



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 and Work Session

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

Wednesday, February 12, 2020 – 7:00 pm

- Agenda -

- 1.0 Call to Order – Board of Directors President Bryce Johnson
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Bryce Johnson
- 4.0 Public Presenters/Guest and Visitors Addressing the Board
- 5.0 Communications
 - 5.1 Good News from Red Oak Schools
 - 5.1.1 Good News from Red Oak FFA *pg 1-2*
 - 5.1.2 Good News from State Speech Large Group *pg 3*
 - 5.1.3 Good News from Red Oak Wrestling *pg 4-5*
 - 5.2 Visitors and Presentations
 - 5.2.1 Presentation from Mindy Riibe from Taher on January 2020 board bites
 - 5.2.2 Presentation and Receipt of Interest Items from the Red Oak *pg 6*
Support Staff Association – ROSSA President Jackie Carlson, Board
President Bryce Johnson
 - 5.3 Affirmations and Commendations
 - 5.4 Correspondence
 - 5.5 Public Comments
- 6.0 Consent Agenda
 - 6.1 Review and Approval of Minutes from January 27, 2020 *pg 7-8*
 - 6.2 Review and Approval of Monthly Business Reports *pg 9-18*
 - 6.3 Open Enrollment Requests Consideration
 - 6.3.1 Open Enrollment for 6th grader Salomon Angel Bowen for open enrollment from East Mills Community School District to Red Oak Community School for the 2019-2020 school year due to a move on November 8, 2019
 - 6.3.2 Open Enrollment for 9th grader Guadalupe Angel Bowen for open enrollment from East Mills Community School District to Red Oak Community School for the 2019-2020 school year due to a move on November 8, 2019

- 6.3.3 Open Enrollment for 10th grader Alexis Lynn Bowen for open enrollment from East Mills Community School District to Red Oak Community School for the 2019-2020 school year due to a move on November 8, 2019

7.0 General Business for the Board of Directors

7.1 Old Business

- 7.1.1 Discussion/Approval of Architect agreement for plans at 604 S Broadway
- 7.1.2 Discussion of Red Oak Early Childhood Center update

7.2 New Business

- 7.2.1 (Probable closed session per section 21.5(1)(a) of Code to discuss student records required or authorized by state or federal law to be kept confidential) Open Enrollment for 5th grader Elliana Elizabeth Freshour from Southwest Valley Community School District to Red Oak Community School District for the 2019-2020 school year
- 7.2.2 Discussion/Approval of the Early Retirement of Support Staff for the end of the 2019-2020 school year
- 7.2.3 Discussion/Approval of Red Oak Community Schools giving the Montgomery County Historical Society a very old Teacher Certification book and a very old Bonds and Funds books
- 7.2.4 Discussion/Approval of the renewal of Frontline Central Solution, Time & Attendance, and Absence & Substitute Management for start date of 7-24-2020 to 7-23-2021 Pg 19-20
- 7.2.5 Discussion/Approval of Issuing Request for Proposal for Local Property and Casualty Insurance for the 2020-2021 school year Pg 21-29
- 7.2.6 Discussion/Approval of agreement with Red Oak Community Schools (sending agency) and Clarinda Community Schools (receiving agency) for 2019-2020 school year Pg 30
- 7.2.7 Discussion/Approval of purchase of school bus for the 2019-2020 school year
- 7.2.8 Discussion/Approval of purchase of disposal of school bus
- 7.2.9 Discussion/Approval of policy for naming Facilities

Personnel Considerations

- 7.2.10 Discussion/Approval of hiring Heather Johnson as Para Professional at the Jr/Sr High for the 2019-2020 school year Pg 31
- 7.2.11 Discussion/Approval of hiring Jen Wright as Para Professional at Inman Elementary/Red Oak Early Childhood Center for the 2019-2020 school year Pg 32

8.0 Reports

8.1 Administrative

8.2 Future Conferences, Workshops, Seminars

8.3 Other Announcements

8.4 Board Member Requested Item(s) for next meeting agenda

9.0 Next Board of Directors Meeting: Monday, February 24, 2020 – 7:00 pm
Red Oak Inman Elementary
Red Oak CSD Inman Elementary Campus

10.0 Adjournment

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

Tammi VanMeter

From: Alan Spencer
Sent: Thursday, January 30, 2020 9:20 AM
To: Elishia Houser; Tess Nelson; montgomery.county@ifbf.org; Tammi VanMeter
Cc: Tess Mittag
Subject: FFA Participates in Iowa FFA Legislative Symposium
Attachments: Leg Symp.2020.jpg

On Tuesday, January 28, six members of the Red Oak FFA Chapter participated in the Iowa FFA Legislative Symposium. Over 400 FFA members from across Iowa attended the event that included an address from Iowa Deputy Secretary of Agriculture Julie Kenney, an address from Iowa Farm Bureau President Craig Hill, training on speaking with legislators, and updates on current issues in agriculture and education. Red Oak FFA members had the opportunity to speak with Representative Cecil Dolecheck, Senator Mark Costello, and Senator Tom Shipley. Pictured are (L to R): FFA Advisor Alan Spencer, Corbin Wolfe, Allie Sandin, Noah Westerlund, Abby Pendleton (seated), Delaina Olson, Ashley Henneman, Representative Cecil Dolecheck, and FFA Advisor Tess Mittag. The event is sponsored by the Iowa Farm Bureau Federation through the Iowa FFA Foundation.

Alan D. Spencer
Agricultural Education Instructor/FFA Advisor
Red Oak High School
2011 North 8th Street
Red Oak, IA 51566
spencera@roschools.org
<http://www.redoakschooldistrict.com/>



Good News

Tammi VanMeter

From: Laura Horn
Sent: Saturday, February 8, 2020 3:48 PM
To: AllStaff; KCSI FM; Tess Nelson; news@kmaland.com
Subject: Large Group State Speech results

Today Red Oak Large Group speech team competed in Waukee. I am SO proud of these kids!! They pulled together and supported each other and had outstanding performances as well!

Receiving straight 1s (all three judges gave them a 1) were:

- Ensemble Acting - Alexa McCunn Araina Brummett, Mya Southwell, Lindsey Porter and Cami Porter • Group Improv - Alexa McCunn Araina Brummett, Mya Southwell, and Cami Porter • Musical Theatre - Avery Graham and Aedynn Graham

Receiving an overall 1 rating (2 of the 3 judges gave them a 1) were:

- Musical Theatre - Tessa Rolenc, Josie Rengstorf, and Jonah Wemhoff • One Act - Brittney Clemons, Brianna Clemons, Connor Koppa, Kadee Gass, and Jenna Klyn

Receiving an overall 2 rating (2 of the 3 judges gave them a 2) were:

- Group Improv - Abby Pendleton and Libby Mensen

Receiving straight 2s (all 3 judges gave them a 2) were:

- Choral Reading - Madi Hewett, Erica Walker, and Rhenn Rolenc

If we have any All-State nominations, those will be announced Monday evening.

