

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: Red Oak High School Media Center
Red Oak High School Campus

Monday, April 9, 2018 – 7:00 pm

Public Hearing on the 2018-2019 School Calendar - Amended 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
 - 5.1 Good News from Red Oak Schools
 - 5.2 Visitors and Presentations
 - 5.3 Affirmations and Commendations
 - 5.4 Correspondence
 - 5.5 Public Comments
- 6.0 Consent Agenda
 - 6.1 Review and Approval of Minutes from March 26, 2018 *Pg 1-2*
 - 6.2 Review and Approval of Monthly Business Reports *Pg 3-10*
- 7.0 General Business for the Board of Directors
 - 7.1 Old Business
 - 7.1.1-None
 - 7.2 New Business
 - 7.2.1 Discussion/Approval of High School Soccer program for the 2018-2019 school year
 - 7.2.2 Discussion/Approval of 3rd and final reading of 208.1 Board of Director' Committees *Pg 11*
 - 7.2.3 Discussion/Approval of first reading of policy changes for series 300 *Pg 12-30*
 - 7.2.4 Discussion/Approval of Audit Bids for the 2018-2019 school year
 - 7.2.5 Discussion/Approval of Red Oak Community School District allowing Essex Community School District to share programs with South Page Community School District
 - 7.2.6 Discussion/Approval of Middle School 8th grade Choir to attend Music Festival in Kansas City MO (Worlds of Fun) on April 22, 2018 *Pg 31*

- 7.2.7 Discussion/Approval of Certified Staff Handbooks on topics of insurance and leaves with Sueann Crouse
- 7.2.8 Discussion/Approval of 2018-2019 School Calendar with Mark Haufle, Nick Crouse and Leanne Fluckey pg 32-34
- 7.2.9 Discussion/Approval of 2018 renewal proposal for SU Insurance Company pg 35, 36
- 7.2.10 Discussion/Approval of Extending Retirement Investors' Club Service Agreement pg. 37-42
- 7.2.11 Discussion/Approval of depository for bond funds pg 43-47

Personnel Consideration

- 7.2.12 Discussion/Approval of hiring Kelli Schram as Assistant Softball coach for the 2017-2018 school year pg 48
- 7.2.13 Discussion/Approval of an additional year of leave of absences for Middle School Teacher Stacy Rolenc for the 2018-2019 school year
- 7.2.14 Discussion/Approval of hiring Dan Pollock as Head Boys Basketball for the 2018-2019 school year pg 49
- 7.2.15 Discussion/Approval of hiring Savannah Whipple as Middle School Computer and High School Business effective for the 2018-2019 school year pg 50
- 7.2.16 Discussion/Approval of hiring Kristina Chilton as TLC Lead Teacher for 3rd grade effective for the 2018-2019 school year pg 51
- 7.2.17 Discussion/Approval of the resignation of Michelle Cockburn as 5th grade TLC Lead Teacher effective at the end of the school year. pg 52
- 7.2.18 Discussion/Approval of hiring Jacki Viner as TLC Lead Teacher for the 5th grade effective for the 2018-2019 school year pg 53

8.0 Reports

8.1 Administrative

8.2 Future Conferences, Workshops, Seminars

8.3 Other Announcements

9.0 Next Board of Directors Meeting:

Monday, April 30, 2018 – 7:00 pm
 Red Oak High School Media Center
 Red Oak CSD High School Campus

10.0 Adjournment

Special Note: Following the adjournment of the regular board of directors meeting, the board will meet in an exempt session to discuss negotiations strategy for upcoming contract discussions with our support and teacher units per Iowa Code section 20.17(3).

2018-2019 Proposed School Calendar

CALENDAR LEGEND

Hol/Vac Days
 Full Day Prof Dev

Full Day Professional Development
 August 20, 21, 22
 October 8
 January 2, 28
 March 4
 April 1

Professional Development Noon Release

September 10, 24
 October 15, 29
 November 12, 26
 December 10
 January 7, 21
 February 25
 March 11, 25
 April 15
 May 6, 13, 20

Noon Early Release

Homecoming
 October 2, 4
 November 21
 February 5, 7
 Last Day of School

August 2018					Student Days/Hours	
M	T	W	Th	F		
13	14	15	16	17		
20	21	22	23	24	2	
27	28	29	30	31	5	
September 2018						
3	4	5	6	7	4	
10	11	12	13	14	5	
17	18	19	20	21	5	
24	25	26	27	28	5	
October 2018						
1	2	3	4	5	4	
8	9	10	11	12	4	
15	16	17	18	19	5	
22	23	24	25	26	5	
29	30	31			3	
November 2018						
			1	2	2	
5	6	7	8	9	5	
12	13	14	15	16	5	
19	20	21	22	23	3	
26	27	28	29	30	5	
December 2018						
3	4	5	6	7	5	
10	11	12	13	14	5	
17	18	19	20	21	5	
24	25	26	27	28		
31						
January 2019						
	1	2	3	4	2	
7	8	9	10	11	5	
14	15	16	17	18	5	
21	22	23	24	25	5	
28	29	30	31		3	
February 2019						
				1	1	
4	5	6	7	8	4	
11	12	13	14	15	4	
18	19	20	21	22	5	
25	26	27	28		4	
March 2019						
				1	1	
4	5	6	7	8	3	
11	12	13	14	15	5	
18	19	20	21	22	3	
25	26	27	28	29	5	
April 2019						
1	2	3	4	5	3	
8	9	10	11	12	5	
15	16	17	18	19	4	
22	23	24	25	26	4	
29	30				2	
May 2019						
		1	2	3	3	
6	7	8	9	10	5	
13	14	15	16	17	5	
20	21	22	23	24	5	
27	28	29	30	31	3	
June 2019						
3	4	5	6	7		
10	11	12	13	14		

180 Days/1080 Hours Calendar

Aug 16, 17 New Teacher Prof Dev
 Aug 20, 21, 22 Prof Dev
 Aug. 23 Begin 1st Qt/Sem

Sept 3 Labor Day (No School)
 No school election in even numbered years

Oct 2 & 4 Parent/Teacher Conferences
 Oct 5 No School
 Oct 8 Prof Dev No School
 Oct 23 End 1st Qt
 Oct 24 Begin 2nd Qt

Nov. 22-23 Thanksgiving Holiday (No School)

Dec 24-Jan 1 Winter Break (No School)
Jan 2-Prof Dev No School
 Dec 21 End 2nd Qt/1st Sem

Jan 2 No School Prof Dev
 Jan 3 Begin 3rd Qt/2nd Sem

Feb 5 & 7 Parent/Teacher Conferences
 Feb 8 No School
 Feb 11 No School

Mar 4 Prof Dev No School
 Mar 5 Snow Make Up Day
 Mar 15 End 3rd Qt
 Mar 18 Begin 4th Qt
 Mar 21 & 22 No School

Apr 1 Prof Dev No School
 Apr 2 Snow Make Up Day
 Apr 19-22 No School

May 27 Memorial Day
 May 29 End 4th Qt/2nd Sem

Before regular Agenda

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Red Oak High School Media Center
Red Oak High School Campus
March 26, 2018

The 2017-2018 Budget Amendment Hearing and 2018-2019 Budget Hearing of the Red Oak Community Schools was called to order by President Mark Johnson at 7:01 p.m. President Johnson closed the hearings at 7:21 p.m. The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Mark Johnson at 7:22 p.m. at the Red Oak High School Media Center.

Present

Directors: Roger Carlson, Bret Blackman, Bryce Johnson, Mark Johnson, Kathy Walker
Superintendent Tom Messinger, Business Manager Shirley Maxwell, Business Manager
Deb Drey

Approval of Agenda

Motion by Director Blackman, second by Director Walker to approve the agenda with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously.

Good News from Red Oak Schools

Mrs. Kunze's, Mrs. Viner's, and Ms. Chelsvig's classes at Washington Intermediate Schools applied for and receive Project Jack Grants of \$250. Grants will be paid forward to the Food Pantry, Grand Theatre, and University of Iowa Children's Hospital.

High School Individual Speech had two students participate in All State.

Consent Agenda

Motion by Director Carlson, second by Director Walker to approve the consent agenda with a correction to the minutes of the March 12, 2018 meeting. Motion carried 4-0.

High School Soccer Program for Spring 2018

This item will be on the April 9 agenda.

Board Policy 200 Series Second Reading

Motion by Director Blackman, second by Director Bryce Johnson to approve the second reading of Board Policy 200 Series with corrections to Policy 212 and Policy 213. Motion carried unanimously.

2018-2019 School Budget

Motion by Director Bryce Johnson, second by Director Walker to approve the 2018-2019 School Budget as presented. Motion carried unanimously.

2017-2018 School Budget Amendment

Motion by Director Walker, second by Director Bryce Johnson to approve the 2017-2018 School Budget Amendment as presented. Motion carried unanimously.

2018-2019 School Budget Guarantee

Motion by Director Blackman, second by Director Bryce Johnson to approve the 2018-2019 School Budget Guarantee. Motion carried unanimously.

