

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, March 26, 2018 – 7:00 pm

Public Hearing for the 2017-2018 School Budget Amendment and the 2018-2019 School Budget

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 12, 2018 *pg 1-2*
 - 6.2 Review and Approval of Monthly Business Reports *pg. 3- 12*
- 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 2nd reading of policy changes for series 200
 - 7.2.2 Discussion/Approval of the 2018-2019 Red Oak Community School Budget *pg 13-65*
 - 7.2.3 Discussion/Approval of amending the 2017-2018 Red Oak Community School Budget *pg 66*
 - 7.2.4 Discussion/Approval of Budget Guarantee for the 2018-2019 school year
 - 7.2.5 Discussion/Approval of end of the school year schedule *pg 67-69*

7.2.6 Discussion/Approval of Early Graduation Request from Grace LeRette and Erica VanKeuren for the 2018-2019 school year pending all graduation requirements are met

Personnel Considerations:

7.2.7 Discussion/Approval of hiring Ryan Gelber as Assistant Football Coach for the 2018-2019 school year. pg 70

7.2.8 Discussion/Approval of hiring Arryn Gillespie as Head High School Tennis Coach for the 2017-2018 school year effective immediately pg 71

7.2.9 Discussion/Approval of hiring Tristin Johnson as Assistant High School Tennis Coach for the 2017-2018 school year effective immediately pg 72

7.2.10 Discussion/Approval of the resignation of Director of Transportation Carlos Guerra effective April 30, 2018 pg 73

7.2.11 Discussion/Approval of the resignation of Teacher Leadership Compensation Lead Teacher Debbie Graber effective at the end of the 2017-2018 school year. pg 74

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 9, 2018 – 7:00 pm
Red Oak High School Media Center
Red Oak CSD High School Campus

10.0 Adjournment

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 12, 2018

The Public Hearing on Facilities was opened by Board of Directors President Mark Johnson at 7:00 p.m. Daric O'Neal and Mark Pfister presented information about the building project and invited questions of those present. Board of Directors President Mark Johnson closed the public hearing at 7:05 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 7:05 p.m. at the Red Oak High School Media Center.

Present

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

Approval of Agenda

Motion by Director Bryce Johnson, 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

There were 12 high school students that received straight 1 ratings in the Individual Speech Contest. Abby Pendleton and Brianna Clemons were chosen for All State Individual Speech.

Consent Agenda

Motion by Director Blackman, second by Director Bryce Johnson to approve the consent agenda. Motion carried unanimously.

Presentation and Exchange of Interest Items with Red Oak Support Staff Association

Board of Directors President Mark Johnson presented the letter of interest items with the Red Oak Support Staff Association to Frank Hidalgo.

Presentation and Exchange of Interest Items with Red Oak Education Association

Board of Directors President Mark Johnson presented the letter of interest items with the Red Oak Support Staff Association to Deb Blomstedt.

Plans, Specifications, Form of Contract, Engineers Estimates, and Schedule for Bond Project

Motion by Director Carlson, second by Director Bryce Johnson to approve plans, specifications, form of contract, engineer estimates, and schedule for bond project. Motion carried unanimously.

High School Soccer Program

Motion by Director Carlson, second by Director Blackman to proceed with a high school soccer program pending hiring of authorized coach and receiving pertinent information regarding cost of running the program. Motion carried unanimously.

Resolution Authorizing Issuance of General Obligation Bonds

Motion by Director Walker, second by Director Bryce Johnson to approve the Resolution Authorizing the Issuance of Not to Exceed \$19,990,000 General Obligation School Bonds, and levying a tax for the payment thereof. Motion carried unanimously.

Continuation of Board Meeting Notes 3-12-2018 page 2

Computer Information Concepts-Infinite Campus On-Line Registration

Motion by Director Bryce Johnson, second by Director Blackman to approve the purchase of Infinite Campus On-Line Registration for 2018-2019 school year. Motion carried unanimously.

E-Rate/RTI Contract

Motion by Director Blackman, second by Director Bryce Johnson to approve the contract with RTI pending E-Rate Approval and future Board approval of RTI Contract purchase. Motion carried unanimously.

Central Office Space Rental Agreement

Motion by Director Blackman, second by Director Walker to approve the rental agreement for Central Office space during the building project for \$1,200 per month including utilities. Motion carried unanimously.

Board Policy Series 200 First Reading

Motion by Director Carlson, second by Director Bryce Johnson to approve the first reading of Board Policy Series 200 with changes to Policy 200.1 and Policy 210.2 to have organizational meetings every year; Policy 210.3 change time to be 7:00 p.m.; and Policy 210.9E1 change location and time of meetings. Motion carried unanimously.

Audit Report for the 2016-2017 School Year

Motion by Director Walker, second by Director Bryce Johnson to approve the 2016-2017 Audit Report. Motion carried unanimously.

Personnel Considerations

Motion by Director Blackman, second by Director Walker to hire two seasonal employees for 20 hours per week. Motion carried unanimously.

Motion by Director Bryce Johnson, second by Director Carlson to hire Danielle Floerchinger-Herrington as High School Guidance Counselor for the 2018-2019 school year. Motion carried unanimously.

Motion by Director Carlson, second by Director Blackman to accept the resignation of Daniel Martinez as Girls Basketball Coach and resignation of Tennis Coach pending finding a suitable replacement. Motion carried unanimously.

Motion by Director Bryce Johnson, second by Director Blackman to accept the resignation Juanita Martinez as Assistant Tennis Coach pending finding a suitable replacement. Motion carried unanimously.

Adjournment

Motion by Director Bryce Johnson, to adjournment the meeting at 9:24 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Monday, March 26, 2018 – 7:00 p.m
Red Oak High School Media Center
Red Oak CSD High School Campus

Mark Johnson, President

Deb Drey, Board Secretary

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Unposted; Batch Description MARCH 26 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 RECYCLING	664736	318.00
10 0010 2600 000 0000 421	TV Recyclingx13	318.00
Vendor Name AMERICAN RECYCLING		<u>318.00</u>
BUS PARTS WAREHOUSE	90616	56.83
10 0020 2700 000 0000 618	BB switch & shipping	56.83
Vendor Name BUS PARTS WAREHOUSE		<u>56.83</u>
CENTURY LINK	030118	132.00
10 0020 2490 000 0000 530	2 WAY RADIO TRANSMITTER	132.00
Vendor Name CENTURY LINK		<u>132.00</u>
CHEMSEARCH	3046316	268.00
10 0010 2600 000 0000 432	WATER TREATMENT PROGRAM	268.00
Vendor Name CHEMSEARCH		<u>268.00</u>
COMMUNITY FOOD PANTRY	032118	250.00
10 0010 1999 000 0000	PROJECT JACK-PAY IT FORWARD PROJECT-WASH	250.00
Vendor Name COMMUNITY FOOD PANTRY		<u>250.00</u>
COUNCIL BLUFFS COMM SCHOOLS	V0672777	9,237.80
10 0010 1200 217 3303 320	JAN TUITIIION SPED 3	9,237.80
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		<u>9,237.80</u>
COUNSEL OFFICE & DOCUMENTS	294905	2,865.51
10 0020 2700 000 0000 359	TRANSPORTATION CLICKS	0.47
10 3230 1000 100 0000 359	HS OFFICE CLICKS	67.31
10 3230 1000 100 0000 359	HS OFFICE LEASE	160.48
10 3230 1000 100 0000 359	HS MEDIA LEASE	134.38
10 3230 1000 100 0000 359	HS USE-TECH CENTER CLICKS	11.56
10 3230 1000 100 0000 359	HS MEDIA CLICKS	227.11
10 2020 1000 100 0000 359	MS MEDIA CENTER CLICKS	71.89
10 2020 1000 100 0000 359	MS MEDIA LEASE	107.69
10 2020 1000 100 0000 359	MS OFFICE LEASE	139.00
10 2020 1000 100 0000 359	MS OFFICE CLICKS	86.46
10 2020 1000 100 0000 359	MS 3RD FLOOR CLICKS	14.38
10 1901 1000 100 0000 359	IPS WORKROOM CLICKS	85.71
10 1901 1000 100 0000 359	IPS LOUNGE LEASE	107.69
10 1901 1000 100 0000 359	IPS OFFICE LEASE	139.00
10 1901 1000 100 0000 359	IPS MEDIA LEASE	134.38
10 1901 1000 100 0000 359	IPS OFFICE CLICKS	74.36
10 1901 1000 100 0000 359	IPS MEDIA CLICKS	503.22
10 1902 1000 100 0000 359	WASH OFFICE CLICKS	37.37
10 1902 1000 100 0000 359	WASH OFFICE LEASE	113.98
10 1902 1000 100 0000 359	WASH MEDIA LEASE	134.42
10 1902 1000 100 0000 359	WASH MEDIA CLICKS	166.27
10 0010 2520 000 0000 618	TECH CENTER LEASE	250.78
10 0010 2520 000 0000 618	TECH CENTER CLICKS	84.61
10 0010 2235 000 0000 350	STEADYSERVE 11+ MACHINES	12.99
Vendor Name COUNSEL OFFICE & DOCUMENTS		<u>2,865.51</u>
FAREWAY FOOD STORES	00309684	67.32

