

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, September 10, 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 - none
 - 4.3 Affirmations and Commendations
 - 4.4 Correspondence
- 5.0 Consent Agenda *2*
 - 5.1 Review and Approval of Minutes from August 27, 2012 *3-5*
 - 5.2 Review and Approval of Monthly Business Reports *6-8*
 - 5.3 Personnel Considerations *9*
 - 5.4 Board Policies and Final Reading *10-15*
- 6.0 General Business for the Board of Directors
 - 6.1 Old Business – none
 - 6.2 New Business
 - 6.2.1 Personnel Recommendations for the Transportation Department *16-17*

Red Oak Community School District Board of Directors
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6.2.2 Authorization for Substitute Teacher Training 18

6.2.3 Board of Directors Email Addresses and Web Site Placement 19

7.0 Reports – None

8.0 Next Board of Directors Meeting: Monday, September 10 – 6:15 approximate
Sue Wagaman Board Room
Red Oak CSD Administrative Center

9.0 Adjournment of the 2011 – 2012 Board of Directors

- Agenda for the New Board of Directors, FY 13 -

1.0 Call to Order – Past President Lee Fellers (will preside until a new board president is elected)

2.0 Roll Call – Board of Directors Secretary Shirley Maxwell

3.0 Election of Officers – Past President Lee Fellers

3.1 Election of a president of the board. The Past President calls for nominations; nominations need not be seconded. The board will then vote on the nominations.

Board Secretary Shirley Maxwell will administer the oath:

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

3.2 Election of a vice-president of the board. The New President calls for nominations; nominations need not be seconded. The board will then vote on the nominations.

Board Secretary Shirley Maxwell will administer the oath:

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

4.0 Ordering and Approval of the Agenda – New Board President Elect

5.0 Consent Agenda – None

6.0 General Business for the Board of Directors

6.1 Old Business – None

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6.2 New Business

6.2.1 Organizational Items for FY 13 20 - 22

6.2.2 The Annual Goal Setting Workshop for the Board – Terry Schmidt 23 - 38

7.0 Reports – None

8.0 Next Board of Directors Meeting: Monday, September 24, 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

School administrators and department directors will share ‘good news’ with the directors this evening and encourage the governing body to also share positive events happening in the lives of the school community.

★ Red Oak Kiwanis Club

Special recognition is acknowledged by the Red Oak Kiwanis Club and its President, Dave Jennings, for their generosity in presenting several items to give those who are need. Items given for distribution included: toothbrushes and toothpaste, deodorant, bath soap, school bags, notebooks, scissors, and items of personal clothing. Thank you, Kiwanis members for thinking of others!

★ Patrons: Dr. William Butz and Mrs. Christie Butz Family

A strong school and home partnership exists with Bill and Christie Butz as their children are dual enrolled in Red Oak Schools. Their belief and support of the Red Oak fine arts department has resulted in the instrumental program receiving a \$1,500 gift and the vocal department receiving a \$1,500 gift. Appreciation and gratitude are extended to the Butz family.

4.2 Visitors and Presentations

Please welcome any guests that may be in attendance at tonight’s meeting.

4.3 Affirmations and Commendations

4.4 Correspondence

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 the Regular Meeting of August 27, 2012 and from the Special Meeting of August 27, 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

Numerous payment vouchers are ready for approval. There could be some last minute bills for payment placed at the table prior to the meeting. Business Manager Shirley Maxwell is available to answer any questions concerning the expenditures.

5.3 Personnel Considerations

Resignation: (letter enclosed)

Found is the letter of resignation from Gayle Allensworth as Wrestling Cheerleader Sponsor.

5.4 Board Policy Revisions and Updates: Final Reading and Adoption

Enclosed is Board Policy Code No. 503.1 Student Conduct, Code No. 503.2 Expulsion, Code No. 503.3 Fines – Fees – Charges, Code No. 503.3R1 Student Waiver and Reduction Procedures, and Code No. 503.3E1 Standard Fee Waiver Application. This final reading brings the policies referenced in compliance and current practice.

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

- Minutes from August 27, 2012 – regular and special meetings.
- Monthly business reports as presented
- Resignation letter from Gayle Allensworth, wrestling cheerleader sponsor
- Final approval and reading of board policies as presented

**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, August 27, 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, Elizabeth Dilley, Paul Griffen, Bill Drey
Terry Schmidt, Superintendent, & Shirley Maxwell, Board Secretary

APPROVAL OF AGENDA

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

- Approval of minutes from August 13, 2012
- Approval of monthly business reports including payment vouchers as presented
- Personnel assignments-substitute bus drivers for 2012-2013: Patti Jipsen, Chris Stephens, Brynn Sagan, Dan Becker, Dwight Nelson, Michelle Cockburn and new substitute driver, Natalie Mannen
- Approval of the agreement with the Kaleidoscope Pre-School to continue as a part of the Red Oak CSD Early Childhood Program
- Approval of an open enrollment application as presented

The motion carried unanimously.

PERSONNEL CONSIDERATIONS

Director Dilley moved with a second by Director Drey to approve John Allison as a Paraeducator at the Middle School for the 2012-2013 school year. The motion carried unanimously.

