



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, November 26, 2018 – 7:00 pm

- 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.A-Red Oak Middle School Lego Robotic Team competed in the First Lego League Qualifying Tournament in Villisca IA *pg 1-2*
 - 5.2 Visitors and Presentations
 - 5.3 Affirmations and Commendations
 - 5.4 Correspondence
 - 5.5 Public Comments
- 6.0 Consent Agenda
 - 6.1 Review and Approval of Minutes from November 12, 2018 *pg 3-4*
 - 6.2 Review and Approval of Monthly Business Reports *pg 5-22*
 - 6.3 Open Enrollment Requests Consideration – as needed
 - 6.3.1 5th Grader Cale Haley to Stanton School District for 2018-2019 school year due to move
- 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 the 2nd reading of the 700 series *pg 23-81*
 - 7.2.2 Discussion/Approval of the purchase and implementation of iBoss content filtering to replace our current content filtering system. Our current licensing expires at the end of December 2018 *pg 82-85*
 - 7.2.3 Discussion/Approval of special education instructional program contract with Mason City Community Schools for the 2018-2019 school year *pg 86*
 - 7.2.4 Discussion/Approval for Solution Tree MTSS support for secondary ESSA Lead Team *pg 87*

7.2.5 Discussion Approval of Lifetouch Agreements for 2019-2020 school year
Personnel Considerations

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7.2.6 Discussion/Approval of adjustment of contract for Karen Dean in the amount of \$1,000 for the 2018-2019 school year.

7.2.7 Discussion/Approval of the resignation of Julie Stanley as Para Professional effective 11-30-2018

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7.2.8 Discussion/Approval of resignation of Gerald Wallace as Bus Driver effective 11-19-2018

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7.2.9 Discussion/Approval of hiring David Terry as Assistant High School Bowling Coach for the 2018-2019 school year

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8.0 Reports

8.1 Administrative

8.2 Future Conferences, Workshops, Seminars

8.3 Other Announcements

9.0 Next Board of Directors Meeting: Monday, December 10, 2018 – 7:00 pm
Red Oak Inman Primary
Red Oak CSD Inman Primary Campus

9.1 Date for second Board Meeting in December

10.0 Adjournment

Tammi VanMeter

From: Trish Fellers
Sent: Saturday, November 10, 2018 4:53 PM
To: Tom Messinger; Tammi VanMeter
Cc: JULIAN VASQUEZ
Subject: Good News update for the First Lego State Qualifier results

Hello Tom, here is a "Good News" rewrite for you to use Monday morning showing Saturday's tournament results...What a great day for these Red Oak Students!

Trish ☺

On Saturday, November 10 the Red Oak Middle School's Lego Robotic Team "R.O.A.R." (Red Oak Advanced Robotics) traveled to Villisca, Iowa to compete in the First Lego League Qualifying Tournament. This year's Lego competition theme was "Into Orbit". The team had an **outstanding** day, receiving three top awards and qualifying for the January 19, 2019 Iowa First Lego League State Tournament which will be held on the campus of Iowa State University.

The awards earned:

* First place in Robot Performance with a high score of 138 points.

*The Champion's Award. This award recognizes a team that embodies the *FIRST* LEGO League experience, by fully embracing our Core Values while achieving excellence and innovation in both the Robot Game and Project.

* The Global Innovation Award for their project solution of using chromotherapy in space to aid in the emotional and psychological problems that astronauts may suffer during long periods of time in space.

(an official description of this award)

"The *FIRST* LEGO League Global Innovation Award is designed to showcase the real-world, innovative solutions that *FIRST* LEGO League teams create as a result of their Project.

FIRST LEGO League trains kids to think like innovators. The Award encourages and assists teams to further develop solutions to real-world problems that demonstrate originality and have the potential to add significant value to the world."

Members of this year's team are 8th Graders; Josie Rengstorf, and Tessa Rolenc. 7th Graders; Joshua LeRette, Cyrus Mensen, Peyton Echternach, and Hunter Jarrett. 6th graders Landon Gigstad and Kyler Sandholm and 5th Grader; Santiago Vasquez.

The team is coached by ELO teacher Trish Fellers and Mr. Julian Vasquez along with Freshman high school mentor Sebastian Vasquez .

Both Mrs. Fellers and Mr. Vasquez are extremely proud of these students for their hard work, determination, and the professionalism they showed during competition. We are excited and proud to represent the Red Oak community and school district at the state tournament in January.

2018-2019 Team R.O.A.R.



Trish Fellers
K-12 ELO/TAG Red Oak Community School
712-623-2132



Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Red Oak Inman Primary Media Center
Red Oak Inman Primary Campus
November 12, 2018

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Mark Johnson at 7:00 p.m. at the Red Oak Inman Primary Media Center.

Present

Directors: Bret Blackman, Roger Carlson, Bryce Johnson, Mark Johnson, Kathy Walker
Superintendent Tom Messinger, Business Manager Deb Drey

Approval of Agenda

Motion by Director Walker, second by Director Bryce Johnson to approve the agenda with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously.

Good News from Red Oak Schools

The FFA had 6 members attend the National Convention in Indianapolis. FFA Member Alex Wingert was first chair tuba in the National FFA Band. The Red Oak Chapter was awarded a Three-Star rating for the National Chapter Award.

Principal Gayle Allensworth has been named 2018 National Distinguished Principal.

High School Fall Play, "The Greek Mythology Olympianganza," was performed November 2-4. Students participated in the annual George Maher Community Clean-up on November 2.

Consent Agenda

Motion by Director Carlson, second by Director Bryce Johnson to approve the Consent Agenda as presented. Motion carried unanimously.

700 Policy Series

Motion by Director Walker, second by Director Blackman to approve the first reading of the 700 Policy Series with corrections as presented. Motion carried unanimously.

SBRC Open Enrollment Out Application

Motion by Director Bryce Johnson, second by Director Blackman to approve the SBRC Open Enrollment Out Application in the amount of \$111,288. Motion carried unanimously.

SBRC ELL Application

Motion by Director Blackman, second by Director Walker to approve the SBRC ELL Application in the amount of \$19,264. Motion carried unanimously.

2019-2020 Building Alignment

Presentation by Superintendent Tom Messinger on possible 2019-2020 grade alignments. The same presentation was given to staff members on November 7, 2018 and feedback was presented to the Board of Directors. There will be a public presentation scheduled for next week. This item will be put on the next agenda.

Title 1 Parent and Family Engagement Policy

Motion by Director Bryce Johnson, second by Director Carlson to approve the Title 1 Parent and Family Engagement Policy. Motion carried unanimously.

Continuation of November 12, 2018 Meeting Minutes-Page 2

Personnel Considerations

Motion by Director Blackman, second by Director Walker to hire Cory Archer as Middle School Wrestling Coach for the 2018-2019 school year. Motion carried unanimously.

Adjournment

Motion by Director Walker, second by Director Bryce Johnson to adjourn the meeting at 8:01 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Monday, November 26, 2018 – 7:00 p.m.
Red Oak Inman Primary Media Center
Red Oak CSD Inman Primary Campus

Mark Johnson, President

Deb Drey, Board Secretary

PHYSICAL PLANT AND EQUIPMENT LEVY

2015-2016	2016-2017	2017-2018	2018-2019
Beginning Balance (July 1)	\$52,414.16	\$942,659.58	\$1,389,767.88
Add: Revenue			
Property Taxes	\$113,302.63	\$306,064.86	\$95,580.27
Voted PPEL	\$405,020.88	\$266,427.47	\$136,355.79
Voted PPEL Surtax	\$432,871.88	\$49,817.18	\$44.28
Utility Replacement Tax (SAVE)	\$4,525.46	\$2,119.76	\$47.20
Mobile Home Tax (SAVE)	\$16,604.76	\$17,247.86	\$33.87
Mobile Home Tax	\$54.91	\$72.45	\$24.41
Voted PPEL - Mobile Home	\$199.39	\$201.55	\$56.56
Military Credit	\$45.25	\$186.64	\$79.92
Military Credit (SAVE)	\$164.01	\$728.85	\$1,202.84
Commercial Industrial tax	\$12,856.62	\$4,686.09	\$4,393.53
Interest	\$892.59	\$2,664.48	\$2,445.31
Donations			
Prior Year Expenditure	\$3,550.00		
Gate Project			
Webster Playground		\$11,658.17	
EMC Insurance		\$667,994.86	\$236,343.88
MS Water Damage			
Skylight Damage (Storm)			
Refund of Prior Year Expenditure			
Subtotal	\$989,690.48	\$1,690,973.12	\$1,627,311.86
TOTAL AVAILABLE FUND	\$1,082,104.64		
LESS: Expenditures			
1. Reiman Music-Instruments	\$24,857.00	\$1,983.75	\$5,059.63
2. Sterling Computers (5)	\$3,989.50	\$4,165.20	\$11,000.00
3. School Dude	\$3,125.12	\$1,000.00	\$7,800.00
4. Trebon-Sophos	\$9,351.67	\$815.69	\$2,400.00
5. Software Unlimited	\$7,600.00	\$7,700.00	\$7,500.00
6. Parking Lot Work	\$6,900.00	\$969.57	\$10,036.00
7. ADA Ramps at Bill Field	\$18,899.00	\$19,474.00	\$17,500.00
8. Ethernac Cons-Fill Field	\$9,835.00	\$14,606.00	\$14,932.08
9. Sellers Const. Floor Tiles	\$2,000.00	\$73,080.00	\$1,200.00
10. Moore Music, Trombone	\$1,750.00	\$93.10	\$1,200.00
11. Simplex-Fire Alarm Panel	\$5,705.00	\$1,926.62	\$2,376.00
12. Frontline Technologies AESOP	\$9,150.64	\$11,621.19	\$9,082.10
13. Red Oak Diesel Bus #1A Repair	\$2,590.71	\$5,131.30	\$13,527.75
14. Trebon-Sophos Enduser Prot.	\$4,088.00	\$2,860.55	\$9,570.00
15. Forecast 3 Analytics, Inc	\$10,500.00	\$7,287.87	\$3,215.42
16. Granger-2 Ind. Dehumidifiers MS	\$2,076.00	\$13,618.00	\$2,560.00
17. Spa, Athletics-Wat room	\$7,541.36	\$9,397.76	\$1,384.20
18. Granger-2 Ind. Dehumidifiers HS	\$2,547.15	\$21,719.24	\$2,768.32
19. CNVal Electric-Install Door Closures	\$4,222.78	\$10,423.00	\$1,400.00
20. Infinite Campus-support	\$16,695.00	3,500.00	\$11,600.00
21. Council Bluffs School-SP Ed rent	\$7,675.22	\$11,448.18	\$1,468.18
22. Montgomery Co. Building Rental	\$264.00	\$10,140.00	\$10,140.00
23. Montgomery C. Building Rental	\$261.00	\$16,054.00	\$16,054.00
24. Cybernetic-Maintenance Serv.	\$2,890.00	\$1,662.50	\$2,400.00
25. Magell-Vision Screener	\$2,890.00	\$1,500.00	\$1,415.88
26. Sellers Construction-Wt room	\$1,541.75	\$2,400.00	\$2,400.00
27. Maintenance Agreement	\$7,500.00	\$1,150.00	
28. Montgomery Co. Building Rental	\$461.00	\$1,415.88	
29. Montgomery Co. Building Rental (2)	\$6,130.97	\$2,400.00	
30. Council Bluffs School- Sp Ed Rental	\$1,694.00	\$2,400.00	
31. REW Services-HS Thermal Sys. Install.	\$22,479.00	\$1,415.88	
32. Red Oak Do It Center-Ballfield Fencing	\$10,018.07	\$2,400.00	
33. Sterling Computers-Equipment	\$16,500.00	\$2,400.00	
34. O Neal Electric, HS Thermal Insulation	\$6,761.00	\$2,400.00	
35. Sp Ed Rent, Council Bluffs	\$3,590.00	\$2,400.00	
36. Cargo Lift Gate on Hot Lunch Van	\$49,676.34	\$2,400.00	
Subtotal	\$88,126.80	\$248,221.92	\$41,167.71
Cash Balance		\$1,387,751.20	\$1,586,144.15

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RED OAK COMMUNITY SCHOOLS 2018

OCTOBER RECONCILIATION REPORT

	GENERAL FUND	MANAGEMENT	PHYSICAL PLANT	AND DEBT SERVICE	SAVE TAXES HSB	SAVE TAXES ISJIT	BEFORE/AFTER SCHOOL
Beg. Balance 10-01-2018	\$ 2,574,725.77	\$ 2,054,671.21	\$ 1,411,595.76	\$ 584,804.45	\$ 803,727.45	\$ 24,850,606.78	\$ 3,425.00
Revenue	\$ 2,062,209.56	\$ 3,280.13	\$ 175,748.39	\$ 238,292.53	\$ 1,383,957.39	\$ 43,167.13	\$ 2,940.00
Expenditure	\$ 963,397.26	\$	\$ 1,200.00	\$	\$ 2,086,241.44	\$ 1,300,000.00	\$ 2,168.25
Balance 10-31-2018	\$ 3,673,538.07	\$ 2,057,951.34	\$ 1,586,144.15	\$ 823,096.98	\$ 101,443.40	\$ 23,593,773.91	\$ 4,196.75
Balance 10-31-2017	\$ 3,184,853.40	\$ 2,272,945.87	\$ 1,057,377.23	\$ 150,172.28	\$ 1,680,330.94	\$ -	\$ -

Checking Account .50%	Checking Account	\$ 8,422,958.68
Money Market Account .85%	Savings Account	\$ -
	ISJIT	\$ 23,593,773.91
	Petty Cash	\$ 195.00
	Outstanding Che	\$ 176,782.99
		\$ 31,840,144.60

	ACTIVITY FUND	NUTRITION FUND
Beg. Balance 10-01-2018	\$ 156,764.22	\$ 147,827.94
Revenue	\$ 127,693.24	\$ 62,635.52
Expenditure	\$ 13,182.67	\$ 2,677.61
Balance 10-31-2018	\$ 271,274.79	\$ 207,785.85

Balance 10-31-2017	\$ 168,368.49	\$ 185,160.88
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Checking Account .50%	\$ 275,659.20	\$ 207,832.14
Petty Cash Boxes	\$ 1,200.00	\$ 0.26
Outstanding cks	\$ 5,584.41	\$ 46.55
	\$ 271,274.79	\$ 207,785.85

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
							Work Completed This Period	Stored Materials					
1	Leick	58,200.00	3,600.00		61,800.00	52,380.00	3,600.00		55,980.00	0.96	5,820.00	2,799.00	3,420.00
1A	Leick Allowance	5,000.00			5,000.00					0.00	5,000.00	0.00	
2	Crain	39,000.00			39,000.00	39,000.00			39,000.00	0.00	0.00	1,950.00	
2A	Crain Allowance	2,000.00			2,000.00					0.00	2,000.00	0.00	
3	Building Crafts	339,000.00			339,000.00	65,518.00	118,843.00		184,361.00	0.54	154,639.00	9,218.05	112,900.85
3A	Building Crafts Allowance	15,000.00			15,000.00					0.00	15,000.00	0.00	
4	Precision Concrete	201,000.00	29,701.74		230,701.74	126,585.00	86,567.00		213,152.00	1.06	17,549.74	10,657.60	82,238.65
4A	Precision Concrete Allowance	12,000.00		(8,396.74)	3,603.26	660.00	8,500.00		9,160.00	0.00	3,603.26	0.00	
5	Senegal	40,500.00			40,500.00					0.23	31,340.00	458.00	8,075.00
5A	Senegal Allowance	3,000.00			3,000.00					0.00	3,000.00	0.00	
6	Smith Brothers Masonry	226,088.00			226,088.00	161,060.00	45,990.00		207,050.00	0.92	19,038.00	10,352.50	43,690.50
6A	Smith Brothers Masonry Allowance	10,000.00			10,000.00					0.00	10,000.00	0.00	
9	Scott Enterprises	36,500.00			36,500.00					0.00	36,500.00	0.00	
9A	Scott Enterprises Allowance	2,000.00			2,000.00					0.00	2,000.00	0.00	
10	Red Oak Glass	128,000.00			128,000.00					0.00	128,000.00	0.00	
10A	Red Oak Glass Allowance	5,000.00			5,000.00					0.00	5,000.00	0.00	
11	Hilsabeck Schacht	63,970.00			63,970.00					0.00	63,970.00	0.00	
11A	Hilsabeck Schacht Allowance	3,000.00			3,000.00					0.00	3,000.00	0.00	
13	Commercial Flooring	17,663.00			17,663.00					0.00	17,663.00	0.00	
13A	Commercial Flooring Allowance	1,500.00			1,500.00					0.00	1,500.00	0.00	
14	Ahern	130,569.00			130,569.00	126,394.25	4,174.75		130,569.00	1.00	0.00	6,528.45	3,986.01
14A	Ahern Allowance	10,000.00			10,000.00					0.00	10,000.00	0.00	
15	Camblin Mechanical	199,900.00			199,900.00	23,404.58	23,681.38	7,983.00	55,068.96	0.28	144,831.04	2,753.45	30,081.16
15A	Camblin Mechanical Allowance	10,000.00			10,000.00					0.00	10,000.00	0.00	
16	Drees Electric	110,000.00			110,000.00	13,727.85	9,658.25	8,820.76	32,206.86	0.29	77,793.14	1,610.34	17,555.06
16A	Drees Electric Allowance	8,000.00			8,000.00					0.00	8,000.00	0.00	
17	Testing and Inspection	25,000.00			25,000.00	8,086.00	1,189.50		9,275.50	0.37	15,724.50	0.00	1,189.50
18	TD2 Geotech	6,300.00			6,300.00	6,300.00			6,300.00	1.00	0.00	0.00	
19	McClure Survey	9,800.00			9,800.00	9,800.00			9,800.00	1.00	0.00	0.00	
20	AV/Technology Allowance	35,971.00			35,971.00					0.00	35,971.00	0.00	
21	FFE Allowance	159,875.00			159,875.00					0.00	159,875.00	0.00	
22	Alley Poyner Macchietto	292,000.00			292,000.00	246,946.89			246,946.89	0.85	45,053.11	0.00	
23	Boyd Jones (From Separate Sheet)	662,968.00			662,968.00	219,175.46	52,000.02		271,175.48	0.41	391,792.52	0.00	52,000.02
24	Owner Construction Contingency	100,000.00		(24,905.00)	75,095.00					0.00	75,095.00	0.00	
	Inman Project Total	2,968,804.00	33,301.74	(33,301.74)	2,968,804.00	1,099,038.03	354,203.90	16,803.76	1,470,045.69	0.50	1,498,758.31	46,327.39	355,116.75

