



# *Red Oak Community School District*

*904 Broad Street*

*Red Oak, Iowa 51566*

*www.redoakschooldistrict.com*

## **Regular Board of Directors Meeting**

Meeting Location: Sue Wagaman Board Room  
Webster Building

Monday, March 14, 2011 – 6:00 pm

### **- Agenda -**

- 1.0 Call to Order – Board of Directors President Lee Fellers
- 2.0 Roll Call – Board of Directors Secretary Shirley Maxwell
- 3.0 Approval of the Agenda – President Lee Fellers
- 4.0 Communications
  - 4.1 Good News and Affirmations from Red Oak Schools
  - 4.2 Visitors and Presentations
    - ☆ Recognition of a Student High Achiever
  - 4.3 Correspondence
- 5.0 Consent Agenda
  - 5.1 Review and Approval of Minutes from February 28, 2011
  - 5.2 Review and Approval of Monthly Business Reports
  - 5.3 Personnel Considerations – Coaching Resignation
  - 5.4 Open Enrollment Requests
- 6.0 General Business for the Board of Directors
  - 6.1 Old Business
    - 6.1.1 School Calendar Planning for 2011 - 2012
  - 6.2 New Business

Red Oak Community School District Board of Directors  
3.14.2011

6.2.1 Inman Primary School Action Team Presentation

6.2.2 School Budget Overview for Fiscal Year 12 – Terry Schmidt and Shirley Maxwell

6.2.3 Personnel Planning – School Budget Implications, Employment of Personnel for the  
2011 – 2012 School Year - Presented by Terry Schmidt

7.0 Reports

7.1 Administrative

7.2 Future Conferences, Workshops, Seminars

7.3 Other Announcements

8.0 Next Board of Directors Meeting:           Monday, March 28, 2011 – 6 pm  
  Sue Wagaman Board Room  
  Webster Building

9.0 Adjournment

***Note: Following the adjournment of the regular meeting, the Board of Directors and Superintendent will meet in an exempt closed session to consider contract negotiations with the Red Oak Education Association and the Red Oak Support Staff Association.***

## Item 4.0 Communications

### **4.1 Good News and Affirmations from Red Oak Schools**

School administrators and department directors will share 'good news' with the directors this evening and encourage the governing body to also share positive events happening in the lives of the school community.

### **4.2 Visitors and Presentations**

Please allow a few minutes for presentations:

#### **☆ Recognition of a Student High Achiever**

This evening ROHS 11<sup>th</sup> grade Student Brian Wade is present with Instructor Darrell Berry for a special presentation.

### **4.3 Correspondence**

Any correspondence received and important to the governing body is shared at the table.

## Item 5.0 Consent Agenda

**BACKGROUND INFORMATION:** The following items are presented for approval in one formal motion. Should any director have a question or would like for an item to be placed on the regular discussion agenda, please notify Board Secretary Shirley Maxwell in advance of the meeting.

### **5.1 Review and Approval of the Minutes from February 28, 2011**

The minutes are enclosed for your review. Unless there are suggested changes, they are submitted for approval by Board Secretary Shirley Maxwell.

### **5.2 Review and Approval of the Monthly Business Reports**

A limited number of payment vouchers are ready for approval. There could be some last minute bills for payment placed at the table prior to the meeting. Business Manager Shirley Maxwell is available to answer any questions concerning the expenditures.

### **5.3 Personnel Considerations**

Resignation: Enclosed is a letter of resignation from ROMS Basketball Coach Adam Hietbrink. It is recommended the Directors approve the resignation letter as presented.

### **5.4 Open Enrollment Requests**

Through the current school year there have been four students attend who missed the deadline one year ago for open enrollment – thus ROCSD did not collect any state aid. Each has now submitted timely requests and should be approved this evening.

The applications can be found at the board table.

**SUGGESTED BOARD ACTION:** It is recommended the board of directors approve the following consent agenda items:

- Minutes from February 28, 2011
- Monthly business reports as presented
- Resignation letter from Adam Hietbrink, ROMS basketball coach
- Approval of open enrollment requests for the 2011-2012 school year

**Red Oak Community School District**  
**Regular Board of Directors Meeting**

Meeting Location: Sue Wagaman Board Room, Webster Building, Red Oak, Iowa  
 Monday, February 28, 2011

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

**PRESENT: Directors:** Lee Fellers, Charla Schmid, Paul Griffen, Warren Hayes,  
 Elizabeth Dilley, Terry Schmidt, Superintendent, & Shirley  
 Maxwell, Board Secretary

**APPROVAL OF THE AGENDA**

Director Schmid moved, and Director Hayes seconded to amend the agenda, moving the Red Oak Middle School Cage Renovation Project Review to the end of the agenda. The motion carried unanimously.

**CONSENT AGENDA**

Director Schmid moved, seconded by Dilley to approve the consent agenda as presented. The motion carried unanimously.

- Review and approval of minutes from February 14, 2011
- Review and approval of monthly business reports
- Approval of Paige Spangenberg as assistant softball coach for summer 2011
- Approval of resignation from Deb Blomstedt as 7<sup>th</sup> grade girls basketball coach
- Approval of resignation from Stacy Kutzli as ROMS co-director effective at the end of the 2010-2011 school year
- Approval of the cooperative swim program agreement for 2011-2012 with the Lewis Central School District

**OLD BUSINESS**

**ONE-TO-ONE COMPUTING INITIATIVE**

Mr. Deter reported that a team of district staff and board members has been formed to examine the multitude of considerations in order to begin the desired student computer program. Vendors, including local business Mediacom, have submitted plans to help the district increase its bandwidth capability. Additional reports will be given to the Directors in subsequent meetings as the study process pace quickens.