Director Hayes moved with a second by Director Dilley to approve Jason Uhl as the High School yearbook sponsor for the 2012-2013 school year. The motion carried unanimously.

Director Griffen moved with a second by Director Dilley to approve Mindy Riibe, food service worker for the 2012-2013 school year. The motion carried unanimously.

Director Drey moved with a second by Director Hayes to approve Teresa Williams, food service worker for the 2012-2013 school year. The motion carried unanimously.

FAIR LABOR STANDARDS ACT

Director Drey moved with a second by Director Griffen to make the business manager an exempt employee. The motion carried unanimously.

BOARD POLICY REVIEW

Director Dilley moved with a second by Director Hayes to provide a formal review of Code No. 503.1R1 Student Suspension and it is recommended the Directors authorize tentative approval of changes made to Code No. 503.1 Student Conduct, Code No. 503.2 Expulsion, and Code No. 503.3 Fines – Fees – Charges, Code No. 503.3R1 Student Waiver and Reduction Procedures, and Code No. 503.3E1 Standard Fee Waiver Application. The motion carried unanimously.

ADJOURNMENT

Director Drey moved with a second by Director Griffen to adjourn at 8:54 p.m. The next Board Meeting will be an Annual Organizational Meeting and Annual Goals Work Session held on Monday, September 10, 2012, in the Sue Wagaman Board Room at the Red Oak Administrative Center, 2011 N 8th Street, Red Oak, at 6:00 p.m. 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, August 27, 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 8:55 p.m.

PRESENT:

Directors: Lee Fellers, Warren Hayes, Paul Griffen, Bill Drey
 Terry Schmidt, Superintendent, & Shirley Maxwell, Board Secretary

APPROVAL OF AGENDA

Director Drey 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.

APPOINTMENT OF DIRECTOR

Director Griffen moved with a second by Director Drey to appoint Kathy Walker to fill an unexpired term of Elizabeth Dilley to the Board of Directors until the next school board election that will be held in September, 2013. The motion carried unanimously.

ADJOURNMENT

Director Drey moved with a second by Director Griffen to adjourn at 9:58 p.m. The next Board Meeting will be an Annual Organizational Meeting and Annual Goals Work Session held on Monday, September 10, 2012, in the Sue Wagaman Board Room at the Red Oak Administrative Center, 2011 N 8th Street, Red Oak, at 6:00 p.m. The motion carried unanimously.

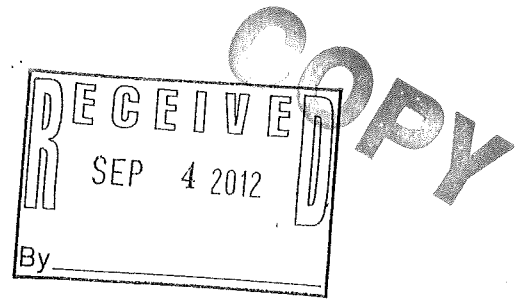
Lee Fellers, President

Shirley Maxwell, Board Secretary

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
CORNING COMMUNITY SCHOOLS	06302012	5,035.00
10 0010 1000 300 4531 612	CARL PERKINS INSTRUCTIONAL SUPPLIES	5,035.00
Vendor Name CORNING COMMUNITY SCHOOLS		<u>5,035.00</u>
COUNSEL OFFICE & DOCUMENTS	CNIN111354	207.00
10 0010 2520 000 0000 618	COPIER LEASE	207.00
Vendor Name COUNSEL OFFICE & DOCUMENTS		<u>207.00</u>
FIRST BANKCARD	08202012	8.94
10 3230 2221 000 0000 643	BOOKS	8.94
FIRST BANKCARD	08212012	87.19
10 3230 1000 106 0000 612	INSTRUCTIONAL SUPPLIES	87.19
FIRST BANKCARD	08222012	151.95
10 0010 2510 000 0000 611	QUICKCLICKS BOOKS	151.95
FIRST BANKCARD	08242012	429.20
10 0010 1000 100 3373 580	TRAVEL TO PLC WORKSHOP	429.20
FIRST BANKCARD	08242012-1	475.22
10 0010 1000 100 0000 641	TEXTBOOKS	475.22
FIRST BANKCARD	08282012	219.00
10 0010 1000 100 4649 612	PROSCOPE HR	219.00
Vendor Name FIRST BANKCARD		<u>1,371.50</u>
IOWA COUNCIL FOR THE SOCIAL STUDIES	08302012	85.00
10 3230 1000 115 0000 320	registration fees	85.00
Vendor Name IOWA COUNCIL FOR THE SOCIAL STUDIES		<u>85.00</u>
IOWA WORLD LANGUAGE ASSN	09052012	120.00
10 0010 2213 100 3376 320	Conference registration	120.00
Vendor Name IOWA WORLD LANGUAGE ASSN		<u>120.00</u>
SEMINOLE ENERGY SERVICES, LLC	170-1208-1620	2,747.19
10 1913 2600 000 0000 621	THERMS 240	225.06
10 1914 2600 000 0000 621	THERMS 32	62.99
10 2020 2600 000 0000 621	THERMS 30	98.87
10 3230 2600 000 0000 621	THERMS 3997	2,360.27
Vendor Name SEMINOLE ENERGY SERVICES, LLC		<u>2,747.19</u>
SOCS/FES	INV002945	121.22
10 0010 2236 000 0000 350	WEB SITE HOSTING CHARGES	121.22
Vendor Name SOCS/FES		<u>121.22</u>
STANTON COMMUNITY SCHOOL DIST.	06302012-1	2,249.60
10 0010 1000 300 4531 612	CARL PERKINS INSTRUCTIONAL SUPPLIES	2,249.60
Vendor Name STANTON COMMUNITY SCHOOL DIST.		<u>2,249.60</u>
TOTAL FUNDS BY HASLER	08262012	1,000.00
10 0010 2410 000 0000 531	POSTAGE MACHINE FILL	1,000.00
Vendor Name TOTAL FUNDS BY HASLER		<u>1,000.00</u>
UNITED PARCEL SERVICE	0000537022342	114.27
10 1901 2410 000 0000 531	UPS CHARGES	54.27

