,000.00			7,399.11				0.00	0.42	0.00	0.00	-	
17	Testing and Inspection	25,000.00			25,000.00	10,399.50			6,300.00	1.00	0.00	0.00	-	
18	TD2 Geotech	6,300.00			6,300.00	6,300.00			9,800.00	1.00	0.00	0.00	-	
19	McClure Survey	9,800.00			9,800.00	9,800.00			35,971.00	0.00	35,971.00	0.00	-	
20	AV/Technology Allowance	35,971.00			35,971.00				159,875.00	0.00	159,875.00	0.00	-	
21	FFE Allowance	159,875.00			159,875.00	246,946.89			45,053.11	0.85	45,053.11	0.00	-	
22	Alley Poyner Macchletto	292,000.00			292,000.00	411,089.45			480,082.10	0.72	182,885.90	0.00	68,992.65	
23	Boyd Jones (From Separate Sheet)	662,968.00			662,968.00				75,095.00	0.00	75,095.00	0.00	-	
24	Owner Construction Contingency	100,000.00			100,000.00				768,488.07	0.74	72,339.37	199,813.86	-	
	Imman Project Total	2,968,804.00	33,902.63	(33,902.63)	2,968,804.00	1,993,616.74			2,200,315.93		768,488.07	72,339.37	199,813.86	

Approved Change Orders Included Above:

[Signature]
 2/7/19

[Signature]
 2/7/19

Item #	Description of Work	Original Value	Change Orders	Allowance Adjustment	Current Value	Work Completed From Prev	THIS APPLICATION			Total Completed & Stored	% Complete	Balance to Finish	5% Retention	Due this Period
							This Period	Stored Materials	Materials					
1	Leick Construction	802,000.00	10,300.00	(10,300.00)	812,000.00	348,500.00	10,300.00	-	358,800.00	0.44	453,500.00	17,940.00	9,785.00	
1A	Leick Allowance	50,000.00			39,700.00				39,700.00	0.00				
2	Craik	106,000.00	49,780.00	(10,000.00)	155,780.00	14,180			141,480.00	0.91	14,300.00	7,074.00		
2A	Craik Allowance	10,000.00			0.00				0.00	1.00				
4	Peritzleier	240,000.00	6,890.00	(6,890.00)	246,800.00	246,800.00			246,800.00	1.00	0.00	12,340.00		
4A	Peritzleier Allowance	15,000.00			8,200.00				8,200.00	0.00				
5	Precision	582,500.00	17,981.70	(17,981.70)	600,481.70	373,115.00	39,967.00		413,082.00	0.69	187,399.70	20,654.10	37,968.65	
5A	Precision Allowance	40,000.00			22,018.30				22,018.30	0.00				
6	Senegal	686,660.00	(2,842.39)	(15,748.61)	668,069.00	60,100.00	25,000.00		85,100.00	0.12	601,560.00	4,258.00	23,750.00	
6A	Senegal Allowance	35,000.00			35,000.00				35,000.00	0.00				
7	Seedorf	766,160.00			763,317.61	539,881.00	24,220.00		564,101.00	0.74	199,216.61	28,205.05	23,009.00	
7A	Seedorf Allowance	40,000.00			24,251.39				24,251.39	0.00				
8	4G Steel Fabrication	241,430.00	2,870.00	(2,870.00)	244,300.00	238,193.50			238,193.50	0.98	6,106.50	0.00		
8A	4G Steel Fabrication Allowance	8,000.00			5,130.00				5,130.00	0.00				
9	Corsslab	733,144.00	4,590.00	(4,550.00)	737,694.00	718,867.00			718,867.00	0.97	18,827.00	0.00		
9A	Corsslab Allowance	5,000.00			450.00				450.00	0.00				
10	Atlas Steel Erection	274,400.00	7,737.00	(7,737.00)	282,137.00	260,400.00	22,000.00		282,400.00	1.00	-263.00	14,120.00	20,900.00	
10A	Atlas Steel Erection Allowance	8,000.00			263.00				263.00	0.00				
11	Building Craik	1,907,500.00	71,223.39	(71,223.39)	1,978,723.39	519,737.46	223,649.00		743,386.46	0.38	1,235,336.93	37,169.32	212,466.55	
11A	Building Craik Allowance	115,000.00			43,776.61				43,776.61	0.00				
12	ARC	63,762.00			63,762.00				63,762.00	0.00				
12A	ARC Allowance	5,000.00			5,000.00				5,000.00	0.00				
13	Scott Enterprises	1,066,000.00			1,066,000.00	291,150.00	135,100.00		426,250.00	0.40	639,750.00	21,312.50	128,345.00	
13A	Scott Enterprises Allowance	55,000.00			55,000.00				55,000.00	0.00				
14	Bill-Den Glass	485,761.00	39,282.80	(39,916.80)	525,027.80	318,849.00			318,849.00	0.61	206,174.80	15,942.45		
14A	Bill-Den Glass Allowance	40,000.00			83.20				83.20	0.00				
15	Hilsabek Schacht	579,480.00	26,940.00	(21,860.00)	606,420.00	283,553.50	28,381.50		311,935.00	0.51	284,485.00	15,596.75	26,962.43	
15A	Hilsabek Schacht Allowance	45,000.00			27,140.00				27,140.00	0.00				
17	Galaska	342,869.00	33,271.00	(9,400.00)	399,000.00	128,590.00	5,500.00		278,879.00	0.74	97,261.00	13,943.95	142,774.55	
17A	Galaska Allowance	20,000.00			10,600.00				10,600.00	0.00				
18	Anderson Ladd	99,809.00			99,809.00				99,809.00	0.00				
18A	Anderson Ladd Allowance	10,000.00			10,000.00				10,000.00	0.00				
19	Buller Fixture	440,800.00			440,800.00				440,800.00	0.00				
19A	Buller Fixture Allowance	11,000.00			11,000.00				11,000.00	0.00				
20	OKeefe	88,790.00			88,790.00	14,069.00			14,069.00	0.16	5,000.00	703.45		
20A	OKeefe Allowance	5,000.00			5,000.00				5,000.00	0.00				
21	Summit Fire Protection	292,100.00			292,100.00	168,132.83	28,350.00		196,482.83	0.67	95,617.17	9,824.14	26,992.50	
21A	Summit Fire Protection Allowance	20,000.00			20,000.00				20,000.00	0.00				
22	Cambin Mechanical	3,826,550.00	15,857.00	(16,445.00)	3,842,407.00	2,350,589.13	538,506.65	28,096.00	2,917,191.78	0.76	925,215.22	145,859.59	538,272.52	
22A	Cambin Mechanical Allowance	75,000.00			58,555.00				58,555.00	0.00				
23	Drees Electric	2,440,000.00	14,730.00	(13,269.00)	2,454,731.00	1,284,168.00	109,770.55		1,393,938.55	0.57	1,060,791.45	69,686.93	104,282.02	
23A	Drees Electric	75,000.00			61,731.00				61,731.00	0.00				
24	Henningsen Construction, Inc.	991,300.00			991,300.00	423,181.10	233,715.00		656,896.10	0.66	334,403.90	32,844.81	222,029.25	
25	Environmental Property Solutions (Asbestos)	66,600.00	8,885.00		74,685.00	74,685.00			74,685.00	1.00	0.00	0.00		
26	lowe Environmental (Asbestos Testing)	18,000.00	9,325.00		27,325.00	27,325.00			27,325.00	1.00	0.00	0.00		
27	Testing and Inspection	45,000.00			45,000.00	24,404.00	1,855.25		26,059.25	0.58	18,940.75	0.00	1,655.25	
28	TD2 Geotech and Boring	6,500.00			6,500.00				6,500.00	1.00	0.00	0.00		
29	McClure Survey	5,500.00			5,500.00	5,500.00			5,500.00	1.00	0.00	0.00		
30	AVT Technology Allowance	188,848.00			188,848.00				188,848.00	0.00				
31	Temp Classroom Allowance and Rental	100,000.00			100,000.00	25,800.00			25,800.00	0.26	74,200.00	0.00		
32	Middle School Abatement Allowance	135,000.00			135,000.00				135,000.00	0.00				
33	Middle School Demo Allowance	850,757.00			850,757.00				850,757.00	0.00				
34	FEE Allowance	839,345.00			839,345.00				839,345.00	0.00				
35	Alley Paymer Macchleto	1,533,000.00			1,533,000.00	1,420,537.07			1,420,537.07	0.93	112,462.93	0.00		
36	Boyd Jones (From Separate Sheet)	3,311,010.00			3,311,010.00	1,278,704.02	187,782.59		1,466,486.61	0.44	1,844,523.39	0.00	187,782.59	
37	Owner Construction Contingency	350,000.00			350,000.00				350,000.00	0.00				
38	Remaining Project Budget	998,421.00			929,852.00				929,852.00	0.00				
	High School Project Total	26,191,196.00	316,670.50	(316,670.50)	26,191,196.00	11,572,811.61	1,613,897.54	172,886.00	13,359,594.15	0.51	12,831,601.85	467,482.04	1,706,915.31	

RED OAK COMMUNITY SCHOOLS 2019 JANUARY RECONCILIATION REPORT

	GENERAL FUND	MANAGEMENT	PHYSICAL PLANT	AND DEBT SERVICE	SAVE TAXES HSB	SAVE TAXES ISJIT	BEFORE/AFTER SCHOOL
Beg. Balance 01-01-2019	\$ 3,650,292.64	\$ 2,027,016.91	\$ 1,852,432.94	\$ 825,173.27	\$ 117,292.62	\$ 19,777,709.18	\$ 5,441.10
Revenue	\$ 798,124.31	\$ 829.57	\$ 8,965.66	\$ 11,496.12	\$ 86,106.06	\$ 39,119.89	\$ 2,127.00
Expenditure	\$ 1,258,875.68	\$ 54,509.90	\$ 15,936.26	\$ -	\$ 1,610,290.19	\$ -	\$ 1,349.18
Balance 01-31-2019	\$ 3,189,541.27	\$ 1,973,336.58	\$ 1,845,462.34	\$ 836,669.39	\$ (1,406,891.51)	\$ 19,816,829.07	\$ 6,218.92
					(Transfer of \$1,600,000 from ISJIT was made on 2/1/19)		

Balance 01-31-2018	\$ 3,093,213.53	\$ 2,226,657.91	\$ 1,165,305.59	\$ 181,799.48	\$ 9,755,673.36	\$ -	\$ -
Checking Account .50%	Checking Account	\$ 8,327,297.95					
Money Market Account .85%	Savings Account	\$ -					
	ISJIT	\$ 19,816,829.07					
	Petty Cash	\$ 275.00					
	Outstanding Che	\$ 1,883,235.96					
		\$ 26,261,166.06					

	ACTIVITY FUND	NUTRITION FUND
Beg. Balance 01-01-2019	\$ 284,967.07	\$ 139,914.96
Revenue	\$ 10,858.04	\$ 44,903.43
Expenditure	\$ 36,023.52	\$ 103,691.96
Balance 01-31-2019	\$ 259,801.59	\$ 81,126.43

Balance 01-31-2018	\$ 169,724.79	\$ 146,861.44
Checking Account .50%	\$ 277,059.80	\$ 125,726.95
Petty Cash Boxes	\$ 1,200.00	\$ -
Outstanding cks	\$ 18,458.21	\$ 44,600.52
	\$ 259,801.59	\$ 81,126.43