Continuation of Board Meeting Minutes 3-26-2018 page 2

2017-2018 End of School Year Schedule

Motion by Director Carlson, second by Director Walker to approve the 2017-2018 end of school schedule. Motion carried unanimously.

2018-2019 Early Graduation Requests

Motion by Director Bryce Johnson, second by Director Blackman to approve the early graduation requests from Grace LeRette and Erica VanKeuren pending completion of all graduation requirements. Motion carried unanimously.

Personnel Considerations

Motion by Director Blackman, second by Director Bryce Johnson to hire Ryan Gelber as High School Assistant Football Coach for the 2018-2019 school year. Motion carried unanimously.

Motion by Director Blackman, second by Director Walker to hire Arryn Gillespie as High School Head Tennis Coach for the 2017-2018 school year effective immediately. Motion carried unanimously.

Motion by Director Walker, second by Director Bryce Johnson to hire Tristin Johnson as High School Assistant Tennis Coach for the 2017-2018 school year effective immediately. Motion carried unanimously.

Motion by Director Carlson, second by Director Blackman to approve the resignation of Carlos Guerra, Transportation Director, effective April 30, 2018. Motion carried unanimously.

Motion by Director Walker, second by Director Bryce Johnson to approve the resignation of Debbie Graber as Lead Teacher effective the 2018-2019 school year. Motion carried unanimously.

Adjournment

Motion by Director Walker, second by Director Blackman to adjourn the meeting at 8:20 p.m.

Next Board of Directors Meeting

Monday, April 9, 2018 – 7:00 p.m.
Red Oak High School Media Center
Red Oak CSD High School Campus

Mark Johnson, President

Deb Drey, Board Secretary

04/05/2018 01:24 PM

Unposted; Batch Description APRIL 9 BOARD MEETING, 2018-0001

User ID: BLAYM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AMERICAN PROGRAM BUREAU, INC.	70806-3-0	1,219.00
10 3230 1000 100 0000 320	SPEAKER-HOFFMAN AIRFARE	1,219.00
Vendor Name AMERICAN PROGRAM BUREAU, INC.		<u>1,219.00</u>
BADGER BODY & TRUCK EQ. CO.	102283	221.95
10 0020 2700 000 0000 434	LIFT GATE SERVICE	221.95
Vendor Name BADGER BODY & TRUCK EQ. CO.		<u>221.95</u>
BATTEN SANITATION SERVICE	033018	3,310.00
10 0010 2600 000 0000 421	DISTRICT WIDE GARBAGE	3,310.00
Vendor Name BATTEN SANITATION SERVICE		<u>3,310.00</u>
BIO CORPORATION	524237	27.50
10 1902 1000 100 8002 618	Cow eyes-WASH	27.50
Vendor Name BIO CORPORATION		<u>27.50</u>
CASEY'S	040218	79.74
10 0020 2700 000 0000 626	FUEL-SPEECH & FFA	79.74
Vendor Name CASEY'S		<u>79.74</u>
CDW GOVERNMENT, INC.	LXT7459	130.15
10 0010 2235 000 0000 618	Tripp Lite HDMI to VGA Video Adapterx5	130.15
Vendor Name CDW GOVERNMENT, INC.		<u>130.15</u>
CENTURY LINK	032518	495.46
10 0010 2410 000 0000 532	DISTRICT WIDE FIRE ALARMS	495.46
Vendor Name CENTURY LINK		<u>495.46</u>
CITY OF RED OAK	031918	1,435.28
10 0010 2600 000 0000 411	DISTRICT WIDE UTILITIES-2/15-3-19	1,435.28
Vendor Name CITY OF RED OAK		<u>1,435.28</u>
COUNCIL BLUFFS COMM SCHOOLS	H0218-5463	9,469.78
10 0010 1200 217 3303 320	FEBRUARY TUITION-SPED3	9,469.78
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		<u>9,469.78</u>
CULLIGAN OF ATLANTIC	022218	367.50
10 0010 2600 000 0000 618	49 xSOFTENER SALT	367.50
Vendor Name CULLIGAN OF ATLANTIC		<u>367.50</u>
DEGROOT, DANIEL	040218	123.61
10 2020 1000 100 0000 580	FEB/MARCH SHARED CLASS w/STANTON MILEAGE	123.61
Vendor Name DEGROOT, DANIEL		<u>123.61</u>
DEMCO	6335725	100.72
10 3230 2222 000 0000 618	Clear Glossy Label Protectors 1"Hx3"W 25	23.16
10 3230 2222 000 0000 618	Scotch 845 Book Tape 1-1/2 x 15 Yards	10.20
10 3230 2222 000 0000 618	Book Jacket Cover Attach	23.14

3

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 3230 2222 000 0000 618	tape Clear 3 Co	
10 3230 2222 000 0000 618	Scotch Thermal Laminating Pouches 100/Pk	34.27
Vendor Name DEMCO	shipping	9.95
		<u>100.72</u>
DENTLINGER, CONNIE	040518	257.17
10 0010 1000 100 3342 612	REIMBURSEMENT FOR EARLY LITERACY SUPPLIE	257.17
Vendor Name DENTLINGER, CONNIE		<u>257.17</u>
DETER, BOB	040318	102.68
10 0010 2235 000 0000 580	JAN-MARCH MILEAGE REIMBURSEMENT	102.68
Vendor Name DETER, BOB		<u>102.68</u>
DHS CASHIER 1ST FLOOR	033118	10.78
10 0010 4634 219 4634	PROVIDERS SHARE-MARCH MEDICARE	10.78
Vendor Name DHS CASHIER 1ST FLOOR		<u>10.78</u>
DICKEL DUIT OUTDOOR POWER, INC.	29082	674.10
10 0010 2600 000 0000 618	21 in mower	674.10
Vendor Name DICKEL DUIT OUTDOOR POWER, INC.		<u>674.10</u>
DOLLAR GENERAL	040418	3.75
10 0010 2321 000 0000 611	POSTER BOARD & TAPE	3.75
Vendor Name DOLLAR GENERAL		<u>3.75</u>
ECHO ELECTRIC SUPPLY	S7555479.001	714.00
10 0010 2600 000 0000 618	300 t8 light bulbs	714.00
ECHO ELECTRIC SUPPLY	S7567631.001	265.40
10 0010 2600 000 0000 618	20 ballasts 4 bulb	265.40
Vendor Name ECHO ELECTRIC SUPPLY		<u>979.40</u>
FBG SERVICE CORPORATION	820324	31,089.52
10 0010 2600 000 0000 340	MARCH CLEANING	31,089.52
Vendor Name FBG SERVICE CORPORATION		<u>31,089.52</u>
FOLLETT SCHOOL SOLUTIONS INC	795633F-6	157.27
10 1902 2222 000 0000 643	books-WASH	157.27
Vendor Name FOLLETT SCHOOL SOLUTIONS INC		<u>157.27</u>
FOOTE, DEB	433314	337.49
10 0010 2600 000 0000 432	LABOR & ROLLERS & SOME PAINT-NEW CO	337.49
Vendor Name FOOTE, DEB		<u>337.49</u>
HALL, HEATHER	033118	67.58
10 0010 2134 000 0000 580	MARCH MILEAGE REIMBURSEMENT	67.58
Vendor Name HALL, HEATHER		<u>67.58</u>
HERRICK, KEVIN	032818	134.34
10 0010 2235 000 0000 580	JAN-MARCH MILEAGE	134.34

4

04/05/2018 01:24 PM

Unposted; Batch Description APRIL 9 BOARD MEETING, 2018-0001

User ID: BLAYM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name HERRICK, KEVIN	REIMBURSEMENT	<u>134.34</u>
INDUSTRIAL ARTS SUPPLY CO.	M12165A	1,981.29
10 3230 1300 370 0000 612	LAKIN AWARD MONEY SUPPLY PURCHASE	1,981.29
Vendor Name INDUSTRIAL ARTS SUPPLY CO.		<u>1,981.29</u>
JOSTENS	712637	41.74
10 3230 2410 000 0000 618	Graduation medals	41.74
Vendor Name JOSTENS		<u>41.74</u>
LAMINATOR.COM	161522	142.44
10 1902 1000 100 0000 612	Lamination	142.44
Vendor Name LAMINATOR.COM		<u>142.44</u>
MATUSZESKI, TAYLOR	032618	16.35
10 3230 1000 100 0000 580	MARCH MILEAGE REIMBURSEMENT-HS-MS	16.35
Vendor Name MATUSZESKI, TAYLOR		<u>16.35</u>
MEDIACOM	032118	786.48
10 0010 2236 000 0000 536	PRI LINES	786.48
MEDIACOM	032118-01	1,680.00
10 0010 2236 000 0000 536	INTERNET	1,680.00
Vendor Name MEDIACOM		<u>2,466.48</u>
MERCER HEALTH & BENEFITS ADMIN LLC	033018	2,720.67
10 0010 1000 100 8018 270	MAY RETIREES INSURANCE	2,720.67
Vendor Name MERCER HEALTH & BENEFITS ADMIN LLC		<u>2,720.67</u>
MESSINGER, THOMAS	032918	899.95
10 0010 2321 000 0000 580	MILEAGE REIMBURSEMENT-AUG-2-MARCH-16	899.95
MESSINGER, THOMAS	033018	250.00
10 0010 2321 000 0000 532	QUARTERLY CELL PHONE REIMBURSEMENT	250.00
Vendor Name MESSINGER, THOMAS		<u>1,149.95</u>
MIDAMERICAN ENERGY	032018	13,936.20
10 0020 2600 000 0000 622	BB ELECT	390.96
10 0030 2600 000 0000 621	FBALL GAS	200.85
10 0030 2600 000 0000 622	FBALL ELECT	14.05
10 3230 2600 000 0000 622	TECH ELECT	7,034.69
10 2020 2600 000 0000 622	BBALL COURT ELECT	10.00
10 2020 2600 000 0000 622	MS ELECT	1,723.07
10 1901 2600 000 0000 622	IPS ELECT	3,079.65
10 1902 2600 000 0000 622	WASH ELECT	1,152.84
10 0020 2600 000 0000 621	BB GAS	330.09
Vendor Name MIDAMERICAN ENERGY		<u>13,936.20</u>
MTE OFFICE SUPPLIES	0220188-001	27.70
10 0010 2310 000 0000 611	BOARD NAME PLATE INSERTSx2	27.70
Vendor Name MTE OFFICE SUPPLIES		<u>27.70</u>