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 1902 2410 000 0000 531	UPS CHARGES	20.00
10 2020 2410 000 0000 531	UPS CHARGES	20.00
10 3230 2410 000 0000 531	UPS CHARGES	20.00
Vendor Name UNITED PARCEL SERVICE		<u>114.27</u>
VILLISCA COMMUNITY SCHOOLS	06302012-2	4,447.00
10 0010 1000 300 4531 612	CARL PERKINS INSTRUCTIONAL SUPPLIES	4,447.00
Vendor Name VILLISCA COMMUNITY SCHOOLS		<u>4,447.00</u>
WALNUT COMMUNITY SCHOOL DISTRICT	06302012-3	4,048.00
10 0010 1000 300 4531 612	CARL PERKINS INSTRUCTIONAL SUPPLIES	4,048.00
Vendor Name WALNUT COMMUNITY SCHOOL DISTRICT		<u>4,048.00</u>
WALTZ, JANE	08272012	30.00
10 0010 2310 000 0000 611	SUPPLIES	30.00
Vendor Name WALTZ, JANE		<u>30.00</u>
Fund Number 10		<u>21,575.78</u>
Checking Account ID 1		21,575.78
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
BEHRENS, TOM	08242012	90.00
21 0010 1400 920 6720 320	OFFICIAL	90.00
Vendor Name BEHRENS, TOM		<u>90.00</u>
CLARINDA COMMUNITY SCHOOLS	09052012	55.00
21 0010 1400 920 6815 340	Freshman Tournament 9/8/2012	55.00
Vendor Name CLARINDA COMMUNITY SCHOOLS		<u>55.00</u>
CORNING COMMUNITY SCHOOLS	09052012	90.00
21 0010 1400 920 6645 320	XC Meet Fees	60.00
21 0010 1400 920 6645 320	Meet Fees	30.00
CORNING COMMUNITY SCHOOLS	09062012	90.00
21 0010 1400 920 6645 320	XC Meet Fees	60.00
21 0010 1400 920 6645 320	Meet Fees	30.00
Vendor Name CORNING COMMUNITY SCHOOLS		<u>180.00</u>
CRESTON COMMUNITY SCHOOLS	09052012	85.00
21 0010 1400 920 6645 320	Varsity Team Fee	60.00
21 0010 1400 920 6645 320	MS Team Fee	25.00
Vendor Name CRESTON COMMUNITY SCHOOLS		<u>85.00</u>
GRISWOLD COMMUNITY SCHOOLS	09052012	75.00
21 0010 1400 920 6815 340	Varsity Tournament Fee	75.00
Vendor Name GRISWOLD COMMUNITY SCHOOLS		<u>75.00</u>
HOLT, JASON	08272012	70.00
21 0010 1400 920 6720 320	OFFICIAL	70.00
Vendor Name HOLT, JASON		<u>70.00</u>
IA GIRLS H.S. ATHLETIC UNION	14773	16.00
21 0010 1400 920 6815 618	VB RULEBOOKS	16.00