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RED OAK BOARD REPORT

Unposted; Batch Description MARCH 26 BOARD MEETING, 2018-0001

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 2020 1000 421 3227 618	VARIOUS SNACKS FOR THE MS SCHOOL BEYOND	67.32
FAREWAY FOOD STORES	021518	314.15
10 3230 1300 340 0000 612	groceries	110.16
10 3230 1300 340 0000 612	groceries	34.18
10 3230 1300 340 0000 612	groceries	96.96
10 3230 1300 340 0000 612	groceries	72.85
Vendor Name	FAREWAY FOOD STORES	<u>381.47</u>
FIRST BANKCARD	020918	28.28
10 0010 2113 420 1119 618	AT RISK SUPPLIES	28.28
FIRST BANKCARD	021218	178.00
10 0010 2510 000 0000 340	SM-SPRING IASBO CONF	178.00
FIRST BANKCARD	021318	117.00
10 0010 2600 000 0000 618	36" snow shovelsx2	117.00
FIRST BANKCARD	021618	37.64
10 1902 2120 000 0000 611	Picture frames-WASH	37.64
FIRST BANKCARD	021618-01	561.51
10 1902 2120 000 0000 611	Office furniture & supplies-WASH	561.51
FIRST BANKCARD	022118	143.94
10 0010 2236 000 0000 536	DOMAIN LISTING RENEWAL-3YRS-DISTRICTSITE	143.94
FIRST BANKCARD	022318	100.62
10 2020 1000 421 3227 618	SCHOOL BEYOND SCHOOL: K-MART	13.64
10 2020 1000 421 3227 618	SCHOOL BEYOND SCHOOL: FOOD	86.98
FIRST BANKCARD	022318-01	115.38
10 0010 2235 000 0000 618	Klein Tools 21008 Free-Fall Snip Stainle	24.38
10 0010 2235 000 0000 618	Greenlee 701K-G Professional Tone and Pr	91.00
FIRST BANKCARD	022818-01	3,894.72
10 0010 2235 000 0000 580	BD ISTE CONF TRAVEL-HOTEL & FLIGHT	799.91
10 3230 2213 132 3376 320	JE ISTE CONF REGISTRATION	550.00
10 2020 2213 132 3376 320	LF ISTE CONF REGISTRATION	550.00
10 3230 2213 132 3376 580	JE ISTE CONF TRAVEL-HOTEL & FLIGHT	799.90
10 2020 2213 132 3376 580	LF ISTE CONF TRAVEL-HOTEL & FLIGHT	799.91
10 0010 2235 000 0000 330	BD ISTE CONF REGISTRATION	395.00
FIRST BANKCARD	030618	39.98
10 0010 2600 000 0000 618	ORSCHLENS AIR COMPRESSOR PARTS	39.98
FIRST BANKCARD	030718	195.54
10 0010 2600 000 0000 618	pack of 1000 12" ties	56.96
10 0010 2600 000 0000 618	pack of 1,000 18" ties	138.58
FIRST BANKCARD	030718-01	114.00
10 0010 2600 000 0000 618	2 exit signs	58.00
10 0010 2600 000 0000 618	4 emergency lights	56.00
Vendor Name	FIRST BANKCARD	<u>5,526.61</u>
FOLLETT SCHOOL SOLUTIONS INC	1300472	3,540.00
10 1902 2222 000 0000 652	Destiny Library Manager-WASH	885.00
10 2020 2222 000 0000 652	Destiny Library Manager-MS	885.00
10 3230 2222 000 0000 652	Destiny Library Manager-HS	885.00
10 1901 2222 000 0000 652	Destiny Library Manager-IPS	885.00

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Unposted; Batch Description MARCH 26 BOARD MEETING, 2018-0001

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	FOLLETT SCHOOL SOLUTIONS INC	<u>3,540.00</u>
FOOTE, DEB	433311	798.00
10 0010 2600 000 0000 432	PAINT LABOR-31.5HRS-NEW CO & 2 ROLLERS	798.00
Vendor Name	FOOTE, DEB	<u>798.00</u>
GOODWIN TUCKER GROUP	1195501	450.00
10 0010 2600 000 0000 432	DIAGNOSTIC CHARGE ONLY-GARBAGE DISPOSAL	450.00
Vendor Name	GOODWIN TUCKER GROUP	<u>450.00</u>
GOTHBERG, HEATHER	031918	16.99
10 1901 1000 100 8001 612	REIMBURSEMENT FOR SUPPLIES	16.99
Vendor Name	GOTHBERG, HEATHER	<u>16.99</u>
HY VEE FOOD STORES	022818	173.02
10 3230 1300 340 0000 612	groceries	6.95
10 3230 1300 340 0000 612	groceries	31.06
10 3230 1300 340 0000 612	groceries	18.93
10 3230 1300 340 0000 612	groceries	48.93
10 3230 1300 340 0000 612	groceries	67.15
HY VEE FOOD STORES	483945075	61.74
10 0010 2310 000 0000 611	BOARD SUPPLIES	61.74
Vendor Name	HY VEE FOOD STORES	<u>234.76</u>
IAAE	031518	195.00
10 0010 2213 420 1119 330	Conference Registration	195.00
Vendor Name	IAAE	<u>195.00</u>
IOWA ASSN OF SCHOOL BOARDS	IASB0012763	1,200.00
10 0010 2310 000 0000 320	2017 NEEDS ASSESSMENT	1,200.00
Vendor Name	IOWA ASSN OF SCHOOL BOARDS	<u>1,200.00</u>
ISTE	656055	125.00
10 0010 2231 000 0000 320	ISTE Membership Renewal	125.00
Vendor Name	ISTE	<u>125.00</u>
MATUSZESKI, TAYLOR	030918	16.35
10 3230 1000 100 0000 580	FEB MILEAGE REIMBURSEMENT-MS to HS	16.35
Vendor Name	MATUSZESKI, TAYLOR	<u>16.35</u>
MAXWELL, SHIRLEY	030118	35.97
10 0010 2510 000 0000 580	BW-ATL MILEAGE REIMBURSEMENT	35.97
Vendor Name	MAXWELL, SHIRLEY	<u>35.97</u>
MIDAMERICAN ENERGY	031318	17.33
10 1912 2600 000 0000 622	WEBSTER-ELECT	17.33
MIDAMERICAN ENERGY	031318-01	275.68
10 0030 2600 000 0000 622	SPORTS COMPLEX ELECT	275.68
Vendor Name	MIDAMERICAN ENERGY	<u>293.01</u>

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User ID: BLAYM

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
MONTGOMERY COUNTY CONSERVATION FOUNDATION	012918	88.00
10 2020 1000 421 3227 618	SCHOOL BEYOND SCHOOL-11 BIRD HOUSES	88.00
MONTGOMERY COUNTY CONSERVATION FOUNDATION	030818	79.00
10 1901 1000 100 8001 612	CLASSROOM ACT (OWL PELLETT PROGRAM)x79	79.00
Vendor Name MONTGOMERY COUNTY CONSERVATION FOUNDATION		<u>167.00</u>
NISHNA PRODUCTIONS	031318	45.16
10 0010 1200 217 3303 320	JOB COACHINGx1	45.16
Vendor Name NISHNA PRODUCTIONS		<u>45.16</u>
PELGAS	022818	2,347.68
10 0020 2700 000 0000 628	PROPANE TAX	351.18
10 0020 2700 000 0000 628	PROPANE-FEB	1,996.50
Vendor Name PELGAS		<u>2,347.68</u>
PERMA-BOUND	172838-00	86.51
10 1901 2222 000 0000 643	20 Goldfinch Award books	86.51
PERMA-BOUND	1762083-00	75.00
10 1902 2222 000 0000 643	Childrens Choice Books-WASH	75.00
PERMA-BOUND	1762777-00	57.25
10 3230 2222 000 0000 643	IA HS Award Books	57.25
PERMA-BOUND	1766467-00	57.25
10 2020 2222 000 0000 643	SET OF 12 IOWA HIGH SCHOOL BOOK AWARD LI	57.25
Vendor Name PERMA-BOUND		<u>276.01</u>
QUILL CORP.	5339203	147.19
10 1902 1000 100 8002 739	Hole Puncher-WASH	147.19
Vendor Name QUILL CORP.		<u>147.19</u>
R.K. BELT AND SONS, INC.	76318	347.28
10 0020 2700 000 0000 434	#20 WINDOW SWITCH REPAIR	347.28
Vendor Name R.K. BELT AND SONS, INC.		<u>347.28</u>
RAY MARTIN COMPANY	7439	801.35
10 0010 2600 000 0000 432	HS-KITCHEN EXHAUST FAN REPAIR	801.35
RAY MARTIN COMPANY	7444	399.83
10 0010 2600 000 0000 618	BELTS-MISC FOR HS	399.83
Vendor Name RAY MARTIN COMPANY		<u>1,201.18</u>
RED OAK CHRYSLER, INC.	171485	36.95
10 0010 2700 217 3303 434	#19 SPED OIL CHANGE	36.95
Vendor Name RED OAK CHRYSLER, INC.		<u>36.95</u>
RED OAK EXPRESS	201802	261.98
10 0010 2572 000 0000 540	FEB BOARD MEETINGS & CLAIMS	261.98
Vendor Name RED OAK EXPRESS		<u>261.98</u>
RED OAK GRAND THEATER	032118	250.00

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0010 1999 000 0000	PROJECT JACK-PAY IT FORWARD PROJECT-WASH	250.00
Vendor Name	RED OAK GRAND THEATER	250.00
SCHOLASTIC BOOK FAIRS-8	W3788074BF- CSHCHK	1,363.42
10 1902 2222 000 0000 643	Scholastic Book Fair-Wash	1,363.42
SCHOLASTIC BOOK FAIRS-8	W3788135BF	1,390.14
10 2020 2222 950 7415 618	MIDDLE SCHOOL BOOK FAIR SALES.	1,390.14
Vendor Name	SCHOLASTIC BOOK FAIRS-8	2,753.56
UNIVERSITY OF IOWA FOUNDATION	032118	250.00
10 0010 1999 000 0000	PROJECT JACK-PAY IT FORWARD PROJECT-WASH	250.00
Vendor Name	UNIVERSITY OF IOWA FOUNDATION	250.00
Fund Number	10	34,025.29
Checking Account ID	1	
ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC	Fund Number 33 17001-5	CAPITAL PROJECTS - LOST 456,648.19
33 0010 4700 000 8218 343	HS & IPS CONSTRUCTION DOCUMENTS & DESIGN	456,648.19
Vendor Name	ALLEY, POYNER, MACCHIETTO, ARCHITECTURE, INC	456,648.19
Fund Number	33	456,648.19
Checking Account ID	1	
COUNCIL BLUFFS COMM SCHOOLS	Fund Number 36 V0672777	PHYSICAL PLANT & EQUIPMENT 1,400.00
36 0010 2600 000 0000 441	JAN RENT	1,400.00
Vendor Name	COUNCIL BLUFFS COMM SCHOOLS	1,400.00
Fund Number	36	1,400.00
Checking Account ID	1	492,073.48
Checking Account ID	2	
TAHER INC	Fund Number 61 0051634-IN	SCHOOL NUTRITION FUND 58,074.84
61 0010 3110 000 4557 631	F&V JAN	2,688.08
61 0010 3110 000 0000 570	JANUARY EXPENSES	55,386.76
Vendor Name	TAHER INC	58,074.84
Fund Number	61	58,074.84
Checking Account ID	2	58,074.84
Checking Account ID	3	
FAREWAY FOOD STORES	Fund Number 21 00448857	STUDENT ACTIVITY FUND 37.09
21 2020 1400 950 7421 618	VARIOUS SNACKS FOR CONCESS - MS DANCE	37.09
Vendor Name	FAREWAY FOOD STORES	37.09
FIRST BANKCARD	020718-01	539.99
21 3230 1400 950 7426 618	CANNON EOS REBEL CAMERA, EXTRA LENS & AS	539.99
FIRST BANKCARD	021018	678.78
21 3230 1400 910 6210 580	ROOMS FOR HONOR CHOIR	678.78
FIRST BANKCARD	021018-01	64.98
21 3230 1400 910 6210 580	FOOD FOR HONOR CHOIR	64.98
FIRST BANKCARD	021418	557.85

