

Red Oak Community School District
2011 North 8th Street
Red Oak, Iowa 51566
www.redoakschooldistrict.com

Regular Board of Directors Meeting

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

Monday, July 9, 2012 – 6:00 pm

- Agenda -

- 1.0 Call to Order – Board of Directors President Lee Fellers
- 2.0 Roll Call – Board of Directors Secretary Shirley Maxwell
- 3.0 Approval of the Agenda – President Lee Fellers
- 4.0 Communications – *Page 1*
 - 4.1 Good News from Red Oak Schools
 - 4.2 Visitors and Presentations
 - 4.3 Affirmations and Commendations
 - 4.4 Correspondence
- 5.0 Consent Agenda *2-3*
 - 5.1 Review and Approval of Minutes from June 25 and July 2, 2012 *4-5*
 - 5.2 Review and Approval of Monthly Business Reports *6-18*
 - 5.3 Bid Awards for FY 13: Pest Control, Fuel for Transportation, Dairy Products, Bakery Products *19-22*
 - 5.4 Education Service Agreements *23-26*
- 6.0 General Business for the Board of Directors
 - 6.1 Old Business – none
 - 6.2 New Business

Red Oak Community School District Board of Directors
7.09.2012

6.2.1 Red Oak High School Handbook Revisions and Red Oak CSD Personnel Manual
Revisions for FY 13 27-48

6.2.2 Technology Department Update – Bob Deter and Henry Devito 49

6.2.3 Inman Primary School Boiler Equipment 50-53

6.2.4 Board of Directors Member Resignation 54-55

6.2.5 Iowa Department of Education Inquiry: Teacher Advancement Plan and the
U.S. Department of Education Teacher Incentive Fund Grant 56-60

6.2.6 Personnel Updates 61-62

6.2.7 Personnel Considerations: Closed Session for Evaluation and Assessments 63

7.0 Reports 64-65

7.1 Administrative

7.2 Future Conferences, Workshops, Seminars

7.3 Other Announcements

8.0 Next Board of Directors Meeting: Monday, July 23, 2012 – 6:00 pm
Sue Wagaman Board Room
Red Oak CSD Administrative Center

9.0 Adjournment

Item 4.0 Communications

4.1 Good News from Red Oak Schools

With the schools closed for the summer and summer athletics winding down, the good news from the attendance centers seems to generate more within our staff. Tonight Terry would like to highlight two pieces of communication received concerning select staff members. Copies of the communication will be made available at the table.

4.2 Visitors and Presentations

There are no planned presentations from visitors this evening.

4.3 Affirmations and Commendations

(Topics that could be listed here are also found above in 4.1.)

4.4 Correspondence

Any correspondence received and important to the governing body is shared at the table.

Item 5.0 Consent Agenda

BACKGROUND INFORMATION: The following items are presented for approval in one formal motion. Should any director have a question or would like for an item to be placed on the regular discussion agenda, please notify Board Secretary Shirley Maxwell in advance of the meeting.

Enclosed are reference pages for:

5.1 Review and Approval of the Minutes from June 25 and July 2, 2012

The minutes are enclosed for your review. Unless there are suggested changes, they are submitted for approval by Board Secretary Shirley Maxwell.

5.2 Review and Approval of the Monthly Business Reports

A sizable number of payment vouchers are presented for approval this evening. As the Board recalls, authorization was given to prepare as many end of the fiscal year payments as possible. Additional requested payments may be placed on the table. Business Manager Shirley Maxwell is available to answer any questions concerning the expenditures.

5.3 Bid Awards for FY 13: Pest Control, Fuel for Transportation, Dairy Products, Bakery Products

Each new fiscal year finds the business office seeking vendors for multiple services – vendors that will lock-in costs for a twelve month time. Enclosed are bid results for pest control, fuel, food service dairy, and food service bakery. Terry has requested the business manager and maintenance director re-bid the refuse service contract with the goal that a contract change can be made with 30 days' notice should conditions warrant a change. The thought process concerns the potential of a recycling program set to begin in Red Oak Schools on October 1. The tonnage of refuse may change dramatically creating some reduction in service for the normal refuse service.

Bids recommended for approval this evening include:

Fuel	United Farmers Mercantile Company
Pest Control	Sellers Pest Control
Food Service Dairy	Roberts Dairy Escalator (based on the product most often consume – chocolate milk)
Food Service Bakery	Hostess Brands IBC Wonder Bread

Item 5.0 - continued

5.4 Education Service Agreements

Enclosed are two contracts for service in the 2011 - 2012 school term. One is from the Council Bluffs CSD and the other from the Fremont-Mills CSD. Apparently both districts have issued contracts after the school year is completed. Terry will work with Special Education Director Gayle Allensworth to determine if changes in the timing of contracts can be made to ensure more timely actions.

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

- Minutes from June 25 and July 2, 2012
- Monthly business reports as presented
- Approval of vendor bids in FY 13: **Fuel:** United Farmers Mercantile Company; **Pest Control:** Sellers Pest Control; **Food Service Dairy:** Roberts Dairy Escalator; **Food Service Bakery:** Hostess Brands IBC Wonder Bread
- Approval of education service agreements with Council Bluffs CSD and Fremont-Mills CSD.

Red Oak Community School District
Regular Meeting of the Board of Directors

Meeting Location: Sue Wagaman Board Room, Red Oak CSD Administrative Center
 Red Oak Technology Center-Red Oak High School Campus
 Monday, June 25, 2012

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

PRESENT:

Directors: Lee Fellers, Warren Hayes, Bill Drey, Elizabeth Dilley, Shirley Maxwell, Board Secretary

Absent: Paul Griffen, Director & Terry Schmidt, Superintendent,

APPROVAL OF AGENDA

Director Dilley moved with a second by Director Drey to approve the agenda as presented with the order of agenda items at the discretion of the chairman. The motion carried unanimously.

CONSENT AGENDA

Director Drey moved with a second by Director Hayes to approve the consent agenda as presented:

- Approval of minutes from June 11, 2012
- Approval of monthly business reports as presented
- Approval of fiscal year end invoices
- Approval of transfer of funds from the PPEL fund to the Debt Service Fund when making bond and interest payments
- Final reading of Board Policy Code No. 605.6R1 Internet-Appropriate Use Regulation

The motion carried unanimously.

NEW BUSINESS

DISTRICT INSURANCE PACKAGE

Bulinda Coates with United Insurance Group presented a brief overview of insurance for the district for fiscal year 2013. Director Drey moved with a second by Director Hayes to approve the insurance package as presented with addition of data compromise coverage. The motion carried unanimously.

PERSONNEL CONSIDERATIONS

Director Dilley moved with a second by Director Drey to approve Kathleen Mayes as Education Business Teacher and FBLA Sponsor for the 2012-2013 school year. The motion carried unanimously.

Director Drey moved with a second by Director Hayes to approve Dan Martinez as assistant boys' basketball coach for the 2012-2013 school year. The motion carried unanimously.

TECHNOLOGY EQUIPMENT PURCHASE

Director Drey moved with a second by Director Dilley to authorize the purchase of access points, iPads, tables and chairs, and security cameras as presented. The motion carried unanimously.

ADJOURNMENT

Director Fellers moved with a second by Director Hayes to adjourn at 6:58 p.m. The next regular Board Meeting will be held on Monday, July 9, 2012, in the Sue Wagaman Board Room at the Red Oak Administrative Center, 2011 N 8th Street, Red Oak. The motion carried unanimously.

Lee Fellers, President

Shirley Maxwell, Board Secretary

Red Oak Community School District
Special Meeting of the Board of Directors

Meeting Location: Sue Wagaman Board Room, Red Oak CSD Administrative Center
 Red Oak Technology Center-Red Oak High School Campus
 Monday, July 2, 2012

This special meeting of the Board of Directors of the Red Oak Community School District was called to order by President Lee Fellers at 12:15 p.m.

Directors attended this meeting through electronic communications, a telephone conference call. This meeting was accessible to the public by attending the electronic board meeting originating at the District Administration Center.

Present: Director Lee Fellers, Director Bill Drey, Pete Wemhoff, Buildings & Grounds Supervisor, Alan Spencer, Agriculture Education Teacher, and Shirley Maxwell, School Board Secretary

Present Electronically: Directors Hayes, Griffen, Dilley, and Terry Schmidt, Superintendent

APPROVAL OF AGENDA

Director Hayes moved with a second by Director Griffen to approve the agenda as presented with the order of agenda items at the discretion of the chairman. The motion carried unanimously.

CONSIDERATION OF CONSTRUCTION BIDS

Director Drey moved with a second by Director Griffen to accept the bid from Oakview Construction at the cost of \$117,900 to renovate the Red Oak Technology Center classroom additions. The motion carried unanimously.

Director Griffen moved with a second by Director Dilley to authorize Alley Poyner Maccietto Architecture, PC from Omaha, Nebraska to oversee the project at the rate of \$100 per hour not to exceed \$4,000. The motion carried unanimously.

ADJOURNMENT

Director Drey moved with a second by Dilley to adjourn at 12:31 p.m. The next regular Board Meeting will be held on Monday, July 9, 2012, in the Sue Wagaman Board Room at the Red Oak Administrative Center, 2011 N 8th Street, Red Oak. The motion carried unanimously.

Lee Fellers, President

Shirley Maxwell, Board Secretary

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
Checking Account ID 1	Fund Number 10		OPERATING FUND
ALL AMERICAN TURF BEAUTY INC	71503	113.02	
10 0010 2600 000 0000 430	REPAIR SPRINKLER		113.02
Vendor Name ALL AMERICAN TURF BEAUTY INC			<u>113.02</u>
ALL STATE SIGN & PLAQUE	150575-1	584.05	
10 0010 2600 000 0000 618	SUPPLIES FOR OUTDOOR SIGNS		584.05
Vendor Name ALL STATE SIGN & PLAQUE			<u>584.05</u>
APPLE COMPUTER, INC.	9998657819	31.00	
10 0010 1200 219 0000 739	SUPPLIES		31.00
APPLE COMPUTER, INC.	9998745263	5,790.00	
10 0010 1200 219 0000 739	IPADS		5,790.00
APPLE COMPUTER, INC.	9998828829	61.00	
10 0010 2235 000 0000 734	SUPPLIES		61.00
APPLE COMPUTER, INC.	9998840498	17,370.00	
10 0010 2235 000 0000 734	IPDAS		17,370.00
Vendor Name APPLE COMPUTER, INC.			<u>23,252.00</u>
ART SELLERS - SELLERS PEST CONTROL	18164	137.00	
10 0010 2600 000 0000 425	PEST CONTROL		137.00
Vendor Name ART SELLERS - SELLERS PEST CONTROL			<u>137.00</u>
BYTESPEED, LLC	INV0066696	149.00	
10 0010 2236 000 0000 430	REPAIR LAPTOP		149.00
Vendor Name BYTESPEED, LLC			<u>149.00</u>
CASEY'S	060890	62.02	
10 0020 2700 000 0000 626	GAS		62.02
Vendor Name CASEY'S			<u>62.02</u>
CDW GOVERNMENT, INC.	M254915	358.00	
10 0010 2235 000 0000 618	SUPPLIES		358.00
CDW GOVERNMENT, INC.	M254929	34.00	
10 0010 2235 000 0000 618	SUPPLIES		34.00
CDW GOVERNMENT, INC.	M314026	9.00	
10 0010 2235 000 0000 618	SUPPLIES		9.00
Vendor Name CDW GOVERNMENT, INC.			<u>401.00</u>
CITY OF RED OAK	06302012	1,050.50	
10 0010 2600 000 0000 411	WATER WASHINGTON		85.50
10 0010 2600 000 0000 411	WATER MS		101.50
10 0010 2600 000 0000 411	WATER BANCROFT		21.50
10 0010 2600 000 0000 411	WATER FB FIELD		89.35
10 0010 2600 000 0000 411	WATER WEBSTER		25.50
10 0010 2600 000 0000 411	WATER FB FIELD		344.15
10 0010 2600 000 0000 411	WATER FB FIELD		7.75
10 0010 2600 000 0000 411	WATER HS		208.50
10 0010 2600 000 0000 411	WATER TECH CENTER		73.50
10 0010 2600 000 0000 411	WATER HS PRACTICE FIELD		7.75
10 0010 2600 000 0000 411	WATER IPS		85.50
Vendor Name CITY OF RED OAK			<u>1,050.50</u>

