

Red Oak Community School District

2011 North 8th Street

Red Oak, Iowa 51566

712.623.6600

www.redoakschooldistrict.com

Regular Board of Directors Meeting

Meeting Location: Sue Wagaman Board Room
Red Oak CSD Administrative Center
The Technology Building – Red Oak High School Campus

Monday, November 9, 2015 – 6:00 pm

- Agenda -

1.0 Call to Order – Board of Directors President Paul Griffen

2.0 Roll Call – Board of Directors Secretary Shirley Maxwell

3.0 Approval of the Agenda – President Paul Griffen

4.0 Communications

4.1 Good News from Red Oak Schools *Page 1*

- Recognition of Cross Country - participation in State Cross Country Meet (Alec Selberg, Coach French, Coach Adams)
- 2015 Montgomery County Court of Honor Veteran's Day Program

4.2 Visitors and Presentations *Page 1-2*

4.3 Affirmations and Commendations

4.4 Correspondence

5.0 Consent Agenda *Page 2*

5.1 Review and Approval of Minutes from October 26, 2015

Red Oak Community School District Board of Directors Regular Meeting
11.9.15

5.2 Review and Approval of Monthly Business Reports

5.3 Open Enrollment Requests Consideration – as needed

5.4 Review and Approval of the Education Service Agreements with Stanton Community School District

6.0 General Business for the Board of Directors

6.1 Old Business

6.1.1 Examination of Board Goals and Priorities with Continued Discussion and Possible Adoption *Page 3*

6.1.2 Continued Discussion Regarding the Development of a Communication Plan for the Red Oak Community School District *Page 3-4*

6.1.3 Discussion and Possible Approval of the Agreement for Professional Services with BLDD Architects for Concept Development – Red Oak CSD Master Plan / Scenario J
Page 4

6.2 New Business

6.2.1 Discussion and Approval to Allow Emergency Service Providers Twenty-four Hour Access to all Red Oak Community School District Buildings and;
Allow the Montgomery County Emergency Services Dispatcher Access to all Security Cameras in the School District *Page 5*

6.2.2 Personnel Considerations -

All four in one motion to approve the following employment contracts and volunteer coaching assignment: 1. Michelle Knudsen (HS Para) 2. Vicky Strait (Custodian) 3. Brandi Stites (HS Assistant Bowling Coach) 4. Ron DeVries (Volunteer MS Girls Basketball Coach) *Page 5*

6.2.3 Review and Approval of a Request for Early Graduation - Nicholas Terry *Page 5*

6.2.4 Discussion and Approval of the SBRC Application for One Time Funding *Page 6*

6.2.5 Superintendent Evaluation - Closed Session Requested by Superintendent of Schools Tom Messinger per Section 21.5(1)i of the Iowa Code to evaluate the *Page 6*

Red Oak Community School District Board of Directors Regular Meeting
11.9.15

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.

6.2.6 Review and Annual Consideration of Board Policy Code No. 407.6 Licensed Employee Early Retirement

Page 6

7.0 Reports

7.1 Administrative

7.2 Future Conferences, Workshops, Seminars

- IASB Convention- Des Moines, Iowa, November 18, 19, 20th

7.3 Other Announcements

8.0 Next Board of Directors Meeting: School Finance Workshop with Iowa
Association of School Boards
Monday, November 23, 2015
Time to be determined
Sue Wagaman Board Room
Red Oak CSD Administrative Center

9.0 Adjournment

11.9.15 Agenda Notes

Item 4.0 Communications

4.1 Good News from Red Oak Schools

I have invited Coach Adams, Coach French, and Junior Alec Selberg to our board meeting so we can recognize them for an outstanding season. Alec finished 64th overall at the state meet in Fort Dodge, IA.

There will be an outstanding Veteran's Day program at ROHS and ROMS on Wednesday, November 11, 2015. The High School program will be at 9:00 in the gymnasium and the MS program will be at 10:00. Command Sergeant – Major Allan Myers will be the speaker for the event. We would like to give special thanks to Mr. Dean Strovers for the organization of the programs.

4.2 Visitors and Presentations

I will be providing an update for the presentation. The strategic planning committee working on building a stronger work force in the Red Oak area has held more meetings. The subcommittee working on the partnerships with our schools has begun to solidify the plan. Below are three examples of specific opportunities for partnerships. The format used provides the information about the opportunity, the purpose, timeline, and how we will measure its effectiveness.

1.) After School Tutoring Support

Purpose: Provide homework support to students who are struggling with academic performance in the core areas.

Number of volunteers needed: minimum of 8 volunteers - each volunteer would be asked to volunteer one two hour session per month.