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 0010 1400 920 6790 580	WRESTLING CHEER STATE MEAL MONEY	557.85
FIRST BANKCARD	021518	771.00
21 0010 1400 920 6790 580	STATE HOTEL ROOMS FOR WRESTLING CHEER	771.00
FIRST BANKCARD	021818	1,204.72
21 0010 1400 920 6790 580	ROOMS FOR STATE WRESTLING	1,204.72
FIRST BANKCARD	021818-01	1,204.72
21 0010 1400 920 6790 580	ROOMS FOR STATE WRESTLING	1,204.72
FIRST BANKCARD	022018	137.17
21 0010 1400 920 6790 580	STATE MEAL MONEY-WRESTLING	137.17
FIRST BANKCARD	022018-01	561.00
21 0010 1400 920 6740 618	TWO SIDED FEATHER FLAGS	458.00
21 0010 1400 920 6740 618	TRAVEL BAGS	70.00
21 0010 1400 920 6740 618	SHIPPING	33.00
FIRST BANKCARD	022718	523.77
21 0010 1400 920 6810 580	STATE BASKETBALL MEAL MONEY	523.77
FIRST BANKCARD	022818	806.10
21 0010 1400 920 6810 580	STATE BASKETBALL HOTEL ROOMS	806.10
FIRST BANKCARD	030718-02	15.77
21 3230 1400 950 7413 618	PROM SUPPLIES	15.77
Vendor Name FIRST BANKCARD		<u>7,065.85</u>
FRENCH, DUSTIN	021518	90.00
21 0010 1400 920 6810 320	7/8 GBB OFFICIAL	90.00
Vendor Name FRENCH, DUSTIN		<u>90.00</u>
HY VEE FOOD STORES	481038166	280.00
21 3230 1400 950 7421 618	TREATS FOR IOWA ASSESSMENTS	280.00
Vendor Name HY VEE FOOD STORES		<u>280.00</u>
IA GIRLS H.S. ATHLETIC UNION	17849	30.00
21 0010 1400 920 6810 618	EXTRA STATE ENTRY WRISTBANDSx3	30.00
Vendor Name IA GIRLS H.S. ATHLETIC UNION		<u>30.00</u>
RIEMAN MUSIC, INC.	2681705	4.46
21 3230 1400 910 6220 618	BRASS QUARTET BOOK	4.46
Vendor Name RIEMAN MUSIC, INC.		<u>4.46</u>
ROMINE, RON	021518	90.00
21 0010 1400 920 6810 320	7/8 GBB OFFICIAL	90.00
Vendor Name ROMINE, RON		<u>90.00</u>
Fund Number 21		<u>7,597.40</u>
Checking Account ID 3		<u>7,597.40</u>

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RED OAK COMMUNITY SCHOOLS 2018 JANUARY RECONCILIATION REPORT

	GENERAL FUND	MANAGEMENT	PHYSICAL PLANT	AND DEBT SERVICE	SAVE TAXES
Beg. Balance 02-01-2018	\$ 3,093,213.53	\$ 2,226,657.91	\$ 1,165,305.59	\$ 181,799.48	\$ 9,755,673.36
Revenue	\$ 1,038,077.41	\$ 2,974.11	\$ 18,985.55	\$ 2,261.08	\$ 8,118.37
Expenditure	\$ 1,069,801.14	\$ 2,000.00	\$ 2,763.32	\$ 1,000.00	\$ 140,856.99
Balance 02-28-2018	\$ 3,061,489.80	\$ 2,227,632.02	\$ 1,181,527.82	\$ 183,060.56	\$ 9,622,934.74

Balance 02-28-2017	\$ 2,794,332.72	\$ 2,225,216.78	\$ 854,071.80	\$ 328,836.92	\$ 3,005,091.63
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Checking Account .63%	Checking Account	\$ 7,873,324.69
Money Market Account .85%	Savings Account	\$ 8,494,349.67
	ISJIT	\$ -
	Petty Cash	\$ 150.00
	Outstanding Che	\$ 91,179.42
		\$ 16,276,644.94

NUTRITION FUND

Beg. Balance 02-01-2018	\$ 169,859.79	*	\$ 146,861.44
Revenue	\$ 38,105.27		\$ 46,491.05
Expenditure	\$ 35,298.03		\$ 36,967.77
Balance 02-28-2018	\$ 172,667.03		\$ 156,384.72

ACTIVITY FUND

Beg. Balance 02-01-2018	\$ 169,859.79	*	\$ 146,861.44
Revenue	\$ 38,105.27		\$ 46,491.05
Expenditure	\$ 35,298.03		\$ 36,967.77
Balance 02-28-2018	\$ 172,667.03		\$ 156,384.72

Balance 02-28-2017	\$ 201,765.76		\$ 141,140.09
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Checking Account .50%	\$ 187,390.18		\$ 151,560.66
Petty Cash Boxes	\$ 1,200.00		\$ 4,866.06
Outstanding cks	\$ 15,923.15		\$ 42.00
Book Balance	\$ 172,667.03		\$ 156,384.72

Total Interest	0
0.188090962 General Fund	0
0.136860639 Management	0
0.072590379 PPEL	0
0.011246824 Debt Service	0
0.591211197 Capital Projects	0
	1

*Check was voided in February but with January void date-last month's balance was understated.

PHYSICAL PLANT AND EQUIPMENT LEVY

	2015-2016	2016-2017	2017-2018
Beginning Balance (July 1)	\$92,414.16	\$842,659.58	\$962,988.26
Add: Revenue			
Property Taxes	\$113,302.63	\$142,180.82	\$252,379.28
Voted PPEL	\$405,020.88	\$403,785.51	\$80,276.25
Voted PPEL Surtax	\$432,871.98	\$48,310.93	\$49,817.18
Utility Replacement Tax	\$4,525.46	\$20,172.15	\$52.65
Utility Replacement Tax (SAVE)	\$16,404.76	\$59.54	\$9,646.80
Mobile Home Tax	\$54.91	\$58.26	\$47.99
Voted PPEL Mobile Home	\$189.39	\$212.48	\$111.40
Military Credit	\$45.25	\$0.76	\$186.64
Commercial Industrial tax	\$164.01		\$5,960.47
Interest	\$892.59		\$4,154.09
Donations			
Prior Year Expenditure	\$3,550.00		
Cage Project			
Webster Playground			
EMC Insurance			
MS Water Damage		\$628,807.59	
Skyflight Damage (Storm)			
Refund of Prior Year Expenditure			
Subtotal	\$989,690.48	\$1,471,467.17	\$1,377,279.18
TOTAL AVAILABLE FUND	\$1,082,104.64		
LESS: Expenditures			
1. Reiman Music-Instruments	\$24,857.00		\$1,983.75
2. Sterling Computers (E)	\$3,989.90		\$4,165.20
3. School Duce	\$3,125.12	\$4,700.00	\$11,000.00
4. Trebon-Sophos	\$5,331.67	\$7,650.00	\$7,000.00
5. Software Unlimited	\$7,600.00	\$13,490.00	\$10,036.00
6. Parking Lot Work	\$6,900.00	\$1,740.00	\$7,500.00
7. ADA Ramps at Fbi Field	\$18,899.00	\$4,180.00	\$15,572.72
8. Echemart Cons.Fbi Field	\$9,835.00	\$525.00	\$1,000.00
9. Sellers Const. Floor Tiles	\$2,000.00	\$5,547.00	\$8,062.10
10. Moore Music, Trombone	\$1,750.00	\$1,668.86	\$19,327.75
11. Simplex-Fire Alarm Panel	\$5,705.00	45. Council Bluffs rent	\$99,570.00
12. Frontline Technologies AESOP	\$3,150.64	\$8,570.00	\$3,215.42
13. Red Oak Diesel Bus #1A repair	\$2,590.71	\$5,131.30	\$2,560.00
14. Trebon-Sophos Enduser Prot.	\$4,088.00	\$1,442.77	\$13,618.00
15. Forecast 5 Analytics, Inc	\$10,500.00	\$631.11	\$1,380.60
16.Granger-2 ind. Dehumidifiers MS	\$2,076.00	\$4,854.45	\$1,381.20
17. Spe. Athletics-Mats/wt room	\$7,541.36	\$8,250.00	\$593.30
18.Granger-2 ind. Dehumidifiers HS	\$2,547.15	\$30,411.00	\$2,763.32
19. O'Neal Electric-Install Door Closures	\$4,222.78	\$4,478.07	
20. Infinite Campus-support	\$16,695.00	\$14,519.71	
21. Council Bluffs School- Sp Ed rent	\$7,675.22	\$1,682.76	
22. Montgomery Co. Building Rental	\$264.00	\$41,672.00	\$195,751.36
23. Montgomery C. Building Rental	\$261.00	\$41,672.00	\$1,181,527.82
24. Cybernetic-Maintenance Serv.	\$3,550.00	\$16,311.50	
25. Maggill-Vision Screener	\$2,890.00	\$14,606.00	
26. Sellers Construction-Wt room	\$1,541.75	\$1,490.00	
27. Maintenance Agreement	\$7,500.00	\$19,139.35	
28. Montgomery Co. Building Rental	\$261.00	\$14,014.45	
29. Montgomery Co Building Rental (2)	\$461.00	\$35,387.50	
30. Council Bluffs School- Sp Ed Rental	\$6,130.97	\$3,155.63	
31. REV Services-HS Thermal Sys. Install.	\$16,694.00	\$1,840.20	
32. Red Oak Do It Center-Ballfield Fencing	\$22,479.00	\$1,023.66	
33. Sterling Computers-Equipment	\$10,013.07	\$16,463.68	
34. O Neal Electric, HS thermal Insulation	\$16,500.00	\$5,596.00	
35. Sp Ed Rent, Council Bluffs	\$6,761.00	\$2,048.10	
36. Cargo Lift Gate on Hot Lunch Van	\$3,590.00	\$16,658.00	
Subtotal	\$243,976.34		
Cash Balance	\$838,128.30		
LESS: Expenditures			
1. Frontline Tech. AESOP	\$1,463.17	\$1,463.17	\$1,463.17
2. SchoolDuce	\$989.07	\$989.07	\$989.07
3. Software Unlimited	\$815.69	\$815.69	\$815.69
4. Trebon-Sophos	\$969.57	\$969.57	\$969.57
5. Dirckle Duit-Hugler Mower	\$19,474.00	\$19,474.00	\$19,474.00
6. Ray Martin-HVAC Service Agreement	\$14,606.00	\$14,606.00	\$14,606.00
7. Riverside Tech. 3-UPS systems	\$73,030.00	\$73,030.00	\$73,030.00
8. School Duce	\$935.10	\$935.10	\$935.10
9. Gov Connect-computers	\$1,929.62	\$1,929.62	\$1,929.62
10. Bluebird Schoolbus	\$11,621.19	\$11,621.19	\$11,621.19
11.Hallett Material-Gravel IPS plygrnd	\$2,960.55	\$2,960.55	\$2,960.55
12. Viner Cons. Shall field sidewalk	\$17,185.78	\$17,185.78	\$17,185.78
13. Aug-Sept Rent. Council Bluffs Sp Ed	\$13,618.00	\$13,618.00	\$13,618.00
14. Oct Rent Council Bluffs Sp Ed	\$9,397.76	\$9,397.76	\$9,397.76
15. O Neal Electric ADA Project	\$21,719.24	\$21,719.24	\$21,719.24
16 Nov/Dec Rent. Council Bluffs Sp Ed	\$10,423.00	\$10,423.00	\$10,423.00
Subtotal	\$577,071.98	\$577,071.98	\$577,071.98
Cash Balance	\$894,395.19	\$894,395.19	\$894,395.19