**NEW BUSINESS**

**SECONDARY INSTRUCTIONAL MODEL REVIEW: BLOCK SCHEDULING**

The Red Oak Directors began its journey through the planned goal to review the high school's instructional tool called 'block scheduling'. Principal Jedd Sherman introduced the high school faculty present as they reviewed the history of block scheduling; identified current benefits of block scheduling as found in practice and in the research literature; reported on the instructional models used in conference schools; and provided a composite report of faculty attitudes and perceptions for block scheduling. After a lengthy time for comment and questions by the Directors, it was determined the current goal would receive more data gathering by staff and the deeper look continues.

### **SCHOOL CALENDAR CONCEPTS FOR 2011-2012**

The Directors reviewed two calendar concepts with a preference for a school calendar for 2011–2012 that would allow for a two-week shutdown of district facilities during the winter holiday break. An analysis by Accounting Clerk Jeanice Lester revealed the district saved a total of \$18,469 in utility costs from two years ago and \$9,358 over one year ago. The potential first day of school for Red Oak students for the 2011–2012 school year would be August 17, 2011, while the last day of school would be May 25, 2012.

### **OPEN ENROLLMENTS**

Director Griffen moved and Director Schmid seconded to approve open enrollment requests for three students from the Stanton Community School District. The motion carried unanimously.

Director Dilley moved and Director Hayes seconded to deny the open enrollment request from the Villisca Community School District due to a lack of a specialized instructional program for the student requesting. The motion carried unanimously.

### **BUSINESS MANAGER'S MONTHLY REPORTS**

Business Manager Shirley Maxwell gave the monthly revenue and expenditure report that revealed a trend towards decreased expenditures and increasing revenues. The business manager also reported about progress made towards the fiscal year 2012 school budget. A complete fiscal year 2012 budget overview will be provided at the March 14 regular meeting. It is anticipated the Directors will conduct a public hearing for the fiscal year 2012 budget on April 11, 2011.

### **PRELIMINARY BUDGET PLANNING**

Preliminary 2012 budget planning and authorization for the budget guarantee provision was discussed. Director Griffen moved and Director Dilley seconded to approve that the Board of Directors levy property taxes for fiscal year 2011-2012 for the regular program budget adjustment as allowed under section 257.15, Code of Iowa.

### **RED OAK MIDDLE SCHOOL CAGE RENOVATION PROJECT**

Director Griffen moved and Director Dilley seconded that the ROCSD will commit to being the fiscal agent for the joint Red Oak Rotary Club/Red Oak CSD Cage Renovation Project located just off the campus of the Red Oak Middle School. The Directors determined in their formal action that various aspects of the project will only be completed as the funds are available in the renovation account. Pledges are welcomed but will only be spent when the monetary gift arrives. The motion carried unanimously.

### **ADJOURNMENT**

Director Griffen moved, and Director Hayes seconded to adjourn the meeting at 8:57 p.m. The next Board of Directors meeting will be held on Monday, March 14, 2011 at 6:00 p.m., in the Sue Wagaman Board Room at the Webster Building. The motion carried unanimously.

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Lee Fellers, President

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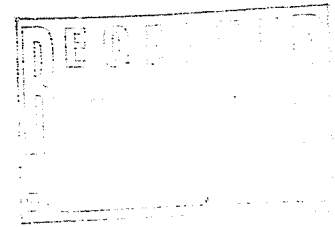
Shirley Maxwell, Secretary

<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>	<u>Description</u>		<u>Amount</u>
<u>Checking</u>	1		
Checking Account: 1	Fund: 10 OPERATING FUND		
BROWN, INGA	03092011	289.00	
10 1901 1000 100 8024 320	YOUNG WRITER'S CONFERNCE WORKSHOP		289.00
			Vendor Total: 289.00
FIRST BANKCARD	02232011	1,012.20	
10 1900 1200 430 4501 612	BOOKS		1,012.20
			Vendor Total: 1,012.20
INTERNATIONAL ACADEMY OF SCIENCE	458348	249.00	
10 3230 2213 100 3376 320	REG FEES		249.00
			Vendor Total: 249.00
IOWA ASCD	1268	250.00	
10 0010 2212 000 0000 320	REG FEE		250.00
			Vendor Total: 250.00
MAIL FINANCE	N2315968	217.03	
10 0010 2410 000 0000 531	POSTAGE RENTAL		217.03
			Vendor Total: 217.03
MEDICA COM	03012011	937.50	
10 0010 2236 000 0000 536	INTERNET CHARGES		937.50
			Vendor Total: 937.50
NAG	03082011	250.00	
10 0010 1000 470 1118 320	REG FEES		250.00
			Vendor Total: 250.00
PARSCALE, GERI	03032011	116.00	
10 0010 2213 100 3376 580	TRAVEL REIMBURSEMENT		116.00
			Vendor Total: 116.00
SOCS/FES	INV001028	257.62	
10 0010 2236 000 0000 536	WEB SITE HOSTING		257.62
			Vendor Total: 257.62
UNITED PARCEL SERVICE	000053702209	113.97	
	1		
10 3230 2410 000 0000 531	UPS CHARGES		30.69
10 1902 2410 000 0000 531	UPS CHARGES		25.00
10 1901 2410 000 0000 531	UPS CHARGES		25.00
10 2020 2410 000 0000 531	UPS CHARGES		25.00
10 0010 2321 000 0000 531	UPS CHARGES		8.28
			Vendor Total: 113.97
WALTZ, JANE	02282011	25.00	
10 0010 2310 000 0000 611	BOARD MEETING SUPPLIES		25.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
			<b>Vendor Total: 25.00</b>
			<b>Fund Total: 3,717.32</b>
			<b>Checking Account Total: 3,717.32</b>
<u>Checking</u>	3		
Checking Account: 3	Fund: 21	STUDENT ACTIVITY FUND	
GIRRES, CHRIS	03082011	50.00	
21 0010 1400 920 6710 320	OFFICIAL		25.00
21 0010 1400 920 6810 320	OFFICIAL		25.00
			<b>Vendor Total: 50.00</b>
IA HIGH SCHOOL SPEECH ASSOC.	02282011	308.00	
21 3230 1400 910 6110 618	REG FEES		308.00
			<b>Vendor Total: 308.00</b>
IOWA FCCLA	03012011	640.00	
21 3230 1400 950 7408 320	REG FEES		640.00
IOWA FCCLA	03042011	375.42	
21 3230 1400 950 7408 618	LODGING		375.42
			<b>Vendor Total: 1,015.42</b>
IOWA HIGH SCHOOL MUSIC ASSOC	1239	150.00	
21 3230 1400 910 6220 320	REG FEE		150.00
IOWA HIGH SCHOOL MUSIC ASSOC	1243	220.00	
21 3230 1400 910 6210 320	REG FEES		220.00
			<b>Vendor Total: 370.00</b>
RED OAK LANES	03102011	500.00	
21 0010 1400 920 6845 320	LANE RENTALS		500.00
			<b>Vendor Total: 500.00</b>
			<b>Fund Total: 2,243.42</b>
			<b>Checking Account Total: 2,243.42</b>