LOCAL OPTION SALES TAX----- ONE CENT SALES TAX-SILO TAX

	2015-2016	2016-2017	2017-2018	2018-2019	GO/Rev Bonds
Beg Balance (July 1)	\$3,318,603	\$3,860,450	\$3,662,867	\$738,335	\$8,533,814
Add: Revenue					
1. 1c Sales Tax	\$902,761	\$1,171,418	\$1,037,136	\$663,311	\$237,287
2. Interest	\$7,147	\$7,875	\$23,415	\$1,537	\$20,446,812
3. Rein Sterling Comp	\$79,798		\$260,645		
Subtotal	\$4,308,309	\$5,039,743	\$3,041	\$8,490,000	
				\$8,533,814	
LESS: Expenditures					
1. Computer Lease	\$163,691	\$119,135	\$4,987,104	\$1,403,183	\$29,217,914
2. BLDD Architects	\$92,684	\$261,917	\$1,000		
3. BLDD Architects	\$11,910	\$163,691			
4. Reynolds Drilling Inc	\$6,500	\$87,012	\$1,981		\$50,599
5. TDD, Inc. Drilling	\$3,300	\$136,984	\$163,691		\$19,650
6. Boyd Jones Constr.	\$20,130	\$3,310	\$2,167,070		\$117,379
7. Analytic Services	\$12,600	\$20,506	\$1,820		\$13,248
8. Boyd Jones	\$390	\$43,011	\$127,350		\$996
9. Alley Poyner, Arch		\$152,023	\$338,310		\$2,700,294
Design Serv-Ltg/Boiler		\$522	\$4,500		\$452
10. Alley Poyner, Arch	\$36,753	\$522	\$868		\$810
Prof Services	\$1,835	\$11,520	\$12,668		\$2,351
11. Alley Poyner, Arch		\$49,089	\$5,000		\$390
12. Boyd Jones-rem. facilities study		\$377,483	\$10,300		\$390
13. Bankers Trust-Portion bond pymt		\$43,410	\$213,105		\$2,085,851
14. O'Neal Electric(Lighting Proj)		\$314	\$597		\$30,970
15. Camblin Mechanical(Boiler Proj)	\$3,000	\$314	\$140,260		\$31,195
12. Geotechnical Study		\$314	\$456,648		\$61,144
Thompson,Dressen,Dorner		\$14,243	\$252,527		\$205,126
13. Alley Poyner, Arch	11956,81	19769	\$139,376		\$1,785,097
14. Boyd Jones	\$34,964	\$23,226	\$85		\$260,880
15. Impact 76	\$570	-\$153,482	\$15,300		\$1,748,821
16. Impact 76	\$6,890		\$2,500		\$71,847
17. Alley Poyner, Arch	\$5,240		\$900		\$71,847
Subtotal	\$447,859	\$1,376,876	\$147,356		\$284,090
Subtotal	\$3,860,450	\$3,662,867	\$1,750		\$1,254,354
Fund Total					
Subtotal					
Fund Balance					

	2015-2016	2016-2017	2017-2018	2018-2019	GO/Rev Bonds
Beg Balance (July 1)					
Add: Revenue					
1. 1c Sales Tax	\$1,171,418	\$1,037,136	\$1,037,136	\$663,311	\$237,287
2. Interest	\$7,875	\$7,875	\$23,415	\$1,537	\$20,446,812
3. Intra Fund Loan			\$260,645		
4. Intra Fund Loan Int			\$3,041		
5. Bond sales					
Subtotal	\$5,039,743	\$3,041	\$8,490,000		
O'Neal Elec Refund			\$1,000		
Subtotal			\$8,533,814		
LESS: Expenditures					
1. McClure Eng. Lighting Proj.					
2. Computer Lease					
3. Pay Off Bonds					
4. Legal Service					
5. Piper Jaffray fees					
6. Alley,Poyner,Match					
7. Iowa Envir. Asbestos					
8. Ahlers- McClure Contract					
9. Ahlers- McClure Contract					
10. Whiney/ Dorsey Bonds					
11. Geotechnical Explor.					
12. Alley, Poyner, Match.					
13. Ahlers-Legal Services					
14. Alley, Poyner, Match.					
15. Alley, Poyner, Match.					
16. Alley, Poyner, Match.					
17. Alley, Poyner, Match.					
18. Ahlers Cooney					
19. McClure Engineering					
20. Thompson Dressen & Dor					
21. Action Movers					
22. Boyd Jones					
23. Impact 76					
24. Drees Heating					

	2015-2016	2016-2017	2017-2018	2018-2019	GO/Rev Bonds
Subtotal	\$4,249,769	\$3,662,867	\$4,249,769	\$85,120	\$12,126,040
Fund Balance	\$738,335	\$3,662,867	\$738,335	\$1,318,063	\$17,091,874
Subtotal	\$9,277,149	\$7,325,734	\$9,277,149	\$18,409,938	\$29,217,914

PHYSICAL PLANT AND EQUIPMENT LEVY

	2015-2016	2016-2017	2017-2018	2018-2019
Beginning Balance (July 1)	\$92,414.16	\$642,659.58	\$962,988.26	\$1,388,677.88
Advt. Revenue	\$113,923.63	\$142,180.82	\$393,064.36	\$107,822.36
Property Taxes	\$403,020.88	\$403,785.51	\$498,827.47	\$186,877.83
Voted PPEL	\$482,871.98	\$463,910.99	\$469,817.18	\$192,261.38
Voted PPEL Surtax	\$4,525.46	\$20,172.15	\$2,319.76	\$9,286.27
Utility Replacement Tax (SAVE)	\$16,404.76	\$39,954	\$17,247.86	\$14,472.20
Mobile Home Tax	\$54.91	\$58.26	\$172.45	\$51.10
Voted PPEL Mobile Home	\$199.39	\$121.48	\$201.55	\$87.39
Military Credit (SAVE)	\$45.25	\$0.76	\$188.64	\$96.56
Commercial Industrial tax	\$164.01	\$2,397.96	\$7,294.85	\$2,948.65
Commercial Industrial tax	\$12,658.62	\$9,243.50	\$4,686.09	\$10,405.04
Interest	\$892.59	\$2,285.88	\$5,268.48	\$4,592.73
Donations	\$3,550.00			
Prior Year Expenditure			\$11,658.17	
ERATE Reimbursement			\$667,994.86	
Subtotal	\$989,690.48	\$628,807.59	\$1,650,973.12	\$516,198.43
EMC Insurance				\$1,904,966.31
M3 VWater Damage				
36/light Damage (Storm)				
Refund of Prior Year Expenditure				
Subtotal	\$1,082,104.64	\$1,471,467.17	\$1,650,973.12	\$1,904,966.31
LESS: Expenditures				
1. Reiman Music-Instruments	\$24,857.00		\$1,893.75	\$5,059.63
2. Sterling Computers (S)	\$3,989.90		\$4,165.20	\$11,000.00
3. School Dude	\$3,125.12		\$11,000.00	\$7,800.00
4. Trebon-Sophos	\$5,333.67		\$7,700.00	\$7,200.00
5. Parking Lot Work	\$7,600.00		\$10,056.00	\$7,500.00
6. Software Unlimited	\$6,900.00		\$7,500.00	\$1,432.08
7. ADA Ramps at Rfd Field	\$18,899.00		\$13,571.72	\$1,200.00
8. Ethernat Consult-Rfd Field	\$3,883.00		\$1,000.00	\$2,767.00
9. Sellers Cont. Floor Tiles	\$2,000.00		\$8,052.10	\$2,200.00
10. Moore Music- Trombone	\$1,795.00		\$19,327.75	\$1,200.00
11. Simplex-Fire Alarm Panel	\$3,150.64		\$99,570.00	\$1,200.00
12. Frontline Technologies-AESOP	\$2,189.71		\$3,215.42	\$1,200.00
13. Red Oak Diesel Bus #1A repair	\$4,088.00		\$2,650.00	\$3,005.26
14. Trebon-Sophos Enduser Prot.	\$10,500.00		\$1,381.20	\$1,200.00
15. Forecast 3 Analytics, Inc	\$2,016.00			\$1,200.00
16. Granger-2 Ind. Dehumidifiers MS	\$7,541.36		\$2,785.52	\$1,200.00
17. 5pe Ahlbeck- Mat/Wrt room	\$2,547.15		\$2,700.00	\$1,200.00
18. Granger-2 Ind. Dehumidifiers HS	\$4,222.78		\$11,448.18	\$1,200.00
19. O'Neal Electric-Install Door Closures	\$16,695.00		\$11,600.00	\$1,200.00
20. Infinite Campus-support	\$7,675.22		\$10,146.00	\$1,200.00
21. Council Bluffs School- Sp Ed rent	\$264.00		\$16,652.50	\$2,400.00
22. Montgomery Co. Building Rental	\$3,550.00		\$150.00	\$1,415.88
23. Montgomery Co. Building Rental	\$2,890.00		\$1,200.00	\$1,200.00
24. Chernetich-Maintenance Serv.	\$1,541.75			
25. Masgill-Vision Screener	\$7,500.00			
26. Sellers Construction-Wrt room	\$261.00			
27. Maintenance Agreement	\$661.00			
28. Montgomery Co. Building Rental	\$6,130.97		\$243,221.92	\$59,503.97
29. Council Bluffs School- Sp Ed Rental	\$126,694.00		\$1,187,751.20	\$1,895,462.34
30. Council Bluffs School- Sp Ed Rental	\$22,479.00			
31. REV Services-15 Thermal Sps. Install	\$3,010.307			
32. Red Oak Do R Center-Handl Pending	\$16,500.00			
33. Sterling Computers-Equipment	\$67,761.00			
34. O'Neal Electric, HS Thermal Insulation	\$3,590.00			
35. Sp Ed Rent, Council Bluffs	\$243,976.34			
36. Cargo Lift Gate on Hot Lunch Van	\$898,128.30			
Subtotal	\$243,976.34	\$243,976.34	\$243,976.34	\$243,976.34
Cash Balance	\$898,128.30	\$898,128.30	\$898,128.30	\$898,128.30

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February 25, 2019

The Board of Directors of the Red Oak Community School District, met in open session, in the Inman Primary School Media Center of the Red Oak Community School District, Red Oak, Iowa, at 7:00 o'clock P.M., on the above date. There were present President _____, in the chair, and the following Board Members:

Absent: _____

* * * * *

Board Member _____ introduced the following Resolution and moved that the same be adopted. Board Member _____ seconded the motion to adopt. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the President declared the following Resolution duly adopted:

RESOLUTION TENTATIVELY APPROVING THE PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF TOTAL COST FOR THE FURNISHINGS PACKAGE FOR THE RED OAK COMMUNITY SCHOOL DISTRICT HIGH SCHOOL CONSTRUCTION PROJECT, AND AUTHORIZING AND FIXING A DATE, TIME AND LOCATION FOR HEARING THEREON

WHEREAS, it is deemed advisable and necessary by the Board to furnish the newly constructed/renovated high school. The Board has caused to be prepared and now has received a recommendation from the architect and administration for plans, specifications and form of contract, together with an estimate of total cost, which will be on file in the office of the Superintendent for public inspection beginning on February 26, 2019 related to this notice for public hearing on the furnishings package for the Red Oak Community School District 2019 High School Construction Project, and said plans, specifications, form of contract and estimate of total cost are deemed suitable for the construction and/or installation of said public improvements; and

WHEREAS, before said plans, specifications, form of contract and estimate of total cost for the furnishings package may be formally adopted, and a contract for the Red Oak Community School District High School Construction Project can be awarded and entered into, it is necessary to hold a public hearing:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE RED OAK COMMUNITY SCHOOL DISTRICT, IN THE COUNTY OF MONTGOMERY, STATE OF IOWA:

Section 1. That it is hereby determined that it is necessary and advisable to construct and/or furnish the high school construction project in the manner set forth in the plans, specifications, form of contract and estimate of total cost above referred to, in accordance with the provisions as set out in the published Notice of Hearing as follows:

NOTICE OF PUBLIC HEARING

The Board of Education of the Red Oak Community School District will conduct a public hearing in the Inman Primary School Media Center, Red Oak Community School District, 900 Inman Dr, Red Oak, Iowa at 7:00 PM on the 11th day of March, 2019 at which place and time any person interested may appear and file objections to the proposed plans, specification form of contract and estimated total of the furnishing package for the Red Oak Community School District High School Project.