Laura Horn
Large Group Speech Head Coach

SECTIONAL WRESTLING TOURNAMENT – COACH PODLIKA

Sectional Team Score

- 1 Harlan 218
- 2 Red Oak 211
- 3 Glenwood 209
- 4 Clarinda 128
- 5 Southwest Iowa (Sidney) 103
- 6 Shenandoah 65

Individual Results

- 106- Brandon Erp finished 1-0 with 1 fall and is your Sectional Champion
- 113- Chase Sandholm finished 1-0 with 1 decision and is your Sectional Champion
- 120- Johnathon Erp finished 1-1 with 1 fall placing 2nd
- 126- Dawson Bond finished 2-0 with 1 fall and a decision and is your Sectional Champion
- 132- Chase Roeder finished 1-1 with 1 fall placing 5th
- 138- Bryan Erp finished 1-1 with 1 fall placing 3rd
- 145- Dominick Brittain finished 0-2 placing 6th
- 152- Jake Echternach finished 1-1 with 1 fall placing 3rd
- 160- Justin McCunn finished 2-0 with 2 falls and is your Sectional Champion
- 170- Bruce Lukehart finished 1-1 with 1 decision placing 2nd
- 182- Zac Guerra finished 0-1 placing 5th
- 195- Carter Maynes finished 2-0 with 2 falls and is your Sectional Champion
- 220- Jordan Holaday finished 1-1 with 1 fall placing 5th
- 285- Hunter Portales finished 1-2 with 1 fall placing 4th

Sectional Overall Recap

We had 14 young men take the mat and 9 of them finished in the top 3. We had 5 champions and 2 runners-up meaning we'll have 7 wrestlers competing at the district tournament which ties a program best. We placed 2nd by two points meaning we'll be wrestling at regional duals on Tuesday, the location is to be determined we should know by the end of the night. Qualifying by 2 points means everything we did on the mats was significant if we lost any match we won or had any of our wrestlers do not take the mat we wouldn't be in 2nd place. We were 7 points out of first, we felt like we left a couple matches out there. The program expectations have never been higher, when you tie a program best finish and feel like you left some wins out there that means good things are happening. We're very proud of the way the guys battled back on the backside, some of them knew their shot at districts was out the window but the team needed them to battle back for the regional birth. Our champions were Brandon Erp, Chase Sandholm, Dawson Bond, Justin McCunn, and Carter Maynes. Our Runner-Ups were Johnathon Erp and Bruce Lukehart. Johnathon Erp picked up the 150th win of his career, he joins Seth Esaias and Justin McCunn as the only Red Oak wrestlers ever to do that. We'll be back in action Tuesday night at regional duals followed by districts next Saturday.



Board Bites

A Monthly Food Service Report
Mindy Riibe
2020

Program Updates

✓ 2019/2020

➤ Promotions

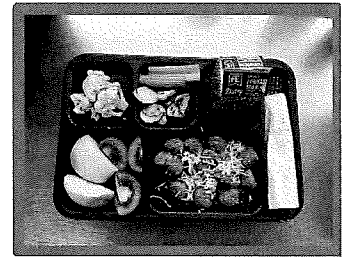
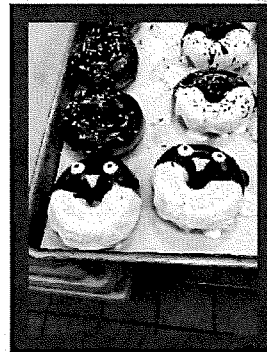
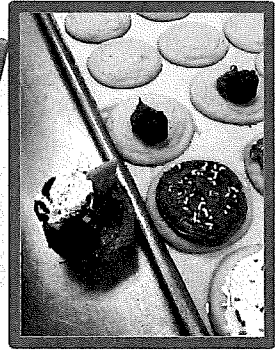
- Ala Carte Items
- National Soup Month
- January 20th-24th Around the world in 80 Trays;
 - Monday 20th- America All American Hamburger/Southern Chicken Biscuit Sandwich
 - Tuesday 21st- Asia Asian Crispy Chicken and Rice Fortune Cookie
 - Wednesday 22nd- Germany Beef Stroganoff with Egg Noodles Apple Cabbage Salad
 - Thursday 23rd- Italy Spaghetti with meat sauce, Chicken Parmesan Bites
 - Friday 24th Mexico Beef Tacos, Chicken Quesadilla Firenze Corn Salad

➤ HOM

- Collard Greens
- Kiwi
- Black Pepper

➤ Catering

- Board Meetings
- Concessions



This institution is an equal opportunity provider.

Taher Food Service can provide your catering needs!



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Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Red Oak Inman Elementary Cafeteria
Red Oak Inman Elementary Campus
January 27, 2020

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bryce Johnson at 7:00 p.m. at the Red Oak Inman Elementary School Cafeteria.

Present

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

Approval of Agenda

Motion by Director Carlson, second by Director Blackman 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 wrestling team had it's best performance at the John Harris Tournament over the weekend, finishing in 4th place out of 21 teams.

Jacque Stephens, Art Instructor, and Arryn Gillespie, Pre-school teacher, each received a \$250 grant for Ag In the Classroom.

Presentations:

Deb Blomstedt, ROEA President, and Bryce Johnson, Board President, exchanged bargaining items of interest letters.

Consent Agenda

Motion by Director Walker, second by Director Blackman to approve the consent agenda including meeting minutes and monthly business reports as presented. Motion carried unanimously.

Disposition of Properties

Motion by Director Walker, second by Director DeVries to approve the process and documents presented for the disposal of Webster School, Bancroft School, and vacant lot across from Bancroft School. Motion carried unanimously.

Special Education Contract

Motion by Director Carlson, second by Director Blackman to approve the special education contract with East Mills Community School for the 2019-2020 school year. Motion carried unanimously.

10-Passenger Van Purchase

Motion by Director Carlson, second by Director Blackman to approve the purchase of a 10-passenger Ford van from Red Oak Chrysler in the amount of \$33,987.85. Motion carried unanimously.

Certified Staff Early Retirement Applications

Motion by Director Walker, second by Director DeVries to accept the early retirement applications of Sheree Rhodes, Kim Walford, and Rebecca Sterbick. Motion carried unanimously.

Continuation of January 27, 2020 Meeting Minutes-Page 2

Personnel Considerations

Motion by Director Blackman, second by Director Carlson to issue a substitute transportation contract to Mark Johnson for the 2019-2020 school year. Motion carried unanimously.

Next Meeting

The next regular board meeting will be changed to Wednesday, February 12, 2020 at 7:00 p.m. in the Inman Primary School Cafeteria with a work session to follow.