5

04/05/2018 01:24 PM

Unposted; Batch Description APRIL 9 BOARD MEETING, 2018-0001

User ID: BLAYM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
NASCO	918258	63.80
10 3230 1000 100 0000 612	Railroad Board, Black, 6ply	63.80
Vendor Name NASCO		<u>63.80</u>
NATIONAL RESTAURANT ASSOCIATION EDUCATION FOUNDATION	30963414	675.00
10 3230 1300 340 0000 320	ProStart registration-RHODES	675.00
Vendor Name NATIONAL RESTAURANT ASSOCIATION EDUCATION FOUNDATION		<u>675.00</u>
O'KEEFE ELEVATOR COMPANY	040118	355.68
10 0010 2600 000 0000 432	ELEVATOR MAINTENANCE AGREEMENT	355.68
Vendor Name O'KEEFE ELEVATOR COMPANY		<u>355.68</u>
OREILLY AUTO PARTS	0298-450740	14.99
10 0010 2600 000 0000 618	TOILET TOOL-MAINT	14.99
OREILLY AUTO PARTS	0298-451263	26.61
10 0020 2700 000 0000 618	WIPER BLADES-BB	26.61
Vendor Name OREILLY AUTO PARTS		<u>41.60</u>
PAPER CORPORATION	135923-00	1,011.20
10 0010 2520 000 0000 618	ADD DISTWHITE COPY PAPER- PALLET=40	1,011.20
Vendor Name PAPER CORPORATION		<u>1,011.20</u>
PEPPER & SON, INC.	11D62884	134.99
10 2020 1920 100 8202 612	SHEET MUSIC, "STAR WARS: THE LAST JEDI",	65.00
10 2020 1920 100 8202 612	SHEET MUSIC, "TROMBONE TIGER RAG", FOR T	55.00
10 2020 1920 100 8202 612	SHIPPING	14.99
Vendor Name PEPPER & SON, INC.		<u>134.99</u>
PLUMB SUPPLY/RIBACK SUPPLY	5133262	141.24
10 0010 2600 000 0000 618	MS SUMP PUMP ELEVATOR PIT	141.24
Vendor Name PLUMB SUPPLY/RIBACK SUPPLY		<u>141.24</u>
PSAT/NMSQT	381888244A	304.00
10 0010 2240 116 4648 320	PSAT TEST FEES	304.00
Vendor Name PSAT/NMSQT		<u>304.00</u>
QUILL CORP.	5521624	56.98
10 1902 1000 100 0000 611	Office supplies-WASH	56.98
QUILL CORP.	5582884	19.99
10 1902 2410 000 0000 611	Desk Organizer-WASH GA	19.99
Vendor Name QUILL CORP.		<u>76.97</u>
RAY MARTIN COMPANY	7523	1,095.00
10 0010 2600 000 0000 432	MS-NO HEAT REPAIR	1,095.00
Vendor Name RAY MARTIN COMPANY		<u>1,095.00</u>
RED OAK CHRYSLER, INC.	171646	804.35
10 0010 2700 217 3303 434	SPED#19 STRUT REPLACE	804.35

6

04/05/2018 01:24 PM

Unposted; Batch Description APRIL 9 BOARD MEETING, 2018-0001

User ID: BLAYM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
RED OAK CHRYSLER, INC.	171850	132.83
10 0010 2700 217 3303 434	SPED#18 BACK UP ALARM REPAIR &OIL CHANGE	132.83
Vendor Name RED OAK CHRYSLER, INC.		<u>937.18</u>
RED OAK LANES	031618	171.00
10 1902 1000 100 8002 618	Bowling-5TH GRADE READING	171.00
Vendor Name RED OAK LANES		<u>171.00</u>
RICK ENGEL, ATTY.	032818	712.50
10 0010 2310 000 0000 320	MARCH LEGAL SERVICES	712.50
Vendor Name RICK ENGEL, ATTY.		<u>712.50</u>
RIVERSIDE TECHNOLOGIES, INC	0196836-IN	1,000.00
10 0010 2235 000 0000 350	APRIL MANAGED SERVICES	1,000.00
Vendor Name RIVERSIDE TECHNOLOGIES, INC		<u>1,000.00</u>
SCHOOL BUS SALES	63535	178.41
10 0020 2700 000 0000 618	RADIO & BACKFLOW-BB	178.41
SCHOOL BUS SALES	63538	6.73
10 0020 2700 000 0000 618	BACKFLOW SUPPLY-BB	6.73
Vendor Name SCHOOL BUS SALES		<u>185.14</u>
SCHOOL SPECIALTY LATTA DIV.	308102963582	42.81
10 1901 1000 100 8001 612	BOARDS-IPS	42.81
Vendor Name SCHOOL SPECIALTY LATTA DIV.		<u>42.81</u>
SOCS/FES	009186	405.00
10 0010 2236 000 0000 536	APRIL WEB HOSTING	405.00
Vendor Name SOCS/FES		<u>405.00</u>
STREETSMARTS LLC	031618	3,515.00
10 3230 1000 121 0000 320	DRIVERS EDx10 3-6 to 5-15	3,515.00
Vendor Name STREETSMARTS LLC		<u>3,515.00</u>
THOMAS BUS SALES OF IOWA	150979	87.48
10 0020 2700 000 0000 618	SWITCH AND HANDLE-BB	87.48
Vendor Name THOMAS BUS SALES OF IOWA		<u>87.48</u>
UNITED PARCEL SERVICE	000053702212 8-18	12.81
10 1901 2410 000 0000 531	IPS BOX TOPS SHIPPING	12.81
Vendor Name UNITED PARCEL SERVICE		<u>12.81</u>
WALFORD, KIMBERLY	040318	303.33
10 1901 1000 100 8001 612	REIMBURSEMENT FOR SUPPLIES	303.33
Vendor Name WALFORD, KIMBERLY		<u>303.33</u>
WESTLAKE ACE HARDWARE	10516773	8.99
10 0010 2235 000 0000 618	Duracell 9V Batteries	8.99
WESTLAKE ACE HARDWARE	10516837	127.96
10 0010 2600 000 0000 618	PAINT FOR NEW CO	127.96
WESTLAKE ACE HARDWARE	10516859	95.97