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
COUNSEL OFFICE & DOCUMENTS	ARIN061608	4,876.72	
10 0010 1000 100 0000 612	TONERS		1,499.00
10 0010 1200 219 0000 618	TONERS		3,377.72
COUNSEL OFFICE & DOCUMENTS	ARIN061746	584.00	
10 0010 1200 219 0000 612	HARD DRIVES		584.00
COUNSEL OFFICE & DOCUMENTS	CNIN109155	207.00	
10 0010 2520 000 0000 618	COPIER LEASE		207.00
COUNSEL OFFICE & DOCUMENTS	CNIN109156	91.82	
10 3230 2410 000 0000 359	COPIER CHARGES		91.82
Vendor Name COUNSEL OFFICE & DOCUMENTS			<u>5,759.54</u>
DEPARTMENT OF EDUCATION	54630000-16	28.00	
10 0020 2700 000 0000 340	INSPECTION		28.00
Vendor Name DEPARTMENT OF EDUCATION			<u>28.00</u>
DETER, BOB	06302012	92.76	
10 0010 2235 000 0000 618	REMBURSEMENT		37.68
10 0010 2235 000 0000 580	TRAVEL REIMBURSEMENT		55.08
Vendor Name DETER, BOB			<u>92.76</u>
EGAN SUPPLY COMPANY	180254	2,804.39	
10 0010 2600 000 0000 739	SCRUBBER		2,804.39
Vendor Name EGAN SUPPLY COMPANY			<u>2,804.39</u>
EHMKE, STEPHANIE	06252012	52.13	
10 0010 1000 100 0000 612	REIMBURSEMENT		52.13
EHMKE, STEPHANIE	06292012	5.51	
10 1902 100Q 100 0000 580	TRAVEL REIMBURSEMENT		5.51
Vendor Name EHMKE, STEPHANIE			<u>57.64</u>
ENGEL LAW OFFICE	06302012	120.00	
10 0010 2310 000 0000 320	JUNE PROF SERVICES		120.00
Vendor Name ENGEL LAW OFFICE			<u>120.00</u>
FARMERS MERCANTILE	0128328	36.94	
10 0010 2600 000 0000 618	COMPOUND		36.94
FARMERS MERCANTILE	0128423	19.80	
10 0010 2600 000 0000 618	MISC SUPPLIES		19.80
FARMERS MERCANTILE	0128906	20.95	
10 0010 2600 000 0000 618	COMPOUND		20.95
FARMERS MERCANTILE	0128909	359.92	
10 0010 2600 000 0000 618	TRIMEC		359.92
Vendor Name FARMERS MERCANTILE			<u>437.61</u>
FIRST BANKCARD	06202012	764.26	
10 0010 2321 000 0000 611	BOOKS		764.26
FIRST BANKCARD	06222012	1,033.75	
10 0010 2235 000 0000 618	IPAD CASES		766.88
10 0010 1200 219 0000 612	IPAD CASES		266.87
Vendor Name FIRST BANKCARD			<u>1,798.01</u>
GREEN HILLS AEA	MP051892	1.75	
10 1901 1000 100 0000 612	LAMINATING		1.75

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
GREEN HILLS AEA	OT000503	45.00	
10 0010 1200 211 3301 320	REG FEES		45.00
GREEN HILLS AEA	OT000505	15.00	
10 0010 1200 211 3301 320	CPI		15.00
GREEN HILLS AEA	OT000530	15.00	
10 0010 1200 211 3301 320	CPI		15.00
GREEN HILLS AEA	PS021304	25.50	
10 1902 1000 100 0000 612	PRINTING		25.50
GREEN HILLS AEA	PS021327	24.25	
10 0010 1000 100 0000 612	PRINTING		24.25
GREEN HILLS AEA	PS021347	7.07	
10 0010 2310 000 0000 611	PRINTING		7.07
GREEN HILLS AEA	PS021394	150.00	
10 0010 2321 000 0000 611	PRINTING		150.00
Vendor Name GREEN HILLS AEA			<u>283.57</u>
HAWKEYE FORD MERCURY, INC	39832	40.65	
10 0020 2700 000 0000 430	OIL CHANGE #4		40.65
Vendor Name HAWKEYE FORD MERCURY, INC			<u>40.65</u>
HY VEE FOOD STORES	2110107699	38.60	
10 0010 1000 100 3202 613	SUPPLIES		38.60
HY VEE FOOD STORES	2110137723	15.58	
10 0010 1000 100 3202 613	SUPPLIES		15.58
Vendor Name HY VEE FOOD STORES			<u>54.18</u>
IOWA PRISON INDUSTRIES	062894	3,528.00	
10 0010 2600 000 0000 618	CHAIRS		3,528.00
Vendor Name IOWA PRISON INDUSTRIES			<u>3,528.00</u>
JOSTENS	15315113	31.70	
10 0010 1000 100 0000 612	SUPPLIES		31.70
Vendor Name JOSTENS			<u>31.70</u>
KABEL BUSINESS SERVICES-FLEX	A-FEE	200.00	
10 0010 2510 000 0000 340	ANNUAL FEE FLEX PLAN		200.00
Vendor Name KABEL BUSINESS SERVICES-FLEX			<u>200.00</u>
MAYER-JOHNSON LLC	88453-MJI-74837	2,669.67	
10 0010 1200 219 0000 612	INSTRUCTIONAL SUPPLIES		2,669.67
Vendor Name MAYER-JOHNSON LLC			<u>2,669.67</u>
MONTGOMERY CO CATTLEMENS	06302012	100.00	
10 0010 2310 000 0000 320	DONATION END OF YEAR PICNIC/AWARDS		100.00
Vendor Name MONTGOMERY CO CATTLEMENS			<u>100.00</u>
MORAN, MICHAEL	06282012	155.49	
10 0010 2213 100 3376 580	TRAVEL REIMBURSEMENT		155.49
Vendor Name MORAN, MICHAEL			<u>155.49</u>
MTE OFFICE SUPPLIES	0144949-001	35.98	
10 0010 2310 000 0000 611	LABEL MAKER TAPES		35.98

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
Vendor Name MTE OFFICE SUPPLIES			<u>35.98</u>
O'NEAL ELECTRIC CO. CONTRACTOR	5200-4615	825.37	
10 0010 2600 000 0000 430	REPAIR PARKING LOT LIGHTS		825.37
Vendor Name O'NEAL ELECTRIC CO. CONTRACTOR			<u>825.37</u>
ORSCHELN	005876	23.98	
10 0010 2600 000 0000 618	SUPPLIES		23.98
Vendor Name ORSCHELN			<u>23.98</u>
PLIBRICO COMPANY LLC	86813	303.00	
10 0010 2600 000 0000 430	AIR REPAIR		303.00
PLIBRICO COMPANY LLC	86814	5,026.50	
10 0010 2600 000 0000 430	REPAIR CONDENSING UNIT		5,026.50
Vendor Name PLIBRICO COMPANY LLC			<u>5,329.50</u>
R.L. CRAFT	9241	1,249.00	
10 0010 2600 000 0000 430	ROOF REPAIR HS		1,249.00
R.L. CRAFT	9242	1,915.00	
10 0010 2600 000 0000 430	ROOF REPAIR MS		1,915.00
R.L. CRAFT	9243	888.00	
10 0010 2600 000 0000 430	ROOF REPAIR IPS		888.00
R.L. CRAFT	9244	151.32	
10 0010 2600 000 0000 618	ROOFING MATERIALS		151.32
Vendor Name R.L. CRAFT			<u>4,203.32</u>
REALLY GOOD STUFF	3893613	44.97	
10 1901 1000 100 8001 612	BOOK HOLDER		44.97
Vendor Name REALLY GOOD STUFF			<u>44.97</u>
RED OAK DO IT CENTER	086045	42.37	
10 0010 2600 000 0000 618	BRUSH/PAINT		42.37
RED OAK DO IT CENTER	086061	6.58	
10 0010 2600 000 0000 618	SANDING DISC		6.58
RED OAK DO IT CENTER	086068	7.98	
10 0010 2600 000 0000 618	SCRAPPER BLADE		7.98
RED OAK DO IT CENTER	323827	11,650.00	
10 0010 2600 000 0000 430	INSTALL ROOF ON FIELDHOUSE/CONCESSION ST		11,650.00
Vendor Name RED OAK DO IT CENTER			<u>11,706.93</u>
RED OAK DO IT CENTER	06302012	(12.48)	
10 0010 2600 000 0000 618	CREDIT		(12.48)
RED OAK DO IT CENTER	086077	35.21	
10 0010 1200 219 0000 739	UTILITY SHED SUPPLIES		35.21
RED OAK DO IT CENTER	325294	2,435.00	
10 0010 1200 219 0000 739	UTILITY SHED		2,435.00
Vendor Name RED OAK DO IT CENTER			<u>2,457.73</u>
RED OAK FABRICATION INC.	2990	24.85	
10 0010 2600 000 0000 618	PULLEY		24.85
Vendor Name RED OAK FABRICATION INC.			<u>24.85</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
RED OAK HARDWARD HANK	139986	150.88
10 0010 2600 000 0000 618	MISC SUPPLIES	150.88
RED OAK HARDWARD HANK	139989	21.14
10 0010 2600 000 0000 618	MISC SUPPLIES	21.14
RED OAK HARDWARD HANK	139990	29.98
10 0010 2600 000 0000 618	MISC SUPPLIES	29.98
Vendor Name RED OAK HARDWARD HANK		<u>202.00</u>
RED OAK PRINTING CO.	12594	574.05
10 0010 2235 000 0000 618	LAPTOP HANDBOOK PRINTING	574.05
Vendor Name RED OAK PRINTING CO.		<u>574.05</u>
RIVERSIDE COMMUNITY SCHOOLS	06262012	5,883.00
10 0010 1000 100 0000 567	OPEN ENROLLMENT	5,883.00
Vendor Name RIVERSIDE COMMUNITY SCHOOLS		<u>5,883.00</u>
ROGERS PLUMBING & HEATING	19631	899.21
10 0010 2600 000 0000 430	WATER COOLER/INSTALL	899.21
ROGERS PLUMBING & HEATING	19655	1,700.47
10 0010 2600 000 0000 430	BOILER INSPECTION/REPAIR	1,700.47
ROGERS PLUMBING & HEATING	19656	2,541.49
10 0010 2600 000 0000 430	NEW COIL	2,541.49
Vendor Name ROGERS PLUMBING & HEATING		<u>5,141.17</u>
SIMS, BARBARA	06222012	204.60
10 1902 1000 100 0000 320	REIMBURSEMENT	204.60
Vendor Name SIMS, BARBARA		<u>204.60</u>
SMALLWOOD LOCK SUPPLY	436554	1,674.45
10 0010 2600 000 0000 618	LOCKS	1,674.45
Vendor Name SMALLWOOD LOCK SUPPLY		<u>1,674.45</u>
SMARTSIGN	MAT-28672	530.00
10 0010 2235 000 0000 618	TAMPERPROOF LABELS	530.00
Vendor Name SMARTSIGN		<u>530.00</u>
SOFTWARE UNLIMITED	20120620	280.77
10 0010 2310 000 0000 430	MAINTENANCE WEB LINK	280.77
SOFTWARE UNLIMITED	20120623	40.00
10 0010 2310 000 0000 320	ASSET WEBINAR	40.00
SOFTWARE UNLIMITED	20120625	40.00
10 0010 2310 000 0000 320	GL WEBINAR	40.00
SOFTWARE UNLIMITED	20120627	200.00
10 0010 2310 000 0000 350	ASSET FILE CONVERSION	200.00
Vendor Name SOFTWARE UNLIMITED		<u>560.77</u>
SOLUTION TREE	707389	365.40
10 1901 2410 000 0000 647	BOOKS	365.40
SOLUTION TREE	707657	79.85
10 1902 2410 000 0000 647	BOOKS	79.85
Vendor Name SOLUTION TREE		<u>445.25</u>
SPOTTS, JEFF	07022012	332.07

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
10 0010 2213 100 3376 580	TRAVEL REIMBURSEMENT		332.07
Vendor Name SPOTTS, JEFF			<u>332.07</u>
SULLIVAN, STEPHEN	06252012	70.46	
10 0010 2213 100 3376 580	TRAVEL REIMBURSEMENT		70.46
Vendor Name SULLIVAN, STEPHEN			<u>70.46</u>
TELEPHONE CONNECTION INC	39152	13,780.00	
10 0010 2235 000 0000 739	SURVEILLANCE CAMERAS/INSTALL		13,780.00
TELEPHONE CONNECTION INC	39153	6,500.00	
10 0010 2235 000 0000 739	SURVEILLANCE CAMERAS/INSTALL		6,500.00
TELEPHONE CONNECTION INC	39154	41,552.00	
10 0010 2235 000 0000 739	SURVEILLANCE CAMERAS/INSTALL/CHANNEL LCS		41,552.00
Vendor Name TELEPHONE CONNECTION INC			<u>61,832.00</u>
THOMAS BUS SALES OF IOWA	97592	219.22	
10 0020 2700 000 0000 618	CLIPS/VISOR/BUZZER		219.22
Vendor Name THOMAS BUS SALES OF IOWA			<u>219.22</u>
TOTAL FUNDS BY HASLER	05312012	1,000.00	
10 0010 2410 000 0000 531	POSTAGE		1,000.00
Vendor Name TOTAL FUNDS BY HASLER			<u>1,000.00</u>
UNITED PARCEL SERVICE	0000537022252	89.07	
10 1901 2410 000 0000 531	UPS CHARGES		20.00
10 2020 2410 000 0000 531	UPS CHARGES		20.00
10 1902 2410 000 0000 531	UPS CHARGES		20.00
10 3230 2410 000 0000 531	UPS CHARGES		29.07
Vendor Name UNITED PARCEL SERVICE			<u>89.07</u>
WATKINS TRUE VALUE .	215314	82.80	
10 0010 2600 000 0000 618	PAINT SUPPLIES		82.80
WATKINS TRUE VALUE	215357	57.57	
10 0010 2600 000 0000 618	PAINT SUPPLIES		57.57
WATKINS TRUE VALUE	215371	62.98	
10 0010 2600 000 0000 618	PAINT SUPPLIES		62.98
WATKINS TRUE VALUE	215396	94.47	
10 0010 2600 000 0000 618	PAINT SUPPLIES		94.47
WATKINS TRUE VALUE	215422	14.62	
10 0010 2235 000 0000 618	SUPPLIES		14.62
WATKINS TRUE VALUE	215449	158.45	
10 0010 2600 000 0000 618	PAINT SUPPLIES		158.45
Vendor Name WATKINS TRUE VALUE			<u>470.89</u>
WEST CENTRAL COMMUNITY ACTION	06302012	19,349.00	
10 0010 1000 860 3117 592	2ND PAYMENT PRESCHOOL CONTRACT		19,349.00
Vendor Name WEST CENTRAL COMMUNITY ACTION			<u>19,349.00</u>
WILLEY, KAY	06272012	80.08	
10 0010 2213 100 3376 580	TRAVEL REIMBURSEMENT		80.08
Vendor Name WILLEY, KAY			<u>80.08</u>