Approved Change Orders included above:

[Handwritten signature] 11/6/18

[Handwritten signature] 11/7/18

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
							Stored Materials	This Period	Work Completed					
1	Leick Construction	802,000.00	10,300.00		812,300.00	348,500.00			348,500.00	0.43	463,800.00	17,425.00	-	
1A	Leick Allowance	50,000.00	(10,300.00)		39,700.00					0.00	39,700.00	0.00	-	
2	Crain	106,000.00	35,480.00		141,480.00	117,555		11,810.00	129,365.00	0.91	12,115.00	6,468.25	11,219.50	
2A	Crain Allowance	10,000.00			10,000.00					0.00	10,000.00	0.00	-	
4	Peitzmeier	240,000.00	6,800.00		246,800.00	246,800.00			246,800.00	1.00	0.00	12,340.00	-	
4A	Peitzmeier Allowance	15,000.00			8,200.00					0.00	8,200.00	0.00	-	
5	Precision	582,500.00	13,035.00		595,535.00	257,725.00		51,000.00	308,725.00	0.52	286,810.00	15,436.25	48,450.00	
5A	Precision Allowance	40,000.00			26,965.00					0.00	26,965.00	0.00	-	
6	Senegal	686,660.00			686,660.00	19,100.00			19,100.00	0.03	667,560.00	955.00	-	
6A	Senegal Allowance	35,000.00			35,000.00					0.00	35,000.00	0.00	-	
7	Seedorff	766,160.00	(1,660.00)		764,500.00	372,221.00		92,580.00	464,801.00	0.61	299,699.00	23,240.05	87,951.00	
7A	Seedorff Allowance	40,000.00			35,305.00					0.00	35,305.00	0.00	-	
8	4G Steel Fabrication	241,430.00	2,870.00		244,300.00	187,463.70		50,729.80	238,193.50	0.98	6,106.50	0.00	50,729.80	
8A	4G Steel Fabrication Allowance	8,000.00			5,130.00					0.00	5,130.00	0.00	-	
9	Coreslab	733,144.00			733,144.00	557,521.00		86,223.00	643,744.00	0.88	89,400.00	0.00	86,223.00	
9A	Coreslab Allowance	5,000.00			5,000.00					0.00	5,000.00	0.00	-	
10	Atlas Steel Erection	274,400.00			274,400.00	26,600.00		35,800.00	62,400.00	0.23	212,000.00	3,120.00	34,010.00	
10A	Atlas Steel Erection Allowance	8,000.00			8,000.00					0.00	8,000.00	0.00	-	
11	Building Crafts	1,907,500.00	13,280.47		1,920,780.47	205,876.46		122,550.00	328,426.46	0.17	1,592,354.01	16,421.32	116,422.50	
11A	Building Crafts Allowance	115,000.00			101,719.53					0.00	101,719.53	0.00	-	
12	ARC	63,762.00			63,762.00					0.00	63,762.00	0.00	-	
12A	ARC Allowance	5,000.00			5,000.00					0.00	5,000.00	0.00	-	
13	Scott Enterprises	1,066,000.00			1,066,000.00					0.00	1,066,000.00	0.00	-	
13A	Scott Enterprises Allowance	55,000.00			55,000.00					0.00	55,000.00	0.00	-	
14	Bi-Den Glass	485,761.00	39,916.80		525,677.80	131,699.00		115,362.00	247,061.00	0.47	278,616.80	12,353.05	109,595.90	
14A	Bi-Den Glass Allowance	40,000.00			83.20					0.00	83.20	0.00	-	
15	Hilsabeck Schacht	579,480.00			579,480.00	95,636.00		28,317.50	123,953.50	0.21	455,526.50	6,197.68	26,901.63	
15A	Hilsabeck Schacht Allowance	45,000.00			45,000.00					0.00	45,000.00	0.00	-	
17	Galaska	342,869.00			342,869.00	24,732.00		9,400.00	34,132.00	0.10	308,737.00	1,706.60	8,930.00	
17A	Galaska Allowance	20,000.00			20,000.00					0.00	20,000.00	0.00	-	
18	Anderson Ladd	99,809.00			99,809.00					0.00	99,809.00	0.00	-	
18A	Anderson Ladd Allowance	10,000.00			10,000.00					0.00	10,000.00	0.00	-	
19	Buller Fixture	440,800.00			440,800.00					0.00	440,800.00	0.00	-	
19A	Buller Fixture Allowance	11,000.00			11,000.00					0.00	11,000.00	0.00	-	
20	O'Keefe	88,790.00			88,790.00	14,069.00			14,069.00	0.16	74,721.00	703.45	-	
20A	O'Keefe Allowance	5,000.00			5,000.00					0.00	5,000.00	0.00	-	
21	Summit Fire Protection	292,100.00			292,100.00	81,833.40		73,404.13	155,237.53	0.53	136,862.47	7,761.88	69,733.92	
21A	Summit Fire Protection Allowance	20,000.00			20,000.00					0.00	20,000.00	0.00	-	
22	Camblin Mechanical	3,826,550.00	7,878.00		3,834,428.00	1,357,565.02		357,147.97	1,810,226.99	0.47	2,024,201.01	90,511.35	430,028.87	
22A	Camblin Mechanical Allowance	75,000.00			67,122.00					0.00	67,122.00	0.00	-	
23	Drees Electric	2,440,000.00	3,319.00		2,443,319.00	395,336.67		190,196.88	806,015.22	0.33	1,637,303.78	40,300.76	390,144.62	
23A	Drees Electric	75,000.00			71,681.00					0.00	71,681.00	0.00	-	
24	Henningsen Construction, Inc.	991,300.00			991,300.00					0.00	991,300.00	0.00	-	
25	Environmental Property Solutions (Asbestos)	65,800.00	8,885.00		74,685.00	71,735.00		2,950.00	74,685.00	1.00	0.00	3,734.25	2,802.50	
26	Iowa 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	7,852.75		4,840.25	12,693.00	0.28	32,307.00	0.00	4,840.25	
28	TD2 Geotech and Boring	6,500.00			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	AV/Technology Allowance	188,848.00			188,848.00					0.00	188,848.00	0.00	-	
31	Temp Classroom Allowance and Rental	100,000.00			100,000.00					0.00	100,000.00	0.00	-	
32	Middle School Abatement Allowance	135,000.00			135,000.00					0.00	135,000.00	0.00	-	
33	Middle School Demo Allowance	850,757.00			850,757.00					0.00	850,757.00	0.00	-	
34	FFE Allowance	839,345.00			839,345.00					0.00	839,345.00	0.00	-	
35	Alley Poyner Macchietto	1,533,000.00			1,533,000.00	1,333,000.00		153,125.99	1,333,000.00	0.87	200,000.00	0.00	-	
36	Boyd Jones (From Separate Sheet)	3,311,010.00			3,311,010.00	720,522.69			873,648.68	0.26	2,437,361.32	0.00	153,125.99	
37	Owner Construction Contingency	350,000.00			350,000.00					0.00	350,000.00	0.00	-	
38	Remaining Project Budget	998,421.00			951,086.00					0.00	951,086.00	0.00	-	
	High School Project Total	28,191,196.00	149,425.27		26,191,196.00	6,612,668.69		1,385,437.52	8,314,601.88	0.32	17,877,064.12	258,674.99	1,631,107.48	

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[Signature] 11/6/18

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AGRIVISION	2734551	551.41
10 0010 2600 000 0000 432	John Deere Mower Repair w/Blade	551.41
Vendor Name AGRIVISION		<u>551.41</u>
BI STATE ELECTRONICS	618	194.00
10 0020 2700 000 0000 434	Bus #8 Camera Re-Wire	194.00
Vendor Name BI STATE ELECTRONICS		<u>194.00</u>
CAPITAL SANITARY SUPPLY CO.	032871	698.25
10 0010 2600 000 0000 618	Districtwide Ice Melt Supplies	698.25
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>698.25</u>
CASEY'S	103118CGS	37.05
10 0010 2310 000 0000 580	IASBO Conference Fuel	37.05
Vendor Name CASEY'S		<u>37.05</u>
CENTURY LINK	110118CL	132.00
10 0020 2490 000 0000 530	Two-Way Radio Transmitter	132.00
Vendor Name CENTURY LINK		<u>132.00</u>
CHEMSEARCH	3328851	268.00
10 0010 2600 000 0000 432	Contract Water Treatment Program	268.00
CHEMSEARCH	3330314	671.25
10 0010 2600 000 0000 432	November 2018 Water Treatment	671.25
Vendor Name CHEMSEARCH		<u>939.25</u>
COUNSEL OFFICE & DOCUMENTS	AR350645	44.82
10 3230 2410 000 0000 359	Staples for Coper - HS Office	44.82
COUNSEL OFFICE & DOCUMENTS	AR350646	44.82
10 3230 2410 000 0000 359	Staples for Copier - HS Media	44.82
COUNSEL OFFICE & DOCUMENTS	AR351184	1,692.46
10 1902 1000 100 0000 359	WIS Media Center Clicks - 10/2018	165.61
10 1902 1000 100 0000 359	WIS Office Clicks - 10/2018	51.49
10 3230 1000 100 0000 359	HS Media Center Clicks - 10/2018	52.62
10 3230 1000 100 0000 359	HS Office Clicks - 10/2018	201.21
10 2020 1000 100 0000 359	MS 3rd Floor Clicks - 10/2018	22.63
10 2020 1000 100 0000 359	MS Office Clicks - 10/2018	203.26
10 2020 1000 100 0000 359	MS Media Center Clicks - 10/2018	123.33
10 1901 1000 100 0000 359	IPS Office Clicks - 10/2018	141.57
10 1901 1000 100 0000 359	IPS Media Center Clicks - 10/2018	544.94
10 1901 1000 100 0000 359	IPS Teacher Workroom Clicks - 10/2018	109.33
10 0020 2700 000 0000 359	Bus Barn Clicks - 10/2018	0.33
10 0010 2520 000 0000 618	Admin Office Clicks - 10/2018	63.15

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 2235 000 0000 350	Steady Serve - 10/2018	12.99
COUNSEL OFFICE & DOCUMENTS	AR351184-1	1,421.80
10 0010 2520 000 0000 618	Admin Office Lease - 10/2018	250.78
10 1901 1000 100 0000 359	IPS Teacher Workroom Lease-10/2018	107.69
10 1901 1000 100 0000 359	IPS Office Lease - 10/2018	139.00
10 1901 1000 100 0000 359	IPS Office Lease - 10/2018	134.38
10 2020 1000 100 0000 359	MS Media Center Lease - 10/2018	107.69
10 2020 1000 100 0000 359	MS Office Lease - 10/2018	139.00
10 3230 1000 100 0000 359	HS Office Lease - 10/2018	160.48
10 3230 1000 100 0000 359	HS Media Center Lease - 10/2018	134.38
10 1902 1000 100 0000 359	WIS Media Center Lease - 10/2018	134.42
10 1902 1000 100 0000 359	WIS Office Lease - 10/2018	113.98
Vendor Name COUNSEL OFFICE & DOCUMENTS		<u>3,203.90</u>
DICKEL DUIT OUTDOOR POWER, INC.	33652-1	4.00
10 0010 2600 000 0000 618	Parts for Hustler Mower	4.00
Vendor Name DICKEL DUIT OUTDOOR POWER, INC.		<u>4.00</u>
DOLLAR GENERAL	111118DG-1	46.95
10 0020 2700 000 0000 618	Supplies for Bus Barn	46.95
Vendor Name DOLLAR GENERAL		<u>46.95</u>
DREY, DEB	111618DD	146.44
10 0010 2510 000 0000 580	Mileage/Parking IASBO Conference	146.44
Vendor Name DREY, DEB		<u>146.44</u>
EVANS EQUIPMENT COMPANY	137052	64.20
10 0010 2600 000 0000 618	Aerator for FBF Rental	64.20
Vendor Name EVANS EQUIPMENT COMPANY		<u>64.20</u>
FIRST BANKCARD	FBC1-110818	15.48
10 1902 1000 100 0000 612	Classroom Folders	15.48
FIRST BANKCARD	FBC1-110818-1	75.41
10 1902 1000 100 0000 612	Classroom Folders	75.41
FIRST BANKCARD	FBC1-110818-10	90.00
10 3230 1000 110 0000 320	SWIBA Registration	90.00
FIRST BANKCARD	FBC1-110818-11	104.94
10 2020 1000 100 0000 612	ORDER FROM THE EPSON STORE ONLINE FOR A	104.94
FIRST BANKCARD	FBC1-110818-12	18.90
10 1901 1000 100 8001 612	PTO Box Tops Postage K-3	9.45
10 1902 1000 100 8002 618	PTO Box Tops Postage 4-5	9.45
FIRST BANKCARD	FBC1-110818-13	95.00
10 1902 1200 214 3302 618	Blast Subscription - Level 2	47.50
10 1901 1200 214 3302 618	Blast Subscription - Level 1	47.50
FIRST BANKCARD	FBC1-110818-15	51.88

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 2600 000 0000 618 FIRST BANKCARD	MS Gym Wiring Supplies FBC1-110818-16	51.88 27.84
10 3230 1000 100 0000 612 FIRST BANKCARD	Light Bulb 86v, 360 w. ENX-5 FBC1-110818-17	27.84 119.77
10 1901 2120 000 0000 618	FOSTERING RESILIENT LEARNERS: STRATEGIES	24.36
10 1901 2120 000 0000 618	THE TRAUMA-INFORMED SCHOOL: A STEP BY ST	51.24
10 1901 2120 000 0000 618	HELP FOR BILLY: A BEYOND CONSEQUENCE: AP	15.22
10 1901 2120 000 0000 618 FIRST BANKCARD	TRAUMA-SENSITIVE SCHOOLS: LEARNING COMMU FBC1-110818-18	28.95 24.95
10 1902 1000 100 8002 618 FIRST BANKCARD	Books FBC1-110818-19	24.95 15.98
10 1902 1000 113 0000 612 FIRST BANKCARD	4th Grade Science Supplies FBC1-110818-2	15.98 89.90
10 2020 1000 100 0000 612 FIRST BANKCARD	ORDER ONLINE FROM AMAZON, "DRUMS, GIRLS, FBC1-110818-20	89.90 135.18
10 0010 2600 000 0000 618 FIRST BANKCARD	Wiring for MS Scoreboard FBC1-110818-3	135.18 11.19
10 0010 1000 470 1118 612 FIRST BANKCARD	Books for ThinkBowl - ELO/TAG FBC1-110818-4	11.19 15.96
10 0010 1000 100 8017 612 FIRST BANKCARD	EBooks for Math FBC1-110818-5	15.96 18.81
10 0010 1000 470 1118 612 FIRST BANKCARD	Think Bowl Books - ELO/TAG FBC1-110818-6	18.81 77.99
10 1901 2410 000 0000 647 FIRST BANKCARD	ZONES OF REGULATION BY LEAH KUYPERS FBC1-110818-7	77.99 126.09
10 1901 2410 000 0000 647	HELP FOR BILLY: A BEYOND CONSEQUENCES AP	17.49
10 1901 2410 000 0000 647	TRAUMA-SENSITIVE SCHOOLS: LEARNING COMMU	30.95
10 1901 2410 000 0000 647	FOSTERING RESILIENT LEARNERS: STRATEGIES	26.06
10 1901 2410 000 0000 647 FIRST BANKCARD	THE TRAUMA-INFORMED SCHOOL: A STEP-BY-ST FBC1-110818-9	51.59 (59.68)
10 2020 1000 100 0000 612 FIRST BANKCARD	Refund for Epson Projector FBC2-110818	(59.68) 103.36
10 2020 1000 421 3227 618 FIRST BANKCARD	ESTIMATE FOR SCHOOL BEYOND SCHOOL STUDEN FBC2-110818-1	103.36 279.22
10 1902 1000 113 0000 612	Science Curriculum Supplies - 5th Grade	279.22