04/05/2018 01:24 PM

Unposted; Batch Description APRIL 9 BOARD MEETING, 2018-0001

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 2600 000 0000 618	PAINT FOR NEW CO	95.97
WESTLAKE ACE HARDWARE	10516869	1.58
10 0020 2700 000 0000 618	BUS NUMBERS	1.58
WESTLAKE ACE HARDWARE	10516880	15.48
10 0010 2600 000 0000 618	MS SUMP PUMP SUPPLIES	15.48
WESTLAKE ACE HARDWARE	10516882	8.99
10 0010 2600 000 0000 618	MS PLUNGER	8.99
WESTLAKE ACE HARDWARE	10516889	95.97
10 0010 2600 000 0000 618	PAINT FOR NEW CO	95.97
WESTLAKE ACE HARDWARE	10516892	13.99
10 0010 2600 000 0000 618	MS-CLOGGED FOUNTAIN SUPPLY	13.99
Vendor Name WESTLAKE ACE HARDWARE		<u>368.93</u>
WOODRIVER ENERGY LLC	153474	12,625.99
10 1912 2600 000 0000 621	TECH GAS	1,032.86
10 1901 2600 000 0000 621	IPS GAS	2,613.56
10 1902 2600 000 0000 621	WASH GAS	938.19
10 2020 2600 000 0000 621	MS GAS	3,223.48
10 3230 2600 000 0000 621	HS GAS	4,817.90
Vendor Name WOODRIVER ENERGY LLC		<u>12,625.99</u>
Fund Number 10		<u>97,544.24</u>
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
COMPUTER INFORMATION CONCEPTS, INC	PSI26979	10,140.00
36 3230 2235 000 0000 734	Campus Online Registration Prime and Pro	10,140.00
Vendor Name COMPUTER INFORMATION CONCEPTS, INC		<u>10,140.00</u>
COUNCIL BLUFFS COMM SCHOOLS	H0218-5463	1,448.18
36 0010 2600 000 0000 441	FEBRUARY RENT	1,448.18
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		<u>1,448.18</u>
Fund Number 36		<u>11,588.18</u>
Checking Account ID 1		<u>109,132.42</u>
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
ACTIVE NETWORK, INC	11097744	199.00
21 0010 1400 920 6600 618	SOFTWARE FOR TRACK AND XC MEETS	169.00
21 0010 1400 920 6600 618	SOFTWARE CD	10.00
21 0010 1400 920 6600 618	sHIPPING	20.00
Vendor Name ACTIVE NETWORK, INC		<u>199.00</u>
CORNING COMMUNITY SCHOOLS	031518	306.43
21 0010 1400 920 6815 340	AOC VB CLINIC	306.43
Vendor Name CORNING COMMUNITY SCHOOLS		<u>306.43</u>
GLENWOOD COMMUNITY SCHOOLS	4839	60.00
21 0010 1400 920 6815 340	9TH GR VB TOURNEY	60.00
GLENWOOD COMMUNITY SCHOOLS	5217	75.00
21 0010 1400 920 6790 320	JV WRESTLING TOURNEY	75.00
Vendor Name GLENWOOD COMMUNITY SCHOOLS		<u>135.00</u>
HOLIDAY INN DES MOINES AIRPORT	79719	113.12
21 3230 1400 950 7408 580	ROOM STATE LEADERSHIP	113.12

04/05/2018 01:24 PM

Unposted; Batch Description APRIL 9 BOARD MEETING, 2018-0001

User ID: BLAYM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	HOLIDAY INN DES MOINES AIRPORT	113.12
HOWARD'S SPORTING GOODS	07190-00	540.00
21 0010 1400 920 6740 618	TRACK MEDALS & TROPHIES-BOYS	540.00
Vendor Name	HOWARD'S SPORTING GOODS	540.00
IA HIGH SCHOOL SPEECH ASSOC.	031318	22.00
21 3230 1400 910 6110 618	ALL-STATE INDIVIDUAL SPEECH REGISTRATION	22.00
Vendor Name	IA HIGH SCHOOL SPEECH ASSOC.	22.00
IOWA FCCLA	1174	300.00
21 3230 1400 950 7408 320	STATE LEADERSHIP CONFERENCE REGISTx4	300.00
Vendor Name	IOWA FCCLA	300.00
IOWA HIGH SCHOOL MUSIC ASSOC	1360-PENALTY	24.00
21 3230 1400 910 6220 618	PENALTY-DELETE PER SOLO,ADDED BRASS SOLO	24.00
Vendor Name	IOWA HIGH SCHOOL MUSIC ASSOC	24.00
IOWA HS ATHLETIC DIRECTORS	040518	150.00
21 0010 1400 920 6600 320	YEARLY MEMBERSHIP FEE-17-18	150.00
Vendor Name	IOWA HS ATHLETIC DIRECTORS	150.00
NATIONAL FFA ORGANIZATION	MDS-122471	553.20
21 3230 1400 950 7407 618	PINS, PLAQUES, AWARDS FOR FFA BANQUET	553.20
NATIONAL FFA ORGANIZATION	MDS-123963	20.50
21 3230 1400 950 7407 618	PINS, PLAQUES, AWARDS FOR FFA BANQUET	20.50
Vendor Name	NATIONAL FFA ORGANIZATION	573.70
PEPPER & SON, INC.	11D59446	139.48
21 3230 1400 910 6210 618	IN TIME OF SILVER RAIN SHEET MUSIC FOR C	97.50
21 3230 1400 910 6210 618	FIRST BOOK OF BARITONE BASS SOLOS FOR CO	26.99
21 3230 1400 910 6210 618	SHIPPING	14.99
Vendor Name	PEPPER & SON, INC.	139.48
REA, CHRISTY	040518	6.31
21 2020 1400 950 7421 618	REIMBURSMENT FOR STREAMERS-MS STUD COUN	6.31
Vendor Name	REA, CHRISTY	6.31
RIEMAN MUSIC, INC.	2710220	67.80
21 2020 1400 910 6220 618	BOX OF 10 RICO ROYAL ALTO SAXOPHONE SIZE	28.89
21 2020 1400 910 6220 618	BOX OF 10 RICO ROYAL TENOR SAXOPHONE SIZ	38.91
Vendor Name	RIEMAN MUSIC, INC.	67.80
SHENANDOAH COMMUNITY SCHOOLS	041218	90.00

9

04/05/2018 01:24 PM

Unposted; Batch Description APRIL 9 BOARD MEETING, 2018-0001

User ID: BLAYM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 0010 1400 920 6840 340	FILLIES RELAYS ENTRY FEE	90.00
Vendor Name	SHENANDOAH COMMUNITY SCHOOLS	90.00
SPORTS TUTOR, INC.	161380	7,695.00
21 0010 1400 920 6835 618	TRIPLE PLAY ULTRA SOFTBALL PITCHMACHINE	7,695.00
Vendor Name	SPORTS TUTOR, INC.	7,695.00
UNITED PARCEL SERVICE	000053702212 8-18	100.50
21 3230 1400 910 6210 618	VOCAL SHIPPING	100.50
Vendor Name	UNITED PARCEL SERVICE	100.50
Fund Number	21	10,462.34
Checking Account ID	3	10,462.34

10

BOARD OF DIRECTORS' COMMITTEES

The board may determine from time to time that board committees may be required to assist the board in its discharge of duties. In addition to any legally required committees, the board may appoint standing committees with specific charges.

If the board creates or appoints a committee, the board and the committee will strive to follow all applicable federal and state laws. The board and the committee will strive to follow state open meetings and public records requirements.

In no case shall a committee constitute a quorum of the Board of Directors.

Reports of board committees shall be circulated in advance through the superintendent's office, except in an emergency or as directed by the board or president of the board.

Approved March 26, 2018

Reviewed March 26, 2018

Revised March 26, 2018

11

ROLE OF SCHOOL DISTRICT ADMINISTRATION

The purpose of school administration is to help create and to foster an environment in which students can learn most effectively. All administrative duties and functions should be appraised in terms of the goals and objectives and the mission statement created by the school district.

School district administrators have been given a great opportunity and responsibility to manage the school district, to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administrators are guided by board policies, the law, the needs of the students, and the wishes of the citizens in the school district community.

It is the responsibility of the administrators to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the school district, and to inform the board about school district operations. While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities and for the employees.

In this series of the board policy manual, the board defines the role and the employment of school district administrators. Policies in the 400 Series, "Employees," also apply to administrators unless a more specific policy exists in the 300 Series, "Administration."

12

Approved July 14, 2011

Reviewed June 27, 2011

Revised <INSERT DATE HERE>

MANAGEMENT

The board and the administration will work together to share information and decisions under the management team concept. The board and the administrators will work together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate school district policies and regulations.

It is the responsibility of each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator will support the decisions reached on the issues confronting the school district.

The board is responsible for making the final decision in matters pertaining to the school district.

13

Approved July 14, 2011

Reviewed June 27, 2011

Revised <INSERT DATE HERE>

ADMINISTRATORS

The superintendent, the building principals and any other administrators, for purposes of this Series (Series 300) of this Policy, shall be referred to collectively as “administrators.”

Superintendent of the School District

The superintendent shall be the head administrator and executive officer of the board and shall be directly responsible for the execution of the school district’s policies for the faithful and efficient observance of the school district’s rules by all employees throughout the system, and for the enforcement of all provisions of the law relating to the operation of the schools.

Other Administrators of the School District

The building principals and other administrators shall assist the superintendent and the board in the daily operation of the school district.

14

Approved <INSERT DATE HERE>

Reviewed

Revised

RECRUITMENT AND APPOINTMENT OF ADMINISTRATORS

Superintendent

The board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board, as needed, may engage in a search for applicants for the position of superintendent of the school district. The services of a consultant may be engaged to assist in screening and/or selecting candidates to be interviewed by the board.

Other Administrators

The board will employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district. It is the responsibility of the superintendent to make a recommendation to the board for filling any administrative position. The board will act only on the superintendent's recommendation.

15

Approved July 14, 2011

Reviewed June 27, 2011

Revised <INSERT DATE HERE>

ADMINISTRATOR CONTRACTS

The length of the contract for employment between an administrator and the board is determined by the board. The contract will state the length of the contract and the terms of employment. An administrator may be considered a probationary employee, as provided in Iowa law.

If an administrator's contract is not being renewed by the board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the administrator's contract is terminated consistent with statutory termination procedures.