COPY



Dear Mr. Schmidt:

Thank you for the opportunity to work as the 8<sup>th</sup> grade basketball coach. I have learned a lot during my time here working with John Walker. I truly appreciate his guidance and friendship during the basketball season.

However, the time has come for me to move on. This letter is to formally announce my resignation as 8<sup>th</sup> grade basketball coach.

I wish continued success to the girl's basketball program. Thank you again for letting me work with this fine group of athletes.

Regards,

Adam Hietbrink

Item 6.1.1 School Calendar Planning for 2011 - 2012

*[Board Goal Reference: District Goal for Fiscal Health: Build on and enhance steps to gain greater financial health in the school district.]*

**BACKGROUND INFORMATION:** This evening the Directors will be asked to look at two revised school calendars for the 2011 – 2012 school year. Each is enclosed for your review. The Red Oak Calendar Committee not only developed a calendar following the consensus wishes of the Board but also took a look at a second sample that includes a slight variation.

Terry will explain each and provide an insight into concerns from the leadership team with the second sample. The board should review each, develop questions, and take action to direct that a public hearing is scheduled for March 28 at 6:05 pm for the purposes of hearing concerns / questions regarding the school calendar for 2011 – 2012.

**SUGGESTED BOARD ACTION:** (to be determined)

# 2011-2012 School Calendar Option 1

**Red Oak Community  
School District  
2011-2012  
School Calendar**

**Summary of Calendar**

Days in classroom:  
 First Semester ..... 85  
 Second Semester ..... 95  
**TOTAL CALENDAR DAYS 180**

**CALENDAR LEGEND**

Start	
Quarter	
End	
Holidays	
Vacation Days	

**HOLIDAYS:**

- Labor Day (9/5)
- Thanksgiving Day (11/24)
- Christmas Day (12/25)
- New Year's Day (1/1)
- Spring Holiday (4/6)
- Memorial Day (5/28)

**PROFESSIONAL DEVELOPMENT:**

- (2 hr. Early Dismissals)
- August 24, 31
  - September 14
  - October 5, 12, 19, 26
  - November 9, 16, 23, 30
  - December 7, 16
  - January 11, 25
  - February 1, 8, 29
  - March 7, 28
  - April 18, 25
  - May 2, 9, 16

August					Student Days
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	3
22	23	24	25	26	8
29	30	31			11
<b>September</b>					
			1	2	13
5	6	7	8	9	17
12	13	14	15	16	22
19	20	21	22	23	27
26	27	28	29	30	32
<b>October</b>					
3	4	5	6	7	37
10	11	12	13	14	42
17	18	19	20	21	47
24	25	26	27	28	52
31					53
<b>November</b>					
	1	2	3	4	57
7	8	9	10	11	62
14	15	16	17	18	67
21	22	23	24	25	70
28	29	30			73
<b>December</b>					
			1	2	75
5	6	7	8	9	80
12	13	14	15	16	85
19	20	21	22	23	
26	27	28	29	30	
<b>January</b>					
2	3	4	5	6	89
9	10	11	12	13	94
16	17	18	19	20	98
23	24	25	26	27	103
30	31				105
<b>February</b>					
		1	2	3	108
6	7	8	9	10	113
13	14	15	16	17	118
20	21	22	23	24	122
27	28	29			125
<b>March</b>					
			1	2	127
5	6	7	8	9	132
12	13	14	15	16	137
19	20	21	22	23	
26	27	28	29	30	142
<b>April</b>					
2	3	4	5	6	146
9	10	11	12	13	150
16	17	18	19	20	155
23	24	25	26	27	160
30					161
<b>May</b>					
	1	2	3	4	165
7	8	9	10	11	170
14	15	16	17	18	175
21	22	23	24	25	180
28	29	30	31		
<b>June</b>					
				1	
4	5	6	7	8	
11	12	13	14	15	

**180 Day Calendar**

**Date Events**

- Aug 4 Registration
- Aug 11,12 New Staff Begin
- Aug 15,16 All Teachers Begin
- Aug 17 Begin 1<sup>st</sup> Qtr, 1<sup>st</sup> Sem
  
- Sept 5 Labor Day (No School)
  
- Sept 19 & 22 P/T Conf (2 hr early dis)
- Sept 23 No School
- Sept 30 Homecoming (2 hr early dis)
  
- Oct 14 End 1<sup>st</sup> Qtr. (42 days)
- Oct 17 Begin 2<sup>nd</sup> Qtr.
  
