

# Red Oak Community School District

2011 North 8<sup>th</sup> Street

Red Oak, Iowa 51566

712.623.6600

[www.redoakschooldistrict.com](http://www.redoakschooldistrict.com)

## Special Board of Directors Meeting

Meeting Location: High School Media Center

Red Oak High School Campus

April 16, 2018 – 8:00 pm

### - Agenda -

- 1.0 Call to Order – Board of Directors President Mark Johnson
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Mark Johnson
- 4.0 Public Presenters/Guest and Visitors Addressing the Board
- 5.0 Communications – none
- 6.0 Consent Agenda – none
- 7.0 General Business for the Board of Directors
  - 7.1 Old Business - none
  - 7.2 New Business
    - 7.2.1 Discussion/Approval of Audit Bids for the 2018-2019 school year
  - Personnel Considerations *Page 1 - 11*
    - 7.2.2 Discussion/Approval of hiring Heidi Harris as Accounting Clerk effective date to be determined *Page 12*
    - 7.2.3 Discussion/Approval of re-assignment of duties for Diana Westbrook as Transportation Supervisor effective May 1, 2018 *Page 13*
    - 7.2.4 Discussion/Approval of hiring Caden Rea as Maintenance Laborer effective date to be determined *Page 14*
    - 7.2.5 Discussion/Approval of hiring Ryan Messinger as Maintenance Laborer effective March 27, 2018 *Page 15*
    - 7.2.6 Discussion/Approval of the resignation of Deb Drey as High School *page 16* assistant volleyball coach effective at the end of the school year.
    - 7.2.7 Discussion/Approval of hiring Deb Drey as volunteer High School *page 17* volleyball coach for the 2018-2019 school year.
    - 7.2.8 Discussion/Approval of hiring Maddie Gelber as Head High School girls basketball coach effective for the 2018-2019 school year *page 18*
- 8.0 Reports – None
- 9.0 Next Regular Board of Directors Meeting: Monday, April 23, 2018 – 7:00 pm  
Red Oak High School Media Center  
Red Oak CSD High School Campus
- 10.0 Adjournment

AUDIT PROPOSAL

Between

RED OAK COMMUNITY SCHOOL DISTRICT

AND

NOLTE, CORNMAN & JOHNSON, P.C.

PERIOD COVERED

FOR THREE YEARS ENDING JUNE 30, 2020

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**NOLTE, CORNMAN & JOHNSON P.C.**

Certified Public Accountants  
(a professional corporation)

117 West 3rd Street North, Newton, Iowa 50208-3040

Telephone (641) 792-1910

Fax (641) 791-9284

Email [ncjcpa@mediacombb.net](mailto:ncjcpa@mediacombb.net)

TOM MESSINGER, SUPERINTENDENT  
RED OAK COMMUNITY SCHOOL DISTRICT  
2011 N 8<sup>TH</sup> STREET  
RED OAK, IOWA 51566

We would like to make a proposal to perform an audit of your district's financial statements for the year ended June 30, 2018.

Our audit will be made in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards and provisions require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements.

An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation.

An audit directed to the expression of an opinion on the financial statements is not primarily or specifically designed and cannot be relied upon to disclose defalcations or other similar irregularities, should any exist, although their discovery may result.

Our services will include auditing of the Governmental Funds and Business Type Funds for the period of July 1, 2017 through June 30, 2018.

Nolte, Cornman & Johnson, P.C. is a member of the American Institute & Iowa Society of Certified Public Accountants, registered to practice in the State of Iowa. The firm and its audit staff are independent with regard to your audit.

We thank you for considering us as your independent auditor and look forward to working with you. We appreciate the opportunity to serve you.

We have enclosed two agreements one for a one year period and the other for a three year period. This provides you the option of retaining our services for more than one year.

Please indicate your agreement with the arrangements contained in this RFP by signing and returning the enclosed contract. We will contact you with regard to scheduling when the contract is signed.

Sincerely,

*Nolte, Cornman Johnson EC*

NOLTE, CORNMAN & JOHNSON, P.C.