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High School/Inman Primary Construction Project Expense Report

Revenue:	\$8,490,000		
Interest:	4350		
TOTAL			\$8,494,350

	HS/INM	HIGH SCHOOL	INMAN
EXPENDITURES			
Oct. Nov.	Ahlers Law Firm		
	\$1,820		
November	Piper Jaffray		
	\$127,350		
November	Asbestos Service/IA Environmental Services		
	\$4,500		
November	Alley, Poyner, Macchietto		
	\$338,310		
January, 2018	Ahlers Law Firm/view contract		
	\$868		
January, 2018	Ahlers Law Firm/Bond issue		
	\$12,658		
January, 2018	Dorsey Whitney/Bond issue		
	\$5,000		
January, 2018	Thompson, GEO Study	\$4,000	\$6,300
January, 2018	Alley, Poyner, Design Project		
	\$213,105		
February, 2018	Ahlers Law Firm/Cons Legal Services		
	\$597		
February, 2018	Alley, Poyner, Design Project		
	\$140,259		
TOTAL EXPENDITURES	\$844,466	\$4,000	\$6,300
Ending Balance			\$854,766

\$7,639,584

ORGANIZATION OF THE BOARD OF DIRECTORS

The Red Oak Community School District board is authorized by and derives its organization from Iowa law. The board will consist of 5 board members. Board members are elected at-large.

The board is organized for the purpose of setting policy and providing general direction for the school district. The board will hold its organizational meeting in every year at the first regular meeting following the canvass of votes. The retiring board will transfer materials, and responsibility to the new board.

The organizational meeting allows the outgoing board to approve minutes of its previous meetings, complete unfinished business and review the school election results. The retiring board will adjourn and the new board will then begin. The board secretary will administer the oath of office to the newly-elected board members. The board secretary will preside while the new board elects the president and vice-president of the new board.

Approved June 27, 2011 Reviewed June 13, 2011 Revised <INSERT DATE HERE>

13

POWERS OF THE BOARD OF DIRECTORS

The Board of Directors of the Red Oak Community School District, acting on behalf of the school district, will have jurisdiction over school matters within the territory of the school district.

The board is empowered to make policy for its own governance, for employees, for students and for school district facilities. The board is also empowered to enforce its policies. The board may, through its quasi-judicial power, conduct hearings and rule on issues and disputes confronting the school district.

The board has these powers and all other powers expressly granted to it in federal and state law as well as the powers that can be reasonably implied from the express powers.

Because all powers of the board derived from the state statutes are granted in terms of action as a group, individual board members exercise authority over district affairs only as they vote to take action at a legal meeting of the board. In other instances, an individual board member, including the president, will have power only when the board, by vote, has delegated authority. The board will make its members, the district staff, and the public aware that only the board acting as a whole has authority to take official action. Therefore, the board may transact business only with a quorum present during a regular or special meeting.

Pursuant to the state statutes, any board member shall not seek individually to influence the official functions of the district. The board and its members will deal with administrative services through the superintendent and will not give orders to any subordinates of the superintendent either publicly or privately, but may make suggestions and recommendations.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

14

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The board is authorized to govern the school district, which it oversees. As the governing board of the school district, the board has three duties to perform: legislative duty, executive duty and evaluative duty.

As a representative of the citizens of the school district community, the board is responsible for legislating policy for the school district. As a policy making body, the board has jurisdiction to enact policy with the force and effect of law for the management and operation of the school district.

It is the responsibility of the board, under the board's executive duty, to select its chief executive officer, the superintendent, to operate the school district on the board's behalf. The board delegates to the superintendent its authority to carry out board policy, to formulate and carry out rules and regulations and to handle the administrative details in a manner which supports and is consistent with board policy.

The board has a responsibility to review the education program's performance under its evaluative duty. The board regularly reviews the education program and ancillary services. The review includes a careful study and examination of the facts, conditions and circumstances surrounding the amount of funds received or expended and the education program's ability to achieve the board's educational philosophy for the school district.

Approved June 27, 2011

Reviewed <INSERT DATE HERE>

Revised

15

BOARD OF DIRECTORS' ELECTIONS

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

Citizens of the school district community seeking a seat on the board must file their nomination papers with the board secretary, or the board secretary's designee, consistent with the deadlines provided in Iowa law. If a vacancy occurs on the board it may be filled by appointment or by a special election consistent with Iowa law.

All elections will be held as provided in Iowa law. It is the responsibility of the county commissioner of elections to conduct school elections.

Approved: June 27, 2011 Reviewed: June 13, 2011 Revised: <INSERT DATE HERE>

QUALIFICATIONS

Serving on the board of directors is an honor and privilege. Its rewards are respect from the community, students, and employees and the satisfaction from knowing each board member contributed to the success of the children in the school district community. Only those who are willing to put forth the effort to care and to make a difference should consider running for a position on the board.

Individuals who are willing to serve on the board should believe public education is important, support the democratic process, willingly devote time and energy to board work, respect educators and have the ability to examine the facts and make a decision. The board believes an individual considering a position on the school board should possess these characteristics.

Citizens wanting to run for a position on the board must be a citizen of the school district, eighteen (18) years of age or older, an eligible elector of the district, and free from a financial conflict of interest with the position.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

OATH OF OFFICE

Board members are officials of the state. As a public official, each board member must pledge to uphold the Iowa and the United States Constitution and carry out the responsibilities of the office to the best of the board member's ability.

Each newly-elected board member will take the oath of office prior to any action taken as a school official. The oath of office is taken by each new board member elected at the annual school election at or before the organizational meeting of the board. In the event of an appointment or special election to fill a vacancy, the new board member will take the oath of office within ten days of the appointment or election.

Board members elected to offices of the board will also take the same oath of office but replacing the office of board member with the title of the office to which they were elected.

The oath of office is administered by the board secretary and does not need to be given at a board meeting. In the event the board secretary is absent, the oath is administered by another board member.

The oath of office is the following;

"Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the state of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the office of _____ (naming the office) in Red Oak Community School District as now and hereafter required by law?"

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

TERM OF OFFICE

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

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

Approved: June 27, 2011 Reviewed: <INSERT DATE HERE> Revised: June 13, 2011

VACANCIES

A vacancy occurs when a board member resigns, forfeits, or otherwise leaves the office. A vacancy also includes, but is not limited to, the following: failure to be properly elected, failure to qualify within the time fixed by law, failure to reside in the school district or director district, a court order declaring the seat vacant, conviction of a felony, three violations of the open meetings law, or conviction of a public offense in violation of the oath of office.

If a vacancy occurs prior to the expiration of a term of office, the vacancy will be filled by board appointment within 30 days of the vacancy and consistent with the requirements of Iowa law. The newly-appointed board member will hold the position until the next scheduled school election. At that time the appointed board member may run for a four year term, if one is available, or run for the remainder of the unexpired term.

If the board is unable to fill a vacancy by appointment within 30 days after the vacancy occurs, the board secretary will call a special election to be held consistent with the requirements of Iowa law. A board member elected at the special election will serve the remaining portion of the unexpired term.

Approved Jun 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

BOARD OF DIRECTORS' CONFLICT OF INTEREST

Board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in this policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for a school textbook or school supply company during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts to purchase goods or services if the benefit to the board member does not exceed \$2,500 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily competitively bid.

It will also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist includes, but are not limited to, any of the following:

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district badge, uniform, business card or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.

BOARD OF DIRECTORS' CONFLICT OF INTEREST

- (3) The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member, during the performance of the board member's duties of office or employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment of or activity. If the activity or employment falls under (3), then the board member must:

- Cease the outside employment or activity; or
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It is the responsibility of each board member to be aware of an actual or potential conflict of interest. It is also the responsibility of each board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

CODE OF ETHICS

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to their position.

Each board member shall follow the code of ethics stated in this policy.

AS A SCHOOL BOARD MEMBER:

1. I will listen.
2. I will respect the opinion of others.
3. I will recognize the integrity of my predecessors and associates and the merit of their work.
4. I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the board if the situation requires it, but I will consider "star chamber" or "secret" sessions of board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
9. I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
10. I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
11. I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have decisions made for the best interests of the children and the education program.
12. I will insist that the members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
13. I will abide by majority decisions of the board.
14. I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.
15. I will not discuss the confidential business of the board in my home, on the street or in my office; the place for such discussion is the board meeting.
16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

CODE OF ETHICS

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the school district to the community.
3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
4. I will attempt to procure adequate financial support for the school district.
5. I will represent the entire school district rather than individual electors, patrons or groups.
6. I will not regard the school district facilities as my own private property but as the property of the people.

IN MY RELATIONSHIP WITH SUPERINTENDENT AND EMPLOYEES

1. I will function, in meeting the legal responsibility that is mine, as a part of a legislative, policy-forming body, not as an administrative officer.
2. I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not to run them myself.
3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
4. I will recognize the superintendent as executive officer of the board.
5. I will work through the administrative employees of the board, not over or around them.
6. I will expect the superintendent to keep the board adequately informed through oral and written reports.
7. I will vote to employ employees only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on teachers and the board.
9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
11. I will present any personal criticism of employees to the superintendent.
12. I will refer complaints to the proper administrative officer.

