

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, June 13, 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
 - 4.3 Correspondence
- 5.0 Consent Agenda
 - 5.1 Review and Approval of Minutes from May 23 and June 1, 2011
 - 5.2 Review and Approval of Monthly Business Reports
 - 5.3 Personnel Considerations
- 6.0 General Business for the Board of Directors
 - 6.1 Old Business – none
 - 6.2 New Business
 - 6.2.1 2009 – 2010 School Audit Review by Bruce Frink (teleconference)
 - 6.2.2 Closed Session: Board of Directors, Superintendent, Director of Transportation, and Invited Guests
 - 6.2.3 Personnel Considerations

Red Oak Community School District Board of Directors
6.13.2011

6.2.4 Board of Directors Goal Review: Instructional Model for Secondary Learning
(Scheduling Concepts) – ROHS Principal Jedd Sherman

6.2.5 Red Oak CSD Employee Manual – Review and Discussion

6.2.6 ROCSD Policy Review and Update – Section 200

6.2.7 Iowa Association of School Boards 2012 Legislative Action Priorities

6.2.8 Code No. 701.4 Governmental Accounting Practices and Regulations Review

7.0 Reports

7.1 Administrative

7.2 Future Conferences, Workshops, Seminars

7.3 Board Meeting Schedule for June, July, August, September 2011

8.0 Next Board of Directors Meeting: Monday, June 27, 2011 – 6:00 pm
Sue Wagaman Board Room
Webster Building

9.0 Adjournment

Item 4.0 Communications

4.1 Good News and Affirmations from Red Oak Schools

★★★ The Red Oak High School Tennis Team ★★★

Congratulations are extended to Senior Girls' Champs Rachel and Emily Pierson, Coaches Dan & Nita Martinez and all of the Red Oak High School Tennis Team.

Formal recognitions and awards will be presented at the June 27 Board of Directors meeting.

4.2 Visitors and Presentations

None is scheduled.

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.

Enclosed are reference pages for:

5.1 Review and Approval of the Minutes from May 23 and June 1, 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

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

Enclosed is a letter of resignation from Mr. Juan Batula indicating his resignation from the position: Assistant High School Football Coach. Should the Directors wish to discuss the letter, it can be added to the regular agenda topic **6.2.3 Personnel Considerations**.

Other personnel resignations include:
Becki Peterson, ROHS Guidance Secretary

It is suggested the Directors accept the resignation (s) as presented.

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

- Minutes from May 23 and June 1, 2011
- Monthly business reports as presented
- Personnel resignations from Juan Batula, assistant football coach and Rebecca Peterson, ROHS Guidance Secretary

Red Oak Community School District
Regular Board of Directors Meeting

Meeting Location: Sue Wagaman Board Room, Webster Building, Red Oak, Iowa
 Monday, May 23, 2011

This regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Lee Fellers at 6:05 p.m.

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

APPROVAL OF AGENDA

Director Schmid moved and Director Hayes seconded to approve the agenda as presented. The motion carried unanimously.

CONSENT AGENDA

Director Schmid moved and Director Hayes seconded to approve the consent agenda as presented. The motion carried unanimously.

- Approval of Minutes from May 10, 2011
- Approval of monthly business reports as presented
- Approval of education service agreements for the Boys and Girls Home, Sioux City Community School District; PMIC Services, Glenwood Community School District; Ultimate Nursing Services, West Des Moines, Iowa and Southwestern Community College Education Service Contracts: high school college courses, online courses, computer graphic courses, and layout design courses.
- Approval of the final reading of board policy: Code 102 Equal Education Opportunity

NEW BUSINESS

RED OAK CURRICULUM COUNCIL

Motion by Director Griffen seconded by Director Hayes to approve the Communication Committee's recommendation to purchase the following curriculum materials as presented at a cost of \$104,847.05, plus shipping: Developmental Studies-Making Meaning, Vocabulary, and Becoming a Writer grades K-6 and Making Meaning for grades 7th & 8th; Vowac-DK, Kindergarten & 1st grade; Scholastic materials for 2nd-6th grades; Booksource materials for 6th-8th grades; The Trait Crate Scholastic writing for grades 7 & 8; Achieve 3,999 for 50 H.S. students (pilot program). The motion carried unanimously.

Motion by Director Schmid seconded by Director Hayes to approve the request from the Red Oak Curriculum Council for Middle School Digital Citizenship. The motion carried unanimously.

Motion by Director Hayes seconded by Director Griffen to approve the realignment of curriculum as presented by the Red Oak Curriculum Council. The motion carried unanimously.

BOARD POLICY REVIEW

Director Hayes moved seconded by Director Griffen to approve the second reading of board policy series 100. The motion carried unanimously.

Director Schmid moved seconded by Director Hays to approve the first reading of Board Policy 802.4 Capital Assets. The motion carried unanimously.

BUSINESS MANAGER'S REPORT

Director Schmid moved seconded by Director Griffen to approve the school business manager's financial report as presented. The motion carried unanimously.

MAINTENANCE & OPERATIONS UPDATE

Director Griffen moved seconded by Director Hayes to approve the recommendation to purchase tow edge surface preparation machines from Capital Sanitation. Total of these two machines would be \$6,020. The motion carried unanimously.

Director Griffen moved seconded by Director Hayes to approve a two year service contract with Plibrico Company. The cost of this agreement will be \$8,200 for a two year agreement to service the commercial chillers, roof top condensing units, air handling units, and boilers. The motion carried unanimously.

TRANSPORTATION UPDATE

Director Griffen moved seconded by Director Schmid to approve the recommendation to authorize the purchase of a Suburban, 9-passenger vehicle purchased from the State of Iowa Authorized Vehicle Bid List not later than May 26th contingent on a Red Oak new car dealer providing a price quote less than or equal to the State of Iowa Vehicle Bid List. The motion carried unanimously.

EMPLOYEE HANDBOOK REVIEW & UPDATE

Employee handbook review and update by Superintendent Terry Schmidt was given with discussion following. The board decided to table this topic to a future meeting.

SOUTHWESTERN COMMUNITY COLLEGE LEASE AGREEMENT

The Southwestern Community College lease agreement is still being worked on and will be tabled to a future agenda.

ACCREDITATION VISIT & EQUITY REVIEW PROCESS

Discussion was held and an update given by Superintendent Schmidt concerning the recent Department of Education accreditation visit and education equity review process. The district has not yet received the final report from the Department of Education.

CLOSED SESSION

Motion by Director Griffen seconded by Director Hayes to go into closed session at 7:29 p.m. per section 21.5(1)i [To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.]” The Board came out of closed session at 9:10 p.m. The motion carried unanimously.

PERSONNEL CONSIDERATIONS

Director Hayes moved seconded by Director Griffen to accept the resignation of Diane Bonesteel as M.S. Family & Consumer Science teacher at the end of the 2010-11 school year. The motion carried unanimously.

Director Schmid moved seconded by Director Hayes to approve Nick Crouse as a Volunteer Baseball Coach for this 10-11 baseball season. The motion carried unanimously.

Director Griffen moved seconded by Director Hayes to accept the resignations from Stacey Rolenc and Barbara Gilliland, Paraprofessionals at the end of the 2010-11 school year. The motion carried unanimously.

Director Hayes moved seconded by Director Schmid to accept the resignation of Kathy Koepfel, school nurse, at the end of the 2010-11 school year. The motion carried unanimously.

Director Schmid moved seconded by Director Hayes to approve the resignation of Brad Schlieman as 8th grade football coach, at the end of the 2010-11 school year. The motion carried unanimously.

Director Schmid moved seconded by Hayes to approve the transfers of Kelly Jones from 1st grade teacher to 3rd grade, and Mark Erickson from 3rd grade to M.S. Language Arts for the 2011-12 school year. The motion carried unanimously.

Director Schmid moved seconded by Director Griffen to pay Monica Crouch a stipend of \$1,500 for her assistance at the Inman Primary building with administrative duties. The motion carried unanimously.

Director Schmid moved seconded by Director Griffen to grant a 3% increase to H.S. Principal Jedd Sherman for the 2011-12 school year. The motion carried unanimously.

Director Griffen moved seconded by Director Schmid to grant a 3.5% increase to Washington Intermediate Principal Barb Sims for the 2011-12 school year. The motion carried unanimously.

Director Hayes moved seconded by Director Schmid to grant a \$1,200 increase to Buildings & Grounds Director Pete Wemhoff and Transportation Director Carlos Guerra for the 2011-12 school year. The motion carried unanimously.

Director Schmid moved seconded by Director Griffen to approve a 3.5% increase to Food Service Director Sharon Foote for the 2011-12 school year. The motion carried unanimously.

Director Schmid moved seconded by Director Hayes to approve a 3.5% increase to Business Manager & School Board Secretary, Shirley Maxwell for the 2011-12 school year. The motion carried unanimously.

ADJOURNMENT

Director Schmid moved, Director Hayes seconded to adjourn the meeting at 9:30 p.m. The next Board of Directors meeting will be held on Monday, June 13, 2011 at 6:00 p.m. in the Sue Wagaman Board Room at the Webster Building. The motion carried unanimously.

Lee Fellers, President

Shirley Maxwell, Board Secretary

Red Oak Community School District
Special Board of Directors Meeting

Meeting Location: White Fair Building, Red Oak, Iowa
 Wednesday, June 1, 2011

This special meeting of the Board of Directors of the Red Oak Community School District was called to order by President Lee Fellers at 8:07 p.m.

PRESENT:

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

APPROVAL OF AGENDA

Director Dilley moved and Director Griffen seconded to approve the agenda as presented. The motion carried unanimously.

NEW BUSINESS

PERSONNEL

Director Griffen moved and Director Hayes seconded to accept the resignations from Sabastian Hanna as Assistant High School Football Coach and Brandon Krause as 8th grade Football Coach effective at the end of the 2010-2011 school year. The motion carried unanimously.

Director Schmid moved and Director Dilley seconded to approve Michele Spotts as a Title I instructor for the 2011-2012 school year. The motion carried unanimously.

Director Dilley moved and Director Hayes seconded to approve Joe Erickson as first grade teacher for the 2011-2012 school year. The motion carried unanimously.

Director Schmid moved and Director Hayes seconded to approve Stephanie Laughlin as a kindergarten instructor for the 2011-2012 school year. The motion carried unanimously.

Director Griffen moved and Director Dilley seconded to approve Alan Spencer as Vocational Agriculture Instructor for the 2011-2012 school year. The motion carried unanimously.

Director Schmid moved and Director Dilley seconded to approve the list of coaches and sponsors as recommended for the 2011-2012 school year. The motion carried unanimously.

ADJOURNMENT

Director Dilley moved and Director Griffen seconded to adjourn at 8:37 p.m. The motion carried unanimously. The next regular Board of Directors meeting will be Monday, June 13, 2011, 6:00 p.m. in the Sue Wagaman Board Room at the Webster Building.