The Project, which is located at 2011 N 8th St, Red Oak, Iowa, involves the construction activities as required by the Contract Documents, which shall include:

Supply and Installation of Furniture for Red Oak Community Schools 7-12 Project

Bidding Documents may be examined at the Superintendent's Office beginning on February 26, 2019 and may be inspected by all interested parties. All interested parties are invited to attend and speak at the public hearing. Following the public hearing the Board may take action to approve the proposed plans, specifications, form of contract and estimated cost of the Project.

By order of the Board of Education

Red Oak Community School District
Red Oak, Iowa

By: _____, Board President

Attest: _____, Board Secretary

Section 2. The Secretary is directed to publish the Notice of Hearing on March 5, 2019 for a public hearing to be held on the 11th day of March, 2019, in the Inman Primary School Media Center of the Red Oak Community School District 900 Inman Drive, Red Oak, IA at 7:00 o'clock P.M. Said Notice to be published in the *Red Oak Express*, a legal newspaper, printed wholly in the English language, published in the County in which the work is to be done at least once weekly, and is a newspaper of general circulation in the District. **The publication shall be at least four (4) days but not more than twenty (20) days prior to the date set for the public hearing.**

PASSED AND APPROVED, this 25th day of February, 2019.

President

ATTEST:

Secretary

CERTIFICATE

STATE OF IOWA)
) SS:
COUNTY OF MONTGOMERY)

I, the Secretary of the Board of Directors of the Red Oak Community School District in the County of Montgomery, State of Iowa, certify that attached is a true and complete copy of the portion of the corporate records of this School District showing proceedings of the Board, and the same is a true and complete copy of the action taken by this Board with respect to the matter at the meeting held on the date indicated in the attachment, and remain in full force and effect, and have not been amended or rescinded in any way; that the meeting and all action were duly and publicly held in accordance with a notice of meeting and a tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board (a copy of the face sheet of the agenda is attached) pursuant to the local rules of the Board and the provisions of Iowa Code Chapter 21, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public in attendance; I further certify that the individuals named possess their respective offices as indicated, that no board vacancy existed except as is stated, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the School District or the right of the individuals named as officers to their respective positions.

Dated _____, 2019.

Secretary, Red Oak Community School District

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**Proposed 2019-2020
7-12 Bell Schedule**

Time	Class
8:25 – 9:45	Block 1 & 2
9:51 – 11:11	Block 3 & 4
11:15 – 1:07	Block 5 & 6 / Lunch (80 instructional + 25 lunch + 6 passing)
1:11 – 2:31	Block 7 & 8
2:35 – 3:30	Flex & seminar Block (flex & seminar will be every other day)

Weighted Grades

Below is information regarding area schools and their choices regarding the use of weighted grades. Also included is information from some universities and how they view weighted grades for students applying to their school.

School	Use Weighted Grades	General Information
Clarinda	No	
Creston	No	
Dennison	No	
East Mills	No	
Essex	No	
Stanton	No	
Atlantic	Yes	College and AP courses taught in the building are weighted. All other college or honors courses are NOT weighted.
Fremont Mills	Yes	5.0 scale weight for college courses only
Glenwood	Yes	They weight AP courses whether taken in the building or online. They do NOT weight college courses as they feel that AP and Calculus are more rigorous than college courses.
Kuemper	Yes	They run on a 4.33 grade scale rather than 4.0. They then assign a weight of 1.2 to AP, college, and honors level courses.
Lewis Central	Yes	They weight AP, PLTW, and IWCC courses.
South Page	Yes	4.25 scale
Iowa State		Weighted grades can give students an edge over others with scholarships.
MWMSU		They have no preference because every high school does things differently.
University of Iowa		Weighted grades can help with scholarships. They believe it indicates students have taken more rigorous courses.
UNO		They have no preference. It does not disadvantage students regarding acceptance.

Recommendation: It is recommended that Red Oak High School and Middle School use a 4.0 Grading Scale on all courses. Secondary school class rank, valedictorian, salutatorian, as well as any other school related recognition does not use a weighted GPA as its means of determining honors or rankings.

WELLNESS POLICY

The Red Oak Community School District's Board of Education is committed to supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. The board believes for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to be a positive, safe, and health-promoting learning environment at every level., in every setting.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. In accordance with the laws and this belief the board commits to the following:

The school district will identify at least one goal in each of the following areas:

- Nutrition Education and Promotion: schools will provide nutrition education and engage in nutrition promotion that helps students develop lifelong healthy eating behaviors
- Physical Activity: Schools will provide students with age and grade appropriate opportunities to engage in physical activity that meet the Iowa Healthy Kids Act.
- Other School Based Activities that Promote Wellness: As appropriate, schools will support students, staff, and parents' efforts to maintain a healthy lifestyle.

The following nutritional guidelines for food available on school campuses will be adhered to:

- The meals served through the National School Lunch and School Breakfast Program will be appealing and meet, at a minimum, nutrition requirements established by state and federal law.
- Schools providing access to healthy foods outside the reimbursable meal programs before school, during school, and thirty minutes after school shall meet the United States Department of Agriculture ("USDA") Smart Snacks in Schools nutrition standards, at a minimum. This includes such items as those sold through a la carte lines, vending machines, student run stores, and fundraising activities.
- Snacks provided to students during the school day without charge (class parties) will meet standards set by the district in accordance with law. The district will provide parents a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations.
- Treats will be limited in the classrooms and students will get to choose other physical activities or games to play instead of bringing treats for celebrations (get ideas from Get Movin' packet).

- Schools will only allow marketing and advertising of foods and beverages that meet the Smart Snacks in School nutritional standards on campus during the school day.

The superintendent or superintendent's designee shall implement and ensure compliance with the policy by:

- Reviewing the policy at least every three years and recommending updates as appropriate for board approval.
- Implementing a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators, and the public to participate in the development, implementation, and periodic review and update of the policy.
- Designate two staff members from each building to be advocates for our Wellness Committee and to help implement our policies in the District.
- Making the policy and updates assessment of the implementation available to the public (e.g., posting on the website, newsletters, etc.) This information shall include the extent to which the schools are in compliance with the policy and a description of the progress being made in attaining goals of the policy.
- Developing administrative regulations, which shall include specific wellness goals and indicators for measurement of progress consistent with law and district policy.

GOAL 1: Nutrition Education and Promotion: schools will provide nutrition education and engage in nutrition promotion that helps students develop lifelong healthy eating behaviors.

- A) Provide students with the knowledge and skills necessary to promote and protect their health;
- B) Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy foods;

GOAL 2: Physical Activity: Schools will provide students with age and grade appropriate opportunities to engage in physical activity that meet the Iowa Healthy Kids Act.

- A) Promote the benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits;
- B) Afford elementary students with recess according to the following: At least 20 minutes a day, outdoors as weather and time permits, and encourages moderate to vigorous physical activity;
- C) Discourage all employees from using physical activity (e.g. running laps, pushups) or withholding opportunities for physical activity (e.g. recess, physical education) as punishment;

GOAL 3: Other School Based Activities that Promote Wellness: As appropriate, schools will support students, staff, and parents' efforts to maintain a healthy lifestyle.

- A) Permit students to bring and carry water bottles filled with water throughout the day;
- B) Promote wellness activities and opportunities during professional development;
- C) Encourage opportunities for physical activities to be incorporated into lessons across all subject areas using the Get Movin' Activity Breaks packet from the Iowa Department of Public Health and the Iowa Nutrition Network.

NUTRITION EDUCATION AND PROMOTION

The school district will provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level K-8, and is an optional course at the high school, as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects;
- includes enjoyable, developmentally appropriate, culturally relevant participatory activities, such as contests, promotions, taste-testing, farm visits and school gardens;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and physical activity;
- links with meal programs, other foods and nutrition-related community services; and,
- includes training for teachers and other staff.

PHYSICAL ACTIVITY

A. Daily Physical Education

The school district will provide physical education that:

- is for all students in grades K-12 for the entire school year;
- is taught by a certified physical education teacher;
- includes students with disabilities, students with special health-care needs may be provided in alternative educational settings; and,
- engages students in moderate to vigorous activity during at least 50 percent of physical education class time.

The total amount of physical education the school district provides is:

- Middle School provides 120 minutes per week
- High School provides 200 minutes per week

B. Daily Recess

Elementary schools should provide recess for students that:

- is at least 20 minutes a day;
- is preferably outdoors;
- encourages moderate to vigorous physical activity verbally and through the provision of space and equipment; and,
- discourages extended periods (i.e., periods of two or more hours) of inactivity.

Middle School students have the opportunity to participate in 5-10 minutes of recess at the conclusion of their lunch period.

When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

C. Physical Activity Opportunities after School

After-school child care and enrichment programs will provide and encourage—verbally, and through the provision of space, equipment and activities—daily periods of moderate to vigorous physical activity for all participants.

D. Physical Activity as Punishment Prohibited

Employees should not use physical activity (e.g., running laps, push-ups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

OTHER SCHOOL-BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS

A. Integrating Physical Activity into Classroom Settings

For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the school district will:

- offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
- discourage sedentary activities, such as watching television, playing computer games, etc.;
- provide opportunities for physical activity to be incorporated into other subject lessons; and,
- encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.

B. Communication with Parents

The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school district will:

- offer healthy eating seminars for parents, send home nutrition information, post nutrition tips on school web sites and provide nutrient analyses of school menus;
- encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the established nutrition standards for individual foods and beverages;
- provide parents a list of foods that meet the school district's snack standards and ideas for healthy celebrations/parties, rewards and fundraising activities;
- provide opportunities for parents to share their healthy food practices with others in the school community;
- provide information about physical education and other school-based physical activity opportunities before, during and after the school day;
- support parents' efforts to provide their children with opportunities to be physically active outside of school; and,
- include sharing information about physical activity and physical education through a web site, newsletter, other take-home materials, special events or physical education homework.

C. Food Marketing in Schools

School-based marketing will be consistent with nutrition education and health promotion. The school district will:

- limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually;
- prohibit school-based marketing of brands promoting predominantly low-nutrition foods and beverages;
- promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products; and
- market activities that promote healthful behaviors (and are therefore allowable) including: vending machine covers promoting water; pricing structures that promote healthy options in ala carte lines; sales of fruit for fundraisers.

Examples include marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; in-school television, such as Channel One; free samples or coupons; and food sales through fundraising activities.

D. Staff Wellness

The school district values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Each school should:

- establish and maintain a staff wellness committee composed of at least one staff member, local hospital representative, dietitian or other health professional, recreation program representative, union representative and employee benefits specialist;
- develop, promote and oversee a multifaceted plan to promote staff health and wellness developed by the staff wellness committee;
- base the plan on input solicited from employees and outline ways to encourage healthy eating, physical activity and other elements of a healthy lifestyle among employees.

NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE

A. School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state and federal law;
- offer a variety of fruits and vegetables daily;
- serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA);
- ensure that half of the served grains are whole grain; and
- ensure that water is available in cafeteria.

As part of the school meal program, schools should:

- engage students and parents, through taste-tests of new entrees and surveys, in selecting foods offered through the meal programs in order to identify new, healthful and appealing food choices;
- share information about the nutritional content of meals with parents and students. (The information could be made available on menus, a web site, on cafeteria menu boards, placards or other point-of-purchase materials.)
- accommodate alternatives for those students with allergies that meet the above guidelines as closely as possible.

B. Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, schools will:

- operate the breakfast program, to the extent possible;
- arrange bus schedules and utilize methods to serve breakfasts that encourage participation, including serving breakfast in the classroom, "grab-and-go" breakfasts or breakfast during morning break or recess, to the extent possible;
- notify parents and students of the availability of the School Breakfast Program, where available

C. Free and Reduced-Priced Meals

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals.

Toward this end, the school district may:

- utilize electronic identification and payment systems;
- provide meals to all children, based on income; and,
- promote the availability of meals to all students.

D. Meal Times and Scheduling

The school district:

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.; should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks;
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

E. Qualification of Food Service Staff

Qualified nutrition professionals will administer the meal programs. As part of the school district's responsibility to operate a food service program, the school district will:

- provide continuing professional development for all nutrition professionals; and,
- provide staff development programs that include appropriate certification and/or training programs for child nutrition directors, nutrition managers and cafeteria workers, according to their levels of responsibility.