CODE OF ETHICS

TO COOPERATE WITH OTHER SCHOOL BOARDS

1. I will not employ a superintendent, principal or teacher who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.
3. I will not recommend an employee for a position in another school district unless I would employ the employee under similar circumstances.
4. I will answer all inquiries about the standing and ability of an employee to the best of my knowledge and judgment, with complete frankness.
5. I will associate myself with board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

BOARD MEMBER LIABILITY

Board members will not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Iowa and the members of the school district community. In carrying out the duties and responsibilities of their office, board members will act in good faith.

The school district will defend, save harmless and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties, unless it constitutes a willful or wanton act or omission. However, the school district will not save harmless or indemnify board members for punitive damages.

Approved June 27, 2011

Reviewed <INSERT DATE HERE>

Revised

PRESIDENT

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

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

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

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

The board president, as the chief officer of the school district, will sign employment contracts and sign other contracts and school district warrants approved by the board. The board president will appear on behalf of the school corporation in causes of action involving the school district, unless the board president must appear individually as a party, in which case, this duty shall be performed by the board secretary.

Approved: June 27, 2011 Reviewed: <INSERT DATE HERE> Revised: June 13, 2011

VICE-PRESIDENT

The vice-president shall serve in the absence of the president and shall perform such other duties as may be assigned by the president or by the board. If the board president is unable or unwilling to carry out the duties required, it is the responsibility of the vice-president of the board to carry out the duties of the president. If the president is unable or unwilling to complete the term of office, the vice-president will serve as president for the balance of the president's term of office, and a new vice-president will be elected.

The vice-president of the board is elected by a majority vote at the organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years, to serve a one year term of office. A member may be elected to successive one-year terms as vice-president.

The vice-president will accept control of the meeting from the president when the president wishes to make or second a motion. The vice-president will take an active role in board decisions by discussing and voting on matters before the board in the same manner as other board members.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

SECRETARY-TREASURER

It shall be the responsibility of the board to annually appoint a board secretary-treasurer.

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

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

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

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

Approved: June 27, 2011 Reviewed: June 13, 2011 Revised: <INSERT DATE HERE>

BOARD OF DIRECTORS' LEGAL COUNSEL

It is the responsibility of the board to employ legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district. The board may appoint legal counsel at its annual meeting or as otherwise necessary and appropriate.

The superintendent and board secretary will have the authority to contact the board's legal counsel on behalf of the board when the superintendent or board secretary believes it is necessary for the management of the school district. The board president may contact and seek advice from the school board's legal counsel. Board members may contact legal counsel upon approval of a majority of the board. It is the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter.

The board's legal counsel will attend both regular and special school board meetings upon the request of the board or the superintendent. Board members may contact legal counsel upon approval of a majority of the board.

It is the responsibility of the superintendent to keep the board informed of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense for the school district.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

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 <INSERT DATE HERE> Reviewed

Revised

AD HOC COMMITTEES

Whenever the board deems it necessary, the board may appoint a committee composed of citizens, employees or students to assist the board. Committees formed by the board are ad hoc committees.

An ad hoc committee may be formed by board resolution which will outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the board resolution. The committee will automatically dissolve upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution. The board will receive the report of the committee for consideration. The board retains the authority to make a final decision on the issue.

The method for selection of committee members will be stated in the board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and will consider the various viewpoints on the issue. The board may designate a board member and/or the superintendent to serve on an ad hoc committee. The committee will select its own chairperson, unless the board designates otherwise.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

AD HOC COMMITTEES REGULATIONS

Ad Hoc Committee Purpose and Function

The specific purpose of each ad hoc committee varies. Generally, the primary function of an ad hoc committee is to give specific advice and suggestions. The advice and suggestions should focus on the purpose and duties stated in the board resolution establishing the committee. It is the board's role to take action based on information received from the ad hoc committee and other sources. Ad hoc committees may be subject to the open meetings law.

Role of an Ad Hoc Committee Member

The primary role of an ad hoc committee member is to be a productive, positive member of the committee. In doing so, it is important to listen to and respect the opinions of others. When the ad hoc committee makes a recommendation to the board, it is important for the ad hoc committee members to support the majority decision of the ad hoc committee. An ad hoc committee will function best when its members work within the committee framework and bring items of business to the ad hoc committee.

Ad Hoc Committee Membership

Ad hoc committee members may be appointed by the board. The board may request input from individuals or organizations, or it may seek volunteers to serve. Only the board or superintendent has the authority to appoint members to an ad hoc committee. Boards must follow the legal limitations or requirements regarding the membership of an ad hoc committee.

DEVELOPMENT OF POLICY

The board shall develop and maintain a policy manual that provides a codification of its policy actions. Board policy provides the general direction as to what the board wishes to accomplish and why it wishes to accomplish it while allowing the superintendent to implement board policy. Policies shall be reviewed on a regular basis to ensure relevance to current practices and compliance with the law.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, employees and students in the school district community. The policy statements are the basis for the formulation of regulations by the administration. The board will determine the effectiveness of the policy statements by evaluating periodic reports from the administration.

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas will be submitted to the superintendent's office for possible placement on the board agenda. It is the responsibility of the superintendent to bring these proposals to the attention of the board.

The policies of the board may be amended or revised by resolution adopted at any regular meeting, provided notice of such change shall have been given at a previous meeting. The superintendent is authorized to submit written recommendations for revision of any existing policies as he deems necessary for the most efficient operation of the school district. The superintendent will notify all employees whenever revisions, additions or amendments are made. This notice procedure shall be required except for emergency situations, which shall be determined solely by the board.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

ADOPTION OF POLICY

The board will give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular board meetings. The proposed policy changes will be distributed and public comment may be allowed at both meetings prior to final board action. This notice procedure will be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy will be included in the minutes. The board will have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy will be approved by a simple majority vote of the board at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy will expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

DISSEMINATION OF POLICY

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

It shall be the responsibility of the board secretary to ensure copies of new and revised policy statements are distributed to the custodians of board policy manuals as soon as possible following the policy's adoption. Copies of changes in board policy will also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

Approved: June 27, 2011 Reviewed: June 13, 2011 Revised: <INSERT DATE HERE>

SUSPENSION OF POLICY

Generally, the board will follow board policy and enforce it equitably. The board, and only the board, may, in extreme emergencies of a very unique nature, suspend policy. It is within the discretion of the board to determine when an extreme emergency of a very unique nature exists. Reasons for suspension of board policy will be documented in board minutes.

Approved June 27, 2011

Reviewed <INSERT DATE HERE>

Revised

ADMINISTRATION IN THE ABSENCE OF POLICY

When there is no board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances surrounding the situation keeping in mind the educational philosophy and financial condition of the school district.

It is the responsibility of the superintendent to inform the board of the situation and the action taken and to document the action taken when necessary. If needed, the superintendent will draft a proposed policy for the board to consider.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

REVIEW AND REVISION OF POLICY

The board shall, at least once every five years, review board policy. Each year, the board may make a determination about the sections and/or series of the policy manual and the specific policies in the policy manual to be reviewed.

It is the responsibility of the superintendent to keep the board informed as to legal changes at both the federal and state levels. The superintendent will also be responsible for bringing proposed policy statement revisions to the board's attention.

If a policy is revised because of a legal change over which the board has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the board.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

REVIEW OF ADMINISTRATIVE REGULATIONS

Board policy sets the direction for the administration of the education program and school district operations. Some policies require administrative regulations for implementation.

It is the responsibility of the superintendent to develop administrative regulations to implement the board policies. The regulations, including handbooks, will be approved by the board prior to their use in the school district.

Approved June 27, 2011

Reviewed <INSERT DATE HERE>

Revised

ANNUAL MEETING

Each year at a regular or special meeting held after August 31, but before the organizational meeting the board will hold its annual meeting

At the annual meeting, the board will examine the financial books and settle the secretary's and treasurer's statements for the fiscal year ending the preceding June 30 and transact such other business as may properly come before it. As part of the annual reports, the treasurer will present affidavits from depository banks.

The board may also appoint the board's legal counsel.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

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ORGANIZATIONAL MEETING

The board will hold its organizational meeting annually at the first regular meeting following the canvass of votes in every year. Notice of the meeting's place and time will be given by the board secretary to each member, member-elect and the public.

The purpose of the meeting is to transfer material and responsibility from the outgoing board to the new board. At the meeting, the board will elect a president who will hold office for one year. Once elected, the president will be entitled to vote on all matters before the board.

Meeting Procedure

The organizational meeting of the board will be held in two parts: the final meeting of the outgoing board, and the organizational meeting of the new board.

- I. Call to Order
- II. Roll Call
- III. Communications
 - A. Visitors
 - B. Correspondence
 - C. Other
- IV. Consent Agenda
 - A. Agenda
 - B. Minutes from Previous Meeting
 - C. Claims
 - D. Financial Reports
- V. Business of the Retiring Board of Directors
 - A.
 - B.
- VI. Review of election results. The board secretary will present the county auditor's official report on the latest elections. Official results are recorded in the minutes.
- VII. Adjournment of the Retiring Board of Directors

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ORGANIZATIONAL MEETING

- VIII. Business of the New Board of Directors
- A. Organizational Meeting of the Board of Directors (The board secretary, as president pro tem, will preside over the meeting until a new board president is elected.)
1. Call to Order
 2. Roll Call
 3. Oath of office. The board secretary will administer the oath to new members.
 4. Election of Board Officers (Election of a president of the board. The president pro tem will call for a motion to elect the board president, with the process to continue until a board member is elected as board president following a motion and second. The board secretary will administer the oath of office to the newly elected president and the newly elected president will assume the chair. Election of the vice-president. The president of the board will call for a motion to elect the board vice-president, with the process to continue until a board member is elected as board vice-president following a motion and second. The board president will administer the oath of office to the newly elected vice-president.)
 5. Review of Board Member Code of Ethics
 6. Appoint Board Member to County Conference Board(s)
 7. Make Appointments to Other Board Committees
 8. Reaffirm Dates, Place, & Time of Regular Board Meetings
- B. New Business
- 1.
 - 2.
- IX. Reports
- A. Administrative
- B. Upcoming Events and Meetings
- 1.
 - 2.
- X. Adjournment

Vacancies in Officer Positions

If any office of the board should become vacant between organizational meetings, such office will be filled by the remaining members of the board in accordance with this policy.