Lee Fellers, President

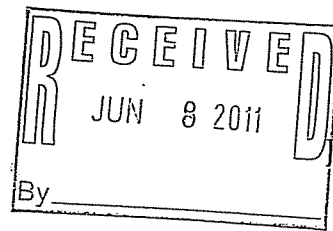
Shirley Maxwell, Board Secretary

<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
<u>Checking</u>	1		
Checking Account: 1	Fund: 10 OPERATING FUND		
CASEY'S	05282011	19.00	
10 0020 2700 000 0000 626	GAS		19.00
			Vendor Total: 19.00
FIRST BANKCARD	05192011	38.87	
10 0010 2510 000 0000 580	SUPPLIES		38.87
FIRST BANKCARD	05312011	208.20	
10 1900 1200 430 4501 641	BOOKS		115.68
10 1901 1220 211 3301 612	BOOKS		92.52
			Vendor Total: 247.07
FOUNTAIN PERKS	68958	29.93	
10 0010 2310 000 0000 580	SUPPLIES INTERVIEWS		29.93
			Vendor Total: 29.93
HI-WAY 242 AUTO BODY	04152011-1	335.00	
10 0020 2700 000 0000 430	REPAIR		335.00
			Vendor Total: 335.00
MAIL FINANCE	H2529006	165.12	
10 0010 2410 000 0000 531	POSTAGE MACHINE LEASE		165.12
MAIL FINANCE	N2433346	(9.32)	
10 0010 2410 000 0000 531	POSTAGE MACHINE LEASE		(9.32)
			Vendor Total: 155.80
SEMINOLE ENERGY SERVICES, LLC	130-1105-148	4,398.69	
	3		
10 2020 2600 000 0000 621	THERMS 778		538.79
10 3230 2600 000 0000 621	THERMS 4122		2,470.25
10 1914 2600 000 0000 621	THERMS 713		494.50
10 1913 2600 000 0000 621	THERMS 1395		895.15
			Vendor Total: 4,398.69
SHAFFER, RALPH	862864	70.00	
10 3230 1000 910 6210 430	PIANO TUNING		70.00
			Vendor Total: 70.00
SHOUTPOINT, INC	5883	67.80	
10 0010 2236 000 0000 536	VOIP LINES		67.80
			Vendor Total: 67.80
SOCS/FES	INV001174	257.68	
10 0010 2236 000 0000 536	WEB HOSTING CHARGE		257.68
			Vendor Total: 257.68
SOLUTION TREE	651342	1,300.00	
10 0010 2213 100 3376 320	CONSULTANT FEES		1,300.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
			Vendor Total: 1,300.00
TOTAL FUNDS BY HASLER	05252011	500.00	
10 0010 2410 000 0000 531	POSTAGE FILL	500.00	
			Vendor Total: 500.00
UNITED PARCEL SERVICE	000053702222	153.05	
	1		
10 3230 2410 000 0000 531	UPS CHARGES	53.64	
10 2020 2410 000 0000 531	UPS CHARGES	42.66	
10 1902 2410 000 0000 531	UPS CHARGES	31.75	
10 1901 2410 000 0000 531	UPS CHARGES	25.00	
			Vendor Total: 153.05
			Fund Total: 7,534.02
			Checking Account Total: 7,534.02
<u>Checking</u>	2		
Checking Account: 2	Fund: 61	SCHOOL NUTRITION FUND	
IOWA STATE UNIVERSITY	05312011	300.00	
61 0010 3110 000 0000 340	REG FEES	300.00	
			Vendor Total: 300.00
REINHART FOOD SERVICE LLC	127167	250.00	
61 3230 3110 000 0000 570	DISHWASHER LEASE	250.00	
			Vendor Total: 250.00
			Fund Total: 550.00
			Checking Account Total: 550.00
<u>Checking</u>	3		
Checking Account: 3	Fund: 21	STUDENT ACTIVITY FUND	
ASPI SOLUTIONS, INC	5515	135.00	
21 0010 1400 920 6840 340	ONLINE ENTRIES	30.00	
21 0010 1400 920 6740 320	ONLINE ENTRIES	105.00	
			Vendor Total: 135.00
BACUS, JOHN	05312011	110.00	
21 0010 1400 920 6730 320	OFFICIAL	110.00	
			Vendor Total: 110.00
DOYLE, JIM	05282011	135.00	
21 0010 1400 920 6835 320	OFFICIAL	135.00	
			Vendor Total: 135.00
DUNN, KEVIN	05312011	110.00	
21 0010 1400 920 6730 320	OFFICIAL	110.00	
			Vendor Total: 110.00
FIRST BANKCARD	05262011	638.34	
21 0010 1400 920 6650 580	LODGING	638.34	
			Vendor Total: 638.34

<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
IA GIRLS H.S. ATHLETIC UNION	06012011	15.00	
21 0010 1400 920 6650 320	ENTRY FEE		15.00
			Vendor Total: 15.00
KEEFE, NICK	05282011	135.00	
21 0010 1400 920 6835 320	OFFICIAL		135.00
			Vendor Total: 135.00
KUDRON, PHIL	05282011	135.00	
21 0010 1400 920 6835 320	OFFICIAL		135.00
			Vendor Total: 135.00
LARSON, MERLE	06062011	218.72	
21 2020 1400 910 6220 618	JUDGE BAND FESTIVAL		218.72
			Vendor Total: 218.72
NCA CHEER CAMP	373664 INV	2,910.00	
	003		
21 3230 1400 950 7459 618	CHEER CAMP		2,910.00
			Vendor Total: 2,910.00
NELSON, LEE	06062011	201.32	
21 2020 1400 910 6220 618	JUDGE BAND FESTIVAL		201.32
			Vendor Total: 201.32
RED OAK FFA ALUMNI	06012011	713.00	
21 3230 1400 950 7407 320	OPEN CATTLE SHOW AWARDS		713.00
			Vendor Total: 713.00
ROLLINS, MARTY	05312011	85.00	
21 0010 1400 920 6835 320	OFFICIAL		85.00
			Vendor Total: 85.00
SCHOENING, DAN	06062011	187.40	
21 2020 1400 910 6220 618	JUDGE BAND FESTIVAL		187.40
			Vendor Total: 187.40
SHENANDOAH COMMUNITY SCHOOLS	05312011	30.11	
21 0010 1400 920 6650 320	RENTAL FEES		30.11
			Vendor Total: 30.11
STANDBROUGH, JASON	05282011	135.00	
21 0010 1400 920 6835 320	OFFICIAL		135.00
			Vendor Total: 135.00
WEINRICH, JON	05312011	85.00	
21 0010 1400 920 6835 320	OFFICIAL		85.00
			Vendor Total: 85.00
			Fund Total: 5,978.89

<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>	<u>Description</u>		<u>Amount</u>
MCDONALD'S	56	50.00	
69 3230 3200 000 9001 618	SUPPLIES FOR INMAN STAFF		50.00
			Vendor Total: 50.00
			Fund Total: 50.00
			Checking Account Total: 6,028.89



June 7, 2011

Dear Mr. Terry Schmidt and the Red Oak School Board,

This letter is to resign as Assistant Varsity Football Coach at Red Oak High School. The reasons for this resignation come to having a different philosophy, trust and how one is valued in this district. I feel that the time and energy I have put forth for you, the district and the school board is not valued, it is not respected and the red oak school district is not looking to help the people within their district. As an employee within the Red Oak Community, I feel that there is a major lack of trust, honoring the people who put forth the time and effort to make the athletic programs successful and loyalty to in house staff.

We had a vision on what Red Oak athletics should be, the direction we need to take to compete in the Hawkeye 10. We as an athletic staff, under Angie Spangenberg started a path for success. This path start with Denny Redel get the BFS (Bigger Faster Strong Program) in place for our students athletes, boys and girls, to gain strength and flexibility and help with prevention of injury. As a former Athletic Director, this is when you praise a person for their hard work and dedication to the community and school.

Denny Redel and I applied for the Head football position at Red Oak High School. We discussed this with Mr. Schmidt, our desire to lead our football program over the next 20 years, if possible. Our goal was to be able to discuss our outlook and how we can continue the quest that we had started over the last two years. We felt that the current staff assembled had the knowledge, the understanding of what our athletes can provide to the program and a philosophy to attack the 3A schedule we were going to endure.

This whole idea was never given a chance, because one person made a decision that affected it. So please tell me how I should be loyal, honest and a team player, when I want to better myself as a professional in this community, but I cannot even get an interview for a position, that I have more than 20 years of coaching experience; 6 years as a Head 8th grade coach and the last two as a Varsity Assistant and the Division 1 background in baseball. Not counting the 32 years that my Co applicant has, with 17 years being a head coach in football. One of us or us as a team should have received the opportunity for this position.

At this time in my life, the administration of Red Oak has tarnished my beliefs of put forth the effort and you will be rewarded. My trust in our administration, the lack of respect given to Mr. Redel and myself and the overall process of how one person can make

statements and not honor them is the reason I am resigning as the Assistant Varsity Football Coach at Red Oak High School.

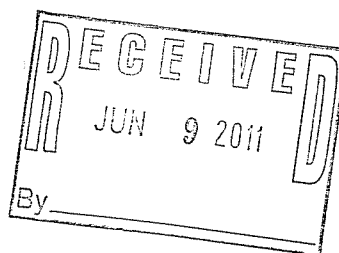
I am a very loyal and compassionate person who honors the chain of command. My leaving the football program is an administrative decision. All we ever wanted was a chance to show what we can offer our school. The lack of respect, the not honoring us for the dedication we have put into this school, shows that we have much bigger problems in this school district. All we wanted was an interview and now you are going to lose a very dedicated, loyal and committed coach.

Sincerely,

A handwritten signature in cursive script that reads "Juan M. Batula". The signature is fluid and written in black ink.

Juan M. Batula

COPY



June 9, 2011

Board of Directors
Red Oak Community School District
904 N. Broad St.
Red Oak, IA 51566

To Whom It May Concern:

I regret to inform you that I will not be returning to Red Oak High School. I have accepted a position at another company in Red Oak and will assume my duties their effective June 27, 2011. I would like to thank the school district for giving me the opportunity to work here and build excellent multi-tasking skills, communication skills, and organizational skills. I will be able to take these with me and utilize them effectively at my new position.

Should it be imperative that I finish out this year's contract (June 30, 2011) my new company has granted me the ability to start at a later date. Please let me know what will work best for everyone. I will be able to finish all my necessary work by June 24, 2011.

Sincerely,

A handwritten signature in cursive script that reads "Rebecca M. Peterson".

Rebecca Peterson

Item 6.2.1 2009 – 2010 School Audit Review by Bruce Frink (teleconference)

BACKGROUND INFORMATION: Auditor Bruce Frink will join the Directors via conference call to provide an overview of the FY 10 school audit and address your questions.

An electronic copy is enclosed for your review. In addition it can be found online at: <http://auditor.iowa.gov/reports/1030-5463-C00F.pdf>

Following a requisite time for questions, clarifications, and comments, Directors should take formal action to approve the audit report as presented.

SUGGESTED BOARD ACTION: (to be provided)

Item 6.2.2 Closed Session: Board of Directors, Superintendent, Director of Transportation, and Invited Guests

BACKGROUND INFORMATION: A personnel item needs to be addressed in closed session. After the session is formally opened and functioning, the superintendent will invite guests to join the discussion.

The following motion could be used:

“I move to enter a closed session at _____ p.m. per section 21.5(1)i [To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session.]”