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name IA GIRLS H.S. ATHLETIC UNION		<u>16.00</u>
IOWA HIGH SCHOOL MUSIC ASSOC	09052012	170.00
21 3230 1400 910 6220 320	Marching Band Entry Fee	125.00
21 3230 1400 910 6220 320	All-State Entry	45.00
IOWA HIGH SCHOOL MUSIC ASSOC	5227	10.00
21 0010 1400 920 6600 618	SPIRIT RULE BOOK	<u>10.00</u>
Vendor Name IOWA HIGH SCHOOL MUSIC ASSOC		180.00
MEYERS, BOB	08242012	70.00
21 0010 1400 920 6720 320	OFFICIAL	70.00
Vendor Name MEYERS, BOB		<u>70.00</u>
NIELSEN, TERRY	08242012	90.00
21 0010 1400 920 6720 320	OFFICIAL	90.00
Vendor Name NIELSEN, TERRY		<u>90.00</u>
NORHUES, TOM	08272012	70.00
21 0010 1400 920 6720 320	OFFICIAL	70.00
Vendor Name NORHUES, TOM		<u>70.00</u>
SHENANDOAH COMMUNITY SCHOOLS	08312012	80.00
21 0010 1400 920 6815 340	JV VB Tourney Fees	80.00
Vendor Name SHENANDOAH COMMUNITY SCHOOLS		<u>80.00</u>
SOUTHWEST IOWA HONOR MARCHING BAND	09012012	1,268.75
21 0010 1400 950 7472 618	SW IA HONOR MARCHING BAND TRIP	1,268.75
Vendor Name SOUTHWEST IOWA HONOR MARCHING BAND		<u>1,268.75</u>
TODEY, DARREN	08242012	90.00
21 0010 1400 920 6720 320	OFFICIAL	90.00
Vendor Name TODEY, DARREN		<u>90.00</u>
WHITE, WAYNE	08242012	90.00
21 0010 1400 920 6720 320	OFFICIAL	90.00
Vendor Name WHITE, WAYNE		<u>90.00</u>
WOODIN, TOM	08272012	70.00
21 0010 1400 920 6720 320	OFFICIAL	70.00
Vendor Name WOODIN, TOM		<u>70.00</u>
WRIGHT, TOM	08242012	70.00
21 0010 1400 920 6720 320	OFFICIAL	70.00
WRIGHT, TOM	08272012	70.00
21 0010 1400 920 6720 320	OFFICIAL	70.00
Vendor Name WRIGHT, TOM		<u>140.00</u>
Fund Number 21		<u>2,719.75</u>
Checking Account ID 3		<u>2,719.75</u>



Mr. Spotts,

Although it has been an extreme pleasure to serve our district as the Red Oak High School Wrestling Cheer Coach for the past three years, I am resigning this position, effective for the 2012-13 season.

I will still attend all wrestling activities, but my focus this year will be being the mom of a senior wrestler and senior cheerleader. That, coupled with my responsibilities at Inman will be enough to fill my time. I would gladly assist the new coach in any way possible.

Please let me know if you have additional questions or concerns.

Gayle

Mrs. Gayle Allensworth

Principal, Inman Primary School/Red Oak Early Childhood Center/

District Special Education Director

900 Inman Drive

Red Oak, IA 51566

712-623-6635 * Fax: 712-623-6638

"You can't live a perfect day without doing something for someone, who will never be able to repay you." ~John Wooden

STUDENT CONDUCT

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension to determine whether to impose further sanctions against the student which may include expulsion. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Approved September 10, 2012

Reviewed August 27, 2012

Revised August 27, 2012

STUDENT CONDUCT

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The Individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If a special education student's suspensions, either in or out of school, equal ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: No Child Left Behind, Title IV, Sec. 4115, P.L. 107-110 (2002).
Goss v. Lopez, 419 U.S. 565 (1975).
Brands v. Sheldon Community School District, 671 F. Supp. 627 (N.D. Iowa 1987).
Sims v. Colfax Comm. School Dist., 307 F. Supp. 485 (Iowa 1970).
Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972).
Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).
Iowa Code §§ 279.8; 282.4, .5; 708.1 (2011).

Cross Reference: 501 Student Attendance
502 Student Rights and Responsibilities
504 Student Activities
603.3 Special Education
903.5 Distribution of Materials

EXPULSION

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of board policy, school rules or the law. It is within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal will keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student is provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

Legal Reference: *Goss v. Lopez*, 419 U.S. 565 (1975).
Wood v. Strickland, 420 U.S. 308 (1975).
Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).
 Iowa Code §§ 21.5; 282.3, .4, .5 (2011).
 281 I.A.C. 12.3(6).

Cross Reference: 502 Student Rights and Responsibilities
 503 Student Discipline

Approved September 10, 2012

Reviewed August 27, 2012

Revised August 27, 2012

FINES - FEES - CHARGES

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

The superintendent will inform the board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 256.7(20); 279.8; 280.10, .11; 282.6; 285.1; 301.1 (2011).
281 I.A.C. 18.
1994 Op. Att'y Gen. 23.
1990 Op. Att'y Gen. 79.
1982 Op. Att'y Gen. 227.
1980 Op. Att'y Gen. 532.

Cross Reference: 501.16 Homeless Children & Youth
502 Student Rights and Responsibilities
503 Student Discipline

Approved September 10, 2012

Reviewed August 27, 2012

Revised August 27, 2012

STUDENT FEE WAIVER AND REDUCTION PROCEDURES

The board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

- A. Waivers -
 - 1. Full Waivers - a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
 - 2. Partial Waivers - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. The reduction percentage will be 50 percent.
 - 3. Temporary Waivers - a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and will not extend beyond the end of the school year. Temporary waivers will not be applied to fees retroactively.
- B. Application - Parents or students eligible for a fee waiver will make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.
- C. Confidentiality - The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.
- D. Appeals - Denials of a waiver may be appealed to the superintendent of schools.
- E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.
- F. Notice - the school district will annually notify parents and students of the waiver. The following information will be included in registration materials.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), or transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the district central office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Approved September 10, 2012

Reviewed August 27, 2012

Revised August 27, 2012

STANDARD FEE WAIVER APPLICATION

Date _____ School year _____

All information provided in connection with this application will be kept confidential.