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Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
FIRST BANKCARD	FBC2-110818-2	667.36	
10 1902 1000 113 0000 612	Science Curriculum Supplies		667.36
FIRST BANKCARD	FBC2-110818-3	361.96	
10 0010 2600 000 0000 618	Controller Part for Cafeteria		361.96
FIRST BANKCARD	FBC2-110818-32	112.25	
10 0020 2700 000 0000 618	Rack For Suburban		112.25
FIRST BANKCARD	FBC2-110818-4	146.12	
10 0010 2600 000 0000 618	Steam Valve		146.12
FIRST BANKCARD	FBC3110818-1	865.00	
10 3230 2410 000 0000 618	NHS Certificates		60.00
10 3230 2410 000 0000 618	Shipping		25.00
10 3230 2410 000 0000 618	NHS membership cards/pins		780.00
Vendor Name FIRST BANKCARD			<u>3,590.86</u>
FOLLETT EDUCATIONAL SERVICES	2301168A-2	51.39	
10 3230 1200 420 8009 612	Remainder of Order - Classroom Text		51.39
Vendor Name FOLLETT EDUCATIONAL SERVICES			<u>51.39</u>
HOUGHTON STATE BANK	110718HSB	15.00	
10 0010 2310 000 0000 611	Safe Deposit Box Rental		15.00
Vendor Name HOUGHTON STATE BANK			<u>15.00</u>
HY VEE FOOD STORES	4863321742	207.29	
10 3230 1300 340 0000 612	Groceries FACS Class		14.49
10 3230 1300 340 0000 612	Groceries FACS Class		45.00
10 3230 1300 340 0000 612	Groceries FACS Class		33.23
10 3230 1300 340 0000 612	Groceries FACS Class		33.12
10 3230 1300 340 0000 612	Groceries FACS Class		33.83
10 3230 1300 340 0000 612	Groceries FACS Class		47.62
HY VEE FOOD STORES	4866095310	23.94	
10 1901 1000 100 8001 612	SNACKS FOR PD		23.94
HY VEE FOOD STORES	4871091876	30.07	
10 1901 1000 100 8001 612	FAST REWARDS		30.07
HY VEE FOOD STORES	6259563	15.17	
10 0010 2235 000 0000 652	Bags for Tech Supplies		15.17
Vendor Name HY VEE FOOD STORES			<u>276.47</u>
MATUSZESKI, TAYLOR	103118TM	40.23	
10 3230 1000 100 0000 580	October Mileage Reimbursement		40.23
Vendor Name MATUSZESKI, TAYLOR			<u>40.23</u>
MEDIACOM	110618AO	43.19	
10 0010 2236 000 0000 536	Admin Phone Line - 10/2018		43.19
MEDIACOM	111218MC	43.19	
10 0010 2236 000 0000 536	November PRI Line Main		43.19
Vendor Name MEDIACOM			<u>86.38</u>
MIDAMERICAN ENERGY	110718SC	297.22	
10 0030 2600 000 0000 622	Electricity for Sports		297.22

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
MIDAMERICAN ENERGY	110718WEB	15.30
10 1912 2600 000 0000 622	Complex-10/2018 Electricity for Webster - 10/2018	15.30
MIDAMERICAN ENERGY	111418MAE	9,553.57
10 1901 2600 000 0000 622	IPS Electricity - 11/2018	3,536.43
10 1902 2600 000 0000 622	WIS Electricity - 11/2018	1,338.44
10 0020 2600 000 0000 622	Bus Barn Electricity - 11/2018	419.47
10 0020 2600 000 0000 622	FBF Electricity - 11/2018	82.53
10 2020 2600 000 0000 622	MS BB Court Electricity - 11/2018	10.00
10 2020 2600 000 0000 622	MS Electricity - 11/2018	1,772.26
10 3230 2600 000 0000 622	HS/Tech Electricity - 11/2018	2,394.44
Vendor Name MIDAMERICAN ENERGY		<u>9,866.09</u>
MORGAN, TANYA	110918TM	25.00
10 0010 1920 950 7430	Returned Computer Charger	25.00
Vendor Name MORGAN, TANYA		<u>25.00</u>
OREILLY AUTO PARTS	0298-471107	469.64
10 0010 2600 000 0000 618	Floor Scrub Machine Batteries	469.64
Vendor Name OREILLY AUTO PARTS		<u>469.64</u>
PAPER CORPORATION	139936-00	3,032.28
10 3230 1000 100 0000 612	1st Semester Paper Order - HS	3,032.28
PAPER CORPORATION	139968-00	1,994.76
10 1901 1000 100 0000 612	1st Semester Paper Order - IPS	1,994.76
PAPER CORPORATION	139970-00	1,742.62
10 1902 1000 100 0000 612	1st Semester Paper Order - WIS	1,742.62
PAPER CORPORATION	139974-00	702.86
10 2020 1000 100 0000 612	1st Semester Paper Order - MS	702.86
Vendor Name PAPER CORPORATION		<u>7,472.52</u>
PEPPER & SON, INC.	11E17691	320.99
10 2020 1000 110 0000 612	SHEET MUSIC, "A CHRISTMAS SPIRITUAL" FOR	50.00
10 2020 1000 110 0000 612	SHEET MUSIC, "RUNAWAY SLEIGH" FOR THE MS	48.00
10 2020 1000 110 0000 612	SHEET MUSIC, "PACEM NOEL" FOR THE MS BAN	60.00
10 2020 1000 110 0000 612	SHEET MUSIC, "BELLS ON BOB-TAIL RING" FO	55.00
10 2020 1000 110 0000 612	SHEET MUSIC, "BAND ON THE HOUSETOP" FOR	40.00
10 2020 1000 110 0000 612	SHEET MUSIC, "WINTER MEDLEY" FOR THE MS	48.00
10 2020 1000 110 0000 612	SHIPPING	18.99
10 2020 1000 110 0000 612	HANDLING	1.00
Vendor Name PEPPER & SON, INC.		<u>320.99</u>
PERRIEN, NATE	112018NP	16.66

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 2020 2410 000 0000 580	Sam Training Reimbursement	8.33
10 3230 2410 000 0000 580	Sam Training Reimbursement	8.33
Vendor Name	PERRIEN, NATE	<u>16.66</u>
PRINCIPAL FINANCIAL GROUP	120118PFG	184.75
10 0010 1000 100 8018 270	Retiree Dental Insurance Premium	184.75
Vendor Name	PRINCIPAL FINANCIAL GROUP	<u>184.75</u>
QUILL CORP.	2420269	140.92
10 3230 2410 000 0000 618	Packing Tape	15.99
10 3230 2410 000 0000 618	Scotch Tape	52.99
10 3230 2410 000 0000 618	White Card Stock	55.95
10 3230 2410 000 0000 618	AAA Batteries	15.99
QUILL CORP.	2555202	2.77
10 1902 1000 100 0000 611	Office Supplies	2.77
QUILL CORP.	2563082	66.50
10 1902 1000 100 0000 611	Office Supplies	66.50
Vendor Name	QUILL CORP.	<u>210.19</u>
R & R PLUMBING	10974	968.00
10 0010 2600 000 0000 432	Winterized Sports Complex	968.00
Vendor Name	R & R PLUMBING	<u>968.00</u>
R.K. BELT AND SONS, INC.	103118RKB	142.68
10 0010 2600 000 0000 432	Chevy Van Rear Door Repair	142.68
Vendor Name	R.K. BELT AND SONS, INC.	<u>142.68</u>
RED OAK CHRYSLER, INC.	175860	36.95
10 0010 2700 217 3303 434	Sped #18 Oil Change	36.95
Vendor Name	RED OAK CHRYSLER, INC.	<u>36.95</u>
RED OAK EXPRESS	103118ROE	545.47
10 0010 2572 000 0000 540	October 2018 Board Meeting/Public Notice	545.47
Vendor Name	RED OAK EXPRESS	<u>545.47</u>
RED OAK GRAND THEATER	388	22.50
10 2020 1000 421 3227 618	ESTIMATE FOR THE STUDENTS AND ADULTS FOR	22.50
RED OAK GRAND THEATER	389	65.00
10 2020 1000 421 3227 618	ESTIMATE COST FOR SCHOOL BEYOND SCHOOL S	65.00
RED OAK GRAND THEATER	395	72.00
10 2020 1000 421 3227 618	ESTMATED COST FOR SCHOOL BEYOND SCHOOL K	72.00
RED OAK GRAND THEATER	396	27.00
10 2020 1000 421 3227 618	COST FOR SCHOOL BEYOND SCHOOL STUDENTS &	27.00
Vendor Name	RED OAK GRAND THEATER	<u>186.50</u>
SCHMITT MUSIC	2494202	19.85
10 3230 1000 110 0000 739	Tambourine	19.85
SCHMITT MUSIC	2494230	23.50
10 3230 1000 110 0000 739	Perc. Rim Savers	23.50

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
SCHMITT MUSIC	872710	10.00
10 2020 2600 910 6220 433	REPAIR YAMAHA CLARINET # 0289071A FOR TH	10.00
Vendor Name SCHMITT MUSIC		<u>53.35</u>
SCHOOL BUS SALES	73972-73995	27.65
10 0020 2700 000 0000 618	School Bus Horn Brush	27.65
SCHOOL BUS SALES	73973	49.42
10 0020 2700 000 0000 618	Def (Additive) Cap for Bus	49.42
SCHOOL BUS SALES	74308	240.50
10 0020 2700 000 0000 618	Winterfront Engine Sheilds	240.50
Vendor Name SCHOOL BUS SALES		<u>317.57</u>
SOUTHWESTERN COMMUNITY COLLEGE	110518SWCC	100,234.20
10 0010 1000 470 1118 565	ELO/TAG Tuition	27,986.40
10 3230 1000 100 0000 565	Community College Tuition	72,247.80
Vendor Name SOUTHWESTERN COMMUNITY COLLEGE		<u>100,234.20</u>
UNITED FARMERS COOPERATIVE	103118UFC	4,126.72
10 0010 2700 217 3303 626	Sped Gas/Ethanol for 10/2018	978.64
10 0010 2700 217 3303 627	Sped Diesel for 10/2018	201.98
10 0020 2700 000 0000 626	Gas/Ethanol for 10/2018	443.00
10 0020 2700 000 0000 626	Truck/Utility Gas for 10/2018	259.22
10 0020 2700 000 0000 627	Diesel for 10/2018	917.42
10 0020 2700 000 0000 628	Propane for 10/2018	1,437.28
10 0020 2700 000 0000 628	Credit for Propane Correction	(110.82)
UNITED FARMERS COOPERATIVE	103118UFC-1	85.10
10 0010 2600 000 0000 618	Cover for Football Field	6.25
10 0010 2600 000 0000 618	Cover for Football Field	14.95
10 0010 2600 000 0000 618	Cover for Football Field	12.50
10 0010 2600 000 0000 618	Seed Return	(65.14)
10 0010 2600 000 0000 618	Keys for Lift	1.49
10 0010 2600 000 0000 618	Supplies for IPS Roof Repair	20.36
10 0010 2600 000 0000 618	Cover for Football Field	60.45
10 0010 2600 000 0000 618	Repair for Field House Urinal	7.99
10 0010 2600 000 0000 618	Repair for Ladies Room Field House	13.99
10 0010 2600 000 0000 618	Install Supplies for Boys Restroom MS	9.28
10 0010 2600 000 0000 618	Keys for Football Field Concessions	2.98
Vendor Name UNITED FARMERS COOPERATIVE		<u>4,211.82</u>
UNITY POINT CLINIC	220446	126.00
10 0020 2700 000 0000 346	Employee Drug Testing X 3	126.00
Vendor Name UNITY POINT CLINIC		<u>126.00</u>
VT SERVICES, INC.	136831	1,300.00
10 0010 2640 000 0000 442	Motherboard Repairs	1,300.00
Vendor Name VT SERVICES, INC.		<u>1,300.00</u>
WOODRIVER ENERGY LLC	168677	2,458.69
10 0000 6222 000 0000 910	WIS Natural Gas - 10/2018	393.22

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 2020 2600 000 0000 621	MS Natural Gas - 10/2018	790.08
10 1901 2600 000 0000 621	IPS Natural Gas - 10/2018	1,035.97
10 3230 2600 000 0000 621	HS Natural Gas - 10/2018	239.42
Vendor Name WOODRIVER ENERGY LLC		<u>2,458.69</u>
Fund Number 10		139,224.85
Checking Account ID 1	Fund Number 33	CAPITAL PROJECTS - LOST
4G STEEL FABRICATION	1031184GHS	50,729.80
33 0010 4700 000 0000 450	Steel Fabrication - 10/2018	50,729.80
Vendor Name 4G STEEL FABRICATION		<u>50,729.80</u>
AHLERS & COONEY	092418AC	30,564.96
33 0010 2317 000 8218 342	Legal Services Bonds - 9/2018	30,564.96
Vendor Name AHLERS & COONEY		<u>30,564.96</u>
ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC	17001-12	29,821.08
33 0010 4700 000 0000 450	Design, Development, Services - 10/2018	29,821.08
ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC	17001-13	31,322.56
33 0010 4700 000 0000 450	Construction Observation - 10/2018	31,322.56
Vendor Name ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC		<u>61,143.64</u>
ATLAS STEEL ERECTION, INC.	103118ASEHS	34,010.00
33 0010 4700 000 0000 450	HS Steel Services - 10/2018	34,010.00
Vendor Name ATLAS STEEL ERECTION, INC.		<u>34,010.00</u>
BIL-DEN GLASS	103118BGHS	109,593.90
33 0010 4700 000 0000 450	HS - Labor/Materials - 10/2018	109,593.90
Vendor Name BIL-DEN GLASS		<u>109,593.90</u>
BOYD JONES CONSTRUCTION COMPANY	103118BJHS	153,125.99
33 0010 4700 000 0000 450	HS Construction Services - 10/2018	153,125.99
BOYD JONES CONSTRUCTION COMPANY	103118BJIPS	52,000.02
33 0010 4700 000 0000 450	Construction Services - 10/2018	52,000.02
Vendor Name BOYD JONES CONSTRUCTION COMPANY		<u>205,126.01</u>
BUILDING CRAFTS, INC.	103118BCHS	116,421.99
33 0010 4700 000 0000 450	HS Capentry/Finishing Work - 10/2018	116,421.99
BUILDING CRAFTS, INC.	103118BCIPS	112,900.85
33 0010 4700 000 0000 450	IPS Carpentry/Finishing Work - 10/2018	112,900.85
Vendor Name BUILDING CRAFTS, INC.		<u>229,322.84</u>
CAMBLIN MECHANICAL INC	101818CMHS	430,028.86
33 0010 4700 000 0000 450	HS Labor/Materials - 10/2018	430,028.86
CAMBLIN MECHANICAL INC	101818CMIPS	30,081.15
33 0010 4700 000 0000 450	IPS Labor/Material - 10/2018	30,081.15
Vendor Name CAMBLIN MECHANICAL INC		<u>460,110.01</u>