Approved: <INSERT DATE HERE>

Reviewed:

Revised:

43

REGULAR MEETING

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

Meetings will begin promptly at 7:00 p.m. The board will adhere to this meeting date schedule unless the board requires additional meetings or, due to circumstances beyond the board's control, the meeting cannot be held on the regular meeting date, and the meeting will be re-scheduled at the board's convenience.

Meetings will be held in the meeting place officially designated by the board, which will be accessible to the public. Public notice of the meetings will be given.

Approved: June 27, 2011 Reviewed: June 13, 2011 Revised: <INSERT DATE HERE>

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SPECIAL MEETING

It may be necessary for the board to conduct a special meeting in addition to the regularly scheduled board meeting. Special meetings may be called by the president of the board or by the board secretary at the request of a majority of the board.

Should a special meeting be called, public notice will be given. If the special meeting called is an emergency meeting and the board cannot give public notice in its usual manner, the board will give public notice of the meeting as soon as practical and possible in light of the situation. Emergency meetings will only be held when an issue cannot wait twenty-four hours necessary for a special meeting. The reason for the emergency meeting and why notice in its usual manner could not be given will be stated in the minutes.

Only the purpose or issue for which the special meeting was called may be discussed and decided in the special meeting. The board will strictly adhere to the agenda for the special meeting and action on other issues will be reserved for the next regular or special board meeting.

Approved June 27, 2011

Reviewed <INSERT DATE HERE>

Revised

WORK SESSIONS

The board, as a decision making body, is confronted with a continuing flow of problems, issues and needs which require action. While the board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, the board may schedule work sessions and retreats in order to provide its members and the administration with such opportunities. The board has the authority to hire an outside facilitator to assist them in work sessions.

Topics for discussion and study will be announced publicly, and work sessions and retreats will be conducted in open session. However, no board action will take place at the work session.

Approved June 27, 2011

Reviewed <INSERT DATE HERE>

Revised

MEETING NOTICE

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date and tentative agenda of board meetings. The public notice will be posted on the bulletin board in the central administration office at least 24 hours before it is scheduled.

A copy of the public notice will be provided to those who have filed a request for notice with the secretary. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice will be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting will be given as soon as practical and possible in light of the situation. The media and others who have requested notice will be notified of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or board members will constitute a waiver of notice.

It is the responsibility of the board secretary to give public notice of board meetings and work sessions.

Approved June 27, 2011

Reviewed <INSERT DATE HERE>

Revised

QUORUM

Action by the board regarding the affairs of the school district may be taken only when a quorum, a majority of the board members, is in attendance at the board meeting. While board members are encouraged to attend board meetings, three (3) members will constitute a quorum and are a sufficient number to transact business of the school corporation. The adjournment of a meeting may be executed without a quorum.

An affirmative vote of a majority of the votes cast is sufficient to pass a motion or take action unless law or board policy requires a vote of a greater number.

It is the responsibility of each board member to attend board meetings.

Approved June 27, 2011

Reviewed <INSERT DATE HERE>

Revised

48

RULES OF ORDER

An orderly board meeting allows the board members to participate in the discussion and decision process on an issue confronting the school district. Rules of order for board meetings allow school district business and the relative information concerning the business to be brought to the attention of the board. They also allow the board to discuss, act upon and make a clear record of school district business in a regular, ordered, reasonable and consistent manner.

The board will follow Robert's Rules of Order, Revised, latest edition as modified by this policy and subsequent rule.

The purpose of modified rules adopted by the board are:

- To establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
- To organize the meetings so all necessary matters can be brought to the board and decisions of the board can be made in an orderly and reasonable manner;
- To ensure members of the board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to ensure adequate discussion of decisions to be made; and,
- To ensure meetings and actions of the board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

It is the responsibility of each board member to follow the rules of order stated in this policy at each meeting, and it is the responsibility of the presiding officer to conduct the board meeting within these rules.

Approved June 27, 2011

Reviewed <INSERT DATE HERE>

Revised

RULES OF ORDER REGULATIONS

The following rules of procedure have been adopted by the board:

1. Board members need not rise to gain the recognition of the board president.
2. All motions will be made as a positive action.
3. A motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only "yes" and "no" votes are counted in this calculation. It should be noted that some motions require larger numbers of affirmative votes, such as to move into a closed session.
4. All motions shall receive a second, prior to opening the issue for discussion of the board. If a motion does not receive a second, the board president may declare the motion dead for lack of a second.
5. The board president may decide the order in which board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions.
6. The board president shall rule on all motions that come before the board.
7. The board president may rule on points of order brought before the board.
8. The board president shall have complete authority to recognize a member of the audience regarding a request to participate in the board meeting. Members of the public may speak on any agenda item at the time that item is present for board discussion prior to that discussion, provided they have indicated a desire to do so on a sign-in sheet provided at the entrance to the board meeting room.
9. If an agenda item is discussed, and a majority of the board members present wishes to have additional information from the public, the board has the right to ask any person or persons for that information.
10. If an agenda item is discussed, and the board president wishes to have additional information from the public, the board president has the right to ask any person or persons for that information.
11. Roll call vote will taken on every motion.
12. The order in which the board members' names will be called for roll call votes will be as follows:
 - a. All board members will be listed in alphabetical order by last name at each organizational meeting.
 - b. The first roll-call vote will begin at the top of the list and proceed down. The second roll-call vote will begin with the second name and proceed down the list with the last name called to be the first person called on the previous vote.
 - c. A person's absence will have no effect on the rotation.
 - d. The president's name will be called in the same rotation.
 - e. The board secretary will maintain the record of rotation for roll-call votes. The sequence will continue from meeting to meeting. In the event the roll-call list is not available, the secretary may assign a new list.

13. The public may address the board on non-agenda items, provided they have indicated a desire to do so on a sign-in sheet provided at the entrance to the board meeting room. Generally, the total period of time allotted such items shall be five (5) minutes.
14. The board president has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.
15. The board president has the same authority and responsibility as each board member to vote on all issues

BOARD MEETING AGENDA

The tentative agenda for each board meeting will state the topics for discussion and action at the board meeting. The agenda is part of the public notice of the board meeting and will be posted and distributed.

It is the responsibility of the board president and superintendent to develop the agenda for each board meeting. Persons requesting to place an item on the agenda must make a request to the superintendent prior to the drafting of the tentative agenda. The person making the request must state the person's name, address, purpose of the presentation, action desired and pertinent background information. Requests from the public may be added to the tentative agenda at the discretion of the superintendent after consultation with the board president. Requests received after the deadline may only be added to the agenda for good cause.

The tentative agenda and supporting documents will be sent to the board members prior to the scheduled board meeting. These documents are the private property of the board member. Persons wishing to view the tentative agenda and supporting documents may do so at the central administration office.

The board will take action only on the items listed on the tentative agenda posted with the public notice. Items added to the agenda may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting will state the reason justifying the immediate action.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

ORDER OF REGULAR BOARD OF DIRECTORS MEETING

The board shall conduct an orderly board meeting. The board will, at all regular board meetings, follow an agenda order similar to the following:

REGULAR SCHOOL BOARD MEETING
RED OAK COMMUNITY SCHOOL DISTRICT
MEETING LOCATION: High School Media Center
2011 N 8th St
RED OAK, IOWA 51566
MONDAY, ----, 20--
7:00 P.M.

MEETING AGENDA

- I. Call to Order
- II. Roll Call
- III. Communications
 - A. Visitors
 - B. Correspondence
 - C. Other
- IV. Consent Agenda
 - A. Agenda
 - B. Minutes from Previous Meeting
 - C. Claims
 - D. Financial Reports
- V. General Business of the Board of Directors
 - A. Old Business
 - 1.
 - B. New Business
 - 1.
- VI. Reports
 - A. Administrative
 - B. Upcoming Events and Meetings
 - 1.
- VII. Adjournment

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CONSENT AGENDA

The board must often consider agenda items which are noncontroversial or similar in content. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school buildings and grounds, open enrollment requests or approval of various schedules.

In order for a more efficient administration of board meetings, the board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

The superintendent in consultation with the board president and board secretary shall place items on the consent agenda. By using a consent agenda, the board has consented to the consideration of certain items as a group under one resolution. Items may be removed from the consent agenda at the request of a board member.

Nothing in this policy is to be construed as an attempt to avoid full compliance with laws dealing with open meetings or public notice of the agenda and meeting.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

OPEN MEETINGS

A gathering of a majority of board members in which deliberation of an issue within the jurisdiction of the board takes place is a board meeting. A gathering for the purpose of social or ministerial action will not constitute a board meeting unless a discussion of policy takes place. Meetings of the board will be conducted in an open meeting unless a closed session is authorized by law or the meeting is exempt from the open meetings law.

Approved June 27, 2011

Reviewed <INSERT DATE HERE>

Revised

55

CLOSED SESSIONS

Generally, board meetings will be open meetings, unless a closed session or exempt meeting is provided for by law. The board will hold a closed session or exempt meeting only when a closed session or exempt meeting is permitted under Iowa.

Closed sessions take place as part of an open meeting. The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. A minimum of two-thirds of the board, or all of the board members present, must vote in favor of the motion on a roll call vote. Closed sessions will be tape recorded and have detailed minutes kept by the board secretary. Final action on matters discussed in the closed session will be taken in an open meeting.

The minutes and the tape recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The tape recordings and the written minutes will be kept for one year from the date of the meeting. Real estate related minutes and tapes will be made public after the real estate transaction is completed.

The detailed minutes and tape recording will be sealed and will not be public records open to public inspection. The minutes and tape recording will only be available to board members or opened upon court order in an action to enforce the requirements of the open meetings law. The board has complete discretion as to whom may be present at a closed session.

Approved June 27, 2011

Reviewed June 13, 2011 Revised <INSERT DATE HERE>

EXEMPT MEETINGS

Generally, board meetings will be open meetings, unless a closed session or exempt meeting is provided for by law. The board will hold a closed session or exempt meeting only when a closed session or exempt meeting is permitted under Iowa.

Board meetings at which a quorum is not present, or gatherings of the board for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of the open meetings law, are exempt from the open meetings law requirements. The board may also hold an exempt session for the reasons outlined in Iowa law.

Since gatherings of this type are exempt from the open meetings requirements, they can be held without public notice, be separate from an open meeting, be held without taping the gathering or taking minutes, and be held without a vote or motion.

Approved <INSERT DATE HERE> Reviewed

Revised

57

PUBLIC PARTICIPATION IN BOARD MEETINGS

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board may set time aside for citizen participation, either at a specific time during the meeting or during the discussion of agenda items. The board has the discretion to limit the amount of time set aside for public participation. If the pressure of business or other circumstances dictate, the board president may decide to not set time aside for citizen participation or to eliminate this practice.