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
YOUNG AUTO PARTS INC.	167455	65.43	
10 0010 2600 000 0000 618	SUPPLIES		65.43
Vendor Name	YOUNG AUTO PARTS INC.		65.43
Fund Number 10			<u>167,285.94</u>
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT	
TIME MANAGEMENT SYSTEMS, INC	INV52219	7,430.40	
36 0010 2235 000 0000 653	TIME ATTENDANCE SOFTWARE		7,430.40
Vendor Name	TIME MANAGEMENT SYSTEMS, INC		<u>7,430.40</u>
Fund Number 36			<u>7,430.40</u>
Checking Account ID 1			<u>174,716.34</u>
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND	
ANDERSON ERICKSON DAIRY CO	872931	125.29	
61 0010 3110 000 4556 631	SUMMER PROGRAM MILK		125.29
ANDERSON ERICKSON DAIRY CO	872932	202.58	
61 0010 3110 000 4556 631	SUMMER PROGRAM MILK		202.58
ANDERSON ERICKSON DAIRY CO	872933	152.92	
61 0010 3110 000 4556 631	SUMMER PROGRAM MILK		152.92
ANDERSON ERICKSON DAIRY CO	872934	77.30	
61 0010 3110 000 4556 631	SUMMER PROGRAM MILK		77.30
Vendor Name	ANDERSON ERICKSON DAIRY CO		<u>558.09</u>
ECONO LODGE	06132012	179.19	
61 1913 3110 000 0000 580	LODGING		179.19
Vendor Name	ECONO LODGE		<u>179.19</u>
FAREWAY FOOD STORES	06082012	40.06	
61 0010 3110 000 4556 631	SUPPLIES		40.06
FAREWAY FOOD STORES	06212012	17.94	
61 0010 3110 000 4556 631	SUPPLIES		17.94
Vendor Name	FAREWAY FOOD STORES		<u>58.00</u>
GOODWIN TUCKER GROUP	188767	222.00	
61 1913 2600 000 0000 430	REPAIR FREEZER		222.00
GOODWIN TUCKER GROUP	188768	697.50	
61 1913 2600 000 0000 430	REPAIR FREEZER		697.50
GOODWIN TUCKER GROUP	188791	367.50	
61 2020 2600 000 0000 430	REPAIR DISHWASHER		367.50
GOODWIN TUCKER GROUP	188947	(172.00)	
61 1913 2600 000 0000 430	REPAIR CREDIT		(172.00)
Vendor Name	GOODWIN TUCKER GROUP		<u>1,115.00</u>
HOCKENBERG'S	475482	842.79	
61 1913 3110 000 0000 618	COMMERCIAL BLENDER		842.79
Vendor Name	HOCKENBERG'S		<u>842.79</u>
HY VEE FOOD STORES	2100404	41.69	
61 0010 3110 000 4556 631	SUPPLIES		41.69
HY VEE FOOD STORES	2109057416	13.93	
61 0010 3110 000 4556 631	SUPPLIES		13.93
HY VEE FOOD STORES	2109147102	26.41	
61 0010 3110 000 4556 631	SUPPLIES		26.41

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
HY VEE FOOD STORES	2109239699	35.40
61 0010 3110 000 4556 631	SUPPLIES	35.40
HY VEE FOOD STORES	2109479314	44.89
61 0010 3110 000 4556 631	SUPPLIES	38.92
61 0010 3110 000 4556 618	SUPPLIES	5.97
HY VEE FOOD STORES	2109525026	48.56
61 0010 3110 000 4556 631	SUPPLIES	48.56
HY VEE FOOD STORES	2109575320	12.12
61 0010 3110 000 4556 631	SUPPLIES	12.12
HY VEE FOOD STORES	2109734978	30.58
61 0010 3110 000 4556 631	SUPPLIES	30.58
HY VEE FOOD STORES	2109778420	26.91
61 0010 3110 000 4556 631	SUPPLIES	26.91
HY VEE FOOD STORES	2109908137	7.95
61 0010 3110 000 4556 631	SUPPLIES	7.95
HY VEE FOOD STORES	2110053118	28.38
61 0010 3110 000 4556 631	SUPPLIES	28.38
HY VEE FOOD STORES	2110138780	27.80
61 0010 3110 000 4556 631	SUPPLIES	27.80
Vendor Name HY VEE FOOD STORES		<u>344.62</u>

MARTIN BROS.	4310333	478.97
61 0010 3110 000 4556 618	SUPPLIES	163.88
61 0010 3110 000 4556 631	SUPPLIES	315.09
MARTIN BROS.	4317940	682.84
61 0010 3110 000 4556 618	SUPPLIES	682.84
MARTIN BROS.	4325076	824.46
61 0010 3110 000 4556 618	SUPPLIES	46.90
61 0010 3110 000 4556 631	SUPPLIES	777.56
MARTIN BROS.	4328828	1,354.35
61 0010 3110 000 4556 631	SUPPLIES	1,354.35
MARTIN BROS.	4336566	525.00
61 0010 3110 000 4556 631	SUPPLIES	478.10
61 0010 3110 000 4556 618	SUPPLIES	46.90
Vendor Name MARTIN BROS.		<u>3,865.62</u>

Fund Number 61		<u>6,963.31</u>
Checking Account ID 2		6,963.31
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
BERGGREN JEWELERS	4375	60.50
21 0010 1400 920 6650 320	ENGRAVING	60.50
Vendor Name BERGGREN JEWELERS		<u>60.50</u>

CLARINDA COMMUNITY SCHOOLS	06282012	80.00
21 0010 1400 920 6840 340	ENTRY FEE	80.00
Vendor Name CLARINDA COMMUNITY SCHOOLS		<u>80.00</u>

CLARK HIGH SCHOOL	06262012	80.00
21 0010 1400 920 6840 340	ENTRY FEE	80.00
Vendor Name CLARK HIGH SCHOOL		<u>80.00</u>

GIRRES, CHRIS	06262012	100.00
21 0010 1400 920 6810 320	SCHEDULING FEE	50.00
21 0010 1400 920 6710 320	SCHEDULING FEE	50.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name GIRRES, CHRIS		<u>100.00</u>
GTM SPORTSWEAR	06222012	1,640.00
21 3230 1400 950 7459 618	CHEER SUPPLIES	1,640.00
GTM SPORTSWEAR	06252012	832.00
21 3230 1400 950 7459 618	CHEER SUPPLIES	<u>832.00</u>
Vendor Name GTM SPORTSWEAR		2,472.00
HEARTLAND SCENIC STUDIO, INC.	35048	314.07
21 2020 1400 910 6110 618	IN SITE TRAINING	<u>314.07</u>
Vendor Name HEARTLAND SCENIC STUDIO, INC.		314.07
HOTEL FORT DES MOINES	06252012	221.76
21 0010 1400 920 6740 580	LODGING	<u>221.76</u>
Vendor Name HOTEL FORT DES MOINES		221.76
IA GIRLS H.S. ATHLETIC UNION	14535	16.00
21 0010 1400 920 6810 618	SCOREBOOKS	<u>16.00</u>
Vendor Name IA GIRLS H.S. ATHLETIC UNION		16.00
JACKSON, EDDIE	06262012	110.00
21 0010 1400 920 6730 320	OFFICIAL	<u>110.00</u>
Vendor Name JACKSON, EDDIE		110.00
JONES, RICK	06262012	110.00
21 0010 1400 920 6730 320	OFFICIAL	<u>110.00</u>
Vendor Name JONES, RICK		110.00
KUDRON, PHIL	06262012	95.00
21 0010 1400 920 6835 320	OFFICIAL	<u>95.00</u>
Vendor Name KUDRON, PHIL		95.00
RED OAK COMMUNITY SCHOOL DIST	05122012	110.40
21 2020 1400 910 6220 618	TRANSP CHARGES	110.40
RED OAK COMMUNITY SCHOOL DIST	05162012	210.35
21 1901 1400 950 7410 618	TRANSP CHARGES	210.35
RED OAK COMMUNITY SCHOOL DIST	06282012	852.50
21 3230 1400 950 7418 618	TRANSP CHARGES	<u>852.50</u>
Vendor Name RED OAK COMMUNITY SCHOOL DIST		1,173.25
TEAM LEADER	111979	143.00
21 3230 1400 950 7459 618	PERSONALIZED BOWS	<u>143.00</u>
Vendor Name TEAM LEADER		143.00
TREYNOR COMMUNITY SCHOOL	06262012	80.00
21 0010 1400 920 6840 340	ENTRY FEE	<u>80.00</u>
Vendor Name TREYNOR COMMUNITY SCHOOL		80.00
VARSITY	74600717	511.00
21 3230 1400 950 7459 618	CHEER SUPPLIES	<u>511.00</u>
Vendor Name VARSITY		511.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
WAX, GARY	06262012	95.00
21 0010 1400 920 6835 320	OFFICIAL	95.00
Vendor Name WAX, GARY		<u>95.00</u>
Fund Number 21		<u>5,661.58</u>
Checking Account ID 3		<u>5,661.58</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AMES ENVIRONMENTAL INC	24791	1,750.00
10 0010 2600 000 0000 340	3 YEAR INSPECTION	1,750.00
Vendor Name AMES ENVIRONMENTAL INC		<u>1,750.00</u>
FAREWAY FOOD STORES	06282012/32	202.70
10 0010 1200 219 0000 612	SUPPLIES	202.70
Vendor Name FAREWAY FOOD STORES		<u>202.70</u>
LAUGHLIN, STEPHANIE	06302012	169.80
10 0010 2213 100 3376 580	TRAVEL REIMBURSEMENT	169.80
Vendor Name LAUGHLIN, STEPHANIE		<u>169.80</u>
SOUTHWEST IOWA PARKING LOT	089538	12,400.00
10 0010 2600 000 0000 430	PARKING LOT REPAIR/SEAL	12,400.00
Vendor Name SOUTHWEST IOWA PARKING LOT		<u>12,400.00</u>
Fund Number 10		<u>14,522.50</u>
Checking Account ID 1		<u>14,522.50</u>

Invoice Li Detail
JUNE PREPAID CHECKS LISTING, 2012

Vendor ID: AMERITAS	AMERITAS	PO Number:	Invoice Number: 06182012	Amount:	150.00
Description: SERVICES		Invoice Date: 06/18/2012	Due Date: 06/30/2012	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 162823	Check Date: 06/18/2012	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0010 1000 100 8018 270	INSURANCE		150.00		N
					In Full
					Final
Vendor ID: FIRSTBANKC	FIRST BANKCARD	PO Number: 075980	Invoice Number: 06052012	Amount:	175.40
Description: SERVICES		Invoice Date: 06/05/2012	Due Date: 06/30/2012	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 162825	Check Date: 06/19/2012	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 1901 2410 000 0000 611	BOOKS		175.40		N
					In Full
					Final
Vendor ID: MARTI2	MARTINEZ, DANIEL	PO Number: 077493	Invoice Number: 06012012	Amount:	108.00
Description: REIMBURSEMENT		Invoice Date: 06/01/2012	Due Date: 06/30/2012	Status: PP	1099 Amount: 108.00
Sequence: 1	Check Type: Check	Checking Account ID: 3	Check Number: 23040	Check Date: 06/04/2012	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0010 1400 920 6650 580	STATE MEAL MONEY		108.00	108.00	N
					In Full
					Final
Vendor ID: MERCER	MERCER HEALTH & BENEFITS ADMIN LLC	PO Number:	Invoice Number: 06182012	Amount:	7,976.54
Description: SERVICES		Invoice Date: 06/18/2012	Due Date: 06/30/2012	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 1	Check Number: 162824	Check Date: 06/18/2012	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 0010 1000 100 8018 270	JULY INSURANCE		7,976.54		N
					In Full
					Final
Vendor ID: SUPER8URBN	SUPER 8 URBANDALE	PO Number: 077489	Invoice Number: 06012012	Amount:	178.38
Description: SERVICES		Invoice Date: 06/01/2012	Due Date: 06/30/2012	Status: PP	1099 Amount: 0.00
Sequence: 1	Check Type: Check	Checking Account ID: 3	Check Number: 23039	Check Date: 06/04/2012	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
21 0010 1400 920 6650 580	LODGING		178.38		N
					In Full
					Final

Report 1099 Total: 108.00

Report Total: 8,588.32

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
IFCSEP CONFERENCE	07012012	220.00
10 0010 1000 300 4531 320	REG FEE	220.00
Vendor Name IFCSEP CONFERENCE		<u>220.00</u>
IOWA SCHOOL BUILDING & GROUNDS	07012012	100.00
10 0010 2600 000 0000 340	DUES	100.00
Vendor Name IOWA SCHOOL BUILDING & GROUNDS		<u>100.00</u>
ISFIC	12-351	1,440.20
10 0010 2310 000 0000 810	RENEWAL	1,440.20
Vendor Name ISFIC		<u>1,440.20</u>
SOFTWARE UNLIMITED	07012012	3,370.00
10 0010 2310 000 0000 320	SOFTWARE MAINTENANCE	3,370.00
Vendor Name SOFTWARE UNLIMITED		<u>3,370.00</u>
WEB.COM, INC.	18319901	17.96
10 0010 2236 000 0000 536	DOMAIN NAME	17.96
Vendor Name WEB.COM, INC.		<u>17.96</u>
Fund Number 10		<u>5,148.16</u>
Checking Account ID 1	Fund Number 22	MANAGEMENT FUND
UNITED GROUP INC.	07012012	71,444.50
22 0010 2700 000 0000 522	INSURANCE PYMT	4,066.30
22 0010 2310 000 0000 520	INSURANCE PYMT	7,810.04
22 0010 2600 000 0000 260	INSURANCE PYMT	1,394.00
22 0010 1000 100 0000 260	INSURANCE PYMT	23,125.08
22 0010 3110 000 0000 260	INSURANCE PYMT	735.30
22 0010 2310 000 0000 525	INSURANCE PYMT	3,888.80
22 0010 2600 000 0000 523	INSURANCE PYMT	506.83
22 0010 2700 000 0000 260	INSURANCE PYMT	839.46
22 0010 2221 000 0000 260	INSURANCE PYMT	1,142.78
22 0010 1000 100 0000 524	INSURANCE PYMT	331.05
22 0010 2310 000 0000 250	INSURANCE PYMT	7,303.95
22 0010 2600 000 0000 521	INSURANCE PYMT	13,273.87
22 0010 2600 000 0000 524	INSURANCE PYMT	3,625.40
22 0010 2310 000 0000 260	INSURANCE PYMT	3,401.64
Vendor Name UNITED GROUP INC.		<u>71,444.50</u>
Fund Number 22		<u>71,444.50</u>
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
HOUGHTON STATE BANK	07012012	82,301.99
36 0010 2700 000 5410 732	LEASE PAYMENT	82,301.99
Vendor Name HOUGHTON STATE BANK		<u>82,301.99</u>
Fund Number 36		<u>82,301.99</u>
Checking Account ID 1		<u>158,894.65</u>

2012-2013 Proposals for Gas, Diesel, and Oil

<u>GAS, DIESEL, OIL</u>	Lincoln Farm & Home 2012--2013	UFMC 2012-13	Cubby's 2012- 2013
Ethanol	NO PROPOSAL	.05 cents per gallon above vendor's cost.	NO PROPOSAL
Diesel (Net Price)—	NO PROPOSAL	.05 cents per gallon above vendor's cost.	NO PROPOSAL

□

Solicited bids for fuel will be tied to the wholesale price. The proposal will identify a per gallon cost for fuel based on the vendor's wholesale cost (determined and measured by the first trading Monday of each month) plus your bid mark-up – normally measured in “cents per gallon”.