- Oct 31-Nov 4 ITBS/ITED Testing (grades 2-11)
  
- Nov 24-25 Thanksgiving Holiday (No School)
  
- Dec 16 End 2<sup>nd</sup> Qtr. (43 days)
- Dec 16 End 1<sup>st</sup> Semester (85 days)
- Dec 19-Jan 3 Winter Break (No School)
  
- Jan 2 Teacher Work Day
- Jan 3 Begin 3<sup>rd</sup> Qtr, 2<sup>nd</sup> Semester
- Jan 16 No School (Snow Make-up day)
  
- Feb 13 & 16 P/T Conf (2 hr early release)
- Feb 17 No School
- Feb 20 No School (Prof Development)
  
- Mar 9 End 3<sup>rd</sup> Qtr (46 days)
- Mar 19-23 Spring Break (No School)
  
- Apr 6 Good Friday (No School)
- Apr 9 No School (Snow Make Up Day)
  
- May 20 Graduation (?)
- May 25 End 4<sup>th</sup> Qtr. (49 days)
- May 25 End 2<sup>nd</sup> Semester (95 days)
  
- May 28 Memorial Day

# 2011-2012 School Calendar Option 2

**Red Oak Community  
School District  
2011-2012  
School Calendar**

**Summary of Calendar**

Days in classroom:  
 First Semester ..... 85  
 Second Semester ..... 95  
**TOTAL CALENDAR DAYS 180**

**CALENDAR LEGEND**

Start	
Quarter	
End	
Holidays	
Vacation Days	

**HOLIDAYS:**

Labor Day	(9/5)
Thanksgiving Day	(11/24)
Christmas Day	(12/25)
New Year's Day	(1/1)
Spring Holiday	(4/6)
Memorial Day	(5/28)

**PROFESSIONAL  
DEVELOPMENT:**

**(2 hr. Early Dismissals)**  
**August 24, 31**  
**September 14**  
**October 5, 12, 19, 26**  
**November 9, 16, 23, 30**  
**December 7, 16**  
**January 11, 25**  
**February 1, 8, 29**  
**March 7, 28**  
**April 18, 25**  
**May 2, 9, 16**

August					Student Days
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	3
22	23	24	25	26	8
29	30	31			11
<b>September</b>					
			1	2	13
5	6	7	8	9	17
12	13	14	15	16	22
19	20	21	22	23	27
26	27	28	29	30	32
<b>October</b>					
3	4	5	6	7	37
10	11	12	13	14	42
17	18	19	20	21	47
24	25	26	27	28	52
31					53
<b>November</b>					
	1	2	3	4	57
7	8	9	10	11	62
14	15	16	17	18	67
21	22	23	24	25	70
28	29	30			73
<b>December</b>					
			1	2	75
5	6	7	8	9	80
12	13	14	15	16	85
19	20	21	22	23	
26	27	28	29	30	
<b>January</b>					
2	3	4	5	6	89
9	10	11	12	13	94
16	17	18	19	20	98
23	24	25	26	27	103
30	31				105
<b>February</b>					
		1	2	3	108
6	7	8	9	10	113
13	14	15	16	17	118
20	21	22	23	24	122
27	28	29			125
<b>March</b>					
			1	2	127
5	6	7	8	9	132
12	13	14	15	16	137
19	20	21	22	23	
26	27	28	29	30	142
<b>April</b>					
2	3	4	5	6	146
9	10	11	12	13	150
16	17	18	19	20	155
23	24	25	26	27	160
30					161
<b>May</b>					
	1	2	3	4	165
7	8	9	10	11	170
14	15	16	17	18	175
21	22	23	24	25	180
28	29	30	31		
<b>June</b>					
				1	
4	5	6	7	8	
11	12	13	14	15	

**180 Day Calendar**

**Date Events**

Aug 4	Registration
Aug 10,11	New Staff Begin
Aug 12,15,16	All Teachers Begin
Aug 17	Begin 1 <sup>st</sup> Qtr, 1 <sup>st</sup> Sem
Sept 5	Labor Day (No School)
Sept 19 & 22	P/T Conf (2 hr early dis)
Sept 23	No School
Sept 30	Homecoming (2 hr early dis)
Oct 14	End 1 <sup>st</sup> Qtr. (42 days)
Oct 17	Begin 2 <sup>nd</sup> Qtr.
Oct 31-Nov 4	ITBS/ITED Testing (grades 2-11)
Nov 24-25	Thanksgiving Holiday (No School)
Dec 16	End 2 <sup>nd</sup> Qtr. (43 days)
Dec 16	End 1 <sup>st</sup> Semester (85 days)
Dec 19-Jan 3	Winter Break (No School)
Jan 3	Begin 3 <sup>rd</sup> Qtr, 2 <sup>nd</sup> Semester
Jan 16	No School (Snow Make Up Day)
Feb 13 & 16	P/T Conf (2 hr early release)
Feb 17	No School
Feb 20	No School (Professional Dev)
Mar 9	End 3 <sup>rd</sup> Qtr (47 days)
Mar 19-23	Spring Break (No School)
Apr 6	Good Friday (No School)
Apr 9	No School (Snow Make Up Day)
May 20	Graduation (?)
May 25	End 4 <sup>th</sup> Qtr. (48 days)
May 25	End 2 <sup>nd</sup> Semester (95 days)
May 28	Memorial Day

Item 6.2.1 Inman Primary School Action Team Presentation

[Board goals reference: District Goal for Teaching and Learning: The Iowa Test of Basic Skills (grades 3 to 8) and Iowa Test of Educational Development (grades 9 to 11) will increase to match or exceed expected standards. District Goal for Teaching and Learning: Professional learning opportunities will be more clearly articulated and monitored to ensure that teachers can succeed]

**BACKGROUND INFORMATION:** Please welcome the Inman Primary School Action Team. Original Action Team members include Buck Laughlin, Norma Fast, Mark Erickson, and Rebecca Sterbick. Tonight the Team will bring to you a synopsis of what is happening with “learning and teaching” at Inman and how Inman is working collaboratively with all other schools for student learning improvement.