11/21/2018 11:20 AM

User ID: HARRISH

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
CORESLAB STRUCTURES	103118CSHS	86,223.00
33 0010 4700 000 0000 450	Concrete Mobilization - 10/2018	86,223.00
Vendor Name CORESLAB STRUCTURES		<u>86,223.00</u>
CRAIN CONSTRUCTION	102418CCHS	11,219.50
33 0010 4700 000 0000 450	HS Labor/Materials - 10/2018	11,219.50
Vendor Name CRAIN CONSTRUCTION		<u>11,219.50</u>
DREES HEATING & PLUMBING, INC.	101918DHPHS	390,144.62
33 0010 4700 000 0000 450	HS Heating/Electrical - 10/2018	390,144.62
DREES HEATING & PLUMBING, INC.	101918DHPIPS	17,555.05
33 0010 4700 000 0000 450	IPS Heating/Electrical - 10/2018	17,555.05
Vendor Name DREES HEATING & PLUMBING, INC.		<u>407,699.67</u>
ENVIRONMENTAL PROPERTY SOLUTIONS	100918EPSHS	2,802.50
33 0010 4700 000 0000 450	Asbestos Abatement - 9/2018	2,802.50
Vendor Name ENVIRONMENTAL PROPERTY SOLUTIONS		<u>2,802.50</u>
GALASKA & SON, INC.	102318GSHS	8,930.00
33 0010 4700 000 0000 450	HS Carpet and Tile Work - 10/2018	8,930.00
Vendor Name GALASKA & SON, INC.		<u>8,930.00</u>
HILSABECK SCHACHT, INC.	101618HSHS	26,901.62
33 0010 4700 000 0000 450	HS Labor/Materials - 10/2018	26,901.62
Vendor Name HILSABECK SCHACHT, INC.		<u>26,901.62</u>
J. F. AHERN	103118JFAIPS	3,966.01
33 0010 4700 000 0000 450	Labor, Design, Material - 10/2018	3,966.01
Vendor Name J. F. AHERN		<u>3,966.01</u>
LEICK CONSTRUCTION, INC.	103118LCIPS	3,420.00
33 0010 4700 000 0000 450	IPS Earthwork and Demo - 10/2018	3,420.00
Vendor Name LEICK CONSTRUCTION, INC.		<u>3,420.00</u>
PRECISION CONCRETE SERVICES, INC	103118PCIPS	82,238.40
33 0010 4700 000 0000 450	IPS Concrete Services - 10/2018	82,238.40
PRECISION CONCRETE SERVICES, INC	103118PCSHS	48,450.00
33 0010 4700 000 0000 450	HS Concrete Services - 10/2018	48,450.00
Vendor Name PRECISION CONCRETE SERVICES, INC		<u>130,688.40</u>
SEEDORFF MASONRY, INC.	103118SMHS	87,951.00
33 0010 4700 000 0000 450	HS Masonry Services - 10/2018	87,951.00
Vendor Name SEEDORFF MASONRY, INC.		<u>87,951.00</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
SENEGAL SPECIALTY CONTRACTORS, LLC	103118SSCIPS	8,075.00
33 0010 4700 000 0000 450	IPS Fluid/Membrane Work - 10/2018	8,075.00
Vendor Name	SENEGAL SPECIALTY CONTRACTORS, LLC	<u>8,075.00</u>
SMITH BROTHERS MASONRY, INC.	102518SBMIPS	43,690.50
33 0010 4700 000 0000 450	IPS Masonry Work - 10/2018	43,690.50
Vendor Name	SMITH BROTHERS MASONRY, INC.	<u>43,690.50</u>
SUMMIT FIRE PROTECTION	103018SFPHS	69,733.92
33 0010 4700 000 0000 450	HS Design/Fabrication - 10/2018	69,733.92
Vendor Name	SUMMIT FIRE PROTECTION	<u>69,733.92</u>
THIELE GEOTECH, INC.	092518TGHS	4,840.25
33 0010 4700 000 0000 450	HS Specialized Testing - 10/2018	4,840.25
THIELE GEOTECH, INC.	92518TGIPS	1,189.50
33 0010 4700 000 0000 450	IPS Specialized Testing - 10/2018	1,189.50
Vendor Name	THIELE GEOTECH, INC.	<u>6,029.75</u>
Fund Number	33	<u>2,077,932.03</u>
Checking Account ID	1	<u>2,217,156.88</u>
Checking Account ID	2	Fund Number 61
TAHER INC	0053416-IN	SCHOOL NUTRITION FUND
61 0010 3110 000 0000 570	Billing Correction for Aug/Dec 2018	18,092.57
Vendor Name	TAHER INC	<u>18,092.57</u>
Fund Number	61	<u>18,092.57</u>
Checking Account ID	2	<u>18,092.57</u>
Checking Account ID	3	Fund Number 21
APPLE COMPUTER, INC.	6767400305	STUDENT ACTIVITY FUND
21 0010 1400 920 6600 618	IPAD	299.00
Vendor Name	APPLE COMPUTER, INC.	<u>299.00</u>
BLOMSTEDT, JOHN	112118JB	90.00
21 0010 1400 920 6710 320	MS B/BB OFFICIAL	90.00
Vendor Name	BLOMSTEDT, JOHN	<u>90.00</u>
BOWS BY APRIL	1139	104.00
21 3230 1400 950 7461 618	CHEER SUPPLIES	104.00
Vendor Name	BOWS BY APRIL	<u>104.00</u>
BUNTROCK, MISSY	111618MB	90.00
21 0010 1400 920 6710 320	MS BOYS BB OFFICIAL	90.00
Vendor Name	BUNTROCK, MISSY	<u>90.00</u>
CASEY'S	103118CGS	32.37
21 3230 1400 950 7407 580	Gas for FFA Natl Convention	32.37
Vendor Name	CASEY'S	<u>32.37</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
CLUB'S CHOICE	111618CC	7,122.13
21 3230 1400 910 6210 618	Choir Fundraising Material	7,122.13
Vendor Name CLUB'S CHOICE		<u>7,122.13</u>
DOLLAR GENERAL	11118Dg	101.28
21 2020 1400 950 7421 618	VARIOUS SOCKS TO DONATE FOR SOCKTOBER.	101.28
Vendor Name DOLLAR GENERAL		<u>101.28</u>
FIRST BANKCARD	FBC1-110818-14	2,124.00
21 3230 1400 910 6210 618	Rental/Rights for music	2,124.00
FIRST BANKCARD	FBC1-110818-8	485.44
21 3230 6210 950 7411 910	US WEIGHT HEAVY DUTY PREMIUM STEEL CROW	485.44
FIRST BANKCARD	FBC2-110818-11	49.25
21 3230 1400 950 7407 580	FFA Convention Fuel	49.25
FIRST BANKCARD	FBC2-110818-21	54.82
21 3230 1400 950 7407 580	FFA Convention Fuel	54.82
FIRST BANKCARD	FBC3-110818	454.00
21 0010 1400 920 6790 320	CONVENTION	315.00
21 0010 1400 920 6790 320	MEMBERSHIP	50.00
21 0010 1400 920 6790 320	TOURNAMENT PARKING	89.00
FIRST BANKCARD	FBC3-110818-2	61.88
21 0010 1400 920 6600 618	Tripod	43.98
21 0010 1400 920 6600 618	Lenses	17.90
FIRST BANKCARD	FBC3110818	391.71
21 3230 1400 950 7406 580	Hotel for BPA	391.71
FIRST BANKCARD	FBC4-110818	450.00
21 3230 1400 950 7408 320	Red Oak Chapter Registration	450.00
FIRST BANKCARD	FBC4-110818-1	784.22
21 0010 1400 920 6645 580	STATE XC MEALS	106.62
21 0010 1400 920 6645 580	STATE XC LODGING	677.60
FIRST BANKCARD	FBC4-110818-2	2,301.74
21 0010 1400 920 6790 580	STATE WR ROOMS	2,301.74
Vendor Name FIRST BANKCARD		<u>7,157.06</u>
GRAPHIC EDGE, THE	1259442	774.36
21 0010 1400 920 6790 618	POLOS	774.36
GRAPHIC EDGE, THE	1259442-1	810.86
21 0010 1400 920 6790 618	WR PRACTICE GEAR	810.86
GRAPHIC EDGE, THE	1261765	1,423.84
21 0010 1400 920 6710 618	GIRLS BB UNIFORMS	1,423.84
GRAPHIC EDGE, THE	1264840	1,308.21
21 0010 1400 920 6810 618	TRAVELING UNIFORMS	1,308.21
GRAPHIC EDGE, THE	1273489	534.95
21 0010 1400 920 6810 618	TRAVELING SUITS	534.95
Vendor Name GRAPHIC EDGE, THE		<u>4,852.22</u>
HOWARD'S SPORTING GOODS	07745-00	1,700.00
21 0010 1400 920 6600 618	MS GYM PADDING	1,700.00

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
Vendor Name	HOWARD'S SPORTING GOODS		<u>1,700.00</u>
HY VEE FOOD STORES	5824560742	69.33	
21 3230 1400 950 7407 618	FFA Supplies		69.33
HY VEE FOOD STORES	5824918661	60.19	
21 2020 1400 950 7421 618	SNACKS AND DRINKS FOR HALLOWEEN DANCE		4.02
21 2020 1400 950 7421 618	SNACKS AND DRINKS FOR HALLOWEEN DANCE		19.41
21 2020 1400 950 7421 618	SNACKS AND DRINKS FOR HALLOWEEN DANCE		36.76
HY VEE FOOD STORES	5824947359	41.64	
21 3230 1400 950 7421 618	parade supplies		41.64
HY VEE FOOD STORES	HCRETURN	(78.00)	
21 3230 1400 950 7421 618	Homecoming Supply Return		<u>(78.00)</u>
Vendor Name	HY VEE FOOD STORES		93.16
IA HIGH SCHOOL ATHLETIC ASSOC	19307	10.00	
21 0010 1400 920 6645 580	XC PARKING PASS		<u>10.00</u>
Vendor Name	IA HIGH SCHOOL ATHLETIC ASSOC		10.00
IA HIGH SCHOOL SPEECH ASSOC.	1819IHSSA	75.00	
21 3230 1400 910 6210 320	MEMBERSHIP		<u>75.00</u>
Vendor Name	IA HIGH SCHOOL SPEECH ASSOC.		75.00
IHSBCA	111618	345.00	
21 0010 1400 920 6730 320	COACHES CLINIC		<u>345.00</u>
Vendor Name	IHSBCA		345.00
IOWA FCCLA	111918FCCLA	65.00	
21 3230 1400 950 7408 618	Team Registrations Peer Education		<u>65.00</u>
Vendor Name	IOWA FCCLA		65.00
IOWA FFA ASSOCIATION	2253318/19	895.00	
21 3230 1400 950 7407 320	1 yr National Membership		350.00
21 3230 1400 950 7407 320	State Membership		375.00
21 3230 1400 950 7407 320	Chapter Fee		130.00
21 3230 1400 950 7407 320	Membership District Dues		<u>40.00</u>
Vendor Name	IOWA FFA ASSOCIATION		895.00
JARRETT, DON	111618DJ	90.00	
21 0010 1400 920 6710 320	MS B/BB OFFICIAL		90.00
JARRETT, DON	112118DJ	90.00	
21 0010 1400 920 6710 320	MS B/BB OFFICIAL		<u>90.00</u>
Vendor Name	JARRETT, DON		180.00
MITTAG DESIGN	2018123	200.00	
21 3230 1400 950 7407 618	Banner/Printing for FFA		<u>200.00</u>
Vendor Name	MITTAG DESIGN		200.00
PHILLIP'S FLOOR INSTALLATION	92785	2,854.00	
21 0010 1400 920 6600 320	Flooring for Volleyball Courts at MS		<u>2,854.00</u>

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name PHILLIP'S FLOOR INSTALLATION		2,854.00
SOUTHWEST DISTRICT FFA	110118SWIFFA	95.00
21 3230 1400 950 7407 618	FFA Supplies	95.00
Vendor Name SOUTHWEST DISTRICT FFA		95.00
SWIHMB	111918SWIHMB	2,125.00
21 0010 1400 950 7472 618	Final Payment - Fiesta Bowl	2,125.00
Vendor Name SWIHMB		2,125.00
TREYNOR COMMUNITY SCHOOL	11618TCSD	100.00
21 0010 1400 920 6790 320	ENTRY FEE	100.00
Vendor Name TREYNOR COMMUNITY SCHOOL		100.00
VARSITY SPIRIT FASHION	91800367	1,664.80
21 3230 1400 950 7461 618	WRESTLING CHEER UNIFORMS	1,664.80
Vendor Name VARSITY SPIRIT FASHION		1,664.80
VERNON-VERNONA-SHERRILL FFA	102218VVSFFA	790.00
21 3230 1400 950 7407 618	Maple Syrup	790.00
Vendor Name VERNON-VERNONA-SHERRILL FFA		790.00
VIRGINIA FCCLA	67118	450.00
21 3230 1400 950 7408 320	Registration - Cluster Meeting KY	450.00
Vendor Name VIRGINIA FCCLA		450.00
WEST MUSIC CO.	SI1678648	63.55
21 3230 1400 910 6210 618	AllState Music Pieces	63.55
Vendor Name WEST MUSIC CO.		63.55
Fund Number 21		31,553.57
Checking Account ID 3		31,553.57

PURPOSE OF NON-INSTRUCTIONAL AND BUSINESS SERVICES

This series of the board policy manual is devoted to the goals and objectives for the school district's non-instructional services and business operations that assist in the delivery of the education program. These non-instructional services include, but are not limited to, transportation, the school lunch program and childcare. The board, as it deems necessary, will provide additional non-instructional services to support the education program.

It is the goal of the board to provide non-instructional services and to conduct its business operations in an efficient manner.

Approved November 11, 2013 Reviewed October 29, 2013 Revised

DEPOSITORY OF FUNDS

Each year at its annual meeting, the board will designate by resolution the name and location of the Iowa located financial depository institution or institutions to serve as the official school district depository or depositories. The maximum deposit amount to be kept in the depository will be stated in the resolution. The amount stated in the resolution must be for all depositories and include all of the school district's funds.

It is the responsibility of the board secretary to include the resolution in the minutes of the meeting.

Approved November 11, 2013 Reviewed October 29, 2013 Revised

TRANSFER OF FUNDS

The board may loan monies between funds as it deems necessary. The board shall exercise this authority judiciously.

When the necessity for a fund has ceased to exist, the balance may be transferred to another fund or account by board resolution. School district monies received without a designated purpose may be transferred in this manner. School district monies received for a specific purpose or upon vote of the people may only be transferred, by board resolution when the purpose for which the monies were received has been completed. Voter approval is required to transfer monies to the general fund from the capital projects fund and debt service fund.

A loan from one fund to the other will be at a rate of interest consistent with the state rate. The period of the loan shall be for a reasonable period and no longer than one year from the beginning date of the loan.

It is the responsibility of the board secretary to make recommendations to the board regarding transfers and to provide the documentation justifying the transfer.

Approved November 11, 2013 Reviewed October 29, 2013 Revised

FINANCIAL RECORDS

Financial records of the school district are maintained in accordance with generally accepted accounting principles (GAAP) as required or modified by law. School district monies are received and expended from the appropriate fund and/or account. The funds and accounts of the school district will include, but not be limited to:

Governmental fund type:

- General fund
- Special revenue fund
 - Management levy fund
 - Physical plant and equipment levy fund
 - Public education and recreation levy fund
 - Student activity fund
- Capital projects fund
- Debt service fund
- State penny sales tax fund

Proprietary fund type:

- Enterprise fund
 - School nutrition fund
 - Childcare fund
- Internal service fund

Fiduciary funds:

- Trust or agency funds
 - Expendable trust funds
 - Nonexpendable trust funds
 - Agency funds
 - Pension trust funds

Account groups:

- General capital assets account group
- General long-term debt account group

As necessary the board may, by board resolution, create additional funds within the governmental, proprietary and fiduciary fund types. The resolution shall state the type of fund, name of the fund and purpose of the fund.

FINANCIAL RECORDS

The general fund is used primarily for the education program. Special revenue funds are used to account for monies restricted to a specific use by law. Proprietary funds account for operations of the school district operated similar to private business, and they account for the costs of providing goods and services provided by one department to other departments on a cost reimbursement basis. Fiduciary funds are used to account for monies or assets held by the school district on behalf of, or in trust for, another entity. The account groups are the accounting records for fixed assets and long-term debt.

Approved November 11, 2013 Reviewed October 29, 2013 Revised

GOVERNMENTAL ACCOUNTING PRACTICES

School district accounting practices will follow state and federal laws and regulations, generally accepted accounting principles (GAAP) and the uniform financial accounting system provided by the Iowa Department of Education. As advised by the school district's auditor, determination of liabilities and assets, prioritization of expenditures of governmental funds and provisions for accounting disclosures shall be made in accordance with governmental accounting standards.

In Governmental Accounting Standards Board (GASB) Statement No. 54, the board identifies the order of spending unrestricted resources applying the highest level of classification of fund balance - restricted, committed, assigned, and unassigned - while honoring constraints on the specific purposes for which amounts in those fund balances can be spent. A formal board action is required to establish, modify and or rescind a committed fund balance. The resolution will state the exact dollar amount. In the event, the board chooses to make changes or rescind the committed fund balance, formal board action is required.

The board authorizes the superintendent and school business manager to assign amounts to a specific purpose in compliance with GASB 54. An 'assigned fund balance' should also be reported in the order of spending unrestricted resources, but is not restricted or committed.

It is the responsibility of the superintendent to make recommendations to the board regarding fund balance designations.

Approved: November 11, 2013

Reviewed: October 29, 2013 Revised:

CASH IN SCHOOL BUILDINGS

The amount of cash that may be kept in the school building for any one day is sufficient for that day's operations. Funds raised by students are kept in the locked fireproof vault or locked fireproof cabinet in the building or in the Administrative Center.

A minimal amount of cash is kept in the central administration office at the close of the day. Excess cash is deposited in the authorized depository of the school district.

It is the responsibility of the superintendent to determine the amount of cash necessary for each day's operations and to comply with this policy.

Approved November 11, 2013 Reviewed

Revised

BUDGET PLANNING

Prior to certification of the budget, the board will review the projected revenues and expenditures for the school district and make adjustments where necessary to carry out the education program within the revenues projected.

A budget for the school district is prepared annually for the board's review. The budget will include the following:

- the amount of revenues to be raised by taxation;
- the amount of revenues from sources other than taxation;
- an itemization of the amount to be spent in each fund; and,
- a comparison of the amount spent and revenue received in each fund for like purposes in the two prior fiscal years.

It is the responsibility of the superintendent and the board secretary/treasurer to prepare the budget for review by the board prior to the April 15 deadline each year.

Prior to the adoption of the proposed budget by the board, the public is apprised of the proposed budget for the school district. Prior to the adoption of the proposed budget by the board, members of the school district community will have an opportunity to review and comment on the proposed budget. A public hearing for the proposed budget of the board is held each year in sufficient time to file the adopted budget no later than April 15.

The proposed budget filed by the board with the board secretary and the time and place for the public hearing on the proposed budget is published in a newspaper designated for official publication in the school district. It is the responsibility of the board secretary to publish the proposed budget and public hearing information at least 20 but no more than 10 days prior to the public hearing.

The board will adopt and certify a budget for the operation of the school district to the county auditor by April 15. It is the responsibility of the board secretary to file the adopted and certified budget with the county auditor and other proper authorities.

The board may amend the budget for the fiscal year in the event of unforeseen circumstances. The amendment procedures will follow the procedures for public review and adoption of the original budget by the board outlined in these policies.

It is the responsibility of the superintendent and the board secretary to bring any budget amendments necessary to the attention of the board to allow sufficient time to file the amendment with the county auditor no later than May 31 of each year.

Approved November 11, 2013 Reviewed

Revised

SPENDING PLAN

The budget of the school district is the authority for the expenditures of the school district for the fiscal year for which the budget was adopted and certified. It is the responsibility of the superintendent to operate the school district within the budget.

Approved November 11, 2013 Reviewed

Revised

LOCAL, STATE, FEDERAL, AND MISCELLANEOUS REVENUE

Revenues of the school district are received by the board treasurer. Other persons receiving revenues on behalf of the school district will promptly turn them over to the board treasurer.