**2012-13 Proposals for Pest Control
per Month by Building**

<u>PEST CONTROL</u>	Sellers Pest Control *	Presto-X*	Orkin*
High School	\$1.00 Bait \$30.00 Spray	\$50.00 Bait \$50.00 Spray	\$45.00 Bait \$45.00 Spray
Tech Center	\$1.00 Bait \$10.00 Spray	\$20.00 Bait \$20.00 Spray	\$25.00 Bait \$25.00 Spray
Middle School	\$1.00 Bait \$30.00 Spray	\$50.00 Bait \$50.00 Spray	\$50.00 Bait \$50.00 Spray
Bancroft	\$1.00 Bait \$10.00 Spray	\$20.00 Bait \$20.00 Spray	\$23.00 Bait \$23.00 Spray
Inman	\$1.00 Bait \$30.00 Spray	\$30.00 Bait \$30.00 Spray	\$40.00 Bait \$40.00 Spray
Washington	\$1.00 Bait \$10.00 Spray	\$20.00 Bait \$20.00 Spray	\$25.00 Bait \$25.00 Spray
Webster	\$1.00 Bait \$10.00 Spray	\$20.00 Bait \$20.00 Spray	\$25.00 Bait \$25.00 Spray
<u>Monthly Cost</u>	<u>\$137.00</u>	<u>\$210.00 or</u> <u>\$210.00</u>	<u>\$233.00 or</u> <u>\$233.00</u>
Type	Bait/Spray	Bait	Bait/Spray

*Presto-X: The cost is \$210 per mo. Whether we bait or spray. We typically bait and only spray when needed.

*Orkin: We bait and/or spray depending on the pest.

Did **NOT** receive bids from RMPKA (Mr. Aaron Johnson) and All American Lawn Care, Inc. (Mr. John Hollen)

2012-2013 Bids for Dairy Products

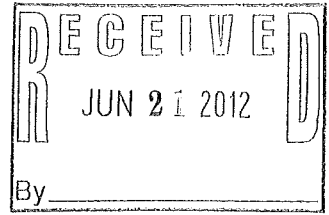
<u>DAIRY PRODUCTS</u>	Anderson Erickson Firm	Anderson Erickson Escalator	Roberts Dairy Firm	Roberts Dairy Escalator
Grade A1% Homogenized ½ pint	.2080	.1780	.2200	.1800
Skim Chocolate Milk ½ pint	.2160	.1860	.2240	.1840
Skim Strawberry Milk ½ pint	.2160	.1860	.2170	.1770
Cottage Cheese (5 lb. Small curd)	8.00	7.50	8.00	7.50
4 oz. ice cream cups	N/A	N/A	9.00	
Delivery	As agreed upon	As agreed upon	As agreed upon	As agreed upon
Coolers	Provided	Provided	Provided	Provided

- ROBERTS-The pricing quoted is based on July's 2012 Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers of America. The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of \$.10 per CWT (up or down) will move the cost of a half pint \$.00054. Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate and re-sale products (ex. Hershey). Supporting documentation will be supplied upon request. All price changes will become effective on the 1st day of the month following the price announcement.
- ANDERSON ERICKSON-Prices quoted are subject to escalator clause. Prices quoted will remain firm for the entire 2012-13 school year. We furnish and maintain all necessary milk coolers. Please note that when a school system owns their own coolers .0050/1/2 pint can be deducted.

2012-2013 Quote for Bakery Products

<u>ALL BAKERY PRODUCTS</u>	Hostess Brands IBC Wonder Bread	Sara Lee	HyVee
	Delivery by 8:30 a.m.	Delivery by 8:30 a.m.	Delivery by 8:30 a.m.
4" Hamburger buns-whole grain 12 ct.	\$1.15 per pkg.	\$1.58 per pkg.	Earth Grains \$5.19 per pkg
4" Hamburger buns-whole grain 8 ct.	\$.98 - 12 oz.	\$1.27 per pkg.	\$1.39 per pkg.
4" Hamburger buns-whole grain pillow sleeve	N/A	3.95 per pkg.	Not Available
6" Hot Dog buns-white 16 ct.	\$1.10 - 24 oz.	1.70 per pkg.	Not Available
6" Hot Dog buns-white 8 ct.	12 ct. - \$1.00 17 oz.	N/A	\$.99 per pkg.
Hot Dog buns-wh grain 16 ct.	12 ct. - \$1.10	2.11 per pkg.	Not Available
Hot Dog buns-wh grain 8 ct.	\$.95 - 12 oz.	1.27 per pkg.	\$1.39 per pkg.
White Sandwich Bread-24 oz.	\$1.00 per pkg.	1.20 per pkg.	\$1.39 per pkg.
Wheat Sandwich Bread-24 oz.	\$1.00 per pkg.	1.25 per pkg.	\$1.39 per pkg.
Sandwich Bread-wh grain 24 oz	\$1.15 per pkg.	1.35 per pkg.	\$1.49 per pkg.
Texas Toast - 24 oz.	\$1.05 per pkg.	1.37 per pkg.	\$1.49 per pkg.
6" Steak/Hoagie Buns	8 ct. - \$1.10 - 18 oz. Deli Roll	3.78 per pkg.	\$3.29 per pkg.
Kaiser Buns	8 ct. - \$1.10 - 18 oz.	2.14 per pkg.	\$3.29 per pkg.
Dinner Rolls	12 ct. - \$1.00 - 18 oz.	1.30 per pkg.	\$1.89 per pkg.

NOTE: Fareway was given the information but did not provide a quote.



June 20, 2012

COPY

Terry Schmidt, Superintendent
Red Oak Community School District
904 Broad Street
Red Oak, IA 51566

Dear Superintendent Schmidt,

Please find enclosed two copies of special education contracts for
Please have a representative sign both copies of the contracts, retain
one copy for your records and return the other copies to us.

Please return this contract to:
Council Bluffs Community School District
Attention: Ms. Becky Zorn
12 Scott Street
Council Bluffs, IA 51503

If you have any questions, please contact me at 712-328-6424.

Sincerely,

Becky Zorn
Director of Special Education

Attachments
BZ/djc

Where Dreams Begin!

Educational Service Center

12 Scott Street ☆ Council Bluffs, IA 51503 ☆ (712) 328-6446 ☆ Fax: (712) 328-6428
www.council-bluffs.k12.ia.us



Council Bluffs

Community School District
...Where Dreams Begin!

This agreement is entered into by the Red Oak Community School District (sending agency) and the Council Bluffs Community School District (receiving agency) for the 2011-2012 school year.

We the undersigned agencies for _____ who is being provided services or programs by Council Bluffs Community School District at the Heartland School beginning 11/7/11, hereby do consent and agree to the following conditions:

Condition 1


The Council Bluffs Community School District shall provide instructional services and programs for the above named student referred for special education classes in accordance with the State of Iowa Department of Education Rules and Regulations and in accordance with state laws governing such services and the delivery thereof.

Condition 2

The cost of the above the services shall be paid by the sending agency to the receiving agency and shall be the actual cost incurred in providing these services and programs. Payment of actual costs shall be made to Council Bluffs Community School District in the following manner.

- A. The receiving agency will bill the sending agency estimated costs at the end of the first semester. Estimated costs shall be determined by multiplying the special education weighting (1.72, 2.21, and 3.74) times receiving agencies per pupil costs for first semester. Costs will be prorated if services are less than a full school year.
- B. The receiving agency shall provide the sending agency with an itemized final statement of actual costs of service and itemized payments received toward that cost by the end of the current school year. The payment shall be made by the sending agency as soon as possible for the current school year.

Signed:



Authorized Designee, Receiving Agency

Date: 15 JUNE 2012

Authorized Designee, Sending Agency

Date: _____



Council Bluffs

Community School District
...Where Dreams Begin!

This agreement is entered into by the Red Oak Community School District (sending agency) and the Council Bluffs Community School District (receiving agency) for the 2011-2012 school year.

We the undersigned agencies for _____ who is being provided services or programs by Council Bluffs Community School District at the Heartland School beginning 2/5/12, hereby do consent and agree to the following conditions:

Condition 1

The Council Bluffs Community School District shall provide instructional services and programs for the above named student referred for special education classes in accordance with the State of Iowa Department of Education Rules and Regulations and in accordance with state laws governing such services and the delivery thereof.

Condition 2

The cost of the above the services shall be paid by the sending agency to the receiving agency and shall be the actual cost incurred in providing these services and programs. Payment of actual costs shall be made to Council Bluffs Community School District in the following manner.

- A. The receiving agency will bill the sending agency estimated costs at the end of the first semester. Estimated costs shall be determined by multiplying the special education weighting (1.72, 2.21, and 3.74) times receiving agencies per pupil costs for first semester. Costs will be prorated if services are less than a full school year.
- B. The receiving agency shall provide the sending agency with an itemized final statement of actual costs of service and itemized payments received toward that cost by the end of the current school year. The payment shall be made by the sending agency as soon as possible for the current school year.

Signed:

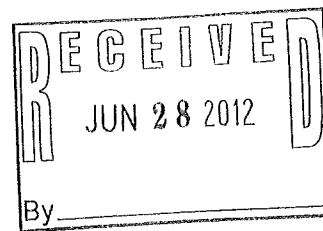
Authorized Designee, Receiving Agency

Date: 15 JUNE 2012

Authorized Designee, Sending Agency

Date: _____

COPY



Fremont-Mills Community School District
1114 HWY 275
Tabor, IA 51653

Contract for Instructional Services

Student:

This agreement between the Red Oak Community School District (sending agency) and the Fremont-Mills Community School District (receiving agency) is entered into for the 2011-12 school year. We, the undersigned agencies for each special education student being provided services or programs by other than the student's resident district hereby do consent and agree to the following conditions:

- I. The Fremont-Mills CSD shall provide instructional services and programs of the above named student referred for special education classes in accordance with the State of Iowa Department of Public Instruction Rules and Regulations and in accordance with state laws governing such services and the delivery thereof. The receiving district shall retain the right to limit enrollment.
- II. The cost of the above services shall be paid by the sending agency to the Fremont-Mills CSD and shall be the actual costs incurred in providing these services and programs. Payment of actual per diem cost shall be made in the following manner:
Actual costs of the program include the employees' salaries, benefits, and supplies or materials for instruction. The total costs incurred for the specific instructional program will be divided by the number of students served by the program. The per diem/per pupil charge will be based on 180 days of instructional service to pupils and pro-rated according to the number of days the student is enrolled in the program.

Signed,

Board President or Authorized Designee Sending Agency

Board President or Authorized Designee Receiving Agency

Date

6.28.12

Date

Item 6.2.1 Red Oak High School Handbook Revisions and Red Oak CSD Personnel Manual Revisions for FY 13

BACKGROUND INFORMATION: Two handbooks with revisions remain for the Board's consideration this evening. These are the high school's student handbook and the District Personnel Manual.

High School Principal Jedd Sherman and Assistant Principal Jeff Spotts have several updates. Their report is included as an attachment for your review.

The District Personnel Manual has revisions for the start of another fiscal year. Changes and/or revisions are attached for your review. The most significant changes are those that address the use of the Internet/expected protocol and changes affected by contract negotiations.

SUGGESTED BOARD ACTION: It is recommended the Directors approve revisions/updates in the Red Oak High School Student Handbook and in the Red Oak District Personnel Manual.

Student Handbook Table of Changes:

Page numbers indicate where the topic is found in the 2011-12 Student Handbook. You can find a copy of this online at the school website on the high school page.