Plan to learn and hear about the following:

How is the Professional Learning Communities Teaching Academy affecting work at Inman?

- What strategies are in place to systematically address weaknesses in test scores?
- What did the early November testing reveal for students in grades two and three?
- What are the goals for the remainder of the school year and how will the school remain accountable for improvement?
- What ongoing dialogue is taking place with Washington teachers to ensure continuity and student growth?

**SUGGESTED BOARD ACTION:** no official action anticipated

Item 6.2.2 School Budget Overview for Fiscal Year 12

– Terry Schmidt and Shirley Maxwell

**[Board Goals Reference: District Goal for Fiscal Health: Build on and enhance steps to gain greater financial health in the school district].**

**BACKGROUND INFORMATION:** This evening Terry will introduce the processes and work that have been done to build the school budget for FY 12.

Business Manager Shirley Maxwell will provide a budget development overview via a PowerPoint presentation. Please allow the necessary time to get familiar with the budgeting process; implications caused by declining enrollment; steps taken and completed to address fiscal health; and the steps needed to complete the process.

Tax rates are always a concern and well as costs associated with the contract bargaining process. Enclosed is a document showing what is projected to happen with tax rates across the Green Hills Area Agency school districts.

**SUGGESTED BOARD ACTION:** (to be provided)

Tax Rate Comparison  
GreenHills AEA Schools  
FY11-FY12

Actual		Anticipated	
School	2010-11	School	2011-12
ORIENT-MACKS	\$ 10.23935	RIVERSIDE	10.09
RIVERSIDE	\$ 11.25922	ORIENT-MACKS	10.21
SIDNEY	\$ 12.40966	SIDNEY	11.94
CLEARFIELD	\$ 12.77424	C AND M	12.6
MURRAY	\$ 12.81353	IKM	12.91
IKM	\$ 12.94093	LEWIS CENTRA	13.33
LEWIS CENTRA	\$ 13.29005	PRESCOTT	13.5
BEDFORD	\$ 13.55860	BEDFORD	13.55
PRESCOTT	\$ 13.60696	A-H-S-T	13.8
A-H-S-T	\$ 13.80159	MALVERN	14.49
STANTON	\$ 13.82405	FREMONT-MILL	14.75
CLARINDA	\$ 14.06326	CORNING	14.78
ESSEX	\$ 14.24800	BOYER VALLEY	14.82
GRISWOLD	\$ 14.38090	WALNUT	14.98
FARRAGUT	\$ 14.45443	STANTON	14.99
C AND M	\$ 14.50089	FARRAGUT	15.25
SOUTH PAGE	\$ 14.59515	CLARKE	15.59
CORNING	\$ 14.71506	ATLANTIC	15.66
BOYER VALLEY	\$ 14.84979	TRI-CENTER	15.74
WALNUT	\$ 15.02573	TREYNOR	15.88
MALVERN	\$ 15.13231	SHENANDOAH	15.9
NODAWAY VALI	\$ 15.16141	NISHNA VALLEY	15.93
ATLANTIC	\$ 15.27647	NODAWAY VALL	15.98
CLARKE	\$ 15.32627	HAMBURG	16.11
HARLAN	\$ 15.78626	WEST HARRISC	16.15
TREYNOR	\$ 15.93976	MOUNT AYR	16.33
WEST HARRISC	\$ 15.94045	CRESTON	16.41
TRI-CENTER	\$ 16.22234	CLEARFIELD	16.53
CRESTON	\$ 16.36622	VILLISCA	16.6
HAMBURG	\$ 16.41811	SOUTH PAGE	16.65
ELK HORN-KIME	\$ 16.54850	MORMON TRAIL	16.81
VILLISCA	\$ 16.55325	RED OAK	16.92
MOUNT AYR	\$ 16.65903	UNDERWOOD	16.96
ANITA	\$ 16.67039	LENOX	16.99
EAST UNION	\$ 16.67613	ELK HORN-KIME	17.2
LENOX	\$ 16.77631	MISSOURI VALL	17.48
MORMON TRAIL	\$ 16.79229	CENTRAL DECA	17.51
SHENANDOAH	\$ 16.80394	GLENWOOD	17.55
FREMONT-MILL	\$ 16.84059	LOGAN-MAGNO	17.89
NISHNA VALLEY	\$ 16.94954	WOODBINE	18.07
MISSOURI VALL	\$ 17.36594	COUNCIL BLUF	18.58
UNDERWOOD	\$ 17.49995	LAMONI	18.77
CENTRAL DECA	\$ 17.58919	CLARINDA	Not Available
LOGAN-MAGNO	\$ 17.71263	EAST UNION	Not Available
RED OAK	\$ 17.86350	DIAGONAL	Not Available
WOODBINE	\$ 17.92552	MURRAY	Not Available
GLENWOOD	\$ 18.29464	ESSEX	Not Available
COUNCIL BLUF	\$ 18.58644	GRISWOLD	Not Available
LAMONI	\$ 18.72436	HARLAN	Not Available
DIAGONAL	\$ 19.94238	ANITA	Not Available

Item 6.2.3 Personnel Planning – School Budget Implications, Employment of  
Personnel for the 2011 – 2012 School Year  
- Presented by Terry Schmidt

[Board Goals Reference: **District Goal for Fiscal Health:** *Build on and enhance steps to gain greater financial health in the school district; and District Goal for Teaching and Learning: The Iowa Test of Basic Skills (grades 3 to 8) and Iowa Test of Educational Development (grades 9 to 11) will increase to match or exceed expected standards.*]

**BACKGROUND INFORMATION:** This evening Terry will provide an oral report concerning personnel vacancies in the school district. One recommendation will be ready this evening and that affects elementary art education. Please allow a few minutes for this presentation.