F. Sharing of Foods

The school district discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

G. Foods Sold Outside the Meal (e.g. vending, a la carte, sales)

All foods and beverages sold individually outside the reimbursable meal programs (including those sold through ala carte [snack] lines, vending machines, student stores or fundraising activities) during the school day, or through programs for students after the school day will meet nutrition standards as required by state or federal law. For current state guidelines, click here <http://tinyurl.com/iowa-HKA>.

H. Fundraising Activities

There are two types of fundraising – regulated and other. Regulated fundraisers are those that offer the sale of foods or beverages on school property and that are targeted primarily to PK-12 students by or through other PK-12 students, student groups, school organizations, or through on-campus school stores. Regulated fundraising activities must comply with the state nutrition guidelines. All other fundraising activities are encouraged, but not required, to comply with the state nutrition guidelines if the activities involve foods and beverages.

The school district encourages fundraising activities that promote physical activity.

I. Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages and other considerations. The school district will disseminate a list of healthful snack items to teachers, after-school program personnel and parents.

J. Rewards

The school district will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through meals) as a punishment.

K. Celebrations

Schools should evaluate their celebrations practices that involve food during the school day. The school district will disseminate a list of healthy party ideas to parents and teachers.

L. School-Sponsored Events

Foods and beverages offered or sold at school-sponsored events outside the school day are encouraged to meet the nutrition standards for meals or for foods and beverages sold individually.

M. Food Safety

All foods made available on campus adhere to food safety and security guidelines. All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.

http://www.fns.usda.gov/tn/Resources/servingsafe_chapter6.pdf

For the safety and security of the food and facility, access to the food service operations are limited to child nutrition staff and authorized personnel.

N. Summer Meals

Schools in which more than 50 percent of students are eligible for free or reduced-price meals will sponsor the Summer Food Service Program starting the first Monday in June through the last Friday in July.

PLAN FOR MEASURING IMPLEMENTATION

A. Monitoring

The superintendent will ensure compliance with established school district-wide nutrition and physical activity wellness policies.

In each school:

- the principal will ensure compliance with those policies in the school and will report on the school's compliance to the superintendent; and,
- food service staff, at the school or school district level, will ensure compliance with nutrition policies within food service areas and will report on this matter to the superintendent or principal.

In the school district:

- the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school district has not received a SMI review from the state agency within the past five years, the school district will request from the state agency that a SMI review be scheduled as soon as possible;
- the superintendent will develop a summary report every three years on school district-wide compliance with the school district's established nutrition and physical activity wellness policies, based on input from schools within the school district; and,
- the report will be provided to the school board and also distributed to all school wellness committees, parent/teacher organizations, principals and health services personnel in the school district.

B. Policy Review

To help with the initial development of the school district's wellness policies, each school in the school district will conduct a baseline assessment of the school's existing nutrition and physical activity environments and practices. The results of those school-by-school assessments will be compiled at the school district level to identify and prioritize needs.

Assessments will be repeated every five years to help review policy compliance, assess progress and determine areas in need of improvement. As part of that review, the school district will review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity. The school district, and individual schools within the school district will, revise the wellness policies and develop work plans to facilitate their implementation.

Approved August 27, 2018

Reviewed February 25, 2019

Revised February 25, 2019

**Red Oak Community Schools
Physical Activity Contract**

Form is not a waiver, will be used to gage level of activity in our students.

In 2008, the Iowa Legislature enacted "the Healthy Kids Act," requiring that all students engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school. The law also requires that we monitor how students fulfill this requirement.

Please fill out the items below, sign (both student and parent/guardian), and return to the school by the first day of the school year. If you have any questions, call the secondary principal at 712-623-6610.

Name of Student: _____ Grade: _____

School activities that student will be involved in during the school year (include estimate of minutes per week):

FALL	WINTER	SPRING	SUMMER
Cross Country _____	Basketball _____	Track _____	Baseball _____
Football _____	Wrestling _____	Golf _____	Softball _____
Volleyball _____	Bowling _____	Tennis _____	Swimming _____
Marching Band _____	Swimming _____	Soccer _____	
Cheerleading _____	Minnisingers _____	Minnisingers _____	
Color Guard _____	Cheerleading _____		
Minnisingers _____			

Non-school physical activity:

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Building Administrator: _____ Date: _____

OBJECTIVES OF BUILDINGS AND SITES

This series of the board policy manual sets forth the board objectives and goals for the school district's buildings and sites. It is the goal of the board to provide sufficient school district buildings and sites for the education program. The board will strive to provide an environment which will encourage and support learning.

In providing this environment the school district buildings and sites will accommodate the organizational and instructional patterns that support the education program. The board has final authority to determine what is necessary to meet the needs of the education program.

It is the responsibility of the superintendent to oversee the day-to-day operations of the school buildings and sites and to notify the board of areas in need of improvement.

Approved January 16, 2014

Reviewed February 11, 2019

Revised February 25, 2019

BUILDINGS AND SITES LONG RANGE PLANNING

As part of the board's long range plan for the school district's education program, the board will include the buildings and sites needs for the education program. The long-term needs for building will be discussed and determined by the board.

It is the responsibility of the superintendent to provide information including, but not limited to, enrollment projections and education program requirements to the board.

Approved January 16, 2014

Reviewed February 11, 2019

Revised February 25, 2019

BUILDINGS AND SITES SURVEYS

The board may engage the services of consultants or other personnel to study the needs of the school district's buildings and sites in providing the education program. The results of these services will be considered in planning the education program and in making decisions about the improvement and acquisition of additional buildings and sites.

It is the responsibility of the superintendent to make a recommendation to the board regarding the need for such services and who should perform such services for the board.

Approved January 16, 2014

Reviewed February 11, 2019

Revised February 25, 2019

EDUCATIONAL SPECIFICATIONS FOR BUILDINGS AND SITES

Buildings and sites considered for purchase or construction by the board or currently owned by the school district and used for the education program must meet, or upon improvement be able to meet, the specifications set by the board. The board will make this determination.

Prior to construction or renovation of buildings and sites, when required by law, the specifications must be endorsed by the State of Iowa. The board may set standards in addition to the requirements of the State of Iowa for school district buildings and sites.

Prior to remodeling or other construction of buildings and sites, the board may appoint a committee of consultants, employees, citizens, or others to assist the board in developing the specifications for the new or improved buildings and sites. The education specifications will include, but not be limited to, the financial resources available for the project, the definition and character of classrooms, the functional use to be made of the rooms, description of specialized needs, and other pertinent information as the board deems necessary. These specifications will be consistent with the education program, will support the teaching and learning that will take place in the building, and will provide the architect with the information necessary to determine what is expected from the facility. It is within the discretion of the board to determine whether a committee is appointed.

It is the responsibility of the superintendent to make a recommendation to the board regarding the specifications of buildings and sites.

Approved January 16, 2014

Reviewed February 11, 2019

Revised February 25, 2019

SITE ACQUISITION

Sites acquired by the board will meet or upon improvement be able to meet the specifications set out by the board prior to using the site for the education program. The board may meet in closed session to discuss potential purchases of sites.

It is the responsibility of the superintendent to assist the board and to make recommendations concerning the acquisition of sites.

Approved January 16, 2014

Reviewed February 11, 2019

Revised February 25, 2019

BIDS AND AWARDS FOR CONSTRUCTION CONTRACTS

The board supports economic development in Iowa, particularly in the school district community. Construction contracts will be made in the school district community or in Iowa from Iowa-based companies if the bids submitted meet the required specifications and are comparable in quality and can be received without additional cost in comparison to those submitted by other bidders. The board will have the authority to approve or retain construction contracts.

Public, competitive sealed bids are required for public improvement construction projects, including renovation and repair, with a cost exceeding the statutory minimums required by law. The public, competitive sealed bid requirement is waived in the case of emergency repairs when the repairs are necessary to prevent the closing of a school. The AEA administrator will certify that the emergency repairs are necessary to prevent the closing of a school. The superintendent will comply with the competitive quote process for those projects subject to the competitive quote law. The superintendent will determine the process for obtaining quotes for projects below the competitive quote limit.

The award of construction contracts will, generally, be made to the lowest responsible bidder. The board, in its discretion, after considering factors relating to the construction, including, but not limited to, the cost of the construction, availability of service and/or repair, completion date, and any other factors deemed relevant by the board, may choose a bid other than the lowest bid. The board will have the right to reject any or all bids, or any part thereof, and to enter into the contract or contracts deemed to be in the best interests of the school district.

It is the responsibility of the superintendent to make a recommendation and the reason for it to the board for construction contract bids. The board secretary shall recommend to the board which bid to accept.

Approved January 16, 2014

Reviewed February 11, 2019

Revised February 25, 2019

MAINTENANCE SCHEDULE

The school district buildings and sites, including the grounds, buildings and equipment, will be kept clean and in good repair. Employees should notify the building principal when something is in need of repair or removal, including graffiti.

It is the responsibility of the superintendent to maintain the school district buildings and sites. As part of this responsibility, a maintenance schedule for the general care and housekeeping of all buildings, equipment, and grounds is created and adhered to in compliance with this policy. This schedule shall include provisions establishing the proper lines of authority in administering such schedule.

Approved January 16, 2014

Reviewed February 11, 2019

Revised February 25, 2019

REQUESTS FOR IMPROVEMENTS

Generally, except for emergency situations, requests for improvements or repairs are made to the superintendent by building principals and the head custodian. Requirements for requests outlined in the maintenance schedule will be followed.

Minor improvements, not exceeding a cost of \$5,000, may be approved by the superintendent. Improvements exceeding \$5,000 must be approved by the board. Routine maintenance and repairs outlined in the maintenance schedule will be followed.

Approved January 16, 2014

Reviewed February 11, 2019

Revised February 25, 2019

EMERGENCY REPAIRS

When an emergency arises in the maintenance or operation of any district property that directly affects the learning environment and/or safety and welfare of personnel and students, the following actions shall be taken:

1. Insure the safety and welfare of the students.
2. Insure the safety and welfare of personnel.
3. Report such emergency condition to the appropriate administrator and/or maintenance staff for correction or to outside authorities.

In the event an emergency requiring repairs in excess of the statutory minimums required by law to a school district facility is necessary to correct or control the situation and to prevent the closing of school, the provisions relating to bidding will not apply. It is the responsibility of the superintendent to obtain certification from the area education agency administrator stating such repairs in excess of the statutory minimums required by law were necessary to prevent the closing of school.

It is the responsibility of the superintendent to notify the board as soon as possible considering the circumstances of the emergency.

Approved January 16, 2014

Reviewed February 11, 2019

Revised February 25, 2019

CAPITAL ASSETS

The school district will establish and maintain a capital assets management system for reporting capitalized assets owned or under the jurisdiction of the school district in its financial reports in accordance with generally accepted accounting principles (GAAP) as required or modified by law; to improve the school district's oversight of capital assets by assigning and recording them to specific facilities and programs and to provide for proof of loss of capital assets for insurance purposes.

Capital assets, including tangible and intangible assets, are reported in the government-wide financial statements (i.e. governmental activities and business type activities) and the proprietary fund financial statements. Capital assets reported include school district buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery and equipment. Capital assets reported in the financial reports will include individual capital assets with an historical cost equal to or greater than \$2,500. The Federal regulations governing school lunch programs require capital assets attributable to the school lunch program with a historical cost of equal to or greater than \$500 be capitalized. Additionally, capital assets are depreciated over the useful life of each capital asset.

All intangible assets with a purchase price equal to or greater than \$2,500 with useful life of two or more years, are included in the intangible asset inventory for capitalization purposes. Such assets are recorded at actual historical cost and amortized over the designated useful lifetime applying a straight-line method of depreciation. If there are no legal, contractual, regulatory, technological or other factors that limit the useful life of the asset, then the intangible asset needs to be considered to have an indefinite useful life and no amortization should be recorded.