## SCHOOL AUDIT PROFILE

1. Firm Name: NOLTE, CORNMAN & JOHNSON, P.C.
2. Address: 117 West 3rd Street North, Newton, IA 50208
3. Telephone: (641) 792-1910
4. Professional staff:

	<u>Number</u>	<u>Number CPA's</u>	<u>Average Years Experience</u>
A. Principals	1	1	33
B. Professional Staff	10	1	4

5. Schools audited by our staff in the last two years:

Adair-Casey, Adel-DeSoto-Minburn, AGWSR, AHST, Albia, Alburnett, Algona, Ames, Andrew, Ar-We-Va, Atlantic, Audubon, Battle Creek-Ida Grove, Baxter, BCLUW, Bedford, Belle Plaine, Belmont-Klemme, Bettendorf, Boyer Valley, BGM, Burlington, CAL, CAM, Cardinal of Eldon, Carroll, Center Point-Urbana, Centerville, Central, Central City, Central Decatur, Central Lee, Charles City, Chariton, Charter Oak-Ute, Cherokee, Clarinda, Clarksville, Colfax-Mingo, Collins-Maxwell, Columbus, Coon Rapids-Bayard, Creston, Delwood, Denison, Diagonal, Dunkerton, Earlham, East Marshall, East Union, Easton Valley, Eddyville-Blakesburg-Fremont, Edgewood-Colesburg, Eldora-New Providence, Essex, Exira-Elk Horn-Kimballton, Fairfield, Farragut, Fort Madison, Fremont-Mills, Gilbert, Glenwood, Greene County, Griswold, Guthrie Center, Hamburg, Harmony, Hartley-Melvin-Sanborn, Hubbard-Radcliffe, Hudson, Humboldt, IKM-Manning, Independence, Iowa Falls, Keokuk, Keota, Kingsley-Pierson, Knoxville, Lamoni, Lawton-Bronson, Lenox, Lewis Central, Linn-Mar, Logan-Magnolia, Madrid, Maquoketa, Maquoketa Valley, Marshalltown, Martensdale-St. Marys, Mid-Prairie, Missouri Valley, Monticello, Moulton-Udell, Mt. Pleasant, New Hampton, Nodaway Valley, North Butler, North Tama County, Northeast Hamilton, Northwood-Kensett, Norwalk, Odebolt Arthur, Oelwein, Ogden, Okoboji, Orient-Macksburg, Osage, Panorama, Pekin, Prescott, Red Oak, Riceville, Roland-Story, Saydel, Schaller-Crestland, Schleswig, Sergeant Bluff-Luton, Shenandoah, Sibley-Ocheyedan, Sidney, Solon, South Central Calhoun, South O'Brien, South Page, South Tama County, Southeast Warren, St. Ansgar, Stanton, Stratford, Treynor, Tri-Center, Tri-County, Twin Rivers, Underwood, Union, United, Valley, Van Buren, Van Meter, Villisca, WACO, Walnut, Wapello, Washington, West Delaware, West Harrison, West Monona, Westwood, Winfield-Mt. Union, Woodbine, Woodbury Central, and Woodward-Granger.

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6. The principal who is responsible for all school district audits and her position with our firm:

Person: Nancy Janssen, CPA; B.S. Iowa State University: CPA: 1985

Position: President

7. Quality controls are an essential part of our auditing services. Internal review procedures utilized by our firm include: Our 2018 school audit team as in the past will be composed of an experienced staff, all being supervised by our school audit manager. Our firm successfully completed a quality review December 2017.
8. Our firm will:
- a) Compile, type and duplicate reports.
  - b) Send discussion audit draft to the school district after field work is completed, for review by management.
  - c) Review audit recommendations and district responses thereto with the Business Manager and/or Superintendent prior to issuing the audit report.
  - d) Provide additional help or recommendations to the District when requested during the year.
  - e) Strive to conduct the audit when possible at the district's convenience and in such a manner as to cause the least amount of disruption possible under the circumstances.
  - f) Will provide copies of the audit report to the State Auditor's Office and the Department of Education as required.
  - g) Present the audit report and a verbal explanation of the report to the Board if so requested, at an additional fee.

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President:

Nancy L. Janssen, CPA

Education:

B.S. from Iowa State University

Continuing Education:

Attended the Governmental Roundtable or Iowa Governmental Audits course, attended and prepared various in-house presentations on Governmental issues, and attended various other continuing education programs.