If an administrator wishes to resign, to be released from a contract, or to retire, the administrator must comply with board policies dealing with retirement, release, or resignation.

16

Approved July 14, 2011

Reviewed June 27, 2011

Revised <INSERT DATE HERE>

ADMINISTRATOR SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the superintendent and/or other administrators. The board authorizes the superintendent to set the salary of other administrators. It is the responsibility of the board and/or the superintendent to set the salary and benefits of the superintendent and other administrators at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrator. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the administrator's actual and necessary expenses are paid by the school district when the administrator is performing work-related duties. It is within the discretion of the board to pay dues to professional organizations for the superintendent. It is within the discretion of the superintendent to pay dues to professional organizations for the administrator.

The board believes the administrator is to stay current on educational issues, and as such, the board may approve the payment of dues and other benefits or compensation over and above the administrator's contract. Approval of dues and other benefits or compensation will be included in the records of the board in accordance with board policy.

Approved July 14, 2011

Reviewed June 27, 2011

Revised <INSERT DATE HERE>

ADMINISTRATOR DUTIES

Superintendent

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent is responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent is responsible for overall supervision and discipline of employees and the education program. In executing the above-stated duties, the superintendent will consider the financial situation of the school district as well as the needs of the students.

Specifically the superintendent:

- Interprets and implements all board policies and all state and federal laws relevant to education;
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- Represents the board as a liaison between the school district and the community;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- Attends and participates in all meetings of the board, except when the superintendent has been excused, and makes recommendations affecting the school district;
- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
- Files, or causes to be filed, all reports required by law;
- Makes recommendations to the board for the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;

Approved July 14, 2011

Reviewed June 27, 2011

Revised <INSERT DATE HERE>

ADMINISTRATOR DUTIES

- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies;
- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;
- Supervises methods of teaching, supervision, and administration in effect in the schools;
- Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- Defines educational needs and formulates policies and plans for recommendation to the board;
- Makes administrative decisions necessary for the proper functioning of the school district;
- Responsible for scheduling the use of buildings and grounds by all groups and/or organizations;
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
- Approves vacation schedules for employees;
- Conducts periodic district administration meetings; and,
- Performs other duties as may be assigned by the board.
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board.
- Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.

This list of duties will not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent will consider the school district's financial condition as well as the needs of the students in the school district.

19

ADMINISTRATOR DUTIES

Other Administrators

The board will employ other administrators will to assist the superintendent in the day-to-day operations of the school district.

Building principals shall be responsible for the administration and operation of the attendance center(s) to which they are assigned. Each building principal, as chief administrator of the assigned attendance center, is responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and the budget for the attendance center. The principal is considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal.

Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

- Cooperate in the general organization and plan of procedure in the school under the principal's supervision;
- Supervision of the teachers in the principal's attendance center;
- Maintain the necessary records for carrying out delegated duties;
- Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
- Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
- Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
- Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory is reviewed and filed with the board secretary;
- Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;
- Make such reports from time to time as the superintendent may require;
- Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent;
- Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;

20

ADMINISTRATOR DUTIES

- Contribute to the formation and implementation of general policies and procedures of the school;
- Perform such other duties as may be assigned by the superintendent of schools.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.

21

ADMINISTRATOR EVALUATION

Superintendent

The board will conduct an ongoing evaluation of the superintendent's skills, abilities, and competence. At a minimum, the board will formally evaluate the superintendent on an annual basis. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The superintendent will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

The formal evaluation will be based upon the following principles:

- The evaluation criteria will be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;
- At a minimum, the evaluation process will be conducted annually at a time agreed upon;
- Each board member will have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
- The superintendent will conduct a self-evaluation prior to discussing the board's evaluation, and the board as a whole will discuss its evaluation with the superintendent;
- The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the board's discussion in open session will needlessly and irreparably injure the superintendent's reputation; and,

22

Approved July 14, 2011

Reviewed June 27, 2011

Revised: <INSERT DATE HERE>

ADMINISTRATOR EVALUATION

- The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged to communicate their criticisms and concerns to the superintendent in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence.

Other Administrators

The superintendent will conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the superintendent will formally evaluate the administrators annually. The goal of the administrator's formal evaluation process is to ensure that the educational program for the students is carried out, student learning goals of the school district are met, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation will include written criteria related to the job description. The superintendent, after receiving input from the administrators, will present the formal evaluation instrument to the board for approval.

The formal evaluation will also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation is completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

The principal will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.

23

ADMINISTRATOR EVALUATION

- Collaborating with families and community members, responding to diverse community interests and needs mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

24

ADMINISTRATOR PROFESSIONAL DEVELOPMENT

The board encourages the superintendent and other administrators to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It is the responsibility of the administrator to arrange the administrator's schedule in order to enable attendance at various conferences and events. If a conference or event requires the administrator to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the administrator will bring it to the attention of the board president prior to attending the event.

The administrator may be required to report to the board after an event.

25

Approved July 14, 2011

Reviewed June 27, 2011

Revised <INSERT DATE HERE>

ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrator's duties.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board will give the administrator thirty days notice to cease outside employment.

26

Approved July 14, 2011

Reviewed June 27, 2011

Revised <INSERT DATE HERE>

DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS

Administrative regulations may be necessary to implement board policy. It is the responsibility of the superintendent to develop and enforce administrative regulations.

In developing the administrative regulations, the superintendent may consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community will be informed in a manner determined by the superintendent.

The board will be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

27

Approved July 14, 2011

Reviewed June 27, 2011

Revised <INSERT DATE HERE>

MONITORING OF ADMINISTRATIVE REGULATIONS

The administrative regulations will be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

The superintendent may rely on the board, administrators, employees, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

28

Approved July 14, 2011

Reviewed <INSERT DATE HERE>

Revised

ADMINISTRATIVE SUCCESSION OF AUTHORITY

In the absence of the superintendent, it is the responsibility of the other administrators to assume the superintendent's duties. . If the absence of the superintendent is temporary, the successor shall be that individual or individuals temporarily appointed by the board president.

If the absence of the superintendent is temporary, the successor will assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the superintendent will be absent for an extended period of time, the board will appoint an acting superintendent to assume the responsibilities of the superintendent. The successor will assume the duties when the successor learns of the superintendent's absence or when assigned by the superintendent or the board.

References to "superintendent" in this policy manual will mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

29

Approved July 14, 2011

Reviewed June 27, 2011

Revised: <INSERT DATE HERE>

ADMINISTRATOR CODE OF ETHICS

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators will conduct themselves professionally and in a manner fitting to their position.

Each administrator will follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, will be grounds for discipline up to, and including, discharge.

The professional school administrator:

- Upholds the honor and dignity of the profession in actions and relations with students, colleagues, Board members, and the public;
- Obeys local, state, and national laws; holds to high ethical and moral standards; and gives loyalty to this country and to the cause of democracy and liberty;
- Accepts the responsibility to master and contribute to the growing body of specialized knowledge, concepts, and skills which characterize school administration as a profession;
- Strives to provide the finest possible educational experiences and opportunities to the members of the District community;
- Seeks to preserve and enhance the prestige and status of the profession when applying for a position or entering into contractual agreements;
- Carries out in good faith the policies duly adopted by the local Board and the regulations of state authorities and renders professional service;
- Disallows consideration of private gain or personal economic interest to affect the discharge of professional responsibilities;
- Recognizes public schools are the public's business and seeks to keep the public informed about their schools; and,
- Supports and practices the management team concept.
- Makes the education and well-being of students the fundamental value of all decision making.
- Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
- Accepts responsibility and accountability for one's own actions and behaviors.
- Upholds the honor and dignity of the profession in actions and relations with students, colleagues, Board members, and the public.

30

Approved July 14, 2011

Reviewed June 27, 2011

Revised <INSERT DATE HERE>

Tammi VanMeter

From: Nathan Perrien
Sent: Tuesday, March 27, 2018 10:52 AM
To: Tom Messinger; Tammi VanMeter
Subject: Travel out of State Board Agenda

Could you please add approval for MS 8th grade Choir to attend music festival in Kansas City, MO (Worlds of Fun) on April 22nd?