Positions considered for the 2011 – 2012 school year:

- ⇒ Elementary art education
- ⇒ Middle level social studies
- ⇒ Special education leadership and coordination
- ⇒ Secondary mathematics – college level classes
- ⇒ Middle level language arts

**SUGGESTED BOARD ACTION:** (to be provided)



## Item 7.0 Reports

Each board meeting may have one or more reports from district staff; announcements of future meetings; or general announcements from organizations. Seldom will the information require formal board of director action. If formal action is needed on any item, a recommendation will be provided.

### 7.1 Administrative Reports

- Green Hills AEA Board of Directors

Enclosed are minutes from the last Green Hills meeting for your review.

- Board Vice-President Charla Schmid – Legislative Day on the Hill

Please allow Charla a few minutes to update the Board concerning legislative activities in Des Moines.

### 7.2 Future Conferences, Workshops, Seminars

#### March and April:

31<sup>st</sup> - ABLE II Regional Workshop, Corning, 6:30 – 9:00 p.m.

31<sup>st</sup> - Apr. 1<sup>st</sup> - IASBO Annual Spring Conference - Scheman Building on ISU Campus, Ames

#### May:

3<sup>rd</sup> - IASB School Law Conference, West Des Moines, Sheraton, 8:00 a.m.- 4:00 p.m.

8<sup>th</sup> -13<sup>th</sup> - Iowa School Board Recognition Week

**Subject:** One to One Computing Conference Directors:

There is a free registration for the Iowa 1:1 Conference scheduled for Wednesday, April 20.

Several board members are planning to attend in addition to Terry. These include: Lee Fellers, Paul Griffen, and Warren Hayes.

<https://sites.google.com/site/iowa1to1/home>

### 7.3 Other Announcements – to be provided

**REGULAR MEETING OF THE  
GREEN HILLS AEA BOARD OF DIRECTORS**

MINUTES

Unofficial

January 25, 2011  
6:03 p.m.

Red Oak Regional Office  
212 E. Coolbaugh Street  
Red Oak, Iowa

Vice President Richard Schenck called the meeting to order at 6:03 p.m. Roll call revealed the following persons present and/or absent.

**Board Members Present:**

Board Members: Randy Brown, Nancy Coziahr, Marland Gammon, Ken Lee, Richard Schenck

Lane Plugge, Chief Administrator  
Linda Perdue, Board Secretary

**Board Members Absent:**

Ed Gambs, Karen Thomsen, Raymond Storm (arrived at 6:12 p.m.), Julie Wilken (arrived at 6:12 p.m.)

**AEA Staff Present:**

Sherry Huffman, Consultant  
Lori Kinyon, Director of Human Resources  
Emily Nelson, Director of Finance and Board Treasurer  
Ron Russell, Regional Administrator  
David VanHorn, Associate Administrator

**Approval of Agenda**

Lane Plugge announced that the Green Valley AEA 14 Audit Report will be deferred until February as the auditor could not make tonight's meeting. Mr. Brown moved approval of the January 25, 2011, Board agenda as amended; seconded by Ms. Coziahr. The motion carried on a unanimous voice vote.

**Approval of Minutes**

Mr. Lee moved approval of the December 21, 2010, regular meeting minutes; seconded by Mr. Brown. The motion carried on a unanimous voice vote.

**Hearing on Proposed 2011-12 Budget**

The 2011-12 budget was developed in accordance with the provisions of the Code of Iowa and the rules, regulations, and directives of the Department of Education. The estimated revenue, expenditures and notice of this hearing have been properly advertised in official county newspapers in each county located fully in Green Hills AEA. Proofs of publications are on file in the office of the board secretary. At 6:05 p.m., a public hearing on the proposed 2011-12 budget was conducted. Ms. Nelson, Director of Finance, presented the proposed 2011-12 Budget. (Board members Wilken and Storm arrived at 6:12 p.m.) There was no one present from the public who wished to make a formal statement. The hearing concluded at 6:20 p.m.

Mr. Gammon moved approval of the 2011-12 budget projecting total resources and requirements of \$39,430,839. This includes General Fund amount of \$38,622,978; Special Education Instruction amount of \$257,000; Juvenile Home Instruction amount of \$531,400 and Proprietary Fund amount of \$19,461 for submission to the State Board of Education. The motion was seconded by Mr. Lee. Roll call vote:

Yes: Storm, Wilken, Lee, Gammon, Brown, Coziahr, Schenck  
No: None  
Absent: Gambs, Thomsen

The motion carried.

### **Open Forum**

There were no comments from the public in attendance.

### **Annual Progress Reports for Green Valley AEA 14 and Loess Hills AEA 13**

By February 1, 2011, the Agency must submit to the Department of Education an Annual Progress Report (APR) concerning the Agency's Comprehensive Improvement Plan. Since the APR is for 2009-10, two APRs will be submitted—one for Green Valley and one for Loess Hills. The APRs must be approved by the Board to be certified by the Department. Data from these reports is used for continuous improvement activities within the Agency. Ron Russell, Regional Administrator, and Sherry Huffman, Consultant, presented both the Green Valley and the Loess Hills APRs for board consideration.