Adjournment

Motion by Director Walker, second by Director Carlson to adjourn the meeting at 7:25 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Wednesday, February 12, 2020 – 7:00 p.m.
Red Oak Inman Elementary Cafeteria
Red Oak CSD Inman Elementary Campus

Bryce Johnson, President

Deb Drey, Board Secretary

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AGRIVISION	3023697	41.10
10 9010 2600 000 0000 618	Gator Maintenance Supplies	41.10
AGRIVISION	3025731	405.28
10 9010 2600 000 0000 618	Blade Edge	226.76
10 9010 2600 000 0000 618	Shoe Kiit	149.96
10 9010 2600 000 0000 618	Bolts	12.48
10 9010 2600 000 0000 618	Nuts	16.08
Vendor Name AGRIVISION		<u>446.38</u>
BATTEN SANITATION SERVICE	13120BS	3,600.00
10 9010 2600 000 0000 421	Bus Barn Sanitation - 1/2020	80.00
10 9010 2600 000 0000 421	FBF/BBF Sanitation - 1/2020	55.00
10 0109 2600 000 0000 421	Jr/Sr HS Sanitation - 1/2020	1,155.00
10 0418 2600 000 0000 421	IES Sanitation - 1/2020	1,155.00
10 0445 2600 000 0000 421	ROECC Sanitation - 1/2020	1,155.00
Vendor Name BATTEN SANITATION SERVICE		<u>3,600.00</u>
CAM COMMUNITY SCHOOL DISTRICT	12020CAM	6,312.00
10 9010 1000 130 3116 567	TLC 1st Sem 2019-2020	291.20
10 9010 1000 100 0000 567	OE 1st Sem 2019-2020	6,020.80
Vendor Name CAM COMMUNITY SCHOOL DISTRICT		<u>6,312.00</u>
CAROLINA BIOLOGICAL SUPPLY COMPANY	50953621	71.42
10 0418 1000 100 0000 612	MEDICINE DROPPER, PLASTIC 1-ML NIPPLE 3	9.68
10 0418 1000 100 0000 612	STUDENT THERMOMETER LOW RANGE	30.40
10 0418 1000 100 0000 612	DUAL PLASTIC MAGNIFIER 3X AND 6X	17.64
10 0418 1000 100 0000 612	SHIPPING	13.70
Vendor Name CAROLINA BIOLOGICAL SUPPLY COMPANY		<u>71.42</u>
CASEY'S BUSINESS MASTERCARD	02012020CBMC	2.94
10 9010 2700 000 0000 626	Transaction Fee - Ethanol	2.94
Vendor Name CASEY'S BUSINESS MASTERCARD		<u>2.94</u>
CENTURY LINK	012520CL	509.39
10 9010 2236 000 0000 536	Districtwide Internet - 1/2020	509.39
Vendor Name CENTURY LINK		<u>509.39</u>
CHEMSEARCH	3838674	421.59
10 9010 2600 000 0000 432	Water Treatment for Boilers	421.59
Vendor Name CHEMSEARCH		<u>421.59</u>
CITY OF RED OAK	20120CORO	984.02
10 9010 2600 000 0000 411	Intertech Water/Utilities - 1/2020	16.73
10 9010 2600 000 0000 411	Webster Water/Utilities - 1/2020	24.25
10 9010 2600 000 0000 411	Cage Water/Utilities - 1/2020	31.32
10 9010 2600 000 0000 411	FBF Sprinkler #2 Water/Utilities - 1/202	16.05
10 9010 2600 000 0000 411	FBF Sprinkler #1	16.05

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0109 2600 000 0000 411	Water/Utilities - 1/202	
	Jr/Sr HS Act	40.71
10 0109 2600 000 0000 411	CtrWater/Utilities - 1/2020	
	Jr/Sr HS Water/Utilities - 1/2020	127.55
10 0109 2600 000 0000 411	Jr/Sr HS Water/Utilities - 1/2020	177.86
10 0418 2600 000 0000 411	IES Water/Utilities - 1/2020	397.28
10 0445 2600 000 0000 411	ROECC Water/Utilities - 1/2020	136.22
Vendor Name	CITY OF RED OAK	<u>984.02</u>
COCA-COLA BTLG OF OMAHA	10234101	175.38
10 0418 3200 000 8901 618	COKE PRODUCTS	175.38
Vendor Name	COCA-COLA BTLG OF OMAHA	<u>175.38</u>
COUNSEL OFFICE & DOCUMENTS	34AR451250	2,337.39
10 0109 1000 100 0000 359	Jr/Sr High Workroom Clicks - 1/2020	499.44
10 0109 1000 100 0000 359	Jr/Sr HS Office Clicks - 1/2020	262.56
10 0109 1000 100 0000 359	Jr/Sr HS Media Ctr Clicks - 1/2020	162.66
10 0109 1000 100 0000 359	Jr/Sr HS Guidance Clicks - 1/2020	24.89
10 0418 1000 100 0000 359	IES Media Ctr Clicks - 1/2020	858.46
10 0418 1000 100 0000 359	IES Office Clicks - 1/2020	254.94
10 0418 1000 100 0000 359	IES Media #2 Clicks - 1/2020	65.46
10 0418 1000 100 0000 359	IES Workroom Clicks - 1/2020	42.59
10 0445 1000 100 0000 359	ROECC Media Ctr Clicks - 1/2020	95.58
10 9010 2520 000 0000 618	Admin Office Clicks - 1/2020	57.82
10 9010 2520 000 0000 618	Steady Serve - 1/2020	12.99
Vendor Name	COUNSEL OFFICE & DOCUMENTS	<u>2,337.39</u>
DES MOINES STAMP MFG. CO.	1154746	38.40
10 9010 2310 000 0000 611	Board President's Signature Stamp	38.40
Vendor Name	DES MOINES STAMP MFG. CO.	<u>38.40</u>
DHS CASHIER 1ST FLOOR	10125459	1,311.64
10 9010 4634 219 4634	Medicaid Share - 1/2020	1,311.64
Vendor Name	DHS CASHIER 1ST FLOOR	<u>1,311.64</u>
EAST MILLS COMMUNITY SCHOOLS	12820EMCSD	5,390.00
10 9010 1200 211 3301 567	Sped Level 1 x 1 2019-2020	5,390.00
Vendor Name	EAST MILLS COMMUNITY SCHOOLS	<u>5,390.00</u>
ELECTRONIC CONTRACTING CO.	CB018294	910.00
10 9010 2235 000 0000 359	Intercom Work at Inman	910.00
Vendor Name	ELECTRONIC CONTRACTING CO.	<u>910.00</u>
FARMERS MUTUAL TELEPHONE	011620FMTC	200.00
10 9010 2236 000 0000 536	Admin Office Internet - 2/2020	200.00
Vendor Name	FARMERS MUTUAL TELEPHONE	<u>200.00</u>