Phase III districts, as determined under GASB 34, will not retroactively report intangible assets. If actual historical cost cannot be determined for intangible assets due to lack of sufficient records, estimated historical cost will be used.

This policy applies to all intangible assets. If an intangible asset that meets the threshold criteria is fully amortized, the asset must be reported at the historical cost and the applicable accumulated amortization must also be reported. It is not appropriate to "net" the capital asset and amortization to avoid reporting. For internally generated intangible assets, outlays incurred by the government's personnel, or by a third-party contractor on behalf of the government, and for development of internally generated intangible assets should be capitalized.

CAPITAL ASSETS

The capital assets management system must be updated monthly to account for the addition/acquisition, disposal, relocation/transfer of capital assets. It is the responsibility of the superintendent to count and reconcile the capital assets with capital assets management system on June 30 each year.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy. It will also be the responsibility of the superintendent to educate employees about this policy and its supporting administrative regulations.

CAPITAL ASSETS REGULATION

A. Capital Assets Management System

The superintendent, and/or other designated staff, shall:

- 1) Conduct the fixed assets physical count;
- 2) Develop the fixed assets listing;
- 3) Tag fixed assets included in the fixed assets management system with a bar code identification number;
- 4) Make a recommendation of a computer software program for managing the fixed assets management system;
- 5) Enter the necessary data into the fixed capital assets management system and compile the appropriate reports;
- 6) Develop forms and procedures for maintaining the integrity of the fixed capital assets management system; and,
- 7) Maintain responsibility for an accurate fixed capital assets management system.

B. Determining historical cost

1. The historical cost of a capital asset is based on the actual costs expended in making the capital assets serviceable.
2. Gifts of capital assets are valued at the estimated fair market value at the addition/acquisition date.
3. Fixed assets purchased under a capital lease are valued at historical cost of their net present value of the minimum lease payments on the addition/acquisition date.
4. The historical cost of capital assets must include capitalized interest.

C. Annual capital assets listing reconciliation

1. The superintendent, and/or other designated staff, in conjunction with the capital assets management team, will conduct an annual capital assets physical count to develop the annual capital assets listing in a manner similar to the initial capital assets listing process in B above. At least every three years, someone other than the person in custody of the capital assets in the building/department/room will perform the capital assets physical count for the building/department/room.
2. Upon completion of the annual capital assets listing, the capital assets listing is reconciled to the capital assets management system data base.

3. Capital assets found to have been excluded from the data base are added to the capital assets management system. The capital assets management system process should be reviewed to prevent future incidents of excluding a capital asset.
 4. Capital assets unaccounted for are reported to the superintendent who contacts the supervisor of and the individual in charge/control/custody of the capital asset. The individual in charge/control/custody of the capital asset has thirty days to account for the capital asset.
 5. Capital assets unaccounted for after thirty days are reported to the superintendent for appropriate action and documentation. "Appropriate action" may include discipline, up to and including discharge, and may require the employee/person in charge/control/custody of the capital asset to replace the asset.
 6. The superintendent is responsible for documenting the reasons each asset was not reconciled to the capital assets management system.
- D. Addition/acquisition of capital assets.
1. The school district's purchasing policy and administrative regulations must be followed when acquiring capital assets. The school district's policy and administrative regulations must be followed for receiving a gift of capital assets.
 2. The capital assets addition/acquisition documentation must be completed for each additional capital assets with an addition/acquisition cost of equal to or greater than (*\$ capitalization threshold*). The following information should be collected, if applicable:
 - a. Name of location-building/department/room;
 - b. Location-building/department/room code;
 - c. Balance sheet accounting/class code;
 - d. Government or BTA program;
 - e. Addition/acquisition date;
 - f. Check/purchase order number or gift;
 - g. Bar code identification number assigned to and placed on the capital asset;
 - h. Serial/model number;
 - i. Cost-historical;
 - j. Fair market value on acquisition date (donated assets only);
 - k. Estimated useful life;
 - l. Vendor;
 - m. Purchasing fund and function;
 - n. Description of capital asset;
 - o. Department/person charged with custody,
 - p. Method of addition/acquisition-purchase, trade, gift etc.,

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- q. Quantity;
- r. Replacement cost;
- s. Addition/acquisition authorization; and,
- t. Function for depreciation.

3. Capital assets acquired in a month must be entered into the capital assets management system in the same month.
4. The actual costs of construction in progress, other than infrastructure, is entered into the capital assets management system in the month in which costs are incurred until the total cost of addition/acquisition is entered. Upon completion of construction, the total costs accumulated over the period of construction are reclassified to buildings.
5. Capital assets acquired in a month must be entered into the capital assets management system in the same month.

E. Relocation/transfer of machinery and equipment capital assets.

1. A capital assets relocation/transfer documentation must be completed prior to removing machinery and equipment capital assets from their current location. The following information must be collected:
 - a. Relocation/transfer date;
 - b. Quantity;
 - c. Bar code identification number;
 - d. Current location-building/department/room code;
 - e. Name of current location-building/department/room;
 - f. New location-building/department/room code;
 - g. Name of new location-building/department/room;
 - h. Date placed at new location-building/department/room;
 - i. Department/person charged with custody; and
 - j. Relocation/transfer authorization.
2. Capital assets relocated/transferred in a month must be entered into the capital assets management system in the same month.

F. Disposal of capital assets

1. A Capital Assets disposal documentation must be completed prior to disposing of real property. The following information must be collected:
 - a. Disposal date;
 - b. Quantity;
 - c. Bar code tag identification number;
 - d. Legal description,

- e. Location/Address;
 - f. Purchaser;
 - g. Disposal methods for real property trade, sale, stolen, etc.; and,
 - h. Disposal authorization.
2. Capital assets disposed of in a month must be entered into the capital assets management system in the same month.
 3. When assets are sold or disposed of, it is necessary to calculate and report a gain or loss in the statement of activities. The gain/loss is calculated by subtracting the net book value (historical cost less any accumulated amortization) from the net amount realized on the sale or disposal.

G. Lost, damaged or stolen capital assets.

1. A Lost, Damaged or Stolen Capital Assets Report must be completed when a capital asset has been lost, damaged or stolen. The following information must be collected:
 - a. Date of loss, damage or theft;
 - b. Employee/person discovering;
 - c. Quantity;
 - d. Description of capital asset;
 - e. Bar code tag identification number;
 - f. Location-building/department/room;
 - g. Description of loss, damage, etc.;
 - h. Filing of police report-yes or no;
 - i. Filing of insurance report-yes or no;
 - j. Sent for repair-yes or no;
 - k. Date returned from repair;
 - l. Date returned to location-building/department/room;
 - m. Department/person charged with custody; and,
 - n. Authorization.
2. Capital assets damaged, lost or stolen in a month must be entered into the capital assets management system in the same month.

H. Capital assets reports

1. Annual reports for June 30 each year.
 - a. Capital assets listing including the following items:
 - 1) Balance sheet accounting/class code;
 - 2) Purchasing fund, function and depreciation function;
 - 3) Bar code tag identification number;

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- 4) Description of the capital asset;
 - 5) Historical cost or other;
 - 6) Location;
 - 7) Current year depreciation/expense; and,
 - 8) Accumulated depreciation/amortization.
- b. Capital assets listing by location/building;
 - c. Capital assets listing by department/employee/person charged with custody; and,
 - d. Capital assets listing by replacement cost.

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CAPITAL ASSETS MANAGEMENT SYSTEM DEFINITIONS

Back trending/standard costing - an estimate of the historical original cost using a known average installed cost for like units as of the estimated addition/ acquisition date. This cost is only applied to the capital assets initially counted upon implementation of the capital assets management system when the historical original cost cannot be determined. It is inappropriate to apply the back trending/standard costing method to any capital assets acquired after the assets management system implementation date.

Balance sheet accounting/class codes - the codes set out for assets in the Iowa Department of Education Uniform Accounting Manual. They are: 200-capital assets; 211- land and land improvements; 221-site improvements; 222-accumulated depreciation on site improvements; 231-buildings and building improvements; 232-accumulated depreciation on buildings and building improvements; 241-machinery and equipment; 242-accumulated depreciation on machinery and equipment, 251-works of art and historical treasures; 252-accumulated depreciation on works of art and historical treasures, 261-infrastructure, 262-accumulated depreciation on infrastructure, and 271-construction in progress.

Book value - the value of capital assets on the records of the school district, which can be the cost or, the cost less the appropriate allowances, such as depreciation.

Buildings and building improvements - a capital assets account reflecting the addition/acquisition cost of permanent structures owned or held by a government and the improvements thereon.

Business-type activities – one of two classes of activities reported in the government-wide financial statements. Business-type activities are financed in the whole or in part by fees charged to external parties for goods or services. These activities are usually reported in enterprise funds.

Capital expenditures/expenses - expenditures/expenses resulting in the addition/acquisition of or addition/acquisition to the school district's capital assets.

Capital assets - Capital assets with a value of equal to or greater than (\$ *capitalization threshold*) based on the historical cost include: long-lived assets obtained or controlled as a result of past transactions, events or circumstances. Capital assets include buildings, construction in progress, improvements other than facilities, land, machinery and equipment, and intangible assets.

Capitalization policy - the criteria used by the school district to determine which capital assets will be reported as capital assets on the school district's financial statements and records

Capitalization threshold - The dollar value at which a government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

Capitalized interest - interest accrued and reported as part of the cost of the capital assets during the construction phase of a capital project. The construction phase extends from the initiation of pre-construction activities until the time the asset is placed in service.

Construction in progress - buildings in the process of being constructed other than infrastructure.

Cost - the amount of money or other consideration exchanged for goods or services.

Depreciation/Amortization - expiration in the service life of capital assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. In accounting for depreciation/amortization, the cost of a capital asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost.

Fixtures - attachments to buildings that are not intended to be removed and cannot be removed without damage to the buildings. Those fixtures with a useful life presumed to be as long as that of the building itself are considered a part of the building. Other fixtures are classified as machinery and equipment.

General capital assets - capital assets that are not capital assets of any fund, but of the governmental unit as a whole. Most often these capital assets arise from the expenditure of the financial resources of governmental funds.

General capital assets account group (GFAAG) - a self-balancing group of accounts established to account for capital assets of the school district, not accounted for through specific proprietary funds.

Government activities – activities generally financed through taxes, intergovernmental revenues, and other non-exchange revenues. These activities are usually reported in governmental funds and internal service funds.

Government-wide financial statements – Financial statements that incorporate all of a government's governmental and business-type activities, as well as its nonfiduciary component units. There are two basic government-wide financial statements the statement of net assets and the statement of activities. Both basic government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting.

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Historical (acquisition) cost - the actual costs expended to place a capital asset into service. For land and buildings, costs such as legal fees, recording fees, surveying fees, architect fees and similar fees are included in the historical cost. For machinery and equipment, costs such as freight and installation fees and similar fees are included in the historical cost.

Improvements – In addition made to, or change made in, a capital asset, other than maintenance, to prolong its life or to increase the efficiency or capacity. The cost of the addition or change is added to the book value of the asset.

Improvements other than buildings - attachments or annexation to land that are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains and sewers. Sidewalks, curbing, sewers and highways are sometimes referred to as “betterments,” but the term “improvements” is preferred.

Infrastructure – long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include; roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems.

Investment in general capital assets - an account in the GFAAG representing the school district’s investment in general capital assets. The balance in this account generally is subdivided according to the source of the monies that finance the capital assets addition/acquisition, such as general fund revenues and special assessments.

Land and buildings - real property owned by the school district.

Machinery and equipment - capital assets which maintain their identity when removed from their location and are not changed materially or consumed immediately (e.g., within one year) by use. Machinery and equipment are often divided into specific categories such as: transportation machinery and equipment which includes school buses and school district owned automobiles, trucks and vans; other motor machinery and equipment which includes lawn maintenance machinery and equipment, tractors, motorized carts, maintenance machinery and equipment, etc.; other machinery and equipment which includes furniture and machinery and equipment contained in the buildings whose original cost is equal to or greater than (\$ *capitalization threshold*), and capital assets under capital leases and capital assets being acquired under a lease/purchase agreement.