Also could we get this approved as an Annual Trip so we don't have to do this each year?? -n8

Nate Perrien, Principal
Red Oak Middle School
308 E. Corning
Red Oak, IA 51566



31

Week Of	Full Contact Days	1/2 Contact Days	PD Days	No School or Holiday	
Aug. 20	2		3		
Aug. 27	5				
Sept. 3	4			1	
Sept. 10	3	2			Counted 1 of these as Homecoming
Sept. 17	5				
Sept. 24	4	1			
Oct. 1	2	2		1	
Oct. 8	4			1	
Oct. 15	4	1			
Oct. 22	5				
Oct. 29	4	1			
Nov. 5	5				
Nov. 12	4	1			
Nov. 19	2	1		2	
Nov. 26	4	1			
Dec. 3	5				
Dec. 10	4	1			
Dec. 17	5				
Dec. 24				5	
Dec. 31	2		1	2	
Jan. 7	4	1			
Jan. 14	5				
Jan. 21	4	1			
Jan. 28	4		1		
Feb. 4	2	2		1	
Feb. 11	4		1		
Feb. 18	5				
Feb. 25	4	1			
March 4	3		1	1	Holiday is a Snow Day
March 11	4	1			
March 18	3			2	
March 25	4	1			
April 1	3		1	1	Holiday is a Snow Day
April 8	5				
April 15	3	1		1	
April 22	4			1	
April 29	5				
May 6	4	1			
May 13	4	1			
May 20	4	1			
May 27	1	1		3	
Total Days	152	23	8		

32

Inman/Washington					
Contact Minutes	60800	4715			
Contact Hours	1013.33	78.58		Contact Hours	1091.92
Conference Hours	24			Conference Hours	24
				Total Hours	1115.92

Middle School					
Contact Minutes	61560	4830			
Contact Hours	1026.00	80.50		Contact Hours	1106.50
Conference Hours	24			Conference Hours	24
				Total Hours	1130.50

High School					
Contact Minutes	64600	4830			
Contact Hours	1076.67	80.50		Contact Hours	1157.17
Conference Hours	24			Conference Hours	24
				Total Hours	1181.17

Contact Days	175
PD Days	8
Paid Holidays	5
Conference Days	2
Total Contract Days	190

Noon Release PD Days	16	3.25	52
PD Full Day	8	7.5	60
Total PD Hours			112

23

	Current Calendar	Proposed Calendar	Difference
Contact Days (include PT Conferences)	180	177	-3
Contact Hours	1122	1115.92	-6.08
PD Hours	97.5	112	14.5
Interrupted Days for PD	32	16	-16
Whole Days for PD	5	8	3

34



SU Insurance Company



Quote: TW29024-7

2018 RENEWAL PROPOSAL

March 26, 2018

RED OAK COMMUNITY SCHOOL DISTRICT
2011 NORTH 8TH STREET
RED OAK, IA 51566

RENEWAL CHANGES	PREMIUM
EQUIPMENT ADDS: ADDED CATEGORY A650 TELEPHONES VMS/PBX, ADDED CATEGORY A660 TELEPHONES SYSTEM VOIP, ADDED CATEGORY A169 1:1 TABLETS (FROM 0 TO 2) EQUIPMENT DELETES: DELETED (28) LAPTOPS (FROM 275 TO 247), DELETED (42) TABLETS (FROM 292 TO 250);	
PROPOSED 2018-2019 ANNUAL PREMIUM	\$141,501

35

SU Insurance Company

Equipment Maintenance Insurance

RED OAK CSD

TW29024-7

Classroom Equipment		QTY
A10	<input type="checkbox"/> Driving Simulators	
A20	<input type="checkbox"/> Electrical & Electronic Auto Shop Equipment	
A30	<input type="checkbox"/> Electrical & Electronic Fitness Equipment	
A40	<input type="checkbox"/> Electrical & Electronic Laboratory Equipment	
A50	<input checked="" type="checkbox"/> Electrical & Electronic Sewing Equipment	
A60	<input type="checkbox"/> Electrical & Electronic Shop Equipment	
A70	<input type="checkbox"/> Electrical & Electronic Wood Shop Equipment	
A80	<input checked="" type="checkbox"/> Electronic Audio Visual Equipment <i>(i.e., VCRs, disc players, projection devices)</i>	
A802	<input checked="" type="checkbox"/> Electronic Whiteboards	
A90	<input type="checkbox"/> Electronic Band Equipment	
A100	<input type="checkbox"/> Electronic Photo Shop Equipment	
A120	<input type="checkbox"/> ICN including Satellite Dishes	
A790	<input type="checkbox"/> Student Response Systems	

Communications Equipment	
A180	<input type="checkbox"/> Audio / Visual Systems
A390	<input type="checkbox"/> Overhead Paging / Intercom Systems / Clock Systems
A400	<input type="checkbox"/> Radios
A650	<input type="checkbox"/> Telephone System PBX
A660	<input checked="" type="checkbox"/> Telephones, VMS PBX
A661	<input checked="" type="checkbox"/> Telephone System VOIP

Computer Equipment		QTY
A130	<input type="checkbox"/> Controllers	
A168	<input type="checkbox"/> Computer Communications <i>(i.e., modems, switches, routers, wireless access points)</i>	
A160	<input checked="" type="checkbox"/> Desktop Computers	
A140	<input checked="" type="checkbox"/> File Servers	
A165	<input checked="" type="checkbox"/> Laptops # of	247
A166	<input checked="" type="checkbox"/> Laptops 1:1 mobile # of	626
A167	<input checked="" type="checkbox"/> Tablets # of	250
A169	<input checked="" type="checkbox"/> Tablets 1:1 mobile # of	2
A170	<input type="checkbox"/> Printers	
A150	<input type="checkbox"/> Scanners	

Security Equipment	
A230	<input checked="" type="checkbox"/> Card Access Systems
A240	<input checked="" type="checkbox"/> CCTV Systems
A200	<input checked="" type="checkbox"/> Electronics on Interior Gates / Interior/Exterior Doors
A210	<input type="checkbox"/> Electronic Library Security System
A220	<input checked="" type="checkbox"/> Fire Alarms
A280	<input type="checkbox"/> Metal Detectors
A260	<input type="checkbox"/> Police Alarms
A840	<input type="checkbox"/> Safes, Chests, Vault Doors

Mail Equipment	
A780	<input type="checkbox"/> Inserters, Labelers, Openers, Stackers
A770	<input type="checkbox"/> Mail Machines / Scales (not system)

Facilities Equipment		QTY
A850	<input type="checkbox"/> Auditorium <i>(i.e., stage motors, lighting/audio boards, microphones, speakers)</i>	
A730	<input type="checkbox"/> Auto Light Sensors	
A880	<input type="checkbox"/> Buildings/Grounds <i>(i.e. lawn mowers, leaf blowers, weed wackers, pole saw, power tools)</i>	
A310	<input checked="" type="checkbox"/> Clothes Washers and Dryers	
A810	<input type="checkbox"/> Concession Stand Equipment & Vending Machines	
A320	<input checked="" type="checkbox"/> Electrical & Electronic Food Preparation Equipment	
A330	<input type="checkbox"/> Electrical & Electronic Housekeeping Equipment	
A340	<input type="checkbox"/> Electrical & Electronic Pool Equipment / Whirlpool	
A360	<input type="checkbox"/> Indoor Electronic Sign / Scoreboard	
A680	<input type="checkbox"/> Kilns	
A860	<input type="checkbox"/> Manlifts # of (not itemized)	0
A380	<input type="checkbox"/> Motors for Bleachers, Basketball Hoops	
A350	<input type="checkbox"/> Outdoor Electronic Sign / Scoreboard	
A760	<input type="checkbox"/> Pitching Machines	
A750	<input type="checkbox"/> Sports Time / Measure / Record System	
A890	<input checked="" type="checkbox"/> Walk-In Coolers/Freezers (See Itemized)	
A740	<input type="checkbox"/> Water Drinking Fountains** <i>** (refrigerant & connected plumbing excluded)</i>	

Office Equipment	
A410	<input type="checkbox"/> Binders
A420	<input type="checkbox"/> Bursters
A430	<input type="checkbox"/> CAD / CAM Systems
A450	<input type="checkbox"/> Card Readers
A460	<input type="checkbox"/> Cash Registers
A470	<input type="checkbox"/> Check Signers
A490	<input type="checkbox"/> Coin Sorters / Packagers
A500	<input type="checkbox"/> Copiers (See Itemized)
A510	<input type="checkbox"/> Currency Counters
A620	<input type="checkbox"/> Dictation Equipment
A830	<input type="checkbox"/> Electrical & Electronic Office Equipment <i>(i.e. calculators, typewriters, staplers, hole punchers)</i>
A530	<input type="checkbox"/> Electrical & Electronic Print / Press Equipment <i>(non-production)</i>
A540	<input type="checkbox"/> Electric Rotary Files
A560	<input type="checkbox"/> Embossers
A570	<input type="checkbox"/> Facsimile Machines
A580	<input type="checkbox"/> Folders
A590	<input type="checkbox"/> ID Card Systems
A600	<input type="checkbox"/> Laminators
A610	<input type="checkbox"/> Microfilmers, Microfilm Reader / Printers
A630	<input type="checkbox"/> Retail Scanners
A640	<input type="checkbox"/> Shredders
A820	<input checked="" type="checkbox"/> Time & Attendance Systems
A670	<input checked="" type="checkbox"/> Uninterrupted Power Supply / Transient Voltage Protection Systems (up to 40 KVA)

36



ADMINISTRATIVE SERVICES
AGREEMENT

BETWEEN

THE STATE OF IOWA, DEPARTMENT OF
ADMINISTRATIVE SERVICES

AND



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AGREEMENT FOR 403(b) PLAN ADMINISTRATION

This Agreement is between the State of Iowa, through the Iowa Department of Administrative Services, and the Red Oak Community School District.
The parties agree as follows:

SECTION 1. IDENTITY OF THE PARTIES

1.1 The State of Iowa, through the Department of Administrative Services ("the State"), is authorized pursuant to Iowa Code section 8A.438 to enter into this Agreement. The State's address for purposes of this Agreement is Hoover State Office Building, 1305 E Walnut, Level A., Des Moines, IA 50319.