Mr. Lee moved approval of the Loess Hills AEA 13's Annual Progress Report; seconded by Ms. Wilken. The motion carried on a unanimous voice vote.

Mr. Storm moved approval of the Green Valley AEA 14's Annual Progress Report; seconded by Ms. Coziahr. The motion carried on a unanimous voice vote.

### **Financial Reports**

Mr. Storm reported that he had reviewed the bills and that all questions were addressed satisfactorily. Mr. Storm moved approval/acceptance of the following:

- a. Approval of the Anticipated Cash Flow Chart through January 25, 2011.
- b. Acceptance of the General Fund Financial Report for December 2010, indicating a beginning balance on December 1, 2010, of \$3,495,265.94, receipts of \$3,057,767.53, disbursements of \$3,597,277.04, and an ending balance on December 31, 2010, of \$2,955,756.43\*.  
  
\*The General Fund Balance includes \$532,842.17 of stimulus funds which are not considered part of available cash until expenditure. Available cash in the General Fund is \$2,422,914.26.
- c. Acceptance of the Activity and Fiduciary Funds Financial Report for December 2010, indicating a beginning balance on December 1, 2010, of \$279,322.87, receipts of \$437.45, disbursements of \$45,509.58, and an ending balance on December 31, 2010, of \$234,250.74.
- d. Acceptance of the December 31, 2010, quarterly budget status report reflecting total commitments against the budget of \$12,884,745.95, and total revenue received of \$12,155,532.64.
- e. Approval for payment of bills in the amount of \$417,264.83, expense accounts of \$52,420.83, activity-fiduciary fund warrants of \$45,509.58, and operating fund manual warrants of \$28,496.82.
- f. Acceptance of the December 31, 2010, Investment Report balance of \$2,119,847.70 in the General Fund.

Mr. Gammon seconded the motion. Roll call vote:

Yes: Storm, Wilken, Lee, Gammon, Brown, Coziahr, Schenck  
No: None  
Absent: Gambs, Thomsen

The motion carried.

Mr. Gammon volunteered to review bills for the February Board meeting.

**Personnel Matters**

Lori Kinyon, Director of Human Resources, presented the personnel items.

Ms. Coziahr moved approval/acceptance of the following personnel matters; seconded by Mr. Brown. Motion carried on a unanimous voice vote.

**New Classified Staff**

Amy Abler, Service Coordinator, 120 days for the 2010/2011 school year – Hourly Salary: \$12.40

**Resignation of Classified Staff**

Courtney Nohr, School Based Interventionist, effective February 1, 2011

Lynne Porter, Prevention Specialist, effective January 17, 2011, with two weeks severance pay

**Resignation of Certified Staff**

Jan McKay, Speech-Language Pathologist effective the end of the 2010/2011 school year

Lois Russell, Special Education Consultant effective the end of the 2010/2011 school year

**Certified Staff Extended Days**

Hilary Brummer, Speech-Language Pathologist, one half day January 12, 2011 for orientation to AHST for employee on leave – Per Diem: \$233.71

Diane Crouch, Speech-Language Pathologist, six days November 5, 12, 19, December 3, 10, and 17, 2010 for speech services at Crescent and Bloomer – Per Diem: \$306.19

Debra Johnson, School Improvement Consultant, one day January 4, 2011 for State Lead Team – Iowa Core – Per Diem: \$313.68

Jane King, School Psychologist, one day December 20, 2010 to cover case load for employee on leave – Per Diem: \$230.72

Diane Konfrst, Speech-Language Pathologist, three days December 10, 17, 2010 and January 7, 2011 for Speech-Language Pathology support in West Region – Per Diem: \$283.15

Pamela McCampbell, Speech-Language Pathologist, one day September 30, 2010 for John Maag Managing Behavior Workshop Teacher Quality Day – Per Diem: \$317.72

Carma McLaren, Talented and Gifted Consultant, 2 days September 23 and November 4, 2010 for Teacher Quality Day 5 Mentoring and Day 3 Mentoring Make-up – Per Diem: \$298.70

Cindy Menendez, School Improvement Consultant, one day January 8, 2011 for travel home from San Diego – school visit – Per Diem: \$306.19

**Employee paid for Mentor Duties for the 2010/2011 School Year**

Pam Sargent, Administrative Secretary (2 days) - \$306.08

**Employees receiving \$500 for Mentoring and Induction Program:**

Amanda Arkfeld	Jane King	Lois Russell
Mary Carstens	Maureen Lonsdale	Deb Schwiesow
Jennifer Christensen	Leslie McCaslin	Sandi Sickels
Diane Crouch	Carma McLaren	Julie Williams
Colleen Dupuis	Nancy Ponec	Kim Wise
Judy Kay	Renee Prochaska-Keenan	Joan Wood
Kristine Kelly	Todd Reznicek	

**Contracted Staff**

**Becky Berg received the following stipend:**

\$2,100 for teaching Early Childhood Para Educator Training course August 25 through November 30, 2010

**Cindy Burchett received the following stipend:**

\$150 for instructing Human Relations Independent Study course on December 20, 2010

**Certified Staff Vacancies**

Occupational Therapist (1.0 FTE) (on hold)

School Psychologist/Special Education Consultant (.5 FTE) Missouri Valley (1 FTE) Osceola for 2011/2012 school year

Speech-Language Pathologist (6.0 FTE) Atlantic, Creston, Harlan, Missouri Valley, Osceola, Peterson for the 2011/2012 school year

**Classified Staff Vacancies**

Prevention Specialist (.5 FTE) Glenwood (on hold)