Hndbk Area	Change	Addition	Deletion	General Description	Pg*
Gen Info	x			Office Staff Listing	3
	x			Hours of Operation from 7:30 AM to 4:30 PM	3
	x			Announcements	4
	x			Electronic Devices Information,	5
		x		Nondiscrimination	5
	x			Faculty Listing due to New Faculty	6
	x			Coach and Sponsor Listings	7
	x			Support Staff Listings	8
	x			Bell Schedules	9-11
			x	Block Scheduling	12
	x			Traffic Regulations	13
	x			Media Center	13
Stdnt Academics			x	PE Waiver	16
	x			Class Schedules and Drops	17
	x			Seminar	18
			x	Seminar: or computer lab	19
Stdnt Activities	x			Student Organizations	27
	x			Student Council	28
	x			Dances	28-9
	x			Student Eligibility	30
		x		Activity Attendance	31
Stdnt Attendance	x			Attendance Regulation	33
			x	Attendance Regulation	33
			x	Delete # 1 of College Visitation	35
	x			Revamped Tardy Regulations	37
Stdnt Beh/Disc	x			Modified Parking Consequences on Table	

General School Information

- * Updated office staff listing to include Beth DeBolt, Guidance Secretary.
- * Change office hours from “7:30 AM to 4:00 PM” to “7:30 AM to 4:30 PM.”
- * Board and Superintendent revised job description for Activities Director. Coaching concerns are evaluated through AD and Superintendent.
- * Old: Announcements will be distributed by email to all classrooms and posted in the building prior to the start of school. Announcements are read daily over the loudspeakers but if they are not, the teachers are asked to read the announcements during the first five minutes of second or third block.
- * New: Announcements will be distributed by email to all classrooms, posted in the building, and **published to www.redoakschooldistrict.com, prior to the start of each school day.**
- * Time for school day has changed to: 8:05 AM – 3:21 PM. School rules are in effect for any zero block courses.
- * The new bell schedules have been placed into the section called “bell schedules.”
- * The consequences for this infraction have been placed in the student discipline section of the handbook.
- * The media center will no longer have a computer lab.

Student Academics

- * PE waiver information has been deleted from the student handbook since it is already discussed in the course description handbook.
- * Drop: To that end, it shall be the policy of the ROCSD that all high school students be in attendance for a school day of four block periods. Additionally...
- * Seminar rules were clarified, not necessarily changed here.
- * We won't have a computer lab in the media center anymore, so it has been deleted as a choice for students in Seminar.

Student Activities

- * We are discontinuing Unity Council, Pro-Tech and Dance Team, but we will revisit with faculty and students regarding student organization opportunities.
- * President and Vice President of the Student Council must be a junior or senior. Other officers can be a sophomore, junior or senior.

*All dances will require that guests be approved 3 weeks prior to the dance by the principal. ID will be required to establish identity.

* **Homecoming Dance will be changed to Friday for the upcoming 2012-13 school year.**

* We added that students who arrive more than 20 minutes late to school could be held out of an extracurricular interscholastic activity or practice.

Student Eligibility

Have earned passing grades in all full-time classes within the year prior to their participation. Ineligibility will be a 30 day period determined by calendar events for each respective activity. During the school year or year round?

Student Attendance

* Automated dialer happens by 8:45 AM, so it would be best that parents call in by 8:30 AM.

* Deleted: It is the belief of the Red Oak High School that all absences will be recognized as unexcused unless documented according to the rules found in this handbook.

* Changed steps for tardy students.

Student Behavior and Discipline

* Parking infractions have been modified on the table of consequences.

Student Behavior and Discipline

7.6.2012

To: Internal

From: tfs

Subject: Personnel Manual Revisions for FY 13

Revised:

Learning Centers in the Red Oak Community School District

- The Webster Building which includes: ~~the District Administrative Center,~~ The Right Start Four Year Old Program, the Red Oak Head Start Program, and the Kaleidoscope Four Year Old Program
- Inman Primary School - grades pre K to three
- Washington Intermediate School - grades four and five
- Red Oak Middle School - grades six to eight
- Red Oak High School - grades nine to twelve and the Alternative School
- The Technology Center Building which includes the District Administrative Center, classes for the Southwestern Community College, the ICN Room, and several Career/Technical Education classes for Red Oak High School.

Revised:

New Employee Orientation Program

Employees must know their role and duties. New employees ~~may be~~ are required to participate in an orientation program. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by human resources staff at the ~~District Office Building,~~ Administrative Center. During orientation programs information is shared regarding the mission and philosophy of the District, personnel policies, sexual harassment, benefits, and related items.

Revised:

Individuals seeking job verifications and references should be referred to the Superintendent of Schools or his designee. Only factual, job-related information on current and former employees shall be released to individuals seeking job verifications and references. Before any district administrator or department director may provide an oral and/or written recommendation, notification must be given to the school superintendent or his designee in a timely manner.

Revised:

Leaves of Absence

The Red Oak Board of Directors identifies leaves of absence in the master contracts for both the professional educators (teachers) and the support staff employees (paraeducators, school office personnel, maintenance/operations personnel, food service personnel, and transportation personnel.) All other district employees (~~administrators, food service, and transportation~~) are governed by board policy for leaves of absence. Detail of all leave provisions may be found in the master contracts for the Red Oak Education Association and the Red Oak Support Staff Association and the policy manual for Board of Directors.

A condensed summary of leaves:

Professional Educators

- *Sick days - 15 per year accumulative to 90
- Personal days - ~~2 per year accumulative to 3 - unused personal leave days are compensated at the rate of \$50 per day~~
Two (2) unused personal leave days may be accumulated from year to year with a maximum of four (4) days. The employee will not be compensated for the accumulated personal leave day.
- Jury days - full pay for time lost - remuneration received is remitted to ROCSD
- Professional days - approved leave must be requested and filed 7 days in advance
- Emergency days - not to exceed 8 days for immediate family and funerals not covered under "funeral days"
- Funeral days - not to exceed 5 days for family members - may be extended by the discretion of the superintendent
- Adoptive days - not to exceed 5 days

- Association days - not to exceed 6 days - Association reimburses ROCSD for substitute costs
- Extended Association Leave - see the master contract
- Educational Improvement Leave - see the master contract

Support Staff (includes: Food Service, Transportation, Maintenance, Office Personnel, Paraeducators)

- *Sick days - 15 per year accumulative to 90
- Personal days - 2 per year accumulative to 3 - unused personal leave days are compensated at the rate of \$50 per day (8 hour work day) - must be requested and filed 3 days in advance
- Jury days - full pay for time lost - remuneration received is remitted to ROCSD
- Professional days - dependent on department director's or principal's discretion
- Emergency days - not to exceed 8 days for immediate family and funerals not covered under "bereavement days"
- Bereavement days - not to exceed 5 days for family members
- Association days - not to exceed 5 days - Association reimburses ROCSD for substitute costs, if needed

Administrators, Food Service, and Transportation

- Sick days - 15 per year accumulative to 90
- Personal days - 2 per year accumulative to 3 - unused personal leave days are compensated at the rate of \$50 per day
- Jury days - full pay for time lost - remuneration received is remitted to ROCSD
- Professional days - approved leave must be requested and filed 7 days in advance
- Emergency days - not to exceed 8 days for immediate family and funerals not covered under "funeral days"
- Funeral days - not to exceed 5 days for family members - may be extended by the discretion of the superintendent

Revised:

Red Oak Community School District: Technology Acceptable Use Policy

Introduction

Because 21st century skills are a vital part of the school district curriculum and management of district business, appropriate technologies will be made available to employees and students. These resources include access to the Internet and other network files or accounts by using computers or other digital devices that may or may not be owned by the district. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through outdated means.

Students will be able to access the Internet through their teachers. Students, faculty, and staff may hold network accounts and district-issued email accounts. The person in whose name an account is issued is responsible at all times for its proper use. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school. The district trusts assigned users to make responsible use of computing resources. The district also maintains a guest network that provides Internet access only. Users of the guest network are expected to comply with the current Technology Acceptable Use Policy. Employees and students will be instructed on the appropriate use of the Internet.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual or textual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyber bullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
 - safety on the Internet;

- appropriate behavior while on online, on social networking Web sites,
 - and
 - in chat rooms; and
 - cyber bullying awareness and response.
- Compliance with the E-rate requirements of the Children’s Internet Protection Act

In this digital age, student records, assignments, and on-line classes are often available via the Internet. Red Oak Community School District will implement appropriate security measures to ensure that data is available only to those who have valid reason to access the data. It is the responsibility of parents, students, and district staff to keep passwords confidential and change passwords periodically.

Employee, Student, and Parent/Guardian Agreements

All employees, students and parents are expected to read the Red Oak Community School District Technology Acceptable Use Policy. All employees are required to sign the Red Oak Community School District Employee Technology Usage Agreement.

Parents/guardians of all students under the age of 18 are required to sign the Red Oak Community School District Student Access Release and Authorization Agreement before students will be granted access to the district’s technology resources. This will be available upon registration. If for any reason, a parent or guardian does not want his/her student to have Internet access, then he/she must notify the district in writing. If access is removed at any time, the agreement must be resubmitted. Students in grades 6-12 will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of policy or regulations.

Students and parents of students who are provided a laptop through the One to One program must read the Student/Parent Laptop Handbook. A signed Laptop Computer Use Agreement must be on file with the District Technology Director prior to that student receiving a laptop computer.

Ownership

Access to computing resources is a privilege, not a right and the privilege can be suspended immediately without notice. All user accounts issued by the district are considered property of the district. The district allows users to access some or all of these resources for the reasons listed in this policy. These user guidelines extend beyond the school district’s physical building, such as school issued email accounts, hardware, or software used when off the school district’s property. Staff members or students will not retain proprietary rights related to the materials designed or created by such user

if district hardware/software is used unless those rights are transferred to the user.

Network access, Internet access, and hardware are provided to support the educational goals set forth by the Board of Directors and to contribute to efficient management of district business. The district has the responsibility to maintain the integrity, operation, and availability of its hardware and network for access and use. The district does not guarantee user privacy or system reliability. It is not liable for loss or corruption of data resulting from using district-owned hardware or network resources.

Occasionally, through routine monitoring or maintenance, duly authorized personnel have authority to access individual files or data. Users should not expect that anything stored on school computers or networks will be private. Software may be used to monitor computer usage, system information, and remotely observe and manage network technology.

Electronic Communication

Electronic forms of communication have become the norm in many aspects of the educational process and management of a school. This includes, but is not limited to email, certain social media, discussion boards, and blogs. The Red Oak Community School District will grant email and other accounts to staff members and students as needed. These accounts are owned by the district and can be terminated at any time. Students will have their accounts disabled upon graduation or on their last day of enrollment at Red Oak Community Schools. Staff members leaving the district will have their accounts disabled as of their final contract day unless other arrangements are made.

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

I. Responsibility for Internet Appropriate Use.

- A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees.
- B. Instruction in the proper use of the Internet will be available to employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge. Violations relating to or supporting of illegal activities will be reported to law enforcement agencies.

II. Internet Access.

- A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
- B. Students will be able to access the Internet while at school under the supervision of a staff member. Individual student accounts and electronic mail addresses may be issued to students at this time.
 - 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
 - 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
 - 3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
 - 4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
 - 5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
 - 6. Users will be allowed to download and upload files that pass the requirements of the virus protection and/or content filter technologies that are in place.
 - 7. The school district makes no guarantees as to the accuracy of information received on the Internet.

III. Permission to Use Internet

- A. Annually, parents of students under the age of 18 will grant permission for their student to use the Internet using the prescribed form.
- B. All employees will sign the "District Employee Technology Usage Agreement" and return it to the Central Office.

C. People using the guest wireless network to access the Internet will be required to agree to the terms of use before they are granted access.

IV. Student Use of Internet.

A. Equal Opportunity - The Internet is available to all students who have permission to use the Internet within the school district under the supervision of a staff member. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

1. It is possible that students in grades 6-12 who have a school-issued device as part of the 1:1 program will access the Internet without direct supervision of a staff member during the school day.
2. Students in grades 6-12 who have a school-issued device as part of the 1:1 program will be able to access the Internet while away from school. Because they will be accessing the Internet via the school's Internet service and content filtering technology, the same rules apply.
3. The Internet is available to all staff that has a District Employee Technology Usage Agreement on file with Central Office.

B. Digital Citizenship

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, employees and students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

2. Internet Safety

- a. Users shall not post personal contact information on the Internet with district-owned devices. This includes name, age, gender, home address, or telephone number. This does not include posts made on the school's learning management system.
- b. Users should not share personal photos, personal videos, or photos/videos of others that do not support the curriculum or that are inappropriate.
- c. Students shall not engage in instant messaging or social networking sites at any time during the school day except when such has been approved for classroom use.
- d. Students should inform district personnel of any threatening, derogatory, or obscene communication immediately.

3. Cyber bullying— The Board Policy forbids cyber bullying. For the purposes of this policy, “cyber bullying” shall mean using digital communication capabilities on any electronic device to bully others by:

- a. Sending or posting cruel messages or images
- b. Threatening others
- c. Excluding or attempting to exclude others from activities or organizations.
- d. Starting or passing on rumors about others or the school system.
- e. Harassing or intimidating others.
- f. Sending angry, rude, or vulgar messages directed at a person or persons privately or to an online group.
- g. Sending or posting harmful, untrue or cruel statements about a person to others.
- h. Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger.
- i. Sending or posting material about a person that contains sensitive, private, or embarrassing information, including forwarding private messages or images.
- j. Engaging in tricks to solicit embarrassing information that is then made public.

4. Employees and students should adhere to on-line protocol:

- a. Respect all copyright and license agreements.
- b. Cite all quotes, references and sources.
- c. Remain on the system long enough to get needed information, then exit the system.