1.2 The Red Oak Community School District ("the Employer") is authorized pursuant to Iowa Code section 294.16 to enter into this Agreement. The Employer's address is 1901 N Broadway St Ste A Red Oak IA 51566.

SECTION 2. PURPOSE

The parties have entered into this Agreement for the purpose of providing the State's 403(b) plan (RIC 403b) to the Employer's eligible employees.

SECTION 3. DURATION OF AGREEMENT

The effective date of this Agreement shall be July 1, 2018. The Agreement shall remain in effect until terminated by either party.

SECTION 4. DEFINITIONS

The following words shall be defined as set forth below:

4.1 **Internal Revenue Code, Code, and IRC** shall mean the Internal Revenue Code of 1986, as amended from time to time

4.2 **Plan** shall mean the State of Iowa's Retirement Investors' Club 403(b) Plan (RIC 403b).

SECTION 5. STATE SERVICES

5.1 **Plan.** The State shall make its Plan available to all of the Employer's eligible employees. The Employer shall define who is eligible for the Plan. All current RIC 403b investment providers and products shall be offered by the Employer to its eligible employees.

5.2 **Administration.** The State shall administer the Plan on behalf of the Employer's employees in the same manner as for State employees. The State, either directly or through a third party, shall:



- 5.2.1 maintain records for the participating employees;
- 5.2.2 send funds and data to providers;
- 5.2.3 approve employee requests for exchanges, rollovers, and distributions, and provide employees all requisite tax notices concerning said request;
- 5.2.4 determine whether domestic relations orders are acceptable and instruct providers regarding processing approved qualified domestic relations orders;
- 5.2.5 approve requests for hardship distributions;
- 5.2.6 approve requests for loans and monitor loan limits and repayments;
- 5.2.7 make a plan document, forms, and other materials available to the Employer; and
- 5.2.8 provide general customer service to employees.

5.3 Optional Services. The Employer may request that the State provide additional services, including customized forms, a customized website, customized educational materials, and on-site seminars. Requests shall be in writing by an authorized representative of the Employer. All requests for optional services shall be subject to additional fees as determined by the State. Said fees shall be agreed to by the parties prior to the performance of the optional services.

SECTION 6. EMPLOYER ACKNOWLEDGEMENTS AND RESPONSIBILITIES

6.1 Acknowledgements. The Employer acknowledges the following:

- 6.1.1 RIC 403b investment providers and products may change during the term of this agreement, notice of such changes will be provided to the Employer by the State, and any necessary programming adjustments resulting from changes are the Employer's responsibility;
- 6.1.2 the State shall make all final decisions concerning IRC requirements;
- 6.1.3 the Plan may change due to state or federal legislation or regulations; and
- 6.1.4 not all investments offered in this plan are monitored for performance, fees, restrictions, or penalties.

6.2 Responsibilities. The Employer shall:

- 6.2.1 remit payment timely to the State as agreed to in Exhibit 1 or for optional services requested under section 5.3 above;
- 6.2.2 send required information and money to the State or a third party administrator in a timely manner and in the required format;
- 6.2.3 be responsible for calculating an employee's annual maximum contribution limit and ensuring all employee elective deferrals remain within the applicable limits;
- 6.2.4 adhere to the Plan's regulations and requirements, including payroll effective dates;
- 6.2.5 inform new employees of the Plan upon hire and annually thereafter in compliance with federal regulations;
- 6.2.6 allow the State to review any materials the Employer prepares which mention the Plan, including any employee handbooks or marketing materials;



- 6.2.7 provide the State, upon request, with required information about the Employer's current and past investment providers;
- 6.2.8 work with the State to establish a communication plan for the Employer's employees; and
- 6.2.9 inform the State of any changes to its eligibility rules, matching amounts, or other items that may impact the State's administration of the Plan.

SECTION 7. TERMS

7.1 Termination. Either party may terminate this Agreement upon 30 days written notice. Upon termination, the Employer shall become the plan sponsor for all assets for its employees and former employees and shall be responsible for compliance with all federal and state laws and regulations with respect thereto. The State shall agree to provide any and all available information requested by the Employer, or the Employer's designee, concerning the Employer's past participation in the State's Plan.

7.2 Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of this Agreement.

7.3 Counterparts. The parties agree that this Agreement has been or may be executed in several counterparts, each of which shall be deemed an original and all such counterparts shall together constitute one and the same instrument.

7.4 Delay or Impossibility of Performance. Neither party shall be in default under this Agreement if performance is delayed or made impossible by circumstances or causes beyond its reasonable control, including, without limitation, an act of God, flood, fire, governmental action, war, violence, terrorism, failure to cooperate by any third party, or similar events. In each such case, the delay or impossibility must be beyond the reasonable control and without the fault or negligence of the party.

SECTION 8. EXECUTION

IN WITNESS WHEREOF, in consideration of the mutual covenants set forth above and for other goods and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties have entered into the above Agreement and have caused their duly authorized representatives to execute this Agreement.

State of Iowa
Department of Administrative Services

/s/ _____ 07/01/2018

Christy Niehaus	Date	Name	Date
Chief Operating Officer			

(title)

41



EXHIBIT 1: FEES

1. The Employer agrees to pay the State fees as described herein:

Annual Fees

RIC Basic Fee	\$400
---------------	-------

2. The parties agree that the fees may be renegotiated yearly.
3. Annual fees and optional fees shall be paid within 30 days of receipt of the State's invoice.
4. Fees for any additional requested services shall be agreed to by the parties prior to the provision of the services and shall be based on the State's actual expenses in providing the services.

42

Deb Drey

From: Dan Zomermaand <dzomermaand@pmanetwork.com>
Sent: Thursday, March 29, 2018 7:26 AM
To: Deb Drey
Cc: Shirley Maxwell
Subject: ISJIT Bond Proceeds Investing Bid

Hi Deb,

We at ISJIT are thrilled to be able to put in a bid for the investment of your current bond proceeds. While it is too early for us to be able to bid on your subsequent bond issue this summer, based on our conversation, our hope is that the account that we would potentially set-up today would be maintained for the ensuing issue. Typically, we would look at your cash flow and bid various CDs to match inflows and outflows, while leaving some cash cushion. However, today we are proposing a 1 Month Rolling CD with an interest rate quote of 1.70% for April. The reasons why we are suggesting this include the following investment features:

- Variable Rate – beneficial in a rising interest rate environment, the Fed has indicated they plan future rate hikes
- Adequate liquidity – you can get at your funds monthly without fearing locking up too much
- Maximizing earnings – the two above points help with effectively investing 100% of your bond proceeds, not having to keep any money in lower yielding liquid accounts
- Simplicity – just one investment to keep track of for your project
- 1 Month Feature – at the beginning of every month you will get the chance to add, withdraw and/or simply renew the CD for the next month at the new, market based rate

Please let me know if you have any questions on our proposal. We look forward to possibly working with you on this.

Thanks.

Dan Zomermaand
Marketing Consultant

PMA Financial Network, Inc.
6000 Grand Ave.
Des Moines, IA 50312

D 712-251-0383
F 515-243-4992

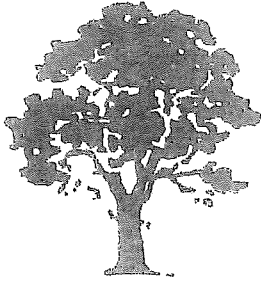
www.pmanetwork.com

Integrity. Commitment. Performance.™

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13



Red Oak Community School District

*Administrative Center
2011 N 8th Street, Tech Bldg.
Red Oak, Iowa 51566
(712) 623-6600
www.redoakschooldistrict.com*

March 19, 2018

Karl Bormann, President
Houghton State Bank
116 E Coolbaugh St
Red Oak IA 51566

Mr. Bormann,

The Red Oak Community School District is seeking quotes for an interest rate on \$8,000,000 in Revenue Bonds and up to \$19,990,000 in General Obligation Bonds for the District Building Project. The Revenue Bonds have already been sold and the General Obligation Bonds will be sold in the next few months. The bid should be net of all costs. A projected cash flow is enclosed.

If you are interested in submitting a bid, please complete the information below. This information should be returned to the District Central Office by March 29, 2018. The Board of Directors will consider the bids at an upcoming meeting. Should you require additional information, please contact Deb Drey, Business Manager, at 712-623-6600.

Thank you for your consideration of this bid proposal. We look forward to receiving the necessary information from you.

Sincerely,

Tom Messinger
Superintendent

Interest Rate Net of All Costs

1.12%

Withdrawal Stipulations/Other Information:

Please see attached for details.