Experience:

She has experience working in various capacities from accountant to partner. She has significant experience with the following types of audits: School, Non-Profit and Commercial. She has been tax manager and has worked with several small business clients.

School Audit Experience:

She has completed thirty-three school audit seasons. She is responsible for the final review of all workpapers and reports.

Independence:

Ms. Janssen does not have and has not had during any period covered by this audit any interest, direct or indirect, in your center or any of its board members or officials.

M



AGREEMENT BETWEEN

RED OAK COMMUNITY SCHOOL DISTRICT

AND

NOLTE, CORNMAN & JOHNSON, P.C.

THIS AGREEMENT made and entered into this 28<sup>TH</sup> day of FEBRUARY, 2018, by and between RED OAK COMMUNITY SCHOOL DISTRICT, hereinafter called School District and NOLTE, CORNMAN, & JOHNSON, P.C., hereinafter called "CPA".

WHEREAS, the RED OAK COMMUNITY SCHOOL DISTRICT wishes to obtain the services of the CPA to perform the annual audit required by Section 11.6, Code of Iowa, for the one year ended June 30, 2018; and

WHEREAS, the CPA is equipped and staffed to assist in the above audit; and

WHEREAS, this agreement is in the public interest in fulfilling the requirements of Chapter 11 of the Code of Iowa.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED:

1. That the CPA will:

- A. Provide auditors of various classifications and for the estimated hours as detailed in 2.A of this agreement.
- B. Begin work on the audit engagement as specifically agreed upon with the School District.
- C. Perform all work in accordance with generally accepted auditing standard, Chapter 11 of the Code of Iowa and applicable federal requirements.
- D. Immediately inform the School District, the Auditor of State and County Attorney if the audit discloses any irregularity in the collection or disbursement of public funds.
- E. Provide access to the working papers to any appropriate federal agencies for the period of time specified in relevant agreements entered into by the School District.
- F. Provide access to the working papers to the Auditor of State in accordance with Chapter 11 of the Code of Iowa.



2. Conditions of Payment:

- A. It is understood that the fees for the services set forth above shall be reimbursed at the following hourly rates.

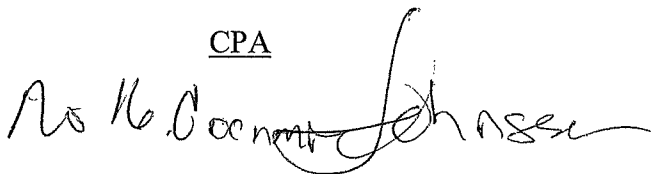
<u>Classification</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>
<u>Junior</u>	<u>44</u>	<u>70</u>
<u>Incharge</u>	<u>30</u>	<u>85</u>
<u>Audit Manager</u>	<u>25</u>	<u>100</u>
<u>Partner</u>	<u>15</u>	<u>125</u>
<u>Travel</u>	<u>Est. Cost</u>	<u>500</u>
<u>Secretarial</u>	<u>Est. Cost</u>	<u>500</u>

- B. The CPA shall present an invoice for services in the following manner: An invoice for 40% at the end of field work. An invoice for remainder at delivery of Audit Reports.
- C. Payment shall be made within 30 days of receipt of invoice.
- D. The total reimbursement for the audit shall not be for more than \$11,000 for the year ended June 30, 2018, except as specially agreed by the School District and the CPA.
- E. An additional fee will be charged at \$150 per hour for assistance with the Certified Annual Report.

3. Termination of Agreement:

- A. The School District may terminate this contract without notice if the CPA fails to perform the covenants or agreements contained herein.
- B. The CPA shall be paid for all work satisfactorily performed to the date of termination.

IN WITNESS THEREOF, RED OAK COMMUNITY SCHOOL DISTRICT AND CPA have executed this AGREEMENT as of the date indicated below.

CPA  
  
NOLTE, CORNMAN & JOHNSON, P.C.

(ENTITY)  
By \_\_\_\_\_  
BOARD PRESIDENT

Date 2/28/2019

Date \_\_\_\_\_

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AGREEMENT BETWEEN  
RED OAK COMMUNITY SCHOOL DISTRICT

AND

NOLTE, CORNMAN & JOHNSON, P.C.