SUGGESTED BOARD ACTION: Following the closed session, the Directors should consider any action deemed necessary either immediately, later in the agenda, or at the next regular meeting.

Item 6.2.3 Personnel Considerations

BACKGROUND INFORMATION: At publication time significant personnel work was underway with much absent of closure. It is anticipated this evening that members of the Leadership Team may have several recommendations for personnel in the school district for the 2011 – 2012 school year.

Positions under consideration:

Maintenance Department	Washington Intermediate and Interim Webster/Food Service
Transportation Department	Substitutes and other potential
Special Education	ROMS – behavior, resource, other ROHS – behavior, resource, other
Social Studies	ROMS
Family, Consumer Science	ROMS
Title I Math and Lower Math	ROMS and ROHS (combined)
School RN	District
Guidance Secretary	ROHS

SUGGESTED BOARD ACTION: (to be determined)

Item 6.2.4 Board of Directors Goal Review: Instructional Model for Secondary Learning (Scheduling Concepts) – ROHS Principal Jedd Sherman

[Board Goals Reference: District Goal for Big Ideas in the Next 24 Months: Instructional Model for Secondary Learning (Scheduling Concepts)]

BACKGROUND INFORMATION: Principal Jedd Sherman returns this evening with additional information gleaned from student performance reports over the past several years.

Please allow him the needed time for a PowerPoint presentation, comments, questions from the Board, etc.

Some discussion may be needed regarding the next steps the Board would like investigated before moving forward with any decision-making stage.

SUGGESTED BOARD ACTION: (to be determined)

Item 6.2.5 Red Oak CSD Employee Manual – Review and Discussion

[Board Reference Goal: District Goal for Personnel: Develop and implement a district-wide personnel handbook for better communication and understanding.]

BACKGROUND INFORMATION: This evening the Board of Directors is asked to review, consider, and provide tentative approval for a segment of the proposed Red Oak CSD Employee Manual.

Enclosed are pages for your review. Terry may have revisions to add during this evening's meeting. Please look over the first 23 pages before tonight's meeting.

Terry will also have any suggested comments from Attorney Rick Engel – if he is finished with his review.

Thanks in advance for taking the time to complete this task.

SUGGESTED BOARD ACTION: (to be provided)

Red Oak Community School District

Employee Manual

July 1, 2011 - June 30, 2012

Table of Contents

[to be finalized after the manual is finished and given approval]

Introduction to the Red Oak Community School District

The Red Oak Community School District is your organization to serve the learning needs of students from age 0 to 18 and beyond. The school district is governed by five members called the Board of Directors. The Board's vision statement is: Excellence for All . . . Whatever It Takes! The Board's belief statement is: The Red Oak Community School District enables itself to provide the best opportunities for all students to academically, socially, and ethically prepare themselves for global citizenship.

Culture of the Red Oak Community School District

Our culture is a belief and value system that defines the public's perception of us, as well as our perceptions of each other. It influences how we work, how we treat students and each other, and it is something we all have an important role in defining and implementing regardless of our job description. Some important aspects of our culture include but are not limited to:

- We keep students as our central focus.
- We expect hard work, risk-taking and continuous growth.
- We desire to work and live as a professional learning community.
- We create an environment for students and staff that promotes understanding, respect, and a celebration of individuality and diversity.
- We engage the Red Oak Community in achieving our vision - Excellence for All!
- We promote teamwork throughout the district to achieve our vision.
- We incorporate joy, fun, humor, and celebration in what we do.
- We develop leadership skills at all levels.
- We include stakeholders in our decision-making processes.
- We practice effective communication throughout the district.
- We encourage innovation but practice the effective and efficient use of our limited resources.

Statement on Human Dignity and Diversity

As an Iowa public school district, the Red Oak Community School District recognizes and respects the dignity of each individual regardless of age, culture, religion, color, ethnicity, race, national origin, gender, sexual orientation, language, disability, economic status, creed, marital status, handicap, military or veteran status, ancestry, political affiliation, homeless status, or any other factor provided for by state and federal laws and regulations.

Non Discrimination Policy

It is the policy of the Red Oak Community School District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age, or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. 794), and the Americans with Disabilities Act (42 U.S.C. 12101, et seq.). Inquiries or grievances regarding compliance may be directed to the Educational Equity Coordinator, Terry Schmidt, Superintendent of Schools, Red Oak Community School District, 904 Broad Street, Red Oak, Iowa, 51566.

Learning Centers in the Red Oak Community School District

- The Webster Building which includes: the District Administrative Center, the Right Start Four Year Old Program, the Red Oak Head Start Program, and the Kaleidoscope Four Year Old Program
- Inman Primary School - grades pre K to three
- Washington Intermediate School - grades four and five
- Red Oak Middle School - grades six to eight
- Red Oak High School - grades nine to twelve and the Alternative School

Organizational Structure for the Red Oak Community School District

As the Chief Operating Officer, the District Superintendent reports to the Board of Directors, which oversees the primary governance of the District. The Board governs by the philosophy of policy governance and establishes the District's vision, goals and strategic leadership. The Superintendent is responsible for administrative operations in accordance with the Board's overall vision.

Operational areas of the Red Oak Community School District include:

- Business Services
- Human Resource Services
- Curriculum & Instruction
- Special Education
- Technology and Information Services
- Maintenance and Operations
- Food Service
- Transportation

Administrative Regulations and Procedures

The Red Oak Community School District reserves the right to establish and carry out specific administrative regulations and procedures which, in accordance with the applicable federal, state and local laws, are utilized and adhered to in the conduct of the legitimate business of the district. The Red Oak CSD Employee Manual is a resource document for the established business, employment and

general operating policies currently in place. A copy of this manual can be located in this manual is located in each school building, in each administrative/leadership office of the school district, and on the District's website at www.redoakschooldistrict.com. The manual will be updated on a periodic basis as needed. Any questions about the manual or specific regulations may be addressed to Mrs. Deb Drey, Human Resources, the Webster Building, Red Oak Community School District, 712.623.6600, ext. 3306 or dreyd@roschools.com.

Services, Facilities, and General Information

Passes to District Events/Activities - The Director of Activities for the Red Oak Schools will provide a pass in exchange for volunteering for duties at various functions. This is an opportunity to assist the school district while gaining free admission to all of the district activities programs. The only exception to the use of passes occurs when Red Oak hosts any State of Iowa sponsored activity or any Hawkeye 10 Conference activity that excludes the use of passes. The Director of Activities will provide information about this benefit prior to the start of any school year.

Employee Communications and Community Partnerships

Communication is a key to the success of Red Oak CSD employees, students, parents, and the community as a whole. The most important tool used in Red Oak Schools for communication is the district's website: www.redoakschooldistrict.com. Secure portals concerning the operations of the school district are available for district employees to read and interact. Each district employee is assigned an email address and is expected to use it to stay informed and to communicate both internally and externally.

Community relations are a vital component to the success of the school district. The Red Oak School District is committed to the two-way communication process and encourages its employees to build strong links within the Red Oak community. Some examples of existing formal school/community partnerships include the media (the Red Oak Express and Radio Station KCSI/KOAK), the Red Oak Ministerial Association, the Montgomery County YMCA, the Red Oak Chamber and Industrial Association, the Y.E.S Mentoring Program, the Inman and Washington Schools Parent Teacher Organizations, the Red Oak Band Boosters, the Tag-A-Long Organization at Red Oak High, and the Wilson Performing Arts Association.

Facility Use and Scheduling

District employees may use school facilities at no charge unless the activity planned needs custodial assistance for which a fee will be charged to cover the district's cost. Facilities may be used as long as the planned activity does not interfere with the district's educational and activity programs. Complete

guidelines can be found in Board Policy 905.1. The contact for the use of district facilities is Mrs. Deb Drey, Human Resources, the Webster Building.

Food Service

All staff are welcome to purchase a meal or a la carte items during scheduled meal hours. Meal hours vary per building. Purchases are made using a computerized meal account system. Most staff members are assigned an ID number that corresponds to their lunch account. The account is a debit system; therefore funds must be in the account prior to making a purchase. Payments to accounts are accepted at all school offices. If there are insufficient funds in the account, staff will not be able to make food purchases.

Information Services through Technology

The Technology Department provides students and staff with voice and data communications, computer-based services and various job-related computer training and information. More detail about the use of technology is found on pages 20 - 23 of this manual. Questions regarding any aspect of information services can be directed to Mr. Bob Deter, Director of Technology, Red Oak CSD, 712.623.6600, ext. 5010 or through the department portal at www.redoakschooldistrict.com.

Employment Policies for the Red Oak Community School District

Equal Employment Opportunity

The Red Oak Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. The Red Oak Community School District does not discriminate in any manner contrary to law or justice on the basis of age, culture, religion, color, ethnicity, race, national origin, gender, sexual orientation, language, disability, economic status, creed, marital status, handicap, military membership, veteran status, ancestry, arrest/conviction record, or political affiliation. At the same time, the District appreciates its right and duty to seek and retain personnel who

will make a positive contribution to its goals and mission in order to enhance the development of student achievement and potential. Reasonable workplace accommodations will be made, upon request, for employees with disabilities. Employees with requests, concerns and/or complaints regarding disability and/or veteran's status should contact the human resources staff at the Webster Building.

Prior to a final offer of employment for any position, the school district will perform criminal, child abuse and sexual abuse background checks. The district may determine on a case-by-case basis that, based on the duties, some positions within the district will require more thorough background checks. Based upon the results of the background checks, the school district will determine whether an offer will be extended.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Superintendent of Schools, Red Oak Community School District, 904 Broad Street, Red Oak, Iowa, 51566.

Americans with Disabilities Act

The Red Oak Community School District complies with the letter and the spirit of the Americans with Disabilities Act of 1990 (ADA) and the protections provided to individuals with disabilities. The ADA prohibits employment discrimination against "qualified individuals with disabilities." The Red Oak Community School District is committed to provide reasonable accommodations to its employees and applicants for employment in order to assure that individuals with disabilities enjoy full access to equal employment opportunity. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process. In accordance with the American's with Disabilities Act (ADA), ADA Amendments Act of 2008 (ADAAA) accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants and employees.

An individual who needs a modified work environment as the result of a disability is encouraged to request a reasonable accommodation orally or in writing from his or her Supervisor or from Human Resources at the Webster Building. To enable the District to keep accurate records, employees requesting a reasonable accommodation will be required to submit medical verification for the need for the accommodation and may be required to sign an Authorization for Release of Medical Records to allow the District to communicate directly with the employee's health care providers. The Superintendent of Schools or his designee is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

It is the policy of the Red Oak School District to make a good faith effort to provide any "reasonable accommodation" necessary to ensure that an otherwise qualified individual may enjoy an equal employment opportunity. Examples of reasonable accommodation include job restructuring, job sharing, modified work schedules, ergonomic modifications or special equipment, a leave of absence, and, in certain circumstances, or a job transfer to a vacant position. In order to determine whether a reasonable accommodation exists to ensure that an employee may perform his/her job related responsibilities, the District may require that the employee and his/her treating health care providers submit medical information to the District for its consideration. The District will utilize such medical information to determine whether an accommodation exists to ensure that an employee may perform his/her job related responsibilities and to determine whether such accommodation is reasonable or poses a hardship on the District. In some cases, the District will provide an accommodation on a trial/temporary basis, in order to evaluate whether such accommodation is reasonable or whether it poses a hardship on the District

In the case of communicable diseases such as the Acquired Immune Deficiency Syndrome (AIDS), Hepatitis, Tuberculosis, etc., the District's response and responsibility will be consistent with the spirit and letter of the Americans with Disabilities Act. The mere diagnosis of a communicable disease is not, in itself, a basis for the exclusion or dismissal of an employee. Nor will verbal and/or physical harassment of individuals so infected, or suspected of being infected, be tolerated. The District will afford every right and reasonable accommodation under the law those employees infected by a communicable disease, while at the same time adhering to prescribed health and safety guidelines for such diseases in order to assure and guarantee the rights of all members of the Red Oak School District community.