HOUGHTON STATE BANK

SINCE 1879

March 29, 2018

Tom Messinger, Superintendent
Red Oak Community School District
2011 N 8th Street
Red Oak, Iowa 51566

Dear Mr. Messinger:

Please accept this letter and attachment as supplemental information for our bid as depository for the Red Oak Community School District's building project. In addition to the stated Annual Interest Rate quote of 1.12%; we wish to include the following details:

Account Type & Details

The proposed product is a special quote Money Market Account. All deposited funds will be available on demand without withdrawal penalty up to 6 times per calendar month. This includes the ability to sweep funds online to the school's other deposit accounts here at Houghton State Bank.

Interest Rate Flexibility

The stated Annual Interest Rate quote of 1.12% is based on prevailing rates at this time and subject to change. Rate movements can be anticipated to generally follow trends of the Fed over the construction period. Houghton State Bank will act in good faith to adjust the rates for this account in the same manner as its other depositors.

Interest Revenue Projections

I have attached a model cashflow, deposit balance, and interest income schedule to provide a tangible projection on interest earnings potential for the school district using the stated 1.12% rate quote. Withdrawals were based on those provided in the bid request. Deposits (aka bond proceeds) assumed the Revenue Bonds already on deposit and a split offering of the G.O. Bonds in 2018 and 2019.

Other Terms

The terms of this bid are guaranteed for construction funds on deposit with Houghton State Bank up to \$15,000,000 at any given time during the construction period. The assumed bond offering schedule in the cashflow projection shows this should be adequate to cover anticipated funds on deposit. Again, the bank will act in good faith to honor these terms on funds over this amount. Prior notification by the school of higher balance projections (example- a decision by the school to issue all G.O. bonds in May 2018) would increase the certainty of honoring these terms on deposits over \$15,000,000.

45

Also, please take into consideration that Iowa banks receiving public funds on deposit, such as these, are required by Iowa Code to maintain a pledge of collateral to the State Treasurer of Iowa in addition to federal deposit insurance. This pledged collateral amount plus the bank's Total Capital must, at all times, be equal to or exceed the total amount of public funds on deposit. This statutory pledging requirement is in place to insure the integrity and confidence of public funds on deposit with Iowa banks and is monitored at each institution by the Iowa Division of Banking.

We value the relationship our two organizations have maintained for many years and our common goal of supporting and investing in the Red Oak community. Please do not hesitate to contact either myself, Karl Bormann, or Bonnie Orme at (712) 623-4823 if you have any questions or require additional information.

As a courtesy, please let me know the date in which the Board of Directors will consider this topic, once that date has been decided.

Thank you, again, for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "A. G. Houser", written in black ink.

Aaron G. Houser
Senior Vice President

enclosure

**Red Oak Community School District
Projected Bond Cashflow and Interest Income**

#	Month	Deposits	Withdrawals	Net Monthly Change	Balance	Monthly Interest Income
1	April-18	\$8,000,000	\$0	\$8,000,000	\$8,000,000	\$7,467
2	May-18	\$0	(\$1,859,661)	(\$1,859,661)	\$6,140,339	\$5,731
3	June-18	\$10,000,000	(\$1,873,172)	\$8,126,828	\$14,267,167	\$13,316
4	July-18	\$0	(\$2,802,561)	(\$2,802,561)	\$11,464,606	\$10,700
5	August-18	\$0	(\$2,318,093)	(\$2,318,093)	\$9,146,513	\$8,537
6	September-18	\$0	(\$1,373,230)	(\$1,373,230)	\$7,773,283	\$7,255
7	October-18	\$0	(\$1,343,445)	(\$1,343,445)	\$6,429,838	\$6,001
8	November-18	\$0	(\$2,142,399)	(\$2,142,399)	\$4,287,439	\$4,002
9	December-18	\$0	(\$1,427,863)	(\$1,427,863)	\$2,859,576	\$2,669
10	January-19	\$0	(\$1,397,321)	(\$1,397,321)	\$1,462,255	\$1,365
11	February-19	\$0	(\$920,141)	(\$920,141)	\$542,114	\$506
12	March-19	\$0	(\$829,957)	(\$829,957)	(\$287,843)	\$0
13	April-19	\$9,900,000	(\$834,355)	\$9,065,645	\$8,777,802	\$8,193
14	May-19	\$0	(\$954,054)	(\$954,054)	\$7,823,748	\$7,302
15	June-19	\$0	(\$873,444)	(\$873,444)	\$6,950,304	\$6,487
16	July-19	\$0	(\$892,230)	(\$892,230)	\$6,058,074	\$5,654
17	August-19	\$0	(\$857,612)	(\$857,612)	\$5,200,462	\$4,854
18	September-19	\$0	(\$765,803)	(\$765,803)	\$4,434,659	\$4,139
19	October-19	\$0	(\$1,123,238)	(\$1,123,238)	\$3,311,421	\$3,091
20	November-19	\$0	(\$1,118,648)	(\$1,118,648)	\$2,192,773	\$2,047
21	December-19	\$0	(\$1,093,942)	(\$1,093,942)	\$1,098,831	\$1,026
22	January-20	\$0	(\$267,917)	(\$267,917)	\$830,914	\$776
23	February-20	\$0	(\$242,917)	(\$242,917)	\$587,997	\$549
24	March-20	\$0	(\$212,917)	(\$212,917)	\$375,080	\$350
25	April-20	\$0	(\$202,917)	(\$202,917)	\$172,163	\$161
26	May-20	\$0	(\$1,175,674)	(\$1,175,674)	(\$1,003,511)	\$0
27	June-20	\$0	(\$182,008)	(\$182,008)	(\$1,185,519)	\$0
28	July-20	\$0	(\$74,500)	(\$74,500)	(\$1,260,019)	\$0

Projected Annual Interest Income Potential

2018	2019	2020	Total
\$65,678	\$44,662	\$1,835	\$112,175

47

Red Oak Community School District
Staff Selection Recommendation

FEB 13 2018
BY: JW

Date: 2/13

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

Position: Assistant Softball

Name: Kelli Schram

Certified:
Lane: —

Step: —

Salary: \$ 3127.50

Classified:
Hourly Rate: _____

Hours Per Day: _____

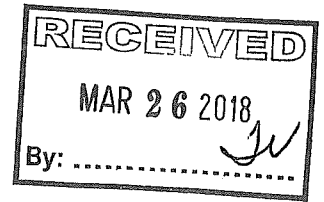
Kelli Schram
Principal/Director

Please send form to Superintendent for Board Approval

48

Office Use Only
Background Check: N/A

Red Oak Community School District
Staff Selection Recommendation



Date: 3-26-2018

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

Position: Head Boys Basketball

Name: Dan Pollock

Certified:

Lane: _____

Step: _____

Salary: 4847.63 2017-18

Classified:

Hourly Rate: _____

Hours Per Day: _____

Kiril R. Little

Principal/Director

Please send form to Superintendent for Board Approval

49

Office Use Only

Background Check: N/A

RECEIVED
APR 03 2018
By: JV

Red Oak Community School District
Staff Selection Recommendation

Date: 4/2/18

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

Position: M.S. Comp & H.S. BUSINESS.

Name: SAVANNAH WHIPPLE

Certified:

Lane: BA

Step: 2

Salary: \$36,464 or next years negotiated settlement.

Classified:

Hourly Rate: N/A

Hours Per Day: N/A

[Signature]
Principal/Director

Please send form to Superintendent for Board Approval

50

Back ground ck → Back on 4/3/2018

Red Oak Community School District
Staff Selection Recommendation



Date: 4/6/18

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

Position: TLC Lead Teacher - 3rd Grade

Name: Kristina Chilton

Certified:
Lane: N/A

Step: N/A

Salary: Stipend 4,500⁰⁰

Classified:
Hourly Rate: N/A

Hours Per Day: N/A

J. Allenworth
Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only
Background Check: N/A

51

Michelle Cockburn
1238 L Avenue
Elliott, IA, 51532
712-253-1948
cockburnm@roschools.org



March 15, 2018

Dear Mrs. Allensworth and Members of the Red Oak School Board:

I would like to inform you, with much regret that I am resigning from my position as Fifth Grade Lead Team member.

Thank you very much for the opportunities in professional and personal development provided to me during the last two years. I have especially enjoyed all of the work that I have been involved with during the 2017-18 school year. I feel extremely honored to have had the opportunity to serve on this team and collaborate deeply in so many areas that have had an impact on staff and students this year.

As much as I would love to continue serving on the Elementary Lead Team, I believe it is only fair that I step down and allow one of my colleagues the same opportunities to grow.

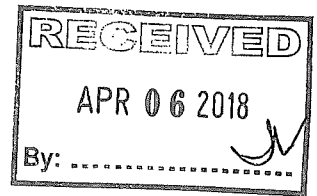
If I can be of any help during this transition, please let me know.

Sincerely,

Michelle Cockburn

52

Red Oak Community School District
Staff Selection Recommendation



Date: 4/6/18

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

Position: TLC Lead Teacher - 5th Grade

Name: Jacki Viner

Certified:
Lane: NA

Step: NA

Salary: Stipend 4,500⁰⁰

Classified:
Hourly Rate: NA

Hours Per Day: NA


Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only
Background Check: N/A

53