Citizens wishing to address the board on a certain agenda item must notify the superintendent or board president prior to the board meeting. Citizens wishing to present petitions to the board may do so at this time. However, the board will only receive the petitions and not act upon them or their contents.

If the board has set time aside for citizen participation and citizens wish to address the board, the board president will recognize these individuals to make their comments at the appropriate time. The orderly process of the board meeting will not be interfered with or disrupted. Only those speakers recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments or any other individual causing disruption may be asked to leave the board meeting.

Individuals who have a complaint about employees may bring their complaint to the board only after they have followed board policy addressing citizens' complaints. Students who have a complaint may only bring their complaint to the board after they have followed board policy addressing students' complaints.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

GENERAL COMPLAINTS BY CITIZENS REGULATIONS

The board recognizes that concerns regarding the operation of the school district will arise. The board further believes that constructive criticism can assist in improving the quality of the education program and in meeting individual student needs more effectively. The board also places trust in its employees and desires to support their actions in a manner which frees them from unnecessary or unwarranted criticism and complaints.

Procedures for dealing with complaints concerning programs or practices should be governed by the following principles:

- where action/investigation is desired by the complainant, or where it seems appropriate, the matter should be handled as near the source as possible;
- complaints should both be investigated and, if possible, resolved expeditiously;
- complaints should be dealt with courteously and in a constructive manner; and,
- individuals directly affected by the complaint should have an opportunity to respond.

Specific procedures for handling complaints may be established in policies. The board, consistent with its board policy-making role, will deal with complaints concerning specific schools, programs or procedures only after the usual channels have been exhausted. Complaints regarding employees or complaints by students will follow the more specific policies on those issues.

When a complaint requiring attention is received by the board or a board member, it will be referred to the superintendent. After all of the channels have been exhausted, the complainant may appeal to the board by requesting a place on the board agenda or during the public audience portion of the board meeting. If the complainant appeals to the board, the appeal will be in writing, signed and explain the process followed by the complainant prior to the appeal to the board. It is within the board's discretion to determine whether to hear the complaint.

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PUBLIC HEARINGS

Public hearings may be held on school district matters at the discretion of the board. Public notice of a public hearing will be in the same manner as for a board meeting except that the notice will be given at least ten days before the hearing is to be held unless it is impossible or impractical to do so or the law requires otherwise.

At public hearings, citizens of the district who register at the door will be allowed to speak on the issue for which the public hearing is being held. Others may be allowed to speak at the board's discretion. Speakers are asked to keep their remarks as brief as possible. Prior to the beginning of the hearing, speakers and spectators will be apprised of the rules of order to be followed regarding time limitations, questions, remarks and rebuttals. In no event will a speaker be allowed to take the time of another speaker.

The board will conduct public hearings in an orderly fashion. At the beginning of the hearing, statements, background materials and public hearing rules and procedures will be presented by the board president. The board president will recognize the speakers. A board member may ask questions of the speakers after receiving permission from the board president. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the board or the proceedings will be asked to leave.

The board may take action on the subject at the public hearing, after all presentations have been made, or at a later meeting.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

BOARD OF DIRECTORS' RECORDS

The board will keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings and other required records of the board.

It is the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting will include, at a minimum, the following items: a record of the date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed will be attached. This information will be available within two weeks of the board meeting and forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be published within two weeks. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next board meeting will be available for inspection at the central administration office after the board secretary transcribes the notes into typewritten material which has been proofread for errors and retyped.

Approved June 27, 2011

Reviewed <INSERT DATE HERE>

Revised

61

BOARD MEETING MINUTES

A complete and accurate set of minutes of each regular and special board meeting shall be kept to comply with all legal requirements.

The board minutes should reflect the following:

1. The place, date, and time of each meeting.
2. The type of meeting--regular, special, emergency, work session.
3. Members present and members absent, by name.
4. The call to order and adjournment.
5. The departure of members by name before adjournment.
6. The late arrival of members, by name.
7. The time and place of the next meeting.
8. Approval, or amendment and approval, of the minutes of the preceding meeting.
9. Complete information as to each subject of the board's deliberation and the action taken.
10. The maker and seconder of the motion, what action was taken, and the vote on the motion detailed enough to attribute a vote to each member present.
11. Complete text of all board resolutions, numbered consecutively for each fiscal year.
12. A record of all contracts entered into, with the contract documents kept in a separate file.
13. A record of all change orders on construction contracts.
14. All employment changes, including resignations or terminations.
15. A record, by number, of the bills of account approved by the board for payment.
16. A record of all calls for bids, bids received, and action taken thereon.
17. Approval of all transfers of funds from one budgetary fund to another.
18. Important documents forming a part of a motion should be made a part of the minutes by exhibit and placed in the minute book along with the minutes.
19. Board policy and administrative guides should be made a part of the minutes by exhibit.
20. Adoption of textbooks and establishment of bus routes by the board for the school year as well as the school calendar should become a part of the minutes.
21. Approval or disapproval of open enrollment requests with justification for disapproval or approval after the deadline.
22. A record of all delegations appearing before the board and a record of all petitions.
23. At the annual meeting each year the record should indicate that the books of the treasurer and secretary and the Certified Annual Report have been examined and approved subject to audit.
24. The election or appointment of board officers.
25. The appointment of auditors to examine the books.

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BOARD MEETING MINUTES

At the annual or organizational meeting in odd-numbered years, the board minutes should reflect the following:

1. Appointment of a temporary chairperson if not specified in policy.
2. Oath of office administered to newly elected board members.
3. Nominations taken for the office of president and vice-president.
4. Election of the president and vice-president, the votes and the oath of office administered to the president and vice-president.
5. The resolution to pay bills when the board is not in session.
6. A resolution to automatically disburse payroll along with a roster of all employees under contract.
7. A resolution naming depositories along with the maximum deposit for each depository.
8. Resolution authorizing the use of a check protector and signer and the proper control of the signer.
9. Motion designating a member or a committee to examine the bills of account for a designated period of time on a rotation basis if desired for the balance of the school year.
10. Voting rotation when a roll call vote is used if so desired by the board.

A copy of the minutes shall be sent to each member of the board before the next regularly scheduled meeting. The board secretary shall furnish a copy of the proceedings as indicated by the minutes within a reasonable amount of time following the adjournment of the meeting to the school district's official newspaper for publication.

Minutes shall be kept in an official record book specified for that purpose and shall be kept on file as the official record of legislation of the school district and shall be open to public inspection. Examination of the official record book by any citizen or group of citizens must be made at the location where the school district maintains the records and under the jurisdiction of the board secretary.

A complete and accurate set of minutes will be made of each meeting and/or session of the board as required by law. A complete and accurate set of minutes and complete audio recordings will be made of each closed session of the board as required by law. The board secretary will be custodian of the minutes and audio recordings from a closed session, which shall be maintained as required by law.

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BOARD OF DIRECTORS' MEMBER COMPENSATION AND EXPENSES

As an elected public official, the board member is a public servant who serves without compensation. Board members will be reimbursed for actual and necessary expenses incurred in the performance of their official duties as allowed by law.

Prior to reimbursement of actual and necessary expenses, the board member must submit a detailed receipt indicating the date, purpose and nature of the expense for each claim item. A credit card receipt is generally not considered a detailed receipt. Failure to provide a detailed receipt will make the expense nonreimbursable. In exceptional circumstances, the board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the school district's record of the claim.

Personal expenses will be reimbursed by the board member to the school district no later than ten working days following the date of the expense.

It is the responsibility of the board secretary to compile the expenses of board members and bring them to the board for audit and approval in the same manner as other claims of the school district. It is the responsibility of the board to determine through the audit and approval process of the board whether the expenses incurred by a board member are actual and necessary expenses incurred in the performance of their official duties.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

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GIFTS TO BOARD OF DIRECTORS

Board members may receive a gift on behalf of the school district. Board members will not, either directly or indirectly, solicit, accept or receive a gift, series of gifts or an honorarium unless the donor does not meet the definition of “restricted donor” as outlined in Iowa law or the gift or honorarium does not meet the definition of “gift” or “honorarium” as outlined in Iowa law. Board members may receive nonmonetary gifts of a value less than \$3.00 if the donor does not intend to influence the board member’s professional judgment.

It is the responsibility of each board member to know when it is appropriate to accept or reject gifts or honorariums.

Approved June 27, 2011

Reviewed June 13, 2011

Revised <INSERT DATE HERE>

LOS

Department of Management
Form S-A Publication

NOTICE OF PUBLIC HEARING
Red Oak School District
AMENDMENT OF CURRENT BUDGET
FISCAL YEAR 2017/2018

Date of Public Hearing: March 26, 2018

Time of Public Hearing: 7:00 p.m.

Location of Public Hearing: Red Oak High School Media Center, 2011 N. 8th Street, Red Oak, Iowa

The Board of Directors will conduct a public hearing at the above-noted time and place for the purpose of amending the current school budget by changing estimates of expenditures in the following areas by the following amounts:

Area	From	To	Reasons
Instruction			
Total Support Services			
Noninstructional Programs			
Total Other Expenditures	2,077,264	8,000,000	2018 Building Construction Project

This change in estimates of expenditures will be financed from increased receipts and balances not budgeted or considered in the current budget. There will be no increase in taxes to be paid in the fiscal year ending June 30, 2018. At the hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed amendment. A detailed statement of additional receipts other than taxes, balances on hand at the close of the preceding fiscal year, and proposed expenditures, both past and anticipated, will be available at the hearing.

lde

Notice of Public Hearing
Proposed Red Oak School Budget Summary
Fiscal Year 2018-2019