Proprietary funds – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Replacement cost - the amount of cash or other consideration required today to obtain the same capital assets or its equivalent.

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FIXED ASSETS MANAGEMENT SYSTEM
MACHINERY AND EQUIPMENT FIXED ASSETS ADDITIONS/ACQUISITIONS FORM

Addition/Acquisition Date: _____ PO/Check Number: _____ Class Code: _____

Purchasing Fund: _____ Gift: Yes ___ No ___ Bar Code No: _____

GFAAG _____ Proprietary Fund _____

Description: _____

Quantity: _____ Useful life (proprietary funds only): _____

Serial No./Model No.: _____

Cost: \$ _____ Replacement cost: \$ _____

Vendor: _____

Building: _____

Building Code: _____ Department/Room: _____

Controlling Person: _____ Completed by: _____
(Initials) (date)

Authorization:
Entered into the Fixed Assets Management System Record by: _____
(Initials) (date)

The upper portion of this form is to be completed in accordance with the Fixed Assets Management System Administrative Regulations. The lower portion of this form is to be completed by the superintendent.

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FIXED ASSETS MANAGEMENT SYSTEM
REAL PROPERTY FIXED ASSETS ADDITIONS/ACQUISITIONS FORM

Addition/Acquisition Date: _____ PO/Check Number: _____ Class Code: _____

Purchasing Fund: _____ Gift: Yes ___ No ___ Bar Code No: _____

GFAAG _____ Proprietary Fund _____

Legal Description: _____

Address: _____

Cost: \$ _____ Actual _____ Estimate _____

If estimated cost, describe method _____

Useful life of building (proprietary funds only): _____

Seller: _____

Controlling Person: _____ Completed by: _____
(Initials) (date)

Authorization:
Entered into the Fixed Assets Management System Record by: _____
(Initials) (date)

The upper portion of this form is to be completed in accordance with the Fixed Assets Management System Administrative Regulations. The lower portion of this form is to be completed by the superintendent.

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FIXED ASSETS MANAGEMENT SYSTEM
FIXED ASSETS RELOCATION/TRANSFER FORM

Transfer Date: _____ Bar Code Number: _____

Description: _____

Quantity: _____ Serial/Model Number: _____

Transfer From:

Building: _____

Building Code: _____ Department/Room: _____

Controlling Person: _____ Completed by: _____
(Initials) (date)

Transfer To:

Building: _____

Building Code: _____ Department/Room: _____

Reason for the Transfer: _____

Controlling Person: _____ Completed by: _____
(Initials) (date)

Authorization:

Entered into the Fixed Assets Management System Record by: _____
(Initials) (date)

The upper portion of this form is to be completed in accordance with the Fixed Assets Management System Administrative Regulations. The lower portion of this form is to be completed by the superintendent

Instructions: This form is used only when a fixed assets is relocated/ transferred to another location for continued use. The upper portion of this form is to be completed in accordance with the Fixed Assets Management System Administrative Regulations. The lower portion of this form is to be completed by the superintendent. The information on this form should be entered into the fixed assets management system on the same day the relocation/transfer is completed and no later than in the month in which the relocation/transfer occurred.

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FIXED ASSETS MANAGEMENT SYSTEM
MACHINERY AND EQUIPMENT FIXED ASSETS DISPOSAL FORM

Disposal Date: _____ Bar Code Number: _____

Completed by: _____

Description: _____

Quantity: _____ Serial/Model No.: _____

Disposal Method: Trade-in _____ Junk _____ Sale _____ Trade _____ Other _____

Condition of Item: _____

Reason for Disposal: _____

Cost: \$ _____ Actual _____ Estimate _____

Controlling Person: _____ Completed by: _____
(Initials) (date)

Authorization:
Entered into the Fixed Assets Management System Record by: _____
(Initials) (date)

The upper portion of this form is to be completed in accordance with the Fixed Assets Management System Administrative Regulations. The lower portion of this form is to be completed by the superintendent.

Instructions: This form is used to remove a fixed asset that is of no further service/use to the school district. The upper portion of this form is to be completed in accordance with the Fixed Assets Management System Administrative Regulations. The lower portion of this form is to be completed by the superintendent. The information on this form should be entered into the fixed assets management system on the same day the relocation/transfer is completed and no later than in the month in which the relocation/transfer occurred.

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FIXED ASSETS MANAGEMENT SYSTEM
REAL PROPERTY FIXED ASSETS DISPOSAL FORM

Disposal Date: _____ Bar Code Number: _____

Completed by: _____

Legal Description: _____

Address: _____

Cost: \$ _____ Purchaser: _____

Disposal Method: Sale _____ Trade _____ Other _____

Condition of Asset: _____

Reason for Disposal: _____

Controlling Person: _____ Completed by: _____
(Initials) (date)

Authorization:
Entered into the Fixed Assets Management System Record by: _____
(Initials) (date)

The upper portion of this form is to be completed in accordance with the Fixed Assets Management System Administrative Regulations. The lower portion of this form is to be completed by the superintendent.

66

FIXED ASSETS MANAGEMENT SYSTEM
LOST, DAMAGED OR STOLEN FIXED ASSETS REPORT

Discovery Date: _____ Bar Code Number: _____ Quantity: _____

Person Discovering the Loss: _____

Description: _____

Building: _____ Building Code: _____

Department/Room: _____ Controlling Person: _____

Reported as: Arson Theft Unexplained Loss
 Burglary Vandalism Failure to Return

Explain Circumstances Surrounding Loss: _____

Estimated Loss: \$ _____

Sent for Repair: Yes No Date Submitted for Repair: _____ Returned from Repair: _____

Police Report Filed: Yes No Police Report Date: _____ Police Report No. _____

Insurance Report Filed: Yes No Insurance Report Date: _____

Completed by: _____
(Initials) (date)

Authorization:
Entered into the Fixed Assets Management System Record by: _____
(Initials) (date)

The upper portion of this form is to be completed in accordance with the Fixed Assets Management System Administrative Regulations. The lower portion of this form is to be completed by the superintendent.

Approved January 16, 2014 Reviewed February 11, 2019 Revised February 25, 2019

67

BUILDINGS AND SITES ADAPTATION FOR PERSONS WITH DISABILITIES

The board recognizes the need for access to its buildings and sites by persons with disabilities. School district buildings and sites currently in use will be altered to be accessible to persons with disabilities unless the alteration would cause an undue hardship for the school district. Renovated and new buildings and sites will be accessible to persons with disabilities.

It is the responsibility of the superintendent, upon board approval, to take the necessary action to ensure school district buildings and sites are accessible to persons with disabilities.

Approved January 16, 2014

Reviewed February 11, 2019

Revised February 25, 2019

68

VANDALISM

The board believes everyone should treat school district buildings and sites and property with respect for the benefit of the education program. Users of school district property will treat it with care. Employees discovering vandalism should report it to the building principal as soon as possible.

Persons suspected, found or proven to have destroyed or otherwise harmed school district property may be subject to discipline by the school district, if the person is under the jurisdiction of the school district, and may be reported to local law enforcement officials. Persons who are not under the jurisdiction of the school district and who are suspected, found or proven to have destroyed or otherwise harmed school district property will be reported to the local law enforcement authorities.

Approved January 16, 2014

Reviewed February 11, 2019

Revised February 25, 2019

69

ENERGY CONSERVATION

In concert with the board's goal to utilize public funds in an effective and efficient manner, employees and students will practice energy conservation methods when utilizing the school district's buildings and sites. These methods include, but are not limited to, turning off lights and equipment when not in use, adjusting the temperature of the facility, particularly when it is not in use, and keeping windows and doors properly closed or open, depending upon the weather.

It is the responsibility of the superintendent and maintenance director to develop energy conservation guidelines for employees and students. Employees and students will abide by these guidelines.

Approved January 16, 2014

Reviewed February 11, 2019

Revised February 25, 2019

DISPOSITION OF OBSOLETE EQUIPMENT

School property, such as equipment, furnishings, supplies, or any other property that is not real property (hereafter equipment), will be disposed of when it is determined to be of no further use to the school district. It is the objective of the school district in disposing of the equipment to achieve the best available price or most economical disposal.

Whenever any equipment having a value less than \$5,000 has been declared obsolete by the administration, the superintendent or the superintendent's designee will dispose of such equipment at the best price possible and in the manner that makes the most sense economically.

Whenever any obsolete equipment having a value less than \$5,000 is to be disposed of by sale, the sale of the equipment shall be published in a newspaper of general circulation. The publication of the sale shall be published with at least one insertion each week for two consecutive weeks.

Whenever any equipment having a value greater than \$5,000 has been declared obsolete by the administration, the superintendent or the superintendent's designee will direct the disposal of these items by sale consistent with Iowa law.

It is the responsibility of the superintendent to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district.

Approved January 16, 2014 Reviewed February 11, 2019

Revised February 25, 2019

71

LEASE, SALE OR DISPOSAL OF SCHOOL DISTRICT BUILDINGS AND SITES

Decisions regarding the lease, sale, or disposal of school district real property are made by the board. In making its decision the board will consider the needs of the education program and the efficient use of public funds.

The board may lease, sell, or otherwise dispose of property, other than real property, with a value of less than \$5,000 in whatever manner the board determines appropriate and consistent with Iowa law. The board may lease for longer than a year, sell, or otherwise dispose of any real property and/or any property with a value of \$5,000 or more in a manner consistent with Iowa law. Prior to the board's final decision regarding said property with a value of \$5,000 or more, a public hearing will be held. The board will act consistent with Iowa law regarding the public hearing and the disposal of the property.

If the real property contains less than two acres, is located outside of a city, is not adjacent to a city and was previously used as a schoolhouse site, the property may revert to the owner of the tract from whom the property was taken following the procedures set forth in Iowa law.

In the case of the demolition of a school district facility or structure, the board will follow all applicable laws regarding competitive bidding for the demolition project.

The superintendent is responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district real property, including student-constructed buildings. It will also be the responsibility of the superintendent to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

Approved January 16, 2014

Reviewed February 11, 2019 Revised February 25, 2019

FACILITIES INSPECTIONS

A program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, facilities, and grounds will be conducted as part of the maintenance schedule for school district buildings and sites. The results of this inspection will be reported to the board at its annual meeting. Further, the board may conduct its own inspection of the school district buildings and sites annually.

Approved January 16, 2014

Reviewed February 11, 2019

Revised February 25, 2019

WARNING SYSTEM AND EMERGENCY PLANS

The school district will maintain a warning system designed to inform students, employees, and visitors in the facilities of an emergency. This system is maintained on a regular basis under the maintenance plan for school district buildings and sites.

Students are informed of this system according to board policy. Each classroom and office will have a plan for helping those in need of assistance to safety during an emergency. This will include, but not be limited to, students and employees with disabilities.

Licensed employees are responsible for instructing students on the proper techniques to be followed during an emergency. Administration is responsible for instructing staff on the proper techniques to be followed during an emergency and to provide drills for students and staff.

Approved January 16, 2014

Reviewed February 11, 2019

Revised February 25, 2019

BOMB THREATS

As soon as a bomb threat is reported to the administration, the school district facility should be cleared immediately once emergency personnel give directive. A thorough search will be made by the appropriate school district or law enforcement officials. Employees and students will remain outside the school district facility until it is determined that danger no longer exists.

It is the responsibility of the superintendent to file a report or keep a report of each incident for the school district records. All bomb threats will be reported to the Red Oak Fire Department.

Approved January 16, 2014

Reviewed February 11, 2019

Revised February 25, 2019

TS

ASBESTOS CONTAINING MATERIAL

The board shall implement the rules of the Asbestos Hazard Emergency Response Act (AHERA) and will provide the necessary funding to implement the response actions as required. The board shall appoint a designated person as required in the rules as well as provide required training for maintenance and custodial workers. Each school building will maintain a copy of the district's asbestos management plan.