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
FASTENAL COMPANY	77217/77326	20.57
10 9010 2600 000 0000 618	Toggle Wing, Nuts, Bolts	13.53
10 9010 2600 000 0000 618	Keystrip	7.04
Vendor Name FASTENAL COMPANY		<u>20.57</u>
FBG SERVICE CORPORATION	866572	408.50
10 9010 2600 000 0000 340	Additional Basketball Janitorial	408.50
FBG SERVICE CORPORATION	866752	31,867.25
10 9010 2600 000 0000 340	Janitorial Services - 1/2020	31,867.25
Vendor Name FBG SERVICE CORPORATION		<u>32,275.75</u>
GLENWOOD COMMUNITY SCHOOLS	20620GCS	6,416.57
10 9010 1200 217 3303 320	Sped Level III x 2 - 1/2020	6,416.57
Vendor Name GLENWOOD COMMUNITY SCHOOLS		<u>6,416.57</u>
GRABER, DEB	013120DG	47.02
10 0418 1000 100 8001 612	REIMBURSEMENT FOR SUPPLIES	47.02
Vendor Name GRABER, DEB		<u>47.02</u>
GREAT AMERICA FINANCIAL SERVICES	26444196	1,421.80
10 9010 2520 000 0000 618	Admin Office Copier Lease - 1/20	250.78
10 0445 1000 100 0000 359	ROECC Office Copier Lease - 1/20	113.98
10 0445 1000 100 0000 359	ROECC Media Copier Lease - 1/20	134.42
10 0418 1000 100 0000 359	IES Office Copier Lease - 1/20	139.00
10 0418 1000 100 0000 359	IES Workroom Copier Lease - 1/20	107.69
10 0418 1000 100 0000 359	IES Media Copier Lease - 1/20	134.38
10 0109 1000 100 0000 359	Jr/Sr HS Office Copier Lease - 1/20	299.48
10 0109 1000 100 0000 359	Jr/Sr HS Media Copier Lease - 1/20	242.07
Vendor Name GREAT AMERICA FINANCIAL SERVICES		<u>1,421.80</u>
GREEN HILLS AEA	2162	7,699.45
10 9010 2113 000 0000 591	Social Worker 1st Sem - 2019-2020	7,699.45
GREEN HILLS AEA	2214	100.00
10 0109 1200 211 3301 320	CPI Refresher Training - Secondary Staff	100.00
Vendor Name GREEN HILLS AEA		<u>7,799.45</u>
GREEN TREE COMPANY, THE	7152	2,950.00
10 9010 2600 000 0000 424	Snow Removal - 1/22/2020	2,950.00
GREEN TREE COMPANY, THE	7179	800.00
10 9010 2600 000 0000 424	Snow Removal - 1/29/20	800.00
Vendor Name GREEN TREE COMPANY, THE		<u>3,750.00</u>
HALEY'S ELECTRIC	8968	1,152.37
10 9010 2600 000 0000 432	Intertech Power Washer Hook-	1,152.37

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	HALEY'S ELECTRIC	<u>1,152.37</u>
HARRIS, HEIDI	20620HH	167.86
10 9010 2310 000 0000 580	IASBO Budget Meeting - Ames	167.86
Vendor Name	HARRIS, HEIDI	<u>167.86</u>
JOHNSON AUTO PARTS	217507	12.79
10 9010 2600 000 0000 618	Brakleen, Grease, Regal Blue Tools	12.79
JOHNSON AUTO PARTS	363622	54.77
10 9010 2700 000 0000 618	Wiper Blades for #25	54.77
JOHNSON AUTO PARTS	364415	9.89
10 9010 2600 000 0000 618	Maintenance Supplies - General	9.89
Vendor Name	JOHNSON AUTO PARTS	<u>77.45</u>
JOHNSTONE SUPPLY	1303853	199.02
10 9010 2600 000 0000 618	Honeywell Heat Actuators	199.02
Vendor Name	JOHNSTONE SUPPLY	<u>199.02</u>
KUNZE, SONIA	021020SK	64.17
10 0418 1000 100 8001 612	PTO REIMBURSEMENT CLASSROOM SUPPLIES	64.17
Vendor Name	KUNZE, SONIA	<u>64.17</u>
MAIL FINANCE	N8114961	440.77
10 9010 2410 000 0000 531	Postage Meter Lease	440.77
Vendor Name	MAIL FINANCE	<u>440.77</u>
MATHESON TRI-GAS	21187720	58.08
10 0109 1300 370 0000 612	Oxygen Tank Refill	58.08
Vendor Name	MATHESON TRI-GAS	<u>58.08</u>
MERCER HEALTH & BENEFITS ADMIN LLC	013120M	3,379.65
10 9010 1000 100 8018 270	Retiree Insurance Premium 3/2020	3,379.65
Vendor Name	MERCER HEALTH & BENEFITS ADMIN LLC	<u>3,379.65</u>
MIDAMERICAN ENERGY	011020MAE	16,436.47
10 0109 2600 000 0000 622	Jr/Sr HS SC Electric - 1/2020	270.93
10 0109 2600 000 0000 622	Jr/Sr HS Electric - 1/2020	10,582.72
10 9010 2600 000 0000 621	Intertech Gas - 1/2020	343.09
10 9010 2600 000 0000 622	Intertech Electric - 1/2020	186.34
10 9010 2600 000 0000 622	Intertech Electric - 1/2020	47.19
10 9010 2600 000 0000 622	Bus Barn Electric - 1/2020	578.43
10 0418 2600 000 0000 622	ROECC Electric - 1/2020	1,132.41
10 0418 2600 000 0000 622	IES Electric - 1/2020	3,295.36
Vendor Name	MIDAMERICAN ENERGY	<u>16,436.47</u>
MONTGOMERY CO. MEMORIAL HOSP.	ROCSDMCMH	75.00
10 9010 2134 000 0000 320	Annual CPR Training for District Nurse	75.00
Vendor Name	MONTGOMERY CO. MEMORIAL HOSP.	<u>75.00</u>