Name of student: _____ Grade in school _____

Name of student: _____ Grade in school _____

Name of student: _____ Grade in school _____

Attendance Center/School: _____

Name of parent, guardian:
or legal or actual custodian _____

Please check type of waiver desired:

Full waiver _____ Partial waiver _____ Temporary waiver _____

Please check if the student or the student's family meets the financial eligibility criteria or is involved in one of the following programs:

Full waiver

- _____ Free meals offered under the Children Nutrition Program (CNP)
- _____ The Family Investment Program (FIP)
- _____ Transportation assistance under open enrollment
- _____ Foster care

Partial waiver

_____ Reduced priced meals offered under the Children Nutrition Program

Temporary waiver

If none of the above apply, but you wish to apply for a temporary waiver of school fees because of serious financial problems, please state the reason for the request:

Signature of parent, guardian:
or legal or actual custodian _____

Item 6.2.1 Personnel Recommendations for the Transportation Department

BACKGROUND INFORMATION: Due to the untimely and recent death of bus driver Robin Allen, numerous changes are underway in the transportation department. Enclosed is a memo of recommendation from Transportation Director Carlos Guerra.

Both of the individuals referenced in the Guerra recommendation have been working as substitute drivers in the department and are fully licensed, ready to assume additional responsibilities.

SUGGESTED BOARD ACTION: It is recommended the Directors affirm the employment of transportation staff: Patti Jipsen (\$10.20 per hour) and Natalie Mannen (\$9.75 per hour) as regular route drivers and Bob Peterson, substitute driver.

To: Mr. Schmidt

Date: August 31, 2012

I would like to recommend the following personnel for positions in the Transportation Department: Patti Jipsen, Natalie Mannen and Bob Peterson.

Due to the Department's loss of Robin Allen, I would like to hire substitute driver Patti Jipsen in his position. Patti would be responsible for route 3A and the shuttling of the district's special needs preschoolers' throughout the day, a full time position. Patti will be helping with any minor maintenance of district vans/suburban also.

Natalie Mannen will run the Stanton route shuttling students from Stanton to R.O High School and back for classes/7 periods. Natalie will also help with any duties needed in the Transportation Department, a full time position.

Bob Peterson is the Vocational Agriculture teacher at the high school and has all of his bus driving endorsements. I would like to add Bob as a substitute driver.

Director of Transportation

Carlos Guerra

Item 6.2.2 Authorization for Substitute Teacher Training

BACKGROUND INFORMATION: With the advent of the new computer one to one program and increasing expectations/monitoring for substitute teachers, it would be beneficial for a district orientation session inviting all current roster teacher substitutes for a two to three hour orientation/learning class. It is planned to pay approved substitutes \$15 per hour for the training.

The anticipated, guesstimated fiscal note would be

20 teachers x \$15 per hour x a maximum of 3 hours each = \$900.

Instructors would be district administrators.

SUGGESTED BOARD ACTION: It is recommended the Directors authorize a substitute teacher training class for Red Oak CSD.

Item 6.2.3 Board of Directors Email Addresses and Web Site Placement

BACKGROUND INFORMATION: This evening the Directors are asked to authorize formal addresses for email communications making a decision to use (as a group) district assigned email addresses and the subsequent posting of Director contact information. This could include: mailing address, phone contact, and email address – or any one part of this list.

Director attention is requested this evening.

SUGGESTED BOARD ACTION: (to be determined)

Item 6.2.1 Organizational Items for FY 13

BACKGROUND INFORMATION: Several annual organization items are listed below. Terry will briefly review each and then request the Directors to take official action to approval all with one motion.

Multi-Cultural/Gender Fair Compliance Officer and Equity Officer

Suggested: Appoint Supt. Terry Schmidt as the MCGFC Officer and Equity Officer with Assistant Officers Gayle Allensworth, Barb Sims, Nate Perrien, and Jedd Sherman.

District Homeless Liaison Officer

It is recommended that High School Guidance Officer John Brabec with assistance from support staff Rita Leinen and Crystal Berkey be appointed to do liaison work in 2012 – 2013.

District Truancy Officers

Suggested: Appoint all building administrators as truancy officers for the 2012 - 2013 school year with assistance from Student Support Coordinator Michael Moran.

Level I and Level II Investigators

Suggested: Appoint Red Oak Assistant Police Chief Steve Cleland as the Level I Investigator and Red Oak Police Chief Drue Powers as the Level II Investigator.

District Asbestos Coordinator

Suggested: Appoint Maintenance Director Pete Wemhoff as the district's asbestos coordinator.

Board Secretary

Suggested: Appoint Business Manager Shirley Maxwell as the Board Secretary.