Friable and non-friable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with non-asbestos containing materials. Each school building will maintain a copy of the asbestos management plan.

Approved January 16, 2014

Reviewed December 16, 2013

Revised February 25, 2019

HAZARDOUS CHEMICAL RISKS RIGHT TO KNOW

The board shall develop and implement a program to comply with the Emergency Planning and Community Right to Know Act (EPCRA). The program shall be administered by a designated administrator who shall develop a Hazardous Chemical Communications Program consistent with federal and state law. The program will consist of material safety data sheets, container labeling, chemical inventories, and employee training and transmittal of the program to applicable employees, the community, and Emergency Response personnel.

Approved February 11, 2019 Reviewed February 11, 2019

Revised February 25, 2019

77

PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

Successful education programs require the support of the school district community. The board addresses the importance of the role of the school district community in the school district in this series of the policy manual. The board recognizes this support is dependent on the school district community's understanding of participation in the efforts, goals, problems and programs of the school district.

In this section, the board sets out its policies defining its relationship with the school district community. In striving to obtain the support of the school district community, the board will:

- Provide access to school district records;
- Inform the school district community of the school district's goals, objectives, achievements, and needs;
- Invite the input of the school district community; and
- Encourage cooperation between the school district and the school district community.

Approved February 12, 2014

Reviewed February 11, 2019

Revised February 25, 2019

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copies of public records by submitting a request for said records in writing, including electronically.

Persons requesting records may be assessed a fee for the records, which may include a per page copy fee of \$0.10 per printed side, a fee for the actual expenses incurred for a school district employee to locate and compile the requested records, and a fee for the actual expenses incurred for a school district employee or other individual, including but not limited to an attorney, to review and, if necessary, redact the requested records. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district. The school district may require pre-payment of the costs prior to providing the requested records.

Records defined by law as confidential records will be made available in accordance with the law.

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

Approved February 12, 2014

Reviewed January 28, 2014

Revised February 25, 2019



Red Oak Community School District
1901 N. Broadway Street, Suite A
Red Oak, Iowa 51566
712.623.6600
www.redoakschooldistrict.com

**FOIA (FREEDOM OF INFORMATION ACT)
REQUEST TO INSPECT RECORDS FORM**

Requests to review public records or receive copies of District information may be made by phone to the Administrative Center Office at (712) 623-6600 or electronically at dreyd@roschools.org

I REQUEST THE OPPORTUNITY TO
(CIRCLE ONE)

Inspect or **Photocopy**
the following record (s). Please describe records precisely.

Please be aware of the following charges. Requests will be completed as quickly as possible but may take up to two (2) weeks for processing.

Clerical Costs: \$25.00 actual expenses incurred
Photocopies: \$ 0.10 per side

Requestor Information:

Name _____

Address _____

City _____ State _____ ZIP _____

Phone: _____ Email _____

The following information will be used by the Information Services Office to track requests.

Date of Request _____ Time Needed To Fulfill Request _____ Completed _____

Administrative Center
Red Oak Community School District
1901. Broadway St. Ste A
Red Oak, Iowa 51566
712-623-6600
dreyd@roschools.org
Board Policy 901 Public Examinations of School District Records

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NEWS MEDIA RELATIONS

The board recognizes the value of and supports open, fair and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Members of the news media seeking information about the school district will direct their inquiries to the superintendent. The superintendent will accurately and objectively provide the facts and board positions in response to inquiries from the news media about the school district to the extent permitted under law.

Approved February 12, 2014

Reviewed January 28, 2014

Revised February 25, 2019

NEWS CONFERENCES AND INTERVIEWS

The superintendent, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media. It is the responsibility of the superintendent to keep the board apprised of news conferences and interviews.

The superintendent will respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district, to the extent permitted by law.

News conferences and interviews planned or pre-arranged for school district activities will include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It is within the discretion of the superintendent to determine whether a news conference or interview is held to provide an immediate response to an issue.

School district personnel shall refer interview requests and information requests from the news media to the superintendent. School district personnel may be interviewed or provide information about school district matters only after receiving permission from the superintendent or the superintendent's designee. It shall be within the discretion of the superintendent to allow news media to interview and to receive information from school district personnel.

Approved February 12, 2014

Reviewed January 28, 2014

Revised February 25, 2019

NEWS RELEASES

The superintendent will determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent will strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent will strive to create and maintain a positive image for the school district. It is the responsibility of the superintendent to approve news releases originating within the school district prior to their release.

News releases will be prepared and disseminated to news media in the school district community. Questions about news releases will be directed to the superintendent.

Approved February 12, 2014

Reviewed February 11, 2019

Revised February 25, 2019

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LIVE BROADCAST OR RECORDING

Individuals may broadcast or record public school district events, including open board meetings, as long as it does not interfere with or disrupt the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

It is within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or recording will interfere with or disrupt the school district event.

Recording of student and/or classroom activities will be allowed only at the discretion of the superintendent. Parents will be notified prior to recording of classroom activities.

Approved February 12, 2014

Reviewed January 28, 2014

Revised February 25, 2019

84

SCHOOL - COMMUNITY GROUPS

The board values the participation and the support of school district-community groups, including, but not limited to, the booster club and parent-teacher organizations, which strive for the betterment of the school district and the education program. The board will work closely with these groups.

Parent-teacher organizations may be established for each attendance unit in the school district. The building administrator for each attendance unit shall serve as the liaison officer representing the school system.

Membership and rules governing school-community groups/organizations shall be determined by each individual organization and/or organization at each attendance unit. Activities of individual organizations and/or units, when related to school purposes, shall be evaluated by the administrator assigned to that attendance unit.

Funds raised by these organizations for the school district may be kept as part of the accounts of the school district or may be separately maintained by the organization, as mutually agreed upon by the organization and the superintendent acting on behalf of the school district.

Prior to any purchase of, or fund raising for the purchase of goods or services for the school district, the organization will confer with the superintendent or designee to assist the organization in purchasing goods or services to meet the school district's needs.

Approved February 12, 2014

Reviewed January 28, 2014

Revised February 25, 2019

85

COMMUNITY VOLUNTEERS

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching when the volunteering would be appropriate considering the needs of the educational program.

Whether an individual will be permitted to volunteer for the school district will be the sole discretion of the superintendent. The volunteer may be asked to agree to a criminal background check at the discretion of the Superintendent.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers is the responsibility of the superintendent.

Approved February 12, 2014

Reviewed January 28, 2014

Revised February 25, 2019

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VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival. Visitors who do not notify the principal of their presence may be considered trespassers.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises and/or may be banned from the premises for an extended period of time. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the inappropriate conduct.

Approved February 12, 2014

Reviewed January 28, 2014

Revised February 25, 2019

87

CONDUCT ON SCHOOL PREMISES

The board expects that students, employees and visitors will treat each other with respect; engage in responsible behavior; exercise self-discipline; and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials, and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials, and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

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CONDUCT ON SCHOOL PREMISES

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

Approved February 12, 2014

Reviewed January 28, 2014

Revised February 25, 2019

89

TOBACCO/NICOTINE-FREE ENVIRONMENT

The use of tobacco and nicotine products; including, but not limited to, cigarettes, nicotine chew, snus, dissolvables, electronic cigarettes and/or other nicotine products that are not approved by the Federal Drug Administration for tobacco cessation; on school district property; including in school district buildings, on school district grounds, in school district transportation vehicles, or at any school district activity; is prohibited.

This policy extends to all students, employees, volunteers and visitors. This policy applies at all times, including during school-sponsored events and during non-school-sponsored events.

Persons violating this policy shall be asked to cease using the tobacco and/or nicotine product, properly dispose of the tobacco and/or nicotine product and refrain from using tobacco and/or nicotine products in the future. Persons failing to abide by this request shall be required to leave the school district premises immediately.

It shall be the responsibility of all school district personnel, and specifically school district administrators, to enforce this policy.

Approved February 12, 2014

Reviewed January 28, 2014

Revised February 25, 2019

DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

DISTRIBUTION OF MATERIALS REGULATION

I. Guidelines.

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

DISTRIBUTION OF MATERIALS REGULATION

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either, the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either, the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, Place, and Manner of Distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

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DISTRIBUTION OF MATERIALS REGULATION

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
 - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

DISTRIBUTION OF MATERIALS REGULATION

- (c) In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
 5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
 6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
 7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.
- V. Disciplinary action.
- Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.
- VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

Approved February 12, 2014

Reviewed January 28, 2014

Revised February 25, 2019

ADVERTISING AND PROMOTION

The use of students, including students' names and/or likenesses; employees, including employees' names and/or likenesses; the school district name; or its buildings and sites for advertising and promoting products and/or services of entities and/or organizations operating for a profit or political entities and/or organizations is not allowed except with prior board approval. Nonprofit entities and organizations may be allowed to use students, the school district name, or its buildings and sites if the purpose is educationally related and prior approval has been obtained from the board.

Approved February 12, 2014

Reviewed January 28, 2014

Revised February 25, 2019

9/6

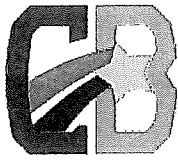
COMMUNITY USE OF SCHOOL DISTRICT EQUIPMENT

To foster collaboration within the community, the district equipment can be loaned to groups that work with the Red Oak Community School District.

District equipment may be temporarily loaned to community groups under the following conditions:

- a. The use in no way interferes with the district's educational and activity program.
- b. The use is consistent with state law and conforms to district regulations.
- c. The use is consistent with the conditions or purposes for which the equipment was originally intended. For example, equipment designed for interior use will not be used in outdoor settings.
- d. Electrical equipment must be used in settings with adequate, appropriate, and properly installed electrical access.
- e. The group or organization is responsible and will exercise care in the use of the equipment.
- f. Properly trained individuals must operate equipment.
- g. The activity is supervised by an adequate number of adult sponsors.
- h. The activity is not a commercial profit-making venture by a taxable entity.
- i. A written application and agreement is executed and approval is received in advance through the appropriate administrator.
- j. The group or organization shall be responsible for paying for any damage or destruction to the school equipment, up to and including replacement of equipment lost or damaged beyond repair.
- k. If it is determined that the use of school equipment by community groups or organizations could result in increased and unnecessary liability exposure for the district, the request will be denied.

Approved March 31, 2014 Reviewed February 24, 2014 Revised February 25, 2019



Council Bluffs Community SCHOOL DISTRICT

This agreement is entered into by the **Red Oak Community School District (sending agency)** and the **Council Bluffs Community School District (receiving agency)** for the **2018-2019** school year.

We the undersigned agencies for _____ who is being provided services or programs by the Council Bluffs Community School District attending **Roosevelt Elementary School**, hereby consent and agree to the following conditions:

Condition 1:

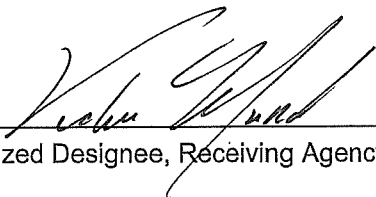
The Council Bluffs Community School District shall provide instructional services and programs for the above named student referred for special education classes in accordance with the State of Iowa Department of Education Rules and Regulations and in accordance with state laws governing such services and the delivery thereof.

Condition 2:

The cost of the above services shall be paid by the sending agency to the receiving agency and shall be the actual cost incurred in providing these services and programs. Payment of the actual costs shall be made out to the Council Bluffs Community School District in the following manner.

- A. The receiving agency will bill the sending agency estimated costs at the end of the first semester. Estimated costs shall be determined by multiplying the special education weighting (1.72, 2.21, and 3.74) times receiving agencies per pupil costs for the first semester. Costs will be prorated if services are less than a full school year.
- B. The receiving agency shall provide the sending agency with an itemized final statement of the actual costs of service and the itemized payments received toward that cost by the end of the current school year. The payment shall be made by the sending agency as soon as possible for the current school year.