Revenue, from whatever source, is accounted for and classified under the official accounting system of the school district. It is the responsibility of the board treasurer to deposit the revenues received by the school district in a timely manner. School district funds from all sources will not be used for private gain or political purposes.

Tuition fees received by the school district are deposited in the general fund. The tuition fees for kindergarten through twelfth grade during the regular academic school year are set by the board based upon the superintendent's recommendation in compliance with current law. Tuition fees for summer school, driver's education and adult education are set by the board prior to the offering of the programs.

The board may charge materials fees for the use or purchase of educational materials. Materials fees received by the school district are deposited in the general fund. It is the responsibility of the superintendent to recommend to the board when materials fees will be charged and the amount of the materials fees.

Rental fees received by the school district for the rental of school district equipment or facilities are deposited in the general fund. It is the responsibility of the superintendent to recommend to the board a fee schedule for renting school district property.

Proceeds from the sale of real property are placed in the schoolhouse fund. The proceeds from the sale of other school district property are placed in the general fund.

The board may claim exemption from the law prohibiting competition with private enterprise for the following activities:

- Goods and services directly and reasonably related to the educational mission;
- Goods and services offered only to students, employees or guests, which cannot be provided by private enterprise at the same or lower cost;
- Use of vehicles for charter trips offered to the public, full- or part-time, or temporary students;
- Goods and services, which are not otherwise available in the quantity or quality required by the school district;
- Telecommunications other than radio or television stations;
- Sponsoring or providing facilities for fitness and recreation;

LOCAL, STATE, FEDERAL, AND MISCELLANEOUS REVENUE

- Food service and sales; and,
- Sale of books, records, tapes, software, educational equipment, and supplies.

It is the responsibility of the superintendent to bring to the board's attention additional sources of revenue for the school district.

Approved November 11, 2013 Reviewed

Revised

DEBT MANAGEMENT

DEBT LIMITS

Credit Ratings

The school district seeks to maintain the highest possible credit ratings for all categories of short- and long-term debt that can be achieved without compromising the delivery of services and the achievement of adopted objectives. The school district recognizes that external economic, natural, or other events may from time to time affect the creditworthiness of its debt. Nevertheless, the school district is committed to ensuring that actions within their control are prudent.

Debt Limits

For general obligation debt, the school district's outstanding debt limit shall be no more than five percent (5%) of the actual value of property within the school district's boundaries, as prescribed in the Iowa constitution and statutory restrictions.

For revenue debt, the school district's goal is to provide adequate debt service coverage of at least 1.20 times the annual debt service costs.

In accordance with Iowa law, the school district may not act as a conduit issuer or issue municipal securities to raise capital for revenue-generating projects where the funds generated are used by a third party ("conduit borrower") to make payments to investors.

PURPOSES AND USES OF DEBT

Capital Planning

To enhance creditworthiness and prudent financial management, the school district is committed to systematic capital planning, intergovernmental cooperation and coordination and long-term financial planning.

Capital Financing

The school district may issue long-term debt for capital projects as authorized by Iowa law, which include, but are not limited to, the costs of planning, design, land acquisition, buildings, permanent structures, attached fixtures or equipment, and movable pieces of equipment. Capitalized interest may be included in sizing any capital project debt issue. The types of debt instruments to be used by the school district include:

- General Obligation Bonds
- General Obligation Capital Loan Notes

DEBT MANAGEMENT

- Bond Anticipation Notes
- Revenue Anticipation Notes
- School Infrastructure Sales, Services and Use Tax Revenue Bonds
- Lease Purchase Agreements, including Certificates of Participation

Working Capital Financing

The school district may issue debt for working capital for operations after cash flow analysis has determined that there is a mismatch between available cash and cash outflows. The school district shall strive to repay working capital debt by the end of the fiscal year in which the debt was incurred. A Working Capital Reserve may be included in sizing any working capital debt issue.

Refundings

Periodic reviews of all outstanding debt will be undertaken to determine if refunding opportunities exist. Refunding will be considered (within federal tax law restraints) if and when there is a net economic benefit of the refunding or if the refunding is otherwise in the best interests of the school district, such as to release restrictive bond covenants which affect the operations and management of the school district.

In general, advance refundings for economic savings will be undertaken when a net present value savings exceeds three percent of the refunded debt can be achieved. Current refundings, which produce a new present value savings of less than three percent will be considered on a case by case basis taking into consideration bond covenants and general conditions. Refundings with negative savings will not be considered unless there is a compelling public policy objective for doing so.

DEBT STANDARDS AND STRUCTURE

Length of Debt

Debt will be structured for the shortest period consistent with a fair allocation of costs to current and future beneficiaries or users. Long-term debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed. All debt issued will adhere to state and federal law regarding the length of time the debt may be outstanding.

Debt Structure

Debt will be structured to achieve the lowest possible net cost to the school district given market conditions, the urgency of the capital project, the type of debt being issued, and the nature and type of repayment source. To the extent possible, the school district will design the repayment of its overall debt to rapidly recapture its credit capacity for future use.

DEBT MANAGEMENT

Generally, the school district will only issue fixed-rate debt. In very limited circumstances, the school district may issue variable rate debt, consistent with the limitations of Iowa law and upon a finding of the board that the use of fixed rate debt is not in the best interest of the school district and a statement of the reasons for the use of variable rate debt.

All debt may be structured using discount, par or premium coupons, and as serial or term bonds or notes, or any combination thereof, consistent with Iowa law. The school district should utilize the coupon structure that produces the lowest True Interest Cost (TIC) taking into consideration the call option value of any callable maturities.

The school district will strive to structure their debt in sinking fund installments for each debt issue that achieves, as nearly as practicable, level debt service within an issue or overall debt service within a particular classification of debt.

Derivatives (including, but not limited to, interest rate swaps, caps, collars, corridors, ceiling and floor agreements, forward agreements, float agreements, or other similar financing arrangements), zero-coupon or capital appreciation bonds are not allowed to be issued consistent with State law.

Decision Analysis to Issue Debt

Whenever the school district is contemplating the issuance of debt, information will be developed concerning the following four categories commonly used by rating agencies assessing the school district's credit worthiness, listed below.

Debt Analysis – Debt capacity analysis; purpose for which debt is proposed to be issued; debt structure; debt burden; debt history and trends; and adequacy of debt and capital planning.

Financial Analysis – Stability, diversity, and growth rates of tax or other revenue sources; trend in assessed valuation and collections; current budget trends; appraisal of past revenue and expenditure trends; history and long-term trends of revenues and expenditures; evidences of financial planning; adherence to GAAP; audit results; fund balance status and trends in operating and debt funds; financial monitoring systems and capabilities; and cash flow projections.

Governmental and Administrative Analysis – Government organization structure; location of financial responsibilities and degree of control; adequacy of basic service provision; intergovernmental cooperation/conflict and extent of duplication; and overall planning efforts.

Economic Analysis – Geographic and location advantages; population and demographic characteristics; wealth indicators; types of employment, industry and occupation; housing characteristics; new construction; evidences of industrial decline; and trend of the economy.

DEBT MANAGEMENT

DEBT ISSUANCE

Credit Enhancement

Credit enhancements (i.e., bond insurance, etc.) may be used but only when the net debt service on the debt is reduced by more than the costs of the credit enhancement.

Costs and Fees

All costs and fees related to issuing the debt will be paid out of debt proceeds and allocated across all projects receiving proceeds of the debt issue.

Method of Sale

Generally, all school district debt will be sold through a competitive bidding process. Bids will be awarded on a TIC basis providing other bidding requirements are satisfied.

The school district may sell debt using a negotiated process in extraordinary circumstances when the complexity of the issue requires specialized expertise, when the negotiated sale would result in substantial savings in time or money, or when market conditions of school district credit are unusually volatile or uncertain.

Professional Service Providers

The school district will retain external bond counsel for all debt issues. All debt issued by the school district will include a written opinion by bond counsel affirming that the school district is authorized to issue the debt, stating that the school district has met all Iowa constitutional and statutory requirements necessary for issuance and determining the debt's federal income tax status. The bond counsel retained must have comprehensive municipal debt experience and a thorough understanding of Iowa law as it relates to the issuance of the particular debt.

The school district will retain an independent financial advisor. The financial advisor will be responsible for structuring and preparing all offering documents for each debt issue. The financial advisor retained will have comprehensive municipal debt experience, experience with diverse financial structuring and pricing of municipal securities.

The treasurer shall have the authority to periodically select other service providers (e.g., escrow agents, verification agents, trustees, arbitrage consultants, rebate specialist, etc.) as necessary to meet legal requirements and minimize net debt costs. These services can include debt restructuring services and security or escrow purchases.

DEBT MANAGEMENT

Compensation for bond counsel, financial advisor and other service providers will be as economical as possible and consistent with industry standards for the desired qualification levels.

DEBT MANAGEMENT

Investment of Debt Proceeds

The school district shall invest all proceeds received from the issuance of debt separate from the school district's consolidated cash pool unless otherwise specified by the authorizing bond resolution or trust indenture. Investments will be consistent with those authorized by Iowa law and the school district's Investment Policy to maintain safety of principal and liquidity of the funds.

Arbitrage and Record Keeping Compliance

The treasurer shall maintain a system of record-keeping, reporting and compliance procedures with respect to all federal tax requirements which are currently, or may become applicable through the lifetime of all tax-exempt or tax credit bonds.

Federal tax compliance, record-keeping, reporting and compliance procedures shall include not be limited to:

- 1) post-issuance compliance procedures (including proper use of proceeds, timely expenditure of proceeds, proper use of bond financed property, yield restriction and rebate, and timely return filing);
- 2) proper maintenance of records to support federal tax compliance;
- 3) investments and arbitrage compliance;
- 4) expenditures and assets;
- 5) private business use; and
- 6) designation of primary responsibilities for federal tax compliance of all bond financings.

Financial Disclosure

The school district is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional and individual investors, other levels of government, and the general public to share comprehensible and accurate financial information. The school district is dedicated to meeting secondary disclosure requirements on a timely and comprehensive basis, as promulgated by the Securities and Exchange Commission.

DEBT MANAGEMENT

The Official Statements accompanying debt issues, Annual Audits, and Continuing Disclosure statements will meet the standards articulated by the Municipal Securities Rulemaking Board (MSRB), the Government Accounting Standards Board (GASB), the Securities and Exchange Commission (SEC), Generally Accepted Accounting Principles (GAAP) and the Internal Revenue Service (IRS). The treasurer shall be responsible for ongoing debt disclosure as required by any Continuing Disclosure Certificate for any debt issue and for maintaining compliance with disclosure standards promulgated by state and federal regulatory bodies

Approved November 11, 2013 Reviewed

Revised

POST-ISSUANCE COMPLIANCE REGULATION FOR TAX-EXEMPT OBLIGATIONS

1. Role of Compliance Coordinator/Board Treasurer

The board treasurer shall:

- a) Be responsible for monitoring post-issuance compliance;
- b) Maintain a copy of the transcript of proceedings or minutes in connection with the issuance of any tax-exempt obligations and obtain records that are necessary to meet the requirements of this regulation;
- c) Consult with bond counsel, a rebate consultant, financial advisor, IRS publications and such other resources as are necessary to understand and meet the requirements of this regulation;
- d) Seek out training and education to be implemented upon the occurrence of new developments in the area and upon the hiring of new personnel to implement this regulation.

2. Financing Transcripts' Filing and Retention

The board treasurer shall confirm the proper filing of an IRS 8038 Series return and maintain a transcript of proceedings and minutes for all tax-exempt obligations issued by the school district including, but not limited to, all tax-exempt bonds, notes and lease-purchase contracts. Each transcript shall be maintained until 11 years after the tax-exempt obligation documents have been retired. The transcript shall include, at a minimum:

- a) Form 8038;
- b) Minutes, resolutions and certificates;
- c) Certifications of issue price from the underwriter;
- d) Formal elections required by the IRS;
- e) Trustee statements;
- f) Records of refunded bonds, if applicable;
- g) Correspondence relating to bond financings; and
- h) Reports of any IRS examinations for bond financings.

3. Proper Use of Proceeds

The board treasurer shall review the resolution authorizing issuance for each tax-exempt obligation issued by the school district and the school district shall:

- a) Obtain a computation of the yield on such issue from the school district's financial advisor;

- b) Create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue) into which the proceeds of issue shall be deposited;
- c) Review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund;
- d) Determine whether payment from the Project Fund is appropriate and, if so, make payment from the Project Fund (and appropriate sub-fund, if applicable);
- e) Maintain records of the payment requests and corresponding records showing payment;
- f) Maintain records showing the earnings on, and investment of, the Project Fund;
- g) Ensure that all investments acquired with proceeds are purchased at fair market value;
- h) Identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-restricted funds to ensure that the yield on such investments do not exceed the yield to which such investments are restricted;
- i) Maintain records related to any investment contracts, credit enhancement transactions and the bidding of financial products related to the proceeds.

4. Timely Expenditure and Arbitrage/Rebate Compliance

The board treasurer shall review the Tax-Exemption Certificate (or equivalent) for each tax-exempt obligation issued by the school district and the expenditure records provided in Section 2 of this regulation, above and shall:

- a) Monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in such certificate;
- b) Monitor and ensure that the proceeds are spent in accordance with one or more of the applicable exceptions to rebate as set forth in such certificate if the school district does not meet the “small issuer” exception for said obligation;
- c) Not less than 60 days prior to a required expenditure date, confer with bond counsel and a rebate consultant, if the school district will fail to meet the applicable temporary period or rebate exception expenditure requirements of the Tax-Exemption Certificate. In the event the school district fails to meet a temporary period or rebate exception:
 - 1. Procure a timely computation of any rebate liability and, if rebate is due, file a Form 8038-T and arrange for payment of such rebate liability;
 - 2. Arrange for timely computation and payment of yield reduction payments (as such term is defined in the Code and Treasury Regulations), if applicable.

5. Proper Use of Bond Financed Assets

The board treasurer shall:

- a) Maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets;
- b) Monitor and confer with bond counsel with respect to all proposed bond financed assets;
 - 1. management contracts;
 - 2. service agreements;
 - 3. research contracts;
 - 4. naming rights contracts;
 - 5. leases or sub-leases;
 - 6. joint venture, limited liability or partnership arrangements;
 - 7. sale of property; or
 - 8. any other change in use of such asset.
- c) Maintain a copy of the proposed agreement, contract, lease or arrangement, together with the response by bond counsel with respect to said proposal for at least three years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets; and
- d) Contact bond counsel and ensure timely remedial action under IRS Regulation Sections 1.141-12 in the event the school district takes an action with respect to a bond financed asset, which causes the private business tests or private loan financing test to be met.

6. General Project Records

For each project financed with tax-exempt obligations, the board treasurer shall maintain, until three years after retirement of the tax-exempt obligations or obligations issued to refund those obligations, the following:

- a) Appraisals, demand surveys or feasibility studies;
- b) Applications, approvals and other documentation of grants;
- c) Depreciation schedules;
- d) Contracts respecting the project.

7. Advance Refundings

The board treasurer shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds. The board treasurer shall:

- a) Identify and select bonds to be advance refunded with advice from internal financial personnel and a financial advisor;
- b) Identify, with advice from the financial advisor and bond counsel, any possible federal tax compliance issues prior to structuring any advance refunding;
- c) Review the structure with the input of a financial advisor and bond counsel, of advance refunding issues prior to the issuance to ensure;
 - (1) that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue;
 - (2) that the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded bonds;
 - (3) that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become “arbitrage bonds”; and
 - (4) that the proposed issuance will not result in the issuer’s exploitation of the difference between tax exempt and taxable interest rates to obtain an financial advantage nor overburden the tax exempt market in a way that might be considered an abusive transaction for federal tax purposes;
- d) Collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the board treasurer shall engage a rebate consultant to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied;
- e) Whenever possible, purchase State and Local Government Series (SLGS) to size each advance refunding escrow. The financial advisor shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the Board treasurer shall, in consultation with bond counsel and the financial advisor, comply with IRS regulations;
- f) Ensure, after input from bond counsel, compliance with any bidding requirements set forth by the IRS regulations to the extent as issuer elects to the purchase of a guaranteed investment contract;
- g) In determining the issue price for any advance refunding issuance, obtain and retain issue price certification by the purchasing underwriter at closing;
- h) After the issuance of an advance refunding issue, ensure timely identification of violations of any federal tax requirements and engage bond counsel in attempt to remediate same in accordance with IRS regulations.

8. Continuing Disclosure

The board treasurer shall assure compliance with each continuing disclosure certificate and annually, per continuing disclosure agreements, file audited annual financial statements and other information required by each continuing disclosure agreement. The board treasurer will monitor material events as described in each continuing disclosure agreement and assure compliance with material event disclosure. Events to be reported shall be reported promptly, but in no event not later than 10 business days after the day of the occurrence of the event. Currently, such notice shall be given in the event of:

- a) Principal and interest payment delinquencies;
- b) Non-payment related defaults, if material;
- c) Unscheduled draws on debt service reserves reflecting financial difficulties;
- d) Unscheduled draws on credit enhancements relating to the bonds reflecting financial difficulties;
- e) Substitution of credit or liquidity providers, or their failure to perform;
- f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices, or determinations with respect to the tax-exempt status of the bonds, or material events affecting the tax-exempt status of the bonds;
- g) Modifications to rights of Holders of the Bonds, if material;
- h) Bond calls (excluding sinking fund mandatory redemptions), if material and tender offers;
- i) Defeasances of the bonds;
- j) Release, substitution, or sale of property securing repayment of the bonds, if material;
- k) Rating changes on the bonds;
- l) Bankruptcy, insolvency, receivership or similar event of the Issuer;
- m) The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- n) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

INVESTMENTS

School district funds in excess of current needs are invested in compliance with this policy. The goals of the school district's investment portfolio in order of priority are:

- To provide safety of the principal;
- To maintain the necessary liquidity to match expected liabilities; and
- To obtain a reasonable rate of return.