Collective Bargaining

The Red Oak Community School District believes that good management results in good employee relations. In recognizing the right of individuals to affiliate with labor organizations, the District does so without surrendering its right to manage. The management and administration of the District are vested exclusively with the Board of Directors, the Superintendent and his/her designated representatives. Employees belonging to a bargaining unit are subject to all Red Oak CSD rules and regulations. Where this manual conflicts with an applicable collective bargaining agreement provision (s), the collective bargaining agreement shall rule

Conflict of Interest

Employees' use of their position with the school district for financial gain is considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent.

Questions about any potential conflict can be addressed in detail by consulting Board Policy Code No. 401.2 "Employee Conflict of Interest".

Nepotism / Employment of Relatives

More than one family member may be an employee of the school district. It is within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district, subject to the approval of the Red Oak Board of Directors. The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

Employment Opportunities

Employees are encouraged to explore career development opportunities at the District. All employees are encouraged to gain the necessary skills, training, and work experience needed to qualify for advancement opportunities. Red Oak CSD believes in internal staff development and promotion from within whenever possible and practicable. In all cases, the best-qualified candidate for the position will be selected as determined by the Superintendent and those assisting him. Position vacancies within the District are announced via email and on the district's website.

Exit Interviews

Exit interviews are scheduled for employees who leave the District. Employees are encouraged to provide candid comments and suggestions which can help to improve future District/employee relations and ultimately make the Red Oak Community School District a better place to work. If an in-person exit interview is not possible, a human resources staff member will mail an exit interview form to the departing employee for completion and return.

Immigration Law Compliance

The Red Oak Community School District is committed to employing only those who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within ten working days of the employee's date of hire. Any employee with an expiring work authorization must renew the authorization, or the employee will be considered to have voluntarily resigned. Former employees who are rehired must also

complete the form. All offers of employment are subject to the receipt of satisfactory evidence of an employee's authorization to work in the United States.

New Employee Orientation Program

Employees must know their role and duties. New employees may be required to participate in an orientation program. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by human resources staff at the Webster Building. During orientation programs, information is shared regarding the mission and philosophy of the District, personnel policies, sexual harassment, benefits, and related items.

Support Staff Probationary Period

A newly employed support staff employee may serve a probationary period for a designated period of thirty (30) days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. New support staff employees, regardless of experience, are subject to this probationary period.

"New" employees includes individuals who are being hired for the first time by the school district and those who may have been employed by the school district in the past, but have not been employed by the school district during the school year prior to the one for which contracts are being issued.

Performance Reviews

To ensure that all employees perform their jobs to the best of their ability, the Red Oak Community School District has instituted a performance appraisal system which stresses the importance of employees being recognized for good performance and receiving appropriate suggestions for improvement as necessary.

For the professional staff, the requirements stated in the Master Contract between the Red Oak Education Association and the board regarding evaluation of employees will be followed.

Support Staff: A new support staff member shall be formally evaluated at least two (2) times during the first year of employment. There shall be at least a fifteen (15) work day period between each evaluation unless otherwise requested by the employee. The performance of continuing employees shall be formally evaluated a minimum of once each contract year. The evaluation must be completed prior to the issuance of any continuing contract for employment.

A copy of the formal evaluation shall be presented to the employee, and a conference regarding the written evaluation shall be held with the employee. Both parties shall sign and date the written evaluation report which indicates that the contents have been discussed and the meeting has taken place. No employee shall be required to sign a blank or incomplete evaluation form. The employee

may attach a response to the evaluation within ten (10) working days following the conference with the employee's supervisor.

Each employee shall have the right to review evaluations contained in his/her evaluation file and to obtain copies of materials that are placed in the employee's personnel file.

The requirements stated in the Master Contract between the Red Oak Support Staff Association and the board regarding support staff evaluations will be followed.

Personnel Records

The school district will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of confidential letters of reference, and copy items from their personnel files at a time mutually agreed upon between the Superintendent and the employee.

Release of Employment Information

Information requests under the public records law shall be in writing and submitted to the Superintendent. The Red Oak Community School District shall allow persons to have access to district records in accordance with state law and established procedures. The Board Secretary/Business Manager shall serve as the legal custodian of records. The legal custodian may deny access to records in accordance with state law.

Individuals seeking job verifications and references should be referred to the Superintendent of Schools or his designee. Only factual, quantitative, job-related information on current and former employees shall be released to individuals seeking job verifications and references.

Professional Associations

The District encourages personal and professional development through membership in professional organizations.

Time off to attend meetings and reimbursements for the cost of meeting attendance may be approved by the sole discretion of your immediate supervisor and/or superintendent of schools dependent upon factors such as budget allowances and the relevance of the activity to the performance of job duties. Participation in these activities shall not interfere with tasks necessary for effective and responsible job performance.

Professional Development

The District expects that employees will engage in continuous learning to further develop their professional skills and personal growth. The District strives to support the development of employees in a variety of ways. The Red Oak Board of Directors believes in and supports the concept of Professional Learning Communities. Professional Development Programming for the licensed professional staff is established, monitored, and funded through the Red Oak CSD Teacher Quality Committee.

Release of Credit Information

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

Resignations

A licensed employee who wishes to resign must notify the superintendent in writing within the time period set by the board for return of the contract. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board. The board may require an individual who has resigned from an extracurricular contract to accept the resigned position for only the subsequent school year when the board has made a good faith effort to find a replacement and the licensed employee is continuing to be employed by the school.

Support staff employees who wish to resign during the school year will give the board notice of their intent to resign and final date of employment and cancel their contract thirty (30) days prior to their last working day. Notice of the intent to resign will be in writing to the superintendent.

Early Retirement for the Professional Staff

The school district offers to teachers early retirement incentives who are full-time licensed employees. Full-time licensed employees are licensed employees who are eligible for full insurance coverage under the requirements of the insurer and who are currently performing their assigned duties within the school district. A

licensed employee is eligible to participate in the Early Retirement Plan if he/she is fifty-five (55) years of age on or before June 30 of the year in which he/she wishes to retire and to those who have completed their most recent ten (10) consecutive years of service in the Red Oak Community School District. The employee shall submit an application for the plan on or before January 15 of the current school year.

Transporting of Students by Employees

Transportation of students is in a motor vehicle owned by the school district and driven by an employee. In some cases, it may be more economical or efficient for the school district to allow an employee of the school district to transport the students in the employee's motor vehicle. Employees who transport students for school purposes in their own vehicle must have the permission of the Superintendent or the Director of Transportation.

Employee Travel Compensation

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs. No reimbursement will be made for any alcoholic beverages.

Travel outside of the school district must be pre-approved. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the superintendent, is approved by the Superintendent or his designee.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, other than a credit card receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the Superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

Employee Political Activity

Employees will not engage in political activity upon school property under the jurisdiction of the board. Activities including, but not limited to, posting of political circulars or petitions, the distribution of political circulars or petitions, the collection of or solicitation for campaign funds, solicitation for campaign workers, use of district e-mail to originate messages of support for a particular candidate or issue, the use of students for writing or addressing political

materials, or the distribution of such materials to or by students are specifically prohibited.

Credit Cards

Employees may use school district credit cards for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, fuel for school district transportation vehicles used for transporting students to and from school and for school-sponsored events, payment of claims related to professional development of the board and employees, and other expenses required by employees and the board in the performance of their duties.

Employees and officers using a school district credit card must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt may make the employee responsible for expenses incurred.

Responsibility for Personal Property

The district and its agents and employees shall not be held responsible for personal items brought onto school property as to replacing, repairing, or recovering such property. Each employee shall take actions to safeguard his/her own personal belongings.

Identification Badge

The safety and well-being of District students and staff is of paramount importance. Therefore, all staff members, during normal school hours, are required to wear the photo ID badge that is issued by the Red Oak Community School District. The Webster Office will issue an identification badge to all new employees. Loss or damage of the badge should be reported to a school building office or department director immediately so a replacement badge can be issued. The badge is the property of the District and must be returned upon termination of employment.

Gifts to Employees

Employees may receive a gift on behalf of the school district. Employees will not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below. A "restricted donor" is defined as a person or other entity which:

- Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;

- Will be directly and substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. More details about 'gifts' can be found in board policy Code No. 402.4

Employee Conduct and Appearance

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, the board strongly suggests and encourages employees to dress themselves, groom themselves and conduct themselves in a manner appropriate to the educational environment.

Licensed employees of the school district will follow the code of ethics for their profession as established by the Iowa Board of Educational Examiners.

District Staff Dress, Accessories, and Grooming Code ~~[adopted by a Teacher Committee and the Board of Directors, _____, 20____.]~~

The Red Oak Community School District believes that student performance, achievement, and preparation for lifetime success are positively affected by the professional appearance of the staff. The professional appearance (which includes dress, accessories, and other body adornments, and grooming) of staff members not only reinforces their own shared vision and their identity as highly motivated professionals working toward a common mission, but also strengthens their morale, sense of professionalism, dignity and self-worth; the community's attitude toward the school and the teaching profession in general; and directly and indirectly, the conduct, morale, and performance of the district's students. All employees must exercise good judgment in their choice of professional appearance for work and work-related activities by always appearing in a way that is appropriate for the situation, and that will invoke a positive, impression from the community, provide appropriate role modeling for students, promote a working and learning environment that is free from unnecessary disruption, and be conducive to high student and staff performance. During the work day and anytime employees supervise work-related activities or functions to which the district, district personnel or district students participate, employees shall appear in a professionally appropriate manner. Items that are not acceptable in the workplace or at work-related activities include the following:

- Shorts of any kind (except for physical education or special events when appropriate).

- Skirts and dresses shorter than three (3) inches above the knee in the standing position.
- Non-collared shirts for men. There may be some sweaters or shirts designed without collars that would be appropriate.
- Apparel and accessories that have logos, graphics, or advertising related to bars/grills, alcohol, or tobacco products, or inappropriate gestures, or sayings.
- No revealing clothing, including low-cut tops, midriffs, revealing slits in the skirts, or inappropriate or sheer, tight or short clothing.
- No sunglasses and/or hats (inside the building).
- Athletic wear such as jogging suits, sweat shirts, sweat pants, and t-shirt (except for physical education or special events when appropriate).
- ~~No leggings or stirrup pants.~~
- ~~Employees are also restricted from displaying body piercing except for no more than three (3) earrings per ear. Tongue piercing is prohibited.~~
- ~~Tattoos will be covered.~~
- Blue denim jeans (this does not apply to skirts or jumpers) may be worn only on special days at the discretion of the building administrator. They must be in good condition with no holes or frayed edges.