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
NELSON, ALEX	13120AN	19.95
10 0418 1000 100 8001 612	REIMBURSEMENT FOR SUPPLIES	19.95
Vendor Name NELSON, ALEX		<u>19.95</u>
NEOPOST	010920NEO	1,000.00
10 9010 2410 000 0000 531	Postage Machine Refill	1,000.00
Vendor Name NEOPOST		<u>1,000.00</u>
OREILLY AUTO PARTS	0298-107184	14.24
10 9010 2600 000 0000 618	Air Blow Gun - Intertech	14.24
OREILLY AUTO PARTS	0298-107286	129.59
10 9010 2700 000 0000 618	Battery for 2007 Ford F150	129.59
OREILLY AUTO PARTS	0298-107862	13.74
10 9010 2700 000 0000 618	Wiper Fluid for Buses	13.74
OREILLY AUTO PARTS	0298-108568	63.32
10 9010 2600 000 0000 618	Rear Hatch Lift Cylinders	63.32
Vendor Name OREILLY AUTO PARTS		<u>220.89</u>
PARALLEL TECHNOLOGIES, INC.	67796	668.75
10 0109 2600 000 0000 432	Jr/Sr HS Boiler Repair	668.75
Vendor Name PARALLEL TECHNOLOGIES, INC.		<u>668.75</u>
PLUMB SUPPLY/RIBACK SUPPLY	6374995	593.96
10 9010 2600 000 0000 618	10X36 R PIPE	490.15
10 9010 2600 000 0000 618	10 INCH R STORM COLLAR	9.15
10 9010 2600 000 0000 618	10 INCH R METALBESTOS TOP	94.66
PLUMB SUPPLY/RIBACK SUPPLY	6392397	674.66
10 9010 2600 000 0000 618	Sloan G2 Closet Flush	337.33
10 9010 2600 000 0000 618	Sloan G2 Closet Flush	337.33
PLUMB SUPPLY/RIBACK SUPPLY	6408915	179.46
10 9010 2600 000 0000 618	611 3/4 CXXC SWEAT TEE	3.03
10 9010 2600 000 0000 618	603 3/4 CXFIP SWEAT ADAPTER	6.73
10 9010 2600 000 0000 618	607 3/4 SWEAT 90 DEG ELBOW	4.96
10 9010 2600 000 0000 618	3/4" L HARD COPPER TUBE	138.26
10 9010 2600 000 0000 618	Fitting Brush	1.97
10 9010 2600 000 0000 618	3/4 QTR TURN HOSE BIB	21.92
10 9010 2600 000 0000 618	604 3/4 CXMIP SWEAT ADAPTER	2.59
Vendor Name PLUMB SUPPLY/RIBACK SUPPLY		<u>1,448.08</u>
QUILL CORP.	4001709	37.85
10 9010 2310 000 0000 611	Tabbed Manilla Folders	8.58
10 9010 2310 000 0000 611	Tape Dispenser	4.39
10 9010 2310 000 0000 611	Small Post-It Notes	24.88
QUILL CORP.	4098802	83.16
10 9010 2310 000 0000 611	Security Window Envelopes	83.16
QUILL CORP.	4113439	174.09
10 0109 1000 100 0000 618	Miscellaneous Office Supplies	174.09
QUILL CORP.	4250544	72.89
10 0418 2110 490 8027 618	Toner Cartridge - Yes Mentoring	72.89
QUILL CORP.	4368692	106.51
10 9010 2321 000 0000 611	Junior Sized Legal Pads	10.06

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2321 000 0000 611	Legal Pads	13.58
10 9010 2321 000 0000 611	Rubber Bands	7.05
10 9010 2321 000 0000 611	Scissors	4.46
10 9010 2321 000 0000 611	Money Receipt Books	71.36
QUILL CORP.	4444480	42.89
10 9010 2321 000 0000 611	Custom PAID w/Check No Stamp	42.89
Vendor Name	QUILL CORP.	<u>517.39</u>
R.K. BELT AND SONS, INC.	1242020BELT	19.44
10 9010 2700 000 0000 618	Wheel Trailer Leg	19.44
R.K. BELT AND SONS, INC.	69002	76.00
10 9010 2700 000 0000 434	Suburban Connection Repair	76.00
Vendor Name	R.K. BELT AND SONS, INC.	<u>95.44</u>
RED OAK CHRYSLER, INC.	18316	82.40
10 9010 2700 000 0000 618	Jump Start Bus #15	82.40
Vendor Name	RED OAK CHRYSLER, INC.	<u>82.40</u>
RED OAK FABRICATION INC.	29542	32.00
10 0109 1300 370 0000 612	1/2" x 1/2" Angle Iron	32.00
RED OAK FABRICATION INC.	29742	201.22
10 9010 2600 000 0000 618	Welding Repair and Parts	201.22
RED OAK FABRICATION INC.	29748	35.66
10 9010 2600 000 0000 618	Garage Door Repair - Intertech	35.66
Vendor Name	RED OAK FABRICATION INC.	<u>268.88</u>
RED OAK HARDWARE HANK	31JAN20ROHH	174.74
10 0109 2600 000 0000 618	Ice Grit for Jr/Sr High School	43.12
10 0109 2600 000 0000 618	Ice Grit for Jr/Sr High School	53.90
10 0109 2600 000 0000 618	Ice Grit for Jr/Sr High School	10.78
10 0109 2600 000 0000 618	Ice Grit for Jr/Sr High School	66.94
Vendor Name	RED OAK HARDWARE HANK	<u>174.74</u>
RICK ENGEL, ATTY.	Jan2020	1,825.00
10 9010 2310 000 0000 342	Legal Services - 1/2020	1,825.00
Vendor Name	RICK ENGEL, ATTY.	<u>1,825.00</u>
RIVERSIDE TECHNOLOGIES, INC	0280753-IN	1,000.00
10 9010 2235 000 0000 739	February 2020 Managed Services	1,000.00
Vendor Name	RIVERSIDE TECHNOLOGIES, INC	<u>1,000.00</u>
ROGERS PLUMBING & HEATING	31540	1,013.75
10 0109 2600 000 0000 432	Kitchen Drain Clearing - Jr/Sr HS	1,013.75
ROGERS PLUMBING & HEATING	31565	105.78
10 0445 2600 000 0000 432	ROECC Water Heater Repair	105.78
Vendor Name	ROGERS PLUMBING & HEATING	<u>1,119.53</u>
SCHOOL BUS SALES	IN93916	843.10

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2700 000 0000 618	Supplies for Buses #2 and #9	843.10
SCHOOL BUS SALES	IN93947	43.00
10 9010 2700 000 0000 618	Supplies for Buses #2 and #9	43.00
Vendor Name SCHOOL BUS SALES		<u>886.10</u>
SELLERS PEST CONTROL-ART SELLERS	27959	110.00
10 9010 2600 000 0000 425	Districtwide Pest Control - 2/20	110.00
Vendor Name SELLERS PEST CONTROL-ART SELLERS		<u>110.00</u>
SIDNEY COMMUNITY SCHOOLS	Feb72020	7,629.55
10 9010 2700 000 0000 591	Shared Transportation Supervisor	7,629.55
Vendor Name SIDNEY COMMUNITY SCHOOLS		<u>7,629.55</u>
SOCS/FES	INV011088	405.00
10 9010 2236 000 0000 536	February 2020 Web Hosting	405.00
Vendor Name SOCS/FES		<u>405.00</u>
SW IA TIRE & SERVICE	98459	57.11
10 9010 2700 217 3303 434	New Tires for Bus #19	57.11
Vendor Name SW IA TIRE & SERVICE		<u>57.11</u>
TIMBERLINE BILLING SERVICE LLC	18638	165.49
10 9010 2510 217 3303 359	Medicaid - January 2020	165.49
Vendor Name TIMBERLINE BILLING SERVICE LLC		<u>165.49</u>
VANNAUSDLE, TRACY	013120TV	57.58
10 0109 1200 420 1119 612	Water and Snacks for At-Risk Students	57.58
Vendor Name VANNAUSDLE, TRACY		<u>57.58</u>
WESTLAKE ACE HARDWARE	2386070	351.26
10 9010 2600 000 0000 618	Maintenance Supplies/InterTech Supplies	98.75
10 9010 2700 000 0000 618	Transportation - Hitch Pin	6.99
10 0109 2600 000 0000 618	Jr/Sr High School Maintenance Supplies	90.17
10 0418 2600 000 0000 618	IES Maintenance Supplies	155.35
WESTLAKE ACE HARDWARE	2386070-1	19.43
10 0109 2600 000 0000 618	Scoreboard Part Return UPS	19.43
WESTLAKE ACE HARDWARE	2386070-3	14.58
10 9010 2235 000 0000 618	Phone line hardware	14.58
Vendor Name WESTLAKE ACE HARDWARE		<u>385.27</u>
Fund Number 10		<u>114,629.70</u>
Checking Account ID 1	Fund Number 33	CAPITAL PROJECTS - LOST
ANDERSON, MICKEY	February2020	1,200.00
33 9010 4700 000 8218 450	Admin Office Rent - 2/2020	1,200.00
Vendor Name ANDERSON, MICKEY		<u>1,200.00</u>
JOHNSON CONTROLS FIRE PROTECTION LP	86489777	477.00
33 0445 4700 000 0000 450	ROECC Fire Panel Repair	477.00
Vendor Name JOHNSON CONTROLS FIRE		<u>477.00</u>