Department of Management - Form S-PB-8

		Budget 2019	Re-est. 2018	Actual 2017	Avg %17-19
Taxes Levied on Property	1	5,611,015	5,294,663	5,062,152	5.3%
Utility Replacement Excise Tax	2	193,228	181,089	188,437	1.3%
Income Surtaxes	3	340,879	355,837	437,990	-11.8%
Tuition/Transportation Received	4	445,684	440,826	431,176	
Earnings on Investments	5	24,838	24,553	24,309	
Nutrition Program Sales	6	156,129	153,822	150,806	
Student Activities and Sales	7	237,217	233,779	283,690	
Other Revenues from Local Sources	8	354,490	349,611	343,654	
Revenue from Intermediary Sources	9	0	0	0	
State Foundation Aid	10	6,893,232	7,093,183	7,173,338	
Instructional Support State Aid	11	0	0	0	
Other State Sources	12	1,227,762	1,209,618	1,202,439	
Commercial & Industrial State Replacement	13	126,136	111,943	108,435	
Title I Grants	14	336,080	331,113	324,621	
IDEA and Other Federal Sources	15	722,505	711,828	706,124	
Total Revenues	16	16,669,195	16,491,865	16,437,171	
General Long-Term Debt Proceeds	17	9,900,000	18,490,000	0	
Transfers In	18	788,201	2,167,570	224,000	
Proceeds of Fixed Asset Dispositions	19	3,052	3,007	3,007	
Total Revenues & Other Sources	20	27,360,448	37,152,442	16,664,178	
Beginning Fund Balance	21	26,959,901	9,297,107	9,063,274	
Total Resources	22	54,320,349	46,449,549	25,727,452	
*Instruction					
Student Support Services	23	9,059,462	8,507,247	8,898,101	0.9%
Instructional Staff Support Services	24	399,550	370,747	352,787	
General Administration	25	1,108,930	1,040,810	1,066,066	
School/Building Administration	26	474,721	458,406	445,536	
Business & Central Administration	27	744,597	738,824	784,445	
Plant Operation and Maintenance	28	241,600	234,555	228,825	
Student Transportation	29	1,335,500	1,272,056	1,243,407	
This row is intentionally left blank	30	448,000	434,934	469,923	
	31	0	0	0	
*Total Support Services (lines 24-31)	31A	4,752,898	4,550,332	4,590,989	1.8%
*Noninstructional Programs					
Facilities Acquisition and Construction	32	644,300	625,508	614,213	2.4%
Debt Service	33	28,524,700	891,465	873,985	
AEA Support - Direct to AEA	34	884,902	2,260,574	751,180	
AEA Support - Direct to AEA	35	481,501	486,952	477,877	
*Total Other Expenditures (lines 33-35)	35A	29,891,103	3,638,991	2,103,042	277.0%
Total Expenditures	36	44,347,763	17,322,078	16,206,345	
Transfers Out	37	788,201	2,167,570	224,000	
Total Expenditures & Other Uses	38	45,135,964	19,489,648	16,430,345	
Ending Fund Balance	39	9,184,385	26,959,901	9,297,107	
Total Requirements	40	54,320,349	46,449,549	25,727,452	

Proposed Tax Rate (per \$1,000 taxable valuation)

15.60547

Location of Public Hearing:

Red Oak High School Media Center
2011 North 8th Street, Red Oak, Iowa

Date of Hearing:

03/26/2018

mm/dd/yy

Time of Hearing:

7:00 p.m.

The Board of Directors will conduct a public hearing on the proposed 2018/19 school budget at the above-noted location and time. At the hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the district secretary. A copy of the details will be furnished upon request.

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**ADOPTION OF BUDGET AND TAXES
JULY 1, 2018-JUNE 30, 2019**

Department of Management - Form S-TX

Red Oak

District Number 5463

Total Special Program Funding

Instructional Support (A&L line 10.27)	097	562,644
Educational Improvement (A&L line 11.3)	099	0
Voted Physical Plant & Equipment (A&L line 19.3)	105	505,980

Special Program Income Surtax Rates

Instructional Support (A&L line 10.15)	096	9
Educational Improvement (A&L line 11.4)	098	0
Voted Physical Plant & Equipment (A&L line 19.4)	104	1

Utility Replacement and Property Taxes Adopted

		Utility Replacement AND Property Tax Dollars	Levy Rate	Property Taxes Levied	Estimated Utility Replacement Dollars
Levy to Fund Combined District Cost (A&L line 15.3)	1	3,776,828			
+Educational Improvement Levy (A&L line 15.5)	2	0			
+Cash Reserve Levy - SBRC (A&L line 15.9)	3	371,636			
+Cash Reserve Levy - Other (A&L line 15.10)	4	182,668			
-Use of Fund Balance to Reduce Levy (A&L line 15.11)	5	0			
=Subtotal General Fund Levy (A&L line 15.14)	6	4,331,132	11.70420	4,186,212	144,920
+Instructional Support Levy (A&L line 15.13)	7	105,155	.27848	101,705	3,450
=Total General Fund Levy (A&L line 15.12)	8	4,436,287	11.98268	4,287,917	148,370
Management	10	0	.00000	0	0
Amana Library	11	0	.00000	0	0
Voted Physical Plant & Equipment (Loan Agreement)	12	0			
+Voted Physical Plant & Equipment (Capital Project)	13	455,148			
=Subtotal Voted Physical Plant & Equipment	14	455,148	1.20538	440,223	14,925
+Regular Physical Plant & Equipment	15	124,607	.33000	120,521	4,086
=Total Physical Plant & Equipment	16	579,755			
Reorganization Equalization Levy	18	0	.00000	0	0
Emergency Levy (for Disaster Recovery)	19	0	.00000	0	0
Public Education/Recreation (Playground)	20	0	.00000	0	0
Debt Service	21	788,201	2.08741	762,354	25,847
GRAND TOTAL	22	5,804,243	15.60547	5,611,015	193,228

1-1-17 Taxable Valuation	WITH Gas & Electric Util	370,049,472	WITHOUT Gas&Elec	357,667,511
1-1-17 Tax Increment Valuation	WITH Gas & Electric Utilit	7,547,596	WITHOUT Gas&Elec	7,547,596
1-1-17 Debt Service, PPEL, ISL Valuation	WITH Gas & Electric Utilities	377,597,068	WITHOUT Gas&Elec	365,215,107

I certify this budget is in compliance with the following statements:

- The prescribed Notice of Public Hearing and Proposed Budget Summary (Form S-PB) was lawfully published, with said publication being evidenced by verified and filed proof of publication.
- The budget hearing notice was published not less than 10 days, nor more than 20 days, prior to the budget hearing.
- Adopted property taxes do not exceed published amounts.
- Adopted expenditures do not exceed published amounts for any of the four individual expenditure categories, or in total.
- Adopted property taxes meet the debt service and loan agreement needs identified on Form 703. Debt service levy for GO bond payments only.
- This budget was certified on or before April 16, 2018.

Date Budget Adopted: _____

_____ District Secretary

_____ County Auditor

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**LONG TERM DEBT SCHEDULE
GENERAL OBLIGATION BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS**

Form includes ALL long term debt. Row 1 FINAL COLUMN is only Loans paid by VPPEL Tax. Rows 3-25 FINAL COLUMN is only GO Debt paid by Debt Service Tax.

Project Name (A)	Amount of Issue (B)	Type of Issue - Indicate GO (General Obligation Bond) or Non-GO (C)	General Obligation Bond Certified to County Auditor (D)	Principal Due FY19 (E)	Interest Due FY19 +(F)	Bond Registration Due FY19 +(G)	Total Obligation Due FY19 =(H)	from Other Sources & Fund Balance in Appropriate Fund -(I)	Loan Paid by VPPEL Taxes or GO Bond Amount Paid by Budget Year
(1) All Voted PPEL Loan agreements on this line							0		0
(2)									
(3) 2018 Building Project	8,490,000	Non-GO	12/1/17	685,000	200,364		885,364	885,364	0
(4) 2018 GO Bond Pre-Levy Amount		GO		1,280,000			1,280,000		1,280,000
(5) Prior Debt Service Fund Balance used to		GO						291,799	(291,799)
(6) fiscal year 19 Levy							0		0
(7) Sales Tax Funds used to abate fiscal yr 19		GO					0	200,000	(200,000)
(8)							0		0
(9)							0		0
(10)							0		0
(11)							0		0
(12)							0		0
(13)							0		0
(14)							0		0
(15)							0		0
(16)							0		0
(17)							0		0
(18)							0		0
(19)							0		0
(20)							0		0
(21)							0		0
(22)							0		0
(23)							0		0
(24)							0		0
(25)							0		0
(26) Totals (Lines 3-25)				1,965,000	200,364	0	2,165,364	1,377,163	788,201

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Red Oak Community School District
Staff Selection Recommendation

FEB 13 2018
BY: 

Date: 2/13

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

Position: Assistant Football

Name: Ryan Gelber

Certified:

Lane: _____

Step: _____

Salary: \$3127.50

Classified:

Hourly Rate: _____

Hours Per Day: _____

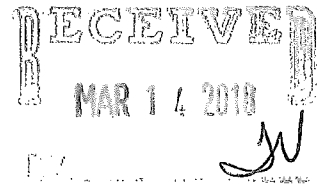

Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only

Background Check: _____

Red Oak Community School District
Staff Selection Recommendation



Date: 3/14

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

Position: Head Tennis Coach

Name: Arryn Gillespie

Certified:

Lane: _____

Step: _____

Salary: 3,596.63

Classified:

Hourly Rate: _____

Hours Per Day: _____

Kate R. Lutes
Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only
Background Check: NA

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Red Oak Community School District
Staff Selection Recommendation

RECEIVED
MAR 14 2010
BY: _____

Date: 3/14

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

Position: Assistant Tennis Coach

Name: Tristin Johnson

Certified:

Lane: _____

Step: _____

Salary: 2502.00

Classified:

Hourly Rate: _____

Hours Per Day: _____

[Signature]
Principal/Director

Please send form to Superintendent for Board Approval

Office Use Only
Background Check: N/A

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RECEIVED
MAR 13 2018
BY: *JU*

Carlos Guerra III
104 W Prospect
Red Oak, IA
March 13, 2018

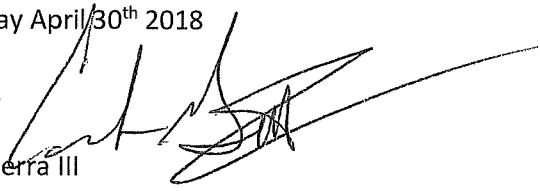
Superintendent
Red Oak Community School District
2011 N 8th
Red Oak, IA 51566

Mr. Messinger

I am turning in my resignation as the Director of Transportation for the Red Oak Community School District. Thank you for all the support the school district has given me and my family. My last day would be Monday April 30th 2018

Sincerely,

Carlos Guerra III



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RECEIVED
MAR 15 2010
BY: JW

To: Gayle Allensworth

From: Debbie Graber

Gayle,

I would like to thank you for the opportunity to serve on TLC as a Lead Teacher for third grade. Although it was a difficult decision, I have decided to resign from my position on Lead Team. This will allow for another teacher to spread their wings and work with an exceptional group of teachers who I have helped me to grow as both a teacher and a leader.

Thank you for the opportunity to serve on Lead team these last two years! What an amazing, positive and hardworking team who always put kids first.

Sincerely,

Debbie Graber

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