Financial Depositories

Suggested: Approve the following financial institutions as depositories and deposit maximum amounts for FY 13:

Bank Iowa	1805 N. Broadway, Red Oak	\$5,000,000
*Houghton State Bank	116 Coolbaugh St, Red Oak	\$10,000,000
Great Western Bank	2100 Commerce Dr, Red Oak	\$5,000,000
U.S. Bank	323 Reed St, Red Oak	\$5,000,000

* Houghton State Bank continues as the district primary financial institution

Official School District Newspaper

Suggested: Name the Red Oak Express as the district’s official newspaper for FY 13

Board of Directors and Red Oak Community School District Legal Counsel

Suggested: Appoint the Swanson Law Firm of Red Oak and Rick Engel of Des Moines as legal counsel for FY 13.

Board of Directors Meeting Dates for FY 2013

All meetings would begin at 6 pm unless otherwise noted.

September 10	Annual meeting, Reorganization Meeting, Election of Officers
September 10	Annual Goal Setting Work Session
September 24	Regular meeting
October 8	Regular meeting
October 22	Regular meeting
October __?__	Special Meeting for Facilities Report
November 12	Regular meeting
November 19	Special Meeting for the Annual School Finance Workshop
December 10	Regular meeting
January 14	Regular meeting
January 28	Regular meeting
February 11	Regular meeting
February 25	Regular meeting
March 11	Regular meeting
March 25	Regular meeting (if needed) (spring break is 3.18 to 3.22)
April 8	Regular meeting and School Budget Hearing
April 22	Regular meeting
May 13	Regular meeting
June 10	Regular meeting
June 24	Regular meeting

July 8 Regular meeting
July 22 Regular meeting (if needed)
August 12 Regular meeting
August 26 Regular meeting

Board of Directors Committee Assignments and Service (current members are in parentheses)

Interest Based Bargaining with the Red Oak Educators Association

(Paul Griffen and Elizabeth Dilley)

Interest Based Bargaining with the Red Oak Support Staff Association

(Lee Fellers and Bill Drey)

Iowa Association of School Boards Delegate Assembly – Voting Member

(Elizabeth Dilley)

School Improvement Advisory Committee Board Representative

(Elizabeth Dilley)

Red Oak District Policy Committee

(Elizabeth Dilley and Warren Hayes)

Red Oak District Facilities Committee

(Lee Fellers and Paul Griffen)

Red Oak District Calendar Committee

(Bill Drey)

Red Oak Technology Committee

(Warren Hayes)

Red Oak Curriculum Council

(??????)

Montgomery County Conference Board

(Elizabeth Dilley)

SUGGESTED BOARD ACTION: It is recommended the Directors approve the organizational items for FY 13 if acceptable as presented.

Item 6.2.2 The Annual Goal Setting Workshop for the Board – Terry Schmidt

BACKGROUND INFORMATION: This evening the Directors will complete the annual goals work session. This is the most important meeting of any during the operational year as the Directors accomplish significant tasks. These include but are not limited to the following:

- ★ **Review of the District’s Vision Statement and Affirmation**
- ★ **Review of the District’s Belief Statement and Affirmation**
- ★ **Analyze and Evaluate the Directors’ Current Two Year Goals**
- ★ **Review Demographic Data of the School District for 2012 - 2013**

Enclosed for your review are materials that can help you prepare for the above tasks as directed by Board President Lee Fellers. The demographic data will be found on the board table this evening as the report was not updated at publication time.

After the review and discussion takes place, the Directors are asked to determine:

- ⇒ **What two year goals must or should be maintained?**

- ⇒ **What new information has the Directors obtained that should be incorporated into a two year goals plan?**

- ⇒ **How will the Directors know they are monitoring the goals established?**

- ⇒ **What will the superintendent do to ensure the Directors remain focused and remain success driven?**

- ⇒ **How can a two year goal plan be limited to a manageable number?**

- ⇒ **What are the highest priorities for the Directors?**

- ⇒ **Have the established goals been written in measurable terms?**

- ⇒ **How will the Directors communicate to the community and school employees its vision, beliefs, and goals?**

As the Board of Directors considers its goals statements, sometimes it is easier to “categorize” or “compartmentalize” consensus goals.

Think about the ideas of the Directors fits into the following:

- *Teaching and Learning*
- *Student Life*
- *Fiscal Health*
- *Human Resources*
- *Physical Plant*
- *School Community*

SUGGESTED BOARD ACTION: It is recommended the Directors use as much time as needed this evening to identify its priorities for the 2012 – 2013 school year and into the 2013 – 2014 school year.

Red Oak Community School District

Vision Statement and Belief

Vision:

Excellence for All . . . Whatever It Takes!

Belief:

The Red Oak Community School District enables itself to provide the best opportunities for all students to academically, socially, and ethically prepare themselves for global citizenship.

**Red Oak Community School District
Board of Directors Goals for 2011 – 2013**

District Goal for Teaching and Learning:

Iowa Assessments results will meet and exceed expected standards.

Secondary students will show increased levels of proficiency on the ACT exam and/or the COMPASS exam.

Professional Learning Communities and Professional Development will demonstrate accountability.

An instructional model change needs to be in place for secondary students that will provide increased economies of operation; will provide greater education rigor with accountability; and will allow greater access to other potential partners in education.