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
PROTECTION LP		
MILLIKEN & CO.	13821659	13,467.59
33 0445 4700 000 0000 450	Carpet for ROECC	13,467.59
Vendor Name MILLIKEN & CO.		<u>13,467.59</u>
VINER CONSTRUCTION	13120VC	1,598.00
33 0445 4700 000 0000 450	January Concrete Svcs - ROECC	1,598.00
Vendor Name VINER CONSTRUCTION		<u>1,598.00</u>
Fund Number 33		<u>16,742.59</u>
Checking Account ID 1		<u>131,372.29</u>
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
ACE FUNDRAISING	12820ACE	300.00
21 0109 1400 920 6720 340	FOOTBALL CLINIC	300.00
Vendor Name ACE FUNDRAISING		<u>300.00</u>
BAREFOOT CAMPUS OUTFITTER	163194	183.60
21 0109 1400 950 7407 618	FFA SHIRTS	183.60
BAREFOOT CAMPUS OUTFITTER	163424	182.60
21 0109 1400 950 7407 618	FFA SHIRTS	182.60
Vendor Name BAREFOOT CAMPUS OUTFITTER		<u>366.20</u>
BLACKMAN, KEN	20420KB	386.36
21 9010 1400 920 6600 580	Asst AD Travel Reimbursement	386.36
Vendor Name BLACKMAN, KEN		<u>386.36</u>
BUNTROCK, MISSY	13120MB	100.00
21 0109 1400 920 6710 340	JV BASKETBALL OFFICIAL	100.00
Vendor Name BUNTROCK, MISSY		<u>100.00</u>
CARRIE WESTON - CR GRAPHICS	01072020CRG	25.00
21 9010 1400 920 6600 618	GYM SIGNS	25.00
Vendor Name CARRIE WESTON - CR GRAPHICS		<u>25.00</u>
CLUB'S CHOICE	114632	17.01
21 0109 1400 910 6210 618	Fundraiser Items	17.01
CLUB'S CHOICE	115231	108.36
21 0109 1400 910 6210 618	Fundraiser Items	108.36
Vendor Name CLUB'S CHOICE		<u>125.37</u>
CRESTON COMMUNITY SCHOOLS	010720CCS	48.00
21 0109 1400 920 6790 340	JV WRESTLING ENTRY FEE	48.00
Vendor Name CRESTON COMMUNITY SCHOOLS		<u>48.00</u>
EXCHANGE, THE	51580	34.50
21 0109 1400 950 7406 618	FFA Toy Show	34.50
Vendor Name EXCHANGE, THE		<u>34.50</u>
FRENCH, DALE	12320DaF	90.00
21 0109 1400 920 6710 340	JR HIGH BASKETBALL OFFICIAL	90.00
Vendor Name FRENCH, DALE		<u>90.00</u>

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
FRENCH, DUSTIN	013120DstF	100.00
21 0109 1400 920 6710 340	JV BASKETBALL OFFICIAL	100.00
FRENCH, DUSTIN	12320	90.00
21 0109 1400 920 6710 340	JR. HIGH BASKETBALL OFFICIAL	90.00
Vendor Name FRENCH, DUSTIN		<u>190.00</u>
GLENWOOD HIGH SCHOOL	012320GHS	75.00
21 0109 1400 920 6790 340	JV WRESTLING ENTRY FEE	75.00
Vendor Name GLENWOOD HIGH SCHOOL		<u>75.00</u>
GREBERT, RON	013120RG	130.00
21 0109 1400 920 6710 340	VAR. BASKETBALL OFFICIAL	130.00
Vendor Name GREBERT, RON		<u>130.00</u>
HONNOLD, BRAD	013120BH	130.00
21 0109 1400 920 6790 340	WRESTLING OFFICIAL	130.00
Vendor Name HONNOLD, BRAD		<u>130.00</u>
HOWARD'S SPORTING GOODS	08468-00	1,440.00
21 0109 1400 920 6710 618	JR HIGH GIRLS BASKETBALL UNIFORMS	1,440.00
HOWARD'S SPORTING GOODS	08481-00	74.00
21 0109 1400 920 6845 618	BOWLING AWARDS	74.00
HOWARD'S SPORTING GOODS	08483-00	48.00
21 9010 1400 920 6600 618	MED SUPPLIES - ATHLETICS	48.00
HOWARD'S SPORTING GOODS	08501-00	899.40
21 0109 1400 920 6710 340	BOYS BASKETBALLS	899.40
Vendor Name HOWARD'S SPORTING GOODS		<u>2,461.40</u>
IOWA WESTERN COMMUNITY COLLEGE	013120IWCC	280.00
21 0109 1400 910 6220 580	HONOR BAND DINNER	280.00
Vendor Name IOWA WESTERN COMMUNITY COLLEGE		<u>280.00</u>
LEWIS CENTRAL ACTIVITIES	13120LCCSD	250.00
21 9010 1400 920 6600 320	COOP SWIM PROGRAM	250.00
Vendor Name LEWIS CENTRAL ACTIVITIES		<u>250.00</u>
MCCONE FOODS, INC	3956	2,287.00
21 0109 1400 950 7407 618	FFA Supplies	2,287.00
Vendor Name MCCONE FOODS, INC		<u>2,287.00</u>
PIZZA RANCH	53	173.91
21 0109 1400 950 7421 618	Student Council Tiger Link Crew	173.91
Vendor Name PIZZA RANCH		<u>173.91</u>
RED OAK LANES	ROL011020	81.00
21 0109 1400 920 6845 618	BOWLING BALL REPAIR	81.00
Vendor Name RED OAK LANES		<u>81.00</u>
TROPHIES PLUS	366424	113.40
21 0109 1400 920 6815 618	VOLLEYBALL AWARDS	113.40
Vendor Name TROPHIES PLUS		<u>113.40</u>

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RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
WESTLAKE ACE HARDWARE	2386070-2	14.78
21 9010 1400 920 6600 618	Return Scoreboard Materials	14.78
Vendor Name WESTLAKE ACE HARDWARE		<u>14.78</u>
WILLIAMS, AARON	13120AW	130.00
21 0109 1400 920 6710 340	VAR BASKETBALL OFFICIAL	130.00
Vendor Name WILLIAMS, AARON		<u>130.00</u>
WILLIAMS, JUSTIN	13120JW	130.00
21 0109 1400 920 6710 340	VAR BASKETBALL OFFICIAL	130.00
Vendor Name WILLIAMS, JUSTIN		<u>130.00</u>
WILLIAMSON, ROB	13120RW	200.85
21 0109 1400 920 6790 340	VAR WRESTLING OFFICIAL	200.85
Vendor Name WILLIAMSON, ROB		<u>200.85</u>
Fund Number 21		<u>8,122.77</u>
Checking Account ID 3		<u>8,122.77</u>

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Quote ID Q-24946
02/02/2020

Frontline Education Renewal Notice

Attn: Red Oak Community School District

Thank you for your continued partnership with Frontline Education. We remain focused on providing you with industry-leading solutions and technology for K-12. As part of the ongoing investment in your solutions, our Learning Center continues to be enhanced to provide access to articles with answers to routine questions 24/7. Additionally, functionality has been added to provide user assistance for login issues. The pricing for your subscription(s) renewing on 7/24/2020 is listed below.