THIS AGREEMENT made and entered into this 28<sup>TH</sup> day of FEBRUARY, 2018, by and between RED OAK COMMUNITY SCHOOL DISTRICT, hereinafter called School District and NOLTE, CORNMAN, & JOHNSON, P.C., hereinafter called "CPA".

WHEREAS, the RED OAK COMMUNITY SCHOOL DISTRICT wishes to obtain the services of the CPA to perform the annual audit required by Section 11.6, Code of Iowa, for the three years ended June 30, 2020; and

WHEREAS, the CPA is equipped and staffed to assist in the above audit; and

WHEREAS, this agreement is in the public interest in fulfilling the requirements of Chapter 11 of the Code of Iowa.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED:

1. That the CPA will:

- A. Provide auditors of various classifications and for the estimated hours as detailed in 2.A of this agreement.
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- C. Perform all work in accordance with generally accepted auditing standard, Chapter 11 of the Code of Iowa and applicable federal requirements.
- D. Immediately inform the School District, the Auditor of State and County Attorney if the audit discloses any irregularity in the collection or disbursement of public funds.
- E. Provide access to the working papers to any appropriate federal agencies for the period of time specified in relevant agreements entered into by the School District.
- F. Provide access to the working papers to the Auditor of State in accordance with Chapter 11 of the Code of Iowa.

2. Conditions of Payment:

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<u>Classification</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>
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<u>Travel</u>	<u>Est. Cost</u>	<u>500</u>
<u>Secretarial</u>	<u>Est. Cost</u>	<u>500</u>

- B. The CPA shall present an invoice for services in the following manner: An invoice for 40% at the end of field work. An invoice for remainder at delivery of Audit Reports.
- C. Payment shall be made within 30 days of receipt of invoice.
- D. The total reimbursement shall not be for more than \$11,000 for the year ended June 30, 2018, and \$11,500 for the year ended June 30, 2019, and \$12,000 for the year ended June 30, 2020, except as specially agreed by the School District and the CPA.
- E. An additional fee will be charged at \$150 per hour for assistance with the Certified Annual Report.

3. Termination of Agreement:

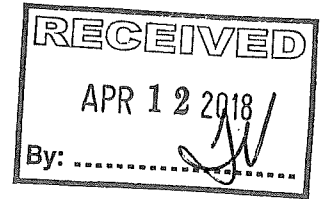
- A. The School District may terminate this contract without notice if the CPA fails to perform the covenants or agreements contained herein.
- B. The CPA shall be paid for all work satisfactorily performed to the date of termination.

IN WITNESS THEREOF, RED OAK COMMUNITY SCHOOL DISTRICT  
AND CPA have executed this AGREEMENT as of the date indicated below.

CPA (ENTITY)  
  
By \_\_\_\_\_  
NOLTE, CORNMAN & JOHNSON, P.C. BOARD PRESIDENT  
Date 2/20/2019 Date \_\_\_\_\_

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Red Oak Community School District  
Staff Selection Recommendation



Date: 4/12/18

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

Position: Accounting Clerk

Name: Heidi Harris

Certified:

Lane: \_\_\_\_\_

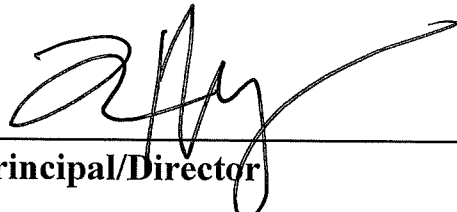
Step: \_\_\_\_\_

Salary: \_\_\_\_\_

Classified:

Hourly Rate: \_\_\_\_\_ \$42,000/year

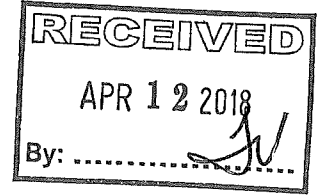
Hours Per Day: \_\_\_\_\_

  
\_\_\_\_\_  
Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only  
Background Check: 4/9/18 DKO

Red Oak Community School District  
Staff Selection Recommendation



Date: 4/12/18

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

Position: Transportation Supervisor

Name: Diana Wesbrook

Certified:

Lane: \_\_\_\_\_

Step: \_\_\_\_\_

Salary: \_\_\_\_\_

Classified:

Hourly Rate: \_\_\_\_\_ \$50,000/year

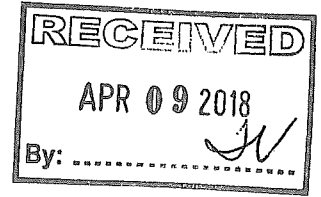
Hours Per Day: \_\_\_\_\_

  
\_\_\_\_\_  
Principal Director

Please send form to Superintendent for Board Approval

Office Use Only  
Background Check: on staff

Red Oak Community School District  
Staff Selection Recommendation



Date: 4-9-18

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

Position: Laborer

Name: Caden Rea

Certified:  
Lane: \_\_\_\_\_

Step: \_\_\_\_\_

Salary: \_\_\_\_\_

Classified:  
Hourly Rate: 8.00

Hours Per Day: Not to exceed 20 hrs a week.

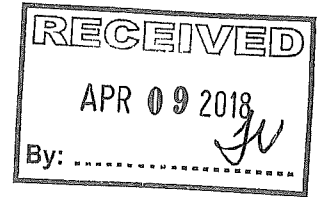
[Signature]  
Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only  
Background Check: 3/9/2018

14

Red Oak Community School District  
Staff Selection Recommendation



Date: 4-9-18

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

Position: Laborer

Name: Ryan Messinger

Certified:

Lane: \_\_\_\_\_

Step: \_\_\_\_\_

Salary: \_\_\_\_\_

Classified:

Hourly Rate: 8.00

Hours Per Day: Not to exceed 20 hrs a week

[Signature]  
Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only  
Background Check: 3/9/2018

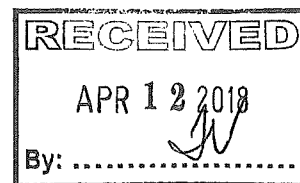
15



**Tammi VanMeter**

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**From:** Deb Drey  
**Sent:** Thursday, April 12, 2018 9:41 AM  
**To:** Keith Little; Tom Messinger  
**Cc:** Angela Montgomery; Tammi VanMeter  
**Subject:** Resignation



Keith,  
Please accept my resignation as the High School Assistant Volleyball Coach effective at the end of the 2017-2018 school year due to the time constraints of my new position.

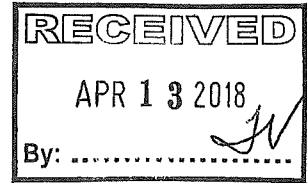
I have thoroughly enjoyed working with our student athletes for the past 20 years and would like to continue as a volunteer coach for the High School Volleyball Program. I have visited with Angie Montgomery and Tom Messinger and both have given me their blessing to be a volunteer coach.

Thanks!  
Deb Drey

Deb Drey  
Business Manager/Board Secretary  
Red Oak Community Schools  
2011 N 8<sup>th</sup> St Admin Center  
Red Oak IA 51566  
712-623-6600  
712-621-6630

16

Red Oak Community School District  
Staff Selection Recommendation



Date: 4-13-2018

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

Position: Volunteer Assistant HS Volleyball

Name: Deb Drey

**Certified:**

Lane: \_\_\_\_\_

Step: \_\_\_\_\_

Salary: \_\_\_\_\_

**Classified:**

Hourly Rate: \_\_\_\_\_

Hours Per Day: \_\_\_\_\_

A handwritten signature in cursive script, appearing to read "Neil R. Lutz".

Principal/Director

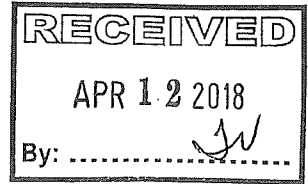
Please send form to Superintendent for Board Approval

17

**Office Use Only**

Background Check: \_\_\_\_\_

Red Oak Community School District  
Staff Selection Recommendation



Date: 4-12

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

Position: Head Girls Varsity Basketball

Name: Maddie Gelber

Certified:

Lane: \_\_\_\_\_

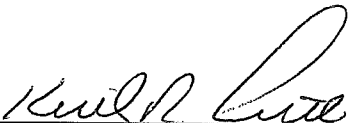
Step: \_\_\_\_\_

Salary: 4,847.63

Classified:

Hourly Rate: \_\_\_\_\_

Hours Per Day: \_\_\_\_\_

  
Principal/Director

Please send form to Superintendent for Board Approval

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Office Use Only  
Background Check: 8-17