School Based Interventionist (1 FTE) Peterson

**Approval of Agreements, Contracts and Grant Award Letter of Agreement**

Dr. Plugge presented the following for board approval:

a. Iowa West Foundation Grant Award Letter of Agreement

The Agency has received the Iowa West Foundation Grant Award Letter of Agreement for the operation of the Summer 2011 Leadership Academies for middle school students. This Letter of Agreement details the conditions and uses of the \$75,000, 1:1 matching funds (50% Iowa West and 50% local schools). The Agency will serve as the fiscal agent for the grant.

b. Contract with Harrison, Monona, Shelby Decategorization Board

The Taylor, Page, Fremont Empowerment area and the Shelby, Harrison and Monona Empowerment area are providing funding, not to exceed \$46,000, in collaboration with Green Hills AEA for all schools within these counties to attend Why Try training in February and March 2011. Why Try is a K-12 program that addresses dropout prevention and bullying prevention in schools. Participants will attend two days of training, and participating districts will receive the Why Try training kits to be used with students in these school districts.

c. Iowa Online Professional Development Model 28E Agreement

The purpose of this Agreement among the AEAs is to provide a framework for the cooperative action among the AEAs for the sharing of applicable resources and services, including, but not limited to, programming, development, clerical and administrative services, to meet certain professional development needs of the AEAs and their respective constituents in a more economic and efficient manner than if the AEAs had developed, marketed and utilized the System, Programs and Resources independently. This agreement is effective until June 30, 2014.

- d. Name Change on Marian Godwin, D/B/A Assessment Solutions for Education Agreement  
The Agency has a contract with Marian Godwin, D/B/A Assessment Solutions for Education for the 2010/11 fiscal year. Ms. Godwin has incorporated her business, and the name has changed to Assessment Solutions for Education, Inc. This agreement is to recognize that change. No other terms are affected.

Mr. Gammon moved to approve the agreements, contracts and grant award letter of agreement. The motion was seconded by Mr. Storm and carried on a unanimous voice vote.

#### **Administrative Reports**

- a. Administrative Reports  
Dr. Plugge provided a legislative update on HF 45 and related legislative items. Dr. Plugge indicated that he plans to attend the legislative coffee in Council Bluffs on Saturday, January 29. He also reported that the Green Hills AEA Superintendents have scheduled a legislative retreat in Des Moines on February 2-3, and will meet with local legislators at 7 a.m. on February 3. Dr. Plugge also will be attending the City Superintendents meeting on January 30 and 31 in Des Moines.

David VanHorn provided an update on the GHAEA Accreditation process. The first session with the Department of Education is scheduled for February 8, from 9 a.m. to noon.

Dr. VanHorn also reported on a meeting with Max Phillips (CEO of Quest and State DE Board Member) that he, Dr. Plugge, and Superintendents Pam Vogel, Joe Drake, and Gregg Cruickshank attended. Discussion was around 1:1 computer technology, collaboration with business, and vision for technology in education. This meeting resulted from a meeting of the 1:1 computer superintendent advisory committee. The 1:1 computer advisory committee will meet again next week and will continue the discussion surrounding these issues.

Dr. Plugge and Dr. VanHorn provided a brief report on the AEA Task Force.

- b. Board Reports  
No Board reports were provided.

#### **Time and Place of Next Meeting**

The next regular meeting of the Board of Directors of the Green Hills AEA will be held on February 22, 2011, at the Red Oak Regional Office, 212 E. Coolbaugh Street, in Red Oak.

#### **Adjournment**

Mr. Schenck announced that following adjournment the Board will meet as provided in Iowa Code Section 20.17(3) for a collective bargaining strategy session.

With no further business, Mr. Schenck declared the meeting adjourned at 7:27 p.m.

Linda Perdue  
Board Secretary

Richard Schenck  
Board Vice President

## News Release

February 16, 2011

TO: Green Hills AEA Board of Directors, News Media and Interested Parties  
FROM: Linda Perdue, Secretary to the Board  
RE: Notice of the Regular Meeting of the Board of Directors of Green Hills AEA

The Board of Directors of the Green Hills AEA will hold their regular monthly meeting on Tuesday, February 22, 2011, at 6 p.m., at the Red Oak Regional Office, 212 E. Coolbaugh Street, Red Oak, Iowa. Detailed materials concerning the meeting may be examined in the office of the Board Secretary after February 16, 2011. The tentative agenda for the regular meeting will include:

1. Call to Order and Roll Call
2. Introduction of Guests and Distribution of Materials
3. Approval of Agenda
4. Approval of Minutes
5. Open Forum
6. Green Valley AEA 14 Audit Report – June 30, 2010
7. Agency Presentation – Behavior Team
8. Financial Reports
9. Personnel Matters
10. Approval of Agreements and Contracts
11. Appointment of Green Hills AEA Board Advisory Group
12. Board Policy for First Reading
13. Equal Employment Opportunity/Affirmative Action Plan and Appointment of Equity Officer/Affirmative Action Coordinator
14. Appointment of Green Hills AEA Board Member to the Iowa Association for Educational Purchasing (IAEP) Board of Directors
15. Administrative Reports
  - a. Administrative Reports
  - b. Board Reports
  - c. AEA Board of Directors Conference, April 7-8, 2011, in Des Moines
  - d. Other
16. Other Business
17. Time and Place of Next Meeting
18. Collective Bargaining Strategy Session

The Board may recess for a strategy session of a public employer concerning employees covered by a collective bargaining agreement as provided in Section 20.17(3) of the Code of Iowa.
19. Administrator's Evaluation

An executive session will be conducted in accordance with Section 21.5(1)(i) of the Open Meetings Law for the purpose of evaluating the Chief Administrator.
20. Adjournment

This notice is given pursuant to Iowa Code Chapter 21 and the rules of this governmental body.