Signed:



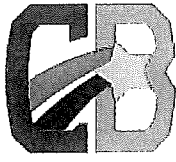
 Authorized Designee, Receiving Agency

 Date

2/4/19

 Authorized Designee, Sending Agency

 Date



Council Bluffs Community SCHOOL DISTRICT

This agreement is entered into by the **Red Oak Community School District (sending agency)** and the **Council Bluffs Community School District (receiving agency)** for the **2018-2019** school year.

We the undersigned agencies for _____ who is being provided services or programs by the Council Bluffs Community School District attending **Abraham Lincoln High School**, hereby consent and agree to the following conditions:

Condition 1:

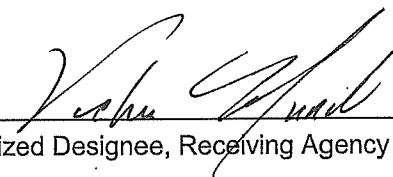
The Council Bluffs Community School District shall provide instructional services and programs for the above named student referred for special education classes in accordance with the State of Iowa Department of Education Rules and Regulations and in accordance with state laws governing such services and the delivery thereof.

Condition 2:

The cost of the above services shall be paid by the sending agency to the receiving agency and shall be the actual cost incurred in providing these services and programs. Payment of the actual costs shall be made out to the Council Bluffs Community School District in the following manner.

- A. The receiving agency will bill the sending agency estimated costs at the end of the first semester. Estimated costs shall be determined by multiplying the special education weighting (1.72, 2.21, and 3.74) times receiving agencies per pupil costs for the first semester. Costs will be prorated if services are less than a full school year.
- B. The receiving agency shall provide the sending agency with an itemized final statement of the actual costs of service and the itemized payments received toward that cost by the end of the current school year. The payment shall be made by the sending agency as soon as possible for the current school year.

Signed:



 Authorized Designee, Receiving Agency

2/4/19

 Date

 Authorized Designee, Sending Agency

 Date

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COOPERATIVE AGREEMENT
by and between
UNIVERSITY OF NORTHERN IOWA AND EDUCATIONAL AGENCIES
for the 2019-2020 Academic Year

This agreement entered into by and between the Board of Regents, State of Iowa, the governing body of the University of Northern Iowa, and Red Oak Community School District (hereinafter referred to as the "cooperating educational agency"), in accordance with the Code of Iowa:

Section 262.30 ... CONTRACTS FOR TRAINING TEACHERS provides:

The board of directors of any school district in the state of Iowa may enter into contract with the state board of regents for furnishing instruction to pupils of such school district, and for training teachers for the schools of the state in such particular lines of demonstration and instruction as are deemed necessary for the efficiency of the University of Northern Iowa ... as training schools for teachers.

AND, Section 272.27 ... STUDENT TEACHING AND OTHER EDUCATIONAL EXPERIENCES provides:

If the rules adopted by the board of educational examiners for issuance of any type or class of license require an applicant to complete work in student teaching, prestudent teaching experiences, field experiences, practicums, clinicals, or internships, an institution with a practitioner preparation program approved by the state board of education under section 256.7, subsection 3, shall enter into a written contract with any school district, accredited nonpublic school, preschool registered or licensed by the department of human services, or area education agency in Iowa under terms and conditions as agreed upon by the contracting parties. Please see 272.27 for full details.

1. Scope of Agreement

- 1.1 This Agreement sets forth the role, responsibilities, and rights of personnel associated with the cooperating educational agency, personnel associated with the University of Northern Iowa and of any student enrolled at the university, while assigned as a student teacher or for any other educational experience in the cooperating educational agency.

2. Options of Student Teachers and other Educational Experience Students

- 2.1 Students must be registered for the appropriate university course. Student teaching is a full semester experience. (Students seeking additional endorsement may register for four (4) hours of credit.) The student teaching period will be a minimum of 14 weeks in duration.

3. Placement of Students

- 3.1 Placement of students shall be accomplished on a cooperative basis between the University of Northern Iowa and the cooperating educational agency.
- 3.2 Placement shall be initiated by the university coordinator (hereinafter referred to as coordinator) upon completion of an application from each student setting out his/her qualifications/background and the assignment(s) needed to meet course requirements, certification, endorsement, and approval area standards.
- 3.3 Requests for assignment of students may be accompanied by suggested names of individuals who are recommended to serve as a cooperating teacher/educational agency supervisor by the coordinator.
- 3.4 The University of Northern Iowa reserves the right to decline the assignment of a student to classroom teachers/educational agency supervisors who may request a student. However, said decision shall not be based on race, color, sex, national origin, disability, age, religion, sexual orientation, veteran status or on any other basis protected by state and/or federal law.
- 3.5 The cooperating educational agency reserves the right to refuse assignment to any given student. However, said decision shall not be based on race, color, sex, national origin, disability, age, religion, sexual orientation, veteran status or on any other basis protected by state and/or federal law.

4. Termination or Change of Assignment

- 4.1 The coordinator or cooperating educational agency may, for good cause, terminate or change the assignment of any student. Prior to reaching a decision the coordinator and the cooperating educational agency designee shall consult with the cooperating teacher/educational agency supervisor and all other concerned parties regarding the reason(s) for termination or change in assignment.

5. Supervision of Students

- 5.1 A member of the university faculty, or designee, will serve as the coordinator or supervisor of the student teaching program or educational experiences for the purpose of administering the program and supervising/evaluating the students in cooperation with the cooperating teachers/educational agency supervisors who guide and direct the students.
- 5.2 The identification, selection and continued use of qualified cooperating teachers/educational agency supervisors shall be the joint responsibility of the coordinator and the administrators of the cooperating educational agencies.

- 5.3 The students shall be subject to the policies, rules and regulations of the cooperating educational agency, UNI Office of Student Field Experiences, University of Northern Iowa and the Professional Code of Ethics.
- 5.4 All interaction between the cooperating teacher/educational agency supervisor or nonpublic cooperating educational agency and the student shall occur without regard to religious education, religious indoctrination, religious beliefs, or involvement with religious activities. Students shall not be present or participate in the instruction or discussion of religious subjects or any other religious activity of the cooperating educational agency.

6. Evaluation

- 6.1 Evaluation of the students shall be a shared responsibility. The coordinator or supervisor, the cooperating teacher/educational agency supervisor, the student, and others knowledgeable about the performance of the student shall be involved. Evaluation is comprehensive, continuous, specific, and individualized. The evaluation in the nonpublic educational agency shall be based on non-religious criteria.
- 6.2 Mid-term and final evaluation conferences are required of student teachers. The student teacher, cooperating teacher, coordinator or supervisor shall participate. The cooperating teacher(s) and coordinator or supervisor shall collaborate in the preparation of the final evaluation for each student. However, the coordinator, as the designated UNI official, is responsible for the final evaluation.

7. Status, Authority, and Tort Liability Protection of Students

- 7.1 Students shall have status and authority in accordance with section 272.27 Code of Iowa.
- 7.2 Students actually engaged under the terms of this contract in a public school shall be entitled to the same tort liability protection under the provisions of section 670.8 Code of Iowa, as is afforded by said section to officers and employees of the school district/agency during the time they are so assigned.
- 7.3 Students actually engaged under the terms of this contract in a non-public school shall be named as additional insured under the liability insurance coverage of the cooperating nonpublic school during the time they are so assigned. The cooperating nonpublic school shall provide a certificate of insurance to the University of Northern Iowa as evidence of such coverage prior to the beginning of the student teacher's activities pursuant to this agreement.

8. Substitute Teaching

- 8.1 Students shall not be used as substitute teachers.

9. Compensation to Cooperating Teachers for Work with Student Teachers

- 9.1 The University of Northern Iowa agrees to pay compensation to cooperating teacher (262.75 Code of Iowa) in the amount of four-hundred dollars (\$400) per student teacher assigned who completes the full semester student teaching period. Assignment of less than a full semester will be compensated on a prorated basis for a cooperating teacher's work with a student teacher.
- 9.2 For student teacher placements, cooperating educational agencies agree to provide a listing of the cooperating teachers assigned in their district and to forward social security numbers when direct payment is made to cooperating teachers OR allow the University of Northern Iowa to request from the individual cooperating teachers their social security number and home address for direct payment to cooperating teachers.

APPROVED

Designee, Cooperating Educational Agency



Designee, President of University of Northern Iowa

Date: _____

Date: February 15, 2019

Distribution of copies: () Cooperating Educational Agency
 () Office of the President's Designee

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Attn: Red Oak Cmty School District

Thank you for your continued partnership with Frontline. As part of our commitment to improve our processes and transparency, we are providing you with your renewal notice earlier this year. As you may remember, we made some changes to the way that we license our products last year, which included providing a districtwide license. This is based on the number of full time employees your district employs as listed on the NCES website. As a result, we are no longer considering the number of users in your systems as the way to determine your pricing.

We remain focused on providing you industry-leading solutions and technology for K-12. By continuing our partnership, you can take advantage of the significant strides we have made in creating a unified platform for your Frontline applications: an intuitive mobile app, insight driven dashboards, SOC 2-compliant security, and more.

Your pricing for 2019 is included below, and if you have any questions, feel free to reach out to your renewal specialist, Daniel Alvisi, directly at (484) 328-4598 or via renewals@frontlineed.com. An invoice will be provided no later than 30 days prior to your renewal and can be provided earlier upon request.

You can acknowledge your renewal online by clicking [here](#).

Sincerely,

Jim Catalino, Chief Revenue Officer

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Renewal Notice

Acct #: 17259
CDUS25892

THIS IS NOT AN INVOICE

If you have any questions or concerns, please contact our Renewals Team at renewals@frontlineed.com.

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

Subscription Start Date: 7/1/2019

Qty	Description	Start	End	End User	Rate	Amount
1	Absence & Substitute Management, unlimited usage for internal employees	7/1/2019	6/30/2020	17259 Red Oak Cmty School District	\$5,413.80	\$5,413.80

TOTAL RENEWAL \$5,413.80

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February 13, 2019

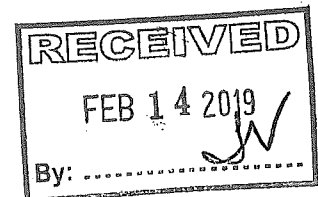
Dear Mr. Perrien,

Please accept this letter as formal notice of my resignation from all of my contractual obligations with the Red Oak Community School District, effective at the end of the 2018-2019 contractual year.

It has been an honor to serve the students and community of Red Oak over the last 5 years. I have enjoyed my time in Red Oak and will miss the great people of the district and community. Thank you for the opportunity to serve this district.

Sincerely,

Nick Crouse



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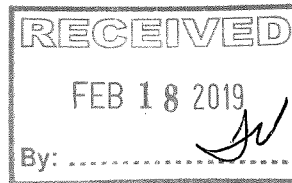
Red Oak Community School District
Staff Selection Recommendation

Date: 2/18/19

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

Position: *High School Soccer Coach (Head/Asst. TBD)*

Name: *Mark Kells*



Certified:

Lane:

Step:

Salary: **To be determined by Superintendent at later date.*

Classified:

Hourly Rate:

N/A

Hours Per Day:

Comments:

This is a new supplemental contracted position and is not placed on the % of base scale on schedule 3. Based on number of students who ultimately are on the soccer team, I recommend Mr. Messinger set salary after participant count is determined.

A large, stylized handwritten signature in black ink, positioned above a horizontal line.

Principal/Director

Please send form to Superintendent for Board Approval

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Red Oak Community School District
Staff Selection Recommendation

Date: 2/22/2019

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

Position: Home School Assistance Program Teacher

Name: Andrea Spence

Certified:
Lane: _____

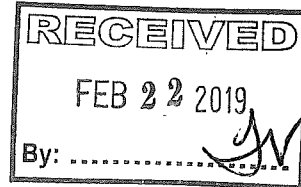
Step: _____

Salary: _____

No more than
5 hours per week
\$25⁰⁰ per hr

Classified:
Hourly Rate: _____

Hours Per Day: _____



[Signature]
Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only
Background Check: _____

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