If problems occur with the enforcement of this code, the Superintendent of Schools will address the problem with the building administrator or department directors. It is up to the building administrator or department director to ensure compliance with this code.

Accident Reporting

It is the responsibility of the employee injured on the job to inform the Superintendent within twenty-four hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury. It is the responsibility of the employee to file claims, such as workers' compensation, through the board secretary.

Attendance Expectations

The Red Oak CSD expects all employees to assume responsibility for their attendance and punctuality as an integral part of their employment. Regular attendance is expected of every employee. Employees should recognize that absences are disruptive to the work environment and decrease productivity and employee morale. Staff should realize that they are obligated to not make commitments during the day that may be scheduled at an alternative time. Should an employee be unable to work because of illness, injury or any other reason, you are required to notify your building administrator or department director or his/her representative as far in advance as possible, but no later than an hour before your normal starting time on each day of absence. The District may require evidence to support a sick leave claim for any sick leave beyond four (4) days.

Teachers or Teaching Associates requiring a substitute should follow notification rules as determined by the school principal. Departments of Maintenance, Food Service, and Transportation employees requiring a substitute should notify their department director. Webster Business Office employees shall notify the Business Manager of any absence due to illness.

Staff requesting professional leave should complete the Professional Leave form in advance of any planned absence with approval by the building administrator or department director.

Employees who are excessively absent, late to work, or leave work early without permission will be subject to corrective counseling and, when appropriate, disciplinary action. Absences of three consecutive days without proper notification and approval will be construed as job abandonment and will constitute a resignation from the District without proper notice.

Leaves of Absence

The Red Oak Board of Directors identifies leaves of absence in the master contracts for both the professional educators (teachers) and the support staff employees (paraeducators, school office personnel, and maintenance/operations personnel). All other district employees (administrators, food service, and transportation) are governed by board policy for leaves of absence. Detail of all leave provisions may be found in the master contracts for the Red Oak Education Association and the Red Oak Support Staff Association and the policy manual for Board of Directors.

A condensed summary of leaves:

Professional Educators

- *Sick days - 15 per year accumulative to 90
- Personal days - 2 per year accumulative to 3 - unused personal leave days are compensated at the rate of \$50 per day
- Jury days - full pay for time lost - remuneration received is remitted to ROCSD
- Professional days - approved leave must be requested and filed 7 days in advance
- Emergency days - not to exceed 8 days for immediate family and funerals not covered under "funeral days"
- Funeral days - not to exceed 5 days for family members - may be extended by the discretion of the superintendent
- Adoptive days - not to exceed 5 days
- Association days - not to exceed 6 days - Association reimburses ROCSD for substitute costs
- Extended Association Leave - see the master contract
- Educational Improvement Leave - see the master contract

Support Staff

- *Sick days - 15 per year accumulative to 90
- Personal days - 2 per year accumulative to 3 - unused personal leave days are compensated at the rate of \$50 per day (8 hour work day) - must be requested and filed 5 days in advance
- Jury days - full pay for time lost - remuneration received is remitted to ROCSD
- Professional days - dependent on department director's or principal's discretion
- Emergency days - not to exceed 8 days for immediate family and funerals not covered under "bereavement days"
- Bereavement days - not to exceed 5 days for family members
- Association days - not to exceed 5 days - Association reimburses ROCSD for substitute costs, if needed

Administrators, Food Service, and Transportation

- Sick days - 15 per year accumulative to 90
- Personal days - 2 per year accumulative to 3 - unused personal leave days are compensated at the rate of \$50 per day
- Jury days - full pay for time lost - remuneration received is remitted to ROCSD
- Professional days - approved leave must be requested and filed 7 days in advance
- Emergency days - not to exceed 8 days for immediate family and funerals not covered under "funeral days"
- Funeral days - not to exceed 5 days for family members - may be extended by the discretion of the superintendent

* Sick Leave Bank is in place.

Family and Medical Leave Act

Unpaid family and medical leave will be granted up to twelve (12) weeks per year to assist employees in balancing family and work life.

For purposes of this policy, year is defined as a rolling 12-month period measured backward from the date an employee uses any FMLA leave. Requests for family and medical leave shall be made to the superintendent or to the superintendent's designee.

All District employees eligible under the terms of FMLA may take up to twelve (12) weeks of unpaid leave per year in accordance with the provisions of the Act. However, the District requires an employee with appropriate accrued paid leave to substitute such paid leave for any FMLA qualifying leave. Employees eligible for

family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave.

Vacation Leave for Non-Bargaining / Not Licensed Administrative Unit Employees

Support staff employees contracted to work at least thirty (30) hours per week and at least twelve (12) months per year shall be entitled to twelve (12) days of paid vacation each year. Employees shall be entitled to an additional two (2) paid vacation days for each year beyond ten (10) consecutive years of employment in the District with the total number of paid vacation days not to exceed twenty (20) days per year. Vacation time for employees contracted for less than thirty (30) hours per week for at least twelve (12) months per year shall be prorated. Earned vacation periods shall be determined as of July 1 of each year and shall be used during the ensuing year as set by the immediate supervisor. Vacation time shall not accrue and may not be carried over from one year to the next.

Employees will be compensated for earned vacation days as follows:

- They may utilize their vacation days or
- The District will pay the employee for up to one half of their earned vacation.
- In regard to unused vacation days, the employee must notify the District by June 30th of how many days they will utilize as vacation days and how many days they will request to be paid.
- The employee must use their previous year's vacation days by August 30th.
- The District will pay for unused vacation days (as per above restrictions) on the September payroll.
- Pay for unused vacation days will be computed as follows: regular hours per day (not to exceed 8) x regular daytime hourly rate.

Vacation Leave for Licensed Employees - Administrators

Vacation time shall not accrue and must be used by August 31st of the year following the year in which vacation time is applied. The superintendent or the superintendent's designee shall establish vacation schedules. Vacation time shall be prorated for employees hired after the start of a contract period. Vacation time for each administrative employee is established by individual contract terms.

Holidays

- New Year's Day
- Two (2) days at spring break
- Friday before Easter
- Memorial Day
- Independence Day (12-month employees only)
- Labor Day
- Thanksgiving Day

- Friday following Thanksgiving
- Christmas Eve Day
- Christmas Day
- (If spring break falls on the Friday before Easter, Presidents' Day becomes a holiday.)

Confidentiality

All information concerning employees, students, clients, donors, and organizations with which the Red Oak Community School District does business is to be considered privileged and maintained in strict confidence. All employees are responsible for protecting the confidentiality of such information. Violation of confidentiality will be grounds for disciplinary action, up to and including discharge.

Information concerning past and present employees, other than essential employment verification, will not be released without the proper written authorization request under Iowa's public records law. Student education records are treated as confidential under the Family Educational Rights and Privacy Act of 1974.

At the end of an individual's employment with the District, the individual must return all documents, both originals and copies, containing any confidential information, as well as any computer tool on which confidential information may be stored or recorded. Former employees of the District should not disclose any confidential information after their employment relationship with the District has ended. "Proprietary Materials" are all property related to the District's business in any way, including email, documents, reports, formulas, product information, manuals, tools, equipment, handbooks, computer printouts, customer lists and other property related to the District's business. Any proprietary materials in an employee's possession, or used by an employee, continues to be the exclusive property of the Red Oak Community School District. If the employee authored, created, or assisted in authoring or creating such property, the employee and the District will have equal rights. When an individual's employment relationship with the District ends, the individual shall return all proprietary property, both originals and any copies, to the District on or before the individual's last active day of work.

The District encourages its employees to develop intellectual property which is defined as the creation of written documents, computer software, or other teaching equipment that may be published and/or produced for public sale. Should an employee(s) develop such property during time periods when he/she is being paid by the District and during time periods when such employee is not being paid by the District, the District agrees to waive its rights under the copyright law relative to the property, provided that such employee makes available to the Red Oak Community School District copies of the property at no cost. This policy does not apply when an employee develops the intellectual property during time

periods when the employee is exclusively working on the project while being paid by the District. Under these conditions, the property developed would become the property of the District.

Corrective Intervention

The Red Oak Community School District operates from the assumption that all employees are responsible adults who take their work seriously and conduct themselves with pride and self-respect. It is believed that employees will rarely lapse from competent work habits or violate established rules and regulations. Employees are expected to quickly correct any lapses in their work and address any violation of rules or policies if brought to their attention in a professional, constructive manner. The District takes a corrective action approach to helping employees resolve performance deficiencies or addressing policy/rule infractions. Corrective actions are determined based on the appropriateness to the infraction and at a level of intervention deemed appropriate to address the issue. The employer may, in its sole discretion, bypass any step in the corrective intervention process or decide not to use it at all.

Minor first offenses are addressed with verbal counseling or reprimands. Serious, or more frequent violations warrant more serious action, up to and including termination. Types of corrective action include but are not limited to:

- Verbal warning or counseling
- Written warning in the form of a letter or memo
- Suspension
- Discharge/termination

The corrective action chosen will be appropriate to the infraction and will be based on a number of factors including, but not limited to, the work record of the employee, previous occurrences of similar incidents, any previous corrective action taken, the severity of the incident and the likelihood that changed/corrected behavior would result from the action taken. Administration reserves the right to terminate in cases of serious or grievous infractions. Deficiencies and infractions include but are not limited to, unsatisfactory work performance, inappropriate work conduct, rule or policy violations, attendance infractions, etc.

The Red Oak Community School District will abide all terms and conditions for employee intervention / assistance found/articulated in the master contracts for the Red Oak Education Association, the Red Oak Support Staff Association, and/or in the Iowa Code.

Access to Electronic Information, Services And Networks

The Red Oak Community School District is committed to the development and use of appropriate educational methods, including making a broad range of technological resources available to staff to enhance our district's mission. The

District's goal in providing these services to staff is to promote learning by facilitating resource sharing, innovation and communication. Although the Red Oak Community School District does not have control over all information available through electronic information resources, all staff are expected to adhere to the following guidelines in the use of district provided technology resources. For purposes of these guidelines, electronic information and communication resources include, but are not limited to: telephones, computers, hardware, software, ancillary computer equipment, Internet services, electronic mail services, televisions and audio/video equipment.

The District's educational goals and administrative policies shall be used as guides when selecting and appropriately using electronic information and communication resources.

- Use of the District's electronic information and communication resources is not private. The school district retains exclusive control of electronic information and communication resources provided to all staff. The District may inspect and review any or all use of those resources at the discretion of the Superintendent or his designee. Such reviews will be conducted as the District deems necessary and may occur with or without notice, with or without consent.
- Use of District provided electronic information and communication resources is a staff privilege and may be suspended or terminated at any time for any reason at the discretion of the Superintendent or his designee.
- Users are responsible for appropriate use of district provided electronic information and communication resources. These resources, including passwords, are to be used only by the authorized staff member and are not to be shared with other staff, students or the public.
- Users shall not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other network users without permission. No use of the District's electronic information and communication resources shall serve to disrupt the use of other users. District owned resources shall not be destroyed or abused in any way.
- Use of the District's electronic information and communication resources for personal entertainment or business, commercial or financial gain, soliciting or lobbying for political or religious causes, use for unethical or disruptive activities, sending junk mail or chain letters is prohibited.
- Use of the District's electronic information and communication resources to transmit information that is discriminatory, harassing or offensive to others, or material that defames an individual, company or business, or discloses personal information without authorization is prohibited.
- Use of the District's electronic information and communication resources to access pornographic sites or display images of a sexual nature is prohibited.
- Use of the District's electronic information and communication resources in violation of any local, state or federal law is prohibited. This includes, but is

not limited to, the use of copyrighted material or material protected by trade secret.

Failure to comply with these administrative guidelines may result in the termination of privileges to use the District's electronic information and communication resources. Additionally, appropriate corrective and/or disciplinary and/or law enforcement action may be taken consistent with Board policy, other administrative guidelines, pertinent collective bargaining agreements and/or law enforcement requirements.

Social Networking

The Red Oak Community School District understands the importance of teachers, students and parents engaging, collaborating, learning, and sharing in digital environments. ROCSD is committed to effectively using a range of communications strategies and techniques to ensure that the public, stakeholders, and staff are fully engaged and informed. To this aim, guidelines have been developed for employees, students and the school district community when participating in online social media activities.

Social media/networking sites can be an effective and efficient means of communication. Employees need to be aware of the obligations and requirements that arise when using this form of communication. The Board of Directors has an overriding interest and expectation in deciding who may "speak" and what is "spoken" on behalf of the school district on social media sites. The District Technology Director and/or the District Technology Committee shall serve to guide and educate district staff on how to best use various social media outlets to achieve their learning and communication objectives.

Employees should consider learning objectives and how social media tools assist in those objectives before using social media or Web 2.0 tools (examples: blogs, social networking applications, RSS, social networking tools, wikis, etc.) Employees are warned that any information found to be inappropriate by district staff or the public can create serious repercussions with expected behavior norms of district employees.

Software Installation, Modification Of District Computers, Technology Assistance

All software should be installed by the Red Oak Technology Department or its designees. Individuals may not install software on district computers without express permission from the Director of Technology or his designee. No personal software is allowed on district computers. ~~Software or programs should not be downloaded from the Internet~~ From Director Bob Deter: *1st paragraph, last sentence under "Software Installation, Modification Of District Computers, Technology Assistance"—the "Software or programs should not be downloaded from the Internet.", should probably be deleted because most software that we now install is downloaded from the Internet*

All district computers have specific backgrounds and policies applied, based on the status of the logged-in user. These settings should not be modified.

Technology help may be secured by contacting the Director of Technology at extension 5010 or Director Bob Deter at deterb@roschools.com or the Webster Building, extension 3306. *From Director Bob Deter: Technology assistance may be secured by completing the "Work Order Request Form" found on the District Technology web page. If an issue is urgent, contact the Director of Technology at extension 5010 or the Webster Building, extension 3306*

Email

Outlook is the district's e-mail application for all district employees when conducting business in, or for, the district. It may also be used for incidental personal communications. All district employees are issued an email address. The address is placed in the district's directory.

Employees can access district email through Office Outlook Web Access from the Internet via the Staff/Student Email portal found at www.redoakschooldistrict.com. The web client allows employees to use email from any machine that has Internet access, making it convenient to check from home or if you are traveling.

Employee Use of Cell Phones

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of Red Oak Schools and to help ensure safety and security of people and property while on school district property or engaged in school sponsored activities.

Employees may possess and use cell phones while on duty. Employees should not use cell phones for personal business while on-duty, including staff development times, parent-teacher conferences, etc., except in the case of an emergency or during prep time or break/lunch times.

Corporal Punishment

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:

- To quell a disturbance or prevent an act that threatens physical harm to any person.
- To obtain possession of a weapon or other dangerous object within a pupil's control.
- For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.

Item 6.2.6 ROCSD Policy Review and Update – Section 200

BACKGROUND INFORMATION: In the interest of time and efficiency, the board policy review process continues this evening. As noted in the compliance visit, the policies must be reviewed and revised every five years. The work enclosed for the current policies can be deferred to the Policy Committee Members Warren Hayes and Elizabeth Dilley or considered by the whole this evening. This is up to your discretion.

Time constraints and district responsibilities have kept any subcommittee work from meeting as desired. Shall the Directors move ahead this evening or defer the process.

Using the policy advice of the Iowa Association of School Boards, needed policy changes have been include here for your review. The current policies as written and the proposed policies as needed are shown together.

Please allow a few minutes for this discussion.

SUGGESTED BOARD ACTION: (to be determined)

Original

Code No. 201

BOARD OF DIRECTORS' ELECTIONS

The annual school election takes place on the second Tuesday in September. Each annual school election is used to elect at least one citizen to the board to maintain a 5-member board and to address other questions that must be submitted to the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with the board secretary, or the board secretary's designee, between sixty-four and forty days before the school election unless otherwise directed.

If a vacancy occurs on the board it may be filled by appointment within 30 days of the vacancy. If the board does not fill the vacancy by appointment, the board secretary will call a special election to fill the vacancy. Candidates for a seat created by a vacancy must file their nomination papers 25 days before the special election.

It is the responsibility of the county commissioner of elections to conduct school elections.

Legal Reference: Iowa Code §§ 39; 45; 47-53; 56-57; 63, 69; 274.7; 277; 278.1, 279.7 (2007).

Cross Reference: 202 Board of Directors Members
203 Board of Directors' Conflict of Interest

Approved February 12, 1996 Reviewed March 14, 2005 Revised _____
May 29, 2007

Red Oak Community School District

Proposed

Code No. 201

BOARD OF DIRECTORS' ELECTIONS

The school election takes place on the second Tuesday in September of odd-numbered years. Each school election is used to elect citizens to the board to maintain a 5 member board and to address questions that are submitted to the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with the board secretary, or the board secretary's designee, between sixty-four and forty days before the school election unless otherwise directed.

If a vacancy occurs on the board it may be filled by appointment within 30 days of the vacancy. If the board does not fill the vacancy by appointment, the board secretary will call a special election to fill the vacancy. Candidates for a seat created by a vacancy must file their nomination papers 25 days before the special election.

It is the responsibility of the county commissioner of elections to conduct school elections.

Legal Reference: Iowa Code §§ 39; 47, 63, 69; 274.7; 277; 278.1, 279.7 (2011).

Cross Reference: 202 Board of Directors Members
203 Board of Directors' Conflict of Interest

Approved _____

Reviewed _____

Revised _____

Original

Code No. 202.3

TERM OF OFFICE

Board members elected for a full term at a regularly scheduled school election in September serve for three years. Board members appointed to fill a vacant position will serve until the next scheduled school election. A board member elected to fill a vacancy will serve out the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference: Iowa Code §§ 69.12; 274.7; 279.6-.7 (2007).

Cross Reference: 201 Board of Directors' Elections
202 Board of Directors Members

Approved February 12, 1996 Reviewed March 14, 2005 Revised _____
May 29, 2007

Red Oak Community School District

Proposed

Code No. 202.3

TERM OF OFFICE

Board members elected for a full term at a regularly scheduled school election in September, of odd-numbered years, serve for four years. Board members appointed to fill a vacant position will serve until the next scheduled school election. A board member elected to fill a vacancy will serve out the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference: Iowa Code §§ 69.12; 274.7; 279.6-.7 (2011).

Cross Reference: 201 Board of Directors' Elections
202 Board of Directors Members

Approved _____

Reviewed _____

Revised _____

Original

Code No. 206.1

PRESIDENT

It is the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president will set the tone of the board meetings and, as the representative of the consensus of the board, speak on behalf of the board to the public.

The president of the board is elected by a majority vote at the organizational meeting each year to serve a one year term of office.

The president, in addition to presiding at the board meetings, will take an active role in board decisions by discussing and voting on each motion before the board in the same manner as other board members. However, before making or seconding a motion, the board president will turn over control of the meeting to either the vice-president or other board member.

The board president has the authority to call special meetings of the board. Prior to board meetings, the board president will consult with the superintendent on the development of the agenda for the meeting.

The board president, as the chief officer of the school district, will sign employment contracts and sign other contracts and school district warrants approved by the board and appear on behalf of the school corporation in causes of action involving the school district.

Legal Reference: Iowa Code §§ 279.1-.2; 291.1 (2007).

Cross Reference: 200.1 Organization of the Board of Directors
202.2 Oath of Office
206.2 Vice-President

Approved February 12, 1996 Reviewed March 14, 2005 Revised _____
May 29, 2007

Red Oak Community School District

Proposed

Code No. 206.1

PRESIDENT

It is the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president will set the tone of the board meetings and, as the representative of the consensus of the board, speak on behalf of the board to the public.

The president of the board is elected by a majority vote at the organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years, to serve a one-year term of office.

The president, in addition to presiding at the board meetings, will take an active role in board decisions by discussing and voting on each motion before the board in the same manner as other board members. Before making or seconding a motion, the board president will turn over control of the meeting to either the vice-president or other board member.

The board president has the authority to call special meetings of the board. Prior to board meetings, the board president will consult with the superintendent on the development of the agenda for the meeting.

The board president, as the chief officer of the school district, will sign employment contracts and sign other contracts and school district warrants approved by the board and appear on behalf of the school corporation in causes of action involving the school district.

Legal Reference: Iowa Code §§ 279.1-.2; 291.1 (2011).

Cross Reference: 200.1 Organization of the Board of Directors
202.2 Oath of Office
206.2 Vice-President

Approved _____

Reviewed _____

Revised _____

SECRETARY-TREASURER

A board secretary-treasurer may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary-treasurer will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter. It is the responsibility of the board to evaluate the board secretary-treasurer annually.

It is the responsibility of the board secretary-treasurer, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students. The board secretary-treasurer will also be responsible for filing the required reports with the Iowa Department of Education.

It is the responsibility of the secretary-treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. It will also be the responsibility of the secretary-treasurer to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.

In the event the board secretary-treasurer is unable to fulfill the responsibilities set out by the board and the law, the board will appoint a temporary board secretary-treasurer to assume those duties until the board secretary-treasurer is able to resume the responsibility or a new board secretary-treasurer is appointed. The board secretary-treasurer will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 12B.10; 12C; 64; 279.3, .5, .7, .31-.33, .35; 291.2-.4, .6-.15; 299.10, .16 (2007).
281 I.A.C. 12.3(1).
1978 Op. Att'y Gen. 328.

Cross Reference: 202.2 Oath of Office
210.1 Annual Meeting
215 Board of Directors' Records
501.10 Truancy - Unexcused Absences
704.3 Investments
707 Fiscal Reports
708 Care, Maintenance and Disposal of School District Records

Approved February 12, 1996 Reviewed March 14, 2005 Revised May 29, 2007

SECRETARY-TREASURER

A board secretary-treasurer may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary-treasurer will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter. *[It is the responsibility of the board to evaluate the board secretary-treasurer annually.]*

It is the responsibility of the board secretary-treasurer, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board: to keep complete minutes of special and regular board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students. The board secretary-treasurer will also be responsible for filing the required reports with the Iowa Department of Education.

It is the responsibility of the secretary-treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. *[It will also be the responsibility of the secretary-treasurer to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.]*

In the event the board secretary-treasurer is unable to fulfill the responsibilities set out by the board and the law, the board will appoint a protem secretary-treasurer who will assume those duties until the board secretary-treasurer is able to resume the responsibility or a new board secretary-treasurer is appointed. The board secretary-treasurer will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 12B.10; 12C; 64; 279.3, .5, .7, .31-.33, .35; 291.2-.4, .6-.15; 299.10, .16 (2011).
281 I.A.C. 12.3(1).
1978 Op. Att'y Gen. 328.

Cross Reference: 202.2 Oath of Office
210.1 Annual Meeting
215 Board of Directors' Records
501.10 Truancy - Unexcused Absences
704.3 Investments
707 Fiscal Reports
708 Care, Maintenance and Disposal of School District Records

Approved _____

Reviewed _____

Revised _____

Original

Code No. 209.3

DISSEMINATION OF POLICY

A board policy manual is housed in each school attendance center and in the central administration office. Each board member will have a personal copy of the board policy manual. Persons wishing to review the board policy manual will contact the board secretary, who will have a board policy manual available for public inspection.

It is the responsibility of the board secretary to ensure copies of new and revised policy statements are distributed to the custodians of board policy manuals no later than the first regular board meeting following the policy's adoption. Copies of changes in board policy will also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

It is the responsibility of each board member, during the board member's term of office, to keep the manual current and up-to-date and to surrender the manual to the board secretary at the conclusion of the board member's term of office.

Legal Reference: Iowa Code §§ 277.31; 279.8 (2007).
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved February 12, 1996 Reviewed March 14, 2005 Revised _____
May 29, 2007

Red Oak Community School District

Proposed

Code No. 209.3

DISSEMINATION OF POLICY

The board policy manual is available electronically. Persons unable to access the policy manual electronically should contact the board secretary for assistance.

Copies of changes in board policy will also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

Legal Reference: Iowa Code §§ 277.31; 279.8 (2011).
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved _____

Reviewed _____

Revised _____

Original

Code No. 210.2

REGULAR MEETING

The regular meeting time and date will be set by the board at its organizational meeting. In general, the regular meetings of the board will be held on the second and fourth Mondays of each month. The board will adopt the official meeting schedule through September of each year at its organizational meeting.

Meetings will begin promptly at 6:30 p.m. The board will adhere to this meeting date schedule unless the board requires additional meetings or, due to circumstances beyond the board's control, the meeting cannot be held on the regular meeting date, and the meeting will be re-scheduled at the board's convenience. Public notice of the meetings will be given.

Legal Reference: Iowa Code §§ 21.3, 4; 279.1 (2007).
1980 Op. Att'y Gen. 148.

Cross Reference: 200.1 Organization of the Board of Directors
210 Board of Directors' Meetings

Approved February 12, 1996 Reviewed March 14, 2005 Revised _____
May 29, 2007

Red Oak Community School District

Proposed

Code No. 210.2

REGULAR MEETING

The regular meeting time and date will be set by the board at its annual organizational meeting. The regular meetings of the board will be held on the second and fourth Mondays of each month. The board will adopt the official meeting schedule through September of each year at its organizational meeting.

Meetings will begin promptly at 6:00 p.m. The board will adhere to this meeting date and time unless the board requires additional meetings or, due to circumstances beyond the board's control, the meeting cannot be held on the regular meeting date, and the meeting will be re-scheduled at the board's convenience. Public notice of the meetings will be given.

Legal Reference: Iowa Code §§ 21.3, .4; 279.1 (2011).
1980 Op. Att'y Gen. 148.

Cross Reference: 200.1 Organization of the Board of Directors
210 Board of Directors' Meetings

Approved _____

Reviewed _____

Revised _____

BOARD OF DIRECTORS' MEMBER DEVELOPMENT AND TRAINING

The board may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions.

The board will work closely with the Iowa Association of School Boards' Academy of Board Learning Experiences and encourage the board members to participate in conferences to achieve the Better Boardsmanship Award.

Individual board members provide a vital public service to the school district by serving on a board that is confronted by a dynamic array of issues challenging public education on the local, state, and national levels.

It is in the best interests of the students and communities served by the district that board members are provided with ongoing development opportunities on local, regional, state, and national levels. Board members are encouraged to participate in development programs at district expense whenever the program reasonably appears to be beneficial to the district's operations, and the board approves attendance.

Board members, the superintendent, and the board secretary will assist each newly-elected or appointed board member to understand the board's functions, policies, and procedures. New members are encouraged to attend workshops designed specifically for the orientation of new members. New members should seek orientation on the following areas:

1. School-Community Relationships and General Responsibilities.

Explanations of: (a) how board meetings are conducted (notices, agendas, motions, seconds, minutes, petitions, complaint procedures, etc.); (b) the management structure of the district; (c) the board's development activities; (d) the district's public relations program; (e) services and activities of various groups and unions; and (f) board policies and critical administrative rules and regulations.

2. School Finance and Programs.

Explanations of: (a) Iowa's school foundation plan; (b) the district's budget; (c) the district's enrollment trends; (d) recent scope and history of local tax levies; (e) outstanding indebtedness of the district; (f) the funding process of area education agencies; (g) accreditation standards as required by state law and implemented by the Iowa Department of Education; (h) the District's overall educational and activities program, needs assessments, and evaluations; (i) the educational organization, including student groupings, shared services, etc.; (j) student achievement and testing; (k) programs for special needs students; (l) teacher-pupil ratios and class sizes; (m) the number, age, and condition of facilities, equipment, instructional, and media materials; and (n) AEA services.

3. Employee Relations.

Explanations of: (a) staff and recruitment patterns; (b) salary schedules, wages, and fringe benefits; (c) collective bargaining history; (d) the board's role in employee contracting, evaluation, and dismissal; (e) evaluation criteria and procedures; and (f) staffing patterns.

Original

BOARD OF DIRECTORS' MEMBER DEVELOPMENT AND TRAINING

4. District Facilities and Transportation.

Explanations of: (a) the number, location, boundaries, age, and conditions of district facilities; (b) maintenance programs; and (c) the district's transportation program.

Legal Reference: Iowa Code §§ 279.8, .38 (2007).

Cross Reference: 216.1 Association Membership

Approved February 12, 1996 Reviewed March 14, 2005 Revised _____
May 29, 2007

Proposed

Code No. 216.2

BOARD OF DIRECTORS' MEMBER DEVELOPMENT AND TRAINING

The board may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions.

The board will work closely with the Iowa Association of School Boards' Academy of Board Learning Experiences and encourage the board members to participate in conferences to achieve the Better Boardmanship Award.

Legal Reference: Iowa Code §§ 279.8, .38 (2011).

Cross Reference: 216.1 Association Membership

Approved _____

Reviewed _____

Revised _____

Item 6.2 7 Iowa Association of School Boards 2012 Legislative Action Priorities

BACKGROUND INFORMATION: Legislative action priorities and the Red Oak Directors' comments will need discussion at upcoming board meetings. In Terry's conversations with the board officers this past week, it was determined the Directors should wait for any formal discussion and/or action on input for the IASB until the June 23 Regional Meeting is completed.

In preparation of this discussion, the Directors may wish to reference this information from IASB:

The Legislature is close to finishing work on a \$6 billion state budget and the 2011 session is close to adjournment. Due to budgetary and policy issues not yet decided, it's clear our advocacy in the next year will be just as vital as in years past, if not more so. Now is the time to reflect on IASB legislative platform resolutions and priorities, which begins the next cycle of IASB policy making.

From funding decisions to mandated activities, there is a great deal of decision making done in the Legislature that ultimately determines the capacity and resources of school boards to lead for equity and excellence for all Iowa students. We've also scheduled our IASB District Meetings in June to help inform your board work in setting priorities and to get critical input from our members in charting our future advocacy efforts.

Please spend time at your June, July or early August board meetings discussing and voting on legislative resolutions for the 2012 session (**due August 12**). Each board is requested to:

- Attend an IASB District Meeting in June to help inform your board work in setting priorities and help IASB to chart future advocacy efforts. Visit the IASB website at <http://www.ia-sb.org/EventsTraining.aspx?id=7896> for more information and to register;
- pick no more than five priorities or approve the priorities from the 2011 platform, and/or;
- suggest amendments to existing resolutions or recommend new resolutions;
- identify resolutions that should be removed from the platform if they are no longer relevant or critical.

Below are several documents available on our Web site to assist your board and district leadership in placing legislative policy on a board agenda and talking about the impact of state policy making on your district.

1. Call for Proposed 2012 Legislative Action Priorities and Resolutions. It gives instruction, timelines and the route that these priorities take once your school board submits them to our office;
2. The entire set of resolutions and priorities identical to those in your 2011 Beliefs and Resolutions book;
3. A copy of the response form and advocacy survey, or use the **on-line response form**: <http://www.ia-sb.org/iasbform.aspx?ekfrm=7270>; and
4. A sample news release to inform your public after your board has identified your priorities.

Resolutions and priorities need to be returned to IASB no later than August 12, 2011.

Item 6.2 8 Code No. 701.4 Governmental Accounting Practices
and Regulations Review

BACKGROUND INFORMATION: Shown below is critical information concerning a recommended board policy from the Iowa Association of School Boards. The explanation is better and more comprehensive than any summary that could be provided. Currently

**Government Accounting Practices and Regulations
GASB Statement No. 54 Fund Balance Reporting and
Governmental Fund Type Definitions**

Introduction

The Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, was issued to improve financial reporting by establishing fund balance classifications that are easier to understand and apply. Fund balance refers to the difference between assets and liabilities in the governmental funds balance sheet. In essence, it establishes a hierarchy that is based on “the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.”

All government bodies must comply with the GASB standards. This is a new, optional policy the Directors may consider. If the board chooses not to adopt a policy addressing the order of spending the default approach will be used, which is to reduce committed – then assigned – then unassigned fund balances. If boards choose to adopt GASB 54 policy, the new policy should be adopted by completion of the FY 2011 audit.

Historically, the fund balance for governmental funds has used two main categorizations – reserved and unreserved. Unreserved fund balance could also be further sub-classified as “designated” or “undesignated.” All of these classifications focused on fund balance from the perspective of its availability for appropriation. In other words, fund balance classifications represented the appropriable or non-appropriable nature of the fund’s financial equity.

Under GASB Statement No. 54, the classifications of governmental fund balance will now be from the perspective of the underlying resources within fund balance. Simply put, these new components of fund balance will identify constraints on how resources can be spent and the sources of those constraints. The new components of fund balance will be nonspendable, restricted, committed, assigned and unassigned.

Item 6.2.8 – continued

Each of these components has very specific definitions and there is little, if any, direct link between the “old” components of fund balance and the new ones.

Further described:

Nonspendable fund balance – The nonspendable fund balance classification includes amounts that cannot be spent because they are either; (a) not in spendable form or; (b) legally or contractually required to be maintained intact. This includes items not expected to be converted to cash, including inventories and prepaid amounts. It may also include the long-term amount of loans and receivables, as well as property acquired for resale and the corpus (principal) of a permanent fund.

Restricted fund balance – The restricted fund balance classification should be reported when constraints placed on the use of resources are either; (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or; (b) imposed by law through constitutional provisions or enabling legislation. This includes “categorical balances.”

Committed Fund Balance – The committed fund balance classification reflects specific purposes pursuant to constraints imposed by formal action of the district’s highest level of decision-making authority (generally the governing board). Also, such constraints can only be removed or changed by the same form of formal action.

Assigned Fund Balance – The assigned fund balance classification reflects amounts that are constrained by the government’s intent to be used for specific purposes but meet neither the restricted nor committed forms of constraint. Also the assigned fund balance classification is the residual classification for the special revenue, debt service, capital projects and/or permanent funds (unless that amount is negative, which requires presentation as unassigned fund balance).

Unassigned Fund Balance – The unassigned fund balance classification is the residual classification for the general fund only. It is also where negative residual amounts for all other governmental funds will be reported.

The board’s primary role in adopting this policy is to identify the order of spending unrestricted resources and to authorize the board as the decision making authority with regard to committing balances. This policy should reflect how the committed balance is established, modified or rescinded. It is recommended that the board take action to establish, modify or rescind an amount to the fund balance classification named Committed Fund Balance.

Item 6.2.8 – continued

The suggested policy by the Iowa Association of School Boards is as follows:

Code No. 701.4

GOVERNMENTAL ACCOUNTING PRACTICES AND REGULATIONS

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

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

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

It is the responsibility of the superintendent to develop administrative regulations implementing this policy. It is also the responsibility of the superintendent to make recommendations to the board regarding fund balance designations.

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22-.25; 298A (2011).

Cross Reference: 701.3 Financial Records
703 Budget
704 Revenue

Approved _____ Reviewed _____ Revised _____

SUGGESTED BOARD ACTION: (to be provided)

Item 7.0 Reports

7.1 Administrative Reports

Enclosed are two administrative updates from our most recent leadership team appointments. IPS Assistant Principal Elect Gayle Allensworth and ROHS Assistant Principal Jeff Spotts are both completing consulting contracts in the month of June before regular contract days begin on July 1.

Please review their updates enclosed. No action is expected.

7.2 Future Conferences, Workshops, Seminars

Iowa Association of School Boards District 7: June 23 - Red Oak CSD, Red Coach Inn

"Passing of the Baton": from Ronni Stalker to the new director

- **"Meet and Greet": Tom Downs and Galen Howsare, the new executive director and CFO**
- **"The New Normal: "Hear about the key initiatives planned as IASB moves into its new era**
- **"What's Up on the Hill?: "Legislative summary - and how you can become an advocate**
- **"What's Up with YOU?: "Share YOUR needs and legislative priorities - help decide the 2012 issues**
- **"The Commercial": Be awed by the wide array of services available to you from IASB**
- **"The Teaser": Hear about the amazing lineup for the IASB Convention and learn how your board can earn an award**

2011 Fiscal Management Conference

July 20, 2011

Scheman Building

Iowa State University Campus

Ames, IA 50011

The IASB Fiscal Management Conference is structured to equip board members, superintendents and business managers with a one-stop source for the most relevant and timely school finance information available. Join your colleagues and hear from IASB staff and other financial experts who can help inform your decisions and prepare you as you tackle your own budget and future planning.

General session and break-out topics will include:

- Legislative Review
- Collective Bargaining Services
- Budgeting for the Future; New Tools!
- Sharing and Reorganization

Item 7.0 – continued

- Student Achievement Data Tools
- Internal Auditing Controls
- Panel: Community Sharing in Setting Budgets
- School District Redistricting
- School Foundation Issues
- AND MORE!!!

No matter what your role, you will find a wide variety of tips, insights and expertise to help you lead, so your school district thrives. Please check the IASB Web site closer to the conference date for a detailed agenda.

7.3 Board Meeting Schedule for June, July, August, September, 2011

Terry would request the governing body consider an alternative meeting scheduled for the next several months. Please discuss the following and determine if the suggestions are manageable. As always, if a critical need would develop, a special meeting could be called with the legal advanced notice.

Monday, June 27	Regular Meeting
Monday, July 11	No meeting
Thursday, July 21	Regular Meeting – work session with the superintendent
Monday, July 25	No meeting
Wednesday, August 10	Regular Meeting: light dinner with the district's new employees followed by a limited meeting agenda
Monday, August 29	Regular Meeting
Superintendent Terry Schmidt would like to complete a planned September out-of-state vacation leave being absent from September 12 to 16. This would require some changing of meeting dates. Some suggestions:	
Thursday, September 8	(if needed) Regular Meeting
Monday, September 26	Annual Goals Work Session and Limited Required Business Items

Enclosed are two calendar sheets from the draft 2011 – 2012 school calendar for your reference.

Memo

To: Board of Directors
From: Gayle Allensworth, Inman Primary School Principal/ District Special Education Director
CC: Mr. Terry Schmidt and Mrs. Rita Leinen
Date: 6/10/2011
Re: 7.1 Administrative Report

Consulting Work in June

Inman Primary School Principal:

- Met with secretarial staff to determine teacher room changes, organization and function storage areas within Inman.
- Met with Mrs. Norma Fast, Literacy Coach for updates on new literacy materials, training for teacher use of materials and PWIM grant updates and future actions
- Worked with office staff and custodians to determine process and timeline for moving in to Inman office
- Started working on master schedule for specials, recess and lunch
- Began process of scheduling 1:1 interviews with each of the entire IPS staff (secretarial, support, custodial and teaching)

Special Education Director:

- Conducted process for the hiring of two special education teachers (middle school and high school) in collaboration with building administrators
- Moved all special education records to IPS (with the help of awesome assistance from Mr. Wemhoff and others!)
- Organized system of storage for all special education files at IPS (with the help of Mrs. Robin Jones)
- Coordinated IEP records review process with AEA, Mrs. Jones and myself
- Began working on caseload rosters and special education staffing plan for 2011-12 school year

6.10.2011

To: Red Oak Board of Directors
Terry Schmidt, Superintendent

From: Jeff Spotts

Subject: June Consulting Activities

Since starting at Red Oak as a consultant I have been busy interviewing candidates for teachers and coaches in the school district. This has been a great experience since all those hired make a great impact on our students.

It has been a great time talking with coaches on staff and getting to know them and understanding how I can be of service to them in their respective activities.

KCSI radio is going to be a great avenue for us to spread what we do in Tiger activities. I was invited to the station and was able to make a pitch describing myself as the new Assistant Principal and Activities Director. At the same time I explained what I want to do with the Activities Department at Red Oak. What a great way to get out what we do and the students do at Red Oak Community School District.

I have been working actively on getting officials lined up for JV volleyball and football as well as setting up officials for basketball.

Speaking with coaches I am determining practices schedules and game schedules that will suit our programs better and allow them to thrive in the Hawkeye 10.

Determining Coaches for all levels has been an exciting part of the job so far and I look forward to introducing new coaches to several programs that will be an asset to the activities that we have at Red Oak.

As far as instruction I have been preparing presentations to the staff on strategies of active instruction to help engage our students in their classes at Red Oak. I am also continuing my knowledge of 1 to 1 schools.

Working with the grounds maintenance department has also given me insight on what we can do to maximize our current facilities. We will be getting these facilities ready to provide our guest with a first class experience when they come to Red Oak and compete in competitions.

On top of all of that I am preparing for the move to Red Oak with my family and plan on moving June 18th. It will be great to get there and rolling up my selves and begin day-to-day management of my job as AP and AD.

August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <i>HS Color Guard/ Camp 1:00-3:00 p.m. HS Drum Line Camp 3:00-5:00 p.m. All State Vocal Camp</i>	2 <i>HS Color Guard/ Camp 1:00-3:00 p.m. HS Drum Line Camp 3:00-5:00 p.m. All State Vocal Camp</i>	3 <i>HS Full Band Camp 1:00-4:00 p.m.</i>	4 <i>School Registration HS Full Band Camp 1:00-4:00 p.m.</i>	5 <i>HS Full Band Camp 1:00-4:00 p.m.</i>	6
7	8 <i>HS CC/FB/VB Prac- tices Begin HS Full Band Camp 1:00-3:00 p.m.</i>	9 <i>HS Full Band Camp 1:00-3:00 p.m. MS Band Camp 10:00 a.m.-12:00 p.m.</i>	10 <i>New Staff Inservice MS Band Camp 10:00 a.m.-12:00 p.m. MS Band Fundraiser Begins</i>	11 <i>New Staff Inservice</i>	12 <i>All Teachers Inservice</i>	13
14	15 <i>All Teachers Inservice</i>	16 <i>All Teachers Inservice PreSchool Open House 5:00-6:00 p.m.</i>	17 <i>Begin 1st Quarter/1st Semester MS CC/FB/VB Prac- tice Begins</i>	18	19	20
21	22 <i>6th Grade Band Dis- play Night 6:00 p.m.</i>	23	24 <i>2 Hour Early Release Prof Dev</i>	25 <i>PreSchool Classes Begin</i>	26 <i>V FB Clarinda Here 7:30 p.m.</i>	27
28	29 <i>9-10 FB @ Clarinda 6:00 p.m.</i>	30 <i>MS/HS CC @ Glen- wood 4:30/5:00 p.m.</i>	31 <i>2 Hour Early Release Prof Dev</i>			

September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 HS VB Shenandoah Here 5:45 p.m.	2 HS FB @ Shenandoah 7:00 p.m.	3 JV VB @ Shenandoah 8:30 a.m. HS CC @ Abe Lincoln 9:00 a.m.
4	5 No School	6 MS VB Clarinda Here 4:00 p.m. MS/HS CC @ Clarinda 4:30/5:00 p.m. HS VB @ Glenwood 5:45 p.m.	7	8 MS Volleyball Trey-nor Here 4:00 p.m.	9 HS FB @ Carroll 4:45/7:30 p.m.	10 V VB @ Griswold 9:00 a.m.
11	12 MS/HS CC Here 4:30/5:00 p.m. 9-10 FB @ Shenandoah 6:00 p.m.	13 MS VB @ Clarinda 4:00 p.m. HS VB Atlantic Here 5:45 p.m.	14 2 Hour Early Release Prof Dev	15 MS FB Creston 4:00 p.m. 7th(T)/8th(H) JV VB @ Atlantic 5:00 p.m. MS/HS CC @ Corning 4:30/5:00 p.m.	16 HS FB Winterset Here 4:45/7:30 p.m.	17 V VB Here 9:00 a.m.
18	19 2 Hour Early Release P/T Conferences MS VB Glenwood Here 4:00 p.m.	20 MS/HS CC @ Creston 4:30/5:00 p.m. HS VB @ Kuemper 5:45 p.m.	21	22 2 Hour Early Release P/T Conferences MS FB @ Clarinda 4:00/5:30 p.m.	23 No School HS FB @ Creston 4:45/7:30 p.m.	24 9th/JV VB @ Creston 8:30 a.m. MS/HS CC @ Harlan 9:00/9:30 a.m.
25	26	27 HS VB Harlan Here 5:45 p.m.	28	29 MS VB @ Glenwood 4:00 p.m. MS FB Shenandoah 4:00 p.m. 7th(H)/8th(T) MS/HS CC @ Shenandoah 4:00 p.m.	30 2 Hour Early Release Homecoming Parade HS FB Glenwood Here 4:45/7:30 p.m.	