- d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
 - e. Copyright—The Red Oak School District views copyright as a critical issue in regards to 21st Century learning. Copyright, and the related areas of trademark and licensing, are one of the most important issues to be addressed and taught to students. Copyright protects the rights of creators and users of information. Students and staff members of the Red Oak Community School District are expected to follow copyright law.
 - 1) Plagiarism—The dictionary defines plagiarism as “taking ideas or writings from another person and offering them as your own.” The person who leads readers to believe that they are reading original work when it is copied, is guilty of plagiarism. The person who created a piece of work, should always be given credit. With the amount of cutting and pasting that is done via the Internet, it is important that the guidelines of plagiarism are followed and credit is always given to the author of any piece of work.
 - 2) Fair Use—Fair use is part of the copyright law, and can be used when completing school work. If copying is not specifically prohibited in the copyright law, then it may be allowed under fair use. Users need to make good decisions about the specific circumstances in which they are using others’ work. Students and employees of the Red Oak School District are expected to follow the fair use guidelines that are provided in the Board Policy Manual.
 - 3) Public Domain—Users may upload creative works that are in the public domain for their own use. Users are responsible for determining whether a program is in the public domain.
 - 4) File Sharing—The installation and/or use of any Internet-based file-sharing tools is prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).
5. Email—Employees and Students should use only district-assigned email accounts or other approved forms of digital communication while at school. Employees and students are expected to adhere to the following guidelines:
- a. School-issued email accounts will be accessed using the district supported and approved client software.
 - b. Users are responsible for their passwords and accounts. At no time should one share his or her passwords with other users. Users are not to use, or allow others to use their email or other accounts. Any inappropriate use can result in the loss of the account as specified in the Acceptable Use Policy.

- c. Information transported using district email and other district owned accounts is not to be considered private, secure, or confidential. All electronic communication generated on district-owned hardware is considered the property of the school district and may be reviewed and deleted as needed to ensure network integrity and confidentiality.
- d. Email and other electronic communication should reflect professional standards at all time. School accounts should only be used for school related correspondence. With regards to personal email use, occasional sending or receiving of personal messages by staff or students is inevitable. This type of incidental personal use is permitted providing it does not violate district policy, adversely affect others, the speed of the network, or the employee's professional responsibilities, including using instructional time for personal communication.
- e. District owned resources should never be used for the conduct of any personal, discriminatory, or unlawful business. This includes use for commercial purposes, advertising, and political lobbying.
- f. In addition to the regulations listed above, users are expected to adhere to the following guidelines:
 - 1) Read email on a regular basis
 - 2) Delete unwanted messages immediately
 - 3) Use of vulgar and/or abusive language is prohibited
 - 4) Always sign your name to a message
 - 5) Acknowledge that you have received a document or file that someone has sent to you

C. Restricted Material

- 1. Employees and students will not intentionally access, transmit, or download any text file or or engage in any conference that:
 - a. includes material which is obscene, libelous, indecent, vulgar, profane or lewd.
 - b. advertises any product or service not permitted to minors by law.
 - c. constitutes insulting or fighting words, the very expression of which injures or harasses others.
 - d. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities.
 - e. will cause the commission of unlawful acts or the violation of lawful school regulations.

2. Users agree to inform an appropriate district employee immediately if he or she:
 - a. accidentally enters an internet site that is inappropriate as defined by this policy.
 - b. accidentally changes the configurations on any computer.
 - c. receives a message which makes him or her uncomfortable or is offensive.
3. Use of social network sites, game sites, chat rooms, and other similar sites, except under the direction of a classroom teacher during instructional hours is prohibited.
4. Any user of district technology resources used in the context of the school is prohibited from viewing, sending, or composing any digital communication that indicates or suggests unethical or illegal solicitation, racism, sexism, language that is inappropriate for the educational setting, cyberbullying, harassment, pornography, and other issues, including those defined by the nondiscrimination policy of the district.
5. Employees and students are prohibited from installing any unauthorized software, including personally owned software, on district-owned computers without permission from the district technology director.
6. All users are responsible for ensuring that any storage media that is brought in from outside the school are virus free and do not contain any unauthorized or inappropriate files as defined in this document.

D. Unauthorized Costs - If an employee or student gains access to any service via the Internet which has a cost involved or if an employee or student incurs other types of costs, the user accessing such a service will be responsible for those costs.

E. Abuse of Network Privileges

1. Employees and students will not use the network in such a way that would disrupt the use of the network by others.
 - a. Users should never share their password with anyone or use another user's password.
 - 1) Users who share their passwords will be considered responsible any results of such use.
 - 2) If a user believes others know their password and if any user files have been altered, he or she should notify a district employee.
 - b. Students should never use teachers' computers without permission or supervision.

- c. Teachers should never allow students to use any device while the teacher is logged in.
- d. Gaining or attempting to gain unauthorized access to others' files or vandalizing the data of another user is prohibited.

F. Vandalism

Vandalism is defined as any attempt to harm or destroy computer equipment as well as the data of another user or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to the uploading, downloading, or creation of computer viruses, or programs that infiltrate computer systems and/or damage software components.

V. District Rights and Responsibilities

- A. Teachers and those assisting students are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate areas of the Internet, for assuring that students understand what constitutes misuse of the Internet, and the consequences of misuse. Teachers should model appropriate behavior and enforce the Acceptable Use Agreement.
- B. The district shall provide all reasonable software for use by staff and students.
- C. All software/hardware purchases need approval of the District Technology Coordinator.
- D. Red Oak Community School District reserves the right to monitor all activity and use of the network. This includes, but is not limited to, monitoring downloads, files, and documents stored on any school-owned hardware, checking Internet histories and cache files, observing users' screens, reading email if deemed necessary, and blocking what the district considers inappropriate sites.
- E. The district technology staff routinely monitors and performs maintenance on file servers, email, workstations, the Internet, and user accounts. During these procedures, it may be necessary to review email and/or files stored on the network. Users should avoid storing personal and/or private information on the district and/or school's technology resources.
- F. If routine maintenance and monitoring of the district's systems shows that a user has violated this agreement, another school district agreement or law, school district officials will conduct an individual investigation or search.
- G. Sanctions may be both internal, involving loss of privileges or other district measures; and external, involving civil or criminal action under state or federal laws. All inappropriate items can be confiscated and only be returned to a parent/guardian.

VI. Student Violations--Consequences and Notifications.

- A. Students who access restricted items on the Internet are subject to the appropriate action described in board policy or regulations or the consequences found in the table on the next page.
- B. Parents/Guardians will be notified of all violations of this Acceptable Use Agreement in a written letter or email from a school administrator or the technology coordinator.

Revised: Payroll

Due to less costs involved with payroll processing all district employees are encouraged to use electronic deposit of payroll checks. Unless otherwise provided in the collective bargaining agreements, all salaries (except for those who work less than 20 hours per week) shall be paid on a twelve month basis, the ~~20th~~ of 10th each month being designated as "pay day" unless the ~~20th~~ 10th falls on a Saturday, Sunday, or holiday, in which case the monthly salary shall be paid on the preceding school day.

New: Grievance Policy

GRIEVANCE PROCEDURE

A. DEFINITION

A grievance is an allegation by an employee, group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this Master Contract Agreement.

B. PURPOSE

The purpose of this article is to provide for a mutually acceptable method for the prompt and equitable settlements of alleged grievances over the interpretation and application of this Master Contract Agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. YEAR-END GRIEVANCE

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, "school days" shall be amended to mean days on which the District Office is open.

D. MISCELLANEOUS

1. The failure of an employee or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits may be extended by mutual agreement.
2. It is agreed that an investigation, handling or processing of any grievance by the grieving employee or by the Association shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities. Any departure from this provision shall be by mutual agreement. The employee initiating the grievance and one (1) person representing the Association shall be granted release time at Level Four for the arbitration hearing with the Association paying the cost of the substitutes.

E. LEVEL ONE (INFORMAL)

Any employee with a grievance shall first discuss it with the principal or immediate supervisor with the objective of resolving the matter informally. Such discussion shall commence within fifteen (15) school days of the alleged grievable incident.

F. LEVEL TWO

If, after the informal discussion with the principal or immediate supervisor, a grievance still exists, the aggrieved person may invoke the formal grievance procedure on his/her own or through the Association by filing the form set forth in Schedule 1 not later than ten school days following discussion with the principal or immediate supervisor. The grievance form shall be signed by the grievant and shall be delivered to the appropriate principal or immediate supervisor. A copy of the grievance will be provided to the Association by the administration.

The appropriate principal or immediate supervisor shall indicate the disposition of the grievance in writing within ten (10) school days of the presentation of the formal grievance and shall furnish a copy thereof to the aggrieved person and to the Association.

If the aggrieved person or the Association is not satisfied with the disposition of the grievance, the grievance shall be transmitted to Level Three within ten (10) school days.

G. LEVEL THREE

The Superintendent or the Superintendent's designee shall meet with the aggrieved person and with the Association within ten (10) school days of receipt of the grievance. Within ten (10) school days of the meeting of the parties, the Superintendent or the designee shall indicate the disposition of the grievance in writing and shall furnish a copy thereof to the aggrieved person and to the Association. If the Association is not satisfied with the disposition of the grievance by the Superintendent or the designee, the Association shall have ten (10) school days from the receipt of the report from Level Three to transmit the grievance to Level Four.

H. LEVEL FOUR

1. Within ten (10) school days following the Level Three disposition by the Superintendent, the Association shall file a written request for a list of arbitrators with the Public Employment Relations Board. The list shall consist of seven (7) potential arbitrators, and the parties shall determine by lot which party shall have the right to remove the first name from the list. The parties shall alternately remove one (1) name until only one (1) name remains. The person whose name remains shall be the arbitrator. Each party may reject a list once and request a new arbitrator. Each party may reject a list once and request a new list of seven (7) names from the Public Employment Relations Board. Names shall be struck within two (2) school days of receipt of the list.
2. The arbitrator so selected shall hold hearings promptly and shall issue a decision not later than fifteen (15) school days from the date of the close of the hearing, or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall have no power to alter, add to or subtract from the specific provisions of the Master Contract Agreement. No decision of the arbitrator shall in any way be in derogation of the powers, duties and rights established in the board by constitutional provisions, statute, ordinance, or special legislative acts. The decision of the arbitrator shall be submitted to the District and to the Association and shall be final and binding on the parties.
3. The costs for the services of the arbitrator will be borne equally by the Board and the Association.

4. If the grievant files any claim or complaint in any form other than under the grievance procedure of this Master Contract Agreement, then the District shall not be required to process the same claim or set of facts through this grievance procedure.

I. REPRESENTATION

Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself/ or, at the employee's option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present at Level Two and beyond.

J. SEPARATE GRIEVANCE FILE

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

K. CONFIDENTIALITY

All meetings and hearings under this procedure shall be conducted in private shall include only witnesses, the parties in interest and their designated or selected representatives.

Item 6.2.2 Technology Department Update – Bob Deter and Henry Devito

BACKGROUND INFORMATION: Work continues to ready everything for the early August roll-out of the computer initiative. These past 10 days have seen the arrival of the computer order; new interactive projectors arriving; and a re-work of the general infrastructure of the server / operations center.

One or both of the tech professionals may be present to provide an oral update and answer any questions. The roll-out of the computers to district families will be August 7 to 9. Terry has cancelled his participation in the Chicago staff trip for Professional Learning Communities and will be present to conduct one of the information sessions each night.

SUGGESTED BOARD ACTION: (no formal action anticipated)

Item 6.2.3 Inman Primary School Boiler Equipment

BACKGROUND INFORMATION: Summer maintenance work on the district boilers discovered several cracks in an Inman School boiler heat exchanger. This is a very expensive repair but a very necessary one. To lose a boiler next January is not something to gamble with. Director of Maintenance and Operations Pete Wemhoff has secured two bids for the project. They are enclosed for your review.

Summary of Bids:

Plibrico Company LLC - \$19,672

American Boiler Company - \$24,130

Since this is a new piece of equipment and not a repair, the PPEL Fund can be used for a source of financing.

SUGGESTED BOARD ACTION: It is recommended the Directors approve the purchase and installation of a new boiler heat exchanger at the Inman Primary School.



July 2, 2012

Red Oak Schools
904 Broad Street
Red Oak Iowa, 51566

Re: Heat exchanger replacement on domestic boiler at Inman Elementary

Plibrico Company LLC is pleased to provide you with the following quote.

Job Scope

- Isolate and drain domestic hot water boiler
- Disconnect and remove existing boiler
- Remove existing heat exchanger
- Install new heat exchanger
- Re-install boiler and connect piping and electrical.
- Start boiler and set combustion

The above listed work will be completed for the investment of.....\$19,672.00
(Nineteen Thousand Six Hundred Seventy Two Dollars & 00/100)

Accepted by: _____
(Print) (Signature)

PO# _____ Date _____

Pricing does not include the following

- Insulation
- Control wiring or programming
- Freight
- Electrical
- Taxes

If you have any questions, please feel free to contact me. Thank you for the opportunity to be of service.

Respectfully,

Joel Nelson
HVAC Senior Technician
402-345-3223 Office
402-350-8475 Cell
JNelson@Plibrico.com



2424 DEER PARK BOULEVARD

OMAHA, NE 68105

402-346-8100 TELEPHONE

402-341-1731 FACSIMILE

WWW.AMERICANBOILERCO.COM

24 HOUR SERVICE

BRUCE J. GORACKE, PRES.

BRUCE@AMERICANBOILERCO.COM

July 3, 2012

Red Oak Community Schools
904 Broad Street
Red Oak, IA 51566

via email wemhoffp@roschools.com

attn: Mr. Pete Wemhoff

Re: Heat Exchanger Replacement

Dear Pete,

In accordance with your request we are pleased to submit our quotation to furnish all necessary labor, material, and equipment to perform the following work.

1. Remove existing heat exchanger from Aerco domestic water heater.
2. Furnish and install new replacement heat exchanger, Part # 124658.
3. Upon completion of the above, set combustion on boiler.