District Goals for Student Life:

A formal plan for students at risk of dropping out of school will be developed and implemented.

The number of students who drop out of school will decrease until all students are graduates.

Programs that extend students' learning both inside and outside of the school day will be studied and possibly implemented.

District Goal for Fiscal Health:

Build on and enhance steps to gain greater financial health in the school district.

District Goal for Technology:

Technology Integration in the Learning Programs of Red Oak Schools will be driven by a computer one-to-one initiative.

A District Technology Plan will be constructed and implemented that addresses the needs of 21st century learners across all levels of teaching and learning.

Physical Plant – Red Oak CSD Facilities

Board Goals for FY 11 and FY 12

District Goal for Teaching and Learning: *The Iowa Test of Basic Skills (grades 3 to 8) and Iowa Test of Educational Development (grades 9 to 11) will increase to match or exceed expected standards.*

District Goal for Teaching and Learning: *Professional learning opportunities will be more clearly articulated and monitored to ensure that teachers can succeed.*

District Goal for Teaching and Learning: *Re-establish the Vocational Agriculture Education Program at Red Oak High*

District Goal for Student Life: *Reduce the number of drop-outs at Red Oak High School by 50 percent with the ultimate goal of no drop outs*

District Goal for Fiscal Health: *Build on and enhance steps to gain greater financial health in the school district.*

District Goal for Personnel: *Develop and implement a district-wide personnel handbook for better communication and understanding.*

District Goal for Big Ideas in the Next 24 Months: Technology

District Goal for Big Ideas in the Next 24 Months: Instructional Model for Secondary Learning (Scheduling Concepts)

District Goal for Big Ideas in the Next 24 Months: Long-range facilities planning and rationalization

Red Oak Community School District Goals and Strategies Fiscal Year 10 and Fiscal Year 11

<p>Expand learning opportunities for students identified in the Talented and Gifted Program</p>	<ul style="list-style-type: none"> ✓ Current program opportunities will be expanded and reported to the Board and Community. ✓ A long range plan of program improvements and strategies for student, parent, and teacher involvement will be completed. 	<p>Extended Learning Opportunity Staff</p> <p>Extended Learning Opportunity Staff</p>	<p>November, '09 April, '10</p> <p>May, '10</p>	
<p>Establish the Iowa Core Curriculum in ROCSD</p>	<ul style="list-style-type: none"> ✓ Outline a timeline of planned activities ✓ The Directors will receive two comprehensive progress reports during each semester until all implementation deadlines have been met. ✓ The community will be kept informed on the Iowa Core Curriculum 	<p>Iowa Core Team</p> <p>Webmaster ICC admin rep</p>	<p>September, '09</p> <p>Nov, '09 Mar, '09</p> <p>Quarterly</p>	
<p>Review of all Vocational Programs in ROCSD</p>	<ul style="list-style-type: none"> ✓ A comprehensive review of all vocational programs will be completed for Red Oak High School 	<p>ROSH leadership and vocational education teaching professionals</p>	<p>Plan outline due by 9.28.09</p>	

**Red Oak Community School District Goals and Strategies
Fiscal Year 10 and Fiscal Year 11**

<p><u>Student Life</u></p> <p>Reduce the number of drop-outs at Red Oak High School by 50 percent with the ultimate goal of no drop outs</p> <p>Provide additional learning tools to reduce substance abuse among students.</p>	<ul style="list-style-type: none"> ✓ An economic impact review will be completed to assess fiscal relevancy for the Red Oak Community School District in all vocational programs ✓ Identify the causes of students who drop out in Red Oak High School ✓ Examine the current alternative high school program to determine if it should be expanded to lessen student drop outs. ✓ Propose a multi- year approach to drop out prevention ✓ Assess and report the current data for student substance abuse ✓ Identify a success driven program of intervention to lesson substance abuse 	<p>ROHS Leadership ROMS Leadership Student Services Support Professionals</p> <p>School Counselors Building administrators Parent Advisory Groups (PTO, parent councils)</p>	<p>Progress report due by 11.9.09</p> <p>Final report and recommendations due by 1.11.10</p> <p>Organizational timeline review not later than 10.12.09</p> <p>Status review and report not later than 2.08.10</p> <p>Final recommendations due not later than 4.12.10</p> <p>Organizational progress report not later than 11.09.09</p>	
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**Red Oak Community School District Goals and Strategies
Fiscal Year 10 and Fiscal Year 11**

	<ul style="list-style-type: none"> ✓ Target programs of effectiveness for middle level students and high school levels students 		<p>Recommendations for program improvements not later than 4.12.10</p>	
<p>Increase attendance rates at all attendance centers.</p>	<ul style="list-style-type: none"> ✓ Structure a program of attendance improvement for all attendance centers 	<p>Building Principals School Counselors Attendance records staff</p>	<p>Update: 9.14.09</p> <p>Quarterly reports to the Board of Directors</p>	
<p>Student Participation and Behaviors</p>	<ul style="list-style-type: none"> ✓ Assess current reality for student involvement in extra-curricular activities 	<p>School Team Members</p>	<p>Review data from the 08/09 school year not later than 9.29.09</p>	