Description	Start Date	End Date	Qty	Rate	Amount
Frontline Central Solution	7/24/2020	7/23/2021	1	\$5,705.94	\$5,705.94
Time & Attendance, unlimited usage for internal employees	7/24/2020	7/23/2021	1	\$4,881.82	\$4,881.82
Total					\$10,587.76

Please use this [link](#) to confirm the renewal of your subscriptions.

Need assistance? You can reach us by calling Daniel Lopez at 484-328-4309 or by emailing us at renewals@frontlineed.com.

Garland Hall
Chief Client Success Officer

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Quote ID Q-24875
02/02/2020

Frontline Education Renewal Notice

Attn: Red Oak Community School District

Thank you for your continued partnership with Frontline Education. We remain focused on providing you with industry-leading solutions and technology for K-12. As part of the ongoing investment in your solutions, our Learning Center continues to be enhanced to provide access to articles with answers to routine questions 24/7. Additionally, functionality has been added to provide user assistance for login issues. The pricing for your subscription(s) renewing on 7/01/2020 is listed below.

Description	Start Date	End Date	Qty	Rate	Amount
Absence & Substitute Management, unlimited usage for internal employees	7/01/2020	6/30/2021	1	\$5,676.37	\$5,676.37
Total					\$5,676.37

Please use this [link](#) to confirm the renewal of your subscriptions.

Need assistance? You can reach us by calling Daniel Lopez at 484-328-4309 or by emailing us at renewals@frontlineed.com.

Garland Hall
Chief Client Success Officer

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IASB Safety Group Insurance Program

Protecting Iowa schools since 1974

Safety Group Insurance – Local Insurance Agent Expectations

Program Leadership and Education

- To maintain awareness of new exposures and upcoming changes in the Safety Group Insurance Program, local agents are **strongly** encouraged to annually attend:
 - IASB Safety Group Insurance Seminars held each spring, and
 - IASB Safety Group Agent Workshop as offered.

Claims Management

- Visit the district after a loss to see any significant damage in person.
- Facilitate reporting of claims to EMC.
- Assist with any claims handling issues or concerns.

Communications

- Personally deliver the annual dividend check and annual report each September. Discuss any provided agent talking points with the district leadership.
- Assure that the district leadership understands how their experience modification factor affects the amount of the dividend they receive.
- Review the Workers' Compensation experience rating worksheet for accuracy each year.
- Assist the district with planning and budgeting by making them aware of anticipated changes in their experience modification factor.
- Maintain contact with the district throughout the year. Respond timely to any questions or requests.

Loss Control

- Review loss experience annually with the district. Identify any trends.
- Assure the district leadership is aware of the scope of EMC loss control services and resources that are available to the district free of charge.
- Coordinate loss control activities with EMC and personally attend any loss control visits.
- Assist the district in addressing and responding to any loss control recommendations.



IASB Safety Group Insurance Program

Protecting Iowa schools since 1974

Pre-Renewal Review and Policy Issuance

- Review district operations, helping to identify existing and new exposures to loss.
- Prepare any required renewal applications each year.
- Review the Statement of Values for accuracy and assist in choosing appropriate property deductibles.
- Update current liability exposures each year (e.g. number of pupils, teachers) and identify other less typical liability exposures such as farm land or rented dwellings.
- Review school related entities, such as parent organizations, athletic groups, post prom organizations, foundations, and booster clubs for inclusion in the district's policy.
- Verify that the vehicle schedule is current. Assist in choosing appropriate physical damage deductibles. Offer Replacement Cost coverage for buses ten (10) years old and newer.
- Review the Employee Theft limit for adequacy. Evaluate other Crime insurance needs, including Computer Fraud and Funds Transfer Fraud coverage.
- Ensure that estimated payroll figures for Workers' Compensation are current and accurate to avoid large audits.
- Provide optional quotes for various coverage upgrades and options (e.g. Cyber, Flood & Earthquake, Violent Event Response).
- Ensure that any unnecessary or duplicate coverages are removed (e.g. Inland Marine, EDP coverages).
- Provide the district with a renewal proposal in advance of the effective date.
- When the policy notebook is delivered, provide the district with a layperson's summary of coverage.

Contracts

- Review any architect and construction documents. This should include an analysis of insurance requirements, including but not limited to:
 - a. Adequate insurance limits for contractors,
 - b. Non-waiver of governmental immunities,
 - c. Waivers of subrogation on Workers Compensation, and
 - d. Establish sub-limits for (or removal of) flood and earthquake on Builder's Risk coverage.
- Assist with the review of the insurance provisions of other contracts the district may enter into.
- Contact Jester Insurance for assistance if needed.



Red Oak Community School District

Local Property and Casualty Insurance Agent Request for Proposal (RFP)

February 14, 2020

School District Contact Person: Deb Drey
Business Manager
712-623-6600
dreyd@roschools.org

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School District Background

The School District

Red Oak School District – “The District” is a public school district located in Montgomery County in rural Iowa. The district serves the city of Red Oak.

School District Governance

The school district is governed by an elected School Board comprised of five members. The School Board is responsible for risk oversight including:

- Reviewing risk to the school district and ensuring that steps are taken to mitigate or sufficiently ensure against those risks,
- Use of oversight mechanisms, such as independent audits and external reviews, to ensure accountability, to deepen understanding of the organization, and to reduce risks to loss of time, money or reputation of the school district,
- Ensuring that the district has adequate insurance, contingency plans, safety plans, and financial controls, and
- Hearing reports from administration regarding significant district exposure to loss of time, money or reputation. Ensuring the administration is identifying strategies to mitigate risks and prevent loss.

(Iowa Association of School Boards Standards for Effective School Boards)

School District Administration

The school district is administrated by:

- Tom Messinger, Superintendent,
- Deb Drey, Business Manager
- Adam Wenberg, Maintenance Director

The School District Administration officials are responsible for gathering information regarding property and casualty insurance RFP process information and making recommendations for the consideration and approval of the School Board.