We will be happy to perform this work for you for the sum of TWENTY-FOUR THOUSAND ONE HUNDRED THIRTY DOLLARS (\$24,130.00). Please note this quote does not include any applicable sales taxes and is good for (30) days.

If you have any questions, we will be happy to discuss them with you. Thank you for this opportunity to quote and be of service.

Respectfully

Bruce J. Goracke

BJG/mac

Item 6.2.4 Board of Directors Member Resignation

BACKGROUND INFORMATION: Congratulations are extended to Director Elizabeth Dilley and her family on her recently announced professional assignment to Cleveland, OH. In order to assist the Directors in filling the governance vacancy, Elizabeth is announcing her intent to resign. Enclosed is the letter of resignation.

The Directors should determine this evening:

- The intent to fill the vacancy through appointment – would be for twelve months
- The procedure and process: press release, request for letters of interest, timeline *[Vice President Warren Hayes will be out of town from 7.20 to 8.4. The first meeting in August is the 13th]*
- The establishment of Director Candidate interviews at one of the meetings in August or at a special meeting
- Other directions for the superintendent

SUGGESTED BOARD ACTION: It is recommended the Directors accept the letter of resignation from Director Elizabeth Dilley effective at the close of business on August 27, 2012 with appreciation and gratitude for the seven years of board service.

First Congregational, United Church of Christ
An Open and Affirming Congregation

608 E. Reed Street
Red Oak, Iowa 51566

Rev. Elizabeth Dilley, Pastor

(712)-623-2794
office@redoakucc.org

July 3, 2012

Red Oak Community School District
Board of Directors
2011 N. 8th Street
Red Oak, IA 51566

Dear Lee, Warren, Paul, Bill, and Terry:

As most of you know by now, I have accepted a call to serve in the United Church of Christ's national headquarters in Cleveland, Ohio. My family and I will move in early September, and I therefore must resign as a school board member effective at the end of our August 27 meeting.

I am giving the board a long lead time with this announcement in the hopes that you will have sufficient time to determine whether appointing someone to fill the final year of my term in office makes the most sense, and to begin to identify quality potential candidates. Additionally, as the news has spread throughout the community, it only makes sense to formalize what we all know informally.

It is hard to believe that I have served on this dynamic and challenging board for seven years! I've only lived in Red Oak for nine years, so I particularly give thanks to the community and its confidence in my leadership as I have served the needs of all our community's children and youth. It has been a tremendous honor to work with all of you, and I leave Red Oak confident that our district is well-positioned to meet whatever challenges are ahead with grace, good humor, reliable data (of course!), and above all kindness and decency.

In all my time on this board, we've done a lot that I'm so proud of, but most of all I'm proud that we always put our students' needs first, and we are committed to doing "whatever it takes" to ensure that all of our students can achieve at high levels in all of their life's endeavors. I have no doubt that you will continue to do this as you move forward.

This community and this school district – board members, teachers, staff, administrators, and above all STUDENTS! – are always in my heart and in my prayers. May you always work for the good of all in our district, and may you always be open to creative solutions to our shared challenges.

In peace and gratitude,

Elizabeth Dilley

First Congregational United Church of Christ of Red Oak welcomes into this community of faith, and affirms the participation in all aspects of church life, persons of every age, race, gender, nationality, ability and sexual orientation. We will continue our efforts towards inclusiveness and stand against all forms of discrimination. We will empower ourselves, our children, and one another to be fully present in the world, living in Christ's image and striving for justice and peace.

Item 6.2.5 Iowa Department of Education Inquiry: Teacher Advancement Plan and the U.S. Department of Education Teacher Incentive Fund Grant

BACKGROUND INFORMATION: The Red Oak Community School District has been asked to consider its involvement in a special grant program through the **National Institute for Excellence in Teaching (NIET)**.

Linda Fandel, Special Assistant for Education to Gov. Branstad, contacted Terry Schmidt during the last week of June to provide a general overview of the program for Iowa. She indicated a follow-up phone conference would take place with Kristan Van Hook, Senior Vice-President of the NIET organization. This did occur on July 2. After a broad and detailed discussion, Terry agreed to introduce the topic to this governing body in addition to the leadership of the Red Oak Education Association.

The request from Ms. Van Hook is to seek interest from the Red Oak CSD to explore the **Teacher Advancement Program** (known as TAP). If determined there is interest, the National Institute for Excellence in Teaching would write a grant including Red Oak and a select group of other qualifying Iowa school districts (must have at least 50% free/reduced lunch rates) to secure a federal grant called the **Teacher Incentive Fund** – “a program that supports efforts to develop and implement performance-based teacher and principal compensation systems in high-need schools.”

The grant program would last for a five year period and would establish a research based system to develop teacher leaders and provide for teacher salary enhancements. Terry has initiated preliminary contact with the Red Oak Education Association to gauge its interest in the grant application. If the district would decide to move ahead and if the grant was approved, planning would take place in the 2012 – 2013 school year with implementation planned for the 2013 – 2014 school year.

Enclosed with these study materials is an article from Education Week that aptly describes the **Teacher Advancement Program**.

Web links that can be helpful in preparing to discuss this item include but are not limited to:

<http://www.niet.org>

<http://www2.ed.gov/programs/teacherincentive/index.html>

http://www.nea.org/assets/docs/HE/children_of_poverty_09.pdf

http://www.edtrust.org/sites/edtrust.org/files/Building_and_Sustaining_Talent.pdf

SUGGESTED BOARD ACTION: (to be determined)

IN PERSPECTIVE

www.edweek.org/go/perspective

TAP: More Than Performance Pay

Though known for its salary initiative, the Teacher Advancement Program emphasizes building a collaborative workplace culture to improve instruction.

By Stephen Sawchuk

If you've heard of the Teacher Advancement Program before, chances are it's been mentioned during a conversation about performance-based pay for teachers.

In general, educators who work in one of the 219 schools that use TAP don't have any problem discussing that element. Yes, they will confirm, the bonus pay is partly based on test scores. But then they will gently remind you that TAP, begun by businessman Lowell

Milken in 2000, has several components, all of which work together to improve teacher effectiveness.

You might, in other words, translate their inevitable reminders into this plea: Don't *just* call TAP "performance pay."

Since its inception, the program has tackled the most challenging issue facing the teaching profession: how to align systems for managing schools' human capital with goals for improving student achievement. In addition to pay, TAP shapes new approaches to on-the-job training, career advancement, and evalu-

ation in ways that yield insights about how such features can be arranged so teachers embrace them.

It has attracted national attention, too: Seven of the Teacher Incentive Fund grantees have adopted the TAP model, and more could be on the horizon now that the federal program, which supports differentiated pay, has received \$200 million in the economic-stimulus legislation.

In essence, educators in TAP schools agree on a common description of good teaching and institute a coordinated system of peer observation and feedback that helps teachers better exhibit those practices. The upshot, proponents say, is the promising results the approach yields for the low-income students TAP schools predominantly serve. And it is an environment of trust and collegiality that does away with the egg-crate arrangement common in schools—teachers isolated in their own classrooms.

In fact, the large number of classroom observations that occur over the course of a year in a TAP school means it's common for a teacher, as he or she begins the day's lesson, to watch a colleague creep quietly into class, take a seat, and begin taking notes.

Masters of the Field

As a TAP "master" teacher, Kristen Hopkins finds that most of her time is spent doing exactly that.

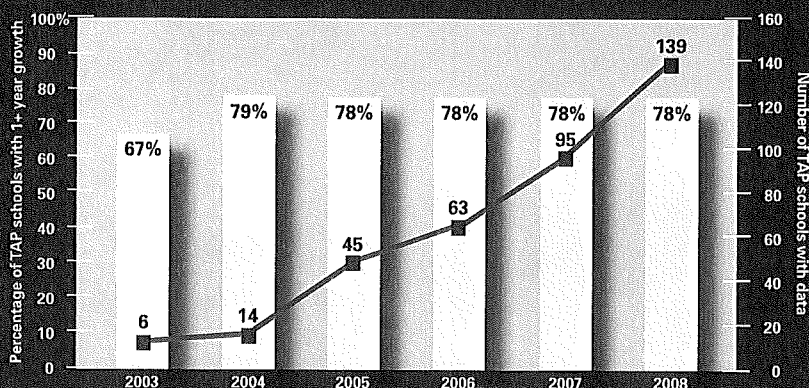
She has climbed the TAP career ladder, rising from the position of "career" teacher—TAP parlance for a classroom teacher—to the master-teacher position she now fills in Rosenwald Elementary/Middle School in Society Hill, S.C.

Her role is to coordinate individual teachers' professional development, and her tools are the TAP rubrics—a set of measures that serve as the school's common language for effective teaching practices. All the training Ms. Hopkins provides keys off those measures.

Recently, Ms. Hopkins recounted, she worked with a first-year career teacher who was struggling to instruct a class on the concept of finding the perimeter of polygons. When the two women

Sustained Growth

Students' academic growth has accelerated under the Teacher Advancement Program, even while the number of participating high-need schools climbs.



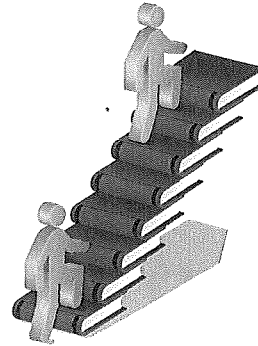
SOURCE: National Institute for Excellence in Teaching

The Sum of Its Parts

The Teacher Advancement Program is made up of four major components:

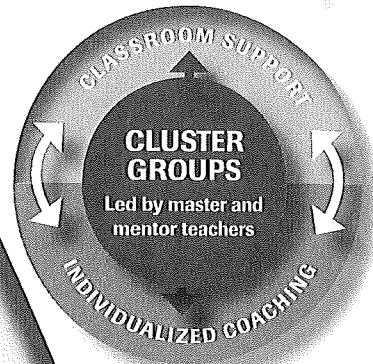
Career Ladder

The TAP career ladder allows teachers to take on additional professional responsibilities, with increased compensation, without entering an administrative position. **Career** teachers are full-time classroom teachers. **Mentor** teachers remain in the classroom, but also help to lead professional-development efforts. **Master** teachers are the engine of the TAP model. They work full time in other teachers' classrooms, observing their instruction, modeling strategies, and team-teaching. Mentor and master teachers, plus assistant principals and principals, form the TAP School Leadership Team.



Ongoing, Applied Professional Growth

TAP uses an on-site professional-development system. In addition to the individualized, classroom-based, ongoing coaching and feedback provided by mentor and master teachers, groups of teachers meet in grade- or subject-specific "clusters" several times a week to review data and collaborate. Master teachers seek out new ways to help students learn, perfect those practices, and help other teachers implement them.



Instructionally Focused Accountability

The TAP instructional rubrics, or measures, depict a continuum of teacher growth on a variety of topics, such as how effectively a teacher presents content or provides academic feedback to students. Members from the School Leadership Team base both informal observations and formal evaluations of teachers on this measure, which uses a scale of 1 (unsatisfactory) to 5 (exemplary).

TAP Instructional Rubrics ACADEMIC FEEDBACK

Exemplary (5)

- Oral and written feedback is consistently academically focused, frequent, and high-quality.
- Feedback is frequently given during guided practice and homework review.
- The teacher circulates to prompt students' thinking, assess each student's progress, and provide individual feedback.
- Feedback from students is regularly used to monitor and adjust instruction.

Unsatisfactory (1)

- The quality and timeliness of feedback are inconsistent.
- Feedback is rarely given during guided practice and homework review.
- The teacher circulates during instructional activities, but monitors mostly behavior.
- Feedback from students is rarely used to monitor or adjust instruction.

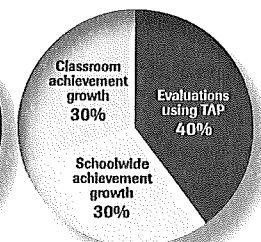
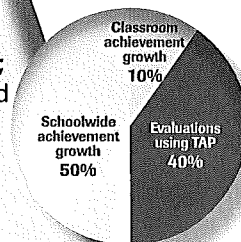
Performance-Based Compensation

Pay bonuses under the TAP system are three-pronged, based on teacher performance according to the TAP instructional measures; on the growth of student test scores for the school as a whole; and on an individual teacher's contribution to classroom-level growth. Bonuses for teachers in nontested subjects are based more heavily on schoolwide growth. Different TAP programs can tailor the weights given to the pay components to suit their own needs.

How Teacher Performance Is Measured

In Chicago (Year II)

In South Carolina



SOURCES: National Institute for Excellence in Teaching; Education Week

analyzed the TAP thread depicting how to present content, the career teacher realized that she had not only failed to model the mathematical concept effectively, she also hadn't clearly communicated to the pupils why they would ever *want* to find the perimeter of a polygon.

The problem defined, the master teacher re-taught the lesson while the career teacher took notes on her instruction. Ms. Hopkins began by measuring the floor from wall to wall with tape, an activity that initially had students gawking. Soon, she recalled, the children had the idea: If you knew how to calculate a perimeter, you could figure out measurements for putting new borders on a bulletin board or painting around a door.

From there, she moved on to practice problems and separated students into pairs, so they could help one another if they got stuck. When the two educators sat down to compare notes for a second time, the career teacher had dozens of new skills to emulate.

Ms. Hopkins says she routinely asks career teachers to comment on what they saw when she taught—whether students were more engaged or excited, and if the teachers noticed areas in which she could improve, too.

"We all make mistakes," she said. "Teachers don't see me or any other master teacher as someone different from themselves. We're all in this together, ... and that helps build buy-in."