**Red Oak Community School District Goals and Strategies
Fiscal Year 10 and Fiscal Year 11**

	<p>✓ Determine target goals of involvement for both middle level and high school level students and strategies to increase participation.</p>	<p>Activities Director Middle School Principal</p>	<p>Progress report not later than 10.12.09</p> <p>Final report and recommendations - progress check 12.14.09</p>	
	<p>✓ Identify and report current student behavior data</p>	<p>School Principals School Counselors</p>	<p>Progress report not later than 10.12.09</p>	
	<p>✓ Identify a common core set of expectations and behavior modifications needed at all levels of instruction</p>	<p>School Team Members</p>	<p>Draft report progress update not later than 11.09.09</p>	
			<p>Recommendations and final report not later than 3.08.09</p>	

**Red Oak Community School District Goals and Strategies
Fiscal Year 10 and Fiscal Year 11**

	<p>✓ Complete an Americans with Disabilities audit and devise an improvement plan</p>	<p>Superintendent and Maintenance Director, External Consultant</p>	<p>Devise summer of '10 maintenance plan – present to the Directors not later than 2.22.10</p> <p>Final approval of summer of '10 maintenance needs not later than 3.22.10</p> <p>9.28.09 – name audit organization</p> <p>10.26.09 – preliminary report of ADA compliance</p> <p>11.09.09 – final recommendations for ADA compliance</p>	
	<p>✓ Devise and install a transportation department improvement plan for equipment and operations</p>	<p>Director of Transportation School Business Manager</p>	<p>9.28.09 – propose strategies and options for vehicle acquisitions</p>	

**Red Oak Community School District Goals and Strategies
Fiscal Year 10 and Fiscal Year 11**

	<p>✓ Examine recycling in the Red Oak Community School District and determine a plan/strategy set for future years</p> <p>✓ Assess current physical plant needs for space and students services –</p>	<p>(to be determined)</p> <p>District Administrators Directors, Teachers</p>	<p>10.26.09 - recommendations from bidding procedures</p> <p>12.14.09 – propose scheduled of vehicle replacements</p> <p>1.25.10 – present short term and long term vehicle maintenance and repair plan</p> <p>(to be determined)</p> <p>Progress reports: 9.28, 10.26, 12.14, 1.25</p> <p>Recommendations for changes: 2.22, 3.22</p>	
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**Red Oak Community School District Goals and Strategies
Fiscal Year 10 and Fiscal Year 11**

<p><u>Fiscal Management</u></p> <p>Build on and enhance steps to gain greater financial health in the school district.</p>	<ul style="list-style-type: none"> ✓ Receive FY 09 ending report ✓ Conduct a budget assessment workshop ✓ Determine budget scenarios for FY 11 ✓ Prepare budget analysis for contract discussions 	<p>School Business Manager School Superintendent Building Leadership Board of Directors</p>	<p>9.28.09</p> <p>10.26.09 or Special meeting in Nov, '09</p> <p>12.14.09</p>	
<p><u>Personnel</u></p> <p>Monitor and assess all shared management positions</p> <p>Install performance measured objectives for all members of the leadership team</p>	<ul style="list-style-type: none"> ✓ Provide reports ✓ Individual conferences ✓ Review of progress by the Board of Directors 	<p>Shared management staff School Supt Board Officers</p> <p>Superintendent of Schools Board of Directors</p>	<p>Quarterly during the fiscal year – dates to be determined</p> <p>Aug and Sept –'09</p> <p>April, '10</p>	

**Red Oak Community School District Goals and Strategies
Fiscal Year 10 and Fiscal Year 11**

<p>Develop and implement a district-wide personnel handbook for better communication and understanding. Present before the holiday break.</p>	<ul style="list-style-type: none"> ✓ Establish district staff communication group ✓ Conduct monthly meetings to work on targeted goals ✓ Communicate work to others 	<p>Superintendent of Schools Webster support staff member</p>	<p>9.28.09 – progress check</p> <p>Monthly written report to the Directors</p> <p>Monthly</p>	
<p>Look at early retirement policy and possibly redoing it. What is legal and what is not?</p>	<ul style="list-style-type: none"> ✓ Review current policy, compare and contrast with others ✓ Determine if positive change can or should be made 	<p>School Business Manager School Superintendent Representative from the bargaining units</p>	<p>9.28.09 – progress check</p> <p>10.26.09 – draft of recommendations</p> <p>11.09.09 – consideration of policy change (s)</p>	
<p><u>Board Governance - Communications</u></p>				
<p>Regularly and systematically review board goals for progress making adjustments</p>	<ul style="list-style-type: none"> ✓ Activate Board of Directors subcommittee ✓ Review IASB recommendations 	<p>Board of Directors School Superintendent School Business Manager</p>	<p>Progress check: 9.28.09</p> <p>Other – to be determined</p>	

**Red Oak Community School District Goals and Strategies
Fiscal Year 10 and Fiscal Year 11**

<p>Other</p> <ul style="list-style-type: none">• Timely communications• Long-range goals for the school district• Community surveys				
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