

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, January 10, 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 December 20, 2010
 - 5.2 Review and Approval of Monthly Business Reports
 - 5.3 Educational Service Agreement Approval
- 6.0 General Business for the Board of Directors
 - 6.1 Old Business
 - 6.1.1 Board Policies Second Reading and Adoption: Code No. 407.6 Licensed Employee Early Retirement and Code No. 905.3 Smoke Free Environment
 - 6.1.2 Board of Directors Continuing Education
 - 6.2 New Business
 - 6.2.1 Presentation: Technology Bandwidth Expansion Concepts – Mr. Steve Bergeron, Vice-President for Business Development, Unite Private Networks

Red Oak Community School District Board of Directors
1.10.2011

6.2.2 Letters of Interest for Bargaining a New Contract with the Red Oak Education Association and with the Red Oak Support Staff Association

6.2.3 Schools in Need of Assistance Update: Washington Intermediate School Team Report by Principal Barb Sims, et al

6.2.4 Iowa Test of Basic Skills (ITBS) and the Iowa Tests of Educational Development (ITED) Report – Curriculum Director Barb Sims and Building Principals

6.2.5 Personnel Considerations

7.0 Reports

7.1 Administrative

7.2 Future Conferences, Workshops, Seminars, Legislative Updates

7.3 Other Announcements

8.0 Next Board of Directors Meeting: Monday, January 24, 2011 – 6:00 pm
Sue Wagaman Board Room
Webster Building

9.0 Adjournment

Note: Following the regular board of directors meeting, there will be a short session to discuss contract negotiations topics concerning the Red Oak Support Staff Association and the Red Oak Education Association. This is a closed meeting of the Directors, Superintendent, and Business Manager.

Item 4.0 Communications

4.1 Good News and Affirmations from Red Oak Schools

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

- ★ From the Food Service Department: With the recent approval of the weekend food pack program for Red Oak children, the planned distribution maximum of 50 has risen to 70 due to additional monetary gifts.

- ★ From the Director of Activities:

The IGCA: Gabi French 3rd Team All State VB and All District: Rachel Pierson All District VB.

From IGCA: Gabi French 3rd Team All State VB and All District, Rachel Pierson All District VB.

An article by David Boyce for the Northwest Missouri State University Athletic Website about the "Red Oak Reunion":

"By no means was the fall semester only about the football team's success. Volleyball achieved at a level it has never seen before.

But for me, the best time was the five-set thriller the Bearcats won over Nebraska-Omaha at Red Oak High School in Iowa.

Well over 800 fans showed up to see the return of Rinehart, senior Paige Spangenberg and junior Alex Hanna, all Red Oak alums.

Really, words can't truly capture the warm feelings that were in the gymnasium on that special night.

"It was more than I expected," said Hanna, after the match. "The crowd was awesome. I don't think there was an empty seat in the gym. It was great to see people come out and support Paige and me, especially this far out since we've been in high school."

How many collegiate athletes can experience something like that? It's extremely rare. Spangenberg and Hanna recognized it was a night they wouldn't forget."

4.2 Visitors and Presentations

(No community presentations were scheduled at publication time.)

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 December 20, 2010

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

The only reports available this evening are the standard payment vouchers. 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. The January 24 board meeting will contain the more comprehensive monthly business reports.

5.3 Educational Service Agreement

Enclosed for your review is an agreement with the Clarinda Community School District to provide specialized services for a student enrolled at Red Oak High School.

It is recommended the Directors approve this contract.

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

- Minutes from December 20, 2010
- Monthly business reports as presented
- Educational Service Agreement with the Clarinda Community School District

Red Oak Community School District

Regular Board of Directors Meeting

Meeting Location: Sue Wagaman Board Room, Webster Building, Red Oak, Iowa
Monday, December 20, 2010

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

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

APPROVAL OF AGENDA

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

CONSENT AGENDA

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

- Review and approval of minutes from November 15, 2010
- Review and approval of monthly business reports
- Approval of education service agreements with Clarinda Community School District-Clarinda Academy; Council Bluffs, Glenwood, Sioux City, and Woodward-Granger Community School Districts

NEW BUSINESS

WEEKEND FOOD PROGRAM

Director Schmid moved, seconded by Director Dilley to approve the Weekend Food Program for the Red Oak Community School District. The motion carried unanimously. This program is run by volunteers with no cost to the district.

STATE OF IOWA FOOD CONSORTIUM

Food Director Sharon Foote presented information on the State of Iowa Food Consortium for the 2010-2011 school year.

PERSONNEL CONSIDERATIONS

Director Griffen moved, seconded by Director Schmid to approve Norma Fast as Literacy Coach, grades K-8 for the remainder of the 2010-2011 school year and Fran Pleak as a long term substitute in the Title 1 program for the remainder of the 2010-2011 school year. The motion carried unanimously.

CONTRACT PROPOSAL FOR DRIVERS' EDUCATION PROGRAMMING AT RED OAK HIGH SCHOOL

Director Schmid moved, seconded by Director Griffen to approve a contract (Jan 1, 2011-December 31, 2011) with Drive Tek. Motion carried unanimously.

2012 MODIFIED ALLOWABLE GROWTH APPLICATION FOR DROPOUT PREVENTION

Director Dilley moved, seconded by Director Griffen to approve the 2011-2012 Modified Allowable Growth Application for Dropout Prevention. Motion carried unanimously.

BOARD POLICY REVIEW: CODE NO. 407.6 LICENSED EMPLOYEE EARLY RETIREMENT

Director Dilley moved, seconded by Director Hayes to approve the first reading of Board Policy Code No. 407.6 Licensed Employee Early Retirement. Motion carried unanimously.

BOARD POLICY REVIEW: CODE NO. 905.3 TOBACCO FREE ENVIRONMENT

Director Dilley moved, seconded by Director Hayes to approve the first reading of Board Policy Code No. 905.3 Tobacco Free Environment. Motion carried unanimously.

IOWA ASSOCIATION OF SCHOOL BOARDS ANNUAL CONFERENCE

Directors shared information from the sessions they attended at the IASB Annual Conference.

BOARD OF DIRECTORS NEEDS ASSESSMENT: CONTINUOUS LEARNING FOR POLICY MAKERS

Learning needs and requests will be a topic on future board agendas.

BOARD OF DIRECTORS GOALS UPDATE FOR 2010-2012

Supt. Schmidt presented a document tracking the goal progress that has been made.

ADJOURNMENT

Director Hayes moved, and Director Griffen seconded to adjourn the meeting at 8:30 p.m. The next Board of Directors meeting will be held on Monday, January 10, 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, 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		
LIL TIGERS PRESCHOOL	568616	1,425.00	
10 0010 1000 100 3311 563	NOVEMBER EMPOWERMENT PYMT		1,425.00
LIL TIGERS PRESCHOOL	568618	1,425.00	
10 0010 1000 100 3311 563	DECEMBER EMPOWERMENT PYMT		1,425.00
			Vendor Total: 2,850.00
MIDAMERICAN ENERGY	12202010	14,848.96	
10 3900 2600 000 0000 622	KWH 23000		1,503.78
10 2020 2600 000 0000 622	KWH 25400		1,668.81
10 1912 2600 000 0000 621	THERMS 1647		1,139.69
10 0030 2600 000 0000 622	KWH 2520		245.65
10 0020 2600 000 0000 621	THERMS 446		331.39
10 1914 2600 000 0000 622	KWH 16720		1,205.09
10 0030 2600 000 0000 621	THERMS 334		256.90
10 1913 2600 000 0000 622	KWH 1		2.53
10 1912 2600 000 0000 622	KWH 3610		322.92
10 3900 2600 000 0000 621	THERMS 1860		1,267.38
10 0020 2600 000 0000 622	KWH 1		19.06
10 1911 2600 000 0000 622	KWH 4336		406.65
10 1913 2600 000 0000 622	KWH 41400		2,798.58
10 3230 2600 000 0000 622	KWH 70500		3,680.53
			Vendor Total: 14,848.96
RED OAK EXPRESS	761-5	60.00	
10 0010 2310 000 0000 611	2 YEAR SUBSCRIPTION		60.00
			Vendor Total: 60.00
SHOUTPOINT, INC	5480	67.80	
10 0010 2236 000 0000 536	VOIP LINES		67.80
			Vendor Total: 67.80
SOCS/FES	INV000903	257.62	
10 0010 2236 000 0000 536	WEB HOSTING CHARGES		257.62
			Vendor Total: 257.62
UNITED PARCEL SERVICE	000053702252	114.94	
	0		
10 1902 2410 000 0000 531	UPS CHARGES		27.02
10 1901 2410 000 0000 531	UPS CHARGES		20.00
10 3230 2410 000 0000 531	UPS CHARGES		47.92
10 2020 2410 000 0000 531	UPS CHARGES		20.00
			Vendor Total: 114.94
WEST CENTRAL COMMUNITY ACTION	12172010	25,780.00	
10 0010 1000 860 3117 592	CONTRACTED SERVICE AGREEMENT PYMT		25,780.00
			Vendor Total: 25,780.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		
			Fund Total: 43,979.32
Checking Account: 1	Fund: 22 MANAGEMENT FUND		
SPECIALTY UNDERWRITERS LLC	SW2693-3	4,334.00	
22 0010 2310 000 0000 520	PREMIUM INSTALLMENT		4,334.00
			Vendor Total: 4,334.00
			Fund Total: 4,334.00
			Checking Account Total: 48,313.32
<u>Checking</u>	3		
Checking Account: 3	Fund: 21 STUDENT ACTIVITY FUND		
DAVIS, DAVID	12172010	95.00	
21 0010 1400 920 6810 320	OFFICIAL		95.00
			Vendor Total: 95.00
FREMONT TIGER FOOTBALL CLINIC	01052011	160.00	
21 0010 1400 920 6720 320	COAHCES CLINIC		160.00
			Vendor Total: 160.00
HENTON, CRAIG	01042011	95.00	
21 0010 1400 920 6810 320	OFFICIAL		95.00
			Vendor Total: 95.00
IOWA HIGH SCHOOL MUSIC ASSOC	1018	90.00	
21 3230 1400 910 6210 320	STATE PIANO CONTEST		90.00
			Vendor Total: 90.00
LANHAM, TROY	01042011	95.00	
21 0010 1400 920 6810 320	OFFICIAL		95.00
			Vendor Total: 95.00
MARTINEZ, DANIEL	01042011	35.00	
21 0010 1400 920 6810 320	OFFICIAL		35.00
			Vendor Total: 35.00
MOORE, LONNIE	12172010	95.00	
21 0010 1400 920 6810 320	OFFICIAL		95.00
			Vendor Total: 95.00
RUSSELL, LARRY	01042011	95.00	
21 0010 1400 920 6810 320	OFFICIAL		95.00
			Vendor Total: 95.00
SWIBA	12102010	100.00	
21 3230 1400 910 6220 320	REG FEE		100.00
			Vendor Total: 100.00
WOOD, RAY	12142010	95.00	
21 0010 1400 920 6710 320	OFFICIAL		95.00
			Vendor Total: 95.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>	<u>Description</u>	<u>Amount</u>	
		Fund Total:	955.00
		Checking Account Total:	955.00

CLARINDA

Community School District

423 East Nodaway • P.O. Box 59
Clarinda, Iowa 51632

COPY



12/9/2010

Superintendent or Director of Special Education
Red Oak Community School District
904 Broad Street
Red Oak, IA 51566

Dear Special Education Director,

The student(s) listed below has entered or been served at the Clarinda Academy and is listed as a student receiving special education services at the Clarinda Academy. The Clarinda Academy is a residential facility for adjudicated youth. The Academy provides both general and special education services for attending students. Upon receipt of records, it was determined that the student(s) was receiving special education services with a current Individual Education Plan or a staffing was held where special education services were determined necessary. Districts will be notified of the students' staffings and when IEPs are issued.

Enclosed please find special education contracts for your resident student(s). As noted in the contracts, the Clarinda Community School District will bill your district (or AEA) on a semester basis. The first semester billing is an estimate using the current Clarinda Schools per pupil cost. A second billing at the end of the fiscal year will be based upon actual expenditures less any payments previously received. Please sign both copies, retain one copy, and return the other copy to me.

If any of the students listed below are not residents of your district or are not special education students, please contact Paul Honnold, Supt. or Cindy VanFosson, Business Manager at 712-542-5165 so that we may correct the student information.

If you have any questions, please let us know. We appreciate your cooperation in this manner.

Sincerely,
Katharine Boysen
Director of Special Programs
e-mail: kboysen@clarinda.k12.ia.us

<u>Student Name</u>	<u>Student ID</u>	<u>DOB</u>	<u>Start Date</u>
---------------------	-------------------	------------	-------------------

**McKinley
Administrative
Offices**

712-542-5165
FAX 542-3802

**High School
Office**

100 North
Cardinal Drive
712-542-5167
FAX 542-4305

**Middle School
Office**

305 East
Glenn Miller Drive
712-542-2132
FAX 542-5949

**Garfield
Elementary
Office**

910 S. 15th Street
712-542-4510
Fax 542-5949

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

Student: _____ DOB: _____ Grade: _____
Student ID: _____ Wt: _____ Program: _____
Start Date: 10/27/2010 End Date: _____

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

This agreement is entered into by the Red Oak Community School District (sending agency) and the Clarinda Community School District (receiving agency) for the 2010-2011 school year.

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

Condition I

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

Condition II

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

- A. Estimated costs will be determined by multiplying the special education weighting appropriate for the program times the Clarinda Schools' current per pupil cost. The weighting for this student is 1.72 or Level 1. For students enrolling in programs for less than the full year, costs will be prorated.
- B. If a student is enrolled in the program for the entire first semester, the Clarinda School District will send a bill based upon one-half of the estimated annual cost for the student. The sending district will pay the estimated cost for the first one-half year before January 30.
- C. On or before June 15, the Clarinda District will bill the sending district for the actual cost of services less any payments previously made.
- D. This Contract is for the regular 180 day school year only. Students will be contracted separately if an extended year is agreed upon by both the sending district and the receiving district. This agreement is for the 2010-2011 school year.

Signed: Paul K. [Signature]
Board President or Authorized Designee (Receiving Agency)

12/9/2010
Date

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

Date

Item 6.1.1 Board Policies Second Reading and Adoption: Code No. 407.6
Licensed Employee Early Retirement and Code No. 905.3 Smoke Free
Environment

BACKGROUND INFORMATION: At the December 20 meeting, the Board took action to give tentative approval for changes in 407.6 and 905.3.

Code No. 407.6 Licensed Employee Early Retirement

A final reading of this policy with approval would install a provision for all future retirees to hold the January lump sum payment in an annuity for at least thirty (30) days. This requirement will save the employee and the district the requisite FICA taxes. This past year the voluntary provision saved ROCSD approximately \$18,000. It is not expected the district will have that type of savings in FY 12 since there will be fewer retirees.

Enclosed is the final language for the proposed policy changes.

Code No. 905.3 Smoke Free Environment

The current employee policy needs a second reading and final approval that will change the language to Code No. 905.3 Tobacco Free Environment. This policy change will result in communication updates to all district employees, communication posted on the district's website, and additional signing provided by the maintenance / operations department. Enforcement of this policy will begin as soon as all communications have taken place.

Enclosed is the final language for the proposed policy changes.

SUGGESTED BOARD ACTION: It is recommended the Board of Directors give final approval to policy changes as presented affecting Code No. 407.6 Licensed Employee Early Retirement and Code No. 905.3 Tobacco Free Environment.

LICENSED EMPLOYEE EARLY RETIREMENT

I. Eligibility for Early Retirement Plan

The school district offers an Early Retirement Plan for 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 under the following terms:

- A. The number of applications for the Early Retirement Plan will be limited to no more than five (5) for a given fiscal year, unless the Board chooses to allow more than five (5).
- B. The Early Retirement Plan will be available to a licensed employee who is fifty-five (55) years of age on or before June 30 of the year in which the licensed employee wishes to retire.
- C. The Early Retirement Plan will be available to those who have completed their most recent ten (10) consecutive years of service in the Red Oak Community School District.
- D. The employee shall submit an application for the plan on or before January 15 of the current school year, at the Board's discretion.
- E. The employee shall submit a written resignation resigning from the existing contract. The resignation may be contingent upon approval by the board of participation in the voluntary early retirement program.
- F. All applications for the Early Retirement Plan will be considered not later than the second regular Board meeting in January, and if more than the designated number allowed in Section A are received, the highest priority will be given to the teachers with the longest continuous teaching service in the District.
- G. An employee who meets the criteria in item "B", but who has not completed a minimum of ten (10) consecutive years of service to the school district may apply for a prorated early retirement amount. Approval of such application by the board will be based on the best interests of the school district, and if a prorated amount is approved, the amount will be based on completed consecutive years of service at the time of the application for the Early Retirement Plan.
- H. The application for the Early Retirement Plan and the resignation must be approved by the board, which will authorize disbursement of the early retirement amount.

Approved Nov. 25, 1996 Reviewed Nov. 10, 1997; Nov. 23, 1998; Nov. 22, 1999; March 26, 2001; Nov. 17, 2009.

Revised Nov. 24, 1997; Oct. 24, 2000; April 9, 2001; March 22, 2004; November 21, 2005; April 24, 2006; Nov. 17, 2009.

LICENSED EMPLOYEE EARLY RETIREMENT

I. Approval by the board of the licensed employee's early retirement application shall constitute a voluntary resignation. Approval by the board of the licensed employee's early retirement application will also make the licensed employee eligible for disbursement of the early retirement amount on January 20 of the school year following the licensed employee's approval for early retirement. Failure of the board to approve the licensed employee's early retirement application will make the licensed employee's current contract with the board continue in full force and effect.

II. Voluntary Early Retirement Amount and Terms:

A. An employee who meets one of the eligibility requirements will be eligible for the early retirement amount of \$15,000, plus an amount equal to 25% of the employee's accumulated sick leave times the current daily substitute teacher pay rate. An employee whose contractual full-time equivalency (FTE) is less than 1.00 will be eligible for a prorated early retirement amount by multiplying the employee's FTE by the applicable amount above.

B. An employee agrees to participate in the "Special Pay Plan". This plan allows payment of the early retirement amount to be paid to a Tax Shelter Annuity of the employee's choice. This Tax Shelter Annuity must be with a company that participates in the State of Iowa Plan. If the employee is currently contributing to a Tax Shelter Annuity the payment will be made to the same company. The employee agrees not to close out this account before the January payment is made.

C. Upon retirement, the licensed employee is eligible to continue participation in the school district's group insurance plan at the licensed employee's expense by meeting the requirements of the insurer. The employee/retiree must pay the monthly premium amount in full to the board secretary prior to the due date of the school district's premium payment to the insurance carrier.

This insurance coverage will cease when the licensed employee/retiree qualifies for Medicare coverage, secures other employment in which the employer provides insurance coverage, or dies. If dependent insurance coverage is carried, that coverage may continue at the dependent's expense beyond the employee's/retiree's qualification for Medicare coverage under COBRA provisions.

In the event of the death of the employee/retiree, the dependent of the employee/retiree may continue coverage in the school district's group health insurance program at his/her own expense under COBRA provisions, if the dependent was covered through the school district's group health insurance program prior to the death of the employee/retiree.

D. An employee who elects to participate in this program will become a retired employee and will be entitled to all rights and privileges of such a retiree under applicable laws and policies of the school district.

E. Beneficiary. In the event of the death of the employee prior to the early retirement amount being paid, payment will be as follows:

1. Lump sum payment will be made to a designated beneficiary for the early retirement amount due to the employee on January 20 of the school year following the licensed employee's approval for early retirement.
2. In the event no beneficiary is named, payment shall be made to the estate of the employee on January 20 following the licensed employee's approval for early retirement.

The board has complete discretion to offer or not to offer an Early Retirement Plan for licensed employees and will review this policy annually. The board may discontinue the school district's Early Retirement Plan at any time.

Code No. 407.6E1

LICENSED EMPLOYEE EARLY RETIREMENT ACKNOWLEDGEMENT OF RECEIPT

The undersigned licensed employee acknowledges receipt of the Early Retirement Plan documents stated below, for the licensed employee's consideration:

- early retirement policy (plan description);
- early retirement application.

The undersigned licensed employee acknowledges that the application and participation in the Early Retirement Plan is entirely voluntary.

The undersigned licensed employee acknowledges that the school district recommends the licensed employee contact legal counsel and the employee's personal accountant regarding participation in the Early Retirement Plan.

Licensed Employee

Date

LICENSED EMPLOYEE EARLY RETIREMENT INSURANCE OPTIONS

Board policy 407.6, Licensed Employee Early Retirement, allows the employee to continue to participate in the school district's group health insurance plan until age 65 by meeting the requirements of the insurer.

The licensed employee is responsible for the cost of the health insurance premium. The licensed employee must pay the employee's share of the premium by paying the monthly premium amount in full to the board secretary prior to the due date of the school district's premium payment to the insurance carrier.

_____ I would like to remain on the school's health insurance policy. I will submit a check to the Central Office the first of each month. Failure to submit this check will result in loss of insurance coverage. Plan selected: _____

_____ I wish NOT to remain on the school's health insurance policy when I am no longer an ACTIVE employee. (after all pay is received)

_____ I would like to remain on the school's dental insurance policy. I will submit a check to Central Office the first of each month. Failure to submit this check will result in loss of dental insurance coverage. Plan selected: _____

_____ I wish NOT to remain on the school's dental insurance policy when I am no longer an ACTIVE employee. (after all pay is received)

_____ I wish to receive all remaining pay for the 2010-2011 school year on June 20, 2011. (Recommend you contact IPERS to discuss if it is better for you to take all payment in June or to continue to receive checks during July and August. This varies from person to person) If the employee participates in the TaxSaver Plan the July and August monthly amounts will be deducted from the June 20, 2010 paycheck.

Licensed Employee

Date

LICENSED EMPLOYEE EARLY RETIREMENT APPLICATION

The undersigned licensed employee is applying for early retirement pursuant to board policy 407.6, Licensed Employee Early Retirement. Please complete the following information:

(Full Legal Name of Licensed Employee)

(Social Security Number)

(Current Job Title)

(Date of Birth)

(Years of
Consecutive
Service)

Please attach a letter of resignation effective at the end of the current contract year.

The undersigned licensed employee acknowledges that application and participation in the Early Retirement Plan is entirely voluntary.

The undersigned licensed employee acknowledges that the early retirement amount will be paid on January 20 of the school year following the licensed employee's approval for early retirement.

The undersigned licensed employee acknowledges that the school district recommends that the licensed employee contact legal counsel and the employee's own personal accountant regarding participation in the Early Retirement Plan.

Should the licensed employee die prior to full payment of an early retirement amount, the licensed employee designates either the following individual as beneficiary or the licensed employee's estate.

____ Beneficiary

____ Estate

Beneficiary

Beneficiary Address

Licensed Employee

Date

Witness

Date

Code No. 905.3

TOBACCO FREE ENVIRONMENT

School district facilities and grounds, including school vehicles, are off limits for tobacco use. This requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco product or leave the school district premises immediately. It is the responsibility of the school administration to enforce this policy.

Item 6.1.2 Board of Directors Continuing Education

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

BACKGROUND INFORMATION: As a follow-up and continued discussion for the Directors, several topics were discussed for future presentations. Directors were asked by President Lee Fellers to continue to think about items for “continued learning”. There could be some additional discussion tonight.

Two topics that will be put on the schedule for presentation include:

⇒ **Computers One-to-One Learning**

Terry has made contact with Mrs. Jennifer Sigrist, Director of Teaching and Learning for the Van Meter Community School District. She and some of her staff (both instructional and financial) are willing to provide a continuing education session for you, this district’s leadership staff, interested teachers, and parents. Van Meter CSD hosted over 400 visitors in the past year alone to observe first hand a technology driven school program. Terry will provide for you an update on times and format for this continuing education opportunity.

⇒ **Instructional Modeling for Secondary Learning**

One of the Directors’ important topics for continued learning concerns the advantages / disadvantages for block scheduling in secondary learning – specifically targeting Red Oak High School since Red Oak Middle School has a traditional eight period day. This topic can be introduced and started with you on February 14, if you wish. Principal Jedd Sherman will provide a formal presentation involving select staff as needed. The basic concepts of block scheduling with some research based background will be provided. Actually, ROHS uses a modified block in its program. Is the February 14 meeting date acceptable for the initial presentation?

SUGGESTED BOARD ACTION: To be determined.

Item 6.2.1 Presentation: Technology Bandwidth Expansion Concepts – Mr. Steve Bergeron, Vice-President for Business Development, Unite Private Networks

[Board Goals Reference: District Goal for Big Ideas in the Next 24 Months: Technology]

BACKGROUND INFORMATION: This evening please welcome Mr. Steve Bergeron, Vice-President for Business Development, Unite Private Networks and Technology Director Bob Deter.

With an ever-growing and expanding use of technology in Red Oak CSD, it is critical that technology bandwidth is available and accessible to all stakeholders in the school district. The last updated work on the district's access to bandwidth was accomplished almost four years ago with a new infrastructure system.

Digital learning via one-to-one computing and all future technology innovations currently not known will require additional bandwidth. Growing bandwidth is expensive and complicated – depending on the providers available.

Tonight the Directors are asked to use this time as one for learning about bandwidth and the need in Red Oak CSD.

In preparation for this, a good overview can be found via YouTube. If you can access this before tonight's meeting, it will help in the understanding of the district's needs. Please follow this link:

<http://www.youtube.com/watch?v=u0e5j62aLBI>

Currently, the district has its Internet connectivity through MediaCom.

No formal action is required or needed this evening – just learning from the Directors.

SUGGESTED BOARD ACTION: none this evening

Item 6.2.2 Letters of Interest for Bargaining a New Contract with the
Red Oak Education Association and with the
Red Oak Support Staff Association

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

BACKGROUND INFORMATION: This evening the Directors will receive and exchange letters of interest with representatives from both bargaining groups. This will be an open meeting in which information is exchanged as both groups await the opening of regular contract discussions.

The Iowa Legislature will need to establish allowable growth parameters and determine levels of funding. This has not happened but is anticipated by the end of January.

Please welcome ROEA Representative John Gambs and ROSSA Representative Trish Earley to this evening's meeting.

The Directors will meet for a few minutes after the adjourned meeting tonight to further discuss topics related to contract negotiations.

SUGGESTED BOARD ACTION: No formal action anti is anticipated.

Item 6.2.3 Schools in Need of Assistance Update:
Washington Intermediate School Team Report
by Principal Barb Sims, et al

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

BACKGROUND INFORMATION: As the Directors are aware, each meeting information will be brought to you by one of the district's schools and what that particular school and staff are doing to address deficiencies in the test scores of students.

This evening Principal Barb Sims is accompanied by several of her teachers to bring this update to you. Please allow the requisite time for this very important information.

Expect to hear from the WI staff:

- ✓ How is the Professional Learning Communities Teaching Academy affecting work at Washington?
- ✓ What strategies are in place to systematically address weaknesses in test scores?
- ✓ What did the early November testing reveal for students in grades four and five?
- ✓ What are the goals for the remainder of the school year and how will the school remain accountable for improvement?
- ✓ What ongoing dialogue is taking place with Inman teachers to ensure continuity and student growth?

SUGGESTED BOARD ACTION: No formal action is anticipated.

Item 6.2.4 Iowa Test of Basic Skills (ITBS) and the
Iowa Tests of Educational Development (ITED) Report –
Curriculum Director Barb Sims and Building Principals

[Board Goal Reference: District Goal for Teaching and Learning: The Iowa Test of Basic Skills (grades 3 to 8) and Iowa Test of Educational Development (grades 9 to 11) will increase to match or exceed expected standards.]

BACKGROUND INFORMATION: During the week of November 1 – 5, students in grades 2 through 11 completed standardized testing. The shift from spring testing at Inman, Washington, and ROMS was designed to have a uniform, district-wide testing period plus to ensure that district teachers have current, highly relevant testing data to use with all students.

The intent of this report this evening is to ensure the Directors and the Public have the overall results. It is not the intent this evening to have each attendance center detail all of the intricacies of the test data with analysis. District principals and teachers are currently in the process of doing just that.

As each school principal and staff comes before you with regular updates, detailed information will be highlighted from the Fall, 2010 testing.

Please allow Curriculum and Instruction Director Barb Sims the needed time to give the testing results overview. Too, building principals will be present and may want to offer brief comments and/or answer questions from you.

The testing results will be posted on the public access website in the days ahead.

SUGGESTED BOARD ACTION: No formal action is anticipated.

Item 6.2.5 Personnel Considerations

BACKGROUND INFORMATION: This evening the Directors are asked to consider several personnel recommendations. In addition Terry will provide a quick overview of the early retirement program for consideration at the January 24 regular meeting.

This evening, the following recommendations are made by Director of Activities Angie Spangenberg:

- Dan Martinez, Head Tennis Coach
- Nita Martinez, Assistant Tennis Coach
- P.J. Hedrington, Middle School Track Coach (currently an assistant wrestling coach)
- Paige Spangenberg, Co-Assistant Softball Coach
- J. Browning, Co-Assistant Softball Coach
- Nathan Perrien, Head Softball Coach

Enclosed are the requisite written recommendations.

Terry will provide comments as needed for a recommendation to employ a practicing administrator to serve in a coaching capacity.

SUGGESTED BOARD ACTION:

COPY

Red Oak Community School District
Staff selection Recommendations

Date 1-3-11

Building HS

Vacancy Varsity G/B Tennis

The following information is needed for the Central Office. Please print

Name Dan Martinez

Address _____

Certified:

Position on Salary Schedule and Recommended Base Amount for Contract:

Actual Years Experience	Years of Experience Granted	Initial Placement on Schedule	Education Attained & Granted	Base Amount for Contract	License	Approval Areas
					<u>On File</u>	Meets
		Class _____			Pending	Filed for
		Step _____				Temporary
						Permanent

If this is a coaching contract, this season runs from _____ to _____.

Classified:

Actual Years Experience	Years of Experience Granted	Classification Placement Level & Year	Hours Per Day	Hourly Rate	# of Days in Contract	Starting Date

11.570

[Signature]
Principal/Director Name

Please send form to Superintendent for Board Approval

COPY

**Red Oak Community School District
Staff selection Recommendations**

Date 1-3-11

Building HS

Vacancy Asst. Tennis

The following information is needed for the Central Office. Please print

Name Nita Martinez

Address _____

Certified:

Position on Salary Schedule and Recommended Base Amount for Contract:

Actual Years Experience	Years of Experience Granted	Initial Placement on Schedule	Education Attained & Granted	Base Amount for Contract	License	Approval Areas
					<u>On File</u>	Meets
		Class _____			Pending	Filed for
		Step _____				Temporary
						Permanent

If this is a coaching contract, this season runs from _____ to _____.

Classified:

Actual Years Experience	Years of Experience Granted	Classification Placement Level & Year	Hours Per Day	Hourly Rate	# of Days in Contract	Starting Date

8.076

Cupio S...
Principal/Director Name

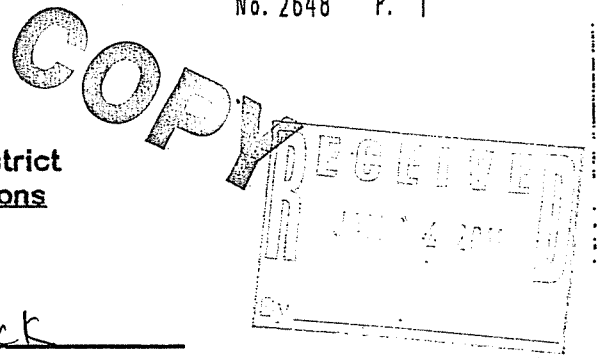
Please send form to Superintendent for Board Approval

Mr. Schmidt,

Please accept this as a recommendation for P.J. Hedrington as middle school girls' track coach. Mr. Hedrington is currently our assistant wrestling coach and is well respected by our wrestlers and head coach Tom VanDyke. He is a great motivator with a tremendous work ethic. Mr. Hedrington was a former track athlete and has already proven that he has "much to offer" our student athletes.

Respectfully,

Angie Spangenberg



Red Oak Community School District
Staff selection Recommendations

Date 1-3-11

Building HS. Vacancy MS Track

The following information is needed for the Central Office. Please print

Name P.J. Hedington

Address _____

Certified:

Position on Salary Schedule and Recommended Base Amount for Contract:

Actual Years Experience	Years of Experience Granted	Initial Placement on Schedule	Education Attained & Granted	Base Amount for Contract	License	Approval Areas
					<u>On File</u>	Meets
		Class _____ Step _____			Pending	Filed for Temporary Permanent

If this is a coaching contract, this season runs from March to May.

Classified:

Actual Years Experience	Years of Experience Granted	Classification Placement Level & Year	Hours Per Day	Hourly Rate	# of Days in Contract	Starting Date

7.570

[Signature]
Principal/Director Name

Please send form to Superintendent for Board Approval

Mr. Schmidt,

Please accept this as a recommendation for the following softball positions:

Head Varsity Softball – Nate Perrien

Assistant Softball – J. Browning and Paige Spangenberg (splitting the salary of 1 position)

Nate Perrien was an assistant softball coach for two years under head coach, Denny Redel. Mr. Perrien's rapport with students is genuine. His leadership ability will be invaluable as we make major changes in our softball program.

Former ROHS athletes: J. Browning and Paige Spangenberg were both 5 year starters, letter winners, and all state softball players. They played on the only Red Oak softball team to qualify for the State Tournament. Each will bring a different perspective to our program as one has background as an in-fielder and the other as a catcher. Both were outstanding leaders for ROHS. In addition, they each have experience conducting camps and coaching.

Respectfully,

Angie Spangenberg

COPY

Red Oak Community School District
Staff selection Recommendations

Date 1-3-11

Building HS

Vacancy Asst SB

The following information is needed for the Central Office. Please print

Name Paige Spangenberg

Address 2186 W. Av.

Villisca, Ia.

1/2 Asst. Position

Certified:

Position on Salary Schedule and Recommended Base Amount for Contract:

Actual Years Experience	Years of Experience Granted	Initial Placement on Schedule	Education Attained & Granted	Base Amount for Contract	License	Approval Areas
					On File	Meets
		Class _____			<u>Pending</u>	Filed for
		Step _____				Temporary
						Permanent

If this is a coaching contract, this season runs from May to July.

Classified:

Actual Years Experience	Years of Experience Granted	Classification Placement Level & Year	Hours Per Day	Hourly Rate	# of Days in Contract	Starting Date

1/2 of 1 asst salary

\$ 700 Field Stipend

Paige Spangenberg
Principal/Director Name

Please send form to Superintendent for Board Approval

**Red Oak Community School District
Staff selection Recommendations**

COPY

Date 1-7-11

Building HS

Vacancy Asst. SB

The following information is needed for the Central Office. Please print

Name J. Browning

Address 605 Miller Ave
Red Oak, IA 51566

1/2 Asst. Position

Certified:

Position on Salary Schedule and Recommended Base Amount for Contract:

Actual Years Experience	Years of Experience Granted	Initial Placement on Schedule	Education Attained & Granted	Base Amount for Contract	License	Approval Areas
		Class _____ Step _____		<i>needs to send cert. to u.s.</i>	On File Pending	Meets Filed for Temporary Permanent

If this is a coaching contract, this season runs from May to July.

Classified:

Actual Years Experience	Years of Experience Granted	Classification Placement Level & Year	Hours Per Day	Hourly Rate	# of Days in Contract	Starting Date
	<i>1/2 of</i>	<i>1 asst. salary</i>				

Craig S. ...
Principal/Director Name

Please send form to Superintendent for Board Approval

COPY

Red Oak Community School District
Staff selection Recommendations

Date 1-3-11

Building HS

Vacancy Varsity Softball

The following information is needed for the Central Office. Please print

Name Nate Perrien

Address _____

Certified:

Position on Salary Schedule and Recommended Base Amount for Contract:

Actual Years Experience	Years of Experience Granted	Initial Placement on Schedule	Education Attained & Granted	Base Amount for Contract	License	Approval Areas
					On File	Meets
		Class _____			Pending	Filed for
		Step _____				Temporary
						Permanent

If this is a coaching contract, this season runs from May to July.

Classified:

Actual Years Experience	Years of Experience Granted	Classification Placement Level & Year	Hours Per Day	Hourly Rate	# of Days in Contract	Starting Date

\$700 Field Stipend

15,507.00

[Signature]
Principal/Director Name

Please send form to Superintendent for Board Approval

Item 7.0 Reports

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

7.1 Administrative Reports

- **Second Semester Registration Report**
As the second semester began on Monday, 1.3, the headcount for schools in Red Oak changed. Enclosed is a report provided by Webster Assistant Rita Leinen.
- **Winter Weather and Calendar Snow Days**
Should favorable winter weather continue (lack of school cancellations) it is possible the students and staff of ROCSD will have a holiday on Monday, January 17 which is also Martin Luther King Day. A website update will be posted soon.
- **Pilot Project Underway at Red Oak High School**
Principal Jedd Sherman has provided enclosures which communicate a trial or pilot project underway since January 3 to reward high school students who performed well on the recent ITED testing and who are performing well across all subjects. The pilot program cannot be utilized by the student(s) unless a parent gives signed permission. Just an FYI . . . More information will be presented formally as the pilot project moves along.
- **Professional Development Work at the High School**
Enclosed is the list of topics/activities used at the high school during this past Wednesday's early dismissal.

7.2 Future Conferences, Workshops, Seminars

Solution Tree's Professional Learning Communities at Work™ Summit: New Insights for Improving Schools – February 22–25, 2011

Several staff and Board Vice-President Charla Schmid will make this mid-winter learning experience a valuable tool for Red Oak CSD. The Teacher Quality Committee has committed a substantial amount of its Professional Development Funds to ensure that as many Red Oak staff as possible gets this learning opportunity. It is quite likely a large contingency will once again travel in the upcoming summer months.

Item 7.2 – continued

7.2.2 Lobby Days at the Statehouse

Legislative advocacy is critical, especially in tight budget years. Your participation in the process this year is key to ensuring that legislators maintain education as a top priority – especially at the January Lobby Day, as it can impact Allowable Growth that likely won't have been adopted yet.

IASB will host four Lobby Days: Jan. 19, Feb. 8, Mar. 8 and Apr. 12, when we encourage our members to come to the Capitol and meet with your legislators. This is a chance to impact the legislative process and build relationships with elected officials. IASB lobbyists will brief you on the important issues, answer any questions on specific legislation and assist you with finding your legislators at the Statehouse. Please remember to let your legislators know in advance that you will be in town that day to maximize the time spent in Des Moines. Find a sample letter/email to invite your legislators to meet with you at this link: <http://www.ia-sb.org/LegislativeAdvocacy.aspx?id=1004#Request a Meeting at the Stathouse Durin g an IASB Lobby Day>

There is no fee for these events, but we do ask people to register for planning purposes. Please register for a Lobby Day via this link: <http://www.ia-sb.org/EventsTraining.aspx?id=8410>.

The schedule will start with registration at 9:30 a.m., followed by a legislative discussion from 10-11:30 a.m. and time to meet with legislators starting at 11:30 a.m. All events will start at the Wallace Building Auditorium except Feb. 8 which will start at the Jessie Parker Building in the Grant Room.

Please advise if you plan to attend one of the dates listed above.

7.2.3 Legislative Session Kickoff Webinar

New governor, new House leadership, new DE director, new ideas...

This will be an important legislative session in regard to education issues. Please log-on to hear your IASB lobbyists Mary Gannon and Emily Piper preview what to expect during this year's session. They will discuss issues that are likely to be at the forefront of this session, including allowable growth, the future of the state's preschool program, proposed cuts to the area education agencies and property tax reform ideas. Mary and Emily will also cover the key issues, go over the resources available to help you serve as effective advocates for IASB and talk about the impact of the changes in the political landscape.

Two webinars are scheduled to maximize your flexibility to participate: Wed., Jan. 12, at 6:30 p.m. or Thurs., Jan. 13, at 11:30 a.m. Although this is a free event, you still need to register so we can follow up with you regarding log-in information and instructions. Please register here, <http://www.ia-sb.org/iasbform.aspx?ekfrm=9794&TransferError=Error+executing+child+request+for+%2fiasbform.aspx>, and watch your e-mail in-box on Mon., Jan. 10, for specific log-in information.

Item 7.2 – continued

Weekly Legislative Conference Call

Beginning Friday Jan. 21, dial in to a weekly legislative update conference call every Friday morning during session at 8:30 a.m. IASB lobbyists Mary Gannon and Emily Piper will recap what took place on the Hill that week, let you know what to expect in the next week and give insights on grassroots lobbying efforts that may be important for all or certain members to pursue. Also, submit questions anytime before or during the weekly conference call via-e-mail and Mary and Emily will address these during the conference call. The purpose of these conference calls is to provide more in-depth analysis of bills and issues that are likely to see action and which legislators should be contacted. This will be an add-on to the weekly IASB *Action Line* newsletter. Visit the IASB Legislative Advocacy Web page for dialing instructions, <http://www.iasb.org/LegislativeAdvocacy.aspx>.

7.3 Other Announcements – to be provided

Red Oak Community School District Enrollment

Head Count

		8/25/2010	9/3/2010	10/4/2010	12/1/2010	1/7/2011
Inman Primary						
Pre-K SPED		6	6	6	7	6
Right Start		18	18	18	added below	-----
Gr. K		104	106	106	110	111
Gr. 1		84	84	83	81	84
Gr. 2		87	90	90	90	91
Gr. 3		82	81	81	85	84
		381	385	384	373	376
Washington Intermediate						
Gr. 4		85	86	86	87	87
Gr. 5		80	79	78	78	81
		165	165	164	165	168
Middle School						
Gr. 6		98	98	99	99	100
Gr. 7		84	84	82	83	82
Gr. 8		78	79	78	76	77
		260	261	259	258	259
High School						
Gr. 9		99	98	99	99	97
Gr. 10		117	117	115	113	111
Gr. 11		93	91	91	88	90
Gr. 12		93	93	88	83	81
		402	399	393	383	379
Alternative School						
Gr. 9					2	
Gr. 10					2	
Gr. 11		1	1			
Gr. 12		11	13	14	9	13
		12	14	16	13	13
District Subtotal						
		1220	1224	1216	1192	1195

Early Childhood

Head Start

4 Yr Olds	20	20	20	21	21	21
-----------	----	----	----	----	----	----

Kaleidoscope

4 Yr Olds	40	39	39	40	39
-----------	----	----	----	----	----

5 Yr Olds	40
-----------	----

Right Start

Early Childhood Subtotal	60	59	60	19	80	78
--------------------------	----	----	----	----	----	----

Total Student Count

1280	1288	1276	1272	1273
------	------	------	------	------

Wednesday, January 5, 2011

Topics: ITED Analysis and "We Expect Success"

In Attendance:

Angie Spangenberg	Jedd Sherman	Gayle Allensworth	Sharon Allison
Juan Batula	Shelley Becker	Darrell Berry	Corey Blair
Deb Blomstedt	John Brabec	Monica Crouch	Brett Eubank
Melissa Freiberg	John Gambs	Brian Gartner	Curt Grim
Jim Hambright	Carla Harrington	Laura Horn	Ann Iverson
Diane Kurtz	Tim Marsden	Sammi Jo Moyers	Ann Petersen
Denny Redel	Jeanne Redel	Kim Reeve	Sheree Rhodes
Brad Schlieman	Steve Sullivan	Dave Swanson	Tom Van Dyke
Cec Werner	Kay Willey	Andy Yost	Amber Butt
Pam Russell			

See page two for agenda. Scroll below.

I. Breakouts (1:30 PM-2:20 PM)

A. Math Analysis (Mrs. Iverson's Room)

B. Reading Comprehension Analysis (Mrs. Willey's Room)

C. "We Expect Success" Discussion (Media Center)

1. Do we expect success from our students?

a) ITED's

b) College Climate

c) Shared Responsibility

(1) Grade books/Parent Portals/Special Ed

(2) Homeroom Seminar: Pep Rally/Assembly/Admin

(3) Seminar: Quiet Halls & Rooms/Students Engaged in Learning

(4) Assessment for Learning with Google Docs

2. Attitude determines student success in rural schools.

II. Google Docs (All in Media Center) (2:20 PM-3:00 PM)

III. Update on Grading Scale/Report Cards/Teacher Academy/PLC's

A. Grading Scale

B. Report Cards / Homeroom Seminars

C. Teacher Academy/PLC's

D. Professional Development Schedule

E. Book Study on Teach Like a Champion

[Sample Letter Sent to Student and Parents at ROHS]

I congratulate you on earning Honors Seminar for the second semester of the 2010-11 school year!

In order to have qualified for this, you were proficient on the ITED test in reading comprehension, math, and science. In addition, you earned a B- or higher for all seven courses that you took during the first semester of the 2010-11 school year. Job well done!

Please keep in mind these important points as you participate in this very important **PILOT PROJECT**. For starters, **Honors Seminar is a privilege**, not a right. In other words, the administration may revoke this privilege anytime during this second semester of the 2010-11 school year. If any of your grades at any checkpoint throughout the semester drop below the level of B-, high school administration may revoke your Honors Seminar privilege indefinitely. Barring snow dates, the grades will be reviewed on the following dates:

Friday, January 21, 3rd week of the 3rd quarter; Wednesday, February 2, mid-term for 3rd quarter; Friday, February 11, 6th week of the 3rd quarter; Wednesday, March 9, 3rd quarter report cards; Wednesday, April 6, 3rd week of the 4th quarter; Friday, April 15, mid-term for 4th quarter; Friday, April 29, 6th week of the 4th quarter.

In addition, Honors Seminar may be revoked should you be suspended from school for poor behavior. This applies to either an in-school or out-of-school suspension.

Again, please keep in mind that this is a **PILOT PROJECT**. The district will only consider doing this again if the project has a positive impact on the school. This means more than just test scores and grades. It also means participation in activities. Throughout the school year, the high school holds pep rallies, assemblies, class meetings, club meetings, and administrative meetings (such as presentations on scheduling for the upcoming school year). Honors Seminar does not mean that you can miss these important activities. Please know that if you don't attend these seminar functions, as a logical consequence, the administration may revoke your Honors Seminar.

Please understand that this opportunity would not have been made possible without the flexibility and support that comes from the district superintendent, Mr. Terry Schmidt, and the directors of the Red Oak Board of Education. Towards the end of the second semester, Mr. Schmidt and the Red Oak Board of Education will assess the results of this important **PILOT PROJECT** to determine if it should continue. Please join me in making this a successful venture for the school district. Again, CONGRATULATIONS!

Educationally,

Jedd Sherman

[Sample Letter Sent to Student and Parents at ROHS]

I congratulate you on earning Open Campus during Seminar for the second semester of the 2010-11 school year!

In order to have qualified for this, you were proficient on the ITED test in reading comprehension, math, and science. In addition, you earned a C- or higher for all seven courses that you took during the first semester of the 2010-11 school year. Job well done!

Please keep in mind these important points as you participate in this very important **PILOT PROJECT**. For starters, **Open Campus during the Seminar period is a privilege**, not a right. In other words, the administration may revoke this privilege anytime during this second semester of the 2010-11 school year. If any of your grades at any checkpoint throughout the semester drop below the level of C-, high school administration may revoke your Open Campus privilege indefinitely. This may include Open Campus during the lunch period. Barring snow dates, the grades will be reviewed on the following dates:

Friday, January 21, 3rd week of the 3rd quarter; Wednesday, February 2, mid-term for 3rd quarter; Friday, February 11, 6th week of the 3rd quarter; Wednesday, March 9, 3rd quarter report cards; Wednesday, April 6, 3rd week of the 4th quarter; Friday, April 15, mid-term for 4th quarter; Friday, April 29, 6th week of the 4th quarter.

In addition, Open Campus may be revoked should you be suspended from school for poor behavior. This applies to either an in-school or out-of-school suspension.

Again, please keep in mind that this is a **PILOT PROJECT**. The district will only consider doing this again if the project has a positive impact on the school. This means more than just test scores and grades. It also means participation in activities. Quite often, an activity sponsor will hold a meeting during the seminar period. If you are a member of this activity, we need you to stay during the seminar period to be a part of this activity. Should participation in activities decline during the seminar period, the district will have to reconsider allowing Open Campus for Seminar for the upcoming 2011-12 school year.

In addition, on occasion, the high school holds pep rallies, assemblies, class meetings, and administrative meetings (such as presentations on scheduling for the upcoming school year). Regardless of the fact that you have earned Open Campus for the seminar does not mean that you can miss these important activities. Please know that if you don't attend these seminar functions, as a logical consequence, the administration may revoke your Open Campus for Seminar.

Please understand that this opportunity would not have been made possible without the flexibility and support that comes from the district superintendent, Mr. Terry Schmidt, and the directors of the Red Oak Board of Education. Towards the end of the second semester, Mr. Schmidt and the Red Oak Board of Education will assess the results of this important **PILOT PROJECT** to determine if it should continue. Please join me in making this a successful venture for the school district. Again, CONGRATULATIONS!

[Sample Form Sent to Student and Parents at ROHS]

Honors Seminar Permission Form

By signing below, I have read this form and the letter from Mr. Sherman and understand the school's expectations of me.

1. Honors Seminar is a privilege, not a right.
2. Honors Seminar can be revoked by high school administration and/or parents and guardians.
3. If any of my grades go below a B-, Honors Seminar may be revoked.
4. If my behavior causes a suspension (either in-school or out-of-school), Honors Seminar may be revoked.
5. As a student with Honors Seminar, I realize that I can only leave the Honors Seminar with a pass. If I need help from a teacher, I must see them before or after school, or during the passing times, to obtain a pass for seminar time. Lingered in the halls, media center, lunchroom, or any other location in the school may cause the high school administration to revoke my Honors Seminar.
6. If I do not attend mandated seminar activities (pep rally, assemblies, class meetings, administrative functions), Open Campus may be revoked.
7. Honors Seminar will be held in the High School Cafeteria. I am allowed to bring in snacks of my choice. I realize that I must clean up after myself, leaving the café as clean as I found it.
8. I may use electronic devices during seminar. This means that I can listen to devices like IPOD's and play with electronic games. I may use my cell phone at that time.
9. I may bring in games to play during seminar time.
10. I may bring in videos to watch.
11. I am not to encourage a student (junior or senior) to hang out in the Honors Seminar, nor encourage freshmen or sophomores to hang out in the Honors Seminar if they have not earned this privilege. Being with students who have not earned the privilege of being in Honors Seminar could cause me to lose my Honors Seminar privilege.
12. Honors Seminar is not in effect until one of the high school administrators approves this form. The form will be placed in my cumulative folder. If revoked, this form will be signed by the administrator with date and reason for revocation. See back side of this form.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Administrator: _____

Date: _____

Honors Seminar was revoked on the date indicated for the following reason(s):

Reason (s): _____

Administrator's Signature: _____

Date: _____

[Sample Form Sent to Student and Parents at ROHS]

"Open Campus" for Seminar Permission Form

By signing below, I have read this form and the letter from Mr. Sherman and understand the school's expectations of me.

1. Open Campus during the Seminar period is a privilege, not a right.
2. Open Campus during either Seminar or Lunch can be revoked by high school administration and/or parents and guardians.
3. If any of my grades go below a C-, Open Campus may be revoked.
4. If my behavior causes a suspension (either in-school or out-of-school), Open Campus may be revoked.
5. As a student with Open Campus during seminar, I must leave the school during the passing time before seminar starts. Lingered in the halls, media center, lunchroom, or any other location in the school aside from the High School Main Office may cause the high school administration to revoke Open Campus during seminar.
6. If I need to work with a teacher during the seminar period, it is my responsibility to get a pass from the teacher with whom I seek help. I must get this pass ahead of the seminar period. I must not walk around the halls during seminar in search of a pass.
7. If I do not attend mandated seminar activities (pep rally, assemblies, class meetings, administrative functions), Open Campus may be revoked.
8. Open Campus for seminar is not in effect until one of the high school administrators approves this form. The form will be placed in my cumulative folder. If revoked, this form will be signed by the administrator with date and reason for revocation.

This form is due no later than

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Administrator: _____

Date: _____

Open Campus was revoked on the date indicated for the following reason(s):

Reason (s): _____

Administrator's Signature: _____

Date: _____