Individualized coaching and feedback of this sort are supplemented by weekly "cluster" meetings led by the master teachers and "mentor" teachers, those who have progressed beyond the career stage and have begun to take on some observational and coaching duties but aren't yet master teachers. In those meetings, educators from the same grade level or content area hash out new student-learning strategies or discuss common problem areas.

Master teachers serve another important purpose as well. They dig through education research to locate practices that will help boost student achievement so that teachers can focus on deploying tools that work.

When the English-language arts cluster led by Lynn L. Kuykendall noticed students were struggling to draw inferences from nonfiction, the master teacher set off to conduct "field testing" on inferencing strategies. Formative assessments showed improvement among students taught how to code texts and take notes in the margins. She and her cluster worked to implement those strategies across content areas.

"I don't expect my teachers to look at me as an expert just because I'm a master teacher," said Ms. Kuykendall, who teaches at Clinton Elementary School in Clinton, S.C. "I tell them

quite often I'm not an expert in anything, but I'm willing to study, and research, and look for the people who are experts."

The role master teachers serve in the Teacher Advancement Program means that finding excellent teachers for those positions is among the most critical parts of the program's implementation. Typically, master teachers are selected after a series of interviews and observations of their teaching, again based on the TAP measures. Frequently, but not always, they are promoted from within the school that has adopted TAP.

"We knew we had to get it right at the beginning," said Kevin J. Guitterrez, the chief academic officer of the Algiers Charter School Association, which uses TAP in its nine New Orleans schools, about the master-teacher hiring process. "We've had 10 superintendents in 10 years. This was an opportunity to break that trend and show that we're really investing in teachers and human capital."

Principals' dedication to serving as the heads of school leadership teams is also essential, said Mary A. Hanson, the TAP liaison from the Chicago Teachers Union.

"We do tell principals that [master] teachers should be working 100 percent with implementation of TAP, not other duties they might be called away for," she said. "Where the principal and the leadership team are not on the same page working toward this implementation, absolutely they are not as successful."

Career teachers generally attribute big advances to having fellow teachers provide their professional development. Because master teachers are still tied to classrooms, they understand that even effective teachers experience the occasional bad day, said Herschel F. Stevenson, a career

teacher at Martin Behrman Charter School Academy of Arts and Sciences, in New Orleans.

"You have a tendency to forget when you're in an administrative role how it is to manage students, what happens when you're trying to implement something and someone throws up in the middle of a lesson," she said.

"[TAP] is not a program—it is a system. If I could take anything back, I would not call it the Teacher Advancement Program."

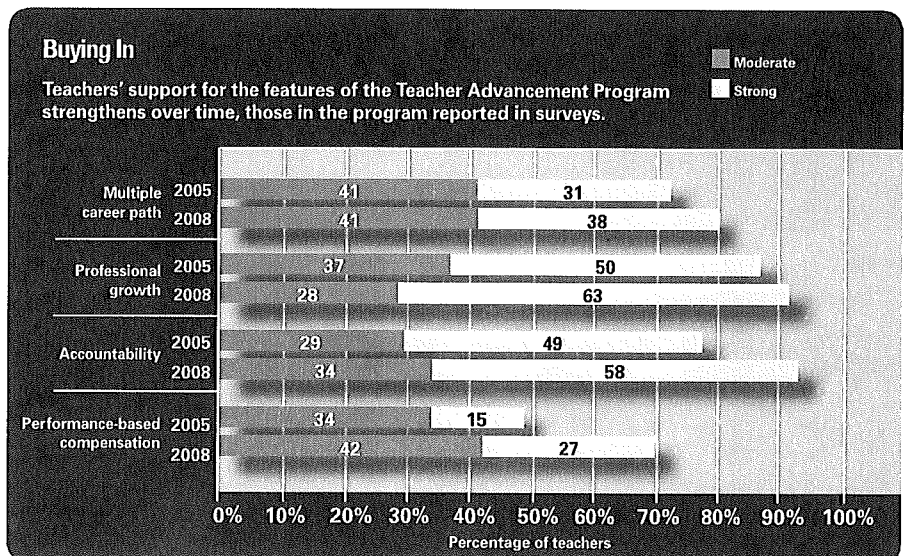
—Lowell Milken
Founder
TAP

Teacher Accountability

The TAP system of openness, nevertheless, can initially bewilder teachers.

"I admit when I saw the binder [of measures], I was petrified," Ms. Stevenson recalled. "I thought, 'That's it, this is the end of my life—here's where they're going to say, 'You didn't do this, you didn't do that,'" she said. But after the master teachers explained the measures piece by piece, she realized they weren't designed to punish.

Still, the opening of classroom doors can be especially tough on veterans, who typically are not used to such transparency, said Eric T. Mathison, the principal of Herbert W. Chapman Elementary School, in Spartanburg, S.C., who has led two TAP schools. Sometimes, he indicated, there's a small degree of attrition in the first year of implementation.



SOURCE: National Institute for Excellence in Teaching

Ms. Hopkins, the Society Hill, S.C., master teacher, said such attrition isn't always bad. "It has not been a loss for the children, because we were able to get [replacements] who were willing to commit their time," she said.

Added Mr. Gutterrez: "In this model, good teachers get better, and bad teachers can't hide. That is always going to ruffle some feathers, but it's what's best for kids."

Most—though not all—participating schools have adopted TAP only after 75 percent of the teaching force approved the initiative. And a handful of districts with many TAP schools coming on board have formally codified the arrangement. Chicago, for instance, established a memo of understanding with the CTU that carries the same legal weight as its teacher contract.

The emphasis on teacher growth, and the program's flexibility on pay, helped soothe some of the concerns about the performance-pay element, said Ms. Hanson, the union's liaison. For one thing, TAP pay is actually a bonus: No teacher loses base compensation.

Chicago bases bonus pay in the first year of implementation on schoolwide gains in student achievement and on formal evaluations using the TAP measures. In year two, pay will reflect a classroom-achievement growth component weighted at 10 percent of the bonus, and that figure will rise to 30 percent by year four, with teachers' bonuses averaging \$4,000.

The use of test scores as one element of bonus pay is, as most educators concede, the double-edged sword of TAP because it tends both to galvanize and dominate media coverage and policy attention paid to the program.

"It's the part of the program that elicits a reaction," said Jason Culbertson, the executive director of the South Carolina TAP, which now counts 45 schools. "People definitely have a reaction to the pay, either very much in favor or very much not. It's the part they can't be neutral about."

In an interview, Mr. Milken acknowledged that the TAP moniker has perhaps added to this situation by underscoring the notion of TAP as an overlay program rather than a structure for fundamentally reorganizing school culture.

"[TAP] is not a program—it is a system," he said. "If I could take anything back, I would not call it the Teacher Advancement Program."

Next Steps

Any problems TAP may have with branding, however, don't appear to be hurting its success in the court of public opinion.

Increasingly, national and state officials point to TAP as a reform model. Minnesota officials based their state's Q-Comp system for improving teacher performance on TAP's four components. More recently, U.S. Secretary of Education Arne Duncan credited TAP with "changing the conversation" on performance-based pay in his hometown of Chicago. His boss, President Barack Obama, cited the South Carolina TAP network in a major education speech as a coordinated approach to improving teaching.

As the number of sites grows, the Santa Monica, Calif.-based National Institute for Excellence in Teaching—an organization founded by Mr. Milken to provide support to TAP schools—has geared up efforts to produce hard evidence that the program works. An internal study shows TAP schools outpaced a set of schools with similar conditions and contributed to teacher effectiveness. Qualitative survey data, meanwhile, suggest TAP improves recruitment and retention.

Scholars continue to call for finer-grained analyses defining what happens in TAP schools that appears to change outcomes for disadvantaged students. They recognize, though, the difficulty inherent in crafting a research design.

"It's hard to know who the comparison group is and how you compare them, and how you know whether they're doing better or not," said Eric T. Hanushek, who has studied efforts to improve teaching as a professor of economics with the Hoover Institution at Stanford University.

Networks of TAP schools in states with the most schools could move things along. South Carolina leads, but Texas now has 37 schools and Louisiana 28. In those states, the sharing of strategies across sites abounds, as do new research opportunities, now that TAP has nurtured what Mr. Milken deems a "critical mass" of participants.

"We've had to rely significantly on the value-added [test] scores—they're very strong—and we've had to rely on our surveys," he said. "Now, we're in the position in TAP to do this kind of additional research."

Experts like Mr. Hanushek harbor doubts. Although it's likely that elements of the approach could be extrapolated, he said, "I think the ways we do that will vary considerably across districts—what works in one district doesn't work in another because of the teachers and principals you have, their basic attitudes, the kids."

The National Institute for Excellence in Teaching has no official plans to begin a districtwide pilot, but the group is looking for additional states in which to build networks of schools.

"I believe we are now at a point where we can begin to do a little more ambitious work, and I do believe that having the advantage of being in an entire district will yield other benefits," Mr. Milken said. "Within a couple of years, that may very well be a key strategy."

Questions about TAP's scope and its effectiveness will likely be on the table for some time. But the teachers who now serve in TAP schools don't need convincing.

Ms. Kuykendall enjoys working with 4th and 5th grade teachers so much that she hopes to teach students at those levels when she returns to her own classroom. Ms. Hopkins credits the career ladder for keeping her in classrooms until she's ready to become a school administrator: "I'm only 27. I don't necessarily want to be a principal just yet!"

In New Orleans, TAP has given Ms. Stevenson a much-welcomed sense of continuity.

"If [the administration] were to close this school," she said, "I think I would go look for a TAP school." ■

Coverage of policy efforts to improve the teaching profession is supported by a grant from the Joyce Foundation, at www.joycefdn.org/Programs/Education.

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Item 6.2.6 Personnel Updates

BACKGROUND INFORMATION: This evening the Directors will receive an update concerning several personnel items and the Board will be asked to visit with a district employee in a closed session. Although all teaching positions have been filled for the next school term, there remain personnel assignments for returning paraeducators, extra-curricular activities assignments, a request for support in the area of at-risk students for Red Oak Middle School and a plan to increase utilization of school office personnel.

Please allow Terry a few minutes to discuss the following with one or more school administrators in attendance:

- Realignment of paraeducators to staff all district media centers for full days
- Update concerning coaches and sponsors – Director of Activities Jeff Spotts and Superintendent
- Paraeducator position for middle level at-risk students
- Utilization of school office personnel

Food Service Director Sharon Foote has requested a closed session with the Board and Superintendent to discuss aspects of her job performance and the relationship to salary.

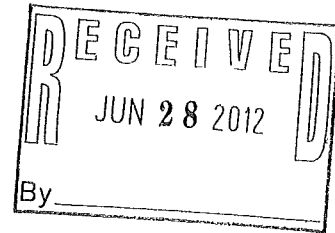
The following motion could be made:

“I move to enter a closed session at _____ p.m. per section 21.5(1)i of the Iowa Code [To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session.]” Those to be in attendance include members of the Board, Food Service Director Sharon Foote, and Supt. Terry Schmidt.

SUGGESTED BOARD ACTION: (to be provided)

June 27, 2012

COPY



Dear Mr. Schmidt,

After careful consideration I have come to the conclusion it is time to submit my resignation from West Central Community Action. My last day of work will be July 13th. I have thoroughly enjoyed working with you and the school administration. If there is anything I can do to help with the promotion and registration of preschool children please feel free to contact me. It is important to me that the Red Oak Early Childhood Program remains successful and moves forward.

Respectfully Yours,

Marci Bishop

Marci Bishop

Item 6.2.7 Personnel Considerations: Closed Session for Evaluation and Assessments

BACKGROUND INFORMATION: This evening the Directors are asked to meet with Terry Schmidt in closed session to review performance goals and consider any continuation or extension of his employment contract.

The following motion could be used:

“I move to enter a closed session at _____ p.m. per section 21.5(1)I of the Iowa Code [To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session.]”

SUGGESTED BOARD ACTION: (to be determined)

Item 7.0 Reports

7.1 Administrative Reports

At publication time, no written reports or meeting summaries were ready to share with you.

7.2 Future Conferences, Workshops, Seminars

2012 Fiscal Management Conference

July 18, 2012

Scheman Building

Iowa State University Campus

Ames, IA 50011

Build your Financial Leadership Skills

The IASB Fiscal Management Conference is structured to equip board members, superintendents and business managers with a one-stop source for the most relevant and timely school finance information available.

Join your colleagues and hear from IASB staff and other financial experts who can help inform your decisions and prepare you as you tackle your own budget and future planning.

General session and break-out topics will include:

- State budget picture
- Developing financial goals
- Legislative review
- School Foundation Task Force
- Advocating for funding without calling it “give me more money”
- Fiscal oversight
- FPP 5-year budget projection tool
- Technology in “the Cloud”

No matter what your role, you will find a wide variety of tips, insights and expertise to help you lead, so your school district thrives. Please check the IASB Web site closer to the conference date for a detailed agenda.

Register online [at this link](#).

You can also register by calling Missy Johnson at (800) 795-4272. The member registration fee of \$105 includes the program, materials and lunch. The fee is \$130 after July 11, so register early! We hope to see you there.

Lodging Information

A small block of rooms has been reserved for the night of July 17 at a special rate of \$77. Call the hotel directly before July 1 and ask for the IASB block to receive this special rate.

Country Inn and Suites

2605 SE 16th St., Ames, IA

(515) 233-3935

Participants earn 10 Better Boardmanship credits.

7.3 Other Announcements

(next page)

If time exists this evening, input from the Directors concerning district employee recognition activities would be appreciated. Those activities could include:

- Welcome and introduction of new district employees – luncheon on Friday, August 10
- Holiday open house at the Administrative Center - December
- National Teacher Appreciation Week - May
- Consideration of an activity: Teacher of the Year and Student Support Person of the Year – Spring?
- End of the Year All District Celebration – May 22