School District Enrollment

The school district is serving 1040 students during the 2020 fiscal school year. *Red Oak Community School District has experienced declining enrollment until an eight student increase in the current year. The declining/steady enrollment trend is expected to continue over the next several years.*

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School District Employment

The school district employs approximately 150 full time equivalent (FTE) employees. This employment represents 95 certified teaching FTEs, 5 administrative FTEs, and 50 support staff FTEs. The support staff represents employees serving in clerical, para professional, and transportation functions.

Other information regarding the district's facilities, transportation system, food services program, childcare programs, extracurricular activities and services is available upon request as needed.

Local Insurance Agent RFP Process Objectives

The School Board and the district administration desire to select a qualified local insurance agent to coordinate its property and casualty and workers compensation insurance risk management services, either together or separately.

The district seeks to identify an insurance agent that is active in the local community and supportive of public education. The local agent must demonstrate a comprehensive understanding of all risk management components of the insurance options. This Request for Proposal (RFP) shall require written analysis of the questions.

In person presentations will be required at the March 9, 2020 Board Meeting at 7:00 p.m. at the Inman Elementary School Cafeteria.

Questions regarding the IASB Safety Group Insurance Program can be directed to Jester Insurance, the program's managing agent or EMC Insurance, the program's insurance carrier at:

Janelle Friedman - jfriedman@jesterinsurance.com - 515-243-2707

OR

Joey Smith – joey.w.smith@emcins.com – 515-345-2550

Local Insurance Agent RFP Questions

Please answer the following questions:

1. How many years has the Agency been in business. (5 points):

2. Identify the lead agent who would service the school district and describe that agent's school insurance experience and expertise. (25 points):

3. Describe your participation in insurance continuing education. In particular, describe your participation in the IASB Safety Group Insurance Program Seminars and/or agent workshops. (15 points):

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4. Identify additional staff members in your agency who would be responsible for service to the district and the depth of their related experience. (15 points):

5. Describe your involvement in our local community. In particular, describe your involvement in the school district. (15 points):

6. A copy of the IASB Safety Group Local Insurance Agent Expectations is attached. Please describe your understanding of the time and dedication required to fulfill these expectations. Please describe any expectations you would not be willing and/or able to fulfill. (25 points):

Public Record Disclosure

Any information submitted in response to this Request for Proposal (RFP) may constitute a public record and be subject to disclosure in compliance with Iowa Code Chapter 22.

Proposal Response Format

Please provide a printed copy of your solution and response to this proposal to Deb Drey, Business Manager at 1901 N Broadway Ste A, Red Oak IA 51566 by March 6, 2020.

To provide consistency among the responses, the school district requests you to provide the following information with your response to this RFP.

Letter of Transmittal

In a standard business cover letter to your response, please include on company letterhead the following elements:

- A certification that the individual signing the letter is authorized to legally bind your company.
- A statement that you have read, understand, and agree to the terms and conditions in the RFP.
- A summary of any alterations to the terms and conditions in the RFP.
- A list of all subcontractors (carriers, claims administrators) that you are proposing to use within the insurance program. Please include the address, city, and country of all subcontractors. Please include a statement indicating whether each subcontractor is subject to the jurisdiction of the Iowa Insurance Division.
- The name and contact information of your key contacts, including your contact representative.

Please include detailed description of your company's credentials and experience along with three (3) references.

A point system is assigned to the questions in this RFP. The district will consider the total points awarded to each applicant but reserves the right to award the contract to the agent of its choice. The School District reserves the right to disregard incomplete submissions of the RFP requirements.

Proposal Submission

Proposals are due by March 6, 2020.

Board Presentation March 9, 2020
7:00 p.m.
Inman Elementary School Cafeteria

Please direct questions and submit proposals to:

Deb Drey, Business Manager
Red Oak Community School District
1901 N Broadway Ste A
Red Oak IA 51566

712-623-6600

dreyd@roschools.org

CLARINDA COMMUNITY SCHOOL DISTRICT
ADMINISTRATION OFFICES
423 EAST NODAWAY, P.O. BOX 59
CLARINDA, IOWA 51632
Clarinda Academy Students

Parent/Guardian:
Address:
City/State/Zip:

This agreement is entered into by the Red Oak Community School District (sending agency) and the Clarinda Community School District (receiving agency) for the 2019-2020 school year.

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

Condition I

The Clarinda Community School District shall provide instructional services and programs for the students referred for special education classes in accordance with the State of Iowa Department of Education Rules and Regulations and in accordance with state laws governing such services and the delivery thereof. The receiving agency shall retain the right to limit enrollment. The receiving district shall develop and/or implement an IEP in accordance with the rules of the Iowa Department of Education and with an opportunity for input from the sending district, however the sending district remains responsible for insuring the student is receiving a free appropriate public education. A representative of Clarinda will also attend and participate in IEP meetings, but Clarinda shall not be responsible as the local education agency or area education agency in any dispute relating to the provision of special education and related services. If a student is excluded or expelled, the resident local education agency and not Clarinda will be responsible for any continuing programs or services.

Condition II

The cost of the above services shall be paid by the undersigned sending agency and shall be the actual costs incurred in providing these services and programs. The district of residence agrees to pay the receiving district the actual cost of the program including salaries, benefits, supplies and materials, contracted services, capital outlay, debt service, indirect costs, administration, travel when applicable, plus other costs agreed upon.

- A. Estimated costs will be determined by multiplying the special education weighting appropriate for the program times the Clarinda Schools' current per pupil cost. The weighting for this student is 1.72 or Level 1. For students enrolling in programs for less than the full year, costs will be prorated.
- B. If a student is enrolled in the program for the entire first semester, the Clarinda School District will send a bill based upon one-half of the estimated annual cost for the student. The sending district will pay the estimated cost for the first one-half year before February 28.
- C. **After July 1**, the Clarinda District will bill the sending district for the actual cost of services less any payments previously made.
- D. This Contract is for the regular 180 day school year only. Students will be contracted separately if an extended year is agreed upon by both the sending district and the receiving district. This agreement is for the 2019-2020 school year.

Signed:  1/29/2020
Board President or Authorized Designee (Receiving Agency) Date

Signed: _____
Board President or Authorized Designee (Sending Agency) Date



**Red Oak Community School District
Staff Selection Recommendation**

Date: 2/6/2020

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

Position: Para Educator

Name: Heather Johnson

Certified:

Lane:

Step:


Salary:

Classified:

Hourly Rate: 1st year rate

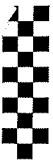
Hours Per Day:

Comments:



Principal/Director

Please send form to Superintendent for Board Approval



**Red Oak Community School District
Staff Selection Recommendation**

RECEIVED
FEB 11 2020
By: *JW*

Date: 02/10/2020

Building: Admin Jr/Sr High Inman Elementary Trans ^{+ROECC}
(Please Circle All That Apply)

Position: Special Ed Para - (Combination ROECC + Inman)

Name: Jennifer Wright

~~Certified:
Lane: _____
Step: _____
Salary: _____~~

Classified:

Hourly Rate: _____

Hours Per Day: 7.5 M, T, Th, F + 5.5 W (35.5/week)

[Signature]

Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only

Background Check: _____