In making investments, the school district will exercise the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use to meet the goals of the investment program.

School district funds are monies of the school district, including operating funds. "Operating funds" of the school district are funds that are reasonably expected to be used during a current budget year or within fifteen months of receipt. When investing operating funds, the investments must mature within three hundred and ninety-seven days or less. When investing funds other than operating funds, the investments must mature according to the need for the funds.

The board authorizes the treasurer to invest funds in excess of current needs in the following investments.

- Interest bearing savings, money market, and checking accounts at the school district's authorized depositories;
- Qualified investment pool, including, but not limited to, Iowa Schools Joint Investment Trust Program (ISJIT);
- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions; and,
- Obligations of the United States government, its agencies, and instrumentalities.

It is the responsibility of the treasurer to oversee the investment portfolio in compliance with this policy and the law.

The treasurer is responsible for reporting to and reviewing with the board at its regular meetings the investment portfolio's performance, transaction activity and current investments including the percent of the investment portfolio by type of investment and by issuer and maturities. It shall also be the responsibility of the treasurer to obtain the information necessary to ensure that the investments and the outside persons doing business with the school district meet the requirements outlined in this policy.

INVESTMENTS

It is the responsibility of the superintendent to deliver a copy of this policy to the school district's depositories, auditor and outside persons doing investment business with the school district. It will also be the responsibility of the superintendent, in conjunction with the treasurer, to develop a system of investment practices and internal controls over the investment practices. The investment practices are designed to prevent losses, to document the officers' and employees' responsibility for elements of the investment process and address the capability of the management.

Approved November 11, 2013 Reviewed October 29, 2013 Revised

GIFTS, GRANTS, AND BEQUESTS

The board believes gifts, grants, and bequests to the school district may be accepted when they will further the interests of the school district. The board will have sole authority to determine whether the gift furthers the interests of the school district. The board reserves the right to turn away a gift, grant, and/or bequest that places an undue burden on the school district if the school district were to accept.

Gifts, grants, and bequests are approved by the board. Once it has been approved by the board, a board member or the superintendent may accept the gift on behalf of the school district.

Gifts, grants, and bequests once accepted on behalf of the school district become the property of the school district. Gifts, grants, and bequests are administered in accordance with terms, if any, agreed to by the board.

The board also recognizes and supports the Red Oak Community School District Foundation, Inc., which has been established to accept grants, bequests, gifts, and other contributions.

Approved November 11, 2013 Reviewed October 29, 2013 Revised

STUDENT ACTIVITIES FUND

Revenue raised by students or from student activities is deposited and accounted for in the student activities fund. This revenue is the property of and is under the financial control of the board. Students may use this revenue for purposes approved by the superintendent or superintendent's designee.

Whether such revenue is collected from student contributions, club dues, and special activities or result from admissions to special events or from other fund-raising activities, all funds will be under the jurisdiction of the board and under the specific control of the superintendent or superintendent's designee. They will be deposited in a designated depository and will be disbursed and accounted for in accordance with instructions issued by the superintendent.

It is the responsibility of the board secretary to keep student activity accounts up-to-date and complete.

Any unencumbered class or activity account balances will automatically revert to the activity fund when a class graduates or an activity is discontinued.

Approved November 11, 2013 Reviewed

Revised

PURCHASING AND BIDDING

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

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

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

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

All Projects

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

The superintendent will have the authority to authorize purchases without competitive bids for goods and services costing under \$5,000 without prior board approval. For goods and services costing more than \$5,000, the superintendent will receive, at a minimum, quotes of the goods and services to be purchased prior to approval of the board.

PURCHASING AND BIDDING

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

Public Improvement Projects

For goods and services utilized in public improvement projects, as defined under Iowa law, costing \$57,000 (or as outlined by law) or less, the superintendent shall receive quotes of the goods and services to be purchased prior to approval by the superintendent or the board.

For goods and services utilized in public improvement projects, as defined under Iowa law, costing more than \$57,000 (or as outlined by law) and less than \$139,000, the superintendent shall receive competitive quotations of the goods and services to be purchased prior to approval by the board. The purchase will be made from the party submitting the lowest responsive, responsible quotation based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, and other factors deemed relevant by the board.

For goods and services utilized in public improvement projects, as defined under Iowa law, costing more than \$139,000 (or as outlined by law), the superintendent shall receive competitive sealed bids of the goods and services to be purchased prior to approval of the board. The purchase will be made from the party submitting the lowest responsive, responsible bid based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, and other factors deemed relevant by the board.

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

Approved November 11, 2013 Reviewed October 29, 2013 Revised

PURCHASING ON BEHALF OF EMPLOYEES

Generally, the school district will not purchase items on behalf of employees. The school district may in unusual and unique circumstances do so. It is within the discretion of the board to determine when unique and unusual circumstances exist.

No purchase is made unless the employee has paid the school district prior to the order being placed and the employee has agreed to be responsible for any taxes or other expenses due.

Approved November 11, 2013 Reviewed

Revised

PAYMENT FOR GOODS AND SERVICES

The board authorizes the payment of claims against the school district for goods and services. The board will allow the payment after the goods and services have been received and accepted in compliance with board policy.

Claims for payment of freight, drayage, express, postage, printing, water, lights, telephone, rents, and payment of salaries pursuant to the terms of a written contract may be paid by the board secretary prior to formal audit and approval by the board. In addition, the secretary, upon approval of the board president, may issue warrants for approved registrations, claims offering a discount for early payment, approved travel expenses, approved goods and services delivered C.O.D. and other verified bills filed with the secretary when the board is not in session prior to payment of these claims and prior to audit and approval by the board. The board secretary will examine the claims and verify bills.

The secretary will determine to the secretary's satisfaction that the claims presented to the board are in order and are legitimate expenses of the school district. It is the responsibility of the secretary to bring claims to the board.

The board president and board secretary may sign warrants by use of a signature plate or rubber stamp. If the board president is unavailable to personally sign warrants, the vice president may sign warrants on behalf of the president.

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

Approved November 11, 2013 Reviewed

Revised

PAYROLL PERIODS

The payroll period for the school district is monthly. Employees shall be paid on the 10th day of each month. If this day is a holiday, recess, or weekend, the payroll is paid on the last working day prior to the holiday, recess or weekend.

It shall be the responsibility of the board secretary to issue payroll to employees in compliance with this policy.

Approved November 11, 2013 Reviewed

Revised

PAYROLL DEDUCTIONS

Ease of administration is the primary consideration for payroll deductions, other than those required by law. Payroll deductions are made for federal income tax withholdings, Iowa income tax withholdings, social security, and the Iowa Public Employees' Retirement System (IPERS).

Employees may elect to have payments withheld for district-related and mutually agreed upon group insurance coverage and/or tax sheltered annuity programs. Requests for these deductions will be made in writing to the superintendent. Requests for purchase or change of tax-sheltered annuities may be made at any time while the individual is employed in the Red Oak Community School District.

It is the responsibility of the superintendent to determine which additional payroll deductions will be allowed.

Approved November 11, 2013 Reviewed October 29, 2013 Revised

PAY DEDUCTIONS

The district provides leaves of absences to allow employees to be absent from work to attend to important matters outside of the workplace. As public employers, school districts are expected to record and monitor the work that employees perform and to conform to principles of public accountability in their compensation practices.

Consistent with principles of public accountability, it is the policy of the district that, when an employee is absent from work for less than one work day and the employee does not use accrued leave for such absence, the employee's pay will be reduced or the employee will be placed on leave without pay if:

- the employee has not sought permission to use paid leave for this partial-day absence,
- the employee has sought permission to use paid leave for this partial-day absence and permission has been denied,
- the employee's accrued paid leave has been exhausted, or
- the employee chooses to use leave without pay.

In each case in which an employee is absent from work for part of a work day, a deduction from compensation will be made or the employee will be placed on leave without pay for a period of time which is equal to the employee's absence from the employee's regularly scheduled hours of work on that day.

The district complies with all applicable laws with respect to payment of wages and benefits to employees including laws such as the federal Fair Labor Standards Act and the Iowa Wage Payment Collection Act. The district will not make pay deductions that violate either the federal or state laws.

Any employee who believes that the district has made an inappropriate deduction or has failed to make proper payment regarding wages or benefits is encouraged to immediately consult with the appropriate supervisor. Alternatively, any employee may file a formal written complaint with the Board Secretary. Within 15 business days of receiving the complaint, the Board Secretary will make a determination as to whether the pay deductions were appropriate and provide the employee with a written response that may include reimbursement for any pay deductions that were not appropriately made. This complaint procedure is available in addition to any other complaint process that also may be available to employees.

Approved November 11, 2013

Reviewed October 29, 2013

Revised

SECRETARY'S REPORTS

The board secretary will report to the board each month about the receipts, disbursements and balances of the various funds. This report will be in written form and sent to the board with the agenda for the board meeting.

Approved November 11, 2013 Reviewed

Revised October 29, 2013

TREASURER'S ANNUAL REPORT

At the annual meeting, the treasurer will give the annual report stating the amount held over, received, paid out, and on hand in the general and Physical Plant and Equipment funds. This report is in written form and sent to the board with the agenda for the board meeting. The treasurer will also furnish the board with a sworn statement from each depository showing the balance then on deposit.

It is the responsibility of the treasurer to submit this report to the board annually.

Approved November 11, 2013 Reviewed October 29, 2013 Revised

PUBLICATION OF FINANCIAL REPORTS

Each month the schedule of bills allowed by the board is published in a newspaper designated as a newspaper for official publication. Annually, the total salaries paid to employees regularly employed by the school district will also be published in a newspaper designated as a newspaper for official publication.

It is the responsibility of the board secretary to publish these reports in a timely manner.

Approved November 11, 2013 Reviewed

Revised October 29, 2013

AUDIT

To review the funds and accounts of the school district, the board will employ an auditor to perform an annual audit of the financial affairs of the school district. The superintendent will use a request for proposal procedure in selecting an auditor. The administration will cooperate with the auditors. Such annual audit reports shall remain on permanent file in the central office of the school district.

Approved November 11, 2013 Reviewed

Revised October 29, 2013

INTERNAL CONTROLS

The Board expects all board members, employees, volunteers, consultants, vendors, contractors, students and other parties maintaining any relationship with the school district to act with integrity, due diligence, and in accordance with all laws in their duties involving the school district's resources. The board is entrusted with public dollars and no one connected with the school district should do anything to erode that trust.

Internal control is the responsibility of all employees of the school district. The superintendent, business manager and board secretary shall be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the school district subject to review and approval by the board. Administrators shall be alert for any indication of fraud, financial impropriety, or irregularity within the administrator's area of responsibility.

Any employee who suspects fraud, impropriety, or irregularity shall report his/her suspicions immediately to his/her immediate supervisor and/or the superintendent, and/or an audit committee member. The superintendent and/or an audit committee member shall have primary responsibility for any necessary investigations and shall coordinate investigative efforts with the board's legal counsel, auditing firm, and other internal or external departments and agencies, including law enforcement officials, as the superintendent and/or an audit committee member may deem appropriate.

Employees bringing forth a legitimate concern about a potential impropriety will not be retaliated against and those who do retaliate against such an employee will be subject to disciplinary action up to, and including, discharge.

In the event the concern or complaint involves the superintendent, the concern shall be brought to the attention of the board president and/or an audit committee member who shall be empowered to contact the board's legal counsel, insurance agent, auditing firm, and any other agency to investigate the concern or complaint.

Upon approval of the board, the superintendent and/or an audit committee member may contact the State Auditor or elect to employ the school district's auditing firm or State Auditor to conduct a complete or partial forensic/internal control audit annually or otherwise as often as deemed necessary. The superintendent is authorized to order a complete forensic audit if, in the superintendent's judgment, such an audit would be useful and beneficial to the school district. The superintendent and/or an audit committee member shall ensure the State Auditor is notified of any suspected embezzlement or theft pursuant to Iowa law. In the event there is an investigation, records will be maintained for use in the investigation. Individuals found to have altered or destroyed records will be subject to disciplinary action, up to, and including termination.

Approved November 11, 2013 Reviewed

Revised

INTERNAL CONTROLS REGULATION

Fraud, financial improprieties, or irregularities include, but are not limited to:

- Forgery or unauthorized alteration of any document or account belonging to the district.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other assets.
- Impropriety in the handling of money or reporting of financial transactions.
- Profiteering because of “insider” information of district information or activities.
- Disclosing confidential and/or proprietary information to outside parties.
- Accepting or seeking anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the district.
- Destroying, removing, or inappropriately using district records, furniture, fixtures, or equipment.
- Failing to provide financial records to authorized state or local entities.
- Failure to cooperate fully with any financial auditors, investigators or law enforcement.
- Any other dishonest or fraudulent act involving district monies or resources.

The superintendent and/or an audit committee member shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the superintendent, and/or an audit committee member, or board vice-president if the investigation centers on the superintendent, shall issue a report to the board and appropriate personnel. The final disposition of the matter and any decision to file or not file a criminal complaint or to refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with district legal counsel. The results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know until the results are made public.

DISTRICT RECORDS

School district records are housed in the central administration office of the school district. It is the responsibility of the superintendent to oversee the maintenance and accuracy of the records. The following records are kept and preserved according to the schedule below:

- Secretary's financial records.....Permanently
- Treasurer's financial records.....Permanently
- Minutes of the Board of DirectorsPermanently
- Annual audit reports.....Permanently
- Annual budget.....Permanently
- Permanent record of individual pupilPermanently
- Records of payment of judgments against
the school district20 years
- Bonds and bond coupons10 years
- Written contracts10 years
- Cancelled warrants, check stubs, bank
statements, bills, invoices, and
related records5 years
- Recordings of closed meetings1 year
- Program grantsAs determined by the grant
- Nonpayroll personnel records7 years
- Payroll records3 years

Employees' records are housed in the central administration office of the school district. The employees' records are maintained by the superintendent, the building administrator, the employee's immediate supervisor, and the board secretary.

An inventory of the furniture, equipment, and other nonconsumable items other than real property of the school district is conducted annually under the supervision of the superintendent. This report is filed with the board secretary.

The permanent and cumulative records of students currently enrolled in the school district are housed in the central administration office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault. The building administrator is responsible for keeping these records current. Records of students who have graduated or are no longer enrolled in the school district are housed in the high school principal's office. These records will be maintained by the superintendent.

DISTRICT RECORDS

The superintendent may electronically store and/or back-up or use any other reliably mass storage method to preserve school district records and may destroy paper copies of the records if they are more than three years old. A properly authenticated reproduction of a microfilmed record meets the same legal requirements as the original record.

The board secretary shall act as custodian of public records of the district and shall be responsible for implementing the requirements of the Iowa public records law. Such records shall be open for public examination, except that records required or authorized to be kept confidential by law shall not be made available for public examination. The board secretary may seek opinion of counsel as to whether a record is a public or confidential record prior to releasing the document. Public records may be examined during hours in which the central office is open, generally 8:00 a.m. to 4:00 p.m. Such examination shall be done under the supervision of the board secretary or the board secretary's designee. No person shall destroy, alter, disorganize, or damage any record or remove any record from the central office. If the examination will take longer than 15 minutes, the board secretary is authorized to charge his/her or the designee's hourly wage for duties in supervising the examination. Copies may be made of public records upon payment of a designated fee per page.

Approved November 11, 2013 Reviewed October 29, 2013 Revised

INSURANCE PROGRAM

The board will maintain a comprehensive insurance program to provide adequate coverage against major types of risk, loss, or damage, as well as legal liability. The comprehensive insurance program is reviewed once every three years.

The board will purchase insurance at replacement values, when possible, after reviewing the costs and availability of such insurance. Insurance will only be purchased through legally licensed Iowa insurance agents.

The school district will assume the risk of property damage, legal liability, and dishonesty in cases in which the exposure is so small or dispersed that a loss does not significantly affect the operation of the education program or financial condition of the school district. Insurance of buildings, structures, or property in the open will not generally be purchased to cover loss exposures below \$1,000 unless such insurance is required by statute or contract.

Administration of the insurance program, making recommendations for additional insurance coverage, placing the insurance coverage and loss prevention activities is the responsibility of the superintendent. The board secretary is responsible for maintaining the fixed assets management system, processing claims and maintaining loss records. The board may retain a private organization for fixed assets management services.

Approved November 11, 2013

Reviewed October 29, 2013 Revised

SCHOOL FOOD PROGRAM

The purpose of the school food program shall be to provide nutritional, balanced meals to the students of the school district on a non-profit basis and to utilize the program as an instrument to teach nutrition education.

The school district will operate a school lunch and breakfast program in each attendance center. The school food program services will include hot lunches through participation in the National School Lunch Program and supplementary foods for students during the school day. Students may bring their lunches from home and purchase milk or juice and other incidental items.

School food service facilities are provided to serve students and employees when school is in session and during school-related activities. They may also be used under the supervision of the food service director for food service to employee groups, parent-teacher meetings, civic organizations meeting for the purpose of better understanding the schools, and senior citizens in accordance with board policy.

The school food program is operated on a nonprofit basis. The revenues of the school food program will be used only for paying the regular operating costs of the school food program. Supplies of the school food program will only be used for the school food program.

The board will set, and periodically review, the prices for school lunches, breakfast and special milk programs. It is the responsibility of the superintendent to make a recommendation regarding the prices of school lunch, breakfast and milk. Employees, students and others will be required to purchase tickets for meals consumed.

It is the responsibility of the food service director to administer the program and to cooperate with the superintendent and head cook for the proper functioning of the school food program.

Approved December 16, 2013 Reviewed November 11, 2013 Revised

FREE OR REDUCED COST MEALS ELIGIBILITY

Students enrolled and attending school in the school district who are unable to afford the special milk program, the cost or a portion of the cost of the school lunch, breakfast and supplemental foods will be provided the school food program services at no cost or at a reduced cost.

It is the responsibility of the building principal to determine if a student qualifies for free or reduced cost school food services. Students whom the principal believes are improperly nourished will not be denied the school food program services simply because the paperwork has not been completed.

Students who participate in free or reduced price meal programs will not be distinguished in any way from students who pay the regular price; great care shall be taken to protect the anonymity of these students. Their names will not be made known to any person except such staff member or members as needed to make the special arrangements for them.

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

Approved December 16, 2013 Reviewed November 11, 2013 Revised

STUDENT ELIGIBILITY FOR SCHOOL TRANSPORTATION SERVICES

Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district.

The board shall annually approve bus routes upon the recommendation of the superintendent and the transportation director. Routes will be determined after considering the number of students to be transported in each area of the district, the seating capacity of the buses, the distance to be traveled, safety factors, efficiency and economy of the routes, and such other factors as deemed pertinent. The superintendent or the superintendent's designee may temporarily adjust routes as deemed necessary.

Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan.

Transportation of a student to and from a special education support service is a function of that service, and is specified in the individualized education program (IEP) or the individualized family service plan (IFSP). When the IEP or IFSP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:

- Transportation from the student's residence to the location of the special education and back to the student's residence, or child care placement for students below the age of six.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education.

The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of agency-provided transportation.

STUDENT ELIGIBILITY FOR SCHOOL TRANSPORTATION SERVICES

A student may be required, at the board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It is within the discretion of the board to determine such conditions.

Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parents, who transport their children at the expense of the school district, are reimbursed at the rate per mile set by the state.

Transportation arrangements made by agreement with a neighboring school district will follow the terms of the agreement. Students, who choose to attend a school in a school district other than their resident school district, will provide transportation to and from the school at their own expense.

Approved November 11, 2013 Reviewed October 29, 2013 Revised

STUDENT CONDUCT ON SCHOOL TRANSPORTATION

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the transportation director and building administrator.

The board supports the use of video cameras, including video and audio recordings, on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras may be used to monitor student and/or employee behavior and may be used as evidence in a student or employee disciplinary proceeding. The video recordings may be student records or employment records subject to school district confidentiality, board policy, and administrative regulations.

After one violation of the bus conduct rules, or for a serious violation of bus conduct rules, the building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

Approved December 16, 2013 Reviewed November 11, 2013 Revised

STUDENT CONDUCT ON SCHOOL TRANSPORTATION REGULATION

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

1. Bus riders will be at the designated loading point before the bus arrival time.
2. Bus riders will wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders will load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement (that is, vandalism is not allowed).
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all buses for bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation (students are to talk lowly and softly).
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully. Verbal abuse will not be tolerated.
14. Students will assist in looking after the safety and comfort of younger students.
15. A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
16. Objects of any kind are not to be thrown about the vehicle nor out through the windows.
17. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
18. Students will keep feet off the seats.
19. Roughhousing in the vehicle is prohibited.
20. Students will refrain from crowding or pushing.
21. Students are to "keep their hands to themselves."
22. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
23. The Good Conduct Rule is in effect.

USE OF VIDEO CAMERAS ON SCHOOL TRANSPORTATION REGULATION

The board supports the use of video cameras on school transportation as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses or other school vehicles used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the video recordings may be used as evidence in a student or employee disciplinary proceeding.

Student and Employment Records

The content of the video recordings may be a student or employment record subject to board policy and administrative regulations regarding confidential student and employment records. If the video recording is considered a student record, only those persons with a legitimate educational purpose may view the video recordings. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team. A video recording recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the video recording becomes the subject of a student or employee disciplinary proceeding, it will be treated like other evidence in the proceeding.

Notice

The school district will annually provide the following notice to students and parents:

The Red Oak Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video recordings may be used in a student disciplinary proceeding. The content of the video recordings are confidential student records and will be retained with other student records. Video recordings will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view video recordings of their child if the video recordings are used in a disciplinary proceeding involving their child.

The following notice will also be placed on all school transportation equipped with a video camera:

This vehicle is equipped with a video/audio monitoring system.

Review of Video Recordings

The school district may review video recordings randomly. The video recordings may be recirculated for erasure after 10 school days.

Viewing of video recordings is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and the date the video recording was viewed.

Video Monitoring System

Video cameras will be rotated randomly on school district transportation.

Determination of how video cameras will be used and which school buses or vehicles will be equipped with video equipment will be made by the superintendent in consultation with the building principals and transportation director.

Student Conduct

Students are prohibited from tampering with the video cameras on the school buses or vehicles. Students found in violation of this regulation will be disciplined in accordance with the school district discipline policy and Good Conduct Rule and will reimburse the school district for any repairs or replacement necessary as a result of the tampering.

SCHOOL TRANSPORTATION DISCIPLINE PROCEDURES

The operation of safe, efficient, and economical transportation requires that all passengers observe the associated set of regulations. In order to avoid any misunderstanding that might develop at a future date, the procedures described below will be followed in the event of a violation of the rules.

First Violation:

1. The driver will discuss the problem with the child.
2. The driver will file a bus conduct report with the transportation manager and principal.
3. The driver will contact the parent. It is the driver's responsibility to make the initial parent contact and try to solve the problem. If that does not work, then the transportation supervisor will take over.

Second Violation:

1. The driver will file a bus conduct report with the transportation manager and the principal.
2. The transportation manager shall call the parent, or make a personal contact, to inform the parent of a second violation.
3. The principal will arrange a meeting with the principal (or designee), transportation manager, driver, and student.
4. Bus riding privileges may be suspended for one day to two weeks. This decision will be made by the principal, with input from the transportation manager and the driver.

Third Violation: On the third violation, the student may lose bus riding privileges for three days to one semester; this decision will be made by the principal, with input from the transportation manager and the driver.

Any Further Violations: Automatic loss of bus-riding privileges for a minimum of one semester. A student returning after this level of the procedures will again face the loss of bus riding-privileges for a semester for another violation.

When, in the judgment of the bus driver, behavior by a rider is such that it becomes an immediate threat to the safety of other riders, driver and/or the bus itself, the driver will take action to remove the student from the bus without going through the above steps. In severe cases, when a student must be removed before reaching his/her destination, the driver will stop the bus in a safe place and call for assistance. The student will remain on the bus until assistance arrives. Then the student will be removed and transported by the person(s) providing assistance.

In summary, when a threat to bus safety occurs, the students(s) responsible may lose bus riding privileges without going through the “First Violation, Second Violation, Third Violation” process as listed above.

To ride a school bus is a privilege paid for by property taxes, a privilege that should never be lost. However, if bus safety is jeopardized due to student behavior, the student will lose bus riding privileges. We trust that we will receive parent/guardian support in our effort to achieve bus safety.

STUDENT TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES

The board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events.

Students participating in extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the superintendent. Students attending extracurricular events, other than those held at the school district facilities may be transported to the extracurricular event by school district transportation vehicles.

Students, who are provided transportation in school district transportation vehicles for extracurricular events, will ride both to and from the event in the school vehicle unless arrangements have been made with the building principal or the athletic director prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle.

It is the responsibility of the superintendent to make a recommendation to the board annually as to whether the school district will provide the transportation authorized in this policy. In making the recommendation to the board, the superintendent will consider the financial condition of the school district, the number of students who would qualify for such transportation, and other factors the board or superintendent deem relevant.

Approved December 16, 2013 Reviewed November 11, 2013 Revised

STUDENT TRANSPORTATION FOR SUMMER SCHOOL PROGRAM

Transportation to and from the student's attendance center for summer school instructional programs is within the discretion of the board. It is the responsibility of the superintendent to make a recommendation regarding transportation of students in summer school instructional programs at the expense of the school district. In making the recommendation to the board, the superintendent will consider the financial condition of the school district, the number of students involved in summer school programs, and other factors deemed relevant by the board or the superintendent.

The school district may use school vehicles for transportation to and from summer extracurricular activities. The superintendent will make a recommendation to the board annually regarding their use.

Approved December 16, 2013 Reviewed

Revised

TRANSPORTATION OF NONRESIDENT AND NONPUBLIC SCHOOL STUDENTS

The board has sole discretion to determine the method to be utilized for transporting nonresident and nonpublic students. Nonresident students paying tuition may be, and resident students attending a nonpublic school accredited by the State Department of Education, will be transported on an established public school vehicle route as long as such transportation does not interfere with resident public students' transportation. Nonresident and nonpublic school students will obtain the permission of the superintendent prior to being transported by the school district.

Parents of resident students who provide transportation for their children attending a nonpublic school accredited by the Iowa Department of Education will be reimbursed at the established state rate. This reimbursement is paid only if the school district receives the funds from the state. If less than the amount of funds necessary to fully reimburse parents of the nonpublic students is received by the school district, the funds will be prorated.

The charge to the nonresident students is determined based on the students' pro rata share of the actual costs for transportation. The parents of these students are billed for the student's share of the actual costs of transportation. The billing is according to the schedule developed by the superintendent. It is the responsibility of the superintendent to determine the amount to be charged and report it to the board secretary for billing.

Continued transportation of nonresident and nonpublic school students on a public-school vehicle route will be subject to resident public school students' transportation needs. The superintendent will make a recommendation annually to the board regarding the method to be used. In making a recommendation to the board, the superintendent will consider the number of students to be transported, the capacity of the school vehicles, the financial condition of the school district and other factors deemed relevant by the board or the superintendent.

Nonresident and nonpublic school students are subject to the same conduct regulations as resident public students as prescribed by board policy, and to other policies, rules, or regulations developed by the school district regarding transportation of students by the school district.

Approved December 16, 2013 Reviewed

Revised

TRANSPORTATION OF NONSCHOOL GROUPS

Only in unusual circumstances will the board make school district transportation vehicles available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities for transporting to and from nonschool-sponsored activities in the state. The local nonprofit entity must pay the cost of using the school district vehicle as per the current fee schedule.

In the event school district transportation vehicles are made available to local nonprofit entities, it is the responsibility of the superintendent to develop requirements for application for, use of, and payment for using the school district transportation vehicles.

Approved December 16, 2013 Reviewed November 11, 2013 Revised

SCHOOL VEHICLE SAFETY INSTRUCTION

The school district will conduct school bus and other vehicle safe riding practices instruction and emergency safety drills at least twice during the school year for students who utilize school district transportation.

Each school vehicle will have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This will include, but not be limited to, students with disabilities.

School district vehicle drivers are required to attend each safety drill. Employees are responsible for instructing the proper techniques to be followed during an emergency, as well as safe riding practices.

Approved December 16, 2013 Reviewed November 11, 2013 Revised

TRANSPORTATION IN INCLEMENT WEATHER

School district vehicles will not operate when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. Because weather conditions may vary around the school district and may change quickly, the best judgment possible will be used with the information available.

The final judgment as to when conditions are unsafe to operate will be made by the superintendent. The superintendent will be assisted by the actual "on location" decisions and reports through the director of transportation.

Bus drivers will report weather and road conditions by bus radio when requested to do so. If radio contact is not possible, the driver will proceed to the next stop which does not present a hazard and make telephone contact personally, with the assistance of a student rider, monitor, or other person.

When school is cancelled because of weather anywhere in the school district, all schools will be closed. Employees and students will be notified by commercial radio, television, web site and/or automated phone service when school is cancelled or temporarily delayed.

When weather conditions deteriorate during the day after school has begun, cancellation notices will be announced as outlined above. Students will be returned to their regular drop-off sites unless weather conditions prevent it. In that case, students will be kept at or returned to school until they are picked up by the parents.

Approved December 16, 2013 Reviewed November 11, 2013 Revised

SCHOOL VEHICLE IDLING

The board recognizes that it has a role in reducing environmental pollutants and in assisting students and others be free from pollutants that may impact their respiratory health. Unnecessary vehicle idling emits pollutants and wastes fuel. The board directs the superintendent and the director of transportation to collaborate and provide appropriate training and directives to bus drivers in an effort to reduce school vehicle idling time.

Approved December 16, 2013 Reviewed

Revised



iboss Inc.
 101 Federal St
 23rd Floor
 Boston, MA 02110

Account Name	Red Oak Community School District	Quote Name	Red Oak Community School District - 7 month
Payment Term	DUE_UPON_RECEIPT	Quote Number	00013421
		Status	Approved
		Expiration Date	12/31/2018
Created By	Thomas Wise	Created Date	11/20/2018
Bill To Name	Red Oak Community School District	Ship To Name	Red Oak Community School District
Bill To	2011 N 8th St Technology Red Oak, IA 51566 US	Ship To	2011 N 8th St Technology Red Oak, 51566 US

Product	Line Item Description	Sales Price	Quantity	Discount	Total Price	Contract Start	Contract End
Core Features K12	Core Features - K12	\$2,312.33	1.00	15.00%	\$1,965.48	12/1/2018	6/30/2019

Additional Comments / Payment Schedule (if applicable):

AEA Pricing

All costs are prorated to subscription term ending 6/30/2018

Summary of Fees:

Subtotal	\$2,312.33
Discount	15.00%
Total Price	\$1,965.48
Grand Total	\$1,965.48

Legal

CLIENT AGREES TO ACCEPT THIS QUOTE AND EACH PARTY REPRESENTS IT HAS READ AND AGREES TO BE BOUND BY THE AGREEMENT AND THE TERMS OF THIS QUOTE. THIS QUOTE MAY BE EXECUTED IN ONE OR MORE COUNTERPARTS, EACH OF WHICH SHALL BE DEEMED AN ORIGINAL AND ALL OF WHICH TOGETHER SHALL CONSTITUTE ONE AND THE SAME INSTRUMENT.

This Quote is entered into by and between iboss, Inc. and the entity identified below. This Quote incorporates by reference and shall be governed by the Terms of Service and End User License Agreement available at <https://www.iboss.com/terms-of-use> ("Agreement"), which customer has read and should print or save for its reference. To the extent the pre-printed terms on a purchase order or other similar document contains any terms and conditions that are in addition to, inconsistent with or conflict with the terms and conditions of the Agreement or this Quote, such terms shall be void.



iboss Inc.
 101 Federal St
 23rd Floor
 Boston, MA 02110

Account Name	Red Oak Community School District	Quote Name	Red Oak Community School District 1Y
Payment Term	DUE_UPON_RECEIPT	Quote Number	00013422
		Status	Approved
		Expiration Date	12/31/2018
Created By	Wayne Silva	Created Date	11/20/2018
Bill To Name	Red Oak Community School District	Ship To Name	Red Oak Community School District
Bill To	2011 N 8th St Technology Red Oak, IA 51566 US	Ship To	2011 N 8th St Technology Red Oak, IA 51566 US

Product	Sales Price	Quantity	Discount	Total Price	Contract Start	Contract End
Core Features K12	\$4,000.00	1.00	15.00%	\$3,400.00	7/1/2019	6/30/2020

Summary of Fees:

Subtotal	\$4,000.00
Discount	15.00%
Total Price	\$3,400.00
Tax	\$0.00
Grand Total	\$3,400.00

Legal

CLIENT AGREES TO ACCEPT THIS QUOTE AND EACH PARTY REPRESENTS IT HAS READ AND AGREES TO BE BOUND BY THE AGREEMENT AND THE TERMS OF THIS QUOTE. THIS QUOTE MAY BE EXECUTED IN ONE OR MORE COUNTERPARTS, EACH OF WHICH SHALL BE DEEMED AN ORIGINAL AND ALL OF WHICH TOGETHER SHALL CONSTITUTE ONE AND THE SAME INSTRUMENT.

This Quote is entered into by and between iboss, Inc. and the entity identified below. This Quote incorporates by reference and shall be governed by the Terms of Service and End User License Agreement available at <https://www.iboss.com/terms-of-use> ("Agreement"), which customer has read and should print or save for its reference. To the extent the pre-printed terms on a purchase order or other similar document contains any terms and conditions that are in addition to, inconsistent with or conflict with the terms and conditions of the Agreement or this Quote, such terms shall be void.

Bob Deter

From: Deena Swidler <deena@borderlan.com>
Sent: Tuesday, October 23, 2018 4:25 PM
To: Bob Deter
Cc: Derek Elrod
Subject: Fortinet pricing

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Bob,

Good afternoon! I just received the pricing from Fortinet. I apologize about the delay. Do you have a few minutes to go over the clients? What day and time is best? Below are links about both clients. Please let me know if you have any questions. I appreciate the opportunity to work with you. Thank you again!

FC1-15-EMS02-158-02-12	FortiClient Chromebook Enterprise Management Server License for 700 users Chromebook Enterprise Management Server License subscription for 700 ChromeOS users. Includes 24x7 support	\$1,550.00
FC1-15-EMS01-158-02-12	FortiClient Enterprise Management Server License for 800 clients FortiClient Enterprise Management Server License subscription for 800 clients. Includes 24x7 support.	\$2,800.00

<https://www.fortinet.com/content/dam/fortinet/assets/solution-guides/forticlient-chromebook.pdf>
<https://www.fortinet.com/content/dam/fortinet/assets/solution-guides/forticlient-chromebook.pdf>

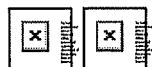
Sincerely,

Deena Swidler MBA, M.S.

Direct 858.752.2339
BorderLAN Security
Vice President
Deena@borderlan.com
950 Boardwalk #300
San Marcos, California 92078
Fax 860.736.8100

Filtering-Firewalls (e-rate)-endpoint security-email security

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200 N. Sepulveda Blvd Suite 200
El Segundo, CA 90245, US
(888) 310-0410
orders@goguardian.com
www.goguardian.com



ADDRESS

Red Oak Comm School District
2011 N 8Th St
Red Oak, Iowa 51566
United States

SHIP TO

Bob Deter
Red Oak Comm School District
2011 N 8TH St
Red Oak, Iowa 51566-1372
United States
deterb@roschools.org

QUOTE

Q-78646

DATE

9/5/2018

EXPIRATION DATE

10/5/2018

ACTIVITY	QTY	RATE	Discount Description	AMOUNT
GG-ADM1Y-000500 ; 1 yr ; Qty: 500 - 1499	900	\$6.50		\$5,850.00
TOTAL:				\$5,850.00

Additional Notes:

Accepted By : _____

Quote valid for 30 days from quote transmission date unless otherwise stated. Pricing based on quantities shown and subject to change. We will not be held responsible for any pricing or descriptive inaccuracies. Customer responsible to check quote for accuracy and to notify us immediately of any inaccuracies found.

85

INTER-AGENCY CONTRACT FOR
REGULAR OR SPECIAL EDUCATION INSTRUCTIONAL PROGRAM
2018-2019 School Year

The MASON CITY COMMUNITY SCHOOL DISTRICT hereby agrees to accept students from the sending district and to provide them with an appropriate regular or special education instructional program at Mason City Community School District. The program shall be appropriate to the student's needs and shall be approved by the Area Education Agency Director of Special Education in accordance with the State Department of Education, Rules of Special Education and in accordance with state laws governing such services and the delivery thereof (Chapters 273, 281 and 442).

- I. The Mason City Community School District agrees to:
 - A. Administer/Supervise appropriate Special Education Instructional Programs and Services for referred student in accordance with the Department of Education rules of Special Education and state laws governing these services.
 - B. If necessary, provide proper identification, diagnosis and staffing of students to be placed in Special Education programs.
 - C. Provide physical facilities to house the instructional program which meets the standards of the Department of Education.
 - D. Submit semi-annual tuition statements to the sending district during February and July of the contracted school year.
 - E. Submit, upon request, reports or other data requested by the Sending District.
 - F. The sending district agrees to observe the calendar of the receiving district for students covered by this contract. Transportation to the receiving district, if required, will be provided by the sending district.

- II. The Sending District agrees to:
 - A. Assist the Mason City Community School District, if necessary, in the identification, diagnosis and placement of students.
 - B. Forward semi-annual tuition payments to the Mason City Community School District prior to February 28th and July 31st of the current contracted school year.

Contract Services provided for:
Special Education Weighting:
Resident District:

Authorized Designee – Sending Agency

Date



11/13/2018

Authorized Designee – Mason City Community School District

Date

One copy for sending District – One copy to be returned to Mason City Community School District



Solution Tree

555 North Morton Street
Bloomington IN 47404
United States

Phone: 800-733-6786
Fax: 812-336-7790

www.solutiontree.com

Quote

#QS101192

11/16/2018

Bill To

Red Oak Community SD
2011 North 8th St
Red Oak IA 51566
United States

Ship To

Red Oak Community SD
2011 North 8th St
Red Oak IA 51566
United States

TOTAL

\$6,500.00-8,500.00

Prices subject to change without notice.

PO #**Terms****Customer ID****Shipping Method**

Net 30

109398

Not Applicable

Item**Rate****Quantity****Extension**

SPD508 Professional Development

\$6,500.00-8,500.00 1

\$6,500.00-8,500.00

Invoice reflects US funds.

PD day with Red Oak Community School District

Subtotal**Sales Tax Total****Shipping Cost****Total**

\$6,500.00-8,500.00

\$0.00

\$0.00

\$6,500.00-8,500.00

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Lifetouch

National School Studios

Portrait Agreement

Lifetouch ID BN:16838
 School Year 2019-2020, 20-21
 Type: New (Renewal) 21-22

ACCOUNT & CONTACT INFORMATION

Account Name	Inman Primary School		Phone 712-623-6635	Enrollment 425
Address	900 Inman Dr		Fax	Grades PK-3
City, State Zip	Red Oak, IA 51566		District Red Oak Cmty School District	
Contact Title / Role	Name	Phone	Email Address	
Principal	MS GAYLE ALLENSWORTH		ALLENSWORTHG@ROSCHOOLS.ORG	
Secretary	Ms Robin Jones	712-623-6635	jonesr@roschools.org	
Yearbook Advisor				
Picture Day Contact				
EDT Coordinator	Bob Deter		DETERB@ROSCHOOLS.ORG	

PICTURE DAY EVENTS

Event Type	X	Picture Date	Selling Method	# Photographed	Start Time	End Time	# Cameras	Setup Location
Fall Individuals (Original)	X	09/12/2019	PrePay	425	8:00	1:00	2	GYM
Fall Individuals (Retakes)	X	10/23/2019						
Spring Individuals (Original)	X	2/20/2020						
Groups: Classroom / Pano								
Underclass Grads								
Legacy Sports: _____								
Expanded Sports: _____								
Prom / Dance								
Seniors - On Site / Studio								
Crossing The Stage								
Commencements								
Other / Service Photos								

ACCOUNT SERVICES

Parent Notify	Yes / No / Renew Not Signed Up, To Sign Up For PN Indicate SEND FROM _____ & RESPOND TO _____ Email Addresses			
Host Portal	Provide Access? Yes / No Send Email invitation to: _____			
Composite	977V	Group		How Are Students Coming To Camera(s)? Circle One Below
	Hold For: (Verification) /	SmileSafe Cards	Yes SmileSafe	Last Year Name On Cards Were Sorted By: .
Rewards Program	MyFamilyRewards	Staff Package	Yes-Staff3	School Grade Homeroom Teacher Teacher-Period
ID Cards	Student IDs: Yes / No	Staff IDs: Yes / No	Barcoded IDs: Yes / No	I-Depot? Yes / No Punched ID: Yes / No
Yearbook Program	Yes / No Provider: Lifetouch Other: _____			

NOTES, SPECIAL REQUESTS & PROMOTIONS

Phi Kappa Comm Fall

AGREEMENT TERMS & SIGNATURES

During the Agreement Term, Lifetouch National School Studios Inc. is designated as the Account's exclusive professional photographer to photograph, school and deliver photographs for the programs described above. In exchange for the services, the School will allow access to students, staff and use of school property and information for photography, administration of the photography and distribution of materials. Lifetouch will not disclose confidential information provided by the school or use it for any purpose except to fulfill the services requested to be performed by Lifetouch.

Some of the Lifetouch products and services are provided through an Internet-based application ("Application"). By selecting an Application, the School authorizes Lifetouch to transmit information, including images, to and from the School and Lifetouch, its affiliated companies, their employees, agents and representatives. The School agrees to comply with the security features of the Application and to protect and control access to the Application, including without limitation, passwords, job numbers and user names.

The terms of this agreement are not subject to change or cancellation by either party during the Agreement Term except by written consent of both the School and Lifetouch. Lifetouch is not liable for delays or losses as a result of strikes, accidents, government restrictions, natural disasters, acts of war, or other causes beyond its control and such delays will not constitute a breach of contract.

School / Account Representative	Date	Lifetouch Representative BN19:NANCY HANSTAD	Date
		<i>Nancy Hanstad</i>	11/19/18



Lifetouch

National School Studios

Portrait Agreement

Lifetouch ID BN:16841
 School Year 2019-2020, *20-21, 21-22*
 Type: New (Renewal)

ACCOUNT & CONTACT INFORMATION

Account Name	Washington Intermediate School	Phone 712-623-6630	Enrollment 175
Address	400 W 2nd St	Fax	Grades 4-5
City, State Zip	Red Oak, IA 51566	District Red Oak Cmty School District	
Contact Title / Role	Name	Phone	Email Address
Principal	MS GAYLE ALLENSWORTH		ALLENSWORTHG@ROSCHOOLS.COM
Secretary	Lisa Wallace	712-623-6630	wallacel@roschools.org
Yearbook Advisor			
Picture Day Contact	Primary Contact-Ms Gayle	712-623-6630	wallacel@roschools.org
EDT Coordinator	BOB DETER		DETERB@ROSCHOOLS.ORG

PICTURE DAY EVENTS

Event Type	X	Picture Date	Selling Method	# Photographed	Start Time	End Time	# Cameras	Setup Location
Fall Individuals (Original)	X	09/10/2019	PrePay	175	8:30	2:00	1	ROOM 3202
Fall Individuals (Retakes)	X	<i>10/23/2019</i>						
Spring Individuals (Original)	X	<i>02/11/2020</i>						
Groups: Classroom / Pano								
Underclass Grads								
Legacy Sports: _____								
Expanded Sports: _____								
Prom / Dance								
Seniors - On Site / Studio								
Crossing The Stage								
Commencements								
Other / Service Photos								

ACCOUNT SERVICES

Parent Notify	Yes / No / Renew Not Signed Up, To Sign Up For PN Indicate SEND FROM _____ & RESPOND TO _____ Email Addresses		
Host Portal	Provide Access? Yes / No Send Email invitation to: _____		
Composite	977V	Group	How Are Students Coming To Camera(s)? Circle One Below
	Hold For: (Verification) /	SmileSafe Cards Yes SmileSafe	Last Year Name On Cards Were Sorted By:
Rewards Program	MyFamilyRewards	Staff Package Yes-Staff3	School Grade Homeroom Teacher Teacher-Period
ID Cards	Student IDs: Yes / No	Staff IDs: Yes / No	Barcoded IDs: Yes / No I-Depot? Yes / No Punched ID: Yes / No
Yearbook Program	Yes / No Provider: Lifetouch Other: _____		

NOTES, SPECIAL REQUESTS & PROMOTIONS

\$100 Camera fee

AGREEMENT TERMS & SIGNATURES

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School / Account Representative	Date	Lifetouch Representative	BN19:NANCY HANSTAD	Date
		<i>Nancy Hanstad</i>		<i>11/19/18</i>

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ACCOUNT & CONTACT INFORMATION

Account Name	Red Oak Middle School	Phone 712-623-6620	Enrollment 300
Address	308 A Corning St	Fax	Grades 6-8
City, State Zip	Red Oak, IA 51566	District Red Oak Cmty School District	
Contact Title / Role	Name	Phone	Email Address
Principal	Mr Nate Perrien		
Secretary	Kim Pratt		prattk@roschools.com
Yearbook Advisor			
Picture Day Contact			prattk@roschools.com
EDT Coordinator	Bob DETER	712-623-6620	DETERB@ROSCHOOLS.ORG

PICTURE DAY EVENTS

Event Type	X	Picture Date	Selling Method	# Photographed	Start Time	End Time	# Cameras	Setup Location
Fall Individuals (Original)	X	09/10/2019	PrePay	300	8:00	2:00	1	AUDITORIUM
Fall Individuals (Retakes)	✓	10/22/2019						
Spring Individuals (Original)	✓	2/11/2020						
Groups: Classroom / Pano								
Underclass Grads								
Legacy Sports: _____								
Expanded Sports: _____								
Prom / Dance								
Seniors - On Site / Studio								
Crossing The Stage								
Commencements								
Other / Service Photos								

ACCOUNT SERVICES

Parent Notify	Yes / No / Renew Not Signed Up, To Sign Up For PN Indicate SEND FROM _____ & RESPOND TO _____ Email Addresses		
Host Portal	Provide Access? Yes / No Send Email invitation to: _____		
Composite	Group		How Are Students Coming To Camera(s)? Circle One Below
	Hold For: Verification /	SmileSafe Cards Yes SmileSafe	Last Year Name On Cards Were Sorted By:
Rewards Program	MyFamilyRewards	Staff Package Yes-Staff3	School Grade Homeroom Teacher Teacher-Period
ID Cards	Student IDs: Yes / No	Staff IDs: Yes / No	Barcoded IDs: Yes / No I-Depot? Yes / No Punched ID: Yes / No
Yearbook Program	Yes / No Provider: Lifetouch Other: _____		

NOTES, SPECIAL REQUESTS & PROMOTIONS

\$1⁰⁰ Comm Fee

AGREEMENT TERMS & SIGNATURES

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School / Account Representative	Date	Lifetouch Representative BN19:NANCY HANSTAD	Date
		<i>Nancy Hanstad</i>	11/19/18

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ACCOUNT & CONTACT INFORMATION

Account Name	Red Oak Senior High School	Phone 712-623-6610	Enrollment 360
Address	2011 N 8th St	Fax	Grades 9-12
City, State Zip	Red Oak, IA 51566	District Red Oak Cmty School District	
Contact Title / Role	Name	Phone	Email Address
Principal	MR JEFF SPOTS		SPOTTSJ@ROSCHOOLS.ORG
Secretary	Beth N	712-623-6610	
Yearbook Advisor	MS LISA ARTHRHOLT		ARTHRHOLTL@ROSCHOOLS.ORG
Picture Day Contact	Primary Contact-Mr Nate Perrien	712-623-6610	baumanj@roschools.org
EDT Coordinator	BOB DETER		DETERB@ROSCHOOLS.ORG

PICTURE DAY EVENTS

Event Type	X	Picture Date	Selling Method	# Photographed	Start Time	End Time	# Cameras	Setup Location
Fall Individuals (Original)	X	09/10/2019	PrePay	360	7:30	2:00	1	Mr. Stabbes Room
Fall Individuals (Retakes)	X	10/23/2019						
Spring Individuals (Original)								
Groups: Classroom / Pano								
Underclass Grads								
Legacy Sports: _____								
Expanded Sports: _____								
Prom / Dance								
Seniors - On Site / Studio								
Crossing The Stage								
Commencements								
Other / Service Photos								

ACCOUNT SERVICES

Parent Notify	Yes / No / Renew Not Signed Up, To Sign Up For PN Indicate SEND FROM _____ & RESPOND TO _____ Email Addresses		
Host Portal	Provide Access? Yes / No Send Email invitation to: _____		
Composite	Group	How Are Students Coming To Camera(s)? Circle One Below	
	Hold For: Verification / SmileSafe Cards Yes SmileSafe	Last Year Name On Cards Were Sorted By:	
Rewards Program	MyFamilyRewards Staff Package Yes-Staff3	School Grade Homeroom Teacher Teacher-Period	
ID Cards	Student IDs: Yes / No Staff IDs: Yes / No Barcoded IDs: Yes / No I-Depot? Yes / No Punched ID: Yes / No		
Yearbook Program	Yes / No Provider: Lifetouch Other: _____		

NOTES, SPECIAL REQUESTS & PROMOTIONS

9/10th Comm Fall

AGREEMENT TERMS & SIGNATURES

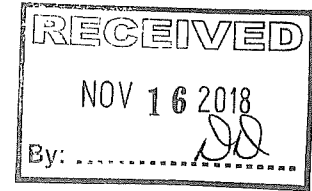
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School / Account Representative	Date	Lifetouch Representative BN19:NANCY HANSTAD	Date
		Nancy Webb Hanstad	11/19/18

November 16, 2018



Red Oak Community School District
Central Office
Attn: Mr. Thomas Messinger
1901 N Broadway St
Red Oak IA 51566

Mr. Messinger,

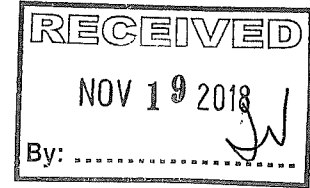
Please consider this my 2 weeks, notice to terminate my employment with the Red Oak Community Schools. Friday, November 30th will be my last day as a paraprofessional at the Red Oak Middle School.

Julie Stanley

Gerald Paul Wallace
P.O. Box 176
Stanton, IA 51573

November 19, 2018

Red Oak Community Schools
Board of Directors
1901 North Broadway Street
Red Oak, IA 51566



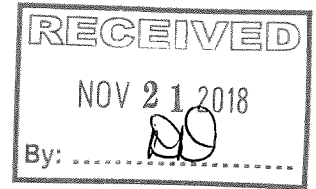
Members of the Board:

It is with great regret that I tender my resignation as a school bus driver for the Red Oak Community School District for the 2018-2019 school year.

I was a first year driver for the district last year and learned much in a stimulating and rewarding year of service to the district. I was happy to sign a contract to continue in my position this year. However, I've found that I will be unable to continue my service to you.

I want to thank all of the professionals in the district that I have worked with and for during my time here. I want to thank the board for giving me the opportunity to serve the students and patrons of the district for the last sixteen months and I hope that you will accept my resignation, at this time.


Gerald Paul Wallace



Red Oak Community School District
Staff Selection Recommendation

Date: 11/21/18

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

Position: ASSISTANT BOWLING COACH (HS)

Name: DAVID TERRY

Certified:

Lane:

Step:

Salary: 8% OF BASE (-10 DAYS OF CONTRACT)
= \$2,224.00

Classified:

Hourly Rate:

Hours Per Day:

N/A

Comments:

Principal/Director

Please send form to Superintendent for Board Approval

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