Measure of Success: Homework completion, grades

Location: Washington

Time: Wednesday afternoons 1:30 – 3:30 pm

Needs: volunteers to help with students who need targeted assistance with core academic work

Starting date: January 1, 2016

2.) Mentoring (Check and Connect)

Purpose: Provide positive adult relationships with students to promote academic, behavior, and life success.

Number of volunteers: no limit

Measure of Success: Attendance, grades, behavior referrals

Location: Red Oak Middle School

Time: Flexible schedule (requires minimum of two fifteen minute meetings with student per week)

Needs: Adult volunteer mentors to work with at risk students. Contact will be in form of grade, behavior, and attendance checks.

Starting Date: August, 2016

3.) Career Days

Purpose: Provide exposure to different careers for students grade 6-12

Number of volunteers: no limit - anyone wishing to share career information

Measure of Success: Student, staff, and presenter surveys

Location: ROMS and ROHS (Details to be determined)

Time: TBD

Needs: Business and Industry Volunteers to present about the different career opportunities for students

Starting Date: March, 2016

There are more opportunities established and more in the planning process. Mr. Eubank from ROHS has done an outstanding job of helping with the planning as well. He currently is working to coordinate the different events to meet four different needs that exist: assess (the students abilities and interests), expose (the students to different careers and opportunities), experience (duties and responsibilities of the different careers), and training (to enter the workforce). He is also coordinating internships for ROHS students.

Paul Griffin and I also attended an event sponsored by School Administrators of Iowa in Ankeny Thursday, November 5, 2015. The purpose of the meeting was for school superintendents to listen to business and industry people from across Iowa talk about the needs from schools to help provide a quality work force in our state. We will give you additional information on the conversation.

Item 5.0 Consent Agenda

Background: Enclosed are the reference pages for:

* Minutes from October 26, 2015 p. 1-2

* Monthly business reports p. 3-5

* Three Education Service Agreements with Stanton Community School District. These agreements are for students who are open enrolled from Red Oak to Stanton and have a special education weighting. Stanton will be providing the special education services. p. 6

Recommendation: Approve the consent agenda as presented.

Item 6.0 General Business for the Board of Directors

6.1 Old Business

6.1.1 Examination of Board Goals and Priorities with Continued Discussion and Possible Adoption

Background: Shirley has sent the list of the priorities discussed at the last meeting. During this meeting the different priorities should be reviewed to narrow them down to three or four. Many of the different items on the list have some similarities or relationships and could be grouped together. By narrowing them down we will not be ignoring the rest. The purpose of narrowing them down is to determine a focal point of my work and the work of the district staff.

Once we have a narrowed list, we need to identify how we will measure our progress in those areas and decide on specific goals. The goals should be specific and measurable. These goals will be communicated out to the staff and to the community so that all people know exactly where we are placing emphasis in our work.

Again, I want to emphasize that we still have many tasks ahead of us that will remain constant in our daily operations. As we talked in June, this is to help provide me with guidance. The School Board has the responsibility to evaluate the superintendent and this will establish target areas for me.

Recommendation: Decide on three or four priorities and establish specific and measurable goals.

6.1.2 Continued Discussion Regarding the Development of a Communication Plan for the Red Oak Community School District

Background: All information regarding school operations (with the exception of items involving confidential student or staff records) is public information and will be treated as the property of the entire School District. As a result, the Red Oak Community School District will work to provide regular updates and releases of information in order to have an informed school district. There will be press releases within 48 hours of each Regular School Board meeting. These press releases will be sent to KCSI, the Red Oak Express, and will be posted on the School District website. There will also be copies made available upon request at the Red Oak Community School District Administration Center. All releases on the website and available in the office will also be presented in Spanish or any other identified language necessary. The press releases will contain information from the Board Meetings as well as information regarding school operations.

On major operations such as the facilities planning projects, there will be scheduled community meetings. Presentations will also be made to community groups. All efforts will be made to honor requests for additional presentations to groups not having them scheduled. For the community meetings, the school will use its phone system to contact the homes of students in schools. For those not having students in school, announcements will be made through KCSI and the Red Oak Express for the time and locations of the meetings.

Additional items for discussion in the area of communication will be the purchase and installation of billboard signs for the school buildings and the use of a Red Oak Community School District Facebook page.

Recommendation: Read through the proposal above. It is taken from the discussion at our last board meeting. If there are things we need to modify, add, or delete it should be decided at this meeting. I will also be asking the Board for consensus to host a District Facebook page. I recommend we modify the plan above to meet our needs and approve it so we can begin our communication immediately, starting with communication about our plan.

6.1.3 Discussion and Possible Approval of the Agreement for Professional Services with BLDD Architects for Concept Development – ROCSD Master Plan Scenario J p.7-11

Background: We have a proposal from BLDD to continue the concept development work to examine possible building projects to go to a two campus system. The agreement to continue the work is included and Shirley and I have talked with Randy West about the agreement. In order to move forward in setting a timeline or additional plans we will need to gather information beyond the original Tiger Vision plans. This agreement would continue the development of plans moving us to a two campus district and would include facilities work including and beyond what was included in the original Phase I plans.

Once an agreement is made with Architects, we will need to have a facilities committee meeting with our service providers as well to talk reasonable timelines so we can take that information to the next board meeting to adopt a new plan to move forward. This is not an item to approve a project or direction. It is to approve the use of Architects to put together a process including a range of plans to meet our educational needs.

Recommendation: I recommend the board first decide whether to continue the work with BLDD or to open it back up to other firms to do additional planning for us. If the decision is to continue with BLDD the proposal should be reviewed to determine if it includes the items we need to move forward.

6.2 New Business

6.2.1 Discussion and Approval to Allow Emergency Service Providers Twenty-four Hour Access to all ROCSD Buildings and;

Allow Montgomery County Emergency Services Dispatcher Access to all Security Cameras in the School District.

Background: I have met with different parties from Montgomery County to discuss ways to help provide better emergency services to our school district. Currently the different agencies use ID's which are compatible with our system. We have tested them and they can be programmed to allow them access into our buildings.

We also discussed crisis response. An area which could provide a safer process for emergency responders to access our building is that of our camera system. Our system could be set so the Dispatch Center could access our cameras online from their location. This would help ensure their safety and help provide a much quicker response.

This would not mean they would freely enter the building or access our cameras at any time. It would be used for emergency procedures only. There will be a representative here from the service providers to answer questions.

Recommendation: I recommend approving the activation of ID cards for the emergency service providers and the access to the security cameras for the emergency dispatch center.

6.2.2 Personnel Considerations

Background:

1. Michelle Knudsen, Para Educator at ROHS – 7.5 hour day at a rate of \$9.15 per hour *p. 12*
2. Vicky Strait, Custodian – 4 hour day at a rate of \$9.96 *p. 13*
3. Brandi Stites, HS Assistant Bowling Coach – 8% contract at \$2422.00 *p. 14*
4. Ron DeVries, Volunteer MS G BB – Volunteer coach *p. 15*

Recommendation: Approve the contracts for the above people at the hours and salaries listed.

6.2.3 Review and Approval of a Request for Early Graduation – Nicholas Terry *p. 16*

Background: The sheet documenting the credit status is included in the packet. Nicholas will have earned the required 52 credits for graduation. He will have met the requirements set forth by the State of Iowa and the ROCSD.

Recommendation: Approve the early graduation request for Nicholas Terry.

6.2.4 Discussion and Approval of the School Budget Review Committee (SBRC) Application for One Time Funding *p. 17*

Background: Enclosed is the 2015 SBRC document. This document is requesting \$118,508 modified allowable growth authority as a result of increasing enrollment, students attending schools outside of Red Oak and for authority for limited English programs. This request does not generate any funds but it does give the district spending authority. Funds to support this spending authority may be entered in the 2015-2016 budget form that will be completed and certified before the April 15th budget deadline.

Recommendation: Approve the SBRC application in the amount of approximately \$118,508.

6.2.5 Superintendent Evaluation – Closed Session

Closed session requested by Superintendent of Schools Tom Messinger per Section 21.5(1)j of the Iowa Code 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.

6.2.6 Review and Annual Consideration of Board Policy Code no. 407.6 Licensed Employee Early Retirement *p. 18-19*

Background: The Board policy has been included in the packet. This comes up for approval each year. According to the policy the employee must submit their application by January 15th to be considered for early retirement. This year there are 11 employees eligible.

Recommendation: I recommend reviewing the policy and discussing the use and purpose of granting of the benefit. After this discussion we can place it on the next agenda for approval if desired. I would recommend we consider approving it at the next meeting for this year but notifying licensed staff that this benefit is a year by year benefit and there is no guarantee it will be offered every year.

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Sue Wagaman Board Room, Red Oak CSD Administrative Center
Red Oak Technology Center, Red Oak High School Campus
October 26, 2015

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

Present:

Directors: Kathy Walker, Bryce Johnson, Mark Johnson, Bret Blackman,
Shirley Maxwell, Board Secretary, Tom Messinger, Superintendent

Absent: Paul Griffen

Approval of Agenda

Motion by Director Walker, second by Director Mark Johnson to approve the agenda as presented with the order of agenda items at the discretion of the board president. Motion carried unanimously.

Good News

The Red Oak High School Band has had a very successful year. They received a Division I superior rating at the State Marching Band Festival. They were also very successful at the Loess Hills Fieldfest and the Southwest Iowa Band Jamboree.

Visitors and Presentations

Principal Spotts updated the board on the High School use of data. He explained what the staff has been working on during Professional Learning Communities to use student achievement data to help drive instruction and professional development. He included documents showing the results of the NWEA Map Testing. This consisted of testing over reading, mathematics, language, and general science. These tests measure a student's academic growth over time.

Consent Agenda

Motion by Director Walker, second by Director Blackman to approve the consent agenda as presented. Motion carried unanimously.

Items comprised in the consent agenda:

- Approval of minutes from October 12, 2015
- Approval of monthly business reports
- Approval of Education Service Agreements with Council Bluffs Community School District and East Mills Community School District

Superintendent and Board Goals and Priorities

Superintendent Messinger reviewed the superintendent goals and priorities that were discussed last June before he began work in the district. These goals and priorities were a result of a work session that was done with Gaylord Tryon and the Directors. Discussion followed. This item will be on the agenda of the next meeting. At that time the Directors will determine their top three or four priorities and then clearly identify and define what they would look like in an ideal state.

Discussion to Develop a Communication Plan for Red Oak Community School District Building Project

The Directors discussed communicating the building project to the community. The audience for the project includes parents, students, business & industry, community members, retired residents, staff members, non-English speaking residents, and the media. The channel for the framework includes radio, newspaper, newsletter, social media, press release, board meetings and packets and town hall meetings. This item will be on the next agenda for further discussion.

Approval of Middle School Actor's Workshop Sponsor Position

Principal Perrien submitted a plan that would include a smaller production of the fall play at the Middle School but would serve more students by the establishment of the Actor's Workshop. The position for Actor's Workshop would be a 3.75% position and the MS Assistant Director position, which will not be filled, is a 3.0% position. Motion by Director Walker, second by Director Blackman to approve the plan to open the MS Actor's Workshop sponsor position as allowed for in the Master Contract resulting in a .75% increase in cost. Motion carried unanimously.

Approval of the Middle School Yearbook Change Proposal

Motion by Director Mark Johnson, second by Director Blackman to approve the plan to change the yearbook process at the ROMS to have staff work with students during the day to develop the yearbook and then provide the yearbook to students at a cost of \$5.00 for the early edition or free if they wait until the end of the school year. Motion carried unanimously.

Proposal to Calculate Required Graduation Credits for Students Earning High School Credits from More than one Institution.

Superintendent Messinger presented information to the Directors concerning students who move into the district and how the credits they received at their prior district could cause problems with graduation requirements in another district. Discussion followed. This change can be handled through the approved board policies and course guides from each school a student has attended. The student would have their graduation requirements adjusted in Red Oak by recognizing the requirements of the schools and times of attendance at those schools.

Adjournment

Motion by Director Walker, second by Director Blackman to adjourn the meeting at 8:04 p.m. Motion carried unanimously.

A special board meeting will be held on Nov. 2nd at 7:00 p.m. to meet with Matt Gillaspie, (Piper Jaffray, Inc.) to discuss the financial implications of the building project.

The next regular board meeting will be held Nov. 9th, 2015 in the Sue Wagaman Board Room, Red Oak CSD Administrative Center at 6:00 p.m.

Bryce Johnson, Vice President

Shirley Maxwell, Board Secretary

11/05/2015 01:59 PM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
CENTURY LINK	10252015	444.08
10 0010 2410 000 0000 532	DISTRICT WIDE FILE ALARM LINES	444.08
Vendor Name CENTURY LINK		<u>444.08</u>
CHAT MOBILITY	10152015	224.31
10 0010 2410 000 0000 532	CELL PHONE CHARGES	224.31
Vendor Name CHAT MOBILITY		<u>224.31</u>
CONTINUUM RETAIL ENERGY SERVICES, LLC	150-1509-8214	1,279.24
10 3230 2600 000 0000 621	THERMS 1670	814.34
10 1902 2600 000 0000 621	THERMS 46	69.57
10 2020 2600 000 0000 621	THERMS 91	129.09
10 1901 2600 000 0000 621	THERMS 407	266.24
Vendor Name CONTINUUM RETAIL ENERGY SERVICES, LLC		<u>1,279.24</u>
FIRST BANKCARD	07012015-2	(74.90)
10 0010 2310 000 0000 580	OLD CREDIT USED UP	(74.90)
FIRST BANKCARD	10082015	89.02
10 1902 1000 100 8002 618	DELL EXTERNAL USB SLIM DVD+/-RW OPTICAL	89.02
FIRST BANKCARD	10222015	24.51
10 1901 1000 100 8001 612	"Units of Instruction for Gifted Learner	24.51
FIRST BANKCARD	10222015-1	238.99
10 1901 1000 100 8001 612	AVerVision 300AF+Document Camera NTSC PA	238.99
FIRST BANKCARD	10222015-2	66.75
10 2020 1300 340 0000 612	ORDER FROM AMAZON, FREESPIRIT FABRICS 10	24.90
10 2020 1300 340 0000 612	ORDER FROM AMAZON, SOLID COLOR SATIN RIB	6.45
10 2020 1300 340 0000 612	ORDER FROM AMAZON, PACON FOAM BOARD, 20	35.40
FIRST BANKCARD	10222015-3	47.95
10 0010 2235 000 0000 618	SCREEN REPLACEMENT	47.95
FIRST BANKCARD	10282015	247.50
10 0010 1000 100 0000 612	TI-30XA	247.50
FIRST BANKCARD	10282015-2	499.90
10 3230 1000 100 0000 612	SAFETY CLAMPS	499.90
FIRST BANKCARD	10282015-5	152.64
10 0010 2510 000 0000 580	EXPENSES FOR NATIONAL MEETING	152.64
Vendor Name FIRST BANKCARD		<u>1,292.36</u>
FIRST	20554	450.00
10 0010 1000 470 1118 320	REG FEES	450.00
Vendor Name FIRST		<u>450.00</u>
FRONTIER BAGS, INC.	170492	36,600.50
10 0010 1000 100 8203 612	PTO GARBAGE BAG FUNDRAISER	36,600.50
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MEDIACOM	10212015	1,330.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
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MEDIACOM	10212015-1	728.08
10 0010 2236 000 0000 536	DISTRICT PRI LINES	728.08
Vendor Name MEDIACOM		<u>2,058.08</u>
MONTGOMERY COUNTY AUDITOR	09082015	1,077.76
10 0010 2310 000 0000 340	SCHOOL BOARD ELECTION	1,077.76
Vendor Name MONTGOMERY COUNTY AUDITOR		<u>1,077.76</u>
PSAT/NMSQT	11052015	165.00
10 0010 1999 000 0000	PSAT tests	165.00
Vendor Name PSAT/NMSQT		<u>165.00</u>
SOCS/FES	INV006724	405.00
10 0010 2236 000 0000 536	WEB SITE HOSTING	405.00
Vendor Name SOCS/FES		<u>405.00</u>
UNITED PARCEL SERVICE	0000537022435	146.65
	-1	
10 3230 2410 000 0000 531	UPS CHARGES	70.68
10 2020 2410 000 0000 531	UPS CHARGES	30.77
10 1901 2410 000 0000 531	UPS CHARGES	22.60
10 1902 2410 000 0000 531	UPS CHARGES	22.60
Vendor Name UNITED PARCEL SERVICE		<u>146.65</u>
Fund Number 10		<u>44,142.98</u>
Checking Account ID 1	Fund Number 33	CAPITAL PROJECTS - LOST
THOMPSON, DREESSEN & DORNER, INC	111836	3,300.00
33 0010 4700 000 0000 450	PROFESSIONAL SERVICES	3,300.00
	7/1/15-10/04/15	
Vendor Name THOMPSON, DREESSEN & DORNER, INC		<u>3,300.00</u>
Fund Number 33		<u>3,300.00</u>
Checking Account ID 1	Fund Number 40	DEBT SERVICES FUND
PIPER JAFFRAY & COMPANY	06012015	1,000.00
40 0010 5000 000 0000 349	GENERAL OBLIGATION BOND	1,000.00
	AGENT	
Vendor Name PIPER JAFFRAY & COMPANY		<u>1,000.00</u>
Fund Number 40		<u>1,000.00</u>
Checking Account ID 1		<u>48,442.98</u>
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
BLOMSTEDT, JOHN	10152015	70.00
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Vendor Name BLOMSTEDT, JOHN		<u>70.00</u>
FIRST BANKCARD	11042015	473.76
21 0010 1400 920 6645 580	XC STATE ROOMS	473.76
Vendor Name FIRST BANKCARD		<u>473.76</u>
IOWA BASKETBALL COACHES ASSOC	896005	125.00
21 0010 1400 920 6710 320	YEARLY MEMBERSHIP FEE FOR	62.50
	IOWA BASKETBAL	

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
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IOWA HIGH SCHOOL MUSIC ASSOC	10272015	30.00
21 3230 1400 910 6220 618	FESTIVAL AWARDS - ATTACHABLE BARS	30.00
Vendor Name	IOWA HIGH SCHOOL MUSIC ASSOC	<u>30.00</u>
R & H THEATRICALS	09292015	1,903.50
21 3230 1400 910 6210 320	SCRIPT ROYALTIES AND RENTAL FOR SPRING M	1,903.50
Vendor Name	R & H THEATRICALS	<u>1,903.50</u>
Fund Number	21	<u>2,602.26</u>
Checking Account ID	3	<u>2,602.26</u>

CONTRACT FOR SPECIAL EDUCATION INSTRUCTIONAL PROGRAM

2015-2016 School Year

This agreement is entered into by Red Oak Community School District (Sending Agency) and the Stanton Community School District (Receiving Agency), 605 Elliott Street, Stanton, Iowa 51573.

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

CONDITION I

The receiving agency 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 (Chapters 273, 281, and 442). The receiving agency shall retain the right to limit enrollment.

CONDITION II

The cost of the above services shall be paid by the sending agency to the receiving agency and shall be the actual costs incurred in providing these services and programs. Payment of these actual costs will be determined and paid in the following manner:

- A. For first semester services, the initial billing by the receiving agency will be determined by multiplying the special education weighting appropriate for the program and half of Stanton School's current per pupil cost. The second billing by the receiving agency will be for the actual cost of services, made subject to estimating the costs for the month of June, less any payments previously made. Cost will be prorated if service is for less than one full school year. Payment by the sending agency will be made prior to June 20, so all receipts can be accounted for in the current school year.
- B. Should the student require a dedicated aide, all costs associated with the aide will be billed to and paid by the sending agency. Should the student's status change and the aide is no longer required, any unemployment costs incurred by the receiving agency will be billed to and paid by the sending agency.
- C. School district tuitioning special education students shall also be required to pay the state per pupil allocation of Phase II to Stanton Community School based on the number of students enrolled on the third Friday in September of the current school year.
- D. An itemized statement of actual costs will be provided to the sending agency upon request.
- E. All statements/remittance are to be sent to:
Stanton Community School
Attention: Tammy Boyer, Board Secretary
PO Box 400
Stanton, Iowa 51573

Board President or Authorized Designee
RED OAK COMMUNITY SCHOOL (Sending Agency)

Brian Bates

Board President or Authorized Designee
STANTON COMMUNITY SCHOOL (Receiving Agency)

Date

10-27-15

Date

Agreement for Professional Services (Owner-Architect)

Made as of the 28th day of October in the year of 2015.

BETWEEN THE OWNER: Red Oak Community School District
2011 North 8th Street
Red Oak, Iowa 51560

AND THE ARCHITECT: BLDD Architects, Inc.

FOR THE PROJECT: **Concept Development – Red Oak CSD Master Plan / Scenario J**

BLDD PROJECT: 145EX05.201

PROJECT DESCRIPTION: Development of the Communities Concept (Recommendation J – 2 Campus) as presented at the September 2014 Board Meeting. This concept consisted of:

- Building a new High School on existing High School Site (already developed)
- Moving the Middle School to existing High School
- Realigning grade levels at Inman and existing High School
- Relocating Red Oak Bus Facility, if possible

Our deliverables for this additional service will include:

- Program of Spaces - identifying functional/spatial needs of the spaces
- Development of a schematic floor plans of the concepts
- Rendered images of the proposed designs
- Preliminary Project Budget - (with Boyd Jones Construction)
- Project Schedule (with Boyd Jones Construction)

SCOPE OF WORK: We estimate the work required to meet these goals are as follows:

- Board/Faculty/Staff programming sessions to define scope
- Three (3) additional on-site meetings with board/committees
- Concept development of renderings, drawings, and budgets
- Travel to and from our Davenport Office

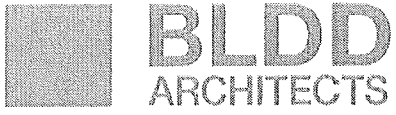
This excludes any additional work on the concept previously developed for the High School. Should this be desired, it will be for an additional fee.

PROFESSIONAL FEE: Compensation shall be provided on an hourly basis, not to exceed \$20,000, plus reimbursable expenses. The work provided for these additional services would typically occur in the first ten percent (10%) of Schematic Design Phase and will be credited to that portion of future professional fees should the Board contract BLDD Architect to provide A/E Services for subsequent projects resulting from this work

Reimbursable Expenses shall be in addition to the Professional Fee and shall be billed at one and one-tenth (1.10) times amount invoiced to the Architect.

PAYMENT TERMS: Payable upon receipt

SPECIAL CONDITIONS: N/A



THE TERMS AND CONDITIONS ATTACHED HERETO ARE INCORPORATED AND MADE A PART OF THIS AGREEMENT.

The Standard Hourly Billing Rates attached hereto are incorporated and made a part of this Agreement.

OFFERED BY:

BLDD Architects, Inc.

A handwritten signature in cursive script, appearing to read "Barbara Meek", is written over a horizontal line.

(signature)

Barbara Meek, AIA
Principal

printed name/title

ACCEPTED BY:

Red Oak Community School District

(signature)

printed name/title



TERMS AND CONDITIONS

Performance of Services: The Architect shall perform the services outlined in this Agreement and on the attached Proposal dated 10/28/15 in consideration of the stated fee and payment terms.

Standard of Care: Services provided by the Architect under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

Additional Services: For additional services not included above, the Architect shall be compensated as follows: On an hourly rate basis in accordance with the Architect's Schedule of Standard Hourly Rates, unless mutually agreed otherwise.

Access to Site: Unless otherwise stated, the Architect will have access to the site for activities necessary for the performance of the services. The Architect will take reasonable precautions to minimize damage due to these activities, but has not included in the fee the cost for restoration of any resulting damage and will not be responsible for such costs.

Billing/Payment: The Client agrees to pay the Architect for all services performed and all costs incurred. Invoices for the Architect's services shall be submitted, at the Architect's option, either upon completion of such services or on a monthly basis. Invoices shall be due and payable upon receipt. If any invoice is not paid within 30 days, the Architect may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, suspend or terminate the performance of services. Payment of invoices is in no case subject to unilateral discounting or set-offs by the Client, and payment is due regardless of suspension or termination of this Agreement by either party. Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event any portion of an account remains unpaid 120 days after the billing, the Architect may institute collection action and the Client shall pay all costs of collection, including reasonable attorney's fees.

Reimbursable Expenses: Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and its employees and consultants directly related to the Project. Reimbursable expenses shall be billed at one and one-tenth (1.10) times the amount invoiced to the Architect.

Indemnification: The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Architect, its officers, directors, employees, agents and consultants from and against all damage, liability and cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Architect.

Waiver: In addition, the Client agrees, to the maximum extent permitted by law, to waive any claims against the Architect arising out of the performance of these services, except for the sole negligence or willful misconduct of the Architect.

Information for the Sole Use and Benefit of the Client: All options and conclusions of the Architect, whether written or oral, and any plans, specifications or other documents and services provided by the Architect are for the sole use and benefit of the Client and are not to be provided to any other person or entity without the prior written consent of the Architect. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party against either the Architect or the Client. All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the Architect as instruments of service shall remain the property of the Architect. The Architect shall retain all common law, statutory and other reserved rights, including the copyright thereto.

Certifications, Guarantees and Warranties: The Architect shall not be required to execute any document that would result in the Architect certifying, guaranteeing or warranting the existence of any conditions.



Dispute Resolution: Any claims or disputes between the Client and the Architect arising out to the services to be provided by the Architect or out of this Agreement shall be submitted to non-binding mediation. The Client and the Architect agree to include a similar mediation agreement with all contractors, subconsultants, subcontractors, suppliers and fabricators, providing for mediation as the primary method of dispute resolution among all parties. The laws of the State of Illinois will govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.

Termination of Services: This Agreement may be terminated at any time by either party should the other party fail to perform its obligations hereunder. In the event of termination for any reason whatsoever, the Client shall pay the Architect for all services rendered to the date of termination, and all reimbursable expenses incurred prior to termination and reasonable termination expenses incurred as the result of termination.

Assignment: Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including, but not limited to, monies that are due or monies that may be due) without the prior written consent of the other party.

Standard Hourly Billing Rates
(effective January 1, 2015 through December 31, 2015)

Principal	\$175.00 per hour
Senior Associate	\$135.00 per hour
Associate	\$120.00 per hour
Structural Engineer	\$120.00 per hour
Architect III	\$95.00 per hour
Architect II	\$90.00 per hour
Energy Modeler	\$90.00 per hour
Architect I	\$85.00 per hour
Environmental Graphics Designer	\$85.00 per hour
Architectural Intern III	\$80.00 per hour
Architectural Intern II	\$75.00 per hour
Architectural Intern I	\$70.00 per hour
Interior Designer III	\$80.00 per hour
Interior Designer II	\$70.00 per hour
Interior Designer I	\$60.00 per hour
Architectural Tech III	\$80.00 per hour
Architectural Tech II	\$70.00 per hour
Architectural Tech I	\$60.00 per hour
Administrative Assistant	\$60.00 per hour
Site Representative	\$90.00 per hour
Data Software Administrator	\$80.00 per hour
Commissioning Agent	\$110.00 per hour

BLDD Architects, Inc. reassesses hourly billing rates annually based on current payroll rates and overhead factors. BLDD Architects, Inc. reserves the right to increase each classification by increments of \$5 per hour after January 1, 2016. Consultant services will be billed at 1.1 times amount of invoice to BLDD. Reimbursable expenses will be billed at 1.1 times the cost to BLDD.

Red Oak Community School District
Staff Selection Recommendation

Date: 11-3-15

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

Position: Para Educator

Name: Michelle Knudsen

Certified:

Lane: _____

Step: _____

Salary: _____

Classified:

Hourly Rate: \$9.15

Hours Per Day: 7.5

Jeff Spotts
Principal/Director

Please send form to Superintendent for Board Approval

Red Oak Community School District
Staff Selection Recommendation

Date: 11/2/15

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

Position: Custodian

Name: Vicky Strait

Certified:

Lane: _____

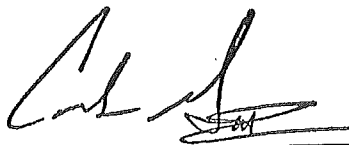
Step: _____

Salary: _____

Classified:

Hourly Rate: \$9.86 + \$0.10 (Shift differential) = \$9.96

Hours Per Day: _____



Principal/Director

Please send form to Superintendent for Board Approval

Red Oak Community School District
Staff Selection Recommendation

Date: 10-29-15

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

Position: H.S. Assst. Bowling Coach.

Name: Brandi Sires

Certified:
Lane: _____
Step: _____
Salary: _____

8% of
\$30,275
2,422⁰⁰

Classified:
Hourly Rate: _____
Hours Per Day: _____

[Signature]
Principal/Director

Please send form to Superintendent for Board Approval

Red Oak Community School District
Staff Selection Recommendation

Date: 10-27-15

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

Position: Volunteer MS Girls BR Coach

Name: Ron De Vries

Certified:

Lane: —

Step: —

Salary: —

" Volunteer "

Classified:

Hourly Rate: —

Hours Per Day: —



Principal/Director

Please send form to Superintendent for Board Approval

Red Oak Community High School
Early Graduation Request

Name Nicholas Terry Year 2015-16

Date of Parent Meeting With School Counselor 10-21-15

Reason for Request of Early Graduation:
(Please indicate the specific reason you wish to graduate early and how this will fit in to your college or career plans.)

Ready To start my work career

Number of credits currently earned: 44

Number of credits still needed to meet graduation requirements: 8

Required classes I must complete to graduate:

- | | |
|-----------------------------------|----------------------------|
| 1. <u>Economics</u> | 2. <u>Senior English</u> |
| 3. <u>Elective Social Studies</u> | 4. <u>PE may be waived</u> |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |

List the courses you are planning to take during the school year that you are requesting 1st Semester:

- | | |
|-----------------------------|--------------------------|
| 1. <u>Economics</u> | 2. <u>Senior English</u> |
| 3. <u>CR Social Studies</u> | 4. <u>MOC 5 periods</u> |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |

Student Signature [Signature]

Parent Signature Colleen Terry

Approved Disapproved _____

Principal Signature Jeff Spotts
Reason: _____

SBRC Application

Fall 2015

SBRC Application for Increasing Enrollment, Open Enrollment Out, and LEP Instruction Beyond 5 Years TOT

Increasing Enrollment	
Actual Enrollment Fall 2014	1129.0
Actual Enrollment Fall 2015	
<i>(Generated nightly, changes to Certified Enrollment are reflected the following day)</i>	1133.1
Increase	4.1
DCPP (FY16)	6,446
Maximum On-Time Funding Modified Supplemental Amount for Increasing Enrollment	26,429
Request	26429

Open Enrollment Out	
Open Enrollment Out Students on Fall 2015 Certified Enrollment but not on the Fall 2014 Certified Enrollment	<u>15.0</u>
<i>(Changes to student data are reflected immediately)</i>	
Open Enrollment Out Students Minus Increase (previous section)	10.9
State Cost Per Pupil for Open Enrollment Out (FY15)	6,366
Maximum Modified Supplemental Amount for Open Enrollment Out	69,389
Request	69389
LEP Instruction Beyond 5 Years	
Students Served Beyond 5 Years	<u>16</u>
<i>(Changes to student data are reflected immediately)</i>	
Weighting	0.22
Total Weighting	3.52
DCPP (FY16)	6,446
Maximum Modified Supplemental Amount for LEP Instruction Beyond 5 Years	22,690
Request	22690

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 by the start of the next school year.
- 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 November 24, 2014

Reviewed November 24, 2014

Revised December 17, 2012

Red